

WEDC Student Handbook & Academic Catalog

2024-2025



Thaddeus Stevens
College of Technology

Thaddeus Stevens College of Technology Workforce and Economic Development Center 2024-2025 Student Handbook & Academic Catalog

The school handbook and catalog has been compiled to inform students about the policies of the Thaddeus Stevens College of Technology (hereafter “Stevens” or “the College”). After reviewing the handbook/catalog, please sign the Student Agreement Form to acknowledge receipt of the handbook/catalog and your understanding of the policies as stated in this document. The President of the College reserves the right to amend the Handbook as needed.

The provisions and conditions of this handbook/catalog are not to be considered an irrevocable contract between the student and Stevens. The College reserves the right to change any fees, requirements, and/ or regulations at any time during the student’s term of enrollment. Approved curriculum changes may be implemented the semester following approval, provided they do not impact unfairly on the student.

Key Policies:

- Stevens is a dry campus and strives to promote an alcohol- and drug-free learning environment.
- Reasonable suspicion could lead to a student being required to take a drug test after enrollment. Random testing may also occur during the academic year.
- Students are expected to attend every class. Any student absent for five days is subject to dismissal.

Stevens will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1991.

Employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for persons with disabilities, should contact Marian V. Wilson,

Ph.D. Affirmative Action Officer, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602. Phone: (717) 391-1365

Search and Seizure

Students, as citizens of the Commonwealth of Pennsylvania, are protected against any unreasonable search and seizure. However, this does not prohibit College authorities from conducting searches of classrooms, shop lockers or vehicles if the College has reasonable cause to believe that a student is using the classroom, locker or vehicle for a purpose that is either illegal or would otherwise seriously interfere with the educational atmosphere of the College or is in violation of the College's Code of Conduct.

Searches are completed with great discretion in cases where there is reasonable evidence that a person is engaged in illegal activities or behaviors contrary to the College's Code of Conduct, or in emergency situations.

For vehicle or locker searches, Security, the student, and/or the Vice President of Student Services will be present during the search, or their designee.

Understanding Search and Seizure

"Reasonable Cause" or "Just Cause" for a search consists of the following:

- Smoke, whether caused by a fire, a cigarette, incense, candle, or the burning of an illegal substance.
- The strong smell of alcohol or marijuana coming from a residence hall room, vehicle, or locker.
- Considerable evidence, gathered from a variety of sources, regarding possible illegal activity or activity contrary to the College's Code of Conduct being conducted within a classroom, or vehicle.
- Considerable evidence indicating the presence of a weapon(s) within a classroom, locker, or vehicle.
- Considerable evidence indicating an activity in a classroom, in a vehicle, or in a locker that may threaten the health, safety and welfare of fellow students (e.g., possible presence of explosives).

This listing is simply to indicate some of the reasons, once confirmed, that would produce "Reasonable Cause" or "Just Cause" for a search. (Please note: This listing is not all-inclusive.) It is not the intent of the College to do unreasonable and unwarranted searches. The only intent of the College is to ensure a safe and secure environment for students to reside, study and continue in pursuit of their educational goals.

Table of Contents

- I. INTRODUCTION 8
- II. MISSION STATEMENT 8
- III. VISION STATEMENT 8
- IV. CORE VALUES 8
- V. PEOPLE: ADMINISTRATION AND STAFF 9
- VI. NONDISCRIMINATION AND HARASSMENT POLICY 13
 - POLICY STATEMENT 13
 - STATEMENT OF PURPOSE 13
 - APPLICABILITY 14
 - DEFINITIONS 15
 - PROCEDURES FOR REPORTING DISCRIMINATION 17
 - REPORTING AND FILING COMPLAINTS OF DISCRIMINATION OR HARASSMENT 17
 - ADDITIONAL INFORMATION ON REPORTING 17
 - COLLEGE RESPONSE 18
 - COMPLAINT AND INVESTIGATION PROCESS 18
 - NOTICE OF ALLEGATIONS 19
 - INVESTIGATION BY THE COLLEGE 19
 - OPTIONS FOR INFORMAL RESOLUTION AFTER FORMAL COMPLAINT IS FILED 20
 - DISMISSAL OF FORMAL COMPLAINT 21
 - DETERMINATION OF RESPONSIBILITY 21
 - APPEAL 22
 - DISCIPLINARY ACTIONS 23
 - SUPPORTIVE MEASURES 23
 - EDUCATION AND PREVENTION 24
 - TRAINING 24
 - DISSEMINATION OF THE POLICY 24
 - PUBLIC NOTIFICATION OF CLERY ACT STATISTICS 24
 - RESOURCES 24

STEVENS STUDENT/EMPLOYEE DISCRIMINATION AND HARASSMENT REPORTING FORM	26
VII. SAFETY INFORMATION	27
CALL CAMPUS SECURITY IN THE EVENT OF AN EMERGENCY	27
SECURITY GUARDS	27
CRIME STATISTICS	27
CAMPUS FIRE SAFETY REPORT	27
VIII. PARKING.....	29
VEHICLE POLICY.....	29
IX. ADMISSION TO THE COLLEGE.....	33
ADMISSIONS POLICY	33
READMISSION.....	33
APPLICATION PROCEDURE	33
OBTAINING MORE INFORMATION.....	35
X. ACADEMIC INFORMATION	35
ADMINISTRATIVE DISMISSAL.....	35
ACADEMIC DISMISSAL.....	35
ACADEMIC PROBATION.....	35
ACADEMIC INTEGRITY	36
SELF-PLAGIARISM	37
COMPETENCY CREDENTIAL.....	37
COMPETENCY SCALE	37
WEIGHTED GRADING	38
APPEAL OF ACADEMIC DISMISSAL	39
APPEAL OF GRADE.....	39
ATTENDANCE.....	40
GRADUATION REQUIREMENTS.....	40
XI. FERPA (Family Educational Rights and Privacy Act).....	41
XII. FINANCIAL ASSISTANCE	42
XIII. TUITION AND RELATED COSTS.....	43
XIV.CODE OF CONDUCT.....	44

VIOLETIONS OF THE CODE OF CONDUCT	44
VAPING/TOBACCO POLICY.....	46
MULTI-STEMMED SMOKING DEVICES	47
NON-ALCOHOLIC BEER OR ASSOCIATED BEVERAGES.....	47
BEER BOTTLES, LIQUOR BOTTLES, OR SIMILAR CONTAINERS.....	47
DISCIPLINARY SANCTIONS	47
DRUG-FREE CAMPUS POLICY	49
STUDENT RESPONSIBILITIES AND DUTIES	50
STUDENT PROHIBITED CONDUCT.....	51
STUDENT DRUG AND ALCOHOL TESTING	53
DISCIPLINE FOR POLICY VIOLATIONS.....	57
SEARCHES	59
CONFIDENTIALITY	59
OFF-CAMPUS CONDUCT POLICY	60
WEAPONS POLICY	60
DUE PROCESS	60
APPEALS PROCESS.....	61
STUDENT RIGHTS AND RESPONSIBILITIES	62
COMMITTEES THAT HEAR CASES.....	62
GRIEVANCE PROCEDURE	63
COMPUTER RESOURCES ACCEPTABLE USE POLICY.....	63
MOBILE DEVICE POLICY	66
DRESS CODE	66
HYGIENE POLICY	66
COLLEGE RESPONSIBILITIES IN STUDENT ACCIDENT, ILLNESS, OR LOSS	66
TITLE XVI – SEX DISCRIMINATION IN EDUCATION	67
POLICY STATEMENT.....	67
STATEMENT OF PURPOSE	67
APPLICABILITY.....	68
DEFINITIONS	68

RELEVANT FEDERAL LAWS.....	72
PROHIBITED CONDUCT.....	72
REPORTING PROCEDURES AND RESPONSE OBLIGATIONS	76
GRIEVANCE PROCESS.....	78
DISCIPLINARY ACTIONS	85
SUPPORTIVE MEASURES	85
SPECIAL RULES AND PROCEDURES WHERE THE RESPONDENT IS A COLLEGE EMPLOYEE.....	86
EDUCATION AND PREVENTION	86
STUDENT/EMPLOYEE SEXUAL MISCONDUCT AND HARASSMENT REPORTING FORM	89
MULTIPURPOSE ACTIVITY CENTER	90
LIBRARY	90

I. INTRODUCTION

Welcome to Thaddeus Stevens College! You are now a member of one of the finest educational communities in Pennsylvania. Hopefully, you will become one of the more than 9,000 Stevens alumni living throughout the country.

The purpose of this handbook is to acquaint you with Stevens: its customs, methods of operation, and regulations.

We will do all we can to guarantee your success as a member of this community, but you must do your part, too. Become involved in the activities of the College, both educationally and socially. Bring constructive criticisms and suggestions to the attention of the staff. We have been in the business of educating trade/technical students since 1905 and are known to be a leader among technical colleges in America. In order to continue this fine tradition, we need your assistance and cooperation. Your participation and suggestions contribute to the diversity of campus life that benefits all students. If you have suggestions about how to improve the Stevens experience or if you have a complaint, you may use the Suggestion form on the College's website. Stevens has maintained a strong tradition and reputation as a leader in trade/technical education since 1905 by listening to students and responding to their needs. Please use this Handbook as a guide for your success.

II. MISSION STATEMENT

Thaddeus Stevens College of Technology educates Pennsylvania's economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens.

III. VISION STATEMENT

Thaddeus Stevens College of Technology will be the best two-year technical college of its kind by adding value to the lives of our students so that they will find skilled employment, be effective citizens, and reach their full potential.

IV. CORE VALUES

Thaddeus Stevens College of Technology is committed to structuring and maintaining its daily functions around the following core values: integrity, diversity, respect, teamwork, learning and growth, and accountability.

INTEGRITY: We value the commitment to high moral/ethical standards, honesty, and fairness in teaching and learning, social engagements, and professional practices.

DIVERSITY: We value the recognition of the variety of unique individuals within our world and

the interdependence upon each other, each other's culture, and the natural environment. We value the differences and respect the qualities and experiences that are different from our own.

RESPECT: We value the unbiased consideration, treatment, and regard for the rights, values, beliefs, and property of all other people.

TEAMWORK (COLLABORATION): We value working cooperatively and collaboratively as part of a group in which there is a shared mission and vision aligned toward a goal.

LEARNING AND GROWTH (LIFELONG LEARNING): We value the relentless dedication to increasing the knowledge and competencies of all individuals associated with the College. We recognize that human resources are the College's only sustainable competitive advantage.

ACCOUNTABILITY: We value the taking of responsibility for actions and the results of those actions; honoring obligations, expectations, and requirements; delivering what is promised; and owning up to shortcomings and mistakes.

V. PEOPLE: ADMINISTRATION AND STAFF

At times it may be necessary for students to contact a member of the administration or staff to ask a question or resolve a problem. The following is a list of the administrators and staff members to contact.

PRESIDENT:

PEDRO RIVERA

Oversees operation of the College.

First Floor Mellor Building

Phone: (717) 299-7722

VICE PRESIDENT FOR ACADEMIC AFFAIRS:

DR. ANTONIO JACKSON

Supervises academic/technical staff.

First Floor Mellor Building

Phone: (717) 391-1364

VICE PRESIDENT FOR FINANCE & ADMINISTRATION:

GEORGE LONGRIDGE

Directs all business and billing functions and facilities.

First Floor Mellor Building

Phone: (717) 391-6947

VICE PRESIDENT OF STUDENT SERVICES/ATHLETIC DIRECTOR:

DR. CHRIS METZLER

Directs services to students related to campus life, residence life, dining services, health services, campus safety, and intercollegiate athletics.

First Floor Mellor Building
Phone: (717) 299-7794

CHIEF DIVERSITY, EQUITY & INCLUSION OFFICER & TITLE IX COORDINATOR:

DR. MARIAN V. WILSON

Coordinates the Title IX Program and provides support for individuals that differ by race, gender, disability, and others who differ by social identity.

Ground Floor Mellor Building

Phone: (717) 391-1365

DEAN OF STUDENT SUCCESS:

DR. MICHAEL DEGROFT

Oversees student academic issues/concerns and provides direct assistance to the Vice President for Academic Affairs.

First Floor Mellor Building

Phone: (717) 391-3506

DEAN OF ENROLLMENT SERVICES:

MELISSA WISNIEWSKI

Oversees the Office of Admissions, Financial Aid and Registrar.

Hartzell Building

Phone: (717) 391-7234

VICE PRESIDENT OF COLLEGE ADVANCEMENT:

PAM SMITH

Oversees the Thaddeus Stevens Foundation, Alumni Association, Career Services, Champ College Store, grants/development, and strategic community/partner engagement.

Ayres Alumni House and First Floor Mellor Building

Phone: (717) 391-1366

EXECUTIVE DIRECTOR OF THE THADDEUS STEVENS FOUNDATION:

JENNY GERMANN

The Executive Director oversees the strategic direction, operations, and fundraising efforts of the Foundation in collaboration with College in order to support student needs, foster relationships with business, industry, and the community, & raise awareness about the college

and the value of technical education. The Foundation also encompasses the House of Champ College Store.

Ayres Alumni House
Phone: (717) 299-7776

DIRECTOR OF CAREER SERVICES:

LAURIE GROVE

Directs the operations of the Career Services office, which includes the College's job site (College Central Network), internship programs, career fairs and other recruiting events.

Hartzell Building
Phone: (717) 396-7188

DIRECTOR OF MARKETING AND COMMUNICATIONS:

HOLLY WHITE

Oversees the marketing and public relations functions of the College including advertising, media relations, portal, website, and social media.

First Floor Mellor Building
Phone: (717) 299-7702

DIRECTOR OF PLANNING, ASSESSMENT & ACCOUNTABILITY, AND INSTITUTIONAL RESEARCH:

PENNY LONGENECKER

Directs the design, development, and management of assessment systems.

Hartzell Building
Phone: (717) 391-3595

DIRECTOR OF EMPLOYEE ENGAGEMENT:

HEATHER BURKY

Oversees employment and hiring, employee relations and benefits.

Ground Floor Mellor Building
Phone: (717) 391-6935

FACILITIES AND MAINTENANCE MANAGER:

GENE DUNCAN

Oversees facilities construction, renovations and maintenance, and shipping and receiving.

Maintenance Building
Phone: (717) 299-7782

DIRECTOR OF ACT 101 AND CARL D. PERKINS PROGRAM COORDINATOR:

VALDIJAH AMBROSE BROWN

Oversees the Act 101 program and the Carl D. Perkins Program.

Third Floor LRC
Phone: (717) 391-7299

**DIRECTOR OF THE ACADEMIC CENTER/DIRECTOR OF THE PRE-MAJOR PROGRAM:
SHERI WRIGHT**

Facilitates student academic success through direct academic support; supervises academic coaches and coordinates peer tutoring and professional tutoring services.

Third Floor LRC

Phone: (717) 391-1375

**DIRECTOR OF THE LIBRARY:
KATHERINE PENNAVARIA, MA, MLS**

Oversees library services, resources and staff.

First Floor LRC

Phone: (717) 299-7754

DIRECTOR OF INFORMATION TECHNOLOGY SERVICES:

ANDREW CARSON

Oversees information technology policies, practices and staff.

Ground Floor Mellor Building

Phone: (717) 391-7359

DIRECTOR OF FINANCIAL AID:

EMILY SMOKER

Certifies student eligibility for financial aid awards, all available financial resources to students, and acts as the Department of Veterans Affairs Certifying Official for the College.

Hartzell Building

Phone: (717) 391-7206

COLLEGE REGISTRAR:

AMBER DUH

Assists students with course registration, course or College withdrawals, transcripts, enrollment verifications, and other services pertaining to academic records.

Hartzell Building

Phone: (717) 391-7231

HEALTH SERVICES:

MELISSA MESHEY, RN

Coordinates health services for students.

Brenner Building

Phone: (717) 299-7769

DIRECTOR OF FACILITIES AND OPERATIONS: HECTOR PEREZ

Oversees the direction and administration of the college's facilities, custodial services, and events on campus.

Orange Street

Phone: (717) 391-1357

DIRECTOR OF WORKFORCE and ECONOMIC DEVELOPMENT CENTER
VALERIE HATFIELD

Oversees the direction and administration of the college's workforce and non-credit programs.
Hartzell Building
Phone: (717) 299-3514

VI. NONDISCRIMINATION AND HARASSMENT POLICY

POLICY STATEMENT

Thaddeus Stevens College of Technology (the College) does not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as amended and other applicable laws and policies.

Announcement of this policy is in accordance with the Pennsylvania Department of Education and federal laws (see above). All inquiries or reports of harassment or discrimination should contact the Diversity, Equity, and Inclusion Office (717) 391-1365 on campus, or the Equal Education Opportunity Officer, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. (717) 787-1953.

The College is committed to protecting, maintaining, and encouraging both freedom of inquiry, teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this Policy or the law. The College will balance the enforcement of this Policy with freedom of speech and academic freedom. The procedures, including the grievance process, set forth in this Policy apply when an employee, student (or applicant for admission) is either a Complainant or Respondent (as the terms are defined in this Policy).

STATEMENT OF PURPOSE

The College's Nondiscrimination Policy establishes guidelines in accordance with its obligations under federal and state nondiscrimination laws.

The purpose of this Policy provides for the orderly resolution of complaints of discrimination or harassment on the basis of race, color, ancestry or national origin, sex, sexual orientation, gender, gender identity, physical or mental disability, religion, age (as applicable), status as a protected veteran, or any other legally protected classification. Such discrimination and harassment are strictly prohibited by the College.

The purpose of this Policy is:

1. To promote an education and work environment that is free from all forms of harassment and discrimination, regardless of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification.

2. To assure unlawful harassment or discrimination in any form is unacceptable and of particular concern to an academic community. Therefore, unlawful harassment or discrimination will not be tolerated. Those inflicting such behavior on others are subject to the full range of the College's disciplinary actions, up to and including separation from the College, in addition to any legal action that may accompany such acts.

3. Students, faculty, staff, and all who conduct business on behalf of the College are permitted to file complaints under this policy against non-students. All complaints of discrimination and harassment against students should be filed with the Diversity, Equity, and Inclusion Office.

APPLICABILITY

This Policy applies when:

1. Any employee or student who witnesses or has been subjected to discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification;

2. Any former employee or student who witnesses or has been subjected to discrimination or harassment on the basis race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status or any other legally protected classification, if the conduct took place during the time of employment or enrollment at the College;

3. Any employee or student who has knowledge of discrimination or harassment on the basis that apply to the College, against another employee or student, in order to report such offenses; and,

4. All third parties with whom the College has an educational or business relationship who witnesses or has been subjected to discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification, and/or any other category protected that applies to the Stevens when the conduct has a reasonable connection to the College.

This Policy applies to all College programs and activities, including, but not limited to, discrimination and harassment in instruction, grading, athletics, College housing, programs and activities, and College employment when:

1. The alleged violations occur on College owned, leased, or otherwise controlled property, while participating in College-affiliated programs;
2. The alleged violations occur off campus, and the conduct impairs, interferes with, or obstructs any College activity or the mission, processes, and functions of the College;

This Policy also applies to any off-campus behavior that affects a substantial College interest. A substantial College interest is:

1. Any situation where a student's conduct may present a danger or threat to the health or safety of others;
2. Any situation that significantly impinges upon the rights, property, or achievements of others;
3. Any situation that is detrimental to the educational mission and/or interests of the College.

This policy shall not be construed or applied to restrict academic freedom, nor shall it be construed to restrict constitutionally protected expression.

DEFINITIONS

Complainant: An individual making a complaint of discrimination and/or harassment.

Respondent: An individual who is alleged in a complaint to have violated the policy prohibiting discrimination and/or harassment.

Discrimination: Treating an individual differently or less favorably or engaging in conduct that denies an individual the opportunity to participate in or benefit from a College program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's race, color, national origin, sex, sexual orientation, gender identity, disability, age (as applicable), religion, ancestry, veteran status, or any other legally protected classification. Unlawful discrimination under any local, state, or federal law.

Harassment: Unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic, when these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience or working conditions, by creating an intimidating, hostile, or offensive learning or working environment.

Examples of conduct that can constitute harassment if based on an individual's protected characteristic include but are not limited to:

1. Unwelcome comments or jokes about a legally protected characteristic (e.g., racial, or ethnic jokes);
2. Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
3. Displaying negative or offensive posters or pictures about a legally protected

- characteristic;
4. Communications, including those conveyed in person, mail, electronically, such as by email, telephone or voicemail, text messaging, or social media or other internet use.
 5. Behavior that is sufficiently serious (severe, pervasive, and objectively offensive) to effectively deny or limit a person's ability to participate in, or benefit from, the College's programs, activities, services, or opportunities;
 6. Is used as a basis for, or factor in, decisions that tangibly affect that individual's education, employment, or participation in the College's activities, learning or working environment.

Retaliation: Actions taken against the Complainant for: reporting discrimination and harassment; filing a complaint of discrimination or harassment; or participating in, or refusing to participate in, the investigation, grievance, or other procedures of this Policy. Retaliation is also prohibited against persons who assist others in bringing a complaint of discrimination or harassment by offering advice and moral support or by giving testimony or documentary evidence in response to a complaint.

Prohibited retaliation includes conduct that may reasonably be viewed as:

1. An adverse employment action;
2. An adverse action relating to participation in an educational program;
3. Unreasonably interfering with the academic or professional career of another individual;
4. Engaging in conduct which constitutes stalking, harassment, or assault;
5. Engaging in efforts to have others engage in retaliatory behavior on one's behalf.
6. Engaging in efforts that affect or discourage a person from filing a report or complaint of discrimination or harassment or participating in an investigation or other proceedings under this Policy, or, reporting to or participating in procedures with any other local, state, or federal complaint process, such as filing a complaint with the Equal Education Opportunity Officer, Pennsylvania Department of Education.
7. Retaliation that also includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this Policy.
8. Prohibited retaliation against a person who reasonably protests discrimination or harassment practices within the College.

The College will not charge an individual under a separate policy or Code of Conduct for conduct arising out of the same facts or circumstances reported as discrimination or harassment for purposes of interfering with non-discrimination protections. The College will attempt to keep confidential the identity of complainants, respondents, and witnesses, except as may be required by law, permitted under FERPA, or deemed necessary to carry out the non-discrimination process.

PROCEDURES FOR REPORTING DISCRIMINATION

Students and employees who believe that they are being harassed or discriminated against regarding any of the above, should contact one of the following:

1. **Office of Diversity Equity and Inclusion**
(717) 391-1365
2. **Office of Human Resources**
(717) 391-6935
3. **Vice President of Student Services**
(717) 299-7794

The following procedures are intended to protect the rights of the reporting party, as well as the party whom a complaint of harassment or discrimination is reported against. Each complaint will be investigated, and appropriate action will be taken.

Reports under this policy should be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or personnel action.

REPORTING AND FILING COMPLAINTS OF DISCRIMINATION OR HARASSMENT

Any incident of unlawful discrimination or harassment in violation of this Policy must be reported to the appropriate College official, Diversity, Equity and Inclusion, Human Resources or Vice President of Student Services. Forms and procedures for reporting these complaints of discrimination or harassment are available in each of these offices or online at the portal.

ADDITIONAL INFORMATION ON REPORTING

Confidential Employees: Professional licensed counselors, health services professional, and pastoral counselors who provide health and counseling services to members of the College community are *not permitted* to report any information without the victim's permission.

Timing: There is no time limit for reporting prohibited conduct to the College under this Policy: however, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the College.

Office for Civil Rights: In addition to the procedures in this Policy for reporting, individuals may also contact the Office for Civil Rights (OCR):

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Building. 400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: (800) 421-3481

Fax: (202) 453-6012

TDD: (800) 877-8339

Email: OCR@ed.gov

COLLEGE RESPONSE

Upon receiving notice of potential discrimination, harassment, or retaliation the College will promptly respond to Complainant to investigate the complaint.

The College may respond as follows:

1. In situations that require urgent attention, because of safety or other concerns, the College will take immediate administrative actions pending the outcome of the investigation.
2. In situations that do not require urgent attention, the appropriate responder, Chief Diversity, Equity and Inclusion Officer, Director of Employee Engagement or Vice President of Student Services will respond.
3. The College will follow the grievance process set forth in this Policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a Respondent.
4. The College must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with discrimination, harassment, or retaliation.
5. The College will investigate discrimination, harassment, or retaliation allegations in a Complaint, filed pursuant to this Policy.

The College should respect a Complainant's wishes with respect to whether it investigates the reported incident wherever possible unless it is determined by the College official that signing a Complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable, considering the known circumstances.

At the time of filing a Complaint, a Complainant must be an employee, a student or attempting to participate in an education program or activity of the College to implicate the College's nondiscrimination complaint and investigation process.

COMPLAINT AND INVESTIGATION PROCESS

Complaint of Discrimination or Harassment. As explained in Section 5 above, reports of discrimination or harassment may be made by anyone, including anonymously, to the appropriate College officials (Chief Diversity, Equity and Inclusion Officer, Director of Employee Engagement, or the Vice President of Student Services). If that occurs, the College official will promptly review the allegations to determine if they may constitute discrimination or harassment in violation of this Policy that may warrant the filing of a Complaint.

A **Complaint** may be filed with the College in person, by online portal, by U.S. mail, or by

electronic mail using the contact information listed in this Policy for the Chief Diversity, Equity and Inclusion Officer, Director of Employee Engagement or Vice President of Student Services. A complaint involving students should be filed with the Vice President of Student Services. A complaint involving faculty or staff should be filed with the Office of Diversity, Equity, and Inclusion. The College reserves the right to redirect complaints to what it deems to be the appropriate office or department under the circumstances.

NOTICE OF ALLEGATIONS

Upon receiving a Complaint, the College will complete a prompt, fair, and impartial investigation of the allegations. The College's complaint and investigation process is intended to be an equitable process. **Respondents are presumed not responsible** for the alleged conduct and no determination regarding responsibility will be made until the conclusion of the process. The investigation will be handled by an investigator(s) appointed by the College.

The Respondent and Complainant will be promptly provided with a **Notice of Allegations**. At a minimum, such Notice shall include the allegations of conduct potentially constituting discrimination or harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting discrimination or harassment, and the date and location of the alleged incident, if known. The Notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation process. The Notice will also inform the parties that they may each have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The Notice will also inform the parties of any provision in the College policy that prohibits knowingly making false statements to College officials, including the Student Code of Conduct Section XII, Major Violations.

The Notice of Allegations shall be provided as soon as reasonably practicable but no more than seven (7) College Days after the receipt of a Complaint.

INVESTIGATION BY THE COLLEGE

An investigation shall be promptly conducted by the College, or as soon as reasonably possible, through one or more investigators who will not have a conflict of interest in the matter. The College may utilize an independent investigator when deemed appropriate and has complete discretion to do so. When investigating a Complaint (and throughout the entire investigation process), the College will:

1. Ensure that the burden of gathering evidence is on the College and not on the parties;
2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence;
3. Not restrict the ability of either party to discuss the allegations under investigation or to

gather and present relevant evidence;

4. The parties will have the same opportunities to have an advisor present during any investigation proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice; *the advisor may not serve as a witness for the investigation and may not speak on behalf of the complainant or respondent in any meeting or investigation proceeding*;
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Prior to the completion of the investigative report, the College will invite each party to submit any supplemental written statements and evidence and the parties will be given at least seven (7) calendar days to submit said information, which the investigator will consider prior to completion of the investigative report.
7. The investigation stage of the process, ending with the issuance of the investigative report, shall be completed in no more than sixty (60) College Days, but may be extended in intervals of fourteen (14) College Days, with written notice explaining the reason for the extension.

OPTIONS FOR INFORMAL RESOLUTION AFTER FORMAL COMPLAINT IS FILED

An informal resolution process may be used only when both the Complainant and Respondent voluntarily agree to participate, and only after a Complaint has been filed. If the parties elect to proceed with an offered informal resolution process, this process would be in lieu of a Formal Investigation Process. No one can be forced to go through the informal resolution process.

If an informal resolution option is offered by the College, both parties, prior to making a decision on whether to participate in the informal resolution process, will be provided with written notice describing the process and implications of participating. The notice will describe the allegations against the Respondent. It will also describe the informal resolution process, including the right of either party at any time prior to the voluntary agreement to a resolution to withdraw from the informal resolution process and require the matter to resume under the Complaint and Investigation Process.

If in a particular case expulsion is a proposed sanction, it, like all other potential outcomes, can only occur if both parties agree to it as part of resolution.

Any mediators or other individuals offered by the College to facilitate an informal resolution process will be trained, including with respect to, among other things, the definition of discrimination and harassment, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within sixty (60) College Days of the

agreement of all parties to use the informal resolution process unless an extension of time is agreed to by all parties. If either party withdraws from the informal process, or no mutually agreeable resolution can be reached during the time frame for the informal resolution process, the formal investigation process shall resume. The timeframes applicable to the formal investigation process shall be put on hold during any informal resolution process and shall restart if the informal resolution process is terminated without an agreed upon resolution.

DISMISSAL OF FORMAL COMPLAINT

If conduct alleged in the Complaint would not constitute discrimination or harassment, even if proven or falls outside of this Policy, then the College will dismiss the Complaint with regard to that conduct for purposes of discrimination or harassment under this Policy and refer the complaint to the appropriate College official; i.e., the Offices of Diversity, Equity, and Inclusion, the Vice President of Student Services or the Office of Employee Engagement or as appropriate, to be reviewed under the Student Code of Conduct or Human Resources policies.

In addition, the College **may dismiss** a Complaint or any allegations therein, if at any time during the investigation a Complainant notifies the investigator in writing that the Complainant would like to withdraw the Complaint or any allegations therein; the Respondent is no longer enrolled at or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

An **appeal** may be made by either party from a dismissal of a Complaint or any allegations therein within the timeframe and on any of the three grounds specified in the Appeals section of this Policy.

DETERMINATION OF RESPONSIBILITY

Following the investigation, the investigator shall issue a **written determination** of responsibility or non-responsibility. The written determination shall be issued as soon as reasonably practicable at the conclusion of the investigation, but not later than ten (10) College Days after the close of the investigation.

The written determination will include at minimum the following items:

1. An identification of the allegations potentially constituting discrimination or harassment;
2. A description of the procedural steps taken from the receipt of the Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College's Code of Conduct to the facts in the event that the College exercises its discretion to apply any College policies and procedures not otherwise required under discrimination or harassment;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
6. The applicable procedures and permissible bases for the Complainant and Respondent to appeal (as described below).

APPEAL

Either the Complainant or the Respondent may appeal from either a (1) determination of responsibility/non-responsibility or (2) dismissal of a Complaint or any allegations therein by filing a Notice of Intent, to Appeal on the following three grounds, and no other grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
3. The investigator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Any such ***Notice of Intent to Appeal*** must be filed by either party within **two (2) College Days** of the issuance of a determination regarding responsibility/non-responsibility or the dismissal of a complaint.

The Notice of Intent to Appeal must be followed **within three (3) additional College Days** by the filing of a detailed written "***Statement of Appeal***" identifying grounds for appeal and explaining with specificity the facts supporting the basis of the appeal.

Failure to timely file either the Notice of Intent to Appeal or the Statement of Appeal will result in the appeal being dismissed.

The College will immediately provide a copy of any Notice of Intent to Appeal and of the appealing party's Statement of Appeal to the non-appealing party. **The non-appealing party will have five (5) College Days** from the date the appeal was sent to the party's College email, if desired, to submit a written "***Response to Statement of Appeal***." If such Response to Statement of Appeal is filed, a copy will be immediately provided by the College to the appealing party, but the appealing party shall not have the right to submit an additional statement.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be **submitted in writing to:**

**Pedro Rivera, President
Office of the President**

**Mellor Building
Thaddeus Stevens College of Technology
750 East King Street
Lancaster, PA 17602**

The President or President's designee will review the appeal, including all party submissions, and issue a written decision to all parties involved within thirty (30) College Days, or as soon as is reasonably possible, but not later than forty-five (45) days after receipt of the written Notice of Intent to Appeal.

This is the final step in the College's Formal Complaint procedure.

DISCIPLINARY ACTIONS

Employees and students who violate this Policy are subject to appropriate discipline by the College. If an investigation results in a finding of responsibility that this Policy has been violated, the mandatory minimum discipline is a written reprimand.

Upon the finding of a serious violation of this Policy, the College reserves the right to take disciplinary measures, up to and including, termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions necessary to address the violation.

Appropriate disciplinary actions shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint regarding a violation of this Policy will be treated as a separate and distinct violation of the Policy. Specifically:

1. A student found to have retaliated in violation of this Policy shall be subject to discipline up to, and including, suspension and/or expulsion.
2. A College employee found to have retaliated in violation of this Policy shall be subject to discipline up to, and including, termination of employment.
3. A College non-employee found to have retaliated in violation of this Policy shall be subject to measures up to, and including, exclusion from a College relationship and College grounds.
4. Persons who violate this Policy may also be subject to civil damages or criminal penalties.

SUPPORTIVE MEASURES

Supportive measures by the College may include, but may not be limited to:

1. Providing escorts to ensure that individuals can safely move between classes and activities;
2. Where possible and as appropriate, assure that the Respondent and Complainant do not attend the same classes;

3. Moving the Complainant and/or Respondent to a different residence hall;
4. Providing counseling services for the Respondent and Complainant;
5. Providing academic support services, such as tutoring to the Respondent and Complainant.
6. The College may also provide remedies for the broad College community, including additional training and education.

EDUCATION AND PREVENTION

Education is an essential component in the prevention and elimination of discrimination and harassment. To accomplish an adequate non-discrimination and harassment educational program, the College shall:

1. Educate members of the College community on what constitutes prohibited conduct under this Policy.
2. Inform members of the College community of this Policy and training programs to assure their implementation.

TRAINING

The Diversity, Equity and Inclusion Officer shall oversee and coordinate training regarding discrimination and harassment prevention education.

DISSEMINATION OF THE POLICY

A copy of this Policy shall be distributed throughout the campus and shall be published on the College's website.

PUBLIC NOTIFICATION OF CLERY ACT STATISTICS

To the extent required by law, including the Clery Act, the College shall collect and annually report statistical information concerning discrimination and harassment reports (Hate Crimes) occurring within its jurisdiction. To promote public safety, the College will alert the campus community of incidents and developments of immediate concern.

RESOURCES

Information on Counseling and Victim Services: For further information on the counseling services available to student victims of discrimination and harassment, contact:

Counseling Services:

(717) 299-7408

Health Services:

(717) 299-7769

Employee Assistance Program:

(800) 692-7459

Recordkeeping

The College shall maintain for a period of seven (7) years records of:

1. Each discrimination and harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on respondents, and any remedies provided to the complainants designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result of the appeal;
3. Any informal resolution and the results;
4. Any actions, including supportive measures, taken in response to a report or Formal Complaint of discrimination or harassment, as well as documentation of the bases for the College's conclusions and measures taken.

Questions/Contact

If you have questions or are concerned that the College has not met its obligation under this Policy, please contact the Diversity, Equity, and Inclusion Office.

STEVENS STUDENT/EMPLOYEE DISCRIMINATION AND HARASSMENT REPORTING FORM:

Name: _____

Local Address: _____

Work Phone: _____ Local Phone: _____ Cell Phone: _____

Date of Incident: _____ Time of Incident: _____ AM / PM

Location of Incident:

Identify the name(s) of the individual(s) against whom you are submitting this complaint:

Please describe the nature of the incident, providing as much detail as possible to assist with the investigation of this complaint.

Please provide the names and contact information of any witness(es).

If additional space is required, please use an additional form, and just provide your name in the top section of the form)

Acknowledgement: By signing this form, I understand that this complaint will be investigated, and the alleged harasser(s), any witnesses, and persons of interest will be interviewed. The information provided in this Sexual Harassment Reporting Form is true and accurate to the best of my knowledge.

Complainant

Date

Special Note: Discrimination and Harassment forms should be submitted to the Office of Diversity, Equity, and Inclusion in the Mellor Building at: 717-391-1365.

VII. SAFETY INFORMATION – Applies to Thaddeus Stevens College Campus Locations

CALL CAMPUS SECURITY IN THE EVENT OF AN EMERGENCY

Security personnel can respond most quickly and will initiate emergency procedures by dispatching emergency responders and contacting the appropriate administrators. In serious medical emergencies, call 911 first, then call Campus Security.

Primary Emergency Contact Phone Numbers:

Campus Security

Orange Street Campus (24/7): (717) 391-7225

Main Campus: (717) 396-7165

SECURITY GUARDS

Thaddeus Stevens College has five components to its security personnel services:

- Personnel who frequently tour all areas;
- Personnel responsible for the Main, Greenfield, Greiner, and Orange Street locations;
- Personnel who frequently tour each residence hall for safety purposes;
- Personnel stationed in the MAC; and Orange Street Lobby
- Personnel who conduct motor patrols between Orange Street, Greenfield, Greiner, and Main Campuses.

These personnel are hired to help protect you, the campuses, and residence halls against intruders and possible damage or thefts. Be prepared to show your ID card if requested by the guard. The security personnel are under the supervision of the Vice President of Student Services.

For additional information, an Annual Security Report (ASR) and Crime Statistics brochure is available in the Office of Finance and Administration, Mellor Building, 1st Floor.

CRIME STATISTICS

In accordance with the Student Right to Know, Campus Security Act, College and University Security Information Act (Act 73 of 1988) and the Campus Sex Crimes Prevention Act (CSCPA), a Crime Statistics report is available at my.stevenscollege.edu and stevenscollege.edu to provide both current and prospective students, faculty, and staff with information pertinent to security measures and crime statistics at Stevens.

CAMPUS FIRE SAFETY REPORT

The College's Fire Safety Report, which can be accessed via the website, contains fire safety policies and procedures related to on-campus student housing and statistics for fires that occur in those facilities.

Procedures For Fire Alarms

If a fire occurs, sound the building fire alarm by pulling the bar in the red alarm box; if possible, call 911 and Security. Once a fire alarm has been sounded, evacuate the building immediately using the nearest fire exit door or stairwell. Do not use elevators because they may become inoperative. If possible, able persons should assist persons with disabilities in exiting the building. Persons with disabilities who cannot use stairs should wait until Security or firefighters arrive.

Notify Security officers or fire authorities of the location of any disabled persons remaining in the building. Also notify Security officers or firefighters if you suspect that someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, continue to evacuate. Warn others not to enter the building after the alarm stops.

Evacuate to at least 500 feet from the building and out of the way of emergency personnel. Do not return to the building until instructed to do so by Security officers or other authorized personnel.

When a fire alarm has been sounded or a fire otherwise reported to Security, the Security officer will initiate the notification procedures for contacting appropriate personnel.

Report That a Fire Has Occurred

Report all fires that occur on campus to Security.

Fire Safety Improvements

Regular assessments of the campus Fire Safety Report are reviewed and changes made when appropriate. Any recommendations should be reported to Security.

Fire Statistical Disclosure

A report on campus fires is available on the College's website at stevenscollege.edu.

Definitions in the Fire report

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Unintentional Fire: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Intentional Fire: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined Fire: A fire for which the cause cannot be determined.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

Fire-related Death: Any instance in which a person (i) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or (ii) dies within one year of injuries sustained as a result of the fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

VIII. PARKING

VEHICLE POLICY

Registering your vehicle

All faculty, staff and students who operate a vehicle on any of the College's campuses must register their vehicle and obtain a parking permit decal from the Office of Finance and Administration.

Students attending the College must obtain their decal before the start of classes each academic year. The cost of the decal is \$15, and is valid for one academic year, from the beginning of the Fall semester to the beginning of the following Fall semester. Students must renew their parking permit each Fall semester before the start of classes.

The student must display the parking permit decal on the lower left side of their vehicle's rear window at all times and must adhere to the parking regulations of the College. If car windows are tinted, the decal should be placed in a manner to make it visible from the outside rear of the car.

Guests

Guests of faculty, staff or students are subject to all parking regulations of the College. Campus Security might issue a temporary parking permit decal that must be displayed from the rearview mirror. Campus Security might assist the guest/visitor regarding where to park on campus.

NOTE: The Security office is located at the Orange Street location's main entrance.

General Rules

Parking lots and decals will be assigned a color as follows:

GREEN: Assigned to all NEW Freshmen and Pre-Major students. Students with a GREEN decal can park in the Clark Street lot and the MAC Lower Level lot only.

RED: Assigned to all other students. Students with a RED decal can park in the Alms House Lot, Naval Reserve Lot, Hartzell Lot, Schwalm Student Center Lot, MAC Lower Level Lot and Clark Street Lot.

BLUE: Assigned to students with a disability. Students with a BLUE decal may park in specially designated accessible spots. Should none be available, they may park in any student lot.

Greenfield Campus Parking: Students who attend classes at Greenfield may park at that site with any color parking decal. This includes the Transportation Center.

Greiner Campus Parking: Students who attend classes at Greiner may park in the lot east of the North Building (old Parks and Recreation building) or in the lot beside the North and South Buildings marked as student parking. Students are recommended to take the shuttle to and from Main Campus, on Academic Drive, next to Jones Dining Hall.

The purchase of the parking decal does not guarantee that a spot is available in the exact location, or at the exact time, the student arrives on campus. It only gives the student permission to park in any available spot in the area assigned. Lack of a legal parking space is not a valid excuse for violation of any parking regulation. Parking at the College is on a first-come, first-served basis.

Students are not permitted to park on any city street adjacent to a Stevens facility.

The absence of a "No Parking" sign does not mean that parking is allowed. Students are not allowed to park their vehicles in the Mellor and Kreider Lots.

If you incur a parking ticket, Campus Security will place the ticket under the windshield wipers of your vehicle or hand the ticket to you.

Stevens and the Commonwealth of Pennsylvania assume no responsibility or liability for loss or damage to any vehicle operating or parking on the College's property.

The person registering the vehicle will be responsible for all parking violations of the registered vehicle.

The operator/owner of the vehicle will be responsible for all violations of an unregistered vehicle, including vehicle boot removal and towing cost.

The College reserves the right to restrict parking for special purposes at any time. In addition, students are not allowed to park in fire lanes, handicapped spaces (except with authorization), or next to trash dumpsters at any time.

Students must report the location of a disabled vehicle to Campus Security immediately. Failure to report a disabled vehicle will be considered a parking violation.

Any vehicle, disabled or otherwise, posing a hazard to the safety and security of faculty, staff and students will be towed from campus at the expense of the owner/operator.

Offenses and Fines

A person is fined the specified amount when committing any of the violations listed below. NOTE: In addition to the fines described below, parking violations might result in the disabling or towing of a vehicle as specified in this section.

Parking offenses/violations that could incur a fine:

- Parking a motor vehicle anywhere except in a designated parking area
- Parking a motor vehicle in a restricted area
- Parking a motor vehicle on grass/lawn or other areas clearly not normally used for parking
- Parking a motor vehicle in a reserved handicapped space without displaying a handicapped license plate or decal
- Parking a motor vehicle on campus without displaying a valid parking permit decal
- Parking in a fire lane (the vehicle might also be towed at the owner/operator's expense)

Parking Fines:

- 1st Offense: \$10
- 2nd Offense: \$15
- 3rd Offense: \$20
- 4th Offense: \$20 fine along with boot placed on vehicle

All succeeding offenses will be considered a violation of College policy and may result in disciplinary action and an additional \$20 fine per violation.

A fee of \$25 will be charged to a student to remove a vehicle boot in addition to all previous fines.

Payment of Fines

- Payment of parking fines or penalties may be made at the Business Office during normal business hours on business days. The Business Office is located on the first floor of the Mellor Building.
- Fines or penalties must be paid within five (5) business days from the date of issue.

Unpaid Fines or Penalties

Fines not paid by students within five (5) business days will be administered as follows:

- The College will place a hold on all school records until the fines and penalties are paid.
- At the end of the academic year, all unpaid fines will be sent to the Attorney General's office for collection.

Vehicle booting

Vehicles which have a record of the following parking violations will be ticketed and immobilized with a boot:

- Accruing four (4) or more parking violations
- Parking on campus after all parking privileges have been revoked
- Parking in a space reserved for handicapped persons without authorization
- Parking in a fire lane
- Refusing to move a vehicle when directed to do so
- Leaving a vehicle illegally parked for more than 24 hours
- Failing to properly display a parking decal

Additionally, the vehicle may be immobilized with a boot until the vehicle can be towed off-campus (for whatever reason the College deems necessary to maintain the safety and security of the faculty, staff and students).

The boot will remain on the vehicle until the following conditions are satisfied:

- The violator has paid all parking violation fines and penalties.
- The violator has registered the vehicle and has displayed a valid parking permit decal.
- The violator has paid an additional \$25 fine to cover the cost of applying the boot.

TOWING OF VEHICLES

Vehicles may be towed when:

- The parked vehicle interferes with the movement of emergency vehicles or endangers the life or property of others.
- The vehicle is parked without authorization in an area reserved for handicapped persons.

- The vehicle is parked in a fire lane.
- The vehicle is parked in an area that blocks a handicap-accessible ramp.

Towing and storage charges are the responsibility of the owner and/or operator of the towed vehicle. Operators of vehicles towed from campus may result in the loss of parking privileges for a period of one semester.

THE MOST UP-TO-DATE VEHICLE & PARKING POLICY IS AVAILABLE ON THE STEVENS WEBSITE: stevenscollege.edu/vehicle-policy/

IX. ADMISSION TO THE COLLEGE

ADMISSIONS POLICY

Stevens provides educational opportunities that lead to a certificate or Associate of Applied Science (AAS) degree.

Applicants must apply directly to a program of study. The College does not offer an “undecided” major or the option to pursue multiple majors simultaneously. Applicants unsure of what to study should visit the College’s website for information on major options.

At a minimum, all applicants must possess a high school diploma or GED.

The College receives many applicants each year. At times, meeting the minimum requirements will not be sufficient for admission. Majors are limited in the seats provided; when a program reaches capacity, applicants will be placed on a waitlist.

READMISSION

Students who have previously attended the College and would like to re-enroll must reapply with the Office of Admissions. Applicants must submit a new application for the intended year and submit the application fee if more than one year has passed since last attending Thaddeus Stevens College. Several departments will then review the applications; students may be required to complete additional steps before an enrollment decision is granted.

Current students interested in pursuing a second degree should also complete the re-admit application.

Stevens College affirms its policy of equal opportunity and non-discrimination. It makes education decisions regarding admission, re-admission, and participation in all of its educational programs or activities without discrimination based on race, color, creed or religion, sex, national origin, ancestry, age, marital status, physical or mental disabilities, military status, sexual orientation, gender-related identity, pregnancy, or other factors protected by law.

APPLICATION PROCEDURE

All applicants must complete and submit the following for admission consideration at Thaddeus

Stevens College:

1. Online application

- a. The application is located at stevenscollege.edu/apply
- b. Applicants must be a Pennsylvania resident for a minimum of one year prior to applying. Applicants might be requested to prove residency. Active duty and military veterans, as well as their dependents, are the only exception. Students that have recently moved to Pennsylvania and wish to apply for the upcoming academic year may submit an appeal form. Contact the Dean of Enrollment Services for a Residency Appeal form: Melissa Wisniewski, wisniewski@stevenscollege.edu

2. Application fee or fee waiver

- a. The \$45 application fee is non-refundable.
- b. Fee waivers
 - i. High school waiver- For current high school students who qualify for free/reduced lunch
 - ii. Agency waiver- For those working with an agency that can attest to the applicant's financial situation.
 - a. Example agencies: Church organization, social worker, social services organization, etc.
 - iii. NACAC waiver- For current high school students.
 - iv. Graduates of approved Thaddeus Stevens College of Technology Workforce and Economic Development Short-Term programs

3. High school transcript or GED scores

- a. Please submit via one of the following methods.
 - i. Email- admissions@stevenscollege.edu
 - ii. File upload- stevenscollege.edu/admissions-aid/apply/file-upload/
 - iii. Parchment/Naviance- Submitted via your high school counselor.
 - iv. Mail

Thaddeus Stevens College of Technology

c/o Admissions Office

750 E. King Street

Lancaster, PA 17602

After the required steps and documents are submitted, applicants will hear from the Admissions Office about the next steps in the process.

The Admissions Office will communicate updates to applicants via email and the applicant portal.

Enrollment decisions will be communicated via U.S. mail.

OBTAINING MORE INFORMATION

Students looking for more information should visit stevenscollege.edu and select “Request Info” from the top bar. The Admissions team will follow up with the requested information.

The Admissions team is available via phone and email, Monday – Friday:

- Phone: (717) 299-7701 option 2
 - o Office hours: 8:00am – 4:30pm
 - o Summer hours: 8:00am – 4:00pm
- Email: admissions@stevenscollege.edu

X. ACADEMIC INFORMATION

ADMINISTRATIVE DISMISSAL

Thaddeus Stevens College reserves the right to end the enrollment of any student if, in the opinion of the College, further association is not in the best interest of the student or the College.

The following may be causes for administrative dismissal:

- Neglecting to meet financial obligations
- Failing to follow College policies and procedures
- Failing to meet academic requirements
- Exhibiting persistent lack of effort or interest
- Failing to be academically honest

ACADEMIC DISMISSAL

- The Workforce Manager shall make decisions for academic dismissal. Decisions will be based on maintenance of full-time status, competency status, and/or student’s demonstrated performance.

ACADEMIC PROBATION

Any student who falls below 60% competency status at any time during the program shall be placed on academic probation for the remainder of the training.

If the student is unsuccessful in bringing his/her competencies to an achievable level for the semester during which he/she is on academic probation, the student is liable for dismissal.

ACADEMIC INTEGRITY

Recognizing the importance of academic integrity to the Stevens community, the College Academic Policies and Standards Committee adopted a new Academic Integrity policy in spring 2007. The shared conviction, represented in the procedures that follow, is that academic integrity is best taught and reinforced by faculty as an element of the teaching and learning process. Only in the limited instances in which faculty believe that disciplinary, as well as academic, sanctions are called for should the process move to the Workforce Manager.

Definition and expectations: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Stevens, and all members of the College community are expected to act in accordance with this principle. Consistent with this expectation, the College's Code of Conduct demands that students conduct themselves in a responsible manner that corresponds to acceptable and mature adult standards of behavior and complies with all College regulations and directives. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others. To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments. At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of the College academic integrity policies to that course.

Academic Honesty: Section 7324 of the Crimes and Offenses Code of Pennsylvania makes it a misdemeanor of the third degree to sell or offer for distribution any dissertation, thesis, term paper, essay, report, or other written assignment, or to sell or offer for distribution any assistance in the preparation of such assignments, for submission to an educational institution to meet the requirements for a degree, diploma, certificate, or course of study. (Assignment is defined as a written, recorded, pictorial, artistic, or other academic task. To prepare is defined as to create, write, or in any way produce in whole or substantial part any such assignment.) The law does not prohibit an educational institution or members of its faculty and staff from offering instruction or instructional services as part of its curricula or programs. Neither does the law apply to the sale of certain copyrighted materials described in Section 7324(f).

Plagiarism: Plagiarism is defined as one or more of the following...

- Submitting an assignment claiming to be original work but which has been wholly or partially created by someone else.
- Allowing your work to be submitted by another student as if it were that student's own original work.
- Presenting as your own the ideas (through paraphrases or summaries of research), organization, or the wording (through direct quotation) of another work without appropriate acknowledgement of the sources within the text of your work and a works-cited page done according to the standards of an accepted academic documentation system (e.g., CBE, Chicago, APA, MLA).
- Inaccurate, sloppy, or faulty documentation of sources.

Disciplinary Sanctions: Penalties that might be imposed include, but are not limited to, competency points not being awarded. Additionally, Faculty may recommend further involvement from the Director of Workforce and Economic Development. The Workforce Manager might impose harsher measures within the context of the College.

SELF-PLAGIARISM

Work done for one course may not be submitted for another course, even if the class is being repeated. Slightly altered work that has been resubmitted is also considered fraudulent. In some instances, instructors might allow some work from a prior course to be repurposed; students who wish to do this must seek approval from the instructor in advance. Under no circumstances will a complaint be considered if resubmitted work earns a different grade from the original submission.

COMPETENCY CREDENTIAL

A competency credential is a certification or recognition awarded to individuals who have demonstrated mastery in specific skills, knowledge, or competencies within a particular field or subject area. Unlike traditional educational credentials, which are often based on time spent in class or credit hours completed, competency credentials focus on the actual skills and abilities that an individual can demonstrate. The college requires an overall competency score of 75% to earn a Certificate of Competency from the Workforce and Economic Development Center.

COMPETENCY SCALE

The College's competency scale is:

Level 1: Novice (60%)

Description: The student is beginning to develop an understanding of the basic concepts and skills. They require significant guidance and support to complete tasks.

Indicators:

Identifies basic terms and concepts.

Follows simple instructions.

Performs tasks with substantial assistance.

Demonstrates limited understanding and application.

Level 2: Basic (75%)

Description: The student shows basic proficiency in the skills and concepts. They can complete straightforward tasks with minimal guidance.

Indicators:

Explains key terms and concepts.

Completes routine tasks with minimal assistance.

Applies learned concepts to familiar situations.

Demonstrates a foundational understanding with occasional errors.

Level 3: Proficient (85%)

Description: The student demonstrates solid proficiency and can apply skills and concepts independently to standard situations.

Indicators:

Clearly explains and applies key concepts.

Completes tasks independently and accurately.

Solves problems using learned skills in familiar contexts.

Shows consistent understanding and appropriate application.

Level 4: Advanced (100%)

Description: The student exhibits a high level of skill and understanding, applying concepts to new and complex situations with little or no guidance.

Indicators:

Analyzes and synthesizes concepts effectively.

Completes complex tasks independently with high accuracy.

Innovatively applies skills to solve novel problems.

Demonstrates deep understanding and versatility in application.

Weighted grading is a method of calculating final grades in which different assignments, exams, projects, or other components of a course are assigned different levels of importance or "weights." This system reflects the varying significance of each component in the overall assessment of student performance.

WEIGHTED GRADING

Each component of the course (e.g., homework, quizzes, exams, projects, participation) is assigned a specific weight, usually expressed as a percentage of the total grade.

More important components (such as final exams or major projects) receive higher weights, while less critical components (such as daily homework or participation) receive lower weights.

The grade for each component is calculated based on the student's performance and then multiplied by its assigned weight. The weighted grades for all components are summed to determine the final grade.

The weighting system is outlined in the course syllabus at the beginning of the term. Students understand how their performance in each component will impact their overall grade.

Instructors are required to maintain competencies and attendance according to the College's grading and attendance policy to allow transparency regarding student progress during the semester. Students can request their current competency status by requesting it from their instructor.

Instructors are encouraged to inform students when they have updated grades for assignments throughout the semester.

APPEAL OF ACADEMIC DISMISSAL

Upon the decision to academically dismiss a student, the Workforce and Economic Development Center will prepare written and electronic communication informing the student and College representatives of the student's dismissal. Students have five (5) working days to appeal. If an appeal is not received within this prescribed time frame, the student will be dismissed. If a student wishes to appeal an academic dismissal, the student must first submit the appeal in writing (email is preferred) to the Director of Workforce and Economic Development within five (5) business days of the date on the dismissal letter.

After the Director of Workforce and Economic Development has rendered a decision, the student may appeal to the Vice President for Academic Affairs, who might choose, upon their discretion, to refer the student to an Academic Appeals Committee or to uphold the findings. If the Vice President chooses to refer the student to an Academic Appeals Committee, that committee will be made up of three full-time faculty members and two students. The Vice President will appoint one of the faculty members to chair the hearing. The members of this committee must have no vested interest in the matter under review.

The Academic Appeals Committee has the responsibility of hearing and reviewing the evidence. The hearing will take place within 72 hours following the student's request for a hearing. A verbatim record, such as a tape recording, will be made of all hearings. This record will remain the property of the College. The student may request and receive a copy of the proceedings at his/her expense. Within 24 hours of the hearing, the Committee will submit a written recommendation to the Vice President for Academic Affairs.

Within 24 hours of receiving the Committee's recommendation, the Vice President for Academic Affairs will render a decision on the case and then inform all parties, in writing, of his/her decision.

APPEAL OF GRADE

- If a student wishes to appeal a grade, he/she must first meet with the faculty member to discuss the grievance.
- If the student and faculty member do not come to a satisfactory agreement, the student may appeal to the Workforce and Economic Development Manager.
- If the student chooses to appeal to the Workforce and Economic Development Manager, a written request (which includes a summary of the grievance) must be submitted. The Workforce and Economic Development Manager will review the appeal and decide within three (3) working days.
- Should the student wish to pursue the matter further, the student may appeal to the Director of Workforce and Economic Development. The decision of the Director of Workforce and Economic Development will be final.

ATTENDANCE

Since regular attendance is important for success at Stevens, a strict attendance policy is maintained to ensure student success. Each faculty member keeps his/her own attendance records. Students are required to comply with the attendance policy specific to each class as well as with the related stipulations cited below.

The following are recognized as legitimate excuses to miss class: death in the immediate family; hospitalization; illness verified by a doctor's excuses; College activities as approved by one of the following: Manager of Workforce Development, Director of Workforce and Economic Development Center, or Vice President for Academic Affairs. Also valid: circumstances verified by a campus counselor.

Students that have two (2) unexcused absences from a course will receive a warning letter. Once a student has had five (5) unexcused absences from a course, he/she will be liable for dismissal from the class and/or the College.

For courses that meet once a week, students will receive a warning letter after one unexcused absence and are liable for dismissal after three unexcused absences.

For courses that are offered remotely, this policy will be applied in a different manner. For instruction that occurs synchronously, the attendance policy will be the same as stated above. For courses that are asynchronous or blended between synchronous or asynchronous, the attendance policy is stated below.

Faculty that notice students failing to engage, turn in work, participate in real-time instruction or who are not responding to communication will report this to the Workforce Development Manager. The Manager will issue a warning letter to the student. Once a warning letter is issued and the student still fails to engage, the student will be liable for dismissal from the course and/or the College. The College will attempt to communicate with the student and provide resources and support needed to avoid dismissal.

GRADUATION REQUIREMENTS

A Competency Credential will be awarded upon the successful completion of the required competency rate as indicated in the course syllabus.

The student must have fulfilled all financial and contractual obligations with Stevens to receive a certificate.

XI. FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the ability of Thaddeus Stevens College of Technology from releasing student information (including financial and academic records) to anyone who has not been authorized by the student. This means that a student must authorize their parent or any other third party to speak with College personnel about non-medical issues relating to their attendance at Stevens before College personnel can speak with them.

The College may disclose, without consent, "directory" information to a third party. Directory information includes:

- Name
- Address
- Email address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Full-time/Part-time status
- Class level
- Enrollment status (graduate/undergraduate)
- Participation in officially recognized activities and sports (including weight and height of members of athletic teams)
- Degrees, certificates, honors, and awards received

Eligible students may withhold directory information by notifying the Dean of Enrollment Services in writing within two weeks after the first day of classes of the semester they start at the College. Requests for nondisclosure will be honored by the College for one academic year only and must be filed annually in the Registrar's Office.

College officials with legitimate educational interest can access student records without student consent.

Student Rights Under FERPA

FERPA affords you, the student, the following rights with respect to your education records:

- The right to inspect and review your education records within 45 days from the date the

- College receives the access request.
- The right to request the amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.
- The right to provide written consent before the College discloses personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without consent.

Additional information regarding the Family Educational Rights and Privacy Act can be found on the U.S. Department of Education website.

Submitting FERPA Permissions

Via my.stevenscollege.edu, you can assign permissions for specific individuals to have access to your financial and educational information using the electronic FERPA submission form.

Steps to Submit:

- Log in and select the “Student Services” tab at the top of the page
- On the left side of the page, choose “Student Forms Center”
- In the drop-down menu, choose “Required Student Forms”
 - *You must be logged in to submit any forms through the portal.

If you have previously submitted permissions and need to make changes or add/remove anyone, please contact the Registrar at registrar@stevenscollege.edu

XII. FINANCIAL ASSISTANCE

The Workforce and Economic Development Center works with local agencies and sponsors to connect students in need with financial resources. Below is a list of organizations that a student may contact directly to see if they qualify for financial assistance. This list is not exhaustive.

- **Tec Centro** (a division of Spanish American Civic Association)

102 Chester St, Lancaster, PA 17602 (717) 509-6679 www.sacapa.org

or

57 Laurel St, Lancaster, PA 17603 (717) 509-8124 www.sacap.org

- **PA CareerLink® Lancaster County**

1046 Manheim Pike, Lancaster, PA 17601 (717) 509-5613 www.jobs4lancaster.com

- **PA CareerLink® Chester County**

Oaklands Corporate Center, 479 Thomas Jones Way, Suite 500, Exton, PA 19341 (610) 280-

1010 www.pacareerlinkchesco.org

- **Thaddeus Stevens College of Technology Workforce and Economic Development Center**

750 E King St., Lancaster PA 17602. Hartzell Building, Room 101. (717) 391-6950
www.stevenscollege.edu

XII. TUITION AND RELATED COSTS

Thaddeus Stevens College reserves the right to change the tuition and other costs/fees as required. Contact the Workforce and Economic Development Center for the latest figures.

Students are responsible to pay full tuition, prior to the first day of class, or signed agreement tuition is being funded through a sponsor.

Short-Term Training Rates	
Facilities Maintenance Technology	\$6,300
IT Support Specialist	\$6,300
Commercial Industrial Plumbing	\$6,300
Commercial Industrial HVAC	\$6,300
Commercial Industrial Electro-Mechanical	\$6,300
Metals Fabrication and Welding	\$6,300

Production Welding	\$2,300
--------------------	---------

Tuition Payment Plan: Students may make up to three installments of tuition as long as the full tuition is received prior to the first day of class. Students will work with the WEDC office to arrange a payment plan.

XIII. CODE OF CONDUCT

In keeping with the principles of our founder, Thaddeus Stevens, the College is committed to a Code of Conduct that provides individuals with educational opportunities and promotes common respect for all people. The Code expressly expects all members of the Stevens community to conduct themselves in a manner which promotes the integrity and legacy of Thaddeus Stevens, and to refrain from behaviors, actions and language meant to demean, harass, or otherwise cause harm to another person. The College seeks to create an inclusive environment consisting of sensitivity, understanding, and an appreciation for the value diversity brings to Stevens. In this vein, the Stevens community should understand that racial and other slurs, even within the affected group, are not acceptable and will not be tolerated.

In order to ensure a safe educational environment, Stevens adheres also to a strict Code of Conduct with respect to behavior, attendance, and dress, as well as to drug and alcohol use. The College believes that properly preparing its students for workforce safety requires that high standards be maintained in all areas of the campuses, inclusive of the classroom, student organizations and athletic programs.

In keeping with this belief, students are expected to use appropriate language and to dress suitably while in class, while in the dining hall, and while representing the College in other settings on and off campus. Additionally, it is expected that College property will be treated with proper respect.

Students are held responsible for knowing College Rules and Regulations and are further held accountable for conduct violations. This Code is in effect for all members of the Stevens community. A Due Process procedure is in place for students who believe that disciplinary action taken against them is not consistent with established rules and regulations.

Students are accountable for violations of local, state, and federal laws which may result in legal and/or punitive action by authorities outside of the Stevens campuses.

The College expects that students will behave with courtesy and respect toward all campus personnel, fellow students, and visitors, so as to value each member, guest, and prospective member of the Stevens community. The College also expects all clubs, sports teams, and organizations to adhere to the Code of Conduct. Sanctions can be imposed for any violations of

the Code of Conduct.

VIOLATIONS OF THE CODE OF CONDUCT

Below is a list of some of the violations broken down into minor and major violations. This is not an exhaustive list of violations to the College's Code of Conduct.

MINOR VIOLATIONS (In some instances, more serious situations may fall under the category of major violations.)

- Creating, participating in, or being present during a disturbance (e.g., noise pollution).
- Parking violations (could become a major violation if chronic).
- Failure to satisfy contractual obligations
- Smoking in unauthorized areas.
- Littering on campus.
- Violating any of the visitation policies with individuals over 18 years of age.
- Possessing or burning of incense.
- Possessing any forms of ammunition (e.g., BB's, pellets, or pistol/rifle rounds).
- Gambling of any kind.
- Possessing a toy or replica weapon.
- Violating any published rules, policies, or procedures will subject you to disciplinary action.

MAJOR VIOLATIONS

- Forging, altering, taking possession of duplicates, or using documents, records, keys, or identification without consent or authorization of appropriate College officials; includes falsifying or misrepresenting information to a College official.
- Destroying, damaging, or misusing Commonwealth property or property belonging to other individuals.
- Tampering with safety equipment, including security cameras.
- Stealing Commonwealth or private property and/or services.
- Possessing, using, or selling alcoholic beverages. On-campus alcohol possession and/or use by students, regardless of age, is in direct violation of the College's Code of Conduct (additional information follows).
- Entering and/or using a campus facility without authorization.
- Violation of civil or criminal law with respect to on-campus violations.
- Assaulting and/or physically confronting a second party.
- Violating campus safety and motor vehicle policies and/or rules.
- Harassment, stalking, ridicule, and other forms of written, verbal, or physical intimidation are prohibited. Disciplinary action will be taken by the College when the conduct is (i) severe or pervasive such that it substantially disrupts or interferes with a student's educational experience, (ii) a true threat of harm, (iii) non-expressive, physically

harassing conduct, or (iv) otherwise violates applicable law. This includes in-person conduct as well as conduct through use of social media/internet.

- Sexual Assault (additional information follows)
- Sexual Harassment (additional information follows)
- Domestic Violence (additional information follows)
- Dating Violence (additional information follows)
- Stalking (additional information follows)
- Unauthorized possession of firearms, other weapons, explosives, and/or chemicals which includes but is not limited to: guns (inclusive of paintball guns), bow and arrows, nunchakus, brass knuckles, slingshots, machetes, fireworks, and knives (excluding pocket knives such as folding knives with more than one blade or folding knives with blades no longer than three inches). Students may carry Mace or any of the various pepper sprays as allowed by the laws of the Commonwealth. Students who discharge Mace or pepper spray for any reason other than self-defense will be guilty of the unauthorized use of the same (additional information follows).
- Possession, use, or sale of illegal drugs and/or narcotics by students, regardless of age, is in direct violation of the College's Drug-Free Campus Policy. Additionally, persons found with any manner of drug paraphernalia which includes, but is not limited to, baggies, pipes, marijuana seeds and scales, may be subject to the same procedure described herein as those found using or possessing (additional information follows).
- Disrespect and disorderly behavior which disrupts or obstructs classes, teaching, labs, seminars, administration, student conduct proceedings, and other College activities, including the College's functions on- or off-campus.
- Failure to identify or falsely identifying oneself (including not providing an ID upon request) when requested by a member of the College community acting in the performance of his/her duty and authority.
- Violation of any published rules, policies, or procedures.
- Failure to comply with the request of or to show respect to the staff, security, or any member of the College community acting in the performance of his/her duties and authority.
- Participation in activity which recklessly or intentionally endangers the safety of oneself or others.

VAPING/TOBACCO POLICY

Vaping/tobacco use is prohibited in and on all College property, including College vehicles, with the exceptions listed below:

Gazebos at the following locations:

- Orange Street entrance
- Between Herrington & Armstrong Hall
- Between Leonard & Woolworth Buildings
- Between Kreider & Leonard Buildings

Designated smoking areas at the following locations:

- Hartzell Parking Lot
- Bulldog Drive
- Greenfield Parking Lot
- Greiner Campus

Tobacco is defined as any type of tobacco product including, but not limited to, chewing tobacco, snuff, cigarettes, cigars, cigarillos, pipes and bidis. Electronic cigarettes (e-cigarettes) are also restricted to the designated areas.

The progressive disciplinary sanctions for tobacco use outside of the designated areas typically will include the following, on the understanding that the College reserves the right to impose any sanctions as outlined in the Student Handbook as deemed necessary on a case-by-case basis:

- Verbal warning
- Written warning and probationary period
- Loss of privilege
- Suspension from residence halls and/or College

MULTI-STEMMED SMOKING DEVICES

A hookah, which is a multi-stemmed instrument for smoking flavored tobacco, is not permitted within the residence halls or on the Stevens campuses. A hookah can also be known as a waterpipe, narghile, shisha, or qalyan. If you are found to be in possession of a hookah or a similar multi-stemmed smoking device, you will be asked to remove it from the residence hall and from the Stevens campus. Not complying with this request is a major violation of the College's Code of Conduct.

NON-ALCOHOLIC BEER OR ASSOCIATED BEVERAGES

Non-alcoholic beer and other associated beverages are not permitted on campus or in the residence halls. If you are found to be in possession of these beverages, you will be asked to dispose of or remove them from the campus. Not complying with this request is a major violation of the College's Code of Conduct.

BEER BOTTLES, LIQUOR BOTTLES, OR SIMILAR CONTAINERS

Stevens is a dry campus and strives to promote an alcohol-free learning environment. The College also receives grant money exclusively for the use of promoting drug and alcohol-related educational seminars and workshops. With that in mind, it is in the best interests of the student and the College that empty beer bottles, liquor bottles or associated containers are not permitted in rooms as decorative items. Any student found to be in possession of these items, will be asked to dispose of them or remove them from the campus. If a student chooses not to comply with this request, he/she will be subject to appropriate disciplinary action ranging from probation to temporary suspension from the residence halls.

DISCIPLINARY SANCTIONS

The Workforce and Economic Development Center, with substantial input from members of the Stevens community and with the approval of the President, will determine the charges that will lead to exclusion from the College. Exclusion might take the form of suspension or expulsion. Typically, the charges resulting in exclusion from the College are defined as major violations indicated under Violations of the Code of Conduct.

Suspension: Defined as exclusion from College for one to five consecutive College Days. Suspensions are given by the Director of Workforce and Economic Development. In cases of one to five days of suspension, no student shall be suspended until he/she has been informed of the reasons and given an opportunity to respond to the College official initiating the suspension. Prior notice of the intended suspension need not be given when it is determined by College personnel that the health, safety or welfare of the College community is threatened. The President of the College shall be notified in writing when the student is suspended. In that case, the student is informed in writing of his/her suspension from the residence halls or College for a specific period of time. The student's parents, guardians, or sponsors may be informed in writing of this action only upon consultation with the student.

College Suspension: During the time a student is suspended from the College, he/she is not permitted on any of the Stevens campuses and may not participate in any College-sanctioned extracurricular activities regardless of where they take place (e.g., an away sporting event, student organization activity).

Interim Suspension: The Director of Workforce and Economic Development may impose an interim suspension and/or loss of privileges upon any student whose presence on campus constitutes a threat to the safety, welfare, or well-being to himself/herself or to others in the Stevens community. In such cases, a disciplinary hearing shall be scheduled within five (5) College Days if the suspension exceeds ten (10) College Days.

Expulsion: Defined as exclusion from College for a period exceeding five College Days, and might be permanent expulsion from the College. During the period prior to the disciplinary hearing and the decision of the President in an expulsion case, the student shall be placed in his/her normal class, except as set forth below.

If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from the College for more than ten (10) days.

Warning: means a student is informed in writing of his/her violation of the Code of Conduct. Further misconduct will result in additional disciplinary action.

Additional sanctions: These sanctions can be combined with suspension, expulsion, or one of the other additional sanctions listed below:

Reprimand is when a student is informed in writing of his/her violation of the Code of Conduct. It is understood that further misconduct will result in additional disciplinary action.

Loss of Privilege is when a student is not permitted to access a building, facility, residence halls, or participate in a College-sponsored event or activity.

A student might lose one or several privileges for a period of time determined by the Director of Workforce and Economic Development, or the President of the College.

Loss of Grant potentially happens when a student violates the Code of Conduct.

Probation is when the student is informed in writing that he/she must show a change in behavior over a period of time. If the student engages in other violations of the College's Code of Conduct during the probationary status period, further disciplinary action will be taken ranging from loss of services to suspension to recommendation for expulsion. The period of time shall not be fewer than fifteen (15) days and might last up to the duration of the training program.

Restitution is payment for the loss, damage, or other associated cost to the student(s)' behavior, which can include, but is not limited to, medical bills, fines, service fees, or cleanup cost.

Fines are monetary charges imposed upon individuals.

A cease-and-desist order can be imposed for an interim period pending hearing by the Vice President of Academic Affairs or his/her designee as a measure to de-escalate a potentially volatile situation between a student and any other party. Imposing a cease-and-desist order carries with it the expectation that formal charges have been or will be filed, or are deemed in the best interest of the student(s) or College. Continuation of a cease-and-desist order may be included as part of a judicial/student conduct sanction.

Second offense of the College's Code of Conduct following a suspension may result in a recommendation for expulsion.

DRUG-FREE CAMPUS POLICY

Policy Purpose: Thaddeus Stevens College of Technology (the "College") values its students, its reputation and is concerned with accident prevention and loss control. It recognizes that student substance abuse negatively impacts student health and jeopardizes the College's resources. Additionally, substance abuse undermines the College's ability to operate effectively and efficiently. As part of its commitment to protect the safety, health, and well-being of its students, to protect the College's assets, and to deter the illegal use of drugs, including the misuse of alcohol, controlled substances, inhalants, and/or other substances used as alternatives to illicit drugs, the College has established a Drug-Free Campus Policy (the "Policy").

Scope and Applicability: Compliance with this Policy is a continuous condition of enrollment, and it shall apply to all full-time and part-time students of the College ("students").

Contract Disclaimer: This Policy does not create an express or implied enrollment agreement or alter any existing agreements.

The College's Policy is applicable to students in the following instances:

- while on College premises;
- during all school hours regardless of location;
- during lunch and other breaks;
- while operating tools or machinery on any of the campuses or at a College-sponsored event;
- while operating a motor vehicle on College property;
- while attending College-sponsored events; or
- while conducting business on behalf of, or representing, the College.

Policy Modification: This Policy supersedes any other College policy or practice on the subject of student drug, controlled substance, inhalant, other substance used as alternatives to illicit drugs, and/or alcohol use, abuse, and testing. At any time, the College, with or without notice, may amend, supplement, modify or change any part of this Policy. This Policy shall automatically incorporate any changes to satisfy federal or state laws without notice to students. Any failure to implement the Policy or any part thereof, any variation, addition, or omission to the procedures set forth in the Policy shall not confer any contractual or other rights or claims in favor of the student not otherwise conferred by law.

Designated Information Representative (DIR). An individual at the College will be identified as the DIR. This person will maintain confidential records of student test results and record a student's passing of a drug test as "completed Drug Testing" in the applicant's profile. Questions regarding this Policy can be emailed to the DIR, who will forward the emails to Admissions, Counseling, or Student Services Office as appropriate.

This Policy is effective as of August 1, 2014.

STUDENT RESPONSIBILITIES AND DUTIES

This Section outlines the duties of students. Failure to comply with these duties constitutes a Policy violation.

- Report to campus, class or activities at all times in a fit-for-duty capacity, which includes being free of the influence of drugs (including medical marijuana), alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs and which pose a direct threat to campus safety.
- Review and understand the Policy, the negative effects of the use and/or misuse of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs, the College's Policy on testing, and voluntarily seek help with such problems prior to problems arising at school.
- A student who is convicted of a drug law violation must notify the College's DIR no later

than five (5) calendar days after conviction or plea of *nolo contendere*.

- Whenever a student is legally prescribed drugs or directed to take over-the-counter medication, the student shall ask his/her prescribing physician whether the medication, if taken as directed, is likely to pose a direct threat to campus safety and if so, indicate this on his/her College physical. Students in safety-sensitive programs are prohibited from being on campus under the influence of medical marijuana.
- A student shall notify the DIR of prescription or over-the-counter medication use that might pose a direct threat to campus safety or significantly impair the student's fitness-for-duty prior to enrollment or participation in campus- or program-related activities. When required to notify, a student is not required or asked to report his/her medical condition or the drugs used. The student should merely report that he/she is using medication that might pose a direct threat to campus safety. The student shall provide a copy of the physician's statement regarding the student's ability to perform the essential functions of his/her program of study and function safely on the College campus prior to participating in campus- or program-related activities.
- If a student is legally using a prescription or over-the-counter drug that poses a direct threat to campus safety, then the College shall determine whether the student may continue to remain on campus or attend class during the course of treatment. The College might seek a second opinion from a medical professional of its choice and might require the student to undergo an examination by the College's chosen medical professional. The College might rely on the second opinion rather than that of the student's prescribing physician.
- Students shall -participate in and support College-sponsored drug, alcohol, controlled substance, inhalant, or other substances used as alternatives to illicit drug education programs if instituted.
- Students shall cooperate in any investigation and support the College's efforts to eliminate drug, alcohol, controlled substance, inhalant, other substances used as alternatives to illicit drug abuse among students where it exists.
- All student medications must be kept in their original containers while on campus. Students are prohibited from using or possessing medical marijuana on campus.

STUDENT PROHIBITED CONDUCT

Illegal Drugs: It is a violation of College Policy for a student to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence or test positive for controlled substances in contravention of federal or state law (or to attempt any of the foregoing acts).

Controlled substance is defined in this policy as a drug which has been declared by federal or state law to be illegal for sale or use but may be dispensed under a physician's prescription.

Prescription Drugs: Prescription medication usage while the student is subject to the terms of this policy is not prohibited when taken in standard dosage and/or under a physician's written prescription, provided the prescribed drug would not pose a threat to campus safety or render the student unfit for duty. Abuse of prescription drugs is strictly prohibited, including, but not

limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended or using a prescribed medicine which was prescribed to another individual. Students are prohibited from using or possessing medical marijuana on campus.

Over-the-Counter Drugs: Over-the-counter medication usage is not prohibited when taken in the standard dosage, provided it is taken as directed and does not render a student unfit to perform essential functions of program of study or otherwise negatively impact campus safety. The College prohibits students from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e., misuse of over-the-counter drugs) while subject to the terms of this policy.

Alcohol: The College prohibits students from illegally using, possessing, selling, buying, distributing or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including, but not limited to, driving under the influence and underage drinking violations, while subject to the terms of this policy.

For purposes of this Policy, the term "alcohol" includes any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, and includes any medication or food containing alcohol. Furthermore, the College prohibits its students from the following alcohol-related conduct while subject to the terms of this policy:

- Possessing opened containers of alcohol;
- Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
- Operating a motor vehicle on campus property while under the influence of alcohol;
- Using or consuming alcohol within four (4) hours before arriving on campus
- Participating in any campus-related activities or program-related coursework, or operating any tools or machinery on College property while under the influence of alcohol; and
- Consuming alcohol within eight (8) hours following an accident and/or before a post-accident test, as specified in the Policy.

Inhalants and Legal Substances: Students are prohibited from arriving on campus property or participating in campus-related activities or program-related coursework and operating tools or machinery while under the influence of, or using while at school, any inhalant. An "inhalant" is defined as any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

The College also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction,

and/or dulling of the senses. Students are prohibited from arriving on campus property or participating in campus-related activities or program-related coursework and operating tools or machinery while under the influence of, or using while at the College, any such legal substance for these purposes.

The College shall use the concept of “reasonable suspicion” to determine a Policy violation involving a student’s use of inhalants or other substances used as alternatives to illicit substances. Reasonable suspicion may be based on, but is not limited to, any of the following circumstances:

Observable behavior, such as direct observation of such use, possession or distribution of inhalants or other substances used as alternatives to illicit drugs:

- Physical symptoms of being under the influence of inhalants or other such items such as, but not limited to, bad breath, substance odor on breath or clothes, runny nose, watery eyes, drowsiness or unconsciousness, poor muscle activity, mood swings, irritability, anger, agitation, uncontrolled laughter, nausea, loss of appetite, vomiting, hallucinations, convulsions, facial rashes and blisters, constant sniffing and coughing, slurred speech, depressed reflexes, rapid movement of the eyeballs, and dilated pupils. Observation may include indications of the chronic and withdrawal effects of the use of inhalants or other legal substances;
- A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in College-related activities which appears to be related to the use of inhalants or other legal substances;
- The identification of a student as the focus of a criminal investigation into the illegal use of inhalants or other legal substances;
- The admission by the student that he/she is involved in the illegal use of inhalants or other legal substances;
- Repeated violations of the College’s safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to inhalant or other legal substance misuse that may violate the College’s Policy; or
- A report of inhalant or other legal substance misuse provided by reliable and credible sources and which has been independently corroborated.
- Possession of drug paraphernalia. Students are prohibited from bringing paraphernalia related to the illegal use of drugs on to College property at any time.

STUDENT DRUG AND ALCOHOL TESTING

Random Drug Testing: Students enrolled in safety-sensitive programs will participate in random drug testing. Students will be selected randomly for a drug test using computer-generated random numbers to identify students for testing. Students selected for random drug testing must comply and agree to be tested within twelve (12) hours or test results will be recorded as positive and treated according to the Policy.

Reasonable Suspicion: The College shall require a student to submit to drug and/or alcohol testing on the grounds of reasonable suspicion when, in the sole judgment of the College and based on information known at the time the decision to test is made, the student is unfit for duty or there is a reasonable suspicion to believe that a student is using drugs or alcohol in violation of the College's Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, objective facts and reasonable inferences. Such facts and inferences may be based on, but are not limited to, any of the following:

- Observable behavior, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indications of the chronic and withdrawal effects of the illegal use of drugs;
- A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in College-related activities which appears to be related to substance abuse or misuse;
- The identification of a student as the focus of a criminal investigation into unauthorized drug possession, use or trafficking;
- The admission by the Student that he/she is involved in the illegal use of drugs or misuse of alcohol;
- Repeated violations of the College's code of conduct, safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse or misuse that may violate the College's Policy;
- A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
 - Evidence that an individual has tampered with a drug or alcohol test; or
 - A student's failure to report an accident

Post-Accident: The College may require a student involved in a campus-related accident or incident to submit to drug and/or alcohol testing following the accident. The College may also test any individual whose performance created a "near miss or unsafe condition" or was a contributing factor to a campus-related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s) following an accident or to prohibit a student from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance.

In order to ensure the appropriate application of this policy, students are required to report the occurrence of accidents to an instructor, nurse, residence hall director or other assigned staff within 24 hours of the occurrence and thereafter submit to a post-accident test as directed. The failure to report an accident promptly and to submit to a post-accident test will constitute a refusal to test, subjecting the student to discipline up to and including expulsion. It will also constitute reasonable suspicion to test the student once the College receives notice of said accident.

For purposes of this Policy, a campus-related accident is defined as an unplanned, unexpected or unintended event that occurs on or involves College property, or occurs while representing the College off campus and results in any of the following:

- a serious violation of a safety rule or the program standards;
- a fatality of anyone involved in the accident;
- a serious bodily injury requiring medical treatment;
- other serious property, vehicular or equipment damage occurs.

Return-to-School: The College shall require a student who has violated this Policy and desires re-admission to test negative on a return-to-school drug test before returning to school. Additionally, the College may require a return-to-school alcohol test if the prohibited conduct involves alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph in no way obligates the College to make an offer to re-admit a student.

Follow-up: Following a determination that a student is in need of assistance in resolving problems associated with alcohol misuse and/or the illegal use of drugs, the student may be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The number and frequency of such follow-up testing shall be as directed by the treatment professional. The student may be required to undergo follow-up testing for both alcohol and drugs, if the treatment professional determines that follow-up testing for both are necessary for that particular student. Follow-up testing shall remain in place throughout the student's enrollment at the College from the date of the student's return-to-school. Inclusion of this paragraph in no way obligates the College to reinstate the student or conduct follow-up testing.

Testing Procedures for Drugs: Testing for illegal use of drugs normally will be conducted through a 9-panel test plus urine specimens collected at a designated collection site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services-certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana (including medical marijuana), amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines and propoxyphene.

Testing Procedures for Alcohol: The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content (BAC) is less than 0.02, the test is considered negative. If the screening test results show an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test shall be performed by using a breath specimen obtained through an Evidentiary Breath Testing (EBT) device approved for use in the United States Department of Transportation's Drug and Alcohol Misuse Prevention Program. If the confirmation test reads 0.02 or greater, the test shall be considered positive and the student will be subject to disciplinary action as specified in this Policy.

Screen and Confirmation Testing: All urine samples will undergo an initial test. If the specimen tests above the screening cut-off levels set by the U.S. Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs, then the test shall be considered positive. The sample shall then undergo a confirmation test. Test results indicating the illegal use of drugs at levels below the confirmation cut-off limits shall be considered negative and those above the confirmation cut-off levels shall be considered positive.

Review of Test Results by Medical Review Officer. All positive drug test results will be reviewed and interpreted by a Medical Review Officer (MRO) before the test results are reported to the College. A MRO is a person who is a licensed physician and is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

The MRO review of a positive test result may include a medical review of the tested student's medical history, or review of any other relevant biomedical factors. If the MRO determines that a legitimate medical explanation exists for the test results, then the MRO will report to the College that the test result is negative.

If, after making all reasonable efforts and documenting them, the MRO is unable to reach a tested student directly, the MRO shall contact the Designated Information Representative (DIR), who will direct the tested student to contact the MRO as soon as possible. The College will use email and or phone to contact the student. In such circumstances, the College will, to the maximum extent possible, ensure that the requirement on a tested student to contact the MRO is held in confidence. If the tested student does not contact the MRO within three (3) days after being instructed to do so, the MRO will report the test as being positive.

Validity Testing: Additionally, validity testing of a student's urine specimen may also occur. Validity tests are the evaluation of the specimen to determine if it is consistent with normal human urine and include tests for creatinine concentration, specific gravity, pH, and substances that may be used to adulterate a specimen.

Direct Observation/Monitoring: The College reserves the right to have its collection site agent conduct a direct observation or monitoring of the urine specimen collection if the collection site personnel indicates an attempt to tamper, if the specimen's temperature is out of range, if the specimen appears to have been tampered with, if the laboratory reports an invalid test and if the MRO states no medical reason, the result is positive, adulterated or substituted, canceled, and for return-to-duty or follow-up testing.

Dilute Specimens: If the MRO informs the College that a drug test was positive dilute, the College will treat the test as a verified positive test. The College shall not direct the student to take another test based on the fact that it was dilute. For negative-dilute test results, the College shall require a student to take another test immediately, but it shall not be collected under direct observation unless there is another basis for use of direct observation. If the College directs another test, then the result of the second test, not the original test, becomes the controlling test result.

Re-collections: When the College directs the student to take another test, the student shall be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test, not the original test, is the test of record. Any student required to take another test, which is also negative and dilute, will not be permitted to take a third test. Provided, however, that if the MRO directs the College to conduct a re-collection under direct observation, the College must immediately do so. If the College directs the student to take a second test and the student refuses, the test will be treated as a positive result.

Verification Testing: For urine drug testing, one portion of the specimen will be preserved for a very limited period of time after the student is told the test results. If the portion originally analyzed (the primary sample) is positive, the student shall have the right to specify a laboratory certified by the U.S. Department of Health and Human Services to which the preserved portion will be sent for independent analysis. The verification test cost is the responsibility of the student. The verification test result shall determine the outcome.

Refusal to Test and Test Tampering. Any student who refuses to submit to testing, tampers with, manipulates, adulterates or attempts to tamper with the testing will be treated as having a verified positive test result and as violating this Policy. A refusal to submit to testing shall include, but not be limited to, the following:

- Fails to report a campus-related accident as outlined in Section above;
- Fails to appear for any test within a reasonable time, to be determined by the College, after being directed to do so by the College;
- Fails to remain at the collection site until the testing process is complete;
- Fails to provide urine specimen when required for a drug test or a saliva or breath specimen for an alcohol test;
- In the case of directly observed or monitored collection in a drug test, fails to permit directly observed or monitored collection;
- Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test as directed;
- Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
- Fails to cooperate with any part of the testing process; or
- Is reported by the MRO as having a verified adulterated or substituted test result.

DISCIPLINE FOR POLICY VIOLATIONS

Any student who is reasonably believed to have violated this Policy shall be subject to expulsion.

The College encourages its students who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems on campus. A

student's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Students may not avoid imposition of discipline by requesting such treatment or a leave of absence after being selected for testing or by violating the College's Policy.

To determine the appropriate sanctions for violation of the policy, the following facts associated with a violation will be considered:

- The location of the violation. If the environment where the violation occurred or, as revealed during the investigation, violation occurred in a safety-sensitive area (including but not limited to a program lab/shop, class-related job site, internship placement-related location, and/or at a College event) the student will be recommended for expulsion.
- The amount of drugs/paraphernalia found. If the amount of marijuana found is greater than a gram, two joints, or a bundle greater than the size of a quarter (US currency), the student will be recommended for expulsion. If the student is found with paraphernalia including, but not limited to, a needle or needles, the student will be recommended for expulsion. A bong or roach clip alone with no other paraphernalia or violations of the Policy and/or College's Code of Conduct would not cause the student to be recommended for expulsion.
- Other violations of the Policy and/or the Code of Conduct. Any violations of the College's Code of Conduct in addition to a violation of this Policy would result in the student being recommended for expulsion.

Examples of violation of the Policy and corresponding sanctions:

- Student found smoking marijuana in a car parked on campus with the car turned off and no other drugs, drug paraphernalia, or persons in the car. Pennsylvania State Police are called, and no charges filed on the student.
 - Sanction: Student would be determined to have a "minor" violation of the Policy and would be suspended from the residence hall for five days, pay for a drug test, attend counseling, and produce a clean drug test within 45 days of the violation of the Policy.
- Student appears to be high in Cabinet shop. He/she is taken for a drug test immediately and fails the drug test for marijuana.
 - Sanction: Student would be determined to have a 'major' violation of the Policy and would be recommended for expulsion from the College.
- Staff report that a student was in a fight in the residence hall and appeared to be in an altered state during the fight. During the investigation, staff enters the student's residence hall room and finds rolling paper and a scale.
 - Sanction: Student would be determined to have a 'major' violation of the Policy and would be recommended for expulsion from the College.

- Student is found to be intoxicated in a residence hall. On his/her desk are three unopened cans of Budweiser.
 - Sanction: Student would be determined to have a 'minor' violation of the Policy and would be suspended from the residence halls for three days to attend counseling.

Referral to Law Enforcement. In addition to imposing discipline, the College might refer information about criminal activities and transfer any suspected illegal drugs or illegal drug paraphernalia to appropriate law enforcement.

Other Discipline Not Precluded. Nothing in this Policy prohibits a student from being disciplined or discharged for other violations and/or performance problems.

Automatic Suspension. In the event that a student is ordered to submit to a post-accident, random, or reasonable suspicion test, he/she may be suspended until the MRO-verified test result is received. If the verified result is positive, then the student is subject to discipline as described herein.

SEARCHES

College Property Searches. The College may provide housing, lockers, storage areas, equipment, briefcases, computers, desks or workstations for use by students in order to perform the essential skills of their programs of study. All such areas and items, along with the data or materials generated using College property, remain College property. The College reserves the right to search any College property, at any time, with or without notice or cause. No student shall maintain any expectation of privacy on College-owned property. The College also reserves the right to use other investigative methods when reasonable suspicion exists to indicate Drug-Free campus Policy violations. Refusal to cooperate in the conducting of a search of College property shall be considered a Policy violation.

Personal Property Searches. The College reserves the right to conduct a search of a student's personal property if a violation of this Policy is suspected. A search may include all personal property located in or brought onto College property such as wallets, purses, bags, briefcases, toolboxes, food and beverage containers, or vehicles. Entry onto College property and continued enrollment constitute consent to search. The search shall be conducted in the presence of two College-trained representatives and the student. Refusal to cooperate in the conducting of a search of personal property shall be considered a Policy violation.

CONFIDENTIALITY

Test Results. The College shall take reasonable efforts to ensure that all aspects of the testing process are as private and confidential as reasonably practicable. Actual test results will be provided to: a) the MRO and his/her staff; b) the DIR; c) the student tested (upon request); d) any person(s) permitted or required by law or regulation to receive such information; e) any individual(s) with a student's written authorization; f) to law enforcement; g) the decision-maker(s) in a legal action initiated by or on behalf of the student or placed at issue by the student in any legal, administrative or other proceeding; or h) any governmental

agency/agencies as required by federal or state law.

Nonspecific statistical information may be provided upon request to a corporation which requires its vendors or subcontractors to maintain drug and alcohol testing programs in accordance with a contract, or to a governmental agency in accordance with the law.

Separate Files. Testing results will be maintained in a locking file cabinet, or a secured file room separate and apart from student educational files.

Costs for Testing. Students in the application process who are enrolling for the first time, or students who are requesting re-admission, are responsible for the costs related to drug testing, as this is considered part of the medical clearance and application process for students enrolling in safety-sensitive programs of study.

Students requested to participate in drug testing as a result of an accident, random testing, or reasonable suspicion are required to pay for the drug testing, unless the testing results are negative, in which case the College will incur the costs.

Students who test positive and require ongoing testing during their enrollment will incur the costs of all testing.

OFF-CAMPUS CONDUCT POLICY

It is important that all students recognize their responsibilities within the framework of state and local law. Although the College cannot be held liable for the conduct of its students off campus, it adheres to a strong moral and social responsibility to take appropriate action if unlawful off-campus conduct jeopardizes the good name and reputation of the College.

Students are expected to adhere to the College's Code of Conduct, regardless of whether the student is on or off campus. As a result, the College reserves the right to sanction a student up to and including dismissal from the residence halls, and/or College, if it has been determined that major violations of the College's Code of Conduct or unlawful activities have taken place off campus. Any behavior which may in turn jeopardize the educational atmosphere of the College, the security of the College, or the health and welfare of the students and/or its employees will not be tolerated.

WEAPONS POLICY

It is the position of the College that weapons or items that have been altered to be used as such (e.g., broken hockey sticks, baseball bats—broken or otherwise altered, metal poles) are in direct opposition to a safe learning environment. Therefore, any student found with such items will be subject to suspension or expulsion from the College. Other items qualifying as weapons include, but are not limited to, guns of any sort, bow and arrows, nunchakus, brass knuckles, blackjacks, machetes, slingshots and knives (excluding pocket knives such as folding knives with more than one blade or folding knives with blades no longer than three inches). These items, if discovered, will be confiscated by Stevens personnel and turned over to legal authorities where appropriate. Students may carry Mace or any of the various pepper sprays as allowed by the laws of the

Commonwealth, but anyone who discharges Mace or pepper spray for any reason other than self-defense will be guilty of the unauthorized use of the same and thereby subject to suspension or expulsion from Stevens.

First Offense: Suspension up to five days and a recommendation for expulsion from the College.

DUE PROCESS

Students will be afforded all appropriate elements of due process if they are to be expelled from the College. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

This hearing will be held before an internal discipline committee composed of WEDC Staff and the Program Instructor, with the Vice President for Academic Affairs or his/her designee presiding and with subsequent recommendation to the President.

The following due process requirements are to be observed with regard to the formal hearing:

- Notification of the charges shall be sent to the student.
- Sufficient notice of the time and place of the hearing must be given.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student has the right to have counsel.
- The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions. In most cases witnesses are questioned in person.
- The student has the right to present his/her case and present witnesses on his/her behalf.
- A record must be kept of the hearing, either by video or by digital recorder. The student is entitled, at his/her own expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed.
- The process of appeal is such that if a student disagrees with the punishment meted out by a given College official or body, that student has the right to appeal to the next highest authority. If the student finds punitive action meted out by the Director of Residence Life to be unacceptable, he/she can appeal to the Vice President of Student Services. If the student is not satisfied with the outcome of the ruling, he/she can appeal. The appeal may be heard by the President or his/her designee. The President is the final appeal opportunity for the student.

At any point in the due process, the student retains the right to waive his/her procedural protections.

APPEALS PROCESS

A student may appeal a decision for the following reasons:

- To determine whether the sanction(s) imposed were appropriate for the violation of policy for which the student was found responsible;
- To determine the presence of any procedural error which substantially affected the outcome of the case; and
- To determine if newly discovered information not available at the time of the investigative process could have affected the outcome of the case.

Process for Appealing: A student wishing to appeal should submit his/her written appeal stating the reasons for the request to the Vice President of Student Services within two (2) days of receipt of the original decision. Appeals are due by 4:30pm on the second day following the original decision. Sanctions may be in effect while a case is under appeal. Appeals are heard by the President or his/her designee. The decision of the President is final.

STUDENT RIGHTS AND RESPONSIBILITIES

The responsibilities of the student include regular attendance, conscientious effort in college work, and conformity to College rules and regulations. Most of all, students share with the administration, faculty, and staff a responsibility to develop a climate within the College which is conducive to wholesome, safe learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express ideas and opinions in a respectful manner so as not to offend or slander others. Other responsibilities are:

- Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them;
- Be willing to volunteer information in disciplinary cases and cooperate with College staff should one have knowledge of importance in relation to such cases;
- Understand that until a rule is waived, altered, or repealed, it is in full effect;
- Assist College staff in operating a safe environment for all students;
- Be aware of and comply with the federal, state and local laws;
- Protect and care for the College's property; and
- Attend classes daily, except when excused.

The student's rights are:

- The right to see all academic records, including grades, and to retain tests, papers, and work he/she has completed for a specific course;
- The right to privacy;

- The right to live in an atmosphere conducive to studying and learning;
- The right to a hearing, formal or informal, prior to loss of College services;
- The right to file a grievance or appeal; and
- The right to an education free of ridicule or harassment by any member of the Stevens community.

Stevens is committed to the principles of free speech and free expression; yet, just as the American people often must subordinate free speech and free expression to the common good, whether voluntarily or legally, the members of the College community have such a responsibility.

COMMITTEES THAT HEAR CASES

Students who have violated any of the rules and regulations of the Commonwealth, Lancaster City, or College are sanctioned by the College according to the nature of the offense committed. All offenses are considered on an individual basis. Disciplinary sanctions range from a warning to suspension for minor offenses, and from restitution, suspension and/or expulsion in cases of serious misconduct.

There are multiple bodies that could hear discipline cases:

- The Workforce Development Manager handles disciplinary procedures for violations of the rules and regulations of the College, or any discipline situations referred by any staff member or student. Either or both may issue appropriate punitive action in accordance with the College's Code of Conduct. This action can include warnings, financial restitution, suspensions, and recommendation for expulsion.
- The Discipline Committee is a body composed of the Workforce Development Manager, Director of Workforce and Economic Development, and Program Instructor. It is organized by the Vice President for Academic Affairs to consider appeals by students who have been involved in major violations of the College's Code of Conduct and are facing expulsion or suspension greater than five College Days.
- Students might be assigned to the restorative justice board if the case does not include police involvement.

The President of the College will receive recommendations from the Discipline Committee. The President may accept the recommendation of the Discipline Committee, reject the recommendation or issue different penalties. The President will act as the final administrative officer to whom all discipline cases involving student expulsion and/or suspension must be brought.

GRIEVANCE PROCEDURE

Students are encouraged to discuss their grievances informally with the person involved prior to initiating a formal grievance procedure.

If the situation cannot be remedied by an informal discussion among the persons involved, then the student is encouraged to discuss the grievance with either the Vice President of Student Services or the Director for Residence Life, or to submit a grievance electronically on the College's website.

If the student is not satisfied with the procedures and/or the results obtained from the meeting with the administrator (appropriate director, Dean, or Vice President), he/she may file a formal grievance in writing to the President for the College.

Students may also make a formal complaint to the state by visiting the Pennsylvania Department of Education at education.pa.gov/

COMPUTER RESOURCES ACCEPTABLE USE POLICY

The following policy contains the governing philosophy for regulating the use of the College's computing/information network facilities and resources. Access to the College's computing/information network facilities and resources is a privilege granted solely to Stevens faculty, staff, registered students, and those with special accounts. All users of the computing/information network's facilities must act responsibly and maintain the integrity of these resources. The College reserves the rights to limit, restrict, or extend computing/information network privileges and access to its resources.

Those who do not abide by the policies listed below are subject to suspension of computer privileges and possible referral to the appropriate judicial process.

The WEDC should be notified about potential violations of laws and policies governing information use, intellectual property rights, or copyrights. Computer and Network Services should be notified about potential loopholes in the security of its computer systems and information networks as well as in the investigation of misuse or abuse. Should the security of a computer system information network be threatened, suspected user files may be examined.

Policies: An individual shall use only the network ID that was assigned to him/her, unless multiple accesses have been authorized for the ID.

Users may use only the password(s) provided to them and shall not try in any way to obtain a password for another user's network ID.

Attempting to disguise the identity of the account or machine one is using is prohibited.

Use of the College's network resources to gain or attempt to gain unauthorized access to remote computers is prohibited.

Any deliberate act which may seriously impact the operation of computers, terminals, peripherals, or networks is prohibited. Such acts include, but are not limited to, the following: tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a

computer.

No person shall knowingly run or install on any of the College's computer systems, or give to another, a program which could result in eventual damage to a file, computer system, or information network, and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, bitminer programs and worms.

No person shall attempt to circumvent data protection schemes or uncover security loopholes.

All persons shall abide by the terms of all software licensing agreements and copyright laws. In particular, unauthorized copying of copyrighted software is prohibited, unless the College has a site license specifically allowing the copying of that software. Furthermore, the copying of site-licensed software for distribution to persons other than Stevens faculty, staff, and students, or the copying of site-licensed software for use at locations not covered under the terms of the license agreement, is prohibited.

Deliberate acts which are wasteful of computer and/or information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, uploading music and the like, excessive printing, or creating unnecessary network traffic.

The following types of information or software cannot be placed on any College-owned computer system:

- That which infringes upon the rights of another person;
- That which may injure someone else and/or lead to a lawsuit or criminal charges; e.g., pirated software, destructive software, pornographic materials, or libelous statements; and
- That which consists of any advertisements or commercial enterprises.

No person shall use the College's computer resources to engage in conduct otherwise prohibited by the College's Code of Conduct.

Use of the College's computer/information network resources to monitor another user's data communications, or to read, copy, change, or delete another user's files or software, without permission of the owner, is prohibited.

Use of the College's servers, workstations, or information networks must be related to a Stevens course, research project, work-related activity, departmental activity, or for interpersonal communications. Use of these resources for personal or financial gain is prohibited. If the non-business usage of computer/information services results in a direct cost to the College for any reason, it is the individual's responsibility to reimburse the College.

Any network traffic exiting the College and/or using College resources/infrastructure is subject to the Acceptable Use policies of the network through which it flows (internet, D&E), as well as to the policies listed here, such as abusing internet service providers (ISP) services using College network/resources.

Existing College policies such as the Sexual Harassment Policy, will be enforced as they relate to a violation of the Computer Resources Acceptable Use Policy.

Potential violators may also be subject to criminal prosecution under federal or state law, and should expect the College to pursue such action.

Consequences: Violation of one or more of these published policies will result in a loss of access to the College computing/information network systems with possible referral to the appropriate judicial process.

Social Media: Social media sites can be effective tools for exchanging information. Stevens embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the Pennsylvania state Constitution. However, any online behavior that violates the College's Code of Conduct which is brought to the attention of any College official may be treated as any other violation of the Code of Conduct. The College reserves the right to adjudicate such violations when the incident involves endangering the lives of others or self, or incidents of an extreme nature.

Students should remember that any information or behavior exhibited or shared on social media sites could affect membership in clubs, organizations, and campus employment as well as internships and jobs outside of Stevens.

MOBILE DEVICE POLICY

Students are permitted to carry cell phones, tablets or other devices. However, mobile communication devices may only be used in the classroom with the permission of the instructor. If a student is found on campus processing, using or selling illegal drugs, along with the disciplinary action as outlined in the College's Code of Conduct, that student may forfeit his/her privilege of carrying any mobile communication device on any of the Stevens campuses.

DRESS CODE

An important part of the College's mission is to prepare students for success in the workforce upon graduation. In order to provide a professional and safe atmosphere for all students, the following dress code will be applied.

In preparing this code, four factors were taken into account: safety, health, sanitation, and consideration of fellow students, faculty and staff.

- No undergarments showing or displayed as part of outer garments; and
- No clothing displaying lewd, indecent, or obscene languages or images.
- Additional guidance is provided based on the four factors above:
- In lab areas: Conform to all safety standards as determined by the individual major, such

as the wearing of safety glasses, long pants, steel-toed boots, etc.

- Programs of study are authorized to develop additional dress codes, such as the wearing of professional or distinctive clothing that mirrors the future graduate's workforce environment.

Typical sanction: first offense – verbal warning; second offense – progressive discipline

HYGIENE POLICY

As members of the campus community, students are expected to maintain good personal hygiene to reduce the incidence of illness and disease associated with poor hygiene. Students will be asked to correct any behavior related to hygiene and odor in order to be permitted to live in the residence hall, to be in the classroom and to attend social activities on campus.

Typical sanction for violations of the dress code and hygiene policy: first offense – verbal warning; second offense – progressive discipline

COLLEGE RESPONSIBILITIES IN STUDENT ACCIDENT, ILLNESS, OR LOSS

- Stevens does not assume responsibility other than routine dispensary treatment for loss or injury.
- The College does not assume responsibility for loss or injury sustained off the College campus.
- All students must carry medical coverage (insurance). The College cannot be held liable for injury or illness which requires external medical services (e.g., emergency room expenses, dental, vision, orthopedic needs).
- Removable objects a student carries cannot be claimed as damaged if lost or broken, unless they are essential to the performance of a College activity, and proper safety equipment was being used.
- On questions requiring a decision, a Vice President and/or ultimately the President will determine which activities are College responsibilities and which are not.

TITLE XVI – SEX DISCRIMINATION IN EDUCATION

POLICY STATEMENT

Thaddeus Stevens College of Technology (the “College”) does not discriminate on the basis of sex, and is committed to providing a safe and healthy educational and workplace environment for all members of the College community. All students and employees have a right to be treated with dignity and respect. These rights extend to application for admission, classrooms, workplaces, residences, and the entire College environment. Accordingly, the College prohibits discrimination, unlawful harassment, including sexual harassment, and any other victimization of individuals based on actual or perceived traits or characteristics. This section outlines the College's policy and procedures regarding sex discrimination in education as prohibited by Title IX of the Education Amendments of 1972, and the Pennsylvania Human Relations Act, including sexual harassment. Title IX states that:

“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.”

Consistent with Title IX, the College prohibits all forms of sex discrimination as defined by Title IX and Title IX regulations, and as explained in detail in this Policy.

The College is committed to protecting, maintaining, and encouraging freedom of inquiry in teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this Policy or the law. The College will balance the enforcement of this Policy with freedom of speech and academic freedom concerns.

The procedures, including the grievance process, set forth in this Policy apply when an employee, student (or applicant for admission) is either a Complainant or Respondent (as the terms are defined in this Policy).

STATEMENT OF PURPOSE

This Policy establishes guidelines in accordance with the College’s obligations under Title IX. The purposes of this Policy include:

- Defining sexual harassment;
- Educating all students and employees about the behaviors that can be considered sexual harassment;
- Explaining procedures for reporting incidents of sexual harassment;
- Explaining the grievance procedures, including, but not limited to, the investigation process, hearings, and appeals;
- Explaining training provided by the College to officials with Title IX responsibilities under this Policy; and
- Identifying the disciplinary actions that might be imposed upon persons who violate this Policy and the supportive measures that might be put in place.

APPLICABILITY

This Policy applies when the College has actual knowledge of allegations of sexual harassment in any College educational programs or activities against persons present in the United States by and among all members of the College community, including all faculty, staff, temporary employees, students, customers, and other third parties within the College’s control. The procedures and grievance process for this Policy apply whenever a party is either a Complainant or Respondent. Sexual harassment can be committed by both men and women, and can occur between people of the same or opposite sex. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. A separate set of procedures applies to allegations of sexual harassment and sex discrimination that do not meet the definitions for each under the federal regulations (e.g., not a Violence Against Women Act offense) or that happen outside the College’s jurisdiction or outside the United States. Those

allegations will be handled under the College's Code of Conduct (for students) or the College's Nondiscrimination Policy (for employees).

Note: This Title IX Policy has been comprehensively updated, effective August 14, 2020, to comply with the Department of Education's new requirements effective on that date and is intended to treat Complainants and Respondents equitably. Unless otherwise stated, this Policy supersedes and overrides other policies and procedures of the College to the extent they may be inconsistent with this Policy.

DEFINITIONS

Actual Knowledge: Notice of sexual harassment or allegations for sexual harassment given to any of the following:

- Title IX Coordinator
- Any official who has authority to institute corrective measures on behalf of the College. The actual knowledge standard is not met when the only official of the College with actual knowledge is also the Respondent.

Individuals who have actual knowledge may become aware of sexual harassment if they witness or hear allegations from a Complainant (the person alleged to be the victim) or a third party (e.g., the Complainant's parents, friend, or peer); or if they receive a written or verbal complaint about sexual harassment or sexual harassment allegations; or if they learn about allegations by any other means.

Advisor: An individual who has agreed to serve as an informal provider of support and advice for a Complainant or Respondent. Each party may select an individual of their choice to serve as his/her Advisor. Each party has the right to have his/her Advisor present during any grievance proceeding or related meeting, who may be, but is not required to be, an attorney. The College will appoint an Advisor for parties who have not selected one. The role of the Advisor is to assist and guide the party during all College's Title IX proceedings. The Advisor, upon a party's request may:

- Accompany the party to related Title IX proceedings;
- Advise the party in preparation and presentation for all related proceedings;
- Conduct cross-examination in Title IX hearings on behalf of the party; and
- Advise the party in the preparation of any appeals.

The Advisor may not perform any function in the process other than advising the party and may not make a presentation or represent the party other than at the Title IX hearing. If, at any point, an Advisor becomes disruptive or fails to follow the rules of this Policy, the College reserves the right to remove the Advisor from the proceeding, and, if appropriate, any future proceedings. If a party's Advisor is removed, that party may choose another Advisor or have one appointed for them by the College.

Complainant: An individual alleged to be the victim of conduct that could constitute sexual harassment.

Consent: An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep, unconscious, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason. Consent cannot be given by an individual who is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Deliberately Indifferent: A response that is clearly unreasonable, in light of the known circumstances.

Education Program or Activity: Locations, events, or circumstances over which the College exercises substantial control =in which the alleged sexual harassment occurred, whether such programs or activities occur on campus or off campus. Conduct that occurs outside of the College's program or activity as defined in this Policy may be subject to another applicable College policy.

Formal Complaint: A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment.

Hearing Officer: The person who is the decision-maker with respect to the determination of responsibility after a live hearing. Hearing Officer might also mean a committee that is the decision-maker with respect to the determination of responsibility after a live hearing. A Hearing Officer cannot be the same person as the Title IX Coordinator or the investigator.

Notice Triggering the College's Response Obligation: Notice to the Title IX Coordinator, or to an official with authority to institute corrective measures on the College's behalf, triggers the College's response obligations under this Policy. Such officials include the Title IX Coordinator, Deputy Title IX Coordinators, the Vice President, Human Resources, and other employees with supervisory authority.

Officials with Authority: A College employee who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student or employee could reasonably believe has this authority or duty. The following are considered Officials with Authority (OWA): all full-time, part-time, temporary, visiting, and volunteer faculty, administrators, staff, coaches, Campus Security, and all other persons who conduct business with or on behalf of the College but are not employees.

Party: Either Complainant or Respondent. References to the plural "parties" includes Complainant and Respondent.

Respondent: An individual who has been reported to be the perpetrator of conduct that could

constitute sexual harassment.

Sexual Harassment: Consistent with the Title IX Regulations, “Sexual Harassment” for the purposes of this Policy means conduct, on the basis of sex, that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct (sometimes referred to as “quid pro quo”)
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity; or
- Sexual Assault as defined in the Clery Act, or dating violence, domestic violence or stalking as defined in the Violence Against Women Act (VAWA). The Clery Act and VAWA are described in more detail below.

Supervisor/Supervisory Authority: A College employee who has the power to control or influence another person’s academic advancement, employment, or extracurricular participation, including but not limited to, admissions, financial aid, athletic participation, employment conditions, compensation, promotion, discipline, or recommendations.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available, and without fee or charge, to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College’s education program and/or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and/or the educational environment, or to deter Sexual Harassment.

Title IX Coordinator: The person responsible for monitoring compliance with all aspects of this Policy. Accordingly, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office, or if the investigation will be conducted by another individual or office.

The Title IX Coordinator’s contact information is:

Marian V. Wilson, PhD
Chief Diversity, Equity and Inclusion Officer and Title IX Coordinator
Phone: (717) 391-1365
Email: wilson@stevenscollege.edu
750 East King Street
Lancaster, PA 17602

The above contact information shall be provided to all current students and employees of the College, applicants for admission and employment with the College, and must be prominently displayed on the College’s website.

Title IX Regulations: The federal regulations at 34 C.F.R. Part 106, as amended effective April 2024, or as thereafter amended.

College Community: All full-time, part-time, temporary, visiting, and volunteer faculty, persons engaged in research, teaching assistants, administrators, staff, students, coaches, Campus Security and all other persons who conduct business with or on behalf of the College but are not employees.

College Day: A day when classes or examinations are scheduled and held in accordance with the official academic calendar of Stevens, excluding Saturdays and Sundays.

Written Notice: Notice to a student or employee sent to his/her College-issued email account as well as a hard copy letter sent via USPS mail to their address on file with the College. Students and employees have a responsibility to regularly check their College-issued email accounts and ensure the address on file with the College is current.

Written notice to individuals or entities that are not affiliated with the College will be sent to the College-issued email and/or to the USPS mail address on file with the College, if any.

When notice is sent pursuant to this section by mail or courier service, the notice is effective the date the notice is mailed or delivered to the courier service. When notice is hand-delivered, the notice is effective on the date it is delivered to the student or employee to whom the notice is addressed. When notice is sent by email, the notice is effective on the date the email is sent to the student's or employee's College-issued email account.

RELEVANT FEDERAL LAWS

Title IX of the Education Amendments of 1972: Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. The law provides that "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" (Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et. seq.) The U.S. Department of Education's Office for Civil Rights mandates that schools respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent and is not clearly unreasonable in light of, the known circumstances. Title IX protects all students at recipient institutions in the U.S. regardless of national origin, immigration status, or citizenship status.

Title VII of the Civil Rights Act of 1964: Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination based on sex, race, color, religion, or national origin. Accordingly, harassment of an employee on the basis of sex violates federal law.

Cases that involve allegations of harassment or discrimination not related to dating violence, domestic violence, sexual assault, or stalking will be dismissed under the Title IX policy and investigated under the College's Nondiscrimination Policy.

The Violence Against Women Act (VAWA): The Violence Against Women Act (VAWA, 42 U.S.C. § 13701, et seq.) prohibits sexual assault, domestic violence, dating violence, and stalking. This federal legislation is sometimes referred to as the Campus Sexual Violence Elimination (“SaVE”) Act.

The Clery Act: The Clery Act, 20 U.S.C. § 1092 (F), requires all colleges and universities that participate in federal financial programs to collect and disclose certain information about crime on or near their campuses, including sex offenses.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232(g), protects the privacy of student educational records. FERPA is designed to ensure that students (and parents of students under 18) can obtain access to the student’s educational records and challenge the content or release of such records to third parties.

PROHIBITED CONDUCT

The following conduct is prohibited by this Policy:

Sexual Harassment: The College prohibits sexual harassment as defined in the Title IX regulations of this Policy. Sexual harassment, for the purposes of Title IX, includes, but is not limited to, the following types of misconduct or conduct based on sex:

- Rape/Sexual Assault (See below);
- Dating Violence (See below);
- Domestic Violence (See below);
- Stalking (See below);
- Physical contact such as unwelcome touching, fondling, patting, pinching, brushing the body, or other obscene gestures;
- Sexually degrading language or remarks of a sexual nature used to describe a person’s body or clothing;
- Verbal or physical conduct of a sexual nature made to any employee or student that might threaten or insinuate, either explicitly or implicitly, that an individual’s submission to, or rejection of, sexual advances will in any way influence personnel or academic decisions regarding that person;
- Repeated unwelcome sexually oriented conversations or comments, including jokes or anecdotes of a sexual nature, and sexually degrading language, including unwelcome or insulting sounds or whistles, and obscene phone calls, emails, social media posts, or texts;
- Sexually explicit language or writings, including the content of text messages and emails;
- Display of sexually demeaning and suggestive objects, pictures, videotapes, audio recordings, computer communications, or literature placed in the work or study area.
(Note: Materials with sexual content that are used or displayed in an educational setting

- must be related to educational purposes);
- Displaying or electronically transmitting lewd pictures;
- Threats that an individual's conditions of academic life may be adversely affected by refusing to submit to sexual advances;
- Promises, implied or expressed of academic benefit to a person who engages in sexual activities;
- Indecent exposure;
- Invasion of sexual privacy;
- Bullying;
- Quid pro quo Sexual Harassment (See below);
- Hostile Educational Environment Harassment (See below); and
- Any other conduct which, when viewed from the perspective of a reasonable person, is sufficiently severe, pervasive, or objectively offensive to alter the conditions of the individual's employment or status as a student and create a hostile working or learning environment.

Rape and Sexual Assault: The College prohibits sexual misconduct against an individual or when an individual is unable to give consent, including rape and other types of sexual assault. "Sexual Assault" is defined for the purposes of Title IX and this Policy as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Rape includes acts of sexual intercourse that takes place against a person's will and that are accompanied by physical coercion or the threat of bodily injury. This includes the sexual penetration of any bodily orifice with a body part or other object. Rape also includes intercourse with a person who is unable to consent, as a result of conditions including, but not limited to, those caused by the intake of alcohol or drugs, or because intellectual or other disability prevents the person from having the capacity to give consent.

Dating Violence: Prohibited "Dating Violence" is defined in the Violence Against Women Act, 34 U.S.C. § 12291(a)(10), as violence committed by a person—

Who is or has been in a social relationship of a romantic or intimate nature with the victim;

And where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.

Domestic Violence: For the purposes of this Policy, prohibited "Domestic Violence" is defined consistently with the Title IX Regulations and the Violence Against Women Act, 34 U.S.C. § 12291(a)(8), to include "felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against

an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the [Commonwealth of Pennsylvania].”

Stalking: Prohibited “Stalking” is defined in accordance with the Title IX Regulations and the Violence Against Women Act, 34 U.S.C. § 12291(a)(30), to mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

Fear for his/her safety or the safety of others; or

Suffer substantial emotional distress.

Quid Pro Quo Sexual Harassment: The College prohibits “quid pro quo” sexual harassment, which occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

Hostile Environment Sexual Harassment: “Hostile Environment” sexual harassment in education in violation of Title IX, the Title IX Regulations, and this Policy occurs when unwelcome conduct of a sexual nature (when viewed from the perspective of a reasonable person) is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

Retaliation: Retaliation in violation of Title IX is prohibited by the College. This prohibited conduct includes, but is not limited to, retaliation against a person for: reporting discrimination and harassment; filing a complaint of discrimination or harassment; or participating in, or refusing to participate in, the investigation, grievance, or other procedures of this Policy. Retaliation is also prohibited against persons who assist others in bringing a complaint of discrimination or harassment by offering advice and moral support or by giving testimony or documentary evidence in response to a complaint.

Prohibited retaliation includes conduct that may reasonably be viewed to:

Adversely affect an individual's educational, living, or work environment because of his/her good-faith participation, or refusing to participate, in the reporting, investigation, or other procedures in this Title IX Policy; or

Discourage a person from filing a report or complaint of sexual harassment or participating in an investigation or other proceedings under this Policy, or, reporting to or participating in procedures with any other local, state, or federal complaint process, such as filing a complaint with the U.S. Department of Education.

Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this Policy.

Prohibited retaliation also includes retaliation against a person who reasonably protests sexual harassment practices within the College.

The College will not charge an individual under a separate policy or Code of Conduct for conduct arising out of the same facts or circumstances reported as sexual harassment for purposes of interfering with Title IX protections. The College is required to keep confidential the identity of complainants, respondents, and witnesses, except as where may be required by law, permitted under FERPA, or deemed necessary to carry out the Title IX process.

Consent and The Use of Alcohol and/or Other Drugs: Being intoxicated does not diminish an individual's responsibility to obtain the consent of the other party before engaging in sexual activity. Being intoxicated or under the influence of any other controlled substance is never an excuse for sexual misconduct.

Consensual Amorous or Familial Relationships: A Relationship between members of the College community in which one party exercises academic or administrative authority over another, or where the parties are related, may be inappropriate even if not in violation of Title IX because of the inherent risks in any familial, romantic/sexual relationship (such as faculty and staff, or faculty/staff and undergraduate student). These relationships have the potential to involve:

- Conflict of interest
- Exploitation
- Favoritism
- Bias

Given the power imbalance between the parties, the relationship may be less voluntary for the subordinate than to the supervisor/family member. In some cases, relationships change, and conduct that was previously welcomed by the subordinate may become unwanted and unwelcome. Further, the College and the supervisory individual could be challenged if a consensual amorous relationship results in an allegation of hostile work environment by the subordinate or family member, or others who feel they have been denied an opportunity or treated unfairly, as a result of the relationship.

Therefore, when Stevens faculty and staff members exercise power and authority over students or other employees, where the supervisory, instructional, or other professional authority creates a potential power imbalance, the faculty or staff member must report the situation promptly to Human Resources so that appropriate steps can be taken to ensure unbiased supervision or evaluation of the person supervised.

Harassment based on Sexual Orientation: This Policy prohibits sex-based harassment and bullying, including harassment based on gender, sexual orientation, and gender identity. The actual or perceived sexual orientation or gender identity of the parties, including lesbian, gay, bisexual, transgender, and queer (LGBTQ), does not change the College's obligations under this Policy.

REPORTING PROCEDURES AND RESPONSE OBLIGATIONS

In the Event of a Sexual Assault: If you or someone you know has recently been assaulted:

- Immediately get to a safe place.
- Students and employees who believe that they have been victims of sexual assault or other criminal sexual misconduct are encouraged to report the incident immediately to Campus Security at (717) 606-1564 (24/7) or to law enforcement by dialing 911.
- Preserve evidence as follows:
 - Do not wash your face or hands, bathe, brush your teeth, drink, or eat, douche, or change clothes if you can avoid it. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic). It is important to preserve as much evidence as possible should you later decide to press criminal charges.
 - Preserve all physical evidence, where possible
 - Seek medical attention. The College Health Offices may be contacted at:
 - Main Campus (717) 299-7769
 - For urgent medical treatment, call 911.
- Contact the Title IX Coordinator or other resources described in this Policy for ongoing support when you feel ready to do so.

Reporting and Filing Complaints with the Title IX Coordinator: Any incident of sexual harassment in violation of Title IX and this Policy may be reported to the Title IX Coordinator, whose contact information as of the effective date of this Policy is:

Marian V. Wilson, PhD
 Chief Diversity, Equity and Inclusion Officer; Title IX Coordinator
 Phone: (717) 391-1365
 Email: wilson@stevenscollege.edu
 Address: 750 East King Street, Lancaster, PA 17602

Forms and procedures for reporting complaints of sexual harassment in violation of Title IX are available in the Counseling Offices, Office of Human Resources and on the College's website (stevenscollege.edu).

Additional Information on Reporting

Confidential Employees: Professional licensed counselors, health services professionals, and pastoral counselors who provide mental, health, and counseling services to members of the College community are not permitted to report any information without the Complainant's permission.

Reports: When a report is made to the Title IX Coordinator, it is helpful if the report provides all relevant details, including the names of the Complainant and Respondent (if known), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

Anonymous Reporting: Any member of the College community may report a violation of this

Policy by calling the College's reporting hotline (24/7) at (717) 391-7225. Callers will speak with an operator who will ask questions and complete a report. Callers can provide further details anonymously, as needed.

Timing: There is no time limit for reporting prohibited conduct to the College under this Policy; however, the College's ability to respond may diminish over time, as evidence might erode, memories might fade, and Respondents might no longer be affiliated with the College.

Deputy Coordinator has been designated by the Title IX Coordinator to provide assistance with the Title IX process. The Deputy Coordinator is:

Heather Burky
Human Resources Specialist
(717) 391-6935
Email: burky@stevenscollege.edu
Address: 750 East King Street, Lancaster, PA 17602

Office for Civil Rights: In addition to the procedures in this Policy for reporting to the Title IX Coordinator, individuals may also contact the Office for Civil Rights (OCR):

U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue SW
Washington, DC 20202-1100
Phone: (800) 421-3481
Fax: (202) 453-6012
TDD: (800) 877-8339
Email: OCR@ed.gov

Overview of Response Obligations: Upon receiving notice of potential sexual harassment prohibited under Title IX, the College is obligated to promptly respond in a manner that is not deliberately indifferent and is not clearly unreasonable in light of known circumstances.

Mandatory response obligations of the College as required by the Title IX Regulations are as follows:

The College must offer supportive measures to the Complainant and Respondent.

The Title IX Coordinator must:

- promptly contact the Complainant confidentially to inform the Complainant of the availability of supportive measures and consider Complainant's requests with respect to supportive measures;
- inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint; and

- explain the formal complaint process and all other options such as mutual no-contact orders, informal resolution (except where Complainant-student and Respondent-employee are involved), investigation, other, i.e. if not dating, domestic violence, stalking or sexual assault.

The College must follow the grievance process set forth in this Policy before the imposition of any disciplinary sanctions or other actions (that are not supportive measures) against a Respondent.

The College must not restrict rights protected under the U.S. Constitution when complying with Title IX.

The College must investigate sexual harassment allegations in any Formal Complaint, whether filed by a Complainant or signed by the Title IX Coordinator.

The College should respect a Complainant's wishes with respect to whether it investigates the reported incident unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable in light of the known circumstances.

GRIEVANCE PROCESS

Complaint of Sexual Harassment: As explained in above, informal reports of sex discrimination may be made by anyone, including anonymously, to the College's Title IX Coordinator. If that occurs, the Title IX Coordinator will promptly review the allegations to determine if they constitute sexual harassment in violation of this Policy that may warrant the filing of a Formal Complaint by the Title IX Coordinator.

A **Formal Complaint** may be filed with the College's Title IX Coordinator in person, through the College portal, by U.S. mail, by email, or by using the contact information listed in this Policy.

Submission to the Title IX Coordinator of a Formal Complaint alleging sexual harassment and requesting investigation will immediately trigger the College's Title IX Grievance Process. For the purposes of this Policy, a "Formal Complaint," consistent with Section 106.30 of the Title IX Regulations, is defined as a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. (When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not considered to be a "Complainant.")

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in an education program or activity of the College in order to initiate the College's Title IX formal grievance process.

Notice of Allegations: Upon receiving a Formal Complaint, the College must complete a prompt, fair, and impartial investigation of the allegations. The grievance process is intended to treat the Complainant and Respondent equitably. **Respondents are presumed not responsible** for the alleged conduct and no determination regarding responsibility will be made

until the conclusion of the grievance process. The investigation shall be handled by one or more investigators appointed by the Title IX Coordinator.

The Respondent (and Complainant) will be promptly provided with a “Notice of Allegations” that meets the requirements of Section 106.45(b) (2)(i)(B) of the Title IX Regulations. At minimum, the Notice shall include the allegations of conduct potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such details might include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The Notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process. The Notice will also inform the parties that they may each have an advisor of their choice, who may be, but is not required to be, an attorney, and who may inspect and review evidence. The Notice will also inform the parties of any provision in the College’s Code of Conduct that prohibits knowingly making false statements to College officials.

The Notice of Allegations shall be provided as soon as reasonably practicable but no more than seven (7) College Days after the receipt of a Formal Complaint.

Investigation by the College: An investigation shall be promptly conducted by the College through one or more investigators (“Deputy Coordinators”) who will not be the Title IX Coordinator. When investigating a Formal Complaint and throughout the entire grievance process, the College will, in accordance with the Title IX Regulations:

- Ensure that the burden of proof and the burden of gathering evidence is on the College and not on the parties. However, the College cannot access, consider, disclose, or otherwise use a party’s medical/psychological records without that party’s voluntary, written consent to do so;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Ensure that both parties have the opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties equal opportunity to inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the College does not intend to rely in

reaching a determination regarding responsibility and evidence, whether or not obtained by the College, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the College will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or hard copy, and the parties will be given at least ten (10) calendar days to submit a written response, which the investigator will consider before completing the investigative report. All such evidence will be made available for the parties' inspection and review at any hearing, in order to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

- Create an investigative report that fairly summarizes relevant evidence and allows at least ten (10) calendar days prior to a hearing (if a hearing is held) or other time of determination regarding responsibility. Then, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy for review and written response.

The investigation stage of the process, ending with the issuance of the investigative report, shall be completed within no more than sixty (60) College Days, but may be extended in intervals of fourteen (14) College Days, with written notice explaining the reason for the extension.

Options for Informal Resolution after Formal Complaint is Filed: Except in cases where the Respondent is an employee and the Complainant is a student, the College in appropriate situations in which a Formal Complaint has been filed may in its discretion offer and facilitate an **informal resolution process** if each party, after being fully informed, voluntarily agrees in writing to participate in such process. The process, which would be handled in compliance with Section 106.45(b) of the Title IX Regulations, could involve such informal processes as a mediation or restorative justice.

An informal resolution process may be used only when both the Complainant and Respondent voluntarily agree to participate, and only after a Formal Complaint has been filed. If the parties elect to proceed with an offered informal resolution process, this process would be in lieu of a Formal Hearing (discussed below). No one can be forced to go through the informal resolution process.

If an informal resolution option is offered by the College, both parties, prior to making a decision on whether to participate, will be provided with written notice describing the process and the implications of participating. The notice will describe the allegations against the Respondent. It will also describe the informal resolution process, including the right of either party at any time prior to the voluntary agreement to a resolution, to withdraw from the informal resolution process and require the matter to resume under the Formal Hearing process. It will also describe the consequences of proceeding to a conclusion under the informal resolution process, including the bar to the Complainant of later pursuing a Formal Complaint arising from the same allegations after a final informal resolution has been agreed to by both parties.

If, in a particular case, expulsion is a proposed sanction, it, like all other potential outcomes, can

occur only if both parties agree to it as part of resolution.

Any mediators or other individuals offered by the College to facilitate an informal resolution process will be trained in, among other things, the definition of sexual harassment under the Title IX regulations, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within sixty (60) College Days of the agreement of both parties to use the informal resolution process, unless an extension of time is agreed to by both parties. If either party withdraws from the informal process, or no mutually agreeable resolution can be reached during the timeframe for the informal resolution process, the formal grievance process shall resume. (The timeframes applicable to the formal grievance process shall be put on hold during any informal resolution process and shall restart if the informal resolution process is terminated without an agreed-upon resolution.)

Dismissal of Formal Complaint: If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in Section 106.30 of the Title IX Regulations (even if proven), or did not occur in a College education program or activity, or did not occur in the United States, then the College will dismiss the Formal Complaint with regard to that conduct for purposes of sexual harassment under Title IX, and refer the complaint to the appropriate College official (e.g., the Offices of the Vice-President of Student Services, Human Resources or Diversity, Equity and Inclusion) as appropriate to be reviewed under the College's Code of Conduct, Human Resources policies or the Nondiscrimination Policy.

If the conduct alleged is contrary to the College's policies but occurred outside the College's Title IX jurisdiction (i.e., not within a College education program or activity) and the behavior has significant impact on operations of the College, the matter will be referred to the appropriate College official to be reviewed as a non-Title IX disciplinary proceeding under the College's Code of Conduct (for students) or through the Human Resources policies (for employees) or through the Nondiscrimination Policies for students or employees.

In addition, the College may dismiss a Formal Complaint or any allegations therein if at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; the Respondent is no longer enrolled at or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

An appeal may be requested by either party from a dismissal of a Formal Complaint or any allegations therein within the timeframe and on any of the three grounds specified below in the Appeals section of this Policy.

Live hearing: Except for cases in which the parties have agreed to proceed with an informal resolution process, a live hearing will be held before a trained decision-maker(s) appointed by the College. The decision-maker(s):

- Will not be the Title IX Coordinator or investigator(s);
- Will be free from conflict of interest or bias, including bias for or against Complainants or Respondents; and
- Will have been trained on topics (including how to serve impartially), on issues of relevance (including how to apply the rape shield protections provided for Complainants), and on any technology to be used at the hearing.

At the hearing, each party, in accordance with Section 106.45(b)(6), shall be permitted (through an Advisor of the party's choosing) to cross-examine and ask relevant questions of the other party and all witnesses. The Advisor may be, but is not required to be, an attorney. In no event will a party (Complainant or Respondent) be permitted to personally cross-examine another party or witness. If a party does not have an Advisor present at the live hearing, the College will provide, without charge to that party, an advisor of the College's choice to conduct cross-examination on his/her behalf.

At the request of either party, the College will provide for the live hearing to occur with the parties in separate rooms using technology that enables the decision-maker(s) and both parties to simultaneously see and hear the party or witness answering questions. At the discretion of the College, hearings may be conducted with all parties physically present in the same geographic location, or any parties, witnesses, and other participants appearing virtually with technology enabling participants simultaneously to see and hear each other.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) is prohibited under the Title IX Regulations from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, no negative inference about the determination regarding responsibility shall be drawn solely on the basis of a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. The College is not required to provide a copy to either party.

The College uses a "preponderance of the evidence" standard to determine responsibility. The same standard of evidence applies for Formal Complaints against students as for Formal Complaints against employees, including faculty.

Determination regarding responsibility: Following the hearing, the decision-maker(s) shall issue a **written determination** of responsibility or non-responsibility. The written determination shall be issued as soon as reasonably practicable after the hearing, but not later than ten (10) College Days after the close of the hearing.

The written determination must include the following:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of facts supporting the determination;
- Conclusions regarding the application of the College's policy, and if applicable, the College's Code of Conduct, to the facts in the event that the College exercises its discretion to apply any College policies and procedures not otherwise required under Title IX;
- A statement of, and rationale for, the result as to each allegation, including:
- A determination regarding responsibility;
- Any disciplinary sanctions the College imposes on the Respondent;
- Whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and

The applicable procedures and permissible bases for the Complainant and Respondent to appeal (as described below).

Appeals: Either the Complainant or the Respondent may appeal from either:

- A determination of responsibility/non-responsibility; or
- The dismissal of a Formal Complaint or any allegations therein, to both parties, on the following three grounds, and no other grounds:
- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, but that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Notice of Intent to Appeal must be filed by either party within two (2) College Days of the issuance of a determination regarding responsibility or the dismissal of a Formal Complaint with the Title IX Coordinator.

Notice of Intent to Appeal must be followed within three (3) additional College Days by the filing of a detailed written "Statement of Appeal" identifying the grounds for appeal and explaining with

specificity the facts supporting the basis of the appeal.

Failure to file either the Notice of Intent to Appeal or the Statement of Appeal in a timely fashion will result in the appeal being dismissed.

The College will immediately provide a copy of any Notice of Intent to Appeal and of the appealing party's Statement of Appeal to the non-appealing party. The non-appealing party will have five (5) College Days from the date appeal was sent to the party's College-issued email to submit a written "Response to Statement of Appeal." If such Response to the Statement of Appeal is filed, a copy will be immediately provided by the College to the appealing party, but the appealing party shall not have the right to submit an additional statement.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be submitted in writing to:

Valerie Hatfield
Director of WEDC
Hartzell Building
Thaddeus Stevens College of Technology
750 East King Street, Lancaster, PA 17602

Non-punitive supportive measures, such as mutual class scheduling adjustments (where possible), and mutual no-contact orders, may be continued during the pendency of an appeal, but any disciplinary sanctions will be stayed until the completion of the appeal process. The President or President's designee will review the appeal, including all party submissions, and issue a written decision to all parties involved within thirty (30) College Days, or as soon as is reasonably possible, but not later than forty-five (45) days after receipt of the written Notice of Intent to Appeal.

This is the final step in the College's formal complaint procedure.

DISCIPLINARY ACTIONS

Employees and students who violate this Policy are subject to appropriate discipline by the College. If an investigation results in a finding of responsibility or that this Policy has been violated, the mandatory minimum discipline will be a written reprimand.

Upon the finding of a serious violation of this Policy, the College reserves the right to take disciplinary action, up to and including termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions to address the violation.

Appropriate disciplinary actions shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint regarding a violation of this Policy will be treated as a separate and distinct violation of the Policy. Specifically:

- A student found to have retaliated in violation of this Policy shall be subject to measures up to and including suspension and/or expulsion.
- A College employee found to have retaliated in violation of this Policy shall be subject to measures up to and including termination of employment.
- A College non-employee found to have retaliated in violation of this Policy shall be subject to measures up to and including exclusion from a College relationship and College grounds.

Persons who violate this Policy might also be subject to civil damages or criminal penalties.

SUPPORTIVE MEASURES

Supportive measures by the College might include, but will not be limited to:

- Providing escorts to ensure that individuals can safely move between classes and activities;
- Where possible and as appropriate, assuring that the Respondent and Complainant do not attend the same classes;
- Moving the Complainant and/or Respondent to a different residence hall;
- Providing counseling and/or medical services for the Respondent and Complainant;
- Providing academic support services, such as tutoring, to the Respondent and Complainant.

The College may also provide remedies for the broader College community, including additional training and education.

SPECIAL RULES AND PROCEDURES WHERE THE RESPONDENT IS A COLLEGE EMPLOYEE

When the Respondent is an employee of the College and the Complainant is a student, the following special rules and procedures shall apply with respect to the Respondent:

- The Title IX Coordinator shall notify the President and coordinate the investigation with a trained investigator.
- Under no circumstances shall the informal resolution process of this Policy be available when the Respondent is a College employee, and the Complainant is a student.
- Employees who are found responsible for violating this Policy shall be subject to disciplinary action, up to and including termination of employment. Disciplinary action other than termination might include, but not be limited to, demotion, reassignment, suspension without pay from employment, written warnings, and oral warnings.
- Employees subject to discipline based on a determination of responsibility for violating this Policy who are members of a collective bargaining unit represented by a labor union at the College shall have the right, to the extent consistent with federal law, including the Title IX Regulations, to pursue any directly applicable grievance and arbitration procedures under the applicable collective bargaining agreement with respect to such

disciplinary action.

- When determined by the College to be appropriate under the circumstances, and to the extent consistent with any applicable collective bargaining agreement, an employee who is a Respondent may be placed on administrative leave pending the grievance process.

Note: Any complaint that does not meet the definition of Sexual Harassment under the federal regulations, or that happens outside the College's jurisdiction, or that happens outside the United States will be handled outside the 106.45 procedures and reviewed under the College's Code of Conduct (students) or the College's Nondiscrimination Policy (employees).

EDUCATION AND PREVENTION

Generally: Education is an essential component in the prevention of sexual harassment. To accomplish an adequate Title IX educational program, the College shall:

- Educate members of the College community on what constitutes prohibited conduct under this Policy.
- Inform members of the College community of this Policy and training programs to assure their implementation.
- Ensure that the College has sufficiently trained staff to carry out educational programs and training regarding the procedures established by this Policy.

Training: The Title IX Coordinator shall oversee and coordinate training regarding Title IX and the prevention of sex discrimination. To the extent training relates to employees, the Title IX Coordinator shall coordinate such training with the Office of Human Resources.

Dissemination of the Policy: A copy of this Policy shall be distributed throughout the campus and shall be published on the College's website.

Public Notification of Clery Act Statistics: To the extent required by law, including the Clery Act, the College shall collect and annually report statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, the College will alert the campus community of incidents and developments of immediate concern occurring within its jurisdiction.

Resources: For information on the counseling services available to student victims of harassment and sexual assault, contact:

- Title IX Coordinator directly at (717) 391-1365
- Counseling Services directly at (717) 299-7408
- State Employee Assistance Program: (800) 692-7459
- Health Services: at (717) 299-7769

Title IX Recordkeeping: The College shall maintain for a period of seven (7) years, records of:

- Each sexual harassment investigation, including any determination regarding

responsibility, any audio or audiovisual recording or transcript required under the Title IX Regulations, any disciplinary sanctions imposed on respondents, and any remedies provided to the complainants designed to restore or preserve equal access to the recipient's education program or activity;

- Any appeal and the result of the appeal;
- Any informal resolution and the results therefrom;
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These training materials will be publicly available on the College website; and
- Any actions, including supportive measures.

Questions/Contact: If you have any questions or concerns that the College has not met its obligation under this Policy, please contact the Title IX Coordinator.

Also, you will find the College's Title IX Student/Employee Sexual Misconduct and Harassment Reporting form at the bottom of the College website (stevenscollege.edu)

STUDENT/EMPLOYEE SEXUAL MISCONDUCT AND HARASSMENT REPORTING FORM

The information contained in this document is confidential and must be submitted to the Title IX Coordinator, except for matters which involve only employees, with no student(s) involved as Complainant or Respondent. In such cases, the form should be submitted to the Office of

Human Resources.

Name: _____

Local Address: _____

Work Phone: _____ Local Phone: _____ Cell Phone: _____

Date of Incident: _____ Time of Incident: _____ AM/PM

Location of Incident:

Name(s) of the individual(s) against whom you are submitting this complaint:

Please describe the nature of the incident, providing as much detail as possible to assist with the investigation of this complaint.

Please provide the names and contact information of any witness(es).

Name/Status	Address	Phone #
-------------	---------	---------

If additional space is required, please use an additional form, and just provide your name in the top section of the form)

Acknowledgment: By signing this form I understand that this complaint will be investigated, and the alleged harasser(s), any witnesses, and persons of interest will be interviewed. The information provided in this Sexual Harassment Reporting form is true and accurate to the best of my knowledge.

Special Note: Students and employees who believe that they have been victims of sexual misconduct should report their complaint/incident immediately to the Title IX Coordinator at (717) 391-1365. If you have an after-hours report, contact Campus Security at (717) 396-7165 on the Main Campus and at (717) 391-7225 on the Orange Street Campus.

MULTIPURPOSE ACTIVITY CENTER

The 61,000 square foot Multipurpose Activity Center (MAC) opened in the spring of 2002. It features a spacious gymnasium with a primary basketball arena, flanked by courts on either

side. The MAC has two racquetball courts, an elevated 110-meter track, coaching offices, a training center, extensive locker room facilities, and seating for approximately 2,000.

Complementing this high-profile facility is the adjoining Stauffer gymnasium with a state-of-the-art cardio theater and an array of free weights with a separate circuit training area and several cardiovascular apparatuses.

***Students are not permitted to have guests in the MAC and must swipe their ID card each time they enter the building.** Rules for the MAC are posted throughout the building. If MAC rules are broken, disciplinary sanctions may be imposed.

The MAC is available to students at the following days/times during the fall and spring semesters:

Monday – Thursday: 8:00am – 10:00pm

Friday: 8:00am – 9:00pm

Saturdays: 8:00am – 4:00pm

Sundays: 8:00am – 9:00pm

Summer/Holiday Hours:

Monday – Friday: 8:00am – 7:00pm

Saturday/Sunday: 8:00am – 4:00pm

LIBRARY

The Library is in the Kenneth W. Schuler Learning Resources Center (LRC) and is open to all members of the College community. The library is staffed by professional librarians who strive to provide students with the information resources they need to successfully complete their technical training programs and earn their degrees.

The library is also committed to maintaining substantial collections of supplemental and recreational materials. Library materials are for the use of Stevens students, faculty, and staff. The collection is open and available to any member of the Stevens community holding a valid, legible ID card.

The LRC is also home to a computer classroom, and the Academic Center.

Hours of Operation during the Academic Year

Monday: 7:30am. – 7:00pm

Tuesday – Thursday 7:30am – 9:00pm

Friday: 7:30am – 7:00pm

Saturday: Closed

Sunday: 1:00pm – 6:00pm

(Holiday and summer hours vary and will be posted.)

Lending: The library lends books, DVDs, magazines, games, calculators, headphones, phone chargers, and more.

Renewing Items: Patrons can renew items online through the library catalog using “My Account.” Each student will be set up with a library borrowing account upon registration.

Course Reserves: Faculty can place materials on reserve when class assignments necessitate unusually heavy use. Students should ask for reserve materials at the circulation desk.

Online Resources: The library subscribes to many online resources that can be accessed 24/7 at stevenscollege.libguides.com or through the library page of the Portal.

Reference: Professional reference assistance is available during most operating hours. You can also request assistance by emailing staffLRC@stevenscollege.edu

AV Equipment: The library lends AV equipment for use in class presentations. It must be reserved a week in advance using the form found on the library page of the Portal.

Computer Lab: Computers are loaded with Microsoft Office and specialized technical software available for student use.

Print/Copy/Fax/Scan: Black-and-white printing and copying is available free for school-related projects. Students may also scan items.

Study Rooms: Group study rooms with AV equipment and white boards are available.

Lounge Areas: Several seating and study areas can be found throughout the library.

Vending: A vending machine with snacks and drinks is located on the main floor of the library.

Lockers: Free storage lockers for students are available in the library.

Short-Term Certificates

Programs of Study



Production Welding

What do Production Welders do?

Professional welders work almost everywhere – automotive, aerospace & aviation industries; bridges & bikes; shipyards, shops & skyscrapers – wherever metal needs adhering, a welder is needed.

Where will you work?

The Thaddeus Stevens College welding training class teaches you skills that can be used worldwide, so almost anywhere you want to go, your welding training can take you there! There are many employers in Lancaster and across Pennsylvania that need skilled welders.

What will you learn?:

- Importance of welding in the modern manufacturing industry
- Properties of metals
- Gas, metal arc (GMAW), and Flux core arc welding (FCAW) techniques
- Safety

Program Schedule:

Production Welding is a six-week program that meets weekends, Saturday and Sunday, 7 a.m. – 3 p.m. at Thaddeus Stevens College of Technology Greenfield Campus

Production Welding Class Projects

MIG Solid Running Stringer Beads
MIG Solid Wire Pad of Beads
MIG solid Lap Joint
MIG Solid T-Joint Multipass
MIG Solid T Joint single weave pass
MIG Solid Vertical Pad of Beads
MIG Solid Vertical T-Joint Weave
MIG Solid Overhead T joint Multipass
Oxyfuel Cutting a 4"X4" square
Stick welding Stringer beads
Stick welding Stringer Beads
Stick Welding Pad of Beads one side E6010 other E7018

Stick Welding Lap Joint Flat
Stick Welding Edge Joint E6010
Stick Welding T-Joint 7018 Multipass
Stick welding T-Joint Vertical
Stick Welding T-Joint Overhead
Flux Cored MIG Pad of beads
Flux Cored MIG T-Joint
MIG Flux cored T-Joint multipass
Flux Cored MIG T-Joint Vertical weave
Flux-Cored Mig vertical T-joint multipass
Flux Cored Mig T-Joint Overhead single pass
Flux cored Mig T-joint Overhead multipa

Facilities Maintenance Technology

What do Facilities Maintenance Technicians Do?

The Facility Maintenance Technician is multi-skilled and typically performs building maintenance tasks ranging from basic repairs to operating computerized building automation systems. The Facility Maintenance Technician possesses a variety of trade skills. There is a broad range of opportunities for employment and career advancement in residential, commercial and institutional settings..

What will you learn?

Thaddeus Stevens College of Technology Facility Maintenance Technology program provides instruction and training in several technical training areas:

- OSHA Safety
- Mathematics; measuring and layout
- Blueprint Reading
- Hand tools, portable hand tools, power machinery
- Carpentry: Interior & exterior wall repair
- Plumbing systems: rough-ins and fixtures
- Electrical systems: rough-ins and devices
- HVAC/R

- Forklift operations

Certifications include:

- Customer service
- OSHA – 10 hour safety card
- Power Actuated Fastener
- Lockout/Tagout
- Forklift
- Rigging
- Thaddeus Stevens College of Technology Certificate of Completion

Program Schedule:

The Facility Maintenance Program is a 6-month program that meets Mondays through Fridays, 7:30 a.m. – 11:30 a.m. Class location varies throughout the program depending on the trade unit. Class locations include Thaddeus Stevens College main campus on King Street, Lancaster; the Greenfield Industrial Park Campus, Lancaster; and the Tec Centro Campus.

Commercial Industrial Plumbing

What do Commercial Industrial Plumbers Do?

Students in the Commercial and Industrial Plumbing program will learn how to install, repair and maintenance plumbing systems in new and existing commercial and industrial buildings or structures with industrial-grade fixtures, pipes and outlets. Employment opportunities in the Commercial and Industrial Plumbing Industry can range from basic office buildings to large-scale buildings/complexes, factories, hospitals, malls and manufacturing facilities.

What will you learn?

Thaddeus Stevens College of Technology Commercial Industrial Plumbing program provides instruction and training in several technical training areas:

- OSHA Safety

- Joining different types of piping materials
- Installing and repairing industrial grade pipes
- Plumbing fixtures
- Faucets
- Water Heaters

Certifications include:

- Customer service
- OSHA – 10-hour safety card
- T-Drill
- Thaddeus Stevens College of Technology Certificate of Completion

Program Schedule:

The Commercial Industrial Plumbing Program is a 6-month program that meets Mondays through Fridays, 8:30am – 12:30pm at Tec Centro West, 57 Laurel St, Lancaster PA 17603.

Commercial Industrial Electro-Mechanical

What do Commercial Industrial Electro-Mechanical?

Commercial and Industrial Electro-Mechanical training provides the opportunity to acquire the theory and skills needed to gain employment in the manufacturing, and factory setting as an entry level industrial maintenance technician with basic skills in mechanical systems, and electrical systems.

Graduates of the Commercial and Industrial Electro-mechanical program will be able to hit the ground running to maintain, calibrate and trouble shoot equipment most commonly used in today's high-tech manufacturing facilities.

What will you learn?

Thaddeus Stevens College of Technology Commercial Industrial Electro-Mechanical program provides instruction and training in several technical training areas:

- OSHA Safety
- Electrical Symbols, Schematics and Blueprints

- Introduction to Electrical Principals
- Electrical Resistance
- Introduction to Programmable Logic Controllers (PLC's)
- Direct Current (DC) Electric Motors and Drives
- Alternating Current (AC) Electric Motors and Drives

Certifications include:

- Customer service
- OSHA – 10-hour safety card
- Thaddeus Stevens College of Technology Certificate of Completion

Program Schedule:

The Commercial Industrial Electro-Mechanical Program is a 6-month program that meets Mondays through Fridays, 8:30am – 12:30pm at Tec Centro West, 57 Laurel St, Lancaster PA 17603.

Commercial Industrial

HVAC (Heating,
Ventilation, and
Air-Conditioning

What do Commercial Industrial HVAC Technicians do?

This program prepares the student for the fast-growing, Commercial and Industrial heating, ventilation and air conditioning field. Students learn current methods of identifying and performing efficiency evaluations on various types of heating, ventilation, and air-conditioning systems for large building or structures such as hospitals, apartment complexes or retail businesses.

Careers abound in a variety of positions as service technicians and installation technicians.

What will you learn?

Thaddeus Stevens College of Technology Commercial Industrial Electro-Mechanical program provides instruction and training in several technical training areas:

- OSHA Safety
- Mathematics
(Measurement and Layout)
- Piping Practices
- Basic Electricity
- Electrical Components for HVAC/R
- Electrical Circuits for HVAC/R
- Heat Pumps
- Air Distribution Systems
- Introduction to Cooling and Refrigeration
- Leak Detection, Evacuation, Recovery, and Charging
- Introduction to Heating

Certifications include:

- Customer service
- OSHA – 10-hour safety card
- Heat Pumps
- EPA 608
- Thaddeus Stevens College of Technology Certificate of Completion

Program Schedule:

The Commercial Industrial HVAC Program is a 6-month program that meets Mondays through Fridays, 8:30am – 12:30pm at Tec Centro West, 57 Laurel St, Lancaster PA 17603.

IT Support Specialist

What does an IT Support Specialist do?

IT Support Specialists are responsible for analyzing, troubleshooting, and evaluating technology issues. This role may support internal clients, helping to keep employees productive, or external customers of a company, helping them via the telephone or webchat. Some specialists are tasked with giving instructions to customers on how to use business-specific programs or working with other technicians to resolve problems. Other specialists may be responsible for answering simpler questions from nonbusiness customers, like reestablishing internet connections or troubleshooting household IT products like Wi-Fi routers.

What will you learn?

Thaddeus Stevens College of Technology IT Support Specialist Program provides instruction and training in several technical training areas:

- Customer Support and Job Readiness

- PC Hardware and Support Fundamentals
- Operating Systems
- Introduction to Networking
- LAN Cabling and WAN Technologies
- Direct Current (DC) Electric Motors and Drives
- Alternating Current (AC) Electric Motors and Drives

Certifications include:

- Customer service
- CompTIA Fundamentals
- Microsoft Office Specialist
- Thaddeus Stevens College of Technology Certificate of Completion

Program Schedule:

The IT Support Specialist Program is a 6-month program that meets Mondays through Fridays, 8:30am – 12:30pm at Tec Centro West, 57 Laurel St, Lancaster PA 17603

