



# STUDENT HANDBOOK



## TABLE OF CONTENTS

<b>SECTION I: GENERAL INFORMATION .....</b>	<b>4</b>
ACCREDITATION .....	4
DISCLOSURE REQUIREMENTS .....	4
INCLUSION POLICIES.....	5
NONDISCRIMINATION POLICY .....	5
CHOSEN FIRST NAME AND PRONOUN PROCEDURE FOR STUDENTS.....	5
STATE APPROVAL .....	6
TEXT ALERTS AND NOTIFICATIONS .....	7
<b>SECTION II: ACADEMIC INFORMATION .....</b>	<b>8</b>
ACADEMIC CALENDAR .....	8
ACADEMIC DISHONESTY .....	8
ACADEMIC RECORDS.....	9
ACADEMIC YEAR DEFINITION .....	9
ATTENDANCE POLICY AND FINANCIAL AID .....	9
ATTENDANCE PROCEDURE FOR PREGNANCY & PREGNANCY RELATED CONDITIONS: .....	11
ATTENDANCE PROCEDURE FOR RELIGIOUS OBSERVANCE.....	11
CALCULATING A GRADE POINT AVERAGE.....	12
CREDIT HOUR DEFINED .....	12
DROP/ADD PERIOD .....	13
GRADE TRANSCRIPTS.....	13
GRADING .....	13
GRADUATION REQUIREMENTS .....	14
HONORS AND RECOGNITION.....	14
POSTHUMOUS DEGREE POLICY .....	16
REENTRY POLICY .....	16
WITHDRAWING DURING DROP/ADD PERIOD.....	18
<b>SECTION III: FEDERAL SATISFACTORY ACADEMIC PROGRESS (SAP) .....</b>	<b>20</b>
CALCULATING AID FOR TITLE IV PURPOSES.....	20
CHANGING PROGRAMS.....	21
CUMULATIVE GRADE POINT AVERAGE (CGPA) .....	21
EARLY INTERVENTION.....	22
MAXIMUM TIME FRAME .....	23
MAXIMUM TIME TO COMPLETION PER PROGRAM .....	23
MITIGATING CIRCUMSTANCES .....	26
NON-CREDIT/REMEDIAL COURSEWORK .....	27
PACE / RATE OF PROGRESS .....	27
PHEAA STATE GRANT RECIPIENTS – NORMAL ACADEMIC PROGRESS.....	27
RE-ENROLLMENT.....	27
REPEATING COURSEWORK.....	27
(FEDERAL) SATISFACTORY ACADEMIC PROGRESS POLICY .....	28
(PTC) SATISFACTORY ACADEMIC PROGRESS PROCEDURES .....	29
TRANSFER OF CREDIT .....	32
WITHDRAWALS.....	33
<b>SECTION IV: FINANCIAL AID .....</b>	<b>34</b>
COST OF ATTENDANCE .....	34
DISBURSEMENT OF FINANCIAL AID.....	35
ENTRANCE AND EXIT INTERVIEW REQUIREMENTS.....	35

FAFSA VERIFICATION – POLICY AND PROCEDURES .....	36
LOAN REPAYMENT .....	37
NOTIFICATION OF AUTHORIZATION PROVISION .....	37
SELECTED FOR VERIFICATION .....	40
STUDENT RIGHTS AND RESPONSIBILITIES .....	41
TITLE IV CREDIT BALANCE .....	41
<b>SECTION V: HEALTH AND WELLNESS.....</b>	<b>42</b>
CRISIS RESOURCES .....	42
HEALTH AND WELLNESS RESOURCES .....	42
VACCINATION POLICIES.....	45
<b>SECTION VI: INSTITUTIONAL POLICIES .....</b>	<b>49</b>
ALCOHOL AND DRUGS .....	49
AMNESTY POLICY .....	51
BUS SCHEDULES.....	51
CONFIDENTIALITY OF STUDENT RECORDS .....	51
INCIDENT AND CRIME REPORTING.....	53
FIRE DRILLS.....	53
DRESS CODE/APPEARANCE .....	54
FAIR USE POLICY OF COPYRIGHTED MATERIALS.....	54
FOOD, BEVERAGES, TOBACCO, AND AUDIO USAGE ON PTC PREMISES .....	54
HAZING .....	55
HOUSING VIOLATIONS.....	55
IDENTIFICATION CARDS.....	55
LOST AND FOUND.....	56
MILITARY RECRUITING INFORMATION.....	56
PERSONAL BELONGINGS .....	56
PERSONAL SECURITY .....	56
POLICE .....	57
RIDE SHARING .....	57
SCHOOL DELAY OR CANCELLATION.....	57
SEXUAL OFFENDER REGISTRATION .....	58
SMOKING.....	58
STUDENT BACKGROUND CHECKS AND NOTICE REGARDING EMPLOYABILITY .....	59
STUDENT SAFETY.....	59
TELEPHONES.....	59
USE OF TITLES .....	60
VISITORS.....	60
<b>SECTION VII: STUDENT GRIEVANCE AND DISCIPLINARY PROCEDURES.....</b>	<b>61</b>
CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS .....	61
GENERAL DISCIPLINARY AUTHORITY .....	61
INTERIM SUSPENSION.....	61
JUDICIAL AND APPEAL PROCESS.....	62
NOTICE .....	62
OUTSIDE RESOURCES .....	62
REPORTING GENDER-BASED HARASSMENT .....	63
STUDENT GRIEVANCE POLICY AND PROCEDURES.....	66
TRESPASS.....	66
<b>SECTION VIII: STUDENT RESOURCES.....</b>	<b>67</b>
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES.....	67

CAMPUS SECURITY & FIRE SAFETY REPORT (CLERY ACT) .....	67
CAMPUS STORE .....	68
CODE OF STUDENT CONDUCT .....	68
COLLEGE CATALOG .....	69
COMMUNITY SERVICE .....	69
CONNECT TO STUDENTS.....	69
ELECTRONIC ACCOUNTS AND STUDENT ACCESS .....	69
IDENTITY THEFT – A SERIOUS CRIME .....	70
MY PTC – ACCESS AND PASSWORD MANAGEMENT .....	72
EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS: .....	74
ENROLLMENT VERIFICATION & GOOD STUDENT DISCOUNT CERTIFICATES .....	76
FACILITIES .....	76
FIRE SAFETY PROCEDURES FOR RESIDENCE HALLS .....	77
LIBRARY RESOURCE CENTER .....	77
CAMPUS PREVENTION .....	78
PARKING AND TRAFFIC .....	78
STUDENT ACTIVITIES AND INTRAMURALS.....	79
STUDENT SURVEY OF INSTRUCTION (SSI) .....	79
STUDENT SATISFACTION SURVEY (SSS).....	80
STUDENT NEWSLETTER - FYI .....	80
STUDENT ORGANIZATIONS .....	80
TEXTBOOK INFORMATION DISCLOSURE .....	80
TUTORING .....	80
<b>APPENDIX A: COMPUTER USE AND ELECTRONIC COMMUNICATIONS POLICY .....</b>	<b>82</b>
<b>APPENDIX B: COUNSELING RESOURCES AND HOTLINES .....</b>	<b>87</b>
<b>APPENDIX C: PROTOCOLS FOR SUPPORTING AT-RISK STUDENTS.....</b>	<b>88</b>
<b>APPENDIX D: CONNECT TO STUDENTS .....</b>	<b>96</b>
<b>APPENDIX E: NATIONAL INSTITUTE ON ALCOHOL ABUSE.....</b>	<b>98</b>
<b>APPENDIX F: CONTROLLED SUBSTANCE ACT.....</b>	<b>101</b>
<b>APPENDIX G: DOE OFFICE OF NATIONAL DRUG CONTROL POLICY.....</b>	<b>102</b>
<b>APPENDIX H: SUBSTANCE ABUSE TREATMENT CENTERS.....</b>	<b>106</b>
<b>APPENDIX I: FAIR-USE OF COPYRIGHT MATERIALS .....</b>	<b>107</b>
<b>APPENDIX J: EMERGENCY CONTACT INFORMATION.....</b>	<b>111</b>
<b>APPENDIX K: CAMPUS PARKING POLICY .....</b>	<b>112</b>

## SECTION I: GENERAL INFORMATION

### ***Welcome to Pittsburgh Technical College.***

In an effort to provide you a positive environment, PTC has identified guidelines, policies, and procedures that address the expectations of students as members of the PTC community. This handbook serves as a resource for this information, including students' rights and responsibilities.

Student conduct guidelines serve the community in two ways. They protect the PTC community from unnecessary disruption and provide students who violate the policies with a learning experience. We believe that these learning experiences are helpful to students as they prepare to become contributing citizens and professionals in their chosen careers.

PTC asks all students to join the efforts of the faculty and staff to help maintain a safe and positive campus learning environment by assuming their responsibilities and by upholding the standards identified in this handbook.

This publication supersedes any of the previously published PTC Student Handbooks. The Student Handbook is subject to modification at any time.

The current Handbook is available at [www.ptcollege.edu](http://www.ptcollege.edu) and through the student portal.

### **ACCREDITATION**

[Middle States Commission on Higher Education - Pittsburgh Technical College \(ptcollege.edu\)](http://www.msc.edu)

### **DISCLOSURE REQUIREMENTS**

Under various sections of this publication and through information posted on [Consumer Information](#). PTC has provided information that is pursuant to the nature of educational programs, the nature of financial charges, financial aid availability, and the employability of PTC graduates. Additional information that can be located on the Consumer Information page includes the following.

- Related occupational titles
- Program tuition and fees

- Estimated book costs
- Estimated housing
- Graduate information with on-time graduate rates
- Percentage of graduates working in field
- Percentage of graduates working part-time
- The average salary of graduates – employed full time
- Title IV Median Loan Debt
- Institutional median loan debt

## **INCLUSION POLICIES**

All students are expected to read and comply with the policies and regulations set forth in the PTC Student Handbook, including without limitation the college's policies regarding academic and behavioral conduct, the procedures for requesting an accommodation based upon a disability, and for reporting unlawful discrimination and harassment.

The Student Handbook is available to view and download from the college's website at the following URL:<https://ptcollege.edu/wp-content/uploads/pdf/ptc-student-handbook.pdf>.

Students can access their course information and PTC email account, the PTC Academic Calendar, the Student Handbook, and many other college services through the PTC Student Portal at <https://www.students.ptcollege.edu/>.

## **NONDISCRIMINATION POLICY**

- [NONDISCRIMINATION POLICY - Pittsburgh Technical College \(ptcollege.edu\)](#)

## **CHOSEN FIRST NAME AND PRONOUN PROCEDURE FOR STUDENTS**

Pittsburgh Technical College (PTC) commits to demonstrating professional courtesy and sensitivity. It is especially important with respect to individuals who chose to use names and pronouns other than their legal first name to identify themselves for a variety of personal and/or cultural reasons. PTC seeks to provide an inclusive and non-

discriminatory environment by making it possible for students to be identified by a chosen first name and pronoun in class.

Currently, official class rosters are provided to the instructor with the student's legal name. However, you may request to use an alternate name or gender pronoun, or honorific. Please notify your instructor of your preferred name and pronoun preference at the beginning of the quarter and we will make every effort to use your preferred name. PTC has a mechanism in place to record your preferred name on SIS. Your instructor will ensure that it is added to our database. If we forget, it is not an intentional insult. Gently remind us. Chosen first names and pronouns may not be applicable in certain programs due to the requirements of accreditation organizations and clinical sites.

Current Students: After obtaining an initial Student ID, students may request a courtesy ID to reflect their preferred name . To request a new ID, please speak with a student advisor. Make note that this is a one-time courtesy. Any subsequent requests will be charged a \$10.00 fee per ID. Because of electronic data stored on the card, student IDs must be surrendered when picking up a replacement.

New students will have the option to use a preferred name when registering for their initial ID.

To learn more about our commitment, please visit the Diversity, Equity, and Inclusion webpage <https://president.ptcollege.edu/diversity-and-inclusion/>

You are welcome to share your thoughts as we build an authentic culture of care, communication, and collaboration. Send us an email with your thoughts to [wearelistening@ptcollege.edu](mailto:wearelistening@ptcollege.edu)

## **STATE APPROVAL**

PTC is approved to operate as a college by the Commonwealth of Pennsylvania Department of Education. Questions or concerns, which are not satisfactorily resolved by the school, may be brought to the attention of the Department:

### **Pennsylvania Department of Education**

Division of Program Services

333 Market Street

Harrisburg, PA 17126-0333

## TEXT ALERTS AND NOTIFICATIONS

Delays. Changes. Warnings and last-minute messages. It's information every student needs. Now you can receive it when you need it simply by registering your mobile number for text alerts. Sign up for **Alerts** for important information and emergency notifications or **Events** for student activity announcements and cancellations.

It's simple. It's free. And it's the easy way to always be in the know no matter where you are or what time of day or night it is. Every student should register. So can family members. Just select the list you want (or both) and register your mobile number in the [Text Alert](#) system.



## SECTION II: ACADEMIC INFORMATION

### ACADEMIC CALENDAR

PTC operates on an [academic calendar](#), offering four quarters per year with each quarter approximately ten weeks in length. The calendar reflects the start and end dates and specific holidays and breaks that occur throughout the year. The calendar is subject to change. Notices of the changes appear in the student portal.

### ACADEMIC DISHONESTY

PTC places a strong expectation on all students to act honestly in all situations. PTC does recognize that some students will choose to commit acts of academic dishonesty, which places an expectation on all faculty and staff of confronting these acts of dishonesty. Academic misconduct is a behavioral issue, not an issue of academic performance.

<b>First Offense</b>	The student's Academic Chair addresses the behavior through the system outlined in the Code of Student Conduct. If it is concluded that the offense occurred, the student will receive a grade of zero for the assignment or test in which the offense occurred and will be placed on probation up to the remainder of the term.
<b>Second Offense</b>	If the student's Academic Chair concludes that a second offense occurred or that the first offense is of a particularly serious nature, the student will fail the course.
<b>Subsequent Offenses</b>	Further offenses are disciplinary offenses and subject to the Administrative and Disciplinary Procedures in this Handbook.

## ACADEMIC RECORDS

Any student who changes his or her name, address, marital status, or telephone number while enrolled at PTC **must** notify the Academic Chair and the Financial Aid Office. Graduates are encouraged to notify PTC's Career Services in the Alumni Services Department of any such changes following graduation.

## ACADEMIC YEAR DEFINITION

The School defines an academic year as 36 quarter credit hours offered over a minimum of 30 weeks of instruction. For clock hours, an academic year is defined as a minimum of 900 clock hours, usually paid over (2) 450 clock hour periods.

## ATTENDANCE POLICY AND FINANCIAL AID

Students have a responsibility to attend classes for which they have scheduled and are expected to fully participate in them. The attendance policy for each course is at the discretion of the academic department, and it is the instructor's responsibility to inform the student of the attendance policy in his or her syllabus. Instructors may include a student's attendance into the calculation of their final grade.

Students should be aware of individual course attendance policies, as they are held accountable for meeting those standards. Students are obligated to be in attendance on days when examinations are scheduled. Students who absent themselves from examinations may be refused permission to take the examination at a later date; may receive a failing grade for the examination missed; and may receive a failing grade for the course. Instructors may refuse to accept any work which is turned in late and may assign a failing grade to that work. Communication is expected when circumstances outside the student's control would prevent a student from attending a class session.

Be advised that students in the School of Healthcare and Nursing are expected to attend a minimum number of class sessions in order to pass their courses. Please see the handbook for the School of Nursing and Healthcare for further information.

Faculty will report non-attendance on the seventh calendar day of the academic term. A student who has *never* attended "all of their registered courses" will result in being Administratively Withdrawn from the institution.

For purposes of federal, Title IV, student financial assistance, the U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students,
- submitting an academic assignment,
- taking an exam, an interactive tutorial or computer-assisted instruction,
- attending a study group that is assigned by the school,
- participating in an online discussion about academic matters, and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- living in institutional housing,
- logging into an online class without active participation, or
- participating in academic counseling or advising.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by a student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Examples of acceptable evidence of academic attendance an attendance at an academically related activity in a distance education program include:

- student submission of an academic assignment,
- student submission of an exam,

- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation show that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Federal assistance must be reduced for any classes reported as non-attendance, which may result in a balance due to the college. Students that do not attend the first week, will be dropped and their Financial Aid will be adjusted as appropriate. Full time for Financial Aid eligibility is defined as at least 12 credits during each quarter. After the census date, financial aid is not adjusted. Any classes added after the census date, even with a permission from the instructor, will not be included in determining financial aid eligibility and disbursement. Students may contact the [Financial Aid office](#) or Registrar with questions.

### **ATTENDANCE PROCEDURE FOR PREGNANCY & PREGNANCY RELATED CONDITIONS:**

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary. Students will be provided with the opportunity to make up any work missed because of such absences, if possible. For more information or requests for accommodations, students should inform their instructor(s) and/or contact PTC's Title IX coordinator at [hr@ptcollege.edu](mailto:hr@ptcollege.edu).

### **ATTENDANCE PROCEDURE FOR RELIGIOUS OBSERVANCE**

PTC will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, reasonable opportunity to make up academic assignments missed due to such absences, unless doing so would create or impose an undue burden on other students

or the college. At the beginning of the academic quarter, you should review the course requirements to identify foreseeable conflicts with assignments, exams, or other required attendance. If possible, please contact your instructor within the first two weeks of the quarter to allow time for us to discuss and make fair and reasonable adjustments to the schedule and/or tasks.

## CALCULATING A GRADE POINT AVERAGE

Grade points, the numerical equivalent of the letter grade, are used to determine academic standing.

The grade point average is computed by dividing the total number of grade points earned by the total number of credits attempted. All courses attempted will be shown on the official transcript. Only courses earning letter grades A, B, C, D, and F are computed in the grade point average.

An overall 2.0-grade point average is required for graduation. The following is an example of how a *quarterly grade point average* is calculated:

Course	Grade	Credits Attempted	Grade Points	Total
#1	C	4	x2	=8
#2	B	4	x3	=12
#3	D	4	X1	=4

Divide 12 credits attempted into 24 grade points earned. The resulting grade point average is 2.0.

## CREDIT HOUR DEFINED

PTC defines a quarter credit hour as follows.

For all academic classes:

- 10 lecture hours are equal to one quarter credit.
- 20 lab hours are equal to one quarter credit.

For all internships:

- 30 hours of internship are equal to one-quarter credit.

## DROP/ADD PERIOD

To assist students in managing their course load, PTC has a Drop/Add period at the beginning of each quarter. During the first seven days of each quarter, students work with their Student Advisor to solidify the courses they will be taking for the quarter. Use the following table to determine when you are eligible to drop or add courses for your schedule.

Program Length	Add Day for the Quarter	Drop Day for the Quarter
10-Week Course	Day 7	Day 7
1st Half 5 Week Course	Day 3	Day 7
2nd Half 5 Week Course	Day 3	Day 7

## GRADE TRANSCRIPTS

One *official* transcript bearing the signature of the Registrar and the seal of PTC is provided to each student upon graduation provided that the student has met all obligations, including academic, financial, or otherwise.

Should a student need an additional transcript, he or she may submit a transcript request at [payments.ptcollege.edu/transcript-request](http://payments.ptcollege.edu/transcript-request).

Unofficial transcripts are available for in-school students on the student's [MyPTC](#) account. A student and his/her parents may access the record with the appropriate log-in and PIN number. Unofficial Transcripts are not available to students who are no longer enrolled at Pittsburgh Technical College

## GRADING

At the onset of any course, students receive a syllabus of the course requirements and grading standards. At Pittsburgh Technical College, students can earn the following grades. These grades are used to calculate a student's grade point average (GPA).

Letter Grade	Grade Definition	Grade Points
<b>A</b>	90 – 100	4.0
<b>B</b>	80 – 89	3.0
<b>C</b>	70 – 79	2.0
<b>D</b>	60 – 69	1.0
<b>F</b>	Less than 60	0.0
<b>I</b>	Incomplete Work	0.0

<b>P or F</b>	Pass/Fail	0.0
<b>W</b>	Withdrawal	0.0
<b>L</b>	Leave of Absence	0.0
<b>R</b>	Repeat Course	0.0
<b>EX</b>	Exempt	0.0
<b>PE</b>	Placement Exam	0.0
<b>N</b>	Course Scheduled/Not Attended	0.0
<b>NP</b>	Not Passed	0.0

## GRADUATION REQUIREMENTS

To graduate from Pittsburgh Technical College and receive an Associate in Science Degree, a student must be in good standing with the college, and meet the following requirements:

- Complete all coursework in the specified program of study.
- Satisfy all financial requirements.
- Earn a cumulative Grade Point Average of 2.0 or higher.

## HONORS AND RECOGNITION

### Celebration of Success

Every quarter, each academic department honors its students who have achieved high honors and honors during the previous quarter. Each department may also present their students with department-specific awards that the students may have earned (special /industry certifications).

#### In Our Own Words

Every term, the General Education Department exhibits student work in a literary magazine and/or through presentations at an event for PTC faculty, staff, and students called "In Our Own Words." Students are encouraged to submit "A quality" essays or projects and participate in this activity. Those who participate receive a certificate of achievement for their professional portfolios. Scholarship awards are given to top publishers and presenters.

### **J. R. McCartan Community Service Award**

Introduced by the PTC Board of Trustees in October 2001 and named after PTC's former President, Mr. Jack McCartan, the J. R. McCartan Community Service Award is presented annually to a student who has made a significant contribution to the outside community.

### **Outstanding Student of the Quarter Award**

This award is given every quarter to one student from each program. To be nominated for this award, the student has to have a quarterly grade point average greater than or equal to 3.5. From the list of nominees, faculty choose the outstanding student-of-the-quarter based on how the student displays assistance to classmates without being asked, demonstrates leadership qualities inside and outside the classroom (leads projects, holds office in clubs and/or organizations, etc.), tutors or mentors, and/or provides insightful comments (i.e., class/content).

### **Quarterly Recognition/Graduation with Honors**

At the end of each quarter, students who have achieved the grade point averages listed below will be recognized quarterly with certificates. Students who maintain these grade averages will be recognized with honor status at the graduation ceremony:

- **Honors**: 3.50 through 3.74 Grade Point Average
- **High Honors**: 3.75 through 3.9 Grade Point Average
- **Presidential Honors**: 4.0 maintained throughout the program

### **Richard Caligiuri Award**

The Richard Caligiuri Award is presented at the graduation ceremony to potentially one student from each degree program. The recipients of this award are students who have been found, through a collective vote of Academic Chairs and instructors, to have exhibited outstanding achievement in the areas of academic achievement, leadership, and perseverance over the duration of their training at PTC.



## POSTHUMOUS DEGREE POLICY

In the unfortunate event that an enrolled student passes away prior to degree conferral, the President of Pittsburgh Technical College reserves the right to award the student's degree posthumously.

The Dean or Academic Chair will recommend the student to the President's Office for consideration. Students who are recommended for consideration must be in good academic standing and have completed more than 50% of course work required for graduation.

Upon confirmation from the President, a letter will be sent to the deceased student's immediate family relaying the decision of awarding the posthumous degree.

A diploma indicating that it was awarded posthumously will be mailed to the deceased student's immediate family within thirty days of the last day of the student's last term attended.

Awarding of a posthumous degree will not be indicated on the deceased student's transcript or permanent record. This decision is ceremonious in nature and serves to recognize and honor students who have achieved academic success during their time as a student.

## REENTRY POLICY

**To be considered for reentry:** Students who are withdrawn from Pittsburgh Technical College at any point in time must go through the reentry process in order to reenroll in courses. Students must complete the Reentry Application found on [ptcollege.edu](http://ptcollege.edu) in order to begin the process of reentry. Be advised that approval from the Student Financial Services department, Reentry SAP Committee and the Academic Affairs Department must be received for a student to be permitted to return to PTC; reentry is not guaranteed, and PTC reserves the right to deny reentry to any student the institution deems ineligible to return.

The following financial and academic stipulations will be considered for the reentry process:

- The student must have no outstanding balance to the school and have an approved form of payment in place prior to reentry if financial aid is exhausted or the student is ineligible. PTC will not grant payment plans on past due balances in order to start classes.

- The student will be required to submit all transcripts from institutions attended prior to PTC. This includes transcripts from schools that a student may have attended after enrolling at PTC. The student is responsible for obtaining these transcripts and submitting them to PTC to move forward with the reentry process. All transcripts from other institutions attended must be on file before enrollment.
- The student's maximum time frame will be calculated to ensure that a student can complete their program within the time frame, as listed in the Maximum Time Frame section under the SAP policy. Be advised that a student who wishes to change programs will have all credits from their previous, uncompleted, program(s) calculated into this decision. Students who are unable to complete their program within Maximum Time Frame will not be permitted to reenter.
- A student who is academically suspended due to not meeting the terms of an academic plan while on SAP Financial Aid and Academic Probation, will be required to have an alternate payment method established prior to reentry. Students will officially be on Permanent Federal Financial Aid Suspension. The student will not be eligible for federal financial aid as established in the SAP policy and not eligible to appeal. Students will be required to complete an academic success plan with their academic team to ensure that they can be successful when they reenter.
- Students who reenter on Temporary Financial Aid Suspension will be required to complete an appeal letter, academic plan, and appeal form, as established in the SAP Policy in order to be eligible for federal financial aid. These documents must be submitted prior to the start of the quarter a student wishes to reenter. Students who reenter and fail to meet the terms of their academic plan will be academically suspended and may not be eligible for future reentry.
- In certain cases, a student will need to complete the programmatic reentry requirements of that program to be eligible for reentry. Each program may have certain requirements which will need to be completed and approved first before reentry approval will be granted. These requirements will be detailed to the student by the Reentry Coordinator, and/or the Academic Chair or Dean. Once the reentry program conditions are met, reentry approval will be given.

- All students who reenter Pittsburgh Technical College will be given an Academic Plan that will be tailored to their individual circumstance. This plan will be created by the Academic Chair of their program's department, and will need reviewed, signed, and sent back to the Reentry Coordinator prior to reenrollment. The exceptions to this would be students in the Schools of Healthcare and Nursing who have programmatic requirements that a student must meet, (remediation, audits, etc.). Because these requirements are governed by this department, Academic Plans will not be issued.
- Reentry students are charged tuition and fees at the current published tuition and fee rate at the time of reentry into PTC. Estimated books, supplies and housing, (if applicable), are included in the student's financial aid plan in addition to tuition and fees

## WITHDRAWING DURING DROP/ADD PERIOD

As a non-attendance taking institution, we will use a current student's attendance to determine his or her status for the quarter through the instructor's roster confirmation process. During our drop/add period, we are verifying a student's **In School** status through the following methods:

- For On-Ground Courses: Students will have their attendance recorded in class
- For Online Courses: Students must participate in the initial discussion board by the 3<sup>rd</sup> calendar day of the quarter or be in communication with the academic team. **Logging into the Learning Management System is not considered to be in attendance.**

**For Returning Students:** If extenuating circumstances prevent a student from complying with the attendance policy, the student must communicate this with their education team or the Registrar if the academic team is unavailable to meet. If a student is found to be out of attendance and no communication has been established by the 7<sup>th</sup> calendar day of the drop/add period, they will be withdrawn from the school by their student advisor. After the 8<sup>th</sup> calendar day of the quarter, the student will be withdrawn accordingly, and the student will be responsible for tuition charges as established by the tuition schedule.

**For New Students:** If extenuating circumstances prevent a student from complying with the attendance policy, the student must communicate this with their Admissions

Coordinator, education team, or the Registrar if the education team is unavailable to meet. If they intend to withdraw during the first seven calendar days of a quarter, they must communicate their intention with their Admissions Coordinator or member of the academic team to begin the process of canceling their enrollment. If a new student is found to be out of attendance and no communication has been established by the 7<sup>th</sup> calendar day of the drop/add period, their enrollment will be canceled. After the 8<sup>th</sup> calendar day of the quarter, the student will be withdrawn accordingly, and the student will be responsible for tuition charges as established by the tuition schedule.

**Note:** For any student that is registered for only a second 5-week course, they must complete a letter of intent prior to the drop/add period. This letter indicates that a student is committed to enrolling in the class.

## SECTION III: FEDERAL SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal Policy: HEA Sec. 484 (c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 and Federal Register. The United States Department of Education requires every postsecondary institution receiving federal funds (Title IV) to have a Satisfactory Academic Progress (SAP) Policy that is used to determine eligibility for continued receipt of federal funds. The SAP policy applies to all federal Title IV financial assistance programs including Federal Work-Study, Federal PELL, Federal Supplement Education Opportunity Grant (SEOG), Federal TEACH Grant, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal Direct PLUS loans.

The school's policies for SAP are designed to review a student's academic performance in terms of quantitative and qualitative measures to ensure the student is making progress towards the completion of the academic program. The SAP policy must be *at least as strict* as that for students who are not receiving FSA funds at your school, and it must apply consistently to all educational programs and to all students within categories, e.g., full-time, part-time, and online. The policy must require an academic progress evaluation at the end of each payment period (quarter).

### CALCULATING AID FOR TITLE IV PURPOSES

PTC calculates Federal Student Aid awards using credit hours and standard terms for the majority of its programs. Federal Student Aid awards for the following programs are calculated using clock-to-credit hours because the state licensing requires a specific number of hours in each program. The calculation uses a 20-to-1 ratio, which means that one quarter credit hour is equal to at least 20 clock hours for determining the disbursement of Title IV aid.

- Practical Nursing
- Therapeutic Massage Practitioner
- Baking and Pastry
- Electrician Technology

Students enrolled in the programs listed above must meet the same Satisfactory Academic Progress standards established in this handbook.

Financial Aid Satisfactory Academic Progress is the minimum academic standard that students must maintain. The satisfactory academic progress standards include a Cumulative Grade Point Average (CGPA), Pace (program completion rate), and the Maximum Time Frame in which to complete the program.

Satisfactory academic progress standards are cumulative for all periods of enrollment.

## **CHANGING PROGRAMS**

When a student changes programs or wants to enroll in another program, any courses applicable to the new program/credential must be included in the CGPA and Maximum Time Frame for the new program. The Maximum Time Frame will be adjusted for the new program/additional credential just as it is for students who transfer in hours from another institution.

- Students desiring to change programs should seek guidance from the Academic Chair, Team Leader, or their Student Advisor.
- The maximum time frame for completion of the program will be adjusted for students changing programs using the following methodology.
- The CGPA is cumulative, as are credits earned and attempted.
- Determine credits previously earned but not accepted in the new program.
- Credits not accepted are added to the total credits received for the new program.
- Multiply that total by 1.5 to yield the maximum time frame for the completion of the program.
- Students should refer to the appropriate section of the school catalog related to changes for additional coursework.

## **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

The Cumulative Grade Point Average (CGPA) measures the quality of a student's coursework.

A student must have a Cumulative Grade Point Average (CGPA) of at least 2.0 to be making satisfactory academic progress.

## EARLY INTERVENTION

In an effort to assist students in remaining focused on achieving their goal, we are committed to identifying and addressing potential obstacles as early as possible. This proactive approach will give students every opportunity to overcome obstacles before they become unmanageable. The plan is simple; we will approach students whenever they demonstrate early behavior or performance that could lead them to “straying off course.” These students will be advised to develop a plan for improvement and will be held accountable for following the plan. A sample of the plan is as follows:

1<sup>st</sup> quarter (full-time) students with QGPA at or below 1.0 will be placed on probation for the 2<sup>nd</sup> quarter.

Probation will consist of the following.

- Letter sent home to parent/guardian or directly to the student at home if an adult.
- The student will be scheduled for no more than 12 credits.
- Mandatory tutoring and/or other academic services appropriate for the probation term.
- 80+% attendance in the probation term.

To achieve grades “C” or better in the probation term, or a QGPA of 2.0 or better in the probation term.

- All attendance, tutoring, and grade performance will be monitored by the appropriate academic department.
- A student may be dismissed either mid-term or at the end of probation term if sanctions are not met. A student may reapply (on probation) after one full term has passed.

Exempted Credits Due to Transfer

- Exempted credits must be counted as completed and attempted credits as it relates to the Pace of Completion Rate.

Incomplete Grades

- If not made up within three (3) days from the beginning of the next quarter, an incomplete grade (“I”) issued by a faculty member will automatically become an

“F” grade. Students who receive an “I” will be re-evaluated for Rate of Progress/CGPA.

#### Financial Aid Ramifications

- A student may receive Federal Student Aid while enrolled and making satisfactory academic progress.
- A student will be notified, in writing, if an unsatisfactory academic progress determination results in the loss of federal student aid eligibility. A student may have aid reinstated upon successful appeal of the loss of federal student aid.
- In addition to making satisfactory academic progress, a student must successfully complete the hours, weeks, and coursework in the first half of the program (payment period) to receive the next disbursement of aid.

### MAXIMUM TIME FRAME

A student who completes only the minimum pace percentage, as outlined above, will be enrolled beyond the normal program length.

A student must complete his/her program within 150% of the normal program length. Time spent on leave of absence or withdrawn is not used in this calculation. A leave of absence will extend the student’s completion date and maximum time frame.

### MAXIMUM TIME TO COMPLETION PER PROGRAM

<b>Bachelor’s degrees</b>	<b>Min. Credits Needed</b>	<b>Max. Number of Credits Students Can Attempt</b>
Applied Management	184	276
Business Administration (36 months)	184	276
Business Administration – Completer	188	282
Information Systems Technology (36 months)	188	282
Information Systems Technology - Completer	188	282
<b>Associate Degrees</b>	<b>Min. Credits Needed</b>	<b>Max. Number of Credits Students Can Attempt</b>
Business Administration – Accounting Administration	108	162
Business Administration – Management	110	165



Computer Aided Drafting – Architectural Engineering Technology	94	141
Computer Aided Drafting – Mechanical Engineering Technology	94	141
Computer Information Systems-Software Development	113	169.5
Criminal Justice	101	151.5
Culinary Arts	120	180
Electronics Engineering Technology	107	160.5
Electronics Engineering Technology - Industrial Instrumentation	110	165
Graphic Design	108	162
Heating Ventilation & Air Conditioning Technology	109	163.5
Hospitality Management Administration – Hotel & Restaurant Management	102	153
Hospitality Management Administration – Travel & Tourism Management	100	150
Information Technology – Network Administration	115	172.5
Information Technology-Information Security & Computer Forensics	116	174
Medical Assisting	111	166.5
Medical Office Administration	115	172.5
Multimedia Technologies – Video Production	112	172.5
Multimedia Technologies – Web Design & Development	106	159
Nursing	120	186
Smart Building Technology	106	159
Surgical Technology	107	160.5
Welding Technology	108	162
<b>Certificates</b>	<b>Min. Credits Needed</b>	<b>Max. Number of Credits Students Can Attempt</b>
Baking & Pastry	43	64.5
Culinary Arts	76	114
Electrician Technology	74	111
Heating, Ventilation and Air Conditioning Technology	80	118.5
Medical Coding	57	85.5
Practical Nursing	84	126
Therapeutic Massage Practitioner	62	93
Welding Technology	56	84

## **Additional Factors**

The following factors are considered when evaluating a student's Federal Satisfactory Academic Progress:

**Audited Courses:** Students who audit courses have the option to replace their failing grade with the earned audited grade. The earned grade from the audit will count towards the student's cumulative QPA. While in audit status, students are not charged tuition and no student aid is involved.

**Change of Program:** If a student changes programs, the hours attempted under all courses of study are included in the calculation of attempted and earned hours.

**Incomplete Grade (I):** An incomplete grade does not earn credit or influence the grade point average in the quarter in which the course work was taken. However, an incomplete grade will count towards your total credits attempted. Once the incomplete grade has been resolved and a grade has been earned, the credits and the grade will then be counted towards satisfying the minimum credit hours and the grade point average requirements.

**Leave of Absence (L):** A grade assigned when a course is removed from a student's schedule after the current quarter's Add/Drop period and a student takes a leave of absence. This grade does not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.

**Pass/Fail Courses (P/NP):** Passing credits for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.

**Remedial Courses:** These courses are worth 0.00 credits and grades are not factored into the overall grade point average. They do not have an effect on a student's attempted or earned credits. Remedial courses are not financial aid eligible.

**Repeated Courses (R):** The highest grade earned will be used in calculating the student's grade point average with the credits being counted only for the quarter in which it was repeated. The lowest grade(s) will be replaced with an R grade. However, each time a student repeats a course, those credits are counted towards the student's Maximum Time Frame. These courses will also be counted towards satisfying the minimum earned credit hours standard.

**Transfer Courses (EX)**: The maximum time frame for transfer students is calculated based on the number of credits needed to complete the program after transfer credits are accepted. Transfer grades are not used to calculate the CGPA. These courses will also be counted towards satisfying the minimum earned credit hours standard.

**Withdrawal Courses (W)**: A grade assigned when a course is removed from a student's schedule after the current quarter's Add/Drop period. All withdrawal categories do not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.

**IMPORTANT NOTE**: Please be aware that withdrawing from courses can affect your Financial Aid eligibility in future quarters. Remember, Federal Title IV financial aid is measured both quantitatively & qualitatively. So even if your GPA is not negatively impacted by withdrawing from courses your credits attempted/completed will be affected. It's important to consult the Financial Aid Office before dropping classes after the quarter's Add/Drop period.

## **MITIGATING CIRCUMSTANCES**

PTC understands that a student may encounter unusual or unexpected circumstances that may impact his/her satisfactory academic progress. A student who feels his/her lack of satisfactory academic progress is due to mitigating circumstances may appeal the loss of Federal Student Aid as outlined in his/her notification. The Financial Aid Office may waive satisfactory academic progress standards for mitigating circumstances.

Mitigating circumstances include, but are not limited to, injury or illness, the death of a relative or other personal or family crisis, or other special circumstances outside the control of the student.

The student must submit a written request for a satisfactory academic progress review due to mitigating circumstances to the Financial Aid Office according to the schedule stated in the notification letter. The written request must include the reason for not making satisfactory academic progress and what has changed that will allow the student to regain and maintain satisfactory progress. Documentation of special circumstances should be submitted along with the request. The request should demonstrate that these conditions had an adverse impact on the student's satisfactory progress.

## **NON-CREDIT/REMEDIAL COURSEWORK**

PTC does not offer non-credit or remedial courses as part of its approved programs.

## **PACE / RATE OF PROGRESS**

Pace measures a student's rate of progress in completing the program within the Maximum Time Frame. The pace is calculated by dividing the number of clock hours attended by the number of clock hours offered/scheduled, which determines the student's attendance percentage. A student must have a cumulative attendance of 90% at the end of each evaluation period.

## **PHEAA STATE GRANT RECIPIENTS – NORMAL ACADEMIC PROGRESS**

State Grant recipients must make "normal academic progress" as defined by PHEAA to be eligible for continued State Grant aid. For each academic year (fall, winter, and spring terms or the equivalent) that State Grant aid is awarded, a student must complete the minimum total of 36 quarter credits.

Progress is based on the student's enrollment status during the terms the State Grant aid was received. For example, if the student received three full-time terms of aid, they would need to have completed 36 quarter credits to continue to receive state grant assistance. For more specifics on the procedures related to this, you may contact the Financial Aid Office.

## **RE-ENROLLMENT**

A student who is dismissed from the college can apply to be readmitted after a waiting period of one-quarter. The student may be readmitted with a probationary status. The college, at times, may recommend the use of auditing classes, which would allow a student to improve their academic standing. Students, auditing classes are not officially considered reinstated until the results of the audited classes have been determined.

## **REPEATING COURSEWORK**

Students who do not receive a passing grade in a course will be required to repeat the course.

## **(FEDERAL) SATISFACTORY ACADEMIC PROGRESS POLICY**

The federal SAP policy for Pittsburgh Technical College students receiving Federal Title IV aid is the same as or stricter than the college's standards for students enrolled in the same educational program who are not receiving Federal Title IV financial aid. Federal Satisfactory Academic Progress is run at the end of each quarter shortly after final grades are due typically in January, April, July, and October.

Once the review is complete and your status is calculated, the PTC Financial Aid Office will send you an email reminder to your PTC email address informing you this process is complete and instructing on your status and next steps. The following factors are evaluated at the end of each quarter:

### **Qualitative (GPA):**

Students must maintain at least a 2.00 cumulative grade point (QPA) average to remain in good academic standing. Grading scales/system can be found in the Academic Catalog under Grading and Grading Scale.

Grades cannot be rounded up. Anything below the exact minimum requirement is not rounded up in order to meet the minimum standards. For example, if you are a student with QPA of 1.9999 you do not meet the minimum QPA requirement.

### **Quantitative (Credit Hours Earned)**

All students must complete 67% of credits attempted to maintain good standing and be considered making Satisfactory Academic Progress. The completed percentage is determined by dividing credits earned by the number of credits attempted. The calculation cannot be rounded up. Anything below the exact minimum requirement is not rounded up in order to meet the minimum standards. For example, if your number of credits earned divided by the number of credits attempted equates to .6666667, your percentage is 66% and you do not meet the minimum credits attempted requirement.

### **Maximum Time Frame**

Maximum Time Frame is defined as the required length of time it will take a student to complete his/her degree. A student will remain eligible for federal aid for up to 150% total attempted credits. All credits transferred to the college and attempted credits will count towards the Maximum Time Frame requirement for Satisfactory Academic Progress. Students who meet all academic program requirements but do not achieve a Grade Point Average of 2.0 or take longer than the 150% length of program established

in the Satisfactory Academic Progress standards, will earn a Certificate of Credits Completed, and not an Associate Degree or diploma. You are no longer eligible for federal financial aid.

## **(PTC) SATISFACTORY ACADEMIC PROGRESS PROCEDURES**

Once the SAP calculation is complete, students are assigned their SAP status that requires action when they do not meet the minimum SAP requirements. A sequential status assignment order is followed to determine your financial aid eligibility for the present and future terms.

### **Satisfactory Academic Progress Status Sequence and Explanation:**

**Financial Aid Warning** (*You are eligible for federal financial aid.*) is a status assigned to a student who fails to make Satisfactory Academic Progress at a school that evaluates progress at the end of each payment period (quarter), and chooses to allow students who fail its progress standards to continue to receive aid. While on the Warning status you will be eligible for federal financial aid. However, if at the end of the quarter you are not meeting the minimum (2.0 QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you will be put on Financial Aid Suspension.

**Financial Aid Suspension** (*You are not eligible for federal financial aid unless you complete the academic plan appeal.*) is a status assigned to a student who fails to achieve Satisfactory Academic Progress (SAP) while on the "Financial Aid Warning" status. Since after your warning period you are not meeting the minimum (2.0 QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you are not eligible for federal financial aid. In order to gain federal financial aid eligibility, you must complete the SAP Financial Aid Academic Plan Appeal Form via the PTC Dashboard: [www.myptcapp.com](http://www.myptcapp.com).

**Financial Aid Probation** (*You are eligible for federal financial aid.*) is a status assigned after you complete the SAP Academic Plan appeal process. You are eligible for federal financial aid for the current quarter. If at the end of the quarter you are meeting your SAP Academic Plan but not meeting the cumulative minimum (2.0 QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you will be put on Financial Aid Suspension and will have to appeal each quarter until you meet the cumulative minimum requirements. If at the end of the quarter you do not meet the SAP Academic Plan or the minimum cumulative SAP requirements, you will be

put on Permanent Financial Aid Suspension status. You will then not be eligible for federal financial aid nor an appeal until you meet the minimum overall cumulative SAP requirements minimum (2.0 QPA and 67% cumulative attempted credits).

**Permanent Financial Aid Suspension** *(You are not eligible for federal financial aid.)* If the student fails their Academic Plan for the approved quarter & does not meet the overall qualitative or quantitative measures mentioned above then the student will not be eligible for another SAP Appeal or Academic Plan. The student is placed on Permanent Financial Aid Suspension. The appeal process is no longer permissible when assigned this status. In order to regain financial aid eligibility, a student must successfully meet all requirements for Satisfactory Academic Progress. Students may use any quarter(s) of the academic year to eliminate his/her deficiency. However, he/she is financially responsible for all expenses incurred during the time it takes to regain eligibility. Course work taken at another college or university may be used to resolve the minimum credit hours earned requirement. Students also have the option to audit courses in order to improve their GPA. Please see the Audit of Courses policy in the catalog for more information.

The only possible exception to the strict guideline would be if the student was impacted due to health reasons or hospitalization or passing of an immediate family member. Such an exception requires extensive documentation proving the medical emergency or death certificate that impacted the current quarter academic achievements.

Students can apply for Private Alternative Loans but they are not eligible for Federal Title IV financial aid until they achieve the minimum SAP requirements and are considered to be in good standing. We will consider Financial Aid Suspension for previous non-borrowers only if the previous term the student earned a minimum of 2.0 GPA and 100% attempted credits.

**IMPORTANT NOTE:** Students that exited the college not in “good academic standing” are potentially subjected to bypassing the Financial Aid Warning status and immediately progressing to the Financial Aid Suspension status. The Financial Aid Office reserves the right (at any time for all students: newly admitted, readmitted and continuing) to progress the status sequence as deemed necessary (including but not limited to) as per academic performance, inconsistent enrollment, excessive withdrawal grading assignments and signs or concerns of fraudulent activity.

## **Satisfactory Academic Progress Financial Aid Academic Plan Appeal Process:**

Students are strongly encouraged to complete the SAP Academic Plan Appeal Process. Even if you submitted a previous Academic Plan and passed, you must complete this process each quarter in order to retain federal financial aid. Students will not be eligible for federal financial aid until all document requirements for Satisfactory Academic Progress have been achieved and submitted accordingly. If you are on Financial Aid Suspension, you are eligible to complete the SAP Financial Aid Academic Plan Appeal Process in order to be eligible for federal financial aid for the current quarter.

The following information is required before financial aid processing can occur:

**Appeal Form:** The Federal Satisfactory Academic Progress Appeal Form can be found on the Forms section on the PTC Financial Aid website. Students are required to complete all sections of the form. This form explains all requirements and collects informational data and your required signature.

**SAP Explanation Letter:** A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student or immediate family member; the death of a student's relative; activation into military service or other circumstances. Please be specific and provide any supporting documentation that would substantiate your appeal. All information will be strictly confidential. All SAP explanations must also outline the steps you are planning to take to ensure future success at Pittsburgh Technical College in addition to your Academic Plan. If you passed your plan and are resubmitting the SAP explanation for continued federal financial aid eligibility, you are only required to explain the steps you plan to continue to achieve academic success.

**Academic Plan:** An SAP Academic Plan must be completed with either a Student Advisor or Program Coordinator. This plan will help you work to maintain the overall cumulative SAP requirements and assist you with progressing towards meeting your degree requirements. The Federal Satisfactory Academic Progress Academic Plan can be found on the Forms section on the PTC Financial Aid Website.

**Readmitted Students:** Readmission to the college does not reinstate your funding or automatically mean you are eligible for federal financial aid. If you are readmitted to the college you should contact the Financial Aid Office regarding your financial aid eligibility. You must meet the SAP Requirements stated in this policy in order to receive



federal financial aid. Approval will be required by the Re-Entry SAP Committee if a student is not in good academic or financial standing. Students will be evaluated by Financial Aid, Student Accounts, and Registrar for potential re-entry success. You cannot begin the re-entry process without the approval of the committee.

### **Academic University Policies that impact the Federal Satisfactory Academic Policy.**

It is important that you understand and reference all college policies before deciding on a change in your enrollment. All policies that involve grading and adjustments to your schedule after the Add/Drop period will ultimately have an impact on Satisfactory Academic Progress.

Below are examples of Academic Policies that can impact your ability to successfully maintain the minimum requirements of the SAP policy. All academic policies including those listed below can be found in the [PTC catalog](#) posted on the website.

- Change of Program Policy
- Leave of Absence Policy
- Transfer of Credit Policy
- Unofficial Withdrawal Policy
- Withdrawal Policy

### **TRANSFER OF CREDIT**

The college would accept transfer credits for comparable courses from accredited schools if students earned at least a "C" grade. The maximum time frame for transfer students is calculated based on the number of credits needed to complete the program after transfer credits are accepted. Transfer grades are not used to calculate the CGPA.

**Example:** A student transfers in 20 credits of a program 100-credits in length. The student needs 80 credits to complete the program; therefore, the maximum time frame is 120 credits ( $80 \times 1.5 = 120$ ).

## WITHDRAWALS

Students who withdraw from a course at the end of the ninth week of the quarter will receive a "W" grade. "W" grades are not included in the calculation of the CGPA, but hours offered and attended may negatively affect the Pace calculation. Students who withdraw after the end of the ninth week of a quarter will receive an "F" grade for the course. Students enrolled in a 5 ½ week module class who withdraw after 4 ½ weeks will receive an "F" grade. In general, Federal Student Aid cannot be paid for repeating hours previously attempted, including those for which an F grade was earned or assigned.

## SECTION IV: FINANCIAL AID

Pittsburgh Technical College strives to make its education affordable for all students. All students are encouraged to apply for financial aid even if they feel they may not be eligible. PTC offers assistance/awards from federal, state, private, and PTC sources. Assistance may include scholarships, grants, work-study employment, and loans. Students may be awarded more than one type of aid. Awards are usually a combination of gift aid (grants and scholarships) and self-help (work-study and loans).

Most financial aid awards are based upon financial need, which is calculated by subtracting the Expected Family Contribution (EFC) from the cost of education (tuition, fees, books and supplies, personal expenses). The EFC is calculated by the Department of Education, which uses the information that the family provides on the Free Application for Federal Student Aid (FAFSA).

The availability of funds and the student's financial need are the primary factors in determining the amount of assistance. Financial aid is not automatically renewed. Students must reapply each year and maintain Satisfactory Academic Progress. Students are encouraged to apply early to maximize eligibility in financial assistance programs. At the student's or parents' request, a separate loan application may be needed in order to borrow educational funds.

Detailed information on financial aid programs and application procedures are available in the [Financial Aid Office](#). Financial Aid Counselors will assist the student and family with questions. Students and families are encouraged to apply online by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and [www.studentloans.gov](http://www.studentloans.gov).

Pennsylvania residents are encouraged to establish an account to track state grants on [Account Access](#). A complete listing of all sources of financial aid can be found in the PTC catalog.

### **COST OF ATTENDANCE**

The Cost of Attendance budget is set by PTC and includes direct costs (tuition, fees, books, supplies, and on campus housing, if applicable) and indirect costs (room and board, transportation, and personal expenses). Budgets are created for different categories of students based on programs of study and living arrangements. The budget amount is not the amount the student owes the school for charges.

Students should refer to the [Course Catalog](#) for direct educational costs (tuition, fees, books, supplies, and on campus housing, if applicable) included in student budgets, or visit [Tuition and Housing Costs - Pittsburgh Technical College \(ptcollege.edu\)](http://ptcollege.edu)

## **DISBURSEMENT OF FINANCIAL AID**

Most financial aid is credited directly to a student's account at the beginning of each quarter. Funds cannot be credited until all requested documents and information have been received and verified. This includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and Federal Direct Stafford Loan Funds. Federal Work-Study wages are not credited to the student's account but paid as wages. State funding and institutional aid may have different eligibility criteria that must be met in order to be disbursed.

Loan funds will not be disbursed at the start of enrollment until each student finishes an entrance interview and completes a Master Promissory Note. The Master Promissory Note is valid for ten years if acted upon within the first 12-months.

A notification is sent to the student's e-mail advising them when a loan disbursement is made to their account (if applicable). Students have 14-days from the date of disbursement, in accordance with federal policy, to cancel any loan disbursement made on their behalf.

## **ENTRANCE AND EXIT INTERVIEW REQUIREMENTS**

Federal regulations require that all students who are to receive student loan funding complete an Entrance Interview before receiving their first loan disbursement. Entrance interviews are conducted to explain the borrower's rights and responsibilities in taking out loans. The interview also serves as an acknowledgment that the student received this information

Exit Interviews are mandatory for all students who are graduating, drop below ½ time enrollment (less than six credit hours as defined by PTC), or are withdrawing from the institution. PTC conducts exit interviews in person, or the student can complete the interview online at <http://www.mappingyourfuture.org> by following the steps outlined on the website.

## FAFSA VERIFICATION – POLICY AND PROCEDURES

In accordance with 34 CFR § 668.53, PTC will verify an applicant's FAFSA if it contains conflicting information or errors when compared to other documents provided by the applicant.

PTC will refer any credible information, which indicates that an applicant may have engaged in fraud or other criminal misconduct in connection with the FAFSA to the Office of the Inspector, General of the Department of Education, for investigation as established in 34 CFR § 668.16 (g).

PTC will refer to the type of information that is relevant to the eligibility of the applicant for federal student loans, which includes but is not limited to the following examples.

- False claims of independent student status.
- False claims of citizenship.
- Use of false identities.
- Forgery of signatures or certifications; and
- False statements of income
- Financial Hardship, Deferments, Forbearances, And Default

There are several deferment and forbearance options if you are unable to make your student loan payments, which include the following:

A **Deferment** generally suspends interest on Direct Subsidized Loans on a temporary basis. Deferments must meet certain conditions as defined by the US Department of Education.

A **Forbearance** will temporarily postpone your loan payment obligation, without condition, for 12-month intervals up to a maximum of 36-months over the life of a loan. However, interest will accrue on the unpaid balance during these periods. Financial difficulties are the most common reason to apply for a forbearance.

An **Income-Driven Repayment Plan** may help if you are struggling with payments and feel this may be a long-term circumstance as it allows for payments based on certain factors such as household income and family size. This option can be explored at the Dept. of Education's [Student Aid](#) information page. .

All of the above options are in place to help you avoid Loan Default. Loan default has serious consequences. It occurs after 270 days of consecutive non-payments when you are in repayment status. If you experience difficulty making your loan payments, it is essential to contact your loan servicer or your school for assistance and counseling.

## LOAN REPAYMENT

If you borrow loans at PTC, you can check your loan history and loan servicer information at any time by visiting <https://nslds.ed.gov>. You will need your Federal User Name and Password to access your personal, secured data. This is the same login that you use to complete the FAFSA and other loan documentation.

Prior to graduation, the financial aid office sends you an individual loan record that outlines your indebtedness and includes your servicer contact information. There are nine current federal loan servicers, and the assignment is random. The following companies service a majority of PTC students: Fed Loan Servicing (Division of American Education Services), Great Lakes Higher Education Corporation, and Navient (a division of Sallie Mae).

At the conclusion of your grace period, additional efforts are made to notify you that your loans are nearing repayment status.

## NOTIFICATION OF AUTHORIZATION PROVISION

Students and/or parents have the option to provide written authorization that allows PTC to perform the following transactions.

- Withdraw or add credit loan funds to the student's account by means of Electronic Funds Transfer.
- Use the student's excess credit balance, after tuition and fees, to pay for required textbooks and supplies.
- Hold financial aid funds, more than the current quarter charges, on account to be applied to prior or subsequent quarter charges.
- Student Accounts Policy

**Invoices and Student Accounts:** Each quarter has an established billing due date. If the student account is not paid in full prior to the due date, there are negative

consequences that PTC's Student Financial Services Department can assist students to avoid.

Students who graduate or withdraw will continue to receive invoices if an outstanding balance remains due and will receive an official letter of notification upon separation from school. If a graduated or withdrawn student carries a balance beyond 90 days of their last date of official attendance, the account will be subject to submission to outside collections and reported to the major credit bureaus. PTC also reserves the right to pursue uncollected balances by any method under collection regulations.

**Invoice Due Dates:** Invoices are sent approximately 30 days prior to each start if the student is officially enrolled or in the system as a future start for the upcoming term at the time of production. Invoices are generally due 10 days prior to a term start unless special circumstances that are determined by the Bursar allow for additional time in specific situations. Official start dates can be obtained by reviewing the academic calendar.

Accounts are reviewed after the completion of each term's add/drop period which is 7 days after the official start. Changes that result from additional credits added that result in additional uncovered costs will have an invoice generated by the 12th day of the term that will be due 15 days from the date of production. Failure to pay the additional balance could result in suspension of enrollment.

**Invoice Late Fee:** Quarterly Invoice Late Payment Fees of 2% of the past due payment amount up to a maximum of \$250, will be added immediately following the 25th calendar day of each quarter for those with a remaining balance, which will not be covered by any pending aid or is not setup on an established monthly payment plan. An exception may apply due to book charge differentials only that may have been higher in actual charges than estimated for billing. These will be dealt with on a case-by-case basis. Student Financial Services reserves the right to waive or reduce late fees at its discretion if a valid reason or hardship for late payment is established.

**Administrative Withdrawal:** Student Invoices not paid in full by the 10th day of each term (outside of changes that may result from the add/drop period which will have an additional 15-day period) are subject to administrative withdrawal. Housing and Student Schedules are subject to termination for future quarters. Future re-entry will require any outstanding balance to be paid in full to return without exception.

**Student Account Hold:** After late payment fees are added and results to collect are unmet, an administrative hold will be placed on a student's account to prevent registering for future classes. This hold will not be lifted until the balance is paid or a satisfactory agreement is completed with the student accounts department.

**Readmission:** Students that wish to be readmitted to PTC must resolve their past due balances prior to obtaining approval to return. The past due balance can be resolved with a private alternative loan or payment in full. PTC will not grant payment plans on past due balances in order to start classes. Depending on the severity of past due balance issues, you may also be required to have a plan in place for future balances due prior to approval to return.

**Payment Plans:** Beginning with the April 2022 starts, monthly payment plans are available, not to exceed 12 months in length or the academic year period whichever is less. Plans are designed to cover the entire balance that would be due over the established period in full. These monthly payment plans are not available for students who are transferring in and deemed to be high risk due to prior defaulted loans or a history of multiple enrollments without academic progress. These will be addressed on an individual basis and left to the full discretion of the Bursar and Associate Vice President of Student Financial Services.

Previously setup and established payment plans with varying terms established prior to April 2022 will be honored under their original terms through their conclusion unless a separation in enrollment occurs.

**Outside Collection Agency Account Submissions:** Balances that remain after a student withdraws or graduates that are not paid or setup on an accepted payment plan within 90 days of the last official date of attendance will be subject to submission to one of our approved outside collection agencies. PTC also reserves the right to submit accounts sooner than the 90-day period depending on the severity of the delinquency and the conditions that may have caused it. Once the account is submitted, future correspondence and payments will go through the agency directly. Any exception to this will need approval from the Bursar.

**Balances at Graduation:** Approximately 30 days prior to graduation, students who have outstanding balances remaining that is not scheduled to be covered by outstanding aid, will receive a final invoice that would be due by the last date of the term. If a balance remains at graduation that is not subjected to an established monthly payment plan, the student's official degree and transcripts will be held until the balance is paid in full.



## SELECTED FOR VERIFICATION

Federal verification is a process which requires PTC to verify the accuracy of the information you provided on your FAFSA. If your FAFSA is selected for verification by the U.S. Department of Education, you will be required to complete the verification requirements as soon as possible, but no later than 10 days from the formal request by PTC, so that your eligibility for federal aid can be determined.

### **How am I informed of my verification requirements?**

After PTC receives your FAFSA, our financial aid office will notify you via your PTC Dashboard ([www.myptcapp.com](http://www.myptcapp.com)) of all required documents and missing information. Any required forms for completion will be listed here under Financial Aid.

### **What documents are required from myself and or my parents?**

Most likely a verification worksheet, student and parents signed IRS tax returns or tax transcripts, non-filer letter, high school transcripts, a copy of your ID.

### **How do I submit my documents?**

All verification worksheets can be completed, signed, and returned through your PTC Dashboard at: [www.myptcapp.com](http://www.myptcapp.com). All documents (tax returns) may be uploaded to your PTC Dashboard as well.

### **What if corrections are required to my FAFSA after my documents are submitted?**

PTC's process for correcting the FAFSA is as follows:

- Make the necessary corrections to the FAFSA via PTC's financial aid management system
- CPS will send a revised student aid report with the changes highlighted to the student.
- PTC will email a revised financial aid award letter if the applicant's award has changed.

## **What if I never complete the verification request?**

Neglecting to respond within the designated time frame may result in a loss of Title IV funding, which includes Pell grants and federal student loans. It may also impact other grants and scholarships. PTC students who do not respond may be required to make satisfactory payment arrangements for any balances due on tuition, housing, or other institutional costs prior to the start of the next quarter. PTC's financial aid office cannot adjust an applicant's cost of attendance or other data on the ISIR that may affect the applicant's Expected Family Contribution (EFC) prior to completing a verification.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students who receive funds from financial aid programs should visit <https://studentaid.gov/> to learn more about the rights and responsibilities that they take on as a borrower. Knowing these rights and responsibilities puts the student in a better position to make decisions about educational goals and how to achieve them.

## **TITLE IV CREDIT BALANCE**

A Title IV Credit Balance occurs anytime that the Institution receives Title IV payments in excess of institutional charges. As a service to its students, Pittsburgh Technical College will hold Title IV credit balances only with written authorization, and then only until the end of the academic year. If a student withdraws from PTC, Title IV credit balance funds will be returned to the appropriate program from which they were credited.

## SECTION V: HEALTH AND WELLNESS

### CRISIS RESOURCES

**Resolve** - Everyone experiences moments of crisis in life. You might be struggling with depression or substance abuse. Or maybe you're overwhelmed by problems at work, feeling lonely, or having a conflict with a loved one. Whether your problem is large or small, talking with someone can help. Most of all, don't wait for a problem to get out of control. **Resolve is a 24-hour, 365-day crisis service** that is sponsored by both Allegheny County and UPMC Western Psychiatric Hospital. Call anytime to speak with a trained clinician at **1-888-7-YOU-CAN (796-8226)**. The mobile crisis teams can travel anywhere within Allegheny County to respond to a crisis. They provide face-to-face support and will work to arrange further care and stabilization, if needed.

**National Suicide & Crisis Line** - If you or someone you know is struggling or in crisis, help is available. Call or text **988** or chat [988lifeline.org](https://www.988lifeline.org).

### HEALTH AND WELLNESS RESOURCES

PTC is committed to ensuring the Health & Wellness of all students.

#### Physical Health and Wellness

##### Contact

For Emergency Care, Call 911  
For help accessing locations below, Call Public Safety at 5300

##### Local Clinics and Hospitals

- Heritage Valley Hospital: 412-777-6161
- St. Clair Hospital: 412-942-4000
- Sewickley Valley Hospital: 412-741-6600
- Heritage Valley Robinson Township: 412-749-6920
- Med Express: 412-787-3508
- CVS Minute Clinic: 412-788-39965
- UPMC Urgent Care: 412-788-1002

#### Mental Health and Wellness

##### Dr. Stephanie Svilar

##### Dean of Counseling & Student Development

##### Contact

For Crisis Care, Call Re:Solve at (888) 796-8226  
Phone: 412.809.534  
Email: Svilar.Stephanie@ptcollege.edu

##### Location

Health & Wellness Center  
Keystone Hall, Suite #103

## **Student Counseling**

College is exciting, but it requires students to learn how to adapt to various situations and stressors. Counseling services are confidential and can be accessed on campus or online. Some of the most common concerns that students face include:

- Anxiety
- Depression
- Difficulty with Family
- Conflict with Roommates/Friends
- Addiction
- Study Skills
- Motivation
- Self-Esteem
- Self-Advocacy
- Relationship Issues
- Time Management

PTC's Counseling services provides problem-solving techniques and intervention strategies to cope with any issue. Counseling is also an effective way to establish your own daily emotional awareness.

## **JED Campus**

PTC is proud to be designated as a JED Campus. The JED Foundation is a nonprofit that protects emotional health and prevents suicide for our nation's teens and young adults by giving them the skills and support they need to thrive today and tomorrow. Because PTC is a JED Campus, our students have access to all the JED Foundation supports including the Mental Health Resource Center. Students can find ways to manage feelings like anxiety and sadness, learn how to navigate emotional challenges like break-ups or other difficult transitions, get information on mental health conditions like depression, discover tools for self-care, and get help for themselves or a loved one.

<http://jedfoundation.org/mental-health-resource-center/>

## **Hospitals and Clinics**

- Heritage Valley Hospital: 412-777-6161
- St. Clair Hospital: 412-942-4000
- Sewickley Valley Hospital: 412-741-6600
- Heritage Valley Robinson Township: 412-749-6920
- Med Express: 412-787-3508
- CVS Minute Clinic: 412-788-39965
- UPMC Urgent Care: 412-788-1002

- Medical Information form on the dashboard

PTC recommends that all students complete the Medical Information form located on the student's dashboard. This information is essential for the college to have in the event of a student's medical emergency. Completing this form improves PTC's ability to offer emergency services to a student (i.e., using an epi-pen in response to a food allergy, providing valuable information to EMS, etc.).

### Other Resources

A more exhaustive list of various resources related to mental health and personal development can be found in the Virtual Student Union in Bright Space under the "Health & Wellness Center" and the "Student Development" pages. More counseling resources and crisis hotlines can be found in Appendix B. A few local resources to note follow.

**Pathway to Care and Recovery** - Services are offered at no cost to Allegheny County families, loved ones, and individuals aged fourteen and up with challenges or needs related to alcohol or drugs. Call **412-325-7550** to get connected.

**Pittsburgh Action Against Rape** - Those who have experienced sexual assault, sexual violence, sexual abuse, rape, or sexual exploitation can get help by calling **1-866-363-7273**.

**Women's Center and Shelter of Greater Pittsburgh** – Those who are seeking safety, a supportive community, or hope can call 24/7 at **412-687-8005**.

**United Way** - This is a comprehensive source of information about local resources and services. Calls are confidential and can be anonymous. Call **211 or 888-553-5778** for help.

### Protocols for Supporting At-Risk Students

PTC has three distinct yet related protocols for supporting at-risk students. The purpose of these protocols is to protect the health and well-being of all students by having procedures in place to identify, assess the risk of, intervene in, and respond to behaviors of concern. Additionally, the protocols provide education and guidance to faculty, staff, students, and other members of the college community. The three protocols are the Distressed Student Protocol, the Evaluation or Hospitalization for Medical or Mental Health Protocol, and the Suicide Protocol. These protocols can be found in Appendix C.

**In the case of an emergency, including an active suicide attempt or stated plans or intentions to commit suicide, please dial 911 or contact Campus Security immediately at 412-809-5300.**

## **VACCINATION POLICIES**

### **Meningitis Policy**

This policy requires the immunization against meningitis as a condition of residing in college-sponsored housing at Pittsburgh Technical College in compliance with the "college and University Student Vaccination Act" of June 28, 2002 (P.L. 492, No. 83).

All students applying to live in college housing will be required to provide PTC with documentation of immunization or a signed waiver that states that the student has been educated regarding the risks of meningitis, the availability of the vaccine, and the benefits of the vaccine. Proof of immunization should include the month, day, and year that the immunizations were administered prior to moving into college housing.

Acceptable types of proof include:

1. a physician signed or stamped form which shows the month, day and year the vaccination dose was administered
2. an official immunization record generated from a state or local health authority

Students who fail to provide proof of immunization for meningitis or a signed waiver will not receive housing assignments and will not be permitted to move into college housing.

college students are at increased risk for meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis. In fact, first-year students living in college or University-owned housing are found to have a six-fold increased risk for the disease. The American college Health Association recommends that college students, particularly first-year students living in student housing, learn more about meningitis and vaccination. At least 70% of all cases of meningococcal disease in college students are vaccine preventable.

PTC recommends that every student who enrolls at PTC, including those who do not reside in student housing, receive the meningitis vaccination.

## **Meningococcal Meningitis**

**What is meningococcal meningitis?** Meningitis is rare. But when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

**How is it spread?** Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes, and drinking glasses.

**What are the symptoms?** Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy, and confusion.

**Who is at risk?** Certain college students, particularly freshmen who live in residence halls, have been found to have an increased risk for meningococcal meningitis. Other undergraduates should also consider vaccination to reduce their risk for the disease.

**Can meningitis be prevented?** Yes. A safe and effective vaccine is available to protect against four of the five most common strains of the disease. The vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site, and rarely, a fever. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals. It does not protect against viral meningitis.

In addition to the meningitis vaccination, PTC suggests that all enrolling students receive immunizations against the following diseases:

### **Measles, Mumps, Rubella Vaccine (MMR)**

Measles is a highly contagious virus that can be spread by coming into contact with an infected person or the infected person's saliva through coughing and sneezing. It can cause serious illnesses such as pneumonia and encephalitis (inflammation of the brain). Two doses can provide lifelong protection. The vaccine can be administered alone, or as part of the combination Measles, Mumps and Rubella shot.

Rubella is caused by a virus that is spread by contact with infected people or their articles that they have used. Rubella is especially dangerous for the fetus during the first three months of pregnancy. The pregnant woman may miscarry, or the baby may be

born with birth defects. The vaccine can be administered alone, or as part of the combination Measles, Mumps and Rubella shot.

Mump is mainly a disease of young children, but approximately 15% of reported cases have occurred in teen and adults. Mumps can cause deafness, encephalitis, meningitis, and rarely, sterility. The vaccine is administered as part of the combination Measles, Mumps and Rubella shot.

Two doses of the MMR vaccine are needed. The first dose must be given after the first birthday and the second dose given at least one month later, or a blood test verifying immunity.

### **Hepatitis B Vaccine:**

Hepatitis B is a serious liver disease caused by a virus. The virus can be spread by coming into contact with the blood or other bodily fluids of an infected person. Hepatitis B can cause inflammation of the liver, which can lead to serious illness, cancer, or liver failure. Immunity is achieved by receiving a series of three injections over a six month period.

### **Tetanus-Diphtheria-Pertussis Vaccine (Td or Tdap)**

Pertussis has become more prevalent in the U.S. over the last 20 years, especially among adolescents and adults. Pertussis can be spread easily which makes the infection difficult to control once it is established. The use of antibiotics does not significantly alter the course of the infection once you acquire a cough related to Pertussis. One-time use of Tdap is recommended for adults between the ages of 19 and 64.

One dose of Td (Tetanus-Diphtheria Vaccine) or Tdap (Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis Vaccine) within the last ten years.

Three doses of the TD or TDap are needed. The first two doses are given one month apart and the third dose 4-6 months after the first, or a blood test verifying immunity.

### **Varicella Vaccine**

Chickenpox (varicella) is a viral infection that causes an itchy rash with small, fluid-filled blisters. Chickenpox is highly contagious to people who haven't had the disease or been vaccinated against it. Before routine chickenpox vaccination, virtually all people had been infected by the time they reached adulthood, sometimes with serious complications. Today, the number of cases and hospitalizations is down dramatically.



For most people, chickenpox is a mild disease. Still, it's better to get vaccinated. The chickenpox vaccine is a safe, effective way to prevent chickenpox and its possible complications.

Two doses of chicken pox vaccine given at least one month apart, or a blood test verifying immunity, or a history of disease.

### **Exemptions:**

Students may be exempted from the immunization requirements if there is a medical contradiction or if religious/moral/ethical belief prohibits immunizations. Students who choose not to receive a meningitis vaccination must sign a waiver prior to staying in on- or off-campus student housing. The waiver is located on the Medical Information form on the student's dashboard, or on the 3<sup>rd</sup> Floor of the Academic Building in the Resident Life/Student Affairs area.

**Please note:** Students in health professional programs may have additional immunization requirements. Please check with your program.

Failure to comply with the meningitis vaccination requirement will prevent a student from obtaining an assigned apartment key.

## SECTION VI: INSTITUTIONAL POLICIES

### ALCOHOL AND DRUGS

PTC is committed to preparing students for long and successful careers. As part of this commitment, PTC attempts to prevent illegal drug use and alcohol abuse by its students in accordance with the following policy.

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendments of 1989, it is the policy of PTC to maintain a drug-free environment. As defined under the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act 64 of 1972, PTC prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. This includes all products derived from hemp, including medical marijuana and CBD, as well as drug paraphernalia (including pipes, bong, hookah, syringes and any other devices for the use of drugs), or being under the influence of drugs or alcohol on PTC premises, in and around PTC sponsored student housing, or at PTC sponsored or supervised functions or events. These prohibitions cover any individual's actions that are part of any PTC activities, on or off PTC premises, or in the conduct of PTC business wherever transacted.

PTC also provides information and resources on substance abuse through its campus-specific link at [ULifeline.org](http://ULifeline.org). Students can access [ULifeline.org](http://ULifeline.org) resources through the Student Affairs link on the Student Portal. For additional information on alcohol use and abuse, controlled substances, and associated penalties for possession is located in the Appendix section.

#### **Federal Student Financial Aid Penalties for Drug Law Violations**

In accordance with the Higher Education Opportunity Act Sec. 408, each school is required to provide a notification upon enrollment "that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV HEA Program funds will result in the loss of eligibility for any Title IV HEA grant, loan, or work-study assistance."

The institution must provide timely notice to each student who has lost eligibility for Title IV Aid and advise them of the ways in which they can regain eligibility for the program. Below is a specific reference from the Federal Student Aid Handbook on regaining eligibility.

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
<b>1<sup>st</sup> offense</b>	One year from date of conviction	Two years from the date of conviction
<b>2<sup>nd</sup> offense</b>	Two years from the date of conviction	Indefinite period
<b>3<sup>rd</sup> offense+</b>	Indefinite period	Indefinite period

If the student is identified as being convicted, PTC would require a Student Aid Eligibility Worksheet and the appropriate correction would be made to the student's FAFSA.

Specific information regarding reinstatement or rehabilitation for Federal Student Aid can be found in the Appendix section of this handbook.

### **Assistance in Recognizing and Dealing with the Abuse of Alcohol and Illegal Drugs.**

PTC encourages individuals facing a drug or alcohol problem to seek treatment. Local agencies, treatment centers and information on alcohol use and abuse, and substance abuse are listed in this Appendix section.

### **Policy Enforcement**

PTC will cooperate with local, state, and federal authorities to ensure compliance with laws related to the unlawful use, possession, manufacture, distribution, or sale of illicit drugs and alcohol.

Any violations of the Drug and Alcohol policy and/or Code of Student Conduct will be subject to disciplinary action under the Administrative and Disciplinary Procedures in this Handbook, and the Alcohol Incident Procedure is shown below.

### **Alcohol Incident Procedure**

In alcohol-related violations, students will be disciplined as follows.

**Minor Offense** - An alcohol-related offense may be considered a minor offense under the Administrative and Disciplinary Procedures. In the disciplinary meeting with the student, the Drug, and Alcohol Policy will be discussed. If necessary, the student will be advised to seek professional counseling.

**Major Offense** - Any offense, including a first offense which is considered serious due to the circumstances, will be treated as a Major Offense under the Administrative and

Disciplinary Procedures. During the disciplinary hearing, the Drug and Alcohol Policy will be discussed. The student may be required to seek professional counseling. If counseling is required, the student must provide proof of attendance.

## AMNESTY POLICY

**For Victims** - In cases of intoxication and/or alcohol poisoning and/or drug overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for others who are dangerously intoxicated. No student seeking medical treatment for themselves or others for alcohol or another drug-related overdose will be subject to college discipline for the sole violation of using or possessing alcohol and/or drugs.

**Safe Harbor** - PTC has a Safe Harbor rule for students. PTC believes that students who have a drug and/or alcohol addiction problem deserve help. If any PTC student brings their own use, addiction, or dependency to the attention of PTC officials outside the threat of drug and/or alcohol tests or conduct sanctions and seeks assistance, a conduct grievance will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection, and campus conduct processes will be initiated. Some academic programs (e.g., Nursing) have policies that may take precedence over this policy due to accreditation standards and/or health and safety concerns in clinical or similar settings.

## BUS SCHEDULES

Shuttle bus schedules to and from the North Fayette campus and student housing locations are available at the Resident Life Office on the 3<sup>rd</sup> Level at North Fayette. Public transportation bus schedules are available at the [Port Authority](#) website.

## CONFIDENTIALITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, requires institutions of learning to protect the privacy of students with regard to educational records maintained by the institutions, and to provide students with access to records directly related to them and the ability to correct any errors in those records. PTC informs students of the Family Educational Rights and Privacy Act through this Student Handbook.

All students attending PTC, as well as parents of minor students and parents of tax-dependent students, shall have the right to inspect, review, and challenge education records, including grades, attendance, and any additional information contained in the student's education record. Students are not entitled to inspect financial records of their parents.

1. Education records are defined as files, material, or documents maintained by PTC that contain information directly related to students. Records are supervised by the Registrar, the Financial Aid Department, and the Career Services Department.
2. Access to education records is afforded to school officials for the purpose of recording grades, recording attendance, and determining financial aid eligibility. Written consent is required before education records may be disclosed to third parties, except the accrediting commissions, government agencies or as authorized by law.
3. Students may request a review of education records by submitting a written request to the Vice President of Education. The review will be allowed during regular school hours and outside of the student's scheduled class schedule under appropriate supervision. During the review, the student may request copies of the education records.
4. Students may challenge the education records for purposes of adding, correcting, or deleting any missing or erroneous information by submitting a completed Request for Change of Education Records form, which is available at the Registrar's office. Grades and course evaluations can be challenged, but only because they are improperly recorded.

The instructor and/or Academic Chair will review the challenge and, if necessary, meet with the student to determine whether to grant the request for change.

If a student is not satisfied with the decision and requests a further review, an Appeals Committee will convene pursuant to the Administrative and Disciplinary Procedures of this Handbook, to give the student a full and fair opportunity to present evidence relevant to the disputed issues and to decide upon the request for change.

Copies of challenges and decisions regarding students' educational records will be included as part of the educational record.

Directory information may be unconditionally released to third parties without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing and forms for Non-Disclosure of Directory Information are available in the Registrar's office. Once a non-disclosure statement is signed, no directory information will be released about the student until the student submits a written request to counter the non-disclosure statement.

Directory information includes the following.

- Student's Name
- Degree Received
- Date and Place of Birth
- Place of Employment
- Date of Graduation
- Telephone Number
- Email Address
- Dates of Attendance.
- Address (local and permanent)
- Photos
- Major

## **INCIDENT AND CRIME REPORTING**

An incident is any conduct which is a violation of the Code of Student Conduct or a policy of PTC, or any other unusual or troublesome event which disrupts the peace and tranquility of PTC.

Incidents occurring within and around student housing must be reported in writing to the Housing Director. All other incidents must be reported to the Campus Security and Public Safety Department at 412-809-5300 (all incoming calls are recorded for safety and security purposes).

## **FIRE DRILLS**

It is recommended that students, faculty, and staff members become familiar with the fire exits and fire extinguishers on each level of the building. When alarm sounds, students, faculty, and staff follow the basic procedure outlined below:

1. Immediately leave the area (classroom, residence hall, lab, office, etc.) and head for the nearest hallway door marked "Exit." If at all possible, take readily available personal items (keys, coat, purse, book, etc.) with you.
2. Proceed to the main doorways, exiting on to the entrances, and cross the roadway.

3. Do not stand in front of the building or block entrances to the building. Keep walking approximately half the length of the roadway through the parking lots.
4. Do not re-enter the building until the all-clear is given.

## **DRESS CODE/APPEARANCE**

PTC attempts to duplicate a business environment as closely as possible. In business, you will meet people whose first impression of you influences their judgment of you. By maintaining a professional appearance on campus, you will develop good habits.

All clothing should be in good taste, not revealing or controversial, and must be of appropriate length. Shoes must be worn at all times. Clothing that presents a safety hazard may not be worn. Certain academic programs require the wearing of uniforms. There will be occasions when students are expected to dress professionally. Attire that includes offensive language, profanity, or harassing gestures is considered inappropriate in or around the classroom setting.

Violations of the Dress Code will be subject to discipline, which shall be applied in accordance with the Administrative and Disciplinary Procedures in this Handbook.

## **FAIR USE POLICY OF COPYRIGHTED MATERIALS**

This Pittsburgh Technical College Fair Use Policy applies to all faculty, students, staff as well as other persons or entities performing collaborative work or service for the college.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include printed material and electronic documents, software (including source code and object code), databases, multimedia and audiovisual materials, photographs, music, works of drama, works of art (sculpture), and all other types of creative works.

See the [Appendix I](#) for further information.

## **FOOD, BEVERAGES, TOBACCO, AND AUDIO USAGE ON PTC PREMISES**

Food and drinks are permitted only in the dining areas or outside of the building.

- Drinks with closed containers only are permitted in the classrooms and labs at all times.

- No food may be taken to the classrooms or labs at any time.
- No personal electronic devices may be used while classes or labs are in session.
- Tobacco products may be used only in the designated smoking areas outside the building.

Violations of the Food, Beverages, Tobacco, and Audio Usage Policy are subject to discipline in accordance with the Administrative and Disciplinary Procedures in this Handbook.

## **HAZING**

The practice of hazing among students or within student organizations is forbidden. Hazing is defined as an activity that does violence to the physical safety, general or mental health and well-being of a student, wherever the conduct occurs. Violations are subject to discipline in accordance with the administrative and disciplinary procedures located in this Handbook and/or the sexual harassment and sexual violence policy that can be found on the consumer information page in the About section of the PTC website.

## **HOUSING VIOLATIONS**

Students residing in PTC sponsored student housing are subject to the rules and regulations contained in their PTC Student Housing Agreement, this Student Handbook, and the rules and regulations in the School Sponsored Housing Handbook.

Violations of the Student Housing Agreement or PTC rules and regulations relating to student housing shall subject to discipline under the Administrative and Disciplinary Procedures in this Handbook.

## **IDENTIFICATION CARDS**

Each student is required to wear an identification card issued by PTC, which must be clipped or pinned to clothing, or worn on a lanyard so that it is clearly visible to PTC officials. Students may visit the bookstore to request a free clip. All other ID attachments are available for sale. There will be a \$10 charge for a replacement card.



## **LOST AND FOUND**

Students should check the Bookstore at the North Fayette campus for lost articles. Pittsburgh Technical College is not responsible for articles lost or stolen on PTC property or during PTC activities held on and off-campus.

## **MILITARY RECRUITING INFORMATION**

PTC, as a recipient of federal educational funds, recognizes that under the Solomon Amendment and federal regulations adopted under the Amendment, it must provide Department of Defense representatives certain information concerning students enrolled at PTC, except those students who opt out of disclosure requirements in writing.

In conjunction with the military on this subject, PTC maintains a defined policy on military recruitment, so as to be able to provide required information to the military. The following information on all students currently enrolled will be provided, once annually, to a representative of the Department of Defense, upon written request: name, address, phone number, program, expected graduation date, and birth date. If other representatives request the information, they will be advised of the name and address of the representative to whom the information has been supplied.

Any questions regarding this policy should be directed to the Registrar's office, whose office is located on the 3<sup>rd</sup> Level.

## **PERSONAL BELONGINGS**

Students and employees are responsible for their own property as well as the property of groups to which they belong. PTC is not responsible for the theft or loss of belongings from any PTC premises; PTC sponsored student housing, or any PTC sponsored or supervised function or event. Therefore, all personal property should be stored in a secure location. Protection against loss, theft, or damage to such properties must be arranged through personal insurance coverage.

## **PERSONAL SECURITY**

Campus safety and security are everyone's responsibility. Students and employees should take reasonable measures to protect themselves in the event of safety or security emergency. Students are encouraged to report existing or potential safety or security

hazards to the Campus Security and Public Safety Department, an Academic Chair, Student Advisor, or Team Leader. Employees are encouraged to report existing or potential safety hazards to their immediate supervisor or the Title IX Coordinator.

## **POLICE**

All reports to police concerning criminal activity will be kept on file at PTC and reported under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

## **RIDE SHARING**

PTC makes available bulletin boards in the PTC Café and Student Lounge for students to arrange for ride-sharing privately. Students should be aware of the cautionary statements.

## **SCHOOL DELAY OR CANCELLATION**

In the event of inclement weather or other circumstances that make the class schedule impossible to follow, PTC will either follow a “late start” schedule or cancel classes. Announcements regarding these changes to the schedule will be broadcast on the following radio and television stations:

<b>Television</b>	<b>Radio</b>
WTAE Channel 4	WTAE AM 1250
KDKA Channel 2	KDKA AM 1020
WPXI Channel 11	

In the event of an announced “**late start**,” the class schedule at the North Fayette Campus will be as follows.

<b><u>Period</u></b>	<b><u>Times</u></b>
Morning Schedule	Classes will begin at 10:30 a.m.
Afternoon Schedule	Normal Schedule follows

In the event of a late start schedule, afternoon classes will be held at their regular times. Students should refrain from calling PTC for information.

## SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The federal law requires state law enforcement agencies (in Pennsylvania the Pennsylvania State Police) to provide institutions of higher learning with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the institution.

PTC informs the campus community that a Pennsylvania State Police registration list of sex offenders in Pennsylvania is available online from the Pennsylvania State Police at [Megan's Law](#). PTC is located in Allegheny County, and the zip code is 15071. The list of sex offenders is ever-changing so that printouts are unreliable. Students and other interested persons requiring information are urged to use the Pennsylvania State Police website. Assistance in accessing the website is available at the office of the Vice President of Student Affairs, 3<sup>rd</sup> level, Room 308.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the Institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and Megan's Law in Pennsylvania, 42 PA.C.S.A. 9791.

## SMOKING

In accordance with Allegheny County Ordinance No. 23-06, Chapter 880: Smoking of any tobacco product, the use of any type of smoking device, and any electronic smoking devices, and the use of other tobacco products is not permitted in any PTC owned or leased building.

On-campus, the following locations are the only designated smoking areas. All designated smoking areas are clearly labeled.

- The designated smoking pavilion outside of entrance # 2.
- In designated areas outside of each student housing building.
- In the designated pavilion area outside of the Energy Tech Center.

## **STUDENT BACKGROUND CHECKS AND NOTICE REGARDING EMPLOYABILITY**

Pittsburgh Technical College is dedicated to preparing students for quality employment in their career field.

Due to the special nature of a student's chosen career, the sensitive information and situations it involves, and recent legislation, some employers, and certification boards may require employment qualifications beyond those required in other industries.

Students may be asked to pass a Criminal Background check before employment. Adverse findings on a background check could limit employment opportunities. Also, students involved in a criminal act after their acceptance and prior to completion of their program could be dismissed from their program.

It should be understood that PTC's Career Services department may be limited in its efforts to help students with findings in a criminal background check secure employment and reach their career goals.

### **STUDENT SAFETY**

For the safety of everyone at Pittsburgh Technical College, weapons of any kind are prohibited on the premises. If a student is injured on the premises, the student is required to report the injury, no matter how minor, to the Campus Security and Public Safety Department at 412-809-5300 (all incoming calls are recorded for safety and security purposes).

### **TELEPHONES**

A Public telephone, for outgoing calls only, is located on the 4<sup>th</sup> Level near the Cafeteria. Students should inform family and friends that only *extreme emergency calls* should be made to PTC. In cases of emergency, the receptionist will contact the student's Academic Chair, who will then relay the information to the student. Callers will be informed of PTC's policy.

### **TRAINING ACTIVITIES**

Periodically, students can participate in various activities that supplement classroom instruction. Activities include plant tours, trade shows, equipment demonstrations, field

trips, and guest speakers. Students who participate in off-campus activities, do so at their own risk, and will, if requested, sign a liability waiver.

## **USE OF TITLES**

Students are expected to address staff and instructors with appropriate titles, i.e., Mrs., Mr., Ms., Chef, and Doctor.

## **VISITORS**

All visitors must check-in with the receptionist at the North Fayette Campus. Any enrolled student may bring another individual to visit PTC and/or sit in on classroom instruction by requesting permission from his or her Academic Chair at least 24 hours in advance. No animals are permitted in the academic building, except legally authorized service animals, such as a seeing-eye dog. Children are not permitted to attend classes. PTC does not assume any liability for children on campus in violation of the stated policy.

## SECTION VII: STUDENT GRIEVANCE AND DISCIPLINARY PROCEDURES

### CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

The [Campus Sexual Assault Victims' Bill Of Rights](#) signed into law by President George Bush in July 1992 requires all colleges and universities (both public and private) participating in federal student aid programs to afford sexual assault victims certain basic rights. Schools violating this law can be fined or lose federal student aid program eligibility. Complaints should be made to the U.S. Department of Education.

### GENERAL DISCIPLINARY AUTHORITY

The responsibility of administering the PTC student discipline system is delegated by the President to the appropriate Vice Presidents, depending on the nature of the problem. Discipline cases are best resolved at the lowest administrative level possible. Therefore, the authority may be delegated to other individuals for handling violations of the Code of Student Conduct. Academic Chairs and faculty members, with the involvement as needed of an appropriate Vice President, may address matters involving academic misconduct and personal misconduct occurring in and about the classroom. Violations involving personal misconduct in and around PTC sponsored student housing may be handled by the Director of Resident Life and the Housing staff, with the involvement of the Vice President of Student Affairs. All other violations involving personal misconduct are addressed by a Vice President, with assistance from any PTC faculty or staff who is involved or who is appointed to participate.

Students or student organizations that fail to observe the [Code of Student Conduct](#) are subject to disciplinary sanctions as are set forth later in this Handbook.

### INTERIM SUSPENSION

In serious cases where the safety of persons or property is in jeopardy, the President, Executive Vice President, a Vice President, or their designee, may issue an interim suspension to remove a student, expeditiously, from either or both PTC occupied premises or PTC sponsored student housing, pending the judicial process.

## JUDICIAL AND APPEAL PROCESS

The judicial and appeal process is explained in PTC's [Code of Student Conduct](#), and [Title IX Discrimination Grievance Procedures](#).

## NOTICE

Where a notice of hearing is required in the Judicial Process or the Appeals Committee process, the student involved shall be given advance written notice of a meeting or hearing and, following the meeting or hearing, a written notice of the outcome. The notices will be delivered to the student personally, if possible, otherwise by the best means available, including voicemail, email, or text message. In serious offenses hearings, where dismissal is a considered outcome, PTC shall provide notification by personal delivery, one day USPS, or courier to the student, and to his or her parent(s) or guardian. PTC will mail these notices to the permanent addresses provided by the student. Notice by personal delivery is effective upon delivery. Notice by one day mail or courier shall be presumed delivered on the day after proper deposit in the U.S. Mail or with the courier service.

## OUTSIDE RESOURCES

Grievances may be brought to the attention of the Pennsylvania Department of Education Bureau of Postsecondary and Adult Education (PDE) and/or the Middle States Commission on Higher Education.

Pennsylvania Department of Education  
Bureau of Postsecondary and Adult Education  
333 Market Street, 12th Floor  
Harrisburg, PA 17126-0333  
Fax: 717-772-3622  
Website: PDE Grievance Procedure  
Email: RA-pls@pa.gov

### Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West,  
Philadelphia, PA 19104  
Telephone: (267) 284-5000  
E-mail: info@msche.org

Students who have an ADA, equal access, or Title IX concern may contact The Office of Civil Rights at the U.S. Department of Education for assistance.

[Office for Civil Rights, Enforcement Office](#)

U.S. Department of Education,  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: 215-656-8541, FAX: 215-656-8605; TDD: 800-877-8339  
Email: OCR.Philadelphia@ed.gov

## **REPORTING GENDER-BASED HARASSMENT**

It is a goal of PTC to offer education in a secure and crime-free environment. PTC has implemented the following practices and resources for students and employees to report incidents and/or crimes that may occur on- or off-campus.

### **Title IX Coordinator**

Title IX of the Education Amendments of 1972 protects people from discrimination and states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Title IX Coordinator is a resource for members of the PTC community who have questions or concerns regarding sexual harassment or sexual violence, who encounter sexual harassment or violence, who want to learn their rights under Title IX, or who feel their Title IX rights are being violated.

The Title IX Coordinator, Lindsay Seal, 1111 McKee Road, Oakdale, PA 15071; 412-809-5311, or [seal.lindsay@ptcollege.edu](mailto:seal.lindsay@ptcollege.edu).

### **Title IX Discrimination Protections**

Title IX of the Education Amendments of 1972 protects people from discrimination and states:



“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The Title IX Coordinator is a resource for members of the PTC community who have questions or concerns regarding sexual harassment or sexual violence, who encounter sexual harassment or violence, who want to learn their rights under Title IX, or who feel their Title IX rights are being violated.

It is the right of any member of the PTC Community who feels they experienced an act of sexual harassment or sexual violence while participating in a PTC education program or activity to file a grievance with the Title IX Office. An individual may file a grievance at any time, even if a police report is not filed, or the police conclude there is not sufficient evidence for a criminal charge.

To learn more about your rights, filing a Title IX Discrimination Grievance, and PTC’s policies regarding sexual harassment, please view PTC’s [Sexual Misconduct Policy](#), [Title IX Discrimination Grievance Procedures](#), [Sexual Assault Victims’ Bill of Rights](#), and the [Title IX Handbook](#), which provides information about responding to sexual harassment and the steps one may take to help prevent it. All documents are developed in accordance with the Violence Against Women Act Reauthorization of 2013 (VAWA), the Campus Sexual Violence Elimination (SaVE) Act, Jeanne Clery Act, and Title IX of the Education Amendments of 1972.

### **Your Reporting Options:**

There are options available to file a sexual harassment and/or Title IX grievance. PTC urges individuals to use the option most comfortable for them.

[EthicsPoint](#). A comprehensive and confidential reporting tool created by NAVEX Global that enables management and employees to work together to address fraud, abuse, and other misconduct in the workplace while cultivating a positive work environment. The grievance will be received by the Title IX office, which includes the following staff:

- Lindsay Seal, Title IX Coordinator, 1111 McKee Road, Oakdale, PA 15071; seal.lindsay@ptcollege.edu, or 412-809-5311.
- Gloria Ritchie, Deputy Title IX Coordinator, 1111 McKee Road, Oakdale, PA 15071. ritchie.gloria@ptcollege.edu, or 412-809-5126.

The Title IX Office will notify the Campus Security and Public Safety Department (PD) of each grievance received. While the decision to file a police report is up to the person submitting a grievance, the PD is required to investigate alleged criminal activity whether or not a police report is filed.

Individuals may speak with an [Official with Authority](#) (OWA, or Campus Security Authority) to file a grievance and request supportive measures

- OWAs are required to disclose any Jeanne Clery Act reportable incident or crime to the Campus Security and Public Safety Department. Additionally, in cases of sexual harassment or violence, to the Title IX Coordinator.

The college considers the following staff and faculty to be Official with Authority (a.k.a., Campus Security Authority, Responsible Person).

- Anyone specified in PTC's Fire Safety and Security Report as someone to whom students and employees should report incidents or crimes
- A PTC employee who has significant responsibility for student and campus activities, student housing, or student discipline

If you decide not to file a grievance with PTC, some organizations will assist victim/survivors of sexual misconduct while maintaining strict confidentiality. These organizations include:

- PTC Counseling (confidential): 1-800-647-3327
- Pittsburgh Action Against Rape (24-hour confidential helpline): 866-363-7273
- Resolve Crisis Center (24-hour, 365-day crisis service): 888-796-8226

To learn more about Title IX, visit the U.S. Department of Education website.

### **[Officials with Authority and Confidential Resources](#)**

All students, faculty, staff, and guests are encouraged to report criminal incidents, accidents and other emergencies to the Campus Security and Public Safety Department (all incoming calls are recorded for safety and security purposes), Title IX Coordinator and/or an Official with Authority (OWA, a.k.a., Campus Security Authority or Responsible Employee).

OWAs are required to disclose any Clery Act reportable incident or crime to the Campus Security and Public Safety Department and, in cases of sexual harassment or violence, to the Title IX Coordinator.

The college classifies Campus Security Authorities under one of the following categories:

- PTC Police Officers and Security
- Anyone who has responsibility for PTC security but are not campus security
- Anyone specified in PTC's security policy as someone to whom students and employees should report crimes
- A PTC employee who has significant responsibility for student and campus activities, student housing, or student discipline

At PTC, OWAs include PTC Police Officers, the Title IX Coordinator, student services, resident coordinators, resident assistants, academic chairs, program directors, team leaders, resident life staff, student activities staff, student advisors, reception, and more.

Students who do not wish to report an incident, but want a professional to confide in, may speak with a professional or pastoral counselor. PTC offers confidential counseling through an outside service at 412-561-5405.

## **STUDENT GRIEVANCE POLICY AND PROCEDURES**

For information about the student grievance process please visit the [Student Grievance Policy and Procedures](#) on PTC's website.

### **TRESPASS**

A student who is dismissed from school shall not thereafter unless specifically authorized by a PTC employee, enter any PTC premises, enter or be in the vicinity of PTC sponsored student housing, or appear at any PTC sponsored event or function. A student who is dismissed from PTC sponsored student housing shall not thereafter enter or be in the vicinity of PTC sponsored student housing. A student or former student who is in violation of this paragraph is considered a trespasser, and the matter may be turned over to the authorities.

View the [Student Housing Handbook](#) for more information.

## SECTION VIII: STUDENT RESOURCES

Continuing and prospective students are reminded that this information is for the current program year and is subject to change based on the publisher's price increases. Specific questions regarding texts and materials can be directed to the PTC Campus Store at 412-809-5226.

### ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

PTC recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, PTC ensures that all services, activities, facilities, and privileges are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. The Dean of Counseling and Student Development, Dr. Stephanie Svilar, handles all IEP or disability-related inquiries. Students are advised to reach out and meet with Dr. Svilar, to discuss the accommodations approval process. Dr. Svilar will work with students on self-advocacy and understanding what the approved accommodations will look like in the various classrooms. Dr. Svilar will notify faculty members of any approved accommodations.

#### ***To Request Accommodations***

1. Contact Dr. Stephanie Svilar at [Svilar.Stephanie@ptcollege.edu](mailto:Svilar.Stephanie@ptcollege.edu) or 412-809-5341 to schedule a meeting AND
2. Submit documentation to Dr. Svilar from a licensed professional such as a medical doctor, psychologist, or another qualified diagnostician.
3. If accommodations are approved, Dr. Svilar will notify faculty/staff on a selective "need to know" basis each quarter.

Additional information can be found in the U.S. Department of Education publication "Students with Disabilities; Preparing for Postsecondary Education: Know Your Rights and Responsibilities" at [www.ed.gov/about/offices/list/ocr/transition.html](http://www.ed.gov/about/offices/list/ocr/transition.html).

### CAMPUS SECURITY & FIRE SAFETY REPORT (CLERY ACT)

Signed into Federal law in 1990, The Jeanne Clery Act requires colleges and universities to disclose campus crime and security policy information in an annual report. The Clery

Act also requires PTC to deliver timely warnings to the campus community about specific types of criminal activity when an ongoing threat may exist. All post-secondary institutions participating in federal student aid programs must adhere to Clery regulations.

To learn more about the Clery Act, visit the U.S. Department of Education's [Campus Security and Safety](#) website.

In compliance with the Jeanne Clery Act, PTC publishes its annual [Campus Security and Fire Safety Report](#) to share material that an individual may reference before or after an emergency or incident, so it is important for students, faculty, and staff to familiarize themselves with this information and any associated procedures. The information contained in the report includes a list of emergency numbers, timely warnings, fire and evacuation procedures, crime or missing person reporting instructions, and three individual reports:

- [Annual Crime Statistics](#), which includes statistics for the past three years;
- [Annual Fire Report](#), which includes statistics for student housing and academic buildings.
- [Missing Person's Report](#), which includes statistics for student housing.

## **CAMPUS STORE**

The Campus Store is located on the 4<sup>th</sup> Level at the North Fayette campus. The Store provides textbooks, school supplies, PTC apparel, and supplies for the convenience of students.

## **CODE OF STUDENT CONDUCT**

The college community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of the PTC community.

The [Code of Student Conduct](#) can be found on PTC's website.

## COLLEGE CATALOG

The [PTC Catalog](#) is a comprehensive publication that provides detailed information in the following areas: Admissions, Financial Aid, Educational Costs, Services for Students, Certificate and Degree Programs, Course Descriptions, Graduation Requirements, Personnel, the Academic Calendar, and miscellaneous information.

## COMMUNITY SERVICE

Community service is a tradition at Pittsburgh Technical College. Students volunteer their time, talent, and special interests through events such as hosting activities for children at an alternative school, Christmas gift delivery to underprivileged families in the local area, charitable fund-raising, local blood drives, highway cleaning, and a Reading Mentor Program. PTC may recognize students who have committed their time to volunteer their services at graduation ceremonies.

## CONNECT TO STUDENTS

The philosophy and goals of the CONNECT to STUDENTS® are:

- To understand the school philosophy
- Offer student assistance whenever needed
- Never give up on students
- Always remember "Students First."
- Explore proactive means to solve student issues
- Communicate daily with students
- Tell students we believe in them

See the [Appendix](#) for more details on the various components of the Connect Services.

## ELECTRONIC ACCOUNTS AND STUDENT ACCESS

### Computer Use and Electronic Communications

The use of PTC-owned computer and technology resources by PTC students, employees, and guests is strictly for advancing the mission of PTC and the academic purposes for which PTC exists. Under the Computer Use and Electronic Communications Policy,

students, employees, and guests have certain rights and responsibilities as described in the Appendix of this handbook.

- In accordance with the Administrative and Disciplinary Procedures in the handbook, computer activities that impair computer and technology resources or their intended uses, or interfere with system or college operations, are inappropriate and will result in disciplinary action.
- Students should refer to the Network Access and Storage in the Resources section of the handbook.

### **Emergency Assistance/Emergency Action Plan**

Members of the PTC community can enhance the safety of all and assist the responding agencies by cooperating fully with instructions given by authorities before, during, and following an emergency.

Violent incidents can occur anywhere with little or no warning. Individual members of the PTC community should be aware of their surroundings and notify the Campus Security and Public Safety Department (all incoming calls are recorded for safety and security purposes), or emergency first-responders of any criminal event that they witness. A list of emergency numbers is located in the resource section of this handbook.

- A complete copy of the Emergency Response Plan (ERP) is located in the Campus Security and Public Safety Department located on Level 2 as well as on the Student Portal under Student Consumer Information. Reference Appendix L for emergency contact information

### **IDENTITY THEFT – A SERIOUS CRIME**

Identity theft is a growing problem around the country and the world. Identity theft occurs when a person uses your personal information without your permission to commit fraud or other crimes. While you can't entirely control whether you will become a victim, there are several ways that you can minimize the risk of this happening to you.

Some ways of helping to control this risk are:

1. Get a free annual credit report by calling 1-877-322-8228 or by logging on to [www.annualcreditreport.com](http://www.annualcreditreport.com).

2. Under a federal law enacted in early 2005, you are entitled to ONE free credit report per year.
3. You may also obtain a free credit report within 60 days of receiving a denial of credit, insurance, or employment.
4. Place passwords on credit cards and bank accounts, and be careful not to share PIN information with anyone.
5. Be sure to shred or destroy any documents that have personal information, such as credit card statements, bank statements, utility bills, etc. Identity thieves often acquire information by going through the trash to obtain personal information.
6. When renewing your driver's license, if your state puts your social security number on your license, ask them to remove this all together or substitute another number for an identifier. Most states are doing this already.
7. Be careful when making purchases over the internet with credit cards or bank information. Make sure that the website you are using is a secure site with encryption that will prevent anyone other than the intended recipient.

If you believe you are a victim of identity theft, you should immediately take the following steps.

1. Contact the fraud department of one of the three major credit reporting companies (Experian, Equifax, or Transunion) to place a "fraud alert" on your report. You are only required to contact one of the agencies as it is the agency's responsibility to notify the other two.
  - Experian, 1-888-397-3742
  - Transunion, 1-800-916-8800
  - Equifax, 1-800-685-1111
2. Close all accounts that have been corrupted
3. File a police report
4. File a grievance with the Federal Trade Commission, as they keep records of identity theft cases, by calling 1-877-382-4357



- The information will be entered into a secure, online database that civil and criminal law enforcement agencies will have access to in the US and abroad.

It can take quite a while to reverse the damage caused by identity theft, so it is important to protect yourself as best as you can by following some of these previously provided steps.

If you would like more information concerning identity theft and other ways to protect yourself, please visit the government [FTC site](#).

### **Student Access and Storage on PTC Network**

All new students are set up with a student LOG-IN and PASSWORD at new student orientation.

The student log-in is typically the first, middle, and last name initials plus a number assigned by the IT Department. Once the account is set up, students may log in and have access to the PTC network and software, check email, and work on any school-related material, as well as gain access to the Internet.

All students are required to review the Electronic Communication Policy (ECP). If a student violates the terms of the ECP, he/she is subject to disciplinary actions as outlined in the Student Handbook.

### **My PTC – Access and Password Management**

PTC's [student portal](#) is a valuable resource for students. It includes information related to financial aid plans and loans, disbursement notices, student services, academic programs, upcoming events, student consumer information, the Student Handbook, and PTC's catalog in its entirety. It can also be used to check the status of current or end of quarter grades. Students may also access the student portal through this site. Students are encouraged to check the status of their grades, as well as information on their loan disbursements, on a weekly basis.

### **How do I access the Information?**

Visit the Pittsburgh Technical College main web page using your web browser at <http://www.ptcollege.edu> to access the student website. The student website can be located under student logins at the bottom of the web page.

Next, **click** the web page link at the bottom for “Student Logins”. Then **click** the link for “MyPTC Student Login”.

After **clicking** the MyPTC Student Login link, you should be presented with a log-in page. If you’re a student, you want to make sure the “*Students*” option is selected and enter your username and password that you use to log into computers at PTC.

If you’re a parent, you would **select** the “*Student-designated User*” option and enter the credentials given to you by your son or daughter.

You can download the directions at the MyPTC log-in page after clicking the MyPTC Student Logins link on the main Pittsburgh Technical College web page. The names of the directions are “*Student Instructions*” and “*Parent Instructions*.”

### How to reset “My PTC” Password

Students who are enrolled in PTC programs on campus (on-ground) or through distance education (online) are given a username and a temporary password to their PTC email account hosted by Google Apps, and a “MyPTC” account hosted by PTC. The “MyPTC” account gives students access to course schedules, grades, the Learning Management System, and other relevant data. Each student is required to create a password for each of these accounts to ensure privacy. Students can change passwords at intervals (up to once per day) appropriate to them to maintain account security.

On occasion, a student will forget a password and require assistance to gain access to one or both of these accounts.

Depending if the student is on ground or online, one of two procedures will be used to reset a student password.

The procedure for resetting a password for on-ground students is as follows.

- The on-ground student can try and reset their PTC network password themselves by clicking on “Forgot Password” on the MyPTC web page. If they still need assistance or a password change for email, they can then visit the IT department, in person, during business hours. The IT Department will identify the student via the Student Information System (SIS) photo linked to the student’s account.
- If that photo does not exist, a state-issued photo ID is acceptable.
- If the student has no SIS photo or photo ID, the IT Department will follow the identification procedure for online students.

- In a rare occurrence when their instructor must validate the student, the instructor will take full responsibility for visual identification.
- The procedure for resetting a password for online students is as follows.
- The student can try and reset their PTC network password themselves by clicking on "Forgot Password" on the MyPTC web page. If they still need assistance or a password change for email, they must call PTC and speak with the IT Department.
- The IT Department will ask for the student's username or first and last name to locate the matching account on SIS.
- Once the student record is located, the IT Department will check the enrollment status of the student. The student must be actively enrolled to reset a PTC network account password. Email passwords can be reset regardless of the student's enrolled status if they already have an email account.
- If the student is not enrolled, the representative will direct the student to speak with their Student Advisor before continuing to assist with resetting a PTC network account.
- Once the IT Department confirms the student's status, the representative will ask the student a series of at least three questions, pulled randomly from data in the student's SIS record, to determine student identity.
- If the student answers these questions correctly, the representative will complete the password change by issuing a temporary password for the requested account.
- The representative will provide the student with instructions on how to change the password during the next login to safeguard privacy.

### **EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS:**

Consistent with the Clery Act requirements, PTC has adopted the following emergency notification and timely warning procedures.

Events requiring notification are classified into two categories, depending upon the nature of the event and level of threat to the campus community. The categories are as follows.

**Emergency Events** - Serious criminal conduct or known substantial threat that is presently occurring and poses an immediate and serious physical threat to persons in the campus community. Examples include active and ongoing shooting, active violent physical assault, riot, kidnapping, robbery, armed intruder, bomb threat, approaching violent weather event, gas leak, occurring terrorist activity, nearby fire, and nearby toxic spill.

**Timely Warning Events** -Criminal conduct which has occurred and may be either isolated or a series of events, and events or activity not involving a crime that poses a threat to persons or property in the campus community. Examples include: follow-ups to emergency event messages such as those described above once specifics are known; crimes not actively occurring but which have occurred and posed a threat to persons or property; or conditions that may cause injury to persons or property, such as a known substantial threat (i.e., inclement weather, etc.)

To make everyone in the PTC community aware of an emergency, an emergency notification will be dispatched electronically through Omnilert (alert system), which includes text and email alerts. In addition, intercom and written notification may be initiated if available and appropriate to the circumstances. Emergency notifications will be brief and contain the facts as reasonably known and will also contain advice on specific protective measures, including lockdown if considered appropriate.

*PTC's mass notification system is Omnilert. The system provides instant communication to the PTC community by text, voice, email, and mobile app that an emergency situation is developing.*

*Signing up for Omnilert can be done by visiting **ptcollege.omnilert.net** and following the directions provided.*

**CAMPUS EMERGENCY *DIAL 911, or***  
**CONTACT PTC PUBLIC SAFETY ON A CAMPUS PHONE**  
***DIAL 5300 OR 412-809-5300***

A "timely warning" is a notification that will be dispatched as soon as reasonably possible after particulars of an emergency event are known or upon the occurrence of a timely warning event. A timely warning may take various forms, such as mass email, intercom, written notices posted around the campus and student housing. The timely warning will contain information about the situation and advice for appropriate

protective measures to protect your person and property. *You are urged to follow the directions in any timely warning.*

The Director of Security is required by Department of Education regulations to conduct a yearly test of the Omnilert system, at which time all enrollees in the system will receive a text message and email.

## ENROLLMENT VERIFICATION & GOOD STUDENT DISCOUNT CERTIFICATES

Students can complete enrollment verification after the start of each term. Students can go to 'MYPTCOLLEGE' and link to [enrollment verification](#). From here you may print or email the verification to the appropriate office or location. Students also may be able to print and send a Good Student Discount Certificate based on your Grade Point Average of usually 3.00 or higher.

## FACILITIES

PTC's North Fayette Campus consists of a 160,000 square foot facility that houses all classroom and administrative offices.

The various levels include:

<b>Level 1</b>	Instructional Classroom Surgical Tech Labs  Medical Assisting Lab Smart Building Labs IT Department Service Area Nursing Lab 5	<b>Level 2</b>	Multimedia Studio Graphic Design/Multimedia Labs Electronics Lab/Classroom Maintenance Service Areas PTC Security Office  Admissions Assistants' Office
<b>Level 3</b>	Administrative Offices Conference Areas Student Affairs Tutoring Lab Resident Life Office Student Activities & Intramurals Writer's Center	<b>Level 4</b>	Faculty Offices IT Instruction Labs Conference Areas Bookstore Student Lounge/Cafe Faculty/Staff Lounge

Center for Teaching &  
Learning  
Admissions-Financial  
Planners  
Financial Aid and  
Academic Services

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<b>Level 5</b>	Gallery	<b>Level 6</b>	Career Services (placement, part-time jobs, internships)
	Flex-Tech Classroom		Career Development Specialists
	Instructional Classrooms		Instructional Classrooms
	GD-MM Computer Lab		On-Campus Resident Student Mailboxes
	Learning & Resource Center		Culinary Arts
			Dining Lab

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<b>Energy Tech Center</b>	Welding Labs and Cutting Areas HVAC and Commercial Labs Refrigeration Labs Electronics Oil and Gas Lab Instructional Classrooms
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## **FIRE SAFETY PROCEDURES FOR RESIDENCE HALLS**

Procedures to be followed in the event of detection of fire and policies on tampering with various fire prevention equipment are shown in [Appendix E](#).

## **LIBRARY RESOURCE CENTER**

The LRC offers a variety of library and information services on the 5<sup>th</sup> level at the North Fayette campus. The Center is open Monday through Thursday from 7:00 a.m. to 7:30 p.m. and on Friday from 7:00 a.m. to 5:00 p.m. or by appointment. Library collections include over 5500 titles, 150 periodical subscriptions, and 500 audiovisual materials. New materials are added continually to keep resources current. Information retrieved

from online databases and the Internet serves to widen the scope of research material available in all of the academic disciplines. The student photo ID serves as the library card. Students may visit this [homepage](#).

## **CAMPUS PREVENTION**

Multiple federal laws and one state law require students to receive training on Substance Abuse and Sexual Violence Awareness. PTC is partnered with Vector Solutions to bring the Campus Prevention initiative to our students. Campus Prevention is a collection of training modules. Some of these modules are required to be completed (Drugs, Alcohol, Sexual Violence), while others are recommended (Mental Health, DEI). Vector also offers free webinars and resources for our entire campus community. All first-quarter PTC students are required to complete three modules in the Campus Prevention series.

## **PARKING AND TRAFFIC**

North Fayette Campus parking is provided for the convenience of students, visitors, faculty, and staff. The following directives must be observed:

- All persons must drive safely on campus and obey speed limits, stop signs, other traffic signs, and pavement markings.
- Students, faculty, and staff must park in the student lots.
- The visitors' parking lot is reserved for guests and those specifically authorized to use the visitors' lot.
- Only vehicles with handicapped license plates or placards may park in any of the student or visitors' handicapped parking spaces. Persons who require temporary permission to park in handicapped spaces should present doctor verification to the Campus Security and Public Safety Department before parking in a handicapped parking space.
- All students and employees are required to register their vehicles through the Campus Security office. Identification tags are issued and are required to be displayed on the rearview mirror.

- The classroom parking lot is the designated overflow parking area for the on-campus housing parking lot. You may call 412-809-5300 if you require an escort.

Violations of parking regulations may result in wheel lock (boot), towing (at owner's expense), fines, warnings, suspension of parking privileges, and police citation.

Warnings, probation or other sanctions may be imposed for repeat violations.

For specifics on all Parking and Traffic procedures, please review the Appendix Section.

## **STUDENT ACTIVITIES AND INTRAMURALS**

The Department of Student Activities helps students to enjoy student life through involvement in campus and community events. PTC students participate in a variety of activities throughout the year, including game nights, ice cream socials, Pirate games, intramural sports, and professional and interest organizations. The Holiday Bash, PTC Carnival, Hoedown, Kennywood Park, and Oktoberfest are popular seasonal events.

Competitive and recreational intramural opportunities exist on the campus throughout the year. Pick-up games and organized tournaments are open to both men and women. Basketball, softball, flag football, billiards, and volleyball emphasize fun competition and the development of skills for life-long activity.

Activities are regularly advertised in the student newsletter, in a monthly activities calendar, and through special promotions. Students with new ideas for activities may contact the Director of Student Activities.

## **STUDENT SURVEY OF INSTRUCTION (SSI)**

PTC is committed to the continuous improvement of our educational programs, the delivery of those programs, and ensuring that the learning experience at PTC is a positive and rewarding one. We survey students in their various courses for each of their instructors.

The survey consists of a number of items that evaluate both the course as well as the instructor. Students are asked to rate these areas and comment on any specific areas as it relates to the class and instructors. The results are reviewed quarterly by the Academic Chairs and shared with instructors with appropriate feedback to assist the instructor in the improvement of content or delivery.



## **STUDENT SATISFACTION SURVEY (SSS)**

Students are surveyed on all aspects of services at PTC. The surveys are usually completed on a quarterly basis and gather quantitative data that rate the services provided to students. Students have an opportunity to rate their satisfaction level in various areas and are free to provide specific comments should they choose to do so. The survey feedback is used to help improve services and make the school aware of situations or circumstances that require corrective action. PTC's student survey responds to a wide range of services.

## **STUDENT NEWSLETTER - FYI**

*FYI* is the student's communication link to PTC. Each publication, which is published bi-weekly, contains information about the school and its departments, upcoming events and activities, stories of interest, a fun page, and student/faculty achievements. Students are encouraged to participate in the production of the newsletter.

## **STUDENT ORGANIZATIONS**

Involvement in campus clubs and organizations fulfills a three-fold purpose: it can complement the student's academic interest; it is the perfect way to make new friends who have similar interests, and it enhances student development, which includes the combined experience of the classroom and activities outside the classroom. A listing of organizations available to students appears in the Catalog.

## **TEXTBOOK INFORMATION DISCLOSURE**

New regulations established by the Higher Education Opportunity Act (HEOA) require that higher education institutions post information on textbooks and materials required and recommended for each program. The rule requires a listing of the course code, book title, ISBN number, and retail price. To fulfill this requirement, we have included information that lists the books and materials required for each program offered at PTC. This information can be located on the Student Portal under Student Consumer information.

## **TUTORING**

Tutoring is available to students by faculty members and/or peers for all subjects taught at the College. Appointments for tutoring or assistance in developing or sharpening

basic skills in mathematics, writing, and computer operations can be made through the faculty, Program Coordinator, Academic Chair, Student Advisor, or Dean of Counseling & Student Development.

PTC also offers one-on-one live tutoring online through Tutor.com. This service is free to all students. Tutor.com can be found in any course in Brightspace. Click on "Learner Resources" across the top, and then click on "Tutor.com" in the drop-down menu. A new window will open up where students can connect to a tutor right away or schedule a session later.

## **APPENDIX A: COMPUTER USE AND ELECTRONIC COMMUNICATIONS POLICY**

The college has established this policy with regard to the use of the college's computer equipment of all types, software provided by the college, the network, the telephone system, and college provided connections to the internet (all together the "System"). This policy covers the general use of the System, including all activity using the internet and the use, access, and disclosure of electronic communication, including but not limited to messages, videos and images created, sent, or received using the System. In this policy, "user" includes any student or employee of the college who uses or participates in the use of the System, as it is defined above.

The college intends to enforce the policies set forth below and reserves the right to change them at any time as may be required under prevailing circumstances.

This policy is applicable at all times, which includes class time, work time, break time, after hours and on weekends, and applies whether the user is on or off college premises during the use.

The System hardware is college property. All data composed, sent, or received on the System are and remain the property of the college and are not the private property of any person.

The use of the System is intended for the conduct of educational and business activities at the college. Personal use should be kept to a minimum.

All dress code policies listed under "Dress Code/Appearance" are hereby incorporated regarding appropriate dress for electronic communications, including video calls and use of photos.

The System is not to be used to create, send, receive, use, or view any offensive, disruptive, or illegal materials or messages. Messages which are considered offensive are those which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages which are fraudulent, harassing or obscene, and those which contain abusive, profane, or offensive language. Persons who wish to express personal opinions on the internet must obtain their own usernames on non-college owned systems.

The college reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the System. The contents of electronic communications or material viewed may be disclosed within the college or to law enforcement officials without the permission of the author.

The confidentiality of any message should not be assumed. Even when a message is erased from the System, it is usually possible to retrieve that message. Further, the use of passwords for security does not guarantee confidentiality or privacy.

All users are responsible for seeing that the System and the Internet are separately and together used appropriately and in an effective, ethical, and lawful manner. The college has the right to determine what constitutes appropriate use of the System and the Internet. Listed below are inappropriate uses of the System, the Internet, and college networks:

- Use for illegal activity or extensive use for other non-school related purposes.
- Use for advertising, commercial, and/or profitable purposes.
- Use to order or purchase any type of merchandise or services in the name of the college, unless authorized, and/or any individual.
- Use for academic dishonesty.
- Use for political lobbying.
- Religious causes.
- Use of hate mail, discriminatory remarks, and/or offensive or inflammatory communication.
- Installation, distribution, reproduction, and/or use of copyrighted materials without permission of the copyright holder.
- Use to access or download obscene or pornographic material.
- Use of inappropriate language and/or profanity.
- Use to transmit material offensive and/or objectionable to the recipient.
- Impersonation of another user and/or use of anonymity and pseudonyms.
- Loading, downloading, or use of unauthorized games, program files, or other electronic media to devices provided by the college. All software must be

approved by the Director of Information Technology and loaded by the Information Technology department.

- Destruction, modification, or abuse of networks, hardware, and/or software.
- Allowing an unauthorized person to use an assigned computer or account.
- Sharing college provided login information, passwords, or other login credentials with anyone. This includes but is not limited to PTC-owned systems.
- Unauthorized hacking into any computer system, including college systems and network equipment. Authorization-related to college systems may only be granted in writing by the Director of Information Technology.
- Engaging in any form of cyberbullying.
- International and toll calls for non-business purposes.

Copyrighted materials or trade secrets belonging to entities other than this college may be used only for legitimate and lawful purposes. The college has adopted a Fair Use Policy, which outlines what uses may be made of the copyrighted material. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so by the owner, except in compliance with the Fair Use Policy. Failure to observe the copyright laws, the Fair Use Policy, or license agreements may result in disciplinary action by the college and legal action by the copyright owner.

Users shall not use a code, access a communication file, or retrieve any stored communication information on the System unless authorized to do so. Users should not attempt to gain access to another person's messages. A request must be made through the Human Resources Department then forwarded to the Information Technology Department if access to another user's data is needed.

PTC prohibits employees, including student workers, from processing any credit card transactions on behalf of customers using the PTC network (both wired and wireless connections). This restriction also applies to all 3rd party organizations, vendors, and service providers operating on campus. Credit card transactions on behalf of customers using any college-issued workstations (desktop, laptop, tablet, mobile device) are prohibited.

The approved mechanisms for college departments that need to process credit card transactions electronically are:

- Enable patrons to use Self-Service options, so the department is not processing credit card transactions on their behalf:
- Utilize the college's payment gateway where appropriate
- Utilize an alternate PCI-compliant payment gateway that utilizes the campus's PCI compliant network instead of the general-purpose network and is approved by the IT Department
- Utilize an IT Department authorized POS device that connects over an authorized cellular network

Faculty, staff, students and visitors should use the IT network only for purposes approved by PTC. Unless specifically noted, the transmission of an individual's personal information, including credit card information for non-business reasons using college workstations, is done at the user's own risk.

Compliance with the Payment Card Industry Data Security Standards (PCI DSS) is required of all college at Brockport employees and departments that accept, process, transmit, or store payment cardholder information.

Only PTC employees, including student workers who are properly trained, may accept and/or access cardholder information, devices, or systems that store or access cardholder information.

Only PCI DSS compliant equipment, systems, and methods may be utilized to process, transmit, and/or store cardholder information. Similarly, all 3rd party vendors utilized by the college must provide evidence of annual PCI compliance both prior to entering into a contract, and on an annual basis thereafter.

Each PTC employee, including student workers, with access to cardholder information, is responsible for protecting that information in accordance with PCI DSS and college policy and procedures. Do not email credit card or other personal information on the IT network.

The events and circumstances of a suspected security breach, which could negatively affect cardholder information or the college's compliance with PCI DSS, must be immediately reported and investigated in accordance with college policy.

Vendors and service providers operating on-campus that accept credit cards must execute a contract addendum affirming evidence of their annual compliance with PCI DSS. Non-PTC employees who are acting on the college's behalf must comply with PCI DSS and provide annual evidence therein.

Annual employee training programs must be offered to train employees on PCI DSS and the importance of compliance. This will be made available via the Percipio training modules. The IT Department ensures that employees with access to card data within their departments take part in annual PCI training and that all new employees within these departments take part in PCI training upon hiring.

Any user who violates this policy, the Fair Use Policy, or uses the System for improper purposes shall be subject to discipline, including discharge in the case of an employee, and probation or dismissal in the case of a student; and in all cases authorities may be notified.

A user shall be responsible for costs incurred and damage to the System resulting from his or her negligent, willful, or deliberate acts, and for costs and damages resulting from uses of the System in violation of this policy.

Any persons who discover a violation of this policy shall notify the IT Department or Human Resources Department.

## **APPENDIX B: COUNSELING RESOURCES AND HOTLINES**

### **PLEASE CONTACT:**

PTC Counseling Services with Dr. Svilar: 412-809-5341

Resolve Crisis Network: 1-888-796-8226

National Suicide & Crisis Line: call or text 988

Substance Abuse and Mental Health Services: 1-800-662-4357

Allegheny County Drug and Alcohol Program: 412-350-3328

Pathway to Care & Recovery: 412-325-7550

Pittsburgh Action Against Rape: 1-866-363-7273

Woman's Center & Shelter of Greater Pittsburgh: 412-687-8005

Center for Victims: 1-866-644-2882

United Way: 1-888-553-5778 or 412-255-1155 or 211

Please visit Allegheny County Human Services at <https://www.alleghenycounty.us/human-services/index.aspx> for the most up-to-date contact information for multiple emergency services.



## APPENDIX C: Protocols For Supporting At-Risk Students

### DISTRESSED STUDENT PROTOCOL

#### **Recognizing and Responding to Students in Distress**

PTC provides opportunities and experiences that support student learning and personal development, as well as help students with issues affecting their academic and personal life at PTC. The Behavioral Intervention Team was established to provide an entry point for students who need assistance solving problems. To that end, we want to work in cooperation with the campus community and become a solution-center for students as they experience difficulties. One significant way we can all work together is in identifying and providing help to students in distress.

If you are concerned that a student is exhibiting personality or behavioral changes such as a lack of interest or engagement with others or signs of aggression, completing a [Distressed Student Report Form](#) for the Behavioral Intervention Team is a great first step and can:

- help coordinate the College response to students who demonstrate violence, threats to self or others, or are significantly disruptive;
- develop action plans to support student and community safety, prevent violence, support student development, and maintain a campus environment conducive to learning; and
- consult with faculty, staff and students involved in or affected by a student's behavior, and other individuals as appropriate.

If you are unsure and would like to discuss your concern before making a referral, you may contact Stephanie Svilar, Dean of Counseling & Student Development at 412-809-5341 or [Svilar.Stephanie@ptcollege.edu](mailto:Svilar.Stephanie@ptcollege.edu).

When consulting with the Behavioral Intervention Team, only those with a need-to-know will be brought into the circle of information

#### **Providing Help for Distressed Students**

If you suspect you're dealing with a distressed student, we recommend taking action at the first sign of a problem. Our end goal, of course, is to allow for the learning process to continue.

The Behavioral Intervention Team can assist by:

- helping to centralize information about students of concern (if the individual causes a problem in a classroom, chances are he/she is having problems in other places on campus);

- providing advice about how to approach a student of concern; and
- coordinating disciplinary action and/or mental health assistance for the student in question if there is a need.

### **Identifying Warning Signs of a Distressed Student**

- The once organized, timely and cooperative student doesn't seem to be that way now.
- The student may be unusually quiet or absent.
- The student may not communicate (doesn't talk or do assignments as needed, or appropriately).
- The student's demeanor or appearance may change.
- The student may be quietly distressed — perhaps depressed or forlorn; these students may take longer to notice than angry, belligerent, or disorganized students.
- The student may be angry, belligerent, or disorganized; we always recommend that behavior be addressed first, and these students should be confronted regarding their behavior.

Note: Allow students to disclose what is distressing them. If others have information, the Behavioral Intervention Team can help collect the information, as appropriate, in a private format.

A distressed student may become a disruptive student, especially without intervention. Disruption, as applied to the academic setting, means behavior that interferes with the right of other students to learn or of the instructors to teach.

### **Examples of a Disruptive Student**

- The student persistently speaks and/or interrupts others.
- The student distracts the class from the subject matter or activity.
- The student refuses to comply with faculty direction or redirection.
- The student writes outrageously violent stories and doesn't want constructive (or any) feedback.
- The student curses at random times but doesn't want to talk to the professor.
- The student intimidates the professor and others.
- The student stalks another person.

The PTC Counseling Center is also an important resource when dealing with distressed or disruptive students.

### **Guidelines for Dealing with a Distressed Student**

There are times when a student will approach you with his/her problems. Their intentions may not be clear at first; we all know how difficult it is to talk about our problems at times. Here are some general things to remember:

- Confirm that you have heard what the student has said.

- Express concern for the student.
- Refer the student to The Behavioral Intervention Team or to the Dean of Counseling & Student Development.

More specifically:

- **Remain Calm**
  - Remember that the verbally escalating person is beginning to lose control. If the person senses that you are also losing control, the situation may get worse. Try to keep your emotions under control, even when challenged, insulted or threatened. This may be easier said than done, especially when a student is making threats, or using abusive language, but it is important in deescalating the situation.
- **Be Empathetic**
  - Try not to judge or discount the feelings of others. Whether or not you think the feelings are justified, those feelings are real to the other person. You may want to acknowledge them by saying things like, "I understand that this is very frustrating for you." or "I'm sorry that you're feeling distressed about..."
- **Watch Your Body Language**
  - As a person becomes increasingly agitated, he or she will pay less attention to your words and more attention to your body language. Be aware of your use of space, posture, and gestures. Avoid gestures that might seem threatening. Make sure your nonverbal behavior is consistent with your verbal message.
- **Respect Personal Space**
  - Maintain a safe distance (2 - 3 feet) from an agitated person. Invading personal space tends to increase the individual's anxiety and may lead to increased agitation.
- **Keep It Simple**
  - Be clear and direct in your message. Avoid jargon and complicated choices. A person who is beginning to lose rational control may not be processing information as he or she usually does. Complex messages may increase anxiety and make self-control more difficult.
- **Set and Enforce Reasonable Limits**
  - If the person becomes belligerent, defensive or disruptive be sure to state limits and directives clearly and concisely. When setting limits, offer choices and consequences to the acting-out individual. For example, "If you calm down, I can continue to assist you. If not, you will need to call Campus Security." Consider saying "It's not my role to make that kind of decision here at the College. Let me locate someone who can help you." or "It's hard for me to understand what you are saying when you are shouting. Please lower your voice so that I can better help you."
- **Request Assistance When Necessary**
  - If you perceive any threat, call PTC Campus Security at x5300. In such situations your safety and those of others in your area are of utmost importance. If the

student is angry or demanding but you do not sense an immediate threat, he or she can be referred to the Dean of Counseling & Student Development at x5341.

### **Approaching a Distressed Student**

Approaching another person with concerns can be a precarious process for anyone. The guidelines below can help you through this difficult process.

- **OBSERVE:** The first important step in assisting distressed students is to be familiar with the symptoms of distress and attend to their occurrence. An attentive observer will pay close attention to direct communications as well as implied or hidden feelings.
- **INITIATE CONTACT:** Don't ignore strange, inappropriate or unusual behavior - respond to it! Talk to the student privately, in a direct and matter-of-fact manner, indicating concern. Early feedback, intervention, and/or referral can prevent more serious problems from developing.
- **OFFER SUPPORT AND ASSISTANCE:** Among the most important helping tools are interest, concern, and attentive listening. Avoid criticism or sounding judgmental. Summarize the essence of what the student has told you as a way to clarify the situation; provide hope that things can get better. Encourage positive action by helping the student define the problem and generate coping strategies. Suggest other resources that the student can take advantage of: friends, family, or professionals on campus.
- **SUGGESTIONS:**
  - "I'm so sorry you're having difficulties, would you like to talk about them?" or "I noticed you missed some classes and I'm concerned. Can we talk about it?"
  - "Sounds like you are really struggling with \_\_\_\_. Many people find it helpful to talk with someone in confidence who is outside of the situation."
  - "You know...we really have some really excellent counseling professional on campus who can provide you with assistance. Would you like me to help get you connected to them?"
  - "I'm concerned enough about you that I'd like to have you speak with someone at the counseling center. Would that be okay with you?"
- **DISCUSS OPTIONS TO HELP THE STUDENT:**
  - First clarify: What does the student want to accomplish
  - What has the student done to try to resolve the problem?
  - What solutions can you and the student brainstorm?
  - What other resources might be helpful, including a referral for counseling?

Remember that even if you have done your best, a student may not respond to you. Sometimes we do what we can and then we must let go and allow the student to take action in their own time. However, if the student is a danger to him/herself and/or others, immediate help is required. You should keep the person in your office and call 911, then Campus Security at ext. 5300. Campus Security will alert the Dean of Counseling & Student Development.

## **RETURN TO CAMPUS AFTER AN EVALUATION AND/OR HOSPITALIZATION PROTOCOL (MEDICAL OR MENTAL HEALTH)**

### **Introduction**

Returning to campus following a mental health or medical evaluation or hospitalization off-campus is contingent upon the mental health/medical condition being sufficiently resolved or managed successfully. While off-campus, students are expected to seek necessary or appropriate medical attention and to document the steps taken and progress made toward resolving or managing the mental health/medical condition. Students returning to campus will be required to provide written documentation that verifies they are ready to return to the academic environment and describe treatment and/or discharge plans signed by the medical clinician who provided services to the student. Decisions about returning to campus are made by the Dean of Counseling and Student Development. At any time, the Dean of Counseling and Student Development may contact parents/family of the student and any appropriate College officials about the student's status. If a student withdraws or takes a leave of absence from the College, the student must comply with these requirements before resuming enrollment. The Dean of Counseling will review the outside health assessment coupled with an in-person session with the student to provide a recommendation about the student's readiness to return to campus.

### **Mental Health Evaluation or Hospitalization**

Any student who harms or threatens to harm self or another will be referred immediately to an off campus mental health facility for assessment. Transportation to a local hospital will be made via ambulance at the student's expense. Prior to returning to campus, the student must be assessed off campus by a mental health professional and deemed safe to return to campus. The cost for evaluation and consultation will be at the student's expense. It is the student's responsibility to facilitate communication between the off-campus mental health professional(s) and the PTC Dean of Counseling. The student will need to sign a release of information authorization form requesting the off-campus provider share information with the PTC's Counseling Center.

In some cases, the College may decide that additional measures are required before returning to campus following a mental health hospitalization. The Dean of Counseling and Student Development or designee may consult with the College's Behavioral Intervention Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan. The College may also require follow-up with one of its own counselors for a period to be determined by the Office of Counseling and Student Development.

### **Medical Evaluation or Hospitalization**

Treatment or evaluation for a serious physical injury or condition that prevents a student from returning to an academically rigorous campus environment will be referred immediately to an off-campus specialist or hospital. Transportation will be made via ambulance to a local hospital. Cost, if any, for evaluation(s)/treatment and/or ambulance transportation will be the responsibility of the student. The Dean of Counseling should be immediately notified. The Dean of Counseling will consider whether it is appropriate to advise parents, the next of kin, law enforcement, and/or other medical professionals. Serious injury, illness, or condition may include the following but is not limited to:

- Prolonged hospitalization (longer than one week)
- Unstable chronic illness
- Contagious infection that has potential to affect the larger community; i.e. measles, tuberculosis

Depending on the physical illness or injury and prior to returning to campus, the College requires the student to be assessed off campus by a health professional and deemed able to return to campus. It is the student's responsibility to facilitate communication between the off-campus health professional(s) and the Dean of Counseling. The student will need to sign a release of information authorization form requesting the off-campus provider share information with the Dean of Counseling.

## **PROTOCOL FOR POTENTIALLY SUICIDAL AND SUICIDAL STUDENT**

### **Introduction and Purpose**

Pittsburgh Technical College recognizes that a student's physical, behavioral, and emotional health is an integral component of a student's academic success at the College. The purpose of the protocol is to protect the health and well-being of all students by having procedures in place to identify, assess the risk of, intervene in, and respond to suicidal behavior. The policy is activated when the College has actual knowledge that a student is actively engaged in suicidal behavior, has previously engaged in suicidal behavior while enrolled at the College or recently before matriculation, or has stated plans or intentions to complete suicide. A student who engages in any of these behaviors may be required to meet with the Dean of Counseling and Student Development and/or an off-campus mental health professional before being permitted to resume classes. The Student Suicide Prevention Protocol is administered by the Office of Counseling and Student Development.

The purpose of this protocol is to provide education and guidance to faculty, staff, students, and other members of the College community to help prevent student suicide. All suicidal behavior

or threats should be taken seriously and immediately referred to the Dean of Counseling and Student Development and/or Campus Public in accordance with this protocol.

**In the case of an emergency, including active suicide attempt or stated plans or intentions to commit suicide, please dial 911 or contact Campus Security immediately at 412-809-5300.**

## **I. Protocol**

A student should be immediately referred for assistance according to the procedures outlined below in the event a member of the College community has actual knowledge that the student has:

- A. Attempted suicide while enrolled at the College;
- B. Attempted suicide recently before matriculation at the College, or
- C. Has stated plans or intentions to commit suicide, including active suicidal ideation with specific plan and intent to act or active suicidal ideation with some intent to act, without a specific plan.

## **II. Procedures**

### **A. Active Suicide Attempt**

Any member of the College community who has actual knowledge that a student has just engaged in, is in the process of engaging in, or is about to engage in suicidal behavior, shall immediately contact emergency personnel.

The Dean of Counseling and Student Development or designee shall notify the student's emergency contact.

The Dean of Counseling and Student Development or designee may consult with the College's Behavioral Intervention Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.

If a student refuses medical assistance from emergency personnel, the student is subject to involuntary treatment and/or commitment based on the professional judgment of emergency personnel.

A student who has engaged in an active suicide attempt shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they can return to the College and comport themselves in a reasonable and safe manner. Medical documentation will be required by the College to allow re-entry. The College may also require follow-up with one of its own counselors for a period to be determined by the Office of Counseling and Student Development.

### **B. Previous Suicide Attempt**

The Dean of Counseling and Student Development or designee shall notify the student's emergency contact.

The Dean of Counseling and Student Development or designee will attempt to meet with the student to assess the situation and assist them with obtaining appropriate medical care and support as necessary.

The Dean of Counseling and Student Development or designee may consult with the College's Behavioral Intervention Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.

A PTC student who has previously attempted suicide recently before matriculating shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they can continue at the College and comport themselves in a reasonable and safe manner. Medical documentation shall be required by the College to allow matriculation. The College may also require follow-up with one of its own counselors for a period to be determined by the Office of Counseling and Student Development.

### **C. Stated Plans or Intentions to Commit Suicide**

The Dean of Counseling and Student Development or designee shall notify the student's emergency contact.

The Dean of Counseling and Student Development or designee will meet with the student to assess the situation and assist him/her with obtaining appropriate medical care and support as necessary.

The Dean of Counseling and Student Development or designee may consult with the College's Behavioral Intervention Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.

A student who has stated plans or intentions to commit suicide shall be required to complete a psychological evaluation by an off-campus mental health professional to determine the level of continued suicide risk posed and whether they can continue at the College and comport themselves in a reasonable and safe manner. Medical documentation shall be required by the College to allow continued attendance. The College may also require follow-up with one of its own counselors for a period to be determined by the Office of Counseling and Student Development.



## APPENDIX D: CONNECT TO STUDENTS

### MAKE A CONNECTION, MAKE AN IMPACT!

#### GOAL STATEMENTS

##### EarlyConnect

To position students for a successful start by gaining proactive information, analyzing data, developing initial plans, and building rapport with students and parents prior to the first day of class.

##### FirstConnect

To proactively assist first quarter students with issues that are causing absenteeism, and in the process, help build professional habits.

##### DirectConnect

To acclimate and build peer relationships between incoming students and student mentors who serve as PTC liaisons to identify potential roadblocks to student success.

##### FocusConnect

To monitor at-risk students to ensure continuous improvement and academic success.

##### iConnect

To provide a universal system for faculty to follow up with students who were absent that day.

##### ReConnect

To personally mentor each reentered student, monitoring their progress, and helping them overcome obstacles that may have caused them to withdraw previously.

##### FacultyConnect

To identify individual student grade and attendance issues on a weekly basis, looking for trends across classes and developing plans for corrective action.

### **WeConnect**

Help students transition into the PTC learning community by involving both faculty and staff in mentoring and supporting first-year students.

### **IndustryConnect**

Expose students to the industry through real-life experiences with employers and clients.

## APPENDIX E: NATIONAL INSTITUTE ON ALCOHOL ABUSE

What You Don't Know Can Harm You, U.S. Department of Health and Human Services

**ALCOHOL** - If you are like many Americans, you may drink alcohol occasionally. Or, like others, you may drink moderate amounts of alcohol on a more regular basis. If you are a woman or someone over the age of 65, this means you have no more than one drink per day; if you are a man, this means you have no more than two drinks per day. Drinking at these levels usually is not associated with health risks and may help prevent certain forms of heart disease.

- But did you know that even moderate drinking, under certain circumstances, can be risky? If you drink at more than moderate levels, you may be putting yourself at risk for serious problems with your health as well as problems with family, friends, and coworkers. This booklet explains some of the problems that can be caused by drinking that you may not have considered.
- **WHAT IS A DRINK?** A standard drink is one 12-ounce bottle of beer\* or wine cooler. One 5-ounce glass of wine 1.5 ounces of 80-proof distilled spirits.  
\*Different beers have different alcohol content. Malt liquor has a higher alcohol content than most other brewed beverages.

**DRINKING AND DRIVING** It may surprise you to learn that you don't need to drink much alcohol before your driving ability is affected. For example, certain driving skills can be impaired by blood alcohol concentrations (BACs) as low as 0.02 percent. (The BAC refers to the amount of alcohol in the blood.) A 160-pound man will have a BAC of about 0.04 percent 1 hour after drinking two 12-ounce beers or two other standard drinks on an empty stomach (see the box, "What Is a Drink?"). And the more alcohol you drink, the more impaired your driving skills will be. Although most States set the BAC limit for adults, who drive after drinking at 0.08 percent, driving skills are affected at much lower levels.

**INTERACTIONS WITH MEDICATIONS** Drinking alcohol while taking certain medications can cause problems. In fact, there are more than 150 medications that should not be mixed with alcohol. For example, if you are taking antihistamines for a cold or allergy and drink alcohol, the alcohol will increase the drowsiness that the medicine alone can cause, making driving or operating machinery even more dangerous. And if you are taking large doses of the painkiller acetaminophen (Tylenol®)

and drinking alcohol, you are risking serious liver damage. Check with your doctor or pharmacist before drinking any amount of alcohol if you are taking any over the counter or prescription medicines.

**SOCIAL AND LEGAL PROBLEMS** The more heavily you drink, the greater the potential for problems at home, at work, with friends, and even with strangers. These problems may include:

- Arguments with or separation from your spouse and other family members.
- Strained relationships with coworkers.
- Absence from or lateness to work with increasing frequency.
- Loss of employment due to decreased productivity; and
- Committing or being the victim of violence.

**ALCOHOL-RELATED BIRTH DEFECTS** -If you are pregnant or trying to get pregnant, you should not drink alcohol. Drinking alcohol while you are pregnant can cause a range of congenital disabilities, and children exposed to alcohol before birth can have lifelong learning and behavioral problems. The most serious problem that can be caused by drinking during pregnancy is fetal alcohol syndrome (FAS). Children born with FAS have severe physical, mental, and behavioral problems. Because scientists do not know exactly how much alcohol it takes to cause alcohol-related congenital disabilities, it is best not to drink any alcohol during this time.

**LONG-TERM HEALTH PROBLEMS** - Some problems, like those mentioned above, can occur after drinking over a relatively short period of time. But other problems— such as liver disease, heart disease, certain forms of cancer, and pancreatitis—often develop more gradually and may become evident only after many years of heavy drinking. Women may develop alcohol-related health problems sooner than men, and from drinking less alcohol than men. Because alcohol affects nearly every organ in the body, long-term heavy drinking increases the risk for many serious health problems, some of which are described below.

**ALCOHOL-RELATED LIVER DISEASE.** - More than 2 million Americans suffer from alcohol-related liver disease. Some drinkers develop alcoholic hepatitis, or inflammation of the liver, as a result of heavy drinking over a long period of time. Its symptoms include fever, jaundice (abnormal yellowing of the skin, eyeballs, and urine), and abdominal pain. Alcoholic hepatitis can cause death if drinking continues. If drinking

stops, the condition may be reversible. About 10 to 20 percent of heavy drinkers develop alcoholic cirrhosis or scarring of the liver. People with cirrhosis should not drink alcohol. Although treatment for the complications of cirrhosis is available, a liver transplant may be needed for someone with life-threatening cirrhosis. Alcoholic cirrhosis can cause death if drinking continues. Cirrhosis is not reversible, but if a person with cirrhosis stops drinking, the chances of survival improve considerably. People with cirrhosis often feel better, and liver function may improve after they stop drinking. About 4 million Americans are infected with the hepatitis C virus (HCV), which can cause liver cirrhosis and liver cancer. Some heavy drinkers also have HCV infection. As a result, their livers may be damaged not only by alcohol but by HCV-related problems as well. People with HCV infection are more susceptible to alcohol-related liver damage and should think carefully about the risks when considering whether to drink alcohol.

**HEART DISEASE.** -Moderate drinking can have beneficial effects on the heart, especially among those at greatest risk for heart attacks, such as men over the age of 45 and women after menopause. However, heavy drinking over a long period of time increases the risk of heart disease, high blood pressure, and some kinds of stroke.

**CANCER.** - Long-term heavy drinking increases the risk of certain forms of cancer, especially cancer of the esophagus, mouth, throat, and larynx (voice box). Research suggests that, in some women, as little as one drink per day can slightly raise the risk of breast cancer. Drinking may also increase the risk of developing cancer of the colon and rectum.

**PANCREATITIS.** - The pancreas helps regulate the body's blood sugar levels by producing insulin. The pancreas also has a role in digesting the food we eat. Long-term heavy drinking can lead to pancreatitis or inflammation of the pancreas. Acute pancreatitis can cause severe abdominal pain and can be fatal. Chronic pancreatitis is associated with chronic pain, diarrhea, and weight loss.

If you or someone you know has been drinking heavily, there is a risk of developing serious health problems. Because some of these health problems can be treated, it is important to see a doctor for help. Your doctor will be able to advise you on your health and drinking.

## APPENDIX F: CONTROLLED SUBSTANCE ACT

Below is a list of drug offenses and maximum sentences for violations.

### **Pennsylvania Marijuana Possession Penalties** - Possession of Marijuana (pot)

Penalties in PA are as follows:

- For 30 grams or less, you are facing misdemeanor charges of up to 30 days in jail and a fine of \$500.
- For possession of more than 30 grams, the penalties go up to 1 year in jail and \$5000 in fines. Automatic six-month loss of license.
- If you are a first-time marijuana offender, it is possible to get probation without a verdict.
- For the second (2nd) offense possession charges, or multiple subsequent offenses, the penalties may double.
- If you have more than 30 grams of marijuana, you run the risk of being charged with possession with intent to deliver or distribute in many cases.

### **Pennsylvania Drug Possession Penalties** - Possession of other Controlled Substances

Penalties (Heroin, Cocaine, LSD/Acid, Ecstasy/MMDA, Meth, and prescription drugs including Vicodin and Oxycontin or illegal steroids)

- Up to one year in prison and/or a \$5,000 fine first (1st) offense.
- Up to two years in prison for a second (2nd) offense.
- Up to three years in prison for a third (3rd) offense.
- Possession of more than five grams of crack (cocaine) may be subject to a minimum penalty of 5 years in prison.
- Possession of Drug Paraphernalia, or Selling/distributing Marijuana
- Up to 1 year in jail and/or a fine of up to \$2500.

For selling to a minor, under Pennsylvania Drug laws, it can be a felony charge of up to 2-years in jail and a \$5000 fine.

For Further information: [PA Criminal Code Offense Listings](#)

## APPENDIX G: DOE OFFICE OF NATIONAL DRUG CONTROL POLICY

Violations and sanctions are governed by the Department of Campus Security and Public Safety and may not be appealed to the Office of Student Affairs. Fines are to be paid at the office of this Department (2<sup>nd</sup> floor).

**FAFSA Facts:** (Free Application for Federal Student Aid)

### How do drug-related convictions affect my student loan eligibility?

In general, if you are convicted of a drug-related felony or misdemeanor that took place **while you were receiving Federal student aid**, you will become ineligible to receive further aid for a specified period of time upon conviction.

You can shorten this period of ineligibility by doing the following.

1. Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or
2. Passing two unannounced drug tests administered by an approved drug rehabilitation program, or
3. Having the conviction reversed, set aside, or otherwise rendered invalid.

### How long am I ineligible to receive Title IV, HEA program funds (Federal student aid) if I don't pursue early reinstatement of eligibility?

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed **while you were receiving aid**. The law recognizes two broad categories of drug offense: "possession of illegal drugs" and "sale of illegal drugs." The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
<b>First</b>	One year of ineligibility from the date of conviction	Two years of ineligibility from the date of conviction
<b>Second</b>	Two years of ineligibility from the date of conviction	Indefinite period of ineligibility*

<b>Third or more</b>	Indefinite period of ineligibility*	Indefinite period of ineligibility*
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Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid, or you meet one of the two early reinstatement requirements specified above.

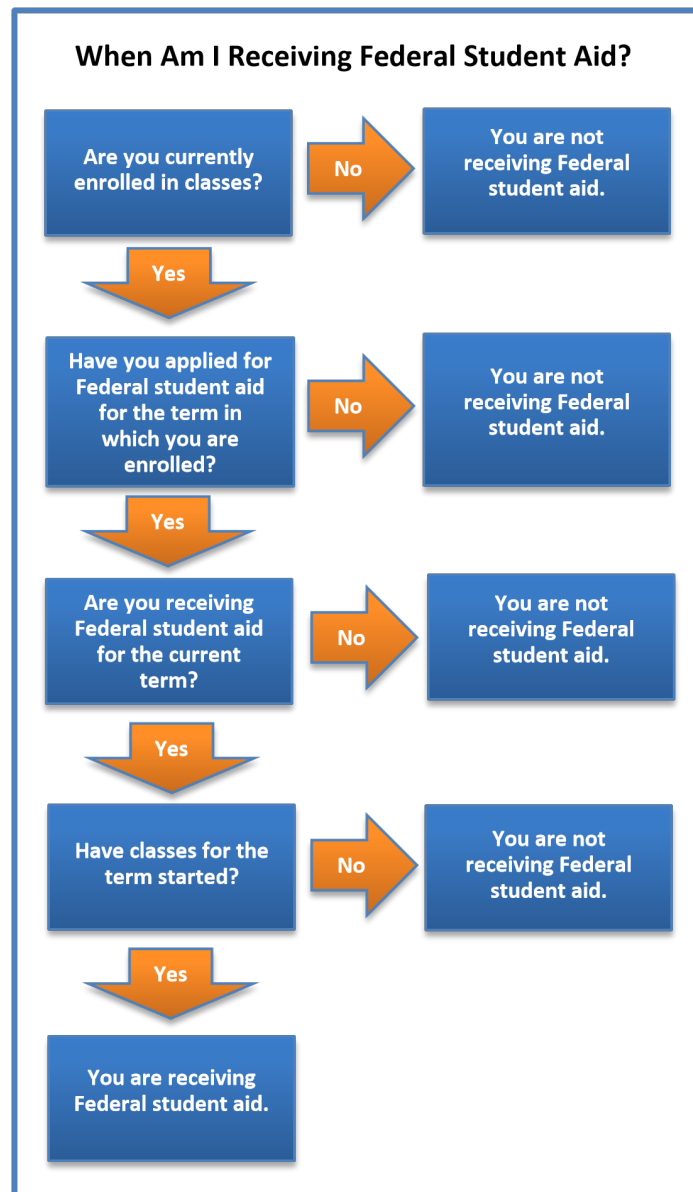
If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the [Student Aid Eligibility Worksheet](#). When am I considered to be 'receiving aid'?

You are considered to be receiving aid beginning on the day that classes start for any term you have applied for, been approved for, and for which you have accepted an offer for Federal student aid.

Summer breaks do not count as time receiving aid if you are not enrolled in classes. However, holiday breaks during the academic year count as time enrolled.

The chart at right will help clarify when you are considered to be receiving Federal student assistance.

What about convictions for offenses that took place when I was not receiving aid?





Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes but only if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was not receiving Federal Student Aid.

This law applies to you **only** if you have been convicted of a drug-related offense.

### **What is an approved drug rehabilitation program?**

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet **at least one** of the following requirements.

The program must be as follows.

- Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- Administered or recognized by a Federal, State, or local government agency or court.
- Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

**NOTE:** Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, you should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

### **Where can I find an approved treatment program?**

The Substance Abuse and Mental Health Services Administration ([SAMHSA Treatment Locator](#)) lists treatment programs that receive Federal funds. Programs on this [list](#) are approved, provided they offer two unannounced drug tests.

### **How can I get the required drug tests without enrolling in treatment?**

Generally, drug rehabilitation programs do not provide drug tests to individuals whom they have not admitted to treatment. To meet the drug testing requirement without

taking part in treatment, you will need to make arrangements with an approved drug rehabilitation program.

### **Are there other laws related to drugs that can make me ineligible for Title IV, HEA program assistance?**

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid -- to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

### **What if I already completed a treatment program that did not include unannounced drug tests or recovered through mutual aid meetings such as Narcotics Anonymous or SMART Recovery?**

That does not meet the requirements of the law. To meet the requirements of the law and regain eligibility for Federal student aid, you must either successfully complete an acceptable drug rehabilitation program that includes two unannounced drug tests or successfully pass two unannounced drug tests at an acceptable drug rehabilitation facility after the date of your conviction.

### **How do I document the successful completion of the treatment or drug testing requirements?**

Your financial aid office will make this determination. You may be required to provide written documentation.

### **What if I have other questions?**

For more information, please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

## **APPENDIX H: SUBSTANCE ABUSE TREATMENT CENTERS**

The following agencies in Pittsburgh can assist any student with a drug or alcohol abuse problem.

- PA's Department of Drug and Alcohol Programs Crisis Hotline: 1-800-662-4357
- Pathway to Care and Recovery: 412-325-7550
- Gateway Rehabilitation Center: 412-928-5940
- Greenbriar Treatment Center: 412-788-6292

The following organizations may also be helpful:

- Alcoholics Anonymous: 412-471-7472
- Allegheny County Drug and Alcohol Program: 412-350-3328
- Narcotics Anonymous: 412-462-4246
- Substance Abuse and Mental Health Services: 1-800-662-4357

The following are available healthcare facilities:

- Allegheny General Hospital, 320 East North Avenue, Pittsburgh, PA 15212, 412-359-3131
- Mercy Hospital of Pittsburgh, 1400 Locust Street, Pittsburgh, PA 15219, 412-232-8111
- Ohio Valley General Hospital, Heckel Road, McKees Rocks, PA 15136, 412-777-6161

## APPENDIX I: FAIR-USE OF COPYRIGHT MATERIALS

**Applicability** - This Pittsburgh Technical College Fair Use Policy applies to all faculty, students, staff, as well as other persons or entities performing collaborative work or service for the college.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include printed material and electronic documents, software (including source code and object code), databases, multimedia, and audiovisual materials, photographs, music, works of drama, works of art (sculpture), and all other types of creative works.

**Policy** -The college holds in the highest regard the rights of creators of creative works under copyright law and the rights of students, faculty, researchers, and scholars to avail themselves of creative works for legitimate educational purposes (fair use). The policy of the college is as follows:

1. Members of the college community are required to be mindful of the restrictions imposed on them by copyright law as well as the rights conferred on them by the fair use exemption under the copyright laws."
2. The college adopts the "Fair Use Guidelines for Educational Multimedia" developed by the Consortium of college and University Media Centers (See PTC website) as the guide for the application of this policy in the Multimedia setting (referred to as "Guidelines").

**Enforcement** - Reports of possible copyright infringement should be made to the Vice President of Education. Members of the college community who violate this policy may be subject to disciplinary action as provided for students in the Student Handbook and faculty and staff in the Employee Handbook, among other possible penalties.

**Standards Applied** - A "copyright" is the exclusive right under U. S. Copyright Law of the creator of original work to use, copy, prepare derivative works (example: movie of a book), distribute (example: sell a book), perform (example: a play, a song), display (examples: an exhibit; posting on the internet). Anyone doing these with another's work is an infringer unless the person has permission from the owner of the copyright or has an exception, such as the right of "fair use" for educational purposes.

1. Registration in the U. S. Copyright Office, usually evidenced by the ©, is not required for work to have copyright protection.

2. Remember, anything on the internet that is creative work is protected by copyright laws. Downloading and distributing or “sharing” without permission is illegal. The material on the internet is for the viewer’s edification or entertainment, and generally, may not be used for any other purposes unless there is permission, or the use falls within a fair use exception.

**Exemption for Education** - Some uses may be made of material protected by copyright without the copyright owner’s permission. In general, one of these exceptions is when the use is for legitimate educational purposes, including face to face and distance learning, but only for non-profit educational institutions. This generally means that copyright-protected material, subject to limitations, can be displayed, modified, or otherwise used in an instructional setting. However, the statute makes clear that this exemption is not available for a for-profit institution. Thus our use of copyright materials must be in accordance with the “Fair Use” exemption, which does include teaching, scholarship, and classroom use within the boundaries of the exemption. Care must, therefore, be taken when determining whether the educational fair use exception applies to the intended use of copyright-protected materials. REMEMBER, THIS APPLIES ONLY IN THE EDUCATIONAL SETTING AND DOES NOT TRANSFER TO AN OUTSIDE NON-EDUCATIONAL ENVIRONMENT.

There are four factors that must be considered to determine if a use qualifies as educational fair use. These factors are specified in the copyright law itself:

1. The purpose and character of the use, including whether it is of a commercial nature or is for non-profit educational purposes. Since PTC is a for-profit institution, courts have held that the use of material by a for-profit educational institution is commercial.
2. Nature of the work being used – The use of more factual material (as opposed to imaginative), the better.
3. The quantity of the work used – The less, the better. For example, passages, as opposed to whole chapters, are better; scenes, as opposed to entire movies, are better.
4. Will the ability of the creator to sell the work be negatively affected? The more of the work copied, the less marketable the original work will be.

Attached are examples of situations that could occur at the college. These are instructive only, and faculty and students should, in each case, apply the four factors to

make a decision on what is an educational fair use. Remember, that as factor one (1) is against our use, the other three (3) factors must be favorable.

**Litigation** -- What can happen if there is an infringement? The owner of copyright-protected material may sue an infringer in court and collect damages. The damages may be the statutory damages provided by the law (up to \$30,000 per infringement, which can increase to up to \$150,000 if the infringement was "willful"). Alternately, if the owner can prove actual losses, the claim will be in that amount, without limit. The individuals involved (student, faculty, or staff) could be sued in an infringement action.

Faculty and students are referred to the following resources:

1. Circular 21, US Copyright Office "Reproduction of Copyrighted Works by Educators and Librarians" – revised June 1998; [www.loc.gov/copyright](http://www.loc.gov/copyright).
2. Copyright and Fair Use website of Stanford University Libraries. (<http://fairuse.stanford.edu/>).
3. Fair Use Guidelines for Educational Multimedia, developed by the Consortium of college and University Media Centers
4. [www.adec.edu/admin/papers/fair\\_10-17.html](http://www.adec.edu/admin/papers/fair_10-17.html). This is also available on the PTC website.

### **Examples of Fair Use of Copyrighted Materials**

- Example A: A teacher takes copyrighted materials she obtained permission to use and consolidates it into one file for use in the classroom, and does not use the data for any other purpose. This is not an infringement. Permission was granted by the author, and the use did not exceed the permission. Copies may be made for the students.
- Example B: Same facts as Example A, but the teacher did not obtain advance permission to use the materials. The answer may be the same, but as all four factors cannot be met, the final three factors must weigh heavily in favor of fair use.
- Example C: A student finds a copyrighted book on the internet, which is perfect for his assigned term paper. The student, without permission, copies several pages and incorporates them into the term paper, giving proper credit to the author and including the work in the bibliography. This may not be an infringement if the

number of pages copied is minimal in relation to the entire book (e.g., 3 out of 350).

- Example D: The student in Example C incorporates most of the copyrighted book into the term paper. Factors # 3 and # 4 likely failed. Using whole or substantial parts of works in this fashion will be a problem.
- Example E: A multimedia student is assigned a project involving a comparison of styles of the media presentation. The student downloads small portions of advertisements and creates a collage to compare the different styles. This likely is not infringement.
- Example F: The student in Example E uses the entire advertisements in his collage. This could be a problem. Factor # 3 weighs against using entire works, and Factor # 1 is not met.
- Example G: A student downloads copyrighted music from the internet and shares it with his fellow students both by electronic means and by disk. You know the answer. Remember Napster and the recording industry flap? Also, the situation would be much worse if the student is selling the downloaded music.

## APPENDIX J: EMERGENCY CONTACT INFORMATION

For Emergency Services, Dial 911 for Police, Fire Department, and Ambulance

### **Other Important Contact Information:**

PTC Campus Police Department: Located at the North Fayette Campus. Coverage Includes all property owned or leased by PTC.

- From on-campus landline phones, dial "0" or extension 5300.
- From any landline or cellphone, dial 412-809-5300.
- 24-Hour Emergency Number for all phones dial 412-592-8696.

PTC Title IX Coordinator: Report incidents of sexual misconduct that occur at any location on & off-campus, including public & private property not owned or leased by PTC.

- Lindsay Seal, Title IX Coordinator, 412-809-5311 or [seal.lindsay@ptcollege.edu](mailto:seal.lindsay@ptcollege.edu).
- Report online using the [EthicsPoint](#)

PTC Counseling services: Located at the North Fayette campus. Counseling is available to all PTC students, faculty & staff at 1-800- 647-3327

North Fayette Police Department: Coverage includes the North Fayette Campus.

- The emergency line is 911 or 724-693-8400
- Non-emergency line is 724-787-8900

Allegheny County Police Department: Coverage includes all of Allegheny County

- The emergency line is 911 or 412-473-3000
- Non-Emergency line is 412-473-1251

Pennsylvania State Police

- Non-emergency line is 717-783-5599



## APPENDIX K: CAMPUS PARKING POLICY

**Campus Parking and Traffic Policy:** PTC has established this policy and associated procedures for the safety and security of the campus community as well as to manage its limited parking resources.

It is inappropriate for any person to operate or park a vehicle on PTC property, except in the manner designated by the school and in the spaces designated.

All rules regulating traffic apply to the operation of vehicles within the property of PTC. This policy establishes procedures for employees, students, and visitors at PTC's on-campus or off-campus sites.

**Procedures** - Administration: Parking and traffic control on the PTC campus is administered through the Department of Campus Security and Public Safety Department located in the Academic Building, Suite 203. Parking-related inquiries should be directed to the Department by calling 412-809-5300 or by dialing ext. 5300 (all incoming calls are recorded for safety and security purposes).

**Permits:** All faculty, staff, and students shall register their vehicles and properly display a valid parking permit. Vehicles may be registered online at the PTC website, or at the Reception area on the third level.

A parking permit does not guarantee a parking space but allows an individual to park if space is available. A *separate* parking permit is required for each vehicle brought onto PTC property for identification and tracking purposes. Students living in on-campus residence halls require an additional sticker on their permit.

Before a permit is issued, employees and students will be required to have paid any outstanding parking/traffic fines and provide information, e.g., license plate number and a year/model/make and color of each vehicle for identification purposes.

**Permit Placement:** The permit must be properly displayed, and at all times while parked on campus. Permits should be hung from the rearview mirror with the permit number facing the windshield and clearly visible from the outside of the vehicle.

Types of Permits Issued:

- Permanent Employee Parking Permit
- Student Parking Permit
- On-Campus Resident Hall Student Permit

- Temporary Parking Permit
- Handicapped Parking Permit

PTC follows the same guidelines as the State of Pennsylvania. For individuals with disabilities, the application must be made through the individual's local tax assessor office for the specially designated state license plate or hanger, which displays the disabled symbol recognized throughout the State. Temporary disability parking permits are also available and will be issued to any person with short-term disability (broken limb, recent surgery, etc.) who presents medical documentation or other evidence of need.

**Common Parking and Traffic Violations:** It is the driver's responsibility to be aware of each campus's parking and traffic regulations. Common violations at the PTC campus include...

- Expired permit
- Lack of or improperly displayed permit
- Lack of Sticker on Permit (On-Campus residents only)
- Unauthorized parking in restricted areas includes reserved areas, disabled (if not displaying State-recognized permit, special license plate, fire zones or by a fire hydrant, sidewalks, grassy or other non-designated parking,
- Failure to stop at a stop sign
- Failure to yield to pedestrians in crosswalks
- Excessive speed
- Reckless driving.

**Sanctions and Penalties: Fines** - Traffic or parking citations may be cleared by paying a fine within the period stated in the citation.

- First Violation is \$5.00.
- Second Violation is \$10.00
- Third Violation is \$25.00
- Fourth and subsequent violations are \$50.00 (PTC has the right to cancel any permit based upon the seriousness of a single offense or another offense).

- Fire/Danger or illegal parking in a handicapped zone is \$200.00.
- Vehicles parked on the PTC campus without a current permit will be traced through the Department of Motor Vehicle (PENNDOT) for ownership name and address. The cost of this additional step will be added to the parking violation charge.

**Towing** - Vehicles improperly parked and/or without a permit displayed may be towed. Costs of towing and storage are the responsibility of the owner of the towed vehicle. The owner will also be responsible for any towing company response fee if a tow truck has been dispatched, and the vehicle has been removed by the driver before the arrival of the tow truck. PTC may attempt to contact the permit holder before towing. However, the school has the right to tow any vehicle without prior notification. Reasons for towing include:

- The vehicle is parked or left unattended in any location that blocks or impedes traffic or causes other safety hazards;
- The vehicle has significant leakage of oil, transmission, antifreeze or fuel spilling onto the grounds;
- The vehicle is considered abandoned. Abandoned vehicles are defined here as non-permitted vehicles left on campus more than 72 hours without prior notification to Business Services;
- The vehicle has four or more outstanding parking violations.

**Special Events Parking:** Parking spaces for both students and employees are limited throughout the campus, especially at peak class load times. All special events sponsors shall provide event visitors with a copy of a campus map and directions to the designated parking lot(s).

**Damages or Loss to Vehicles:** PTC will make a reasonable effort to protect vehicles parked on the campus by providing random security patrols of the parking lots. The school does not assume responsibility nor carry any insurance for damages or losses to vehicles or personal property. In the event of theft, vandalism or accident, drivers are encouraged to file a report with the Campus Security and Public Safety Department (x5300, all incoming calls are recorded for safety and security purposes) and the local police. North Fayette Police Department - Emergency 724-693-8400; Robinson Township Police Department – Non-Emergency 412-788-8115, Emergency dial 911.

**Where to Park on the PTC Campus:** The campus map indicates the location of parking lots. Students, Faculty, Staff may park in any unreserved parking space on the Campus except for the parking lot reserved for visitors. (Reception area parking) and (Resident Hall Student Permit/Sticker parking only).

**Visitors:** A campus visitor is defined as an individual who is neither a student nor an employee of PTC. Visitors include guests, alumni, vendors, prospective students, and the general public. Visitors may park in the visitors' main campus parking lot.

**Housing students/RC** with a special "On-Campus Sticker" affixed to their permit tag are permitted to park in housing lots and the annex lot.

Upon graduation or permanently leaving the school for any reason, faculty, staff, and students must return their parking permit. A fine of \$5.00 will be assessed for lost, re-issued, or non-returned permits.