

# PENNSYLVANIA INSTITUTE OF TECHNOLOGY

## STUDENT HANDBOOK



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PIT.EDU

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## I. Introduction

### Welcome

Welcome to Pennsylvania Institute of Technology! Whether this is your first college experience, or you are returning to college to pursue new opportunities, we are here to support you as you achieve the goals you have set for yourself. We are excited to have you here, and look forward to helping you move from Student to Graduate!

This Handbook supplements the College's catalog and website, and is designed to help you navigate the policies, procedures and academic programs here at P.I.T.

P.I.T. policies are in effect at any and all locations where P.I.T. programs, events, or services are offered. All students who enroll at P.I.T. are required to comply with the policies and procedures which are outlined in this *Student Handbook* or the College's catalog.

Students enrolled in programs that have additional policies and procedures specific to that program, such as Physical Therapy Assistant, Practical Nursing, or a School of Professional Programs (SPP) course of study are also required to comply with the policies and procedures outlined in the handbooks for their programs. These handbooks are provided to you upon acceptance into those programs.

P.I.T. reserves the right to interpret, modify, revoke, suspend, or change any or all such plans, policies, procedures, in whole or in part at any time, with or without notice.

For all other policies and procedures please refer to the current Pennsylvania Institute of Technology Catalog of Courses, the College's [Student Portal](#) and Policy Portal.

If you ever have a question, concern, comment or suggestion, I encourage you to speak up and let your voice be heard! We hope that you will make the most of your opportunities at P.I.T. and wish you a rich and rewarding experience.

Sincerely,



Kamira A. Evans, MPA

Director, Student Affairs

## IMPORTANT NOTICE – Rights Reserved

Any reference to P.I.T., the College, a campus or facility within this document refers to any and all locations where P.I.T. courses or activities are held. This *P.I.T. Student Handbook* supersedes previous student handbooks. The information contained in this *Student Handbook* is for information purposes only and does not constitute a contract. Pennsylvania Institute of Technology (“P.I.T.” or “the College”) reserves the right to make changes in the policies, programs, calendar, academic schedule, course content, admissions, career certificate and associate degree requirements, tuition, fees, regulations, course offerings, other academic activities, and any other information contained in this *Student Handbook* at any time without prior notice, although an effort will be made to convey such changes. While P.I.T. has attempted to ensure accurate information at the time of printing, P.I.T. assumes no responsibility for editorial, clerical, and programming errors which may have occurred during the publication of this *Student Handbook*.

Pennsylvania Institute of Technology reserves the right to deny the admission of, the continued enrollment of, or the readmission of any student when it has been deemed necessary by P.I.T. to do so in the interest of the student, or of P.I.T., or otherwise.

## II. Institutional Standards

The Pennsylvania Institute of Technology is governed by an underlying set of Core Values. These Values are:

- Collaborative Care
- Diversity and Inclusion
- Educational Excellence
- Mutual Respect
- Professional and Intellectual Integrity
- Social Responsibility

P.I.T. recognizes the various backgrounds, lifestyles, and personal moral values of those who encompass the P.I.T. community, and we as a college community endeavor to respect the rights of individuals to hold values that differ from those expressed herein. However, in your College activities as students, they are expected to observe P.I.T.'s policies and standards.

Through the policies stated in this Handbook, P.I.T. requires that student behavior contribute positively to student welfare and safety, enhance the quality of the campus environment, and respect the rights of others. Conduct which infringes upon or endangers the rights of others will not be tolerated.

Students are expected to assume responsibility for their own conduct and to have concern and consideration for others. Such responsibility includes efforts to encourage positive behavior and to prevent or correct conduct by others that is deemed detrimental.

P.I.T. expects all students to practice high regard for the human dignity and diversity of others. The College seeks to prevent all types of discrimination on the basis of sex, disability, race, age, color, religion, national origin, veteran status, or sexual orientation or any other characteristic protected by applicable law.

Additionally, attempts will be made to resolve any questions through constructive dialogue and clarification of values and attitudes. However, repeated disregard for the rights and dignity of others will result in disciplinary action including possible dismissal from the College.

Moreover, P.I.T. has a legitimate concern for the personal behavior of students, faculty, or staff beyond the impact that the behavior has on the rights of others. When an individual's pattern of behavior is self-destructive, interferes with the achievements of one's educational objectives, or adversely affects the quality of life on campus, P.I.T. may intervene in an attempt to correct or prevent such behavior.

The College values and safeguards the personal privacy of its members and, therefore, recognizes the provisions of the Family Educational Rights and Privacy ACT (FERPA), as outlined in the College catalog, regarding the privacy of student records.

### Policies Overview

#### **Non-Discrimination Policy, Sexual Misconduct Policy**

It is the policy of Pennsylvania Institute of Technology not to discriminate on the basis of sex, disability, race, age, color, religion, national origin, veteran status, or sexual orientation or any other characteristic protected by applicable law in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs. This policy is consistent with various state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education



Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990.

For any claims of sex discrimination, sexual harassment or sexual assault, or any other claims under this policy, or to request information about services and resources (including reasonable accommodations) for disabled students, please contact:

Kamira A. Evans, MPA  
 Director, Student Affairs  
 Title IX Coordinator  
 Department of Student Affairs, Pennsylvania Institute of Technology,  
 800 Manchester Avenue, Media, PA 19063.  
 Voice: 610-892-1504; email – [kevans@pit.edu](mailto:kevans@pit.edu).

### **Sexual Misconduct Policy and Sexual Misconduct Grievance Procedures**

This Sexual Misconduct Policy (the “Policy”) and the Sexual Misconduct Grievance Procedures (the “Grievance Procedures”) supersede all other Pennsylvania Institute of Technology (“P.I.T.” or “College”) policies and grievance procedures to the extent they cover sex discrimination, sexual harassment or sexual violence. The Policy (contained in section I) and the Grievance Procedures (contained in Section II) are both effective September 1, 2011. The Policy and Grievance Procedures were designed to comply with the requirements of the recent Dear Colleague Letter issued by the United States Department of Education.

#### Section I – The Policy

##### 1. **Policy Statement**

P.I.T. is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect free of discrimination. As required by Title IX, sex discrimination includes discrimination on the basis of sex as well as sexual harassment and sexual violence all of which are considered “sexual misconduct” under this Policy. Sexual misconduct violates an individual’s fundamental rights and personal dignity. P.I.T. considers sexual misconduct in all its forms to be a serious offense. This policy prohibits sexual misconduct, which includes sex discrimination including sexual harassment and sexual violence by employees, faculty, students, or third parties against employees, faculty, students, or third parties. P.I.T. also does not discriminate and prohibits discrimination on the basis of race, color, religion, national origin, disability, age and any other status protected by applicable law. This policy is not limited to incidents that occur on the College campus or during College hours.

##### 2. **Definitions**

- A. **Sexual Misconduct:** Sexual Misconduct includes all forms of discrimination based on sex including sexual harassment and sexual violence
- B. **Sexual Violence:** Sexual Violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or because of the victim’s disability. In general, any non-consensual physical contact of a sexual nature may constitute Sexual Violence. Sexual Violence may vary in its severity and consists of a range of behaviors or attempted behaviors including but not limited to rape, sexual assault, sexual battery, and sexual coercion. Prohibited Sexual Violence under this Policy includes but is not limited to:

- 1) Non-Consensual Sexual Contact, which is:

- a) any intentional sexual touching,
  - b) however slight,
  - c) with any object or body part,
  - d) by a man or a woman upon a man or a woman, and
  - e) without consent.
- 2) Non-Consensual Sexual Intercourse, which is:
- a) any sexual intercourse (anal, oral, or vaginal),
  - b) however slight,
  - c) with any object or body part,
  - d) by a man or woman upon a man or a woman, and
  - e) without consent.
- 3) Sexual Exploitation, means when a person takes non-consensual or abusive sexual advantage of another person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- a) prostituting a student;
  - b) non-consensual video or audio-taping of sexual activity;
  - c) going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - d) engaging in Voyeurism;
  - e) knowingly transmitting an STD or HIV to another.

**C. Sexual Harassment:**

- 1) Definition and Examples – Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student’s ability to participate in or benefit from the College’s programs/activities or a student’s or an employee’s work performance or creating an intimidating, hostile, or offensive learning or working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
- a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
  - b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
  - c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request.
  - d. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
  - e. Displaying pornographic or sexually oriented materials.
  - f. Engaging in indecent exposure.
  - g. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee’s rejection of the advances.
  - h. Physical conduct such as assault, touching, or blocking normal movement.

- i. Retaliation for making harassment reports or threatening to report harassment.
- 2) Possible Harassers - Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.
- 3) Nature of harassment - Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

**D. Consent**

Effective consent is the basis of the analysis applied to unwelcome sexual misconduct. Lack of consent is the critical factor in any incident of Sexual Harassment and Sexual Violence.

- Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter.
  - Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
  - It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
  - Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
  - Previous relationships or consent does not imply consent to future sexual acts.
  - Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
  - Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
- 1) If you have sexual activity with someone you know to be--or should know to be—mentally or physically incapacitated (by alcohol or drug use, unconsciousness or blackout), you are in violation of this Policy.
  - 2) Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.
  - 3) This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student, employee or faculty member for the purpose of inducing incapacity is a violation of this Policy. More information on these drugs can be found at

<http://www.womenshealth.gov/publications/our-publications/fact-sheet/date-rape-drugs.cfm>.

3. **Effect of alcohol/drug use:** Use of alcohol or drugs will never excuse behavior that violates this Policy.

4. **Reporting Procedures for complaints of sexual misconduct or retaliation**

A. **Title IX Coordinator**

1) P.I.T. has designated Kamira Evans as the College’s Title IX Coordinator for all matters related to sexual misconduct at the College, and to coordinate the efforts of the College to comply with Title IX law. Ms. Evans has been specifically trained to handle these matters.

2) The Title IX Coordinator’s contact information is:

**Kamira A. Evans, MPA**  
 Director, Student Affairs  
 Title IX Coordinator  
 Department of Student Affairs, Pennsylvania Institute of Technology,  
 800 Manchester Avenue, Media, PA 19063.  
 Voice: 610-892-1504; email – [kevans@pit.edu](mailto:kevans@pit.edu).

Note: In the Title IX Coordinator’s absence, you should report any sexual misconduct matter to the Assistant Dean of Academic Affairs:

**Rachelle Chaykin**  
 Pennsylvania Institute of Technology  
 800 Manchester Avenue, Media, PA 19063.  
 Voice: 610-892-1528; email – [RChaykin@pit.edu](mailto:RChaykin@pit.edu)

- 3) As the Title IX Coordinator, Ms. Evans is responsible for:
- a) Ensuring that both the individual filing the complaint and the individual accused of sexual misconduct or retaliation are aware of the seriousness of the complaint.
  - b) Explaining P.I.T.’s sexual misconduct policy and investigation procedures.
  - c) Exploring various means of resolving the complaint.
  - d) Making referrals to outside counseling services for counseling and referral services, if appropriate.
  - e) Discuss with complainant the option of the complainant notifying the police if criminal activities are alleged.
  - f) Conducting or arranging for an investigation of the alleged prohibited conduct.
  - g) Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct.
  - h) Identify and address any patterns or systemic problems that arise during the review of sexual misconduct complaints.

B. **Reporting Procedure and Remedial Action**

The College strongly encourages those who have experienced sexual misconduct to report the offense to the Title IX Coordinator. P.I.T.’s complaint procedure provides for immediate, thorough, and objective investigation of all claims of sexual misconduct. If sexual misconduct has occurred, P.I.T. will take prompt appropriate remedial action that is

commensurate with the severity of the offense. Each complaint will be assessed and resolved individually in accordance with the Grievance Procedures contained in Section II immediately follow this Policy. The Title IX Coordinator will also advise each Complainant that they may also file a complaint with the local police.

- C. **Witness Reports:** Employees or faculty members who believe they have witnessed sexual misconduct or received a reliable report of sexual misconduct must promptly notify the General Counsel or the Director of Student Affairs. This reporting is mandatory since it enables the College to fulfill its legal obligation where it knows or has reason to know of sexual misconduct to take immediate action to eliminate the misconduct, prevent its recurrence, and address its effects. If for any reason the employee is unable or unwilling to report the matter to either of the individuals listed above, he/she must report the matter to the President of the College. Students are encouraged to report witnessed sexual misconduct to the Title IX Coordinator.
- D. **Retaliation Prohibited:** P.I.T. strictly prohibits retaliation against any person for using this reporting and complaint procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sexual misconduct. Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and follow-up of the complaint or report.

1. **Suggested Procedures for Those Who have Experienced Sexual Misconduct**

- A. **Encourage prompt reporting.** P.I.T. strongly encourages those who have experienced any form of sexual misconduct to report the incident promptly, to seek all available assistance, and to pursue the College's Grievance Procedure and criminal prosecution (if a crime) of the offender.
- B. **Seek help.** Tell a trusted person about the incident or use one of the resources on the Resource List below.
- C. **Preserve evidence.** In the case of sexual violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Victims should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are, bring all the original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)
- D. **Seek immediate medical attention when necessary.** When necessary seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.
- E. **Women Organized Against Rape (WOAR).** A WOAR advocate may be able to offer support at the hospital but victims might need to ask for the advocate. (People under the age of eighteen should be aware that, as a minor, their parent(s) may have the right to obtain information from their medical records.)
- F. **Delaware County Women Against Rape (DCWAR).** DCWAR will provide accompaniment to the forensic medical examination, police interview and all court proceedings. The agency also provides counseling for sexual assault victims. All victim services are free and

confidential. For more information, go to [www.delcowar.org](http://www.delcowar.org).

G. **Reassignments:** When the victim and the accused participate in the same class(es) or work in the same area, victims may request reassigning and/or moving one of the persons. The Title IX Coordinator will consult with the Dean of Academic Affairs (if a classroom reassignment is involved) or the General Counsel (if a work reassignment is involved) in making a determination regarding an alternative classroom or work assignment(s) for the accused and/or the victim who has experienced sexual misconduct.

H. **Contact College and Community Resources:** See below.

## 2. College and Community Resource List

There are various resources available for those who have experienced sexual misconduct, including:

A. **On-Campus Resource - P.I.T.'s Title IX Coordinator.** The College's Title IX Coordinator is the College's primary contact for any issue involving sexual misconduct. See the Title IX Coordinator's contact information and detailed description of responsibilities set forth earlier in this Policy.

### B. Off-Campus Resources List

Emergency:

9-1-1 (local law enforcement)  
The Special Victims Unit – 215-685-3251

24-Hour Hotline/Organizations:

Women Organized Against Rape (Philadelphia): 215-985-3333  
Women Against Abuse (Philadelphia): 1-866-723-3014  
Delaware County Women Against Rape: 610-566-4342  
"Menergy" Men's Resource Center: 215-242-2235  
Domestic Abuse Project of Delaware County: 610-565-6272

Sexual Assault Medical Evaluation

Thomas Jefferson Hospital Emergency Room: 215-955-6840  
Episcopal Hospital: 215-707-0800  
Riddle Hospital Emergency Room: 484-227-3214  
Crozer Chester Medical Center Emergency Room: 610-447-2188  
Delaware County Memorial Hospital Emergency Room: 610-284-8400  
Springfield Hospital: 610-328-8700  
Mercy Fitzgerald Hospital Emergency Room: 610-237-4701  
Taylor Hospital Emergency Room: 610-595-6480

## 3. Confidentiality

A. **Confidentiality Considerations:** All inquiries, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit. However, the identity of the complainant is usually revealed to the person(s) accused of such conduct and any witnesses with consent of the complainant. Publicizing information about alleged sexual misconduct or retaliation is strictly prohibited and may be considered a violation of College policy. While a Complainant cannot be assured of absolute confidentiality, the College will try to maintain the confidence of the investigation consistent with its duty to investigate and

address the complaint.

- B. **Secure Files:** The Title IX Coordinator shall maintain all information in a secure file pertaining to a complaint or investigation.
  - C. **Federal Reporting Requirements:** The College Registrar has a duty to report sexual misconduct that constitutes a crime for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to the Registrar regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual College Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The Title IX Coordinator will report to the Registrar crimes as required by federal and state law.
  - D. **Federal Timely Warning Requirements:** Victims of sexual misconduct should also be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to the P.I.T. community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.
4. **Sexual Misconduct Educational Programming**
- A. **Educational Programming:** Because P.I.T. recognizes sexual misconduct as an important issue, the College offers educational programming to students and appropriate staff and faculty. This training is sent to the P.I.T. Community once a year.
  - B. **Possible Topics:** Sexual misconduct educational programming may address matters such as: what constitutes sexual misconduct, how to respond to an incident of sexual misconduct, an explanation of the College's Sexual Misconduct Policy and the penalties for violating the Policy, how to file charges within the College's Grievance Procedures and/or with the local police department, and College and community resources to assist the victim and the accused.
5. **Consensual Relationships Between Employees and/or Faculty Members**
- P.I.T. does not wish to interfere with the private lives of their employees or faculty members, or their off-duty behavior. However, where such conduct impacts the working or learning environment in a negative manner or is between employees or faculty members in a supervisory or managerial, P.I.T. reserves the right to take whatever action is appropriate, at its discretion, to protect the interests of P.I.T. and its employees, faculty and students.

All employees and faculty members are responsible for maintaining a professional business environment at all times. An intimate personal relationship between individuals who have a direct or indirect supervisory or managerial relationship is highly inappropriate. If such a situation develops, the involved employee or faculty member in the supervisory or managerial role must communicate this fact to his/her manager immediately so that a reassignment can be considered for either party.

Any employee in such a relationship who does not promptly disclose the information as required is subject to having their employment terminated immediately.

## 6. **Consensual Relationships Between an Employee/Faculty Member and a Student**

Students are particularly vulnerable to the unequal institutional power inherent in a faculty-student relationship and in many employee-student relationships. Those relationships are highly subject to coercion so that the typical “consensual” nature of a relationship does not exist despite oftentimes outward appearances to the contrary. Therefore, no faculty member or employee shall have a sexual or amorous relationship with any student while that student is enrolled at P.I.T.

### Section II – The Grievance Procedures

#### 1. **Time frame to file a complaint**

To use P.I.T.’s Grievance Procedures, an aggrieved employee, faculty member or student should meet with the Title IX Coordinator, as soon as possible after the alleged act of sexual misconduct or retaliation to discuss the complaint. Employees and faculty members who have experienced conduct they believe is contrary to this Policy have an obligation to make a prompt report or file a prompt complaint. In any case, there is no time limit for students to make a complaint. Nevertheless, students should understand that incidents should be reported as soon as possible when memories, information and evidence is fresh. The longer a student waits to file a complaint, the more difficult it might be for the College to obtain evidence and conduct a thorough, impartial and reliable investigation.

#### 2. **Time frame to complete an investigation**

Once a complaint of sexual misconduct has been made, the Title IX Coordinator will meet with the Complainant as soon as reasonably possible to determine if any interim actions are immediately required, and then begin an investigation within five (5) calendar days of the initial complaint. The investigation shall be completed within twenty-eight (28) days after it begins, if reasonably possible. Within ten (10) calendar days of the completion of the investigation, the Title IX Coordinator shall issue a decision notifying the parties of the result of the investigation and penalty, if any. These time frames may vary depending on the complexity of the investigation and the severity and extent of the alleged sexual misconduct. For any investigation that cannot comply with these time frames, the Title IX Coordinator shall promptly inform both parties of any revised time frames and the reasons for any delay. In cases when the accused faces criminal charges or is the subject of a criminal investigation, the College may need to briefly delay temporarily the fact-finding portion of a sexual misconduct investigation while the police are gathering evidence. But once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges) the College will promptly resume and complete its fact-finding of its investigation.

#### 3. **Contents of Complaint**

To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:

- A. The name, department, and position and any other identifying information of the person or persons allegedly causing the sexual misconduct or retaliation.
- B. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
- C. The alleged effect of the incident(s) on the student’s ability to enjoy the programs and activities or the educational opportunities of the College or on the employee’s or faculty member’s position, salary, benefits, promotional opportunities, or other terms or conditions of employment.



- D. The names of other students or employees or faculty members who might have been subject to the same or similar sexual misconduct or retaliation.
- E. Any steps the complainant has taken to try to stop the sexual misconduct or retaliation (although no steps are required to have been taken to file a complaint).
- F. Any other information the complainant believes to be relevant to the alleged sexual misconduct.

**4. Investigation**

An investigation into the complaint shall be conducted by or under the direction of the Title IX Coordinator. The investigation may include any of the following determined by the Title IX Coordinator in his/her discretion based on the nature of the complaint: interviews of the parties involved, interviews of any witnesses, the gathering of other relevant information and any other steps necessary to thoroughly investigate the allegations. Mediation will never be used for complaints of sexual harassment or sexual violence. The Title IX Coordinator shall issue an investigatory report to the appropriate College Executive Leadership.

**5. Standard for Determining Responsibility and Remedies:**

The standard used to determine accountability will be the Preponderance of the Evidence Standard, meaning whether it is more likely than not that the sexual misconduct occurred. All members of the College community found to have violated this Policy will be subject to the remedies set forth later in these Grievance Procedures.

**6. Investigation Resolution**

The Title IX Coordinator shall issue a decision within ten (10) days of completing the investigation.

**7. The Rights and Limitations of the Complainant and the Accused**

Both parties will be treated equitably with similar rights and limitations subject to applicable law.

**A. The Complainant’s Rights and Limitations**

- 1) An explanation of the College Grievance Procedures,
- 2) Freedom from harassment by the accused (or the supporters),
- 3) Use of all available internal and external resources in dealing with the aftermath of the alleged offense,
- 4) Ability to testify on their own behalf during the investigation, including making a “survivor impact” statement,
- 5) No right to the presence of an advisor, lawyer, advocate, parent or any other person during the Grievance Procedures, except that if the accused is subject to a related criminal charge and the accused chooses to have an attorney present then the Complainant may have an attorney present on the same basis as the accused,
- 6) The opportunity to present relevant witnesses who can speak about the charges, character witnesses excluded,
- 7) Freedom from having irrelevant sexual history discussed during the Grievance Procedure,
- 8) Information about the outcome of the investigation and appeal, if any, consistent with

applicable law,

- 9) Opportunity to appeal the outcome of the investigation decision, and
- 10) No right to personally question or cross-examine the other party.

**B. The Accused's Rights and Limitations**

- 1) An explanation of the charge(s),
- 2) Freedom from harassment by the complainant (or supporters),
- 3) An explanation of the College Grievance Procedure,
- 4) No right to the presence of an advisor, lawyer, advocate, parent or any other person during the Grievance Procedures, except that if the accused is subject to a related criminal charge the accused may have an attorney (but not a parent or relative who is an attorney) present while being questioned who may act as an advisor only but will not be allowed to ask any questions or otherwise to participate
- 5) Ability to testify on their own behalf during the investigation,
- 6) The opportunity to present relevant witnesses who can speak about the charges, character witnesses excluded. Freedom from having irrelevant sexual history discussed during the Grievance Procedure,
- 7) Information about the outcome of the investigation and appeal, if any, consistent with applicable law,
- 8) Opportunity to appeal the outcome of the investigation decision, and
- 9) No right to personally question or cross-examine the other party.

8. **Notice of Outcome.** Consistent with applicable law, at the conclusion of the investigation and the appeal, if any, the College will provide written notification to the complainant and the accused of the outcome and resolution.

**9. Appeals**

**A. Timeframes and Appeal Submission**

Once written notification of the resolution has been received from the Title IX Coordinator, the parties involved will have the opportunity to appeal the findings. Any appeal filed in a matter where a faculty member or staff employee was the accused, must be submitted in writing to the President of the College within five (5) calendar days of the date the party appealing received written notification of the resolution. Any appeal filed in a matter where a student was the accused, must be submitted in writing to the Director of Student Affairs within five (5) calendar days of the date the party appealing received written notification of the resolution. Any appeal will be decided within fifteen (15) calendar days of the date the appeal was received.

**B. Appeal Body**

In deciding the appeal, the President or the Director of Student Affairs as the case may be, shall consider the investigation report completed by the Title IX Coordinator plus whatever other evidence they deem appropriate in their discretion including re-interviewing the parties, re-interviewing the witnesses and examining other evidence.

**C. Automatic Appeals**

If the Title IX Coordinator has determined that sexual misconduct was committed by a staff employee or faculty member, and the decision of the Title IX Coordinator was to terminate the employment of that staff employee or faculty member, there shall be an automatic appeal from that decision to the President. In such case, the Title IX Coordinator shall send his/her decision to the President at the same time the parties are notified.

## 10. Remedies

- A. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect a students' or employee's or faculty member's rights and personal safety including interim steps before the final outcome of the investigation or appeal, if any.
  - 1) Such measures include, but are not limited to, modification of classroom assignments, prohibition of accused from having any contact with the complainant pending the conclusion of the College investigation, interim suspension from campus pending a hearing, and reporting to the local police.
  - 2) The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.
- B. Any member of the College community found responsible for violating the Sexual Misconduct Policy either for committing sexual misconduct or engaging in retaliation will be subject to disciplinary action, ranging from an oral warning up to and including termination of employment if they are an employee or faculty member or dismissal if they are a student, depending on the severity of the violation and any other relevant circumstances. The College will take immediate action to eliminate any sexual misconduct it finds, prevent its recurrence, and address its effects. Sanctions will not be lessened because the offense was committed with an acquaintance or while on a date.
- C. The College also reserves the right to suspend any member of the College community accused of sexual misconduct pending the outcome of an investigation and appeal, if any.
- D. The College shall take reasonable steps to prevent the recurrence of any form of sexual misconduct or retaliation. Additionally, the College will take all necessary steps to remedy the discriminatory effects on the victim(s) and others.
- E. The College will also consider, where appropriate, possible remedies contained in the lists contained in the April 4, 2011 Dear Colleague Letter on Sexual Violence and the 2001 Guidance.

## 7. Special Provisions

- A. **Conflict of Interest**  
All investigations and appeals shall be impartial. Any real or perceived conflict of interest between the decision maker and the parties must be disclosed.
- B. **Attempted violations**  
In most circumstances, the College will treat attempts to commit any act of sexual misconduct as if those attempts had been completed.
- C. **The College as Complainant**  
As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate Grievance Proceedings without a formal complaint by the victim of sexual misconduct. Whenever the College knows or has reason to know about possible sexual misconduct, the College will promptly investigate and take appropriate steps to resolve the situation. Even if criminal justice authorities do not prosecute P.I.T. community members,

the College can pursue disciplinary action.

**D. False Reports**

The College will not tolerate intentional false reporting of incidents. It is a violation of this Policy to make an intentionally false report of any Policy violation, and it may also violate state criminal statutes and civil defamation laws.

**E. Immunity for Victims**

The College strongly encourages the reporting of incidents of sexual misconduct. Sometimes, victims are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of the College community that as many victims as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering victims of sexual violence (not other forms of sexual misconduct) limited immunity from being charged with policy violations related to the sexual violence incident. While violations cannot be completely overlooked, the College will provide educational options rather than punishment, in such cases.

**F. Good Samaritan**

The welfare of students is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual violence victim to the Title IX Coordinator or the Police). The College pursues a policy of limited immunity for students who offer help to others in need in cases of sexual violence (not other sexual misconduct matters). While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

**G. Parental Notification**

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol or drug policy violations. Where a student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

**H. Notification of Outcomes**

The outcome of a Grievance Procedure is part of the education record of the accused student, and is protected from release under a federal law, FERPA. However, the College observes the legal exceptions such as:

- 1) Complainants in sexual harassment cases will have the right to learn about the sanction imposed upon a student who was found to have engaged in sexual harassment when the sanction directly relates to the harassed student.
- 2) Students who bring any sort of sexual misconduct complaint against a faculty member or employee may be informed of the outcome and sanction.

- 3) The College may disclose to anyone – not just the alleged victim – the final results of a Grievance Procedure if it determines that the accused student is a perpetrator of a crime of violence or a non-forcible sex offense.

**I. Past Sexual History/Character**

The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Title IX Coordinator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance by the Title IX Coordinator. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Title IX Coordinator may consider such information but, only if:

- 1) The accused was previously found to be responsible
- 2) The previous incident was substantially similar to the present allegation;
- 3) Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

**Anti-Harassment Policy**

**Prohibited Harassment**

Pennsylvania Institute of Technology is committed to providing all members of the College community – students, faculty, staff and visitors – an environment free from conduct constituting unlawful harassment. All students, faculty, staff and visitors should conduct themselves properly and ensure that all those around them conduct themselves, in all matters, such that the College environment is free from conduct constituting unlawful harassment.

Accordingly, it is also the policy of the College that any form of harassment based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other characteristic protected by applicable law is expressly prohibited.

Prohibited harassment includes verbal, visual or physical conduct that belittles, mocks or shows hostility toward an individual because of a characteristic protected by law (such as race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other characteristic recognized by applicable law) or that of his or her relatives, friends, or associates, especially when that conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, or unreasonably interfering with an individual's work or academic performance; or
- otherwise adversely affects an individual's employment or educational opportunities.

Some examples of what may constitute prohibited harassment are:

- using epithets, slurs or negative stereotypes;
- threats, intimidation or hostile acts that relate to a protected characteristic;
- purported jokes or pranks;
- placing on walls, bulletin boards or elsewhere on the College campus, or circulating

on the campus by any medium, oral, written, electronic, or graphic material that belittles, mocks or shows hostility toward a person or group because of protected characteristics.

Even one instance of such conduct, if severe enough, may constitute prohibited harassment.

### **Reporting Responsibilities**

Prohibited discrimination or harassment will simply not be tolerated, whether at the College or off campus on College business.

All College employees are responsible for helping to assure that prohibited discrimination and harassment do not occur by conducting themselves in accordance with this Policy and by reporting prohibited discrimination or harassment that they observe.

If you believe you have been the victim of discrimination or harassment, or if you know of or suspect that an employee or student is being subjected to prohibited discrimination or harassment, report the problem immediately to the Director of Student Affairs.

It is possible that the harasser does not realize that the advances or behaviors are offensive. If you feel this is the case and only if you are comfortable doing so, you may tell the offender that the behavior is unwelcome and ask that it stop. If you use this informal procedure and the unwelcome behavior does not stop, or you are not satisfied with the offender's response, or if you choose not to use this informal procedure, or if you want to report the problem in any event, then you must report your complaint promptly according to the instructions set forth above.

### **Investigation**

When a report is made as outlined above, the College will undertake a prompt investigation as may be appropriate under all of the circumstances. During an investigation, involved individuals are expected to cooperate and provide truthful information.

The steps to be taken during the investigation will vary depending upon the nature of the allegations. There may be instances in which an individual reporting harassment seeks only to discuss the matter informally, and does not wish the College to undertake an investigation or to take further steps. Nonetheless, the College is committed to its zero tolerance policy and will investigate and address all reports of prohibited harassment or discrimination.

### **No Retaliation**

The College will not retaliate against anyone who makes a good faith complaint about alleged discrimination or harassment and it is a violation of this Policy for any person to so retaliate. Retaliation is considered a very serious violation of this Policy that should be reported immediately. The reporting, investigation and resolution of allegations of retaliation will follow the procedures detailed in this Policy.

### **Other College Misconduct**

This Policy does not limit the College's authority to correct workplace or student conduct which the College decides is unprofessional, inappropriate or otherwise unacceptable, regardless of whether that conduct meets the legal definition of discrimination or harassment.

## **Violations**

Any student or employee who violates this policy will be subject to disciplinary action by the College. This disciplinary action may include termination of the violator's employment or in the case of a student dismissal from the College. Managers or others who fail to report an actual or suspected violation of this Policy may also be subject to such disciplinary action. Prohibited discrimination or harassment by a non-employee or non-student of the College of an employee or a student will result in action reasonably calculated to stop the discrimination or harassment.

## **Children in College Facilities Policy**

P.I.T. recognizes that many student-parents, faculty-parents, and staff-parents face difficult problems in caring for their children. The College sympathizes with these student-parents and will make every reasonable effort to assist them to make up the class work that they may have missed because of childcare needs. While P.I.T. understands the difficulties that student-parents occasionally have in making child-care arrangements, bringing children to College is an unacceptable solution. Children in classroom buildings, the Library, and the Innovation Center are distracting to everyone. P.I.T. requires that student-parents make alternative plans for childcare.

## **Drug-Free Campus Policy**

In compliance with The Drug-Free Schools and Communities Act Amendments of 1989, which is designed to provide an environment for learning free from the effects of alcohol and/or other performance impairing substances, Pennsylvania Institute of Technology strictly forbids and will impose appropriate disciplinary action up to and including dismissal from the College for the use, sale, or possession of a controlled substance, drug not medically authorized, or any other substance that may impair performance or may pose a hazard to the safety and welfare of the students or other members of the academic community, on the property of P.I.T. or as any part of P.I.T. activities. For further information, please refer to the complete [P.I.T. Alcohol and Drug Policy](#) found on the [College's website](#).

## **Student Records:**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

*Even though you may be an eligible student, P.I.T. may still release information to your parent or guardian without your express consent:*

- Schools may **disclose any and all information** to parents, **without the consent of the eligible student**, if the student is a dependent for tax purposes under the IRS rules.
- FERPA also permits a school to disclose information from an **eligible student's education records to parents if a health or safety emergency involves their son or daughter**.
- Another provision in FERPA permits a college or university to **let parents of students under the age of 21 know when the student has violated any law or policy concerning the use of possession of alcohol or a controlled substance**.
- School officials may also share information with a parent about an eligible student that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

*The Academic Records Office can also release, **without your express permission**, Directory Information.* FERPA defines "directory information" as information contained in the education records of a student

that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "Directory Information" includes information such as:

- Your name;
- Address and telephone listing;
- Major field of study;
- Enrollment status;
- Dates of attendance;
- Anticipated degree
- Date and place of birth; and
- Participation in officially recognized activities, degrees, honors, and awards received.

The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)

Upon request, P.I.T. also discloses education records without consent in accordance with applicable law. Information on other such exceptions is available through the Registrar's Office and are listed below.

Students are entitled to file a "Student Academic Information Release Form" available through the Registrar's Office. Other Departments may also request that you complete this form in order to assist with Extern Placement, Career Placement and College Transfer. By signing and returning this form to the Registrar's Office (or requesting department), you may authorize P.I.T. to release your grades and other information from your education records to your parents or other individuals. This consent remains in effect until changed in writing with the Registrar's Office (or requesting office). Continuing students who did not fill out the form in their first year may do so at any subsequent time. If you choose not to file the form, you are urged to inform your parents of your decision.

Students who wish to have their directory information withheld must notify the Registrar's Office in writing. (Please note that such a notification will prevent P.I.T. from providing your directory information with those whom you may wish us to share such information, such as prospective employers, so make your decision carefully.) You may give such notification at any time, but it will be effective only prospectively.

#### What is an Education Record?

Education records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information (at the postsecondary level), and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. Source: 34 CFR § 99.2 "Education Records" and "Record"

#### As an Eligible Student, what do my rights include?

1. **The right to inspect and review the student's education records within 45 days after the day P.I.T. receives a request for access.** You should submit this request in writing to the Registrar's Office. This request should identify the record(s) you wish to inspect. The Registrar's Office will make arrangements for access and notify you of the time and place where the records may be inspected. Records customarily open for student inspection will be accessible without written request.



2. **The right to request the amendment of your education records that you believe are inaccurate.** If you wish to ask P.I.T. to amend a record, you must write the Registrar's Office, clearly identify the part of the record you believe to be inaccurate and specify what is inaccurate and why it should be changed. The Registrar's Office will notify you of its decision or any further action that should be taken by you before P.I.T. can issue a decision. If the College decides not to amend the record as requested, P.I.T. will notify you in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  
3. **The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**
  - One such exception permits disclosure to "school officials" with "legitimate educational interests." A "school official" is any person employed by P.I.T. in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom P.I.T. has contracted to provide a service to or on behalf of P.I.T. (such as an attorney, auditor, or collection agent); any person serving on P.I.T.'s Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
    - A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill the official's professional responsibility.

Upon request, P.I.T. also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by P.I.T. to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**Student Responsibility:** Students in doubt about the meaning of any P.I.T. regulation should seek advice from the Director of Student Affairs, their Academic Support and Financial Literacy Counselor, or the appropriate P.I.T. office or staff member. *Each student is personally responsible for all regulations in this Catalog that may affect academic progress, financial obligations, and relationships with P.I.T. authorities, transfer of credits, and eligibility for graduation.*

See the list below of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the School whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of

the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

For more information on FERPA, please visit <http://familypolicy.ed.gov/?src=fpc-faqs>

### **Food & Beverage Policy**

Food and beverages (other than water) pose a potential risk to College equipment, furniture, and resources. In addition, consuming food or beverages outside a food safe environment may pose a health risk to the consumer. In light of these concerns, food and beverages are **NOT** allowed in the classrooms, laboratories, Library or Innovation Center on any campus. Students may bring drinking water into classrooms provided it is in a covered or lidded container. Students must ask their instructor if drinking water is permitted in the laboratory. Please use our designated eating areas, including the P.I.T. Stop Café or outdoor seating in Media, when eating or drinking.

### **Tobacco-Free Environment**

P.I.T. is committed to the health and wellness of its students, faculty, staff, and visitors. P.I.T. is a tobacco-free facility. In recognition of the clear and present hazards associated with smoking and the responsibility of P.I.T. to provide a healthy environment for everyone and in compliance with State Law, the College has adopted a formal policy prohibiting tobacco use throughout all P.I.T. educational facilities including: the Media campus and all clinical or extern sites.

Tobacco use includes any lighted tobacco product (e.g., cigarettes, cigars, clove cigarettes, or pipes) and/or any oral tobacco product (e.g., smokeless tobacco, dip, or chew). Please be mindful that this includes classrooms, the Library, the Café, the Innovation Center, and all College owned vehicles. Tobacco use is only permitted in designated tobacco areas.

At the Media campus: smoking is prohibited inside the buildings and anywhere along the front of the building including the main entrance to the College and within the courtyard. .

As a courtesy to non-smokers and all guests to our buildings and facilities, please adhere to the following guidelines:

- Do not discard cigarette waste on walkways, parking lots, planters, or landscaping. Please use the provided cigarette receptacles.
- Never throw matches or cigarette butts into waste containers inside or outside buildings.
- Smoke only in the outside areas designated by P.I.T. (in Media) or clinical/extern sites.

### **Student Grievance Policy and Procedures**

A grievance is a complaint that a specific decision or action affecting the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. This policy does not limit the College's right to change rules, policies or practices. The Pennsylvania Institute of Technology complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status or marital status.

### **Grievance Process**

The student must complete a Grievance Form and must provide strong, documented evidence and submit the completed Grievance Form to the Director of Student Affairs' office. The student must submit the Grievance Form no later than ten (10) business days from the time of incident.

Chief responsibility for the resolution of academic-oriented grievances rests with the Dean of Academic Affairs. Chief responsibility for the resolution of non-academic oriented grievances rests with the Director of Student Affairs. Consequently, grievances of an academic nature are forwarded to the Dean of Academic Affairs who will initiate the College's investigation and response to the student's grievance. Grievances of a non-academic nature will remain under the purview of the Director of Student Affairs. The appropriate Director will provide a written response of the outcome within fourteen (14) business days.

### **Grievance Procedure**

- A. The student must first go to the offending person within two (2) school days. A conference between the student and the offending person will be held to resolve the matter informally. If the matter cannot be resolved, the student may file a formal grievance.
  - The exception to this requirement is sexual harassment complaints, which may be taken directly to the Director of Student Affairs.
- B. Formal Student Grievances must be submitted in writing to the Director of Student Affairs' office using the Student Grievance Form.
  - Complainants may provide statements from witnesses as part of their information and evidence.
  - The Grievance Form may be obtained through the Pennsylvania Institute of Technology Policy Portal (see below for access instructions).
- C. Academic grievances will be forwarded immediately to the Dean of Academic Affairs.
- D. All complaints will be promptly and thoroughly investigated and resolved.
- E. The Dean of Academic Affairs or the Director of Student Affairs will review and weigh the evidence to determine if a violation has occurred.
- F. If it is deemed that no violation has occurred, the case is dismissed and all parties are so informed.
- G. If it is determined that a violation has occurred, the appropriate Director shall meet with the offending person and provide an opportunity for that person to defend himself/herself against the charge(s).
  - If necessary, the appropriate Director shall meet with both the grievant student and the offending person to review and discuss the incident.
- H. If the offending person admits his/her responsibility, the appropriate Director determines the course of action.
- I. Initial appeals to all rulings may be made within fourteen (14) days of the disciplinary hearing date to the Dean of Academic Affairs or the Director of Student Affairs.
  - All appeals must be in writing.
  - Further appeal may be made within fourteen (14) days after the disciplinary hearing to the College President whose decision is final.
- J. Either Director may resolve the case.

### **How to Access the Policy Portal (for students)**

- A. Open your browser and go to the following web address: <http://my.pit.edu>
- B. On the front page, click the button on the left side menu: "my.PIT login"
- C. Follow instructions on the next page to login to my.PIT
- D. Once logged in, you may now click the button on the left side menu: "Policy Portal"
- E. The portal front page lists the policies available for students to view. (Faculty and Staff can

choose from areas in which policies may be stored.) Students will see only student-related policies. Policies are listed by policy name and reference also policy number.

### **Student Right-to-Know and Campus Security Act**

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IV of the Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students. In addition to the graduation rates, Pennsylvania Institute of Technology complies with the crime statistics reporting requirements of the Student Right to Know and Campus Security Act. The following information is reported through the College departments listed below:

- Campus Crime Statistics – Academic Records Office and on the [P.I.T. Website: Consumer Disclosures](#)
- Graduation Rates of Students – Academic Records Office and on the [P.I.T. Website: Consumer Disclosures](#)

### III. Student Code of Conduct

The Student Code of Conduct is the College's policy regarding academic and non-academic discipline of students. Its purpose is to set expectations of behavior that promote the safety and welfare of the College community; as well as to protect and preserve a civil and safe educational environment. The College seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, the intellectual development of students, and the general good of society. The College is not designed nor equipped to rehabilitate students who will not abide by this Code.

College jurisdiction and discipline applies to the conduct of all students who attend P.I.T., which occurs on all College premises, at College related or sponsored activities, or which adversely effects the College community and its good name. Any disciplinary actions taken are designed to protect and preserve a quality educational environment and to protect the rights of members of the College community, individually and collectively. Any student in violation of these policies is subject to disciplinary action up to and including expulsion from the College for the violations of the standards of conduct. The authority to take disciplinary action for any student in violation of the standards of conduct in any instance rests with the Director of Student Affairs and Chief Academic Officer after approval of the President of the Pennsylvania Institute of Technology.

Students may be accountable to both criminal authorities and the College for actions which both violate the law and the Code. Students may have to face both criminal charges and College disciplinary charges. It must be noted that the findings in one area will not be an acceptable challenge to the findings in the other.

#### Academic Integrity at the Pennsylvania Institute of Technology

Academic integrity is the pursuit of scholarly activity free of fraud and deception and is an educational objective of this institution.

#### Academic Dishonesty and Misconduct

It is the policy at P.I.T. to uphold academic honesty. Academic dishonesty is defined as the attempt to mislead or deceive in order to influence the grading system or process. Academic dishonesty includes, but is not limited to:

- Cheating, including:
  - The use of unauthorized materials or devices such as crib notes or cell phones during an examination,
  - Providing and/or receiving unauthorized assistance during an examination,
  - Possessing a course examination prior to the examination,
  - Using a substitute to take an examination or course;
- Plagiarizing in any form;
- Fabrication of information or citations;
- Facilitating the acts of academic dishonesty by others;
- Submitting the work of another person;
- Submitting work previously used without informing the instructor;
- Tampering with the academic work of other students; or,
- Attempting to bribe institutional personnel in order to attain academic advantage.

All matters involving academic dishonesty are serious violations of the Student Code of Conduct. Faculty members should report all violations to the Dean of Academic Affairs and may recommend penalties for

initial violations of a serious nature or for recurrent violations (including dismissal).

### Attendance Policy – All Students

- The **Mission** of the Pennsylvania Institute of Technology is to
- In accordance with the Mission, it is the policy of the College to record attendance accurately on a daily class session basis.
- Class attendance is regarded as a part of that career-enhancing opportunity and is therefore an obligation for the committed learner. It is designed to educate students in the importance of being punctual and dependable.

#### Scope

- This policy defines attendance and the responsible parties for maintaining integrity in the attendance reporting process.
- It also identifies the responsible party for contacting students in case of excessive absenteeism.
- This policy applies to all programs at the college unless noted otherwise, such as PTA and PN

#### Definition

- **Attendance** is defined at P.I.T. as being in class 60% of required time per class session to be counted as present. However, P.I.T strongly encourages students to attend the entirety of each class.

#### Academic Records Office Responsibilities

- The Academic Records Office (ARO) is responsible for the timely input of registration and Add/Drop paperwork to insure accurate class lists.
- The ARO is responsible for providing faculty with an accurate class list in Campus Nexus.

#### Faculty Responsibilities

- It is the policy of the College that student attendance will be taken by instructors for each class session and recorded each day in Campus Nexus pursuant to the College's procedures.
- Recording student attendance timely and accurately is a fundamental task of every instructor pursuant to the *Faculty Responsibilities* set forth in the *Faculty Handbook*.
- Attendance must be posted in Campus Nexus daily, no later than midnight each day.
- Students not listed on the class roster must be reported to the Academic Records Office and the Program Manager to provide evidence of having enrolled in the course in question.

#### Admissions Responsibilities

- When a new student does not show up during the initial or add/drop period of a first class session, it is the Admissions Representatives who have the highest level of relationship with the new student, and it is they who will have the best chance of talking to the student about getting back on track with his/her attendance. Therefore, it is the responsibility of the Director of Admissions and/or the Admissions Representative to contact the student during the initial or add/drop period of enrollment. After the add/drop period, the responsibility for contacting students missing classes shifts to the Student Affairs Department.

#### Student Affairs Responsibilities

- It is the responsibility of the Student Affairs Department to intervene when a student misses two consecutive classes. This is done before the student is withdrawn or in danger of receiving a grade of "FA" for the course.

## Student Responsibilities

- Students wishing to withdraw from the college or an individual course must notify Student Affairs and meet with a Financial Aid Advisor to understand how their withdrawal from the course or the College will impact their current financing and their financial aid in the future.
- Students who stop attending one or more of their scheduled classes without submitting the necessary paperwork may receive a grade of “FA” in all courses which they failed to attend.
- It is the responsibility of the student to provide the college with any issues that will affect attendance in class.
- Degree, PN, PTA, and SPP students may notify any department (Academic Affairs, Student Affairs, Student Financial Services, Business Office, or Academic Records Office) if they want to totally withdraw from the College. If any department other than Student Affairs is notified, it is the responsibility of that department to notify the appropriate Student Affairs Academic Support Coach and Financial Literacy Counselor who in turn will process the official withdrawal through CampusNexus.

Students must bring in documentation to show why they were absent if they want to make up work/assignments/exams. The following documented reasons may allow students to make up their work:

- Illness—self or family member (doctor’s note) if 3 days or more,
- Court appearance—note from court clerk or court appearance papers,
- Jury Duty--note from court clerk or court appearance papers,
- Military training—note from commanding officer or other official documentation,
- Job interview—business card or other specific contact information of the person who interviewed with student,
- Bereavement—obituary, funeral card or leaving ceremony program

## Attendance Verification

Some students need to have their attendance verified by the College because of the requirements of an outside agency. This is typically recorded on a form supplied by the outside agency. The College is prepared to help students with this requirement, but by verifying attendance the College is required by law to take on additional responsibilities that can only be met by the following procedure.

### All students needing their attendance verified must comply with the following procedure:

1. Please give the **FORM** that must be completed to your instructor with as much advance notice as reasonably possible.
2. After you give the attendance **FORM** to your instructor to verify, please take the **FORM** to the Academic Records Office for the College seal. Dean of Academic Affairs.
3. Any attempt of fraud on the student’s part is not the responsibility of the College. The student will be subject to any and all penalties associated with their agency requirements.

## Disruptive and Abusive Student Behavior

### A. Overview

The Pennsylvania Institute of Technology is preparing individuals to become successful career professionals. In order for students to succeed, the College provides an educational climate to enable committed learners to achieve educational and career goals without interference from others who disrupt the transfer of knowledge. Employers require standards of conduct and behavior, and the College requires the same standards from students. Students are expected to demonstrate professional behavior with or in front of instructors, staff members, and other students.



Professional behavior includes but is not limited to: treating others with dignity and respect, demonstrating sensitivity to the feelings of others, maintaining a professional demeanor, and interacting with others in a positive manner.

Disruptive and abusive student behavior is defined as any behavior that directly interferes with an instructor’s ability to conduct the class, the transfer of knowledge from the instructor to students, or the ability of other students to benefit from instruction. Disruptive and abusive student behavior ranges from isolated incidents of somewhat inappropriate behavior to more clearly disruptive, dangerous, and sometimes violent behavior that will not be tolerated by the College.

Committed student learners are often the strongest supporters of a positive and productive learning environment devoid of disruptive and abusive behavior from other students who do not share the value of a collegiate education.

**B. General College Rules and Regulations**

The Student Code of Conduct referenced above is the College’s policy regarding the academic and non-academic discipline of students. Listed below are first the non-academic violations divided into two categories; serious and less serious followed by the academic violations; serious and less serious.

Students have the responsibility to be fully acquainted with all published College policies located on the College’s website and to comply with them and the laws of the Commonwealth of Pennsylvania.

**C. Serious Misconduct Violations: Non-Academic**

Because they are considered to be particularly disruptive to the mission of the College and may present imminent danger to college personnel and/or students, certain actions are considered “serious violations” and could result in police intervention and/or immediate temporary dismissal until an investigation has been concluded.

**Examples of Serious Non-Academic Violations:**

1. Physical assault or the threat of physical assault or verbal abuse of another student or students, faculty, or staff contributing to concerns about individual safety both on and off campus or potentially affecting the general safety of the campus.
2. The brandishing or use of anything which can reasonably be construed as a weapon.
3. Harassing and/or intimidating any person on College property or other property to which the student code applies

This includes:

- a. any conduct causing alarm or recklessly creating a risk by threatening to commit crimes against persons or their property.
- b. face-to-face use of “inflammatory words”  
 “Inflammatory words” are those personally abusive epithets which, when directly addressed to an ordinary person, in the context used and as matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do. Such words include, but are not limited to, those terms widely

- recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics.
- c. harassment or intimidation of College officials at any time, especially while they are discharging their official duties and responsibilities.
  - d. participating in any group efforts to intimidate individuals by one or more groups of people.
4. Abusing property, including grossly negligent or irresponsible use of property, whether it belongs to other individuals or the Pennsylvania Institute of Technology.
  5. Possessing, distributing, selling, using, or offering for sale or use illegal substances or alcohol, on College property or at any College sponsored or supervised function, any of the following:
  6. Exhibiting or engaging in activities or behavior which endangers the safety of oneself or others. This includes, but is not limited to, destructive behavior by individuals and/or groups and self-destructive behavior.
  7. Possessing, using, or participating in an activity, on College property or at College sponsored or supervised functions, involving any of the following:
    - a. firearms even with a concealed carry permit,
    - b. fireworks,
    - c. explosive chemicals,
    - d. hazardous chemicals,
    - e. any other implements used as weapons, and
    - f. other types of arms classified as weapons in the Pennsylvania Statutes.
  8. Damaging or attempting to damage, destroy, or deface College property or property of any person as a result of deliberate action or as a result of reckless or imprudent behavior.\
  9. Falsely reporting information of an emergency nature (e.g., false report of a bomb, fire, or other emergency) in any College building, structure, or facility.
  10. Stealing or attempting to steal College property or property of any person and/or to being in possession of stolen property

**D. Less Serious Misconduct Violations: Non-Academic**

Each student is expected to conduct him/herself in a manner consistent with the College's functions as an educational institution. Below are examples of less serious non-academic misconduct violations for which students may be subject to disciplinary action.

**Examples of Less Serious Non-Academic Misconduct Violations:**

1. Disrupt classes or activities of the College.
2. Engage in lewd, indecent, or obscene conduct or expression, or to repeat, propose, or request such conduct or expression after being asked to stop.
3. Harass or intimidate College faculty and officials while they are or are not discharging their official duties and responsibilities.
4. Engage in disorderly conduct or expression. Such conduct includes, but is not limited to: unwelcome physical contact, boisterous conduct or threatening conduct which is unreasonable for the area, time, or manner in which it occurs.

If a student disregards the instructor's request to stop one of the following behaviors listed, it will be dealt with by the faculty member, the department head, or by the Student Affairs' Counselor(s) and/or the Assistant Dean of Academic Affairs. All incidents are documented in CampusNexus by the staff member(s) involved.

This includes:

1. Not acknowledging an instructor's authority in the classroom by:
  - a. Persistently speaking out in class without the instructor's permission;
  - b. Refusing to leave the classroom when directed by the instructor;
  - c. Habitually entering class late or leaving early without the instructor's permission;
  - d. Repeatedly holding side conversations in the classroom interrupting the flow of instruction;
  - e. Continuing an argument that goes beyond the scope of the discussion topic after having been told by the instructor that it is beyond the scope of the topic;
  - f. Making or causing repetitive noises, including, but not limited to, cracking gum, clicking pens, drumming table tops with fingers or writing implements;
  - g. Repeatedly moving around in the room during class without permission;
  - h. Repeated emotional outbursts in class.
2. Failing to treat the instructor or other students with dignity and respect, including:
  - a. Criticizing or embarrassing others;
  - b. Inappropriate, disrespectful, or uncivil responses to the comments or opinions of others in the classroom;
  - c. Exchanging personal insults between other students in class or through electronic media;
  - d. Sleeping during class.
3. Using of personal electronic devices such as cell phones during class. Cell phones should be turned off or put on vibrate and should only be answered in an emergency and with the instructor's permission.
4. Eating or drinking beverages other than water in the classroom.
5. Violating the dress code, which can be addressed in class, may be dealt with in the classroom at the instructor's discretion.
6. Forging, altering, transferring, infringing on the copyright of, or misusing College documents, including identification cards.
7. Entering and using College facilities without authorization by appropriate College officials.
8. Making or assisting in making unauthorized, obscene, or prank telephone calls, or otherwise misusing or abusing telephone equipment.
9. Violating any of the restrictions, conditions, or terms of any sanctions resulting from a previously held disciplinary action.
10. Engaging in computer abuse, which includes, but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creation of illegal accounts, possession of authorized passwords, the viewing or distribution of pornographic material, and disruptive behavior toward the College's computer system.
11. Failing to identify oneself when requested to do so by a College official and/or surrender one's ID card when requested to do so. The usual means of identifying oneself is by producing the ID card, which must be in the student's possession at all times.
12. Using or possessing of any College key/fob without proper authorization. No student is allowed, under any condition, to have a College key duplicated.
13. Using College property without proper authorization.
14. Misusing College property.
15. Failing to obey a reasonable order or request by a College official.

16. Conducting oneself in a manner that reflects unfavorably upon the individual student or the College community.

The Director of Student Affairs is the person designated by the College President to be the initial person responsible for the effective administration of the Student Code of Conduct and for ensuring that all students are afforded due process.

The Student Code of Conduct identifies conduct that is prohibited by the College. Students who violate the Student Code of Conduct will be subject to disciplinary action. Disciplinary sanctions depend on the nature of the offense, the past pattern of behavior of the student, and other relevant factors. Examples of possible disciplinary sanctions are listed below. In addition, student drug or alcohol offenses or other criminal acts may be referred to law enforcement officials.

**E. Enforcement Process for Non-Academic Violations**

The Director of Student Affairs, with the help of the faculty and witnesses, will investigate any reported non-academic student misconduct before final determination of disciplinary sanctions and will give the student the opportunity to present his/her personal version of the incident or occurrence. The Director of Student Affairs may discuss, consult, and advise with any student whose conduct is called in question, and the student will attend such consultations as requested.

The Director of Student Affairs, in making his/her investigation and disposition, may utilize students, faculty, or administrators to make recommendations to him/her which he/she will consider in exercising the authority vested in him/her.

**Definitions of Disruptive, Threatening, or Violent Behavior:**

1. **Disruptive behavior** is inappropriate behavior that occurs in any classroom, common or office area that interferes with the functioning and flow of the educational environment. It hinders or prevents faculty and staff members from carrying out their professional responsibilities. It is important that faculty, managers, and supervisors address disruptive behavior promptly. If left unaddressed, disruptive behavior typically continues to escalate, resulting in negative consequences for the individual as well as others. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
2. **Threatening behavior** includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property ("You better watch your back" or "I'll get you"), as well as implicit threats ("You'll be sorry" or "This isn't over").
3. **Violent Behavior** includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

**F. Serious Misconduct Violations: Academic**

Serious academic misconduct violations are generally premeditated dishonest acts that directly affect the offender's or other students' grades.

Cheating and plagiarism are serious academic issues. Cheating on tests, projects, research papers and other academic assignments violates the integrity of the learning environment. Cheating will not be tolerated. A student suspected of cheating will receive a zero for the assignment in question. A student caught using an electronic device without the instructor's permission on a graded assignment or test will also receive zero.

Plagiarism includes copying assignments from publications or websites without citing sources and submitting other students' work as their own. Instructors may use specific on-line resources to determine if submitted work is the result of plagiarism.

A student who continues to cheat or plagiarize is subject to further disciplinary action including but not limited to academic probation, administrative course withdrawal, suspension or expulsion from the College.

#### G. **Less Serious Misconduct Violations: Academic**

Generally, less serious academic misconduct involves errors in judgment, in the instructor's opinion, violate academic integrity.

Examples of less serious academic misconduct include citing sources of information is not original, but fails to cite sources completely, a student collaborates with other students on course projects but fails to contribute at the same level as colleagues, aiding or abetting academic dishonest acts by other students, or similar acts.

#### H. **Enforcement Process for Academic Violations**

The Instructor will counsel with the student on less serious academic misconduct violations specifically relating to errors in judgment so that similar occurrences do not happen in the future.

A student who continues to violate academic integrity such as cheating or plagiarizing is subject to disciplinary action including but not limited to academic warning, academic probation, administrative course withdrawal, suspension or expulsion from the College.

#### I. **Sanctions**

The following sanctions, after appropriate investigation and fact gathering, may be imposed upon any student found to have violated the Student Code of Conduct:

1. **Written Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Restrictions/Loss of Privileges/Fines:** Denial of specified privileges for a designated period of time.
3. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Probation may include one or more of the discretionary sanctions listed below. Failure to comply with any or all components of probation may be considered cause for immediate dismissal from the College.
5. **Interim Suspension:** Removal, in certain circumstances, of a student from the College prior to completion of due process proceedings in order to insure the student's own physical or emotional safety and well-being and to insure the safety and well-being of members of the College community or for the preservation of College property. The student shall be given prompt notice of the charges and a reasonable opportunity to give a written statement.
6. **Suspension:** Exclusion of the student from the College for a definite period of time, after which the student may be eligible to return.
7. **Dismissal:** Separation of the student from the College with the Right to Appeal the decision in accordance with the Appeals Process as outlined in the Student Handbook which is found on the College's website. Conditions for readmission may be specified.
8. **Expulsion:** Permanent separation of the student from the College.

9. **Plagiarism:** Plagiarism is a form of academic dishonesty which is unacceptable in any academic institution. The P.I.T. academic community will make all reasonable efforts to discourage this form of dishonesty. Plagiarism is the unacknowledged use or incorporation of another person's words, ideas, materials, and research, graphics or computer programs into the student's own productions/writings. Failure to cite the use of someone else's words, ideas, materials, research or computer programs may be considered plagiarism. Students should cite the source by using quotations and/or reference notes, including foot or endnotes. P.I.T. requires the use of either the MLA citation format or the APA citation format. The instructor will inform students which format should be used in a particular course.
- Sources of plagiarism may include material obtained from a friend, from duplicated student writings used in other writing courses, or from commercial sources, all of which must be acknowledged by reference notes or quotations. Students can obtain assistance from the P.I.T. librarian regarding the research and citation process. Students who are unsure of their ability to produce a finished draft, which is virtually error-free or requires strategies for proper writing, should contact the Tutorial Coordinator to arrange to meet with an English tutor in the Innovation Center or contact the AEP staff for writing assistance.
- Initial Violation: An automatic grade of "F" will be assigned for the test, project, essay, or other course requirements when plagiarism has been proven to occur. Subsequent violations will be dependent on the nature of the infraction. The faculty member may assign a grade of "F" in the appropriate course; refer the matter to the Assistant Dean of Academic Affairs who will refer the matter to the Dean of Academic Affairs

**Note:** More than one sanction may be imposed for any single violation.

## Criminal Background Checks for Practical Nursing and Physical Therapy Assistant Programs

Students who wish to enroll in either the Practical Nursing or Physical Therapist Assistant Programs are required to sign the Criminal Conviction Disclosure Notice. This Notice advises the student that a record of a criminal conviction may prevent placement at an externship which in turn would prevent program completion and certification since an externship is required to obtain your certificate. Also, a Criminal Conviction may prevent the student from obtaining work in the medical field.

### Practical Nursing (PN) Program

Admission to the Practical Nursing Program is competitive. Acceptance is based on meeting eligibility requirements, pre-entrance test scores (TEAS), criminal background check including child abuse clearance without findings, negative drug screen, being in good physical and mental health, and documentation of up to date immunization including seasonal flu vaccination. Students enrolled in the Practical Nursing Program receive a copy of the PN Program's *Student Handbook* which is an addendum to the *P.I.T. Catalog of Courses* and the *P.I.T. Student Handbook*. Students should consult the PN Program's *Student Handbook* for the specific details regarding requirements and regulations for that program. PN students should consult the *P.I.T. Student Handbook* for College-wide regulations.

Students who wish to enroll in P.I.T.'s Practical Nursing program are required to provide a copy of their completed Pennsylvania Criminal Background Check, Pennsylvania Child Abuse Background Check, and their FBI Background Check. **Note:** Non-residents of Pennsylvania must also submit a criminal background check from the state in which they reside. Additional admission requirements can be obtained from the Practical Nursing Department.

Students who wish to enroll in P.I.T.'s Physical Therapist Assistant program are also required to successfully complete and submit criminal background checks from the state in which they reside.

Criminal background checks are necessary because it is a standard required by most medical facilities. It is very difficult for someone with criminal convictions to find employment in the medical field. If a student does not have any criminal convictions prior to starting school, but is subsequently convicted of or indicted for a crime, it is the responsibility of the student to **immediately** notify the appropriate Program Manager. The Pennsylvania Institute of Technology cannot be held liable for students who do not disclose legal issues that would prevent them from completing an externship or finding employment in the healthcare field.

### Physical Therapist Assistant (PTA) Program

Admission to the Physical Therapist Assistant Program is highly competitive. Acceptance is based on meeting eligibility requirements, pre-entrance test scores (TEAS), criminal background check including child abuse clearance without findings, negative drug screen, being in good physical and mental health, and documentation of up to date immunization including seasonal flu vaccination. Students enrolled in the Physical Therapist Assistant Program receive a copy of the PTA Program's *Student Handbook* which is an addendum to the *P.I.T. Catalog of Courses* and the *P.I.T. Student Handbook*. Students should consult the PTA Program's *Student Handbook* for the specific details regarding requirements and regulations for that program. PTA students should consult the *P.I.T. Student Handbook* for College-wide regulations.

### School of Professional Programs -- Additional Standards

The intention of the Pennsylvania Institute of Technology is to ensure that you will be properly prepared for an Allied Health career. The following additional standards were developed to instruct you in the professional expectations required by the hiring managers in the Allied Health professions. To obtain an externship or work in the medical field whether as a clinical medical assistant students will most likely require a criminal background check. Students should expect that externship employers will run their own criminal background check because of the sensitive and confidential nature of the work involved.

#### **Externship or Internship Attendance Policy**

Externship or Internship is your chance to shine. As stated above, employers count on their employees to be at work. Therefore, there are no excused absences from your externship or internship.

If you have a situation that prevents you from attending your externship or internship, you are to immediately contact the Externship or Internship Instructor here at P.I.T.

For extern students, the Instructor and Program Manager will decide on a case by case basis whether your situation deems or warrants an excused absence. Also know that your externship manager may decide that you will not be permitted back at their facility. Please be advised that a separate *Student Handbook for Extern* (which is an addendum to the *P.I.T. Catalog of Courses* and the *P.I.T. Student Handbook*) detailing the policies of your extern experience, was given out at your Extern Orientation, which occurred within your first term.

For internship students, the Instructor and Program Manager will decide on a case by case basis whether your situation deems or warrants an excused absence.

#### **Drug Testing for Students Enrolled in Allied Health Programs in the School of Professional Programs**

- A. Students who participate in the Medical Assistant program may be required to have a drug screen and background check completed two weeks prior to leaving for their externship or

internship. If a student from the MA program tests positive, the following actions will be taken:

1. The student will be notified within a 24-hour period of the positive drug screen and offered the opportunity to repeat the testing, at their expense.
  2. If the student fails a second time, they will be withdrawn from the program.
  3. A student may opt to bypass the second screening and go directly into a drug rehabilitation program. Should a student choose this, they will be withdrawn until the completion of the program.
  4. If a MA student who has been withdrawn for drug use wishes to return, they must:
    - a. Submit proof they have attended a drug rehabilitation program.
    - b. Submit to an additional drug test.
    - c. Submit to a review of skills with the Program Manager.
- B. Immediate dismissal from the College may be necessary if any of the following conditions exist:
1. All students are advised that should illegal drug use and/or criminal conviction be discovered just prior to a student's externship or internship experience, the student will be responsible for resolving the issue. Should said issue not be resolved prior to the experience, this will be grounds for dismissal from the Program.
  2. A student interferes with or disrupts the operations, activities, or functions of the College.
  3. Illegal drug use or criminal conviction is discovered just prior to a student leaving on externship or internship that cannot be resolved, will be grounds for dismissal from the Program.

### Student Responsibility

Students in doubt about the meaning of any College regulation should seek advice from the Director of Student Affairs. Each student is personally responsible for all regulations that may affect academic progress, financial obligations, and relationships with College authorities, transfer of credits, and eligibility for graduation.



## IV. Computer Use and Information Technology

### Policy

Use of any Pennsylvania Institute of Technology computer, the Pennsylvania Institute of Technology network, or other Pennsylvania Institute of Technology information system constitutes full acceptance of the terms and conditions of this policy and consent to monitoring (as more fully set forth in section 5 of the [Computer Use and File Sharing](#) Policy found on the College's website). The consequences for not complying with the conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions including student dismissal and employee termination.

Except as noted, this policy pertains to:

- All faculty, staff, students, alumni, and others who utilize Pennsylvania Institute of Technology computers, the Pennsylvania Institute of Technology network, or other Pennsylvania Institute of Technology information systems.
- Access to the Internet via Pennsylvania Institute of Technology computers or network.
- Use of the Pennsylvania Institute of Technology e-mail address or any e-mail accessed through a Pennsylvania Institute of Technology's network.
- Access to computer files on a Pennsylvania Institute of Technology network or stored in individual Pennsylvania Institute of Technology computers.

### Authentication Process

Users must be authorized through an Information Technology Services (ITS) assigned username and password. The username and password are the responsibility of the individual to whom they are assigned and should never be shared with anyone. The user will be held responsible for unauthorized use of the username and password by other individuals and for any and all actions of those individuals. Users will have access to sensitive and confidential information and will be responsible for the security of this information. Great care should be taken in ensuring that the user is logged out prior to leaving the computer unoccupied.

An e-mail "account" is assigned to each user. Any communication sent from that account is the responsibility of the user assigned to the account. The author of a communication from an account accessible to multiple users is responsible for that communication. Users are prohibited from allowing other individuals to send e-mail from their account and may not use another individual's account to send e-mail communications for their own purposes. The user should know that e-mail communications sent through the Pennsylvania Institute of Technology system are not confidential.

### Passwords

All user-level passwords (e.g., e-mail, web, desktop computer, etc.) must be changed at least every six months. The recommended change interval is every four months. Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. Passwords must not be inserted into email messages or other forms of electronic communication. All passwords must conform to the following guidelines:

- Passwords must be at least eight alphanumeric characters long.
- Passwords must have at least one upper case and one lower case letter.
- Passwords must have at least one digit or punctuation mark e.g., 0-9, ! @ # \$ % ^ & \* O \_ + | - = V { } [ | : " ; ' < > ? , . / ).
- Passwords should not be based on personal information, names of family, etc.

Forget your password or usernames? See:

- “Resetting FORGOTTEN Network and Email Passwords,” OR
- “Retrieving FORGOTTEN Student Accounts and Student Numbers,” located in this section (“Computer Use and Information Technology”) of this *Student Handbook*, OR,
- “P.I.T. Computer Network and Email Access” located in the “Student Services” section of this *Student Handbook*.

## Use

Access to a Pennsylvania Institute of Technology network is a privilege with concomitant responsibilities pertaining to appropriate and ethical use. Use of the Internet, and e-mail, etc., via the Pennsylvania Institute of Technology network, constitutes the individual's acceptance of this policy. Users accessing network resources from remote locations are held to this policy.

Users are expected to be knowledgeable of these and all policies of Pennsylvania Institute of Technology. Care must be taken by users to ensure that accessing the Internet via the Pennsylvania Institute of Technology network does no harm to College interests. Any questions should be directed to the Director of Information Technology.

## Proper and Ethical Use of the Internet and E-mail

This policy should be read and interpreted in conjunction with all other Pennsylvania Institute of Technology policies including but not limited to policies prohibiting plagiarism, harassment, discrimination, offensive conduct or inappropriate behavior. Users are prohibited from using the system for any unethical purposes, including but not limited to plagiarism, pornography, violence, gambling, racism, harassment, or any illegal activity.

Users access the Internet at their own risk while using Pennsylvania Institute of Technology facilities and equipment. E-mail systems and browsers may deliver unsolicited messages that contain offensive content. Pennsylvania Institute of Technology is not responsible for material viewed, downloaded, or received by users nor for content that users may encounter via the Internet. When and if users make a connection with web sites containing objectionable content, they must promptly move to another site or terminate the session. Pennsylvania Institute of Technology computer users who discover that they have connected with a web site that contains sexually explicit, racist, sexist, violent, or other potentially offensive materials must disconnect immediately from that site. Faculty who must access such sites for research or course content purposes must have written approval from the CIO.

Users are prohibited from using the system for profit-making activities and/or for business use other than Pennsylvania Institute of Technology business.

Users must not intentionally write, compile, copy, propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any Pennsylvania Institute of Technology computer system.

Any posting to public forums such as newsgroups must include the following disclaimer that the views are those of the user and not Pennsylvania Institute of Technology: "Any views or opinions presented are solely those of the author and do not necessarily represent Pennsylvania Institute of Technology."

Users are prohibited from entering into any contract or agreement on behalf of Pennsylvania Institute of Technology through e-mail or on the Internet, except as expressly authorized in writing.

Disclosure of any information classified as confidential through e-mail to any party not entitled to that information is prohibited. In general, users should exercise the same restraint and caution in drafting and transmitting messages over e-mail as they would when writing a memorandum and should assume that their message will be saved and reviewed by someone other than the intended recipient.

### **Electronic Data and Communications Are Not Private or Personal:**

#### **P.I.T. May Monitor, Delete and Disclose Messages and Files.**

The Pennsylvania Institute of Technology reserves the right to examine e-mail, personal file directories, web browser bookmarks, logs of web sites visited, computer system configuration, network activity, and other information stored on Pennsylvania Institute of Technology computers at any time and without prior notice. Use of the system constitutes acceptance of such monitoring.

All faculty, staff, students, alumni, and others who utilize Pennsylvania Institute of Technology computers (or its system or network) do not have a personal privacy right regarding any item sent, received, created or stored on or from the College's computer equipment or e-mail, Intranet or Internet systems. **The College monitors and inspects how faculty, staff, students, alumni, and others use computers, e-mail, the Intranet and the Internet.** The College engages in this monitoring in order to, among other things, measure cost, the use of College resources, and the management of the College's gateway to the Internet. Any attempt to tamper with or disrupt this monitoring process will result in disciplinary and corrective action up to and including termination of employment.

All messages, images, and files created, sent or received over the College's computer equipment or e-mail, Intranet or Internet systems are the College's property and should *not* be considered private or personal information. The College reserves the right to access, review, copy or delete every message and file on the College's computer equipment or e-mail, Intranet or Internet systems for any purpose and to disclose them to any party (inside or outside the College) it deems appropriate, whether the message contains College-related or personal information.

Despite the existence of any passwords, faculty, staff, students, alumni, and others should not assume that any electronic communication or document is private. Highly confidential information or data should be transmitted in other ways.

### Mass E-Mail and Distribution Lists

Information Technology Services will create and maintain distribution lists at the request of appropriate Executive Leadership Team (ELT) members or their designee. The requesting ELT member or designee will be considered the owner of the list and will authorize security privileges to individuals who send email to that list. Any mass e-mail (one that is sent to more than 150 users at the same time) must be sent outside of regular College business hours unless specifically authorized as "time sensitive."

### Resetting FORGOTTEN Network and Email Passwords

The Information Technology Department has created page on our Student Resource Website that allows students to reset their forgotten network and email password. This page can be found at:

<https://my.pit.edu/content/help/resetemail.aspx>. For additional information and assistance see: "P.I.T. Computer Network and Email Access Support" in the "Student Services" section of this *Student Handbook*.

### Retrieving FORGOTTEN Student Accounts and Student Numbers

The Information Technology Department of P.I.T. has created page on our Student Resource Website that allows students to look up their network login/college E-Mail address, Student Portal ID and

Student Number. This page can be found at: <https://my.pit.edu/content/help/CheckPortalID.aspx>. For additional information and assistance see: “P.I.T. Computer Network and Email Access Support” in the “Student Services” section of this *Student Handbook*.

### Setting up a mobile phone to receive email from my PIT account

Before you start, you need the names of your incoming and outgoing servers to set up email with a client. Web-Based Email contains this information. **Note:** Due to security reasons, our server does not support POP3 or IMAP. We only support Exchange (aka, Microsoft Push).

#### To Use a Mobile Phone with Your Email

1. Create an account with your mobile phone.
2. Locate the account settings and set the following:
  - a. Email/Username: Your full email address (i.e., [someone@pit.edu](mailto:someone@pit.edu))
  - b. Password: Whatever your current email account password is.
  - c. Server address: mail2.pit.edu
  - d. The equivalent on your device that states that this server requires an encrypted (SSL) connection. (Check box this option.)
3. Let the device pair with your account
 

**\*\*Note\*\*** (these options may not be in the order as displayed on your mobile device)

### Software Installations

Users are not permitted to install software on any computer owned by Pennsylvania Institute of Technology without prior authorization by the CIO. In most cases approved software for educational, business and administrative uses will be installed by the Information Technology Services. Additional software may be requested by completing a Helpdesk request.

### Student Portal - Accessing Student Account Information

The P.I.T. **Student Portal** is an internet or web portal application, available from our [website](#) that provides you with password protected access your schedule, billing information, grades, Form 1098T, etc. You can access your student account information online – **24/7**.

In order to access your student account, you must create a “**Student Portal Account**”. This is **NOT** the same as the User ID and password you received for P.I.T. computer access. Only you will know this new, secure ID once you create it. To set up a Student Portal Account, you **MUST** have a **VALID** personal email address on file with P.I.T. If you do not have a personal email address on file with P.I.T., please see your Academic Support and Financial Literacy Counselor, your Admissions Representative or stop by the Business Office so your email address can be added to your student master file.

Grade reports are no longer mailed to you because you can check for your final grades through your **Student Portal Account**. Final grades are generally available 2 business days after the end of the term.

Save yourself a phone call or a trip to the Business Office by logging on to <http://my.pit.edu/>. You can then view your account and make payments online safely and securely. Account statements and 1098T's are no longer mailed as this information is available online through your personal **Student Portal**.

## V. Admissions and Enrollment Services

Admission to the Pennsylvania Institute of Technology is open to those who can benefit from the programs that P.I.T. offers. Programs of study are offered at the associate degree and certificate levels. Admissions criteria vary according to majors. Prospective students are encouraged to apply early to ensure space availability in their desired major.

Although there is an open enrollment policy at the Pennsylvania Institute of Technology, all new students must meet minimum academic skill levels. At a minimum, applicants must be a graduate of an accredited high school, hold a diploma issued by the Pennsylvania Department of Education or have a recognized equivalent such as a passing score on the General Educational Development (GED) Test to be considered for acceptance. All applicants must take the ACCUPLACER assessment tests for academic skills before registering for classes to enable the College to assign the student the appropriate course or course sections.

Admission to the Practical Nursing Program is competitive. Acceptance is based on meeting Pennsylvania State Board of Nursing eligibility requirements, pre-entrance test scores, criminal background check including child abuse clearance without findings, negative drug screen, being in good physical and mental health, and documentation of up to date immunization.

Admission to the Physical Therapy Assistant Program is competitive. Acceptance is based on achieving or exceeding threshold scores on the TEAS (Test of Essential Academic Skills). In addition, all accepted applicants must have complete pre-requisite coursework. The last phase is completing all required Physical Therapist Assistant program forms and complete financial aid and business office processing.

Students are responsible for purchasing their own books prior to class start.

### Applications Received by Mail or Electronically

Applicants will be called or contacted by an Admissions Representative to set up an appointment to complete the registration process.

### Proof of High School Graduation Policy

An applicant must be a high school graduate or have a diploma issued by the Department of Education, or equivalent, based on passing the General Educational Development (GED) test.

Admission to the Practical Nursing Program and the Physical Therapy Assistant Program require a high school transcript. The applicant's high school must send the transcript directly to P.I.T. and indicate graduation status. The high school transcript should be requested by the student at the time of application for the following programs:

- Practical Nursing
- Allied Health/Practical Nursing
- Allied Health/Pre-Nursing
- Health Science
- Physical Therapy Assistant

In addition, the following are considered proof of high school graduation by the College\*:

- The original diploma to be verified, copied, and signed by the Admissions Representative indicating that they've seen the original. The copy is to be filed in the student's folder. Note that

applicants with a foreign diploma must provide a translation, by an agency approved by the College that indicates that the diploma is approved as a high school diploma equivalent to a high school diploma earned in the United States.

- A copy of the diploma certified by the attending school to be filed in the student's folder by the Admissions Representative.
- For students with a GED, a certified copy of the results or GED Certificate may be provided to be filed in the student's folder by the Admissions Representative.
- Homeschooled students typically must obtain a secondary school completion credential from the state in which they were homeschooled.

In cases where the College has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the College will require that further information be provided by the applicant in order to validate it.

Students starting classes without proof of graduation on file will be withdrawn from the college at the end of the Add/Drop period if proof of graduation is not on file by that time. Applicants who have exceptional circumstances, and are unable to provide proof of graduation in the manner above, may appeal to the President in writing for admission to the college.

All copies of proof of graduation are property of the Pennsylvania Institute of Technology and not returnable to the student or released to other agencies.

### Registration Operational Management and Support

The Director of Admissions will have oversight of all first-term registrations. All first-term registrations will be completed by the Admissions Department. All first-term registrations that require input from Academic Affairs Department will be handled by the Academic Dean or Program Managers. First-term students with transfer credits must provide an official transcript from their previous institution to their Admission Representative for review by Academic Affairs. The transfer credits will be handled by the Academic Records Office. The Admissions department will register the student once transfer credits are applied and will coordinate with Business and Financial Aid Offices for clearance.

### New Students

- A. Office of Admissions is responsible for: (acceptance or conditional acceptance)
  1. Application and application fee (where applicable)
  2. Tuition deposit (where applicable)
  3. Coordinating the administration of the Accuplacer assessment tests by the Office of Admissions (usually 2-3 tests; score range):
    - a. Reading Comprehension, Quantitative Reasoning, Algebra, and Statistics and Writeplacer.
  4. Transcripts:
    - a. Advises student to request high school transcript if they are enrolling into a program that requires a transcript for admission.
    - b. Requests student provide any prior college transcript.
  5. Prepares acceptance letter.
  6. Selects first-term template classes.
  7. Introduces the student to their Student Support Coach.
  8. Takes the student to Financial Aid Office.
  9. If the Financial Aid Office is not available, take the student to the Admissions Office receptionist/secretary to schedule an appointment with a Financial Aid Representative.

- B. Financial Aid Office:
  1. Financially clears students for registrations.
  2. Informs students about grants, loans, scholarships, and alternative financing.

### Returning Students

1. Program Manager/Academic Support Coach:
  - a. Creates term schedule through graduation for each returning student by use of degree audit and course sequence information.
  - b. Sets target dates to prepare a schedule for each advisee.
  - c. Student schedules courses online
  - d. (If the student chooses, they may register online without meeting with their faculty advisor. If the student has any problems with their requirements, they should consult with their faculty advisor.)
2. Financial Aid Office:
  - a. Meets with the student to discuss and finalize their financial aid package for present and forthcoming terms.
  - b. Checks student's file and Financial Aid packaging status.
  - c. Approves the class registration form if the student is financially clear and sends notice to the Business Office.
3. Student Accounts Administrator
  - a. Meets with student to review any previous balances.



## VI. FINANCIAL AID AND STUDENT LOAN INFORMATION

The primary purpose of P.I.T.'s financial aid and scholarship programs is to provide financial assistance so that qualified students can reach their educational and career goals. A variety of financial aid programs are available to assist individuals and families unable to meet the full cost of a college education.

A student's and parents' expected contribution to educational expenses is determined by a financial need analysis. This analysis considers such criteria as income, household size, and number of family members in college, and investments and savings. Special circumstances such as loss of wages, divorce, and death of a spouse or parent may also affect the student's financial aid.

The Financial Aid Office is available to assist student and parents in completing the required forms.

### **Types of Financial Aid:**

The basic types of financial aid are grants, loans, and federal work-study. Each program has its own criteria and guidelines for awarding funds. The College also offers scholarships to students who qualify.

### **Applying for Financial Aid**

To be considered for financial aid, students must:

1. Gather the following information before you sit down to complete the FAFSA:
  - Your Social Security number (can be found on your Social Security card)
  - Your driver's license (if any)
  - Your most recent year's W-2 Forms and other records of money earned
  - Your Federal Income Tax Return – 2 years prior
  - Your parents' 2 years prior Federal Income Tax Return (if you are a dependent student)
  - Your most recent year's untaxed income records (Social Security, Temporary Assistance to Needy Families, public assistance or veterans benefits records)
  - Your most recent bank statements
  - Your most recent business and investment mortgage information, business and farm records, stock, bond, and other investment records
  - Your alien registration number or permanent residence card (if you are not a US citizen)
2. **Apply for a Username and Password at [fsaid.ed.gov](https://fsaid.ed.gov) prior to completing the FAFSA.** With a Username and Password, you can electronically sign your application, make corrections to your submitted application, complete your entrance counseling, and master promissory note.
3. Apply for Financial Aid online at <https://studentaid.ed.gov/sa/fafsa>.
4. **Enter P.I.T.'s federal school code of 010998 on the FAFSA.**
5. Sign the FAFSA electronically by using your Username and Password.

### **Student Aid Report**

When you file a FAFSA electronically, it generally takes one (1) to three (3) days to receive a *Student Aid Report (SAR)*, which contains your FAFSA application results. The results are sent electronically or mailed to the student. The Financial Aid Office receives an Institutional Student Information Record (ISIR) which will allow the Financial Aid Advisor to determine award eligibility.

Awards are credited to the student's account after the term has begun.

### **Verification**



Verification is the process the U.S. Department of Education uses to check the accuracy and validity of the information that a student provides when applying for Federal Student Aid. Verification covers the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Perkins Loan, and Federal Direct Loan Programs.

- The selection of an applicant for verification is completed by the Processing Center for the U.S. Department of Education. It does not necessarily indicate that P.I.T. believes that the information you have provided is incorrect. Your application is subjected to a multiple audit screening process. Listed below are some of the common scenarios for selecting applications for verification:
- Random sample based on the review of information.
- Data checked for consistency and logic based upon the common edits for each item on the FAFSA.
- Verification from the Social Security Administration, Selective Service Administration, Immigration and Naturalization Services, or Veterans Affairs Administration.
- Prior FAFSA submissions to the U.S. Department of Education.

The Verification process is required by Federal Regulations. P.I.T. must adhere to these regulations and procedures in order to offer and disburse Federal Student Aid to our students.

**\*\*\*\*\* Until the verification process is completed on any student whose application has been selected for verification, Federal Student Aid funds may not be disbursed. Any student who fails to complete the verification process will lose their Federal Student Aid award. \*\*\*\*\***

#### **Financial Aid Adjustments**

If you have been awarded any additional financial aid such as a private scholarship or employer tuition reimbursement, you must notify the Financial Aid Office of the awards. Students who add, drop, or withdraw from a course or courses are required to notify the Financial Aid Office of any changes, which may affect financial aid eligibility.

#### **Changes to Contact Information**

Students must notify the Financial Aid Office of any changes to their personal information such as address, telephone number, and marital status.

## Grants

A *Grant* is aid awarded to a student based on financial need or other criteria defined by the funding source. Grant funding generally does not have to be repaid unless the student withdraws from school and owes a refund. To receive federal and state grant aid, students must be U.S. citizens or eligible non-citizens.

The following are summaries of federal and state grants. The information is subject to change. For additional information, contact a P.I.T. Financial Aid Advisor.

#### **Federal Pell Grant**

This program is federally administered and awards grants to full-time, part-time, and less than half-time undergraduate students who have demonstrated financial need and who are enrolled in a matriculated program at least two (2) credits per term. The maximum Federal Pell grant is determined each award year. Eligibility is for undergraduate students only.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This is a federal, campus-based program for full- and part-time students who demonstrate financial need. Students must be a Federal Pell Grant recipient. The amount of each award depends on the student's financial need, the availability of funds, and other financial aid awarded to the student.

### **Pennsylvania Higher Education Assistance Agency (PHEAA) Grant**

Pennsylvania distributes grants from a fund appropriated each year by the State legislature from State revenues. Students must be Pennsylvania residents for one year prior to applying to P.I.T., have demonstrated financial need, be enrolled at least half time in a major which is at least two (2) full years in length, and not have earned a bachelor's degree. Students must also complete a FAFSA application. Students must file their FAFSA prior to May 1. For more information, visit PHEAA's web site at [www.pheaa.org](http://www.pheaa.org).

### **Grant Programs from Other States**

Most states have their own grant programs and eligibility criteria. If a reciprocal agreement exists between Pennsylvania and the student's home state, students may use the grant in the home state. Delaware and Pennsylvania have a reciprocity agreement, but New Jersey and Pennsylvania do not. For more information, students should contact their state agencies.

## Student Loans

A *loan* is borrowed money that needs to be repaid, along with interest and fees.

Financial Aid staff abides by *P.I.T. Student Loan Code of Conduct*. P.I.T. does not refer students and their parents to any private lenders.

Students applying for student loans can use a lender of their choice. To see a listing of all lenders available in the United States please refer to: [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov).

### **Federal Student Loans**

Funds are borrowed from the federal government and are delivered to the student through a bank or other private lender that participates in the program. These low interest loans are insured by the U.S. Department of Education. Repayment of these loans to the bank or private lender begins six (6) months after the last date of attendance or the date upon which the student enrolls less than half-time. The student must complete a Master Promissory Note. Federal law requires first-time borrowers to complete entrance counseling.

### **William D. Ford Federal Direct Loan Program**

- **Subsidized Direct Loan**  
Students must demonstrate sufficient financial need to qualify for this federal interest subsidy loan. Independent and dependent undergraduate students may borrow up to \$3,500 for their first year and up to \$4,500 for their second year. This loan is the student's responsibility; neither P.I.T. nor the student's parent is required to co-sign. The government pays the interest during the period the student is in school, the six-month grace period thereafter, and during a period of deferment. Repayment begins six (6) months after the student graduates, withdraws from P.I.T., or is enrolled less than half-time.
- **Unsubsidized Direct Loan**  
Students who do not demonstrate sufficient need to qualify for grants or subsidized loans may receive this loan. Dependent undergraduate students may borrow up to

\$2,000 their first year and up to \$2,000 for their second year. Independent undergraduate students and dependent students whose parents were denied a PLUS loan may borrow up to \$6,000 for their first year and up to \$6,000 for their second year. It has the same terms as a Subsidized Loan with one (1) exception: students are also responsible for payment of interest during the in-school and grace periods. Students may elect to defer the interest payments until repayment begins. However, interest will continue to accrue.

- Direct PLUS (Parent Loans for Undergraduate Dependent Students) Loan**  
 This loan program is designed to assist parents in the payment of educational expenses. Financial need is not required. Parents may borrow up to the cost of attendance minus all other financial assistance. The borrower is responsible for paying the interest. To be eligible to receive a PLUS Loan, the parent is required to pass a credit check. The parent may complete a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov). If a parent is denied a PLUS loan, a dependent student is then eligible for an additional unsubsidized loan up to \$4,000 per academic year.

**How Much Can You Borrow?**

The table below shows the maximum amount you, the student, can borrow each year and in total, based on your dependency status and grade level. A Financial Aid Advisor can tell you your dependency status. The actual amount you are eligible to borrow may be less than the amounts shown below and are based on factors determined by the College.

**These bullet points of information are also summarized in the tables below:**

- A dependent student cannot receive more than \$31,000 of Stafford Loans (subsidized plus unsubsidized), including amounts outstanding for loans at other schools, overall. The maximum amount of subsidized Stafford Loans for dependent students is \$23,000. Dependent students whose parents cannot borrow a PLUS Loan can borrow at the independent student levels.
- An independent student cannot receive more than \$23,000 of subsidized Stafford Loans, and a total of \$57,500, for unsubsidized and subsidized Stafford Loans, including amounts outstanding for loans at other schools, overall.
- **Subsidized loans** are awarded on the basis of financial need. You won't be charged any interest before you begin repaying the loan because the federal government subsidizes the interest during this time.

**Annual Loan Limits for Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students**

	<b>Dependent Undergraduate Students <sup>a</sup></b>	<b>Independent Undergraduate Students <sup>a</sup></b>
First Year (freshman)	\$5,500 (maximum \$3,500 subsidized)	\$9,500 (maximum \$3,500 subsidized)
Second Year (sophomore)	\$6,500 (maximum \$4,500 subsidized)	\$10,500 (maximum \$4,500 subsidized)

### Aggregate Loan Limits: Maximum Total Outstanding Loan Debt

	<b>Dependent Undergraduate Students<sup>a</sup></b>	<b>Independent Undergraduate Students<sup>a</sup></b>
Undergraduate	\$31,000 (maximum \$23,000 subsidized) <sup>b</sup>	\$57,500 (maximum \$23,000 subsidized) <sup>c</sup>

<sup>a</sup> Dependent students whose parents are unable to get PLUS Loans are eligible to receive the independent undergraduate loan limits.

<sup>b</sup> Excludes dependent students whose parents are unable to borrow a PLUS Loan.

<sup>c</sup> Includes dependent undergraduates whose parents are unable to borrow a PLUS Loan.

#### **Obtaining a Loan**

To get a Direct Loan, you must complete a Master Promissory Note (MPN). The MPN is a legally binding agreement stating that you agree you will repay your loan to the government. Your MPN contains the terms and conditions of the loan and how and when it must be repaid. You should always keep your MPN and any other loan documents in a safe place for future reference.

#### **Repaying Your Loan**

For customized **ESTIMATED** repayment amounts, please visit [studentaid.ed.gov](http://studentaid.ed.gov).

#### Federal Work-Study (FWS)

The Federal Work-Study (FWS) program is designed to provide financial assistance through student employment during the academic year. For more information, see the *FWS Handbook* on the P.I.T. Student Portal (<http://students.pit.edu>).

#### Refund Policy and Requirements for Withdrawal and Return of Federal Financial Aid

##### **Return of Title IV Funds Policy**

The U.S. Department of Education requires a school to compute the amount of Federal Title IV Financial Aid Funds received during a payment period or period of enrollment which have been earned by the school or the student at the time when his or her enrollment terminates. This is based upon the date that the student ceases attendance. A student who completely withdraws at, or before 60% of the term or semester, may have to return a portion of their unearned Financial Aid. They may owe tuition, fees, or a repayment of federal funds.

A Return of Title IV Funds (R2T4) calculation determines the percentage of Financial Aid that students have earned. This is based on the number of calendar days students attended, divided by the number of days in the payment period or period of enrollment (excluding official scheduled breaks of 5 or more days). The amount of funds disbursed and that could have been disbursed is then multiplied by the percent derived from the previous formula which will give you the amount of Title IV earned by the student. The school will return the lesser amount of the aid to be returned, as compared to the institutional charges, multiplied by the percentage of unearned Financial Aid. This amount will be the difference between the amount of Title IV aid due from the school and the amount of Title IV aid to be returned. The unearned portion of the Title IV funds received must be returned to the government.

If the student did not receive all of the funds earned, they may be due a post-withdrawal

disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's approval before the funds can be disbursed. The student may choose to decline all, or part, of the loan funds so that they do not incur additional debt. Students who wish to have loan funds credited to their account will need to make a request in writing to the Financial Aid Office within 14 calendar days of receiving their notification letter.

The student will be responsible to pay any unpaid charges incurred by the institution having to return Title IV funds.

#### **Timeliness of R2T4's and Refunds**

Once the institution has determined that the student has completely withdrawn, an R2T4 calculation must be performed within 30 calendar days. All refunds determined from the R2T4 calculation must be made within 45 days that the school determined the student withdrew. The institution will notify the student in writing of their revised eligibility after their R2T4 calculation is completed.

#### **Priorities of Refunds**

If the College has received an excess of funds on the student's account, the College will give priority to refunds as follows:

1. Direct unsubsidized loans;
2. Direct subsidized loans;
3. Direct Plus (Parent) Loan;
4. Federal Pell Grant;
5. FSEOG Federal Supplemental Educational Opportunity Grants.

#### **Payment of Outstanding Balance**

*The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Student will be billed if a balance is due to the College after the refunds have been calculated. Any remaining cash balance is due and payable in full immediately on the unpaid balance. The College has the right to assign outstanding balances for collection without prior notice to Student.*

**If you wish to officially withdraw from College, you are expected to notify the Proper Personnel of your intentions and to Comply with the following procedure:**

- A. Contact your Academic Support Coach, the Director of Student Affairs, or Assistant Dean of Academic Affairs either in person or in writing. Contacting any other employee, including your instructor, is not considered an official notification.
- B. Indicate that you intend to officially withdraw from college. It is preferable, but not required, that you make this request in writing on the forms designed for this purpose.
- C. Provide the date that you expect to stop attending class.
- D. Provide a reason for your withdrawal.
- E. Meet with your instructor to ensure that all of your academic records are in order.
- F. Meet with your Financial Aid Advisor to review your Financial Aid Package and to receive an Exit Interview, which includes details about your loan indebtedness, if any.
- G. Meet with your Student Accounts Representative to rectify your account, if necessary.

#### [College and Financial Aid Satisfactory Academic Progress Policy \(SAP\)](#)

Federal regulations require P.I.T. to establish and apply standards of financial aid satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by

Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement and is administered by P.I.T. in addition to the academic standards of performance required under the P.I.T. Academic Progress Policy. The SAP policy is reviewed annually by the P.I.T. Financial Aid department. Furthermore, the College has additional requirements for academic progress that apply to all students regardless of financial aid status.

Students are evaluated at the end of each semester or term (Fall, Winter, Spring, and Summer) for financial aid SAP once they have attempted at least 6 credit hours. All students are evaluated on three standards: grade point average (qualitative measure), credit hour completion ratio (quantitative measure), and maximum timeframe. To maintain eligibility under SAP in “Good Standing,” students must meet all three standards.

Attempted credits are defined as all hours, including remedial course work, for which the student enrolls at P.I.T. Completed credits are defined as all hours in which the student receives the grade of A, B, C, D, or P. Attempted, but not completed, credits are those in which the student receives the grade of F, FA, I, or W.

In addition, all students are evaluated each semester or term for general academic progress, in the manner described below.

#### **Standard 1: Grade Point Average (Qualitative Measure)**

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The cumulative GPA includes all of the P.I.T. credit hours that the student has attempted. The requirements are listed below:

- Students in a certificate program or associate degree program who have attempted 6 credit hours or more must maintain a minimum of a 2.0 cumulative GPA to continue receiving financial aid.

In addition, the College requires all students, regardless of financial aid status, to maintain requisite cumulative and semester grade point averages. Students who do not maintain the cumulative grade point average of 2.0 for any semester or summer session are placed on Academic Warning. Students placed on Academic Warning are required to meet with their Academic Support Counselor to review their scholastic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until such time that they attain the required academic standing.

Students who meet the criteria for Academic Warning status for one semester and do not bring their cumulative GPA up to a 2.0 in their next enrolled semester will be placed on Academic Probation. Students placed on Academic Probation must consult with their Academic Support Counselor to create an academic plan as part of the SAP Appeal.

#### **Standard 2: Credit Hour Completion Ratio (Quantitative Measure)**

Students receiving financial aid (either full time or part time) must maintain a minimum incremental progress by completing a percentage of all credit hours attempted, including repeated courses, withdrawals, failures, and incompletes. All students must successfully complete 67 percent of all cumulative credit hours attempted. As the chart demonstrates below, once the student attempts 12 credit hours, they must earn a minimum of 8 credit hours to meet the completion ratio.

CUM HOURS ATTEMPTED	CUM HOURS EARNED	CUM HOURS ATTEMPTED	CUM HOURS EARNED
12	8	60	40
24	16	75	50
36	24	90	60
48	32	120	80

Other than the above requirements for those receiving financial aid, the College does not have a credit hour completion ratio.

**Standard 3: Maximum Timeframe**

Students receiving financial aid must complete their degree program within 150 percent of the credit hour requirements for the degree. For example, if a certificate program at P.I.T. requires 36 credits for completion, under the 150 percent standard, students are only eligible to receive financial aid for a maximum of 54 attempted credits. If an associate degree program at P.I.T. requires 63 credits for completion, under the 150 percent standard, students are only eligible to receive financial aid for a maximum of 94 attempted credits. Students who are unable to complete their certificate program or their associate degree program within the timeframe limitation will be suspended from FSA program eligibility. The maximum timeframe limit may be reevaluated, on a case-by-case basis, by the P.I.T. Director of Financial Aid if there are program changes that can eliminate prior courses that do not apply toward the current degree program.

**Academic Forgiveness**

A student receiving financial aid who qualifies for the D and F Forgiveness Rule for replacing the original grade with a new grade will have all earned grades counted in the quantitative measure, qualitative, and the maximum timeframe measure. For financial aid purposes, all credits attempted will be used to determine SAP.

**SAP Notification**

Students are notified of the SAP policy in the P.I.T. catalogue and website. All periods of enrollment at P.I.T. are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Cumulative GPAs are calculated using grades earned at P.I.T. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by the office of Financial Aid if on SAP Warning or SAP Probation.

**Remedial**

Students may receive federal student aid for remedial coursework for up to 30 credit hours. Credits for remedial courses are not counted toward the total credits in the student’s maximum allowable timeframe for aid eligibility.

**Repeated Courses**

Students who are required to repeat a course due to an F grade may retake the course and include the credit hours when determining the student's enrollment status for Title IV purposes (i.e., Title IV funds may pay for the repeated course). Students who are repeating a passed class (D, C, B, A) may use Title IV funds the first time only (i.e., one repetition per passed class to count towards enrollment status). Repeated courses will count toward the qualitative and quantitative progress requirement of SAP. They will also count towards the maximum time frame for eligibility.

**Incomplete or Missing Grades**

Students receiving federal student aid may receive incomplete or missing grades, as allowed under P.I.T.

academic policy. Incomplete and missing grades will count toward the quantitative and maximum timeframe elements of SAP. As provided by P.I.T. academic policy, students who do not complete course requirements after an incomplete grade is assigned will receive a course grade based on the assignments completed, with zeros being assigned for non-completed assignments. Incomplete grades and missing grades will be counted as an F until an earned grade is assigned for financial aid SAP determination. The SAP determination will be re-evaluated if a grade of D or better is assigned.

### **Financial Aid Warning**

Students who do not maintain SAP under this policy will initially be placed on Financial Aid Warning and will be notified of their warning status. While on Financial Aid Warning, they will be eligible to receive federal student aid for their semester (at least 6 credit hours). Students on Financial Aid Warning will be reviewed at the end of each term. At the end of the Warning period, if they do not meet all conditions of SAP for Good Standing, they will have their federal student aid eligibility suspended.

### **Financial Aid Probation**

If a student is suspended from financial aid, they must meet with their Academic Support Counselor to develop an approved academic plan to enable the student to reach Good Standing within one term. The student must also get two letters of recommendation from their teachers and can only receive Financial Aid if granted an appeal (see SAP Appeal Petition below).

At the end of their probationary period, if students do not meet all conditions of SAP for Good Standing, they will have their federal student aid eligibility suspended.

### **Suspension of Federal Student Aid**

By statute, students on Financial Aid Probation who do not meet SAP requirements after the probationary period are ineligible for federal student aid program funding for one calendar year. Students who do not maintain SAP or fail to meet the conditions of their Financial Aid Probation will be notified by P.I.T.

### **SAP Appeal Petition**

Students may appeal suspensions by completing the SAP appeal petition. Requests for reinstatement of eligibility must be made to the P.I.T. office of Student Affairs no later than the end of the drop/add period of which the student desires to enroll. Students may appeal their suspension under SAP if they were unable to maintain SAP as a direct result of hardship or special circumstances, as provided by federal regulations. Personal situations, such as the death of a student's relative, an injury or illness of the student, or other special circumstance, may prevent a student from achieving satisfactory academic progress. The Academic Support Counselor will submit completed SAP appeal petitions to the Director of Financial Aid for review. If the appeal is approved by the office of Financial Aid, a student will have a probationary period during their next semester of at least 6 attempted credit hours during which he or she will receive federal student aid and reestablish eligibility under SAP. The Director of Financial Aid will make the final determination on all appeal petitions and forward all decisions to the Academic Support Counselor to notify students of their appeal results. Students may be asked to submit additional documentation to support their request. Students may also resubmit a new appeal with additional documentation for consideration.

### **Reinstatement of Federal Student Aid**

A student may be reinstated for federal student aid by paying for tuition and fees without Title IV funds and successfully meeting all of the conditions of the financial aid SAP policy for Good Standing, or may



be reinstated after they have successfully regained eligibility through the appeal process, or by coming back to P.I.T. in one calendar year. Students who are granted an appeal will be reinstated on probation.

## Scholarships

A *scholarship* is a type of financial aid that does not have to be repaid. Each scholarship has its own eligibility criteria such as financial need, academic achievement, program of study, or a special skill. Recipients are chosen through an application process based on the criteria.

### **P.I.T. Scholarship Information**

P.I.T. is committed to the success of our students. We know how difficult it is for students to fund their education while working and maintaining their personal lives. The scholarships, grants and loans shown below are available for those in need of funding. This is just part of the way we can help students achieve their goals.

Applicants for participation in a ***P.I.T. Scholarship Program*** must file a FAFSA application so that eligibility for federal and/or state grant programs can be determined. The amount of a P.I.T. Scholarship award may be reduced by federal and/or state grants for which a student is determined to be eligible.

### P.I.T. Institutional Scholarships:

#### **Alumni Legacy Scholarship:**

Provides \$250 entering their first term in an Associate Degree program.

#### Eligibility:

Applicants who are immediate family of P.I.T. graduates.

#### Requirements:

- To apply, candidates for the Alumni Legacy Scholarship must:
- Be enrolled in an Associate Degree program.
- Be registered for 9 credits or more.
- Present a copy of the diploma of their family member who graduated from P.I.T. Immediate family includes siblings, parents and grandparents.
- Complete Financial Aid for the term in which the scholarship is being requested.

#### Award:

An individual may only receive the Alumni Legacy Scholarship once.

Four Alumni Legacy Scholarship will be awarded each term.

Alumni Legacy Scholarship will be awarded in the order they are received each term.

*No stipends allowed.*

#### **Committed Learner Scholarship:**

Provides \$250 for a student who demonstrates a serious commitment to academic success based on a recommendation by an instructor or program manager as well as other listed requirements.

#### Eligibility:

Applicants who are enrolled in an associate degree program.

#### Requirements:

To apply, candidates for the Committed Learner Scholarship must:

Be recommended in writing by an instructor or program manager who has observed the student's commitment to academic excellence. *A student's commitment should be measure by the following characteristics:*

- High academic achievement
- Cooperative and collaborative behavior in class or online
- Demonstrates the determination to succeed despite life's challenges
- Exhibits the highest level of professional behavior

- Be enrolled in an Associate Degree program.
- Have completed at least one full term of classes.
- Be registered for 9 credits or more.
- Have at least a 3.0 cumulative GPA.
- Complete Financial Aid for the term in which the scholarship is being requested.

Award:

An individual may only receive the Committed Learner Scholarship once.

Four Committed Learner Scholarships will be awarded each term.

*No stipends allowed.*

**Presidential Scholarship:**

Provides \$1,000 per term toward an Associate Degree.

Eligibility:

All Full Time students enrolled in Associate Degree programs who complete at least nine credits per term or semester and maintain a cumulative GPA of 3.75 or better.

Requirements:

- Candidates for the Presidential Scholarship must:
- Complete Financial Aid for the term in which the scholarship is being requested.
- Submit one letter of recommendation from a faculty or staff member of the Pennsylvania Institute of Technology.
- Submit a personal letter that explains the financial need for the scholarship.

Award:

Three Presidential Scholarships will be awarded each term.

Decisions will be made by the Scholarship Selection committee based on financial need as expressed in the personal letter, GPA and letters of recommendation.

*No stipends allowed.*

**Practical Nursing Academic Excellence Scholarship:**

Provides up to but not to exceed \$2,000 for the clinical portion of the Practical Nursing program.

Eligibility:

All full time students accepted into our Practical Nursing Program who have demonstrated academic excellence but have a short term financial hardship that will force them to withdraw from the program.

Requirements:

- Candidates for the Practical Nursing Academic Excellence Scholarship must:
- Pass the TEAS test
- Complete all requirement for acceptance into the Practical Nursing Certificate program
- Complete Financial Aid for the Practical Nursing.
- Submit at least one letter of recommendation from a faculty or staff member of the Pennsylvania Institute of Technology
- Submit a personal letter that explains the short term financial hardship

Award:

An Practical Nursing Academic Excellence Scholarship will be awarded “up to” but not to exceed \$2,000 for the clinical portion of the Practical Nursing program. Funds will be applied to the students account only after PHEAA and PELL grants have been awarded in each term, in order to meet unfulfilled financial needs for the current term. No student stipends or refunds will be released directly to students from funds awarded through a Practical Nursing Academic Excellence Scholarship.

**Science, Technology, Engineering and Math (STEM) Scholarship:**

Provides \$250 for students entering their first term in a Science, Technology, Engineering and/or Math based Associate Degree program.

Eligibility:

Applicants enrolled in a STEM based associate degree program.

Requirements:

- To apply, candidates for the STEM Scholarship must:
- Be enrolled in an Associate Degree program.
- Be registered for 9 credits or more.
- Have at least a 3.0 cumulative high school GPA.
- Complete Financial Aid for the term in which the scholarship is being requested.

Award:

An individual may only receive the STEM Scholarship one time.

Two STEM Scholarships will be awarded each term.

STEM Scholarships will be awarded in the order they are received each term.

*No stipends allowed.*

**Notification Letter:** Students who are awarded a scholarship receive an emailed notification, which states the amount to be credited to their student account. The actual award amount will be adjusted not to exceed the recipients' tuition and fees. The amount of a scholarship award may be affected by federal and/or state grants for which the student is determined to be eligible.

External Scholarship Information:

**UPS Scholarship Program:**

The UPS Foundation created the UPS Educational Endowment Fund at the Foundation for Independent Higher Education (FIHE). Each FIHE-affiliated college awards the UPS Scholarship to any full-time undergraduate student the school chooses. The scholarship may also be divided among multiple recipients. At P.I.T., the Scholarship Committee selects the recipient(s) based on academic achievement and community service. The monetary amount of the yearly award varies.

**Other Scholarship Sources:**

Numerous private scholarships are funded by foundations, corporations, unions, fraternities and sororities, employers, religious and civic organizations. Interested students may obtain further information on these scholarships from their high school guidance counselors, public library, and the internet.

Web sites include:

- <http://www.fafsa.ed.gov> (Free Application for Federal Student Aid)
- <http://studentaid.ed.gov> (Federal Student Aid: An Office of the U.S. Department of Ed.)
- <http://www.pheaa.org> (Pennsylvania Higher Education Assistance Agency)
- <http://gibill.va.gov> (GI Bill Website: U.S. Dept. of Veterans Affairs)
- <http://www.todaysgibill.org> (Today's GI Bill – Website Sponsored by ACE)
- [http://www.nasfaa.org/students/About\\_Financial\\_Aid.aspx](http://www.nasfaa.org/students/About_Financial_Aid.aspx) (National Association of Student Financial Aid Administrators: Students, Parents and Counselors Page)
- <http://www.careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=categoryandnodeid=22> (Career One Stop, Scholarship Search Webpage – Sponsored by the U.S. Dept. of Labor)
- [www.fastweb.com](http://www.fastweb.com) (FastWeb)
- <http://www.aie.org/paying-for-college> (TG™ Adventures in Education, Paying for College Webpage)
- [www.scholarshipprovider.net](http://www.scholarshipprovider.net) (Scholarship Provider.net)

- [www.finaid.org](http://www.finaid.org) (FinAid: The SmartStudent™ Guide to Financial Aid)

### Veterans Education Benefits

P.I.T. is approved by the U.S. Department of Veterans Affairs (VA) for Education and Job Training Programs. All programs offered in Media are approved for military veterans and sons and daughters of deceased veterans. P.I.T. is also a member institution of the Service members Opportunity Colleges (SOC).

Standard admissions procedures apply to all veterans. New students should bring their original Discharge Document (DD form 214, copy 4) or a Notice of Basic Eligibility (NOBE). Veterans attending college for the first time need to obtain an Application for VA Education Benefits (VA Form 22-1990) from either a P.I.T. Financial Aid Advisor or the VA website (<http://www.gibill.va.gov/apply-for-benefits/application>). This form and a certified copy of the DD-214 should be submitted to a P.I.T. Financial Aid Advisor. Veterans transferring from another institution need only complete Request for Change of Program or Place of Training (VA Form 22-1995). The completed VA Form 22-1995 must be submitted to a P.I.T. Financial Aid Advisor as soon as possible prior to the new program's start date.

After registration, a P.I.T. Financial Aid Advisor will certify the student's enrollment and forward original forms to the VA. Returning students should submit a copy of their student schedule to a P.I.T. Financial Aid Advisor for certification with the VA. Any changes in enrollment status (i.e. drops, adds, or withdrawals, change of major), must be reported to the VA as soon as they occur.

For additional information regarding veterans' benefits, refer to the Veterans Administration website: <http://www.va.gov>. For additional information about using your VA benefits at P.I.T., contact Kamira Evans, P.I.T. VA Liaison, at (610)-892-1504 or email [kevans@pit.edu](mailto:kevans@pit.edu).

### Employer Tuition Reimbursement Plans

Numerous Delaware Valley companies offer full or partial tuition reimbursement programs that are designed to assist employees advance their careers through higher education. Students pay their tuition then receive full or partial refund from their employer. Students should inquire of their employers for further information.

### Withdrawal From College – Effect on Student's Financial Aid/Payment of Student Academic Debt

The Office of Financial Aid is required by Federal statute to recalculate Federal Financial Aid eligibility for Title IV recipients who withdraw or are dismissed from the College. Federal Title IV Financial Aid must be recalculated in these situations.

Recalculation is based on the percentage of aid earned. Students earn aid based on the number of days in the entire program and the number of days completed.

Funds are returned to the appropriate federal program based on the percentage of unearned aid in the following order:

1. Unsubsidized Federal Stafford Loans,
2. Subsidized Federal Stafford Loans,
3. Federal Parent (PLUS) Loans,
4. Federal Pell Grants,
5. Federal Supplemental Opportunity Grants (SEOG), and
6. Other assistance.

If a student earns less aid than was disbursed, the institution will be required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earns more aid than was disbursed to him/her, the institution may owe the student's account a post-withdrawal disbursement. Per the FSA regulations, Verification, Updates and Corrections 2012-13 AVG-89, Chapter 4; 34 CFR 668.51-61: "A Pell applicant selected for verification must complete the process by the deadline published in the *Federal Register*. As of this writing the notice for 2012–2013 has not been published, but the deadline is expected to be September 27, 2013, or 120 days after the last day of the student's enrollment, whichever is earlier." If the student has student loans, the institution must obtain the student's written permission before disbursing any student loans to the account after the student's withdrawal.

## VII. Business Office

Prior to receiving final grades, registering for a subsequent term, or attending a subsequent term, student balances for the current term must be paid in full.

Students who are eligible to graduate and whose account is not paid-in-full are permitted to attend graduation ceremonies; however, a diploma and transcript will not be available to the student until the student's account is settled in full.

### Book Purchase/Book Stipend Policy and Procedures

P.I.T. provides students with the option for obtaining the required textbooks each term – to purchase the textbooks through any bookseller of the students' choice. This policy does not apply to students enrolled in programs where the books are included.

You can obtain a list of suggested retailers from your Academic Support Coach and Financial Literacy Counselor. You can also see your Academic Support Coach and Financial Literacy Counselor about our book exchange bulletin board.

Students whose tuition and fee charges are completely funded with Title IV aid in excess of all required and necessary charges will, if desired, be issued a check to pay for their books.

If a student qualifies and the student's funding includes a book allowance, the student may request a stipend up to the amount of the scheduled book allowance in order to purchase the required textbooks. The stipend request must be made through the Business Office of P.I.T. where a check will be scheduled for disbursement to the student. If a student meets applicable requirements at least ten (10) days prior to the start of the payment period, then the stipend will be available no later than the seventh (7th) day of the payment period. All other requests will be disbursed to the student within fourteen (14) days of the request – provided the required funding has been received by the College.

### Tuition, Fees, and Expenses

Tuition and fees are established by the P.I.T. Board of Trustees. The Trustees reserve the right to change tuition and fees at any time and without notice.

#### **Tuition**

Tuition is \$380 per credit hour plus technology fees, unless otherwise stated.

- A full-time student is defined as one who is enrolled in the P.I.T. Degree programs for 9 credits or more per semester or term. Students who register in the programs for more than 18 credits must have the Assistant Dean of Academic Affairs approve the request.
- Part-time students are defined as one who enrolls in 6 credits or less in the P.I.T. programs.
- **Tuition and Fees for the Practical Nursing Program**  
Full time tuition for the Practical Nursing Program is \$24,000. The tuition rate includes books, fees, and supplies. Tuition rates are reviewed regularly and may be adjusted on an annual basis, at minimum, by the College's Board of Trustees.

#### **Assessment of Experiential Learning Fee**

College credits may be awarded for courses from non-accredited institutions and/or for experiential learning experiences. See the Admissions Office for assistance with this process.

Fees for assessment activities include a \$150 portfolio evaluation fee plus \$75 per credit hour transferred.

#### **Returned Check Processing Fee**

A charge of \$35 will be assessed each time a student's check is returned by a bank withholding payment to the College.

#### **Technology Fee**

A Technology Fee is charged per credit hour enrolled to cover the costs of upgrading and maintaining P.I.T.'s state-of-the-art equipment, software, and related technology.

#### **Transcript Fee**

There is no charge for the first two P.I.T. transcripts requested by a student. Any additional transcripts are \$3 each.

#### **Graduation Fee**

A charge of \$100 will be assessed each graduating student to cover the costs of caps and gowns and producing his or her degree or certificate and for other direct commencement expenses.

#### **Test-Out Fee**

The fee for each test out exam is equal to the amount of the tuition rate per credit. The Test-Out fee must be paid and completed by the end of the add/drop period for the class.

### **Tuition Payments**

- Students who are required to make tuition payments to the College are expected to do so on time. Should the student's account become delinquent at any time, the student risks dismissal from the College.
- Tuition payments may be made in person or mail via cash, check, money order, or with a debit/credit card. A more convenient way to make tuition payments and view your student account is via the P.I.T. [Student Portal](#).

### **Tuition Refund Policy (Withdraw from a course)**

The College policy for the amount of the tuition for the properly student-initiated Total Withdrawal from all courses in a given term for all students is:

- 100% adjustment prior to the first day of the term and up to the end of the 5<sup>th</sup> day of classes.
- 25% adjustment on tuition only upon commencing the 6<sup>th</sup> through the 10<sup>th</sup> day of classes.

## VIII. Registrar (Academic Records Office)

### Change of Name and/or Address

Students are required to inform the Academic Records Office concerning any change of identification, such as change of name, change of address, change of telephone number(s), email address, or change in place of employment. It is the student's responsibility to keep the College informed of all demographic revisions.

### Grade Point Average (GPA)

A student's term or cumulative grade point average is determined by dividing the total quality points earned by the total number of term credits of study attempted at P.I.T. The total of the quality points earned in a given course is equal to the grade point value of the grade earned by the student multiplied by the number of credits assigned to the given course.

### Grade Point Average (GPA) Computation

- For a term
  - a. List the credits for each course.
  - b. For each course, multiply the credits attempted by the quality point value for the grade received in the course. You should have one score for each class.
  - c. Add the scores together.
  - d. Divide the sum by the total number of credits attempted for the term.
  - e. This will give you your GPA for the term.
- Cumulative GPA
  - a. Follow the directions (Steps a-c) for the term GPA, except do it for every class, every term.
  - b. Add up all the quality points for each course and divide the sum by the total number of credits attempted.

#### Example: Term #1

Course	No. of Credits	Grade	Point Value	Quality Points
Algebra	4	A-	3.67	14.68
Physics	3	B	3.0	9.0
CAD I	2	A	4.0	8.0
English	4	A	4.0	16.0
Trigonometry	4	B+	3.33	13.32
Totals	17			61.0

$$61 / 17 = 3.59 \text{ -- GPA for the term is } 3.59$$

#### Example: Term #2

Course	No. of Credits	Grade	Point Value	Quality Points
Microcomputers	2	A-	3.67	7.34
Algebra II	4	B	3.0	12.0
A/C Circuits	5	B+	3.33	16.65
Digital Elect.	3	C	2.0	6.0
Circuits & Devices	3	C	2.0	6.0



Elective	4	A	4.0	16.0
Totals	21			63.99

**63.99 / 21 = 3.05 -- GPA for the term is 3.05**

**Cumulative GPA is calculated:**

17 credits + 21 credits = 38 credits

61 quality points + 63.99 quality points = 124.99 quality points

**124.99 / 38 = 3.29 -- Cumulative GPA is 3.29**

### Grade Reports

Final grades are available on the [Student Portal](#), usually within 2 business days of the end of the final exam period (as listed on the Academic Calendar).

### Graduation

Scheduling regular meetings each term with your Academic Advisor is the best way to ensure that you remain on the right track for graduation. When a student enters his/her last term, it is his/her responsibility to “petition to graduate.” Petitioning, through the “Application for Graduation” form will insure that your degree requirements are evaluated and that your cap and gown are ordered on time. Stop by the ARO or contact the office for a copy of the application. This form must be completed by the end of the fourth week of the term you expect to graduate in order to graduate with your graduating class. The graduation fee must also be paid at the Business Office at this time. Students who do not apply for graduation by the published deadline will be included in the next graduation class.

### Registration/Pre-registration for Classes (Scheduling)

#### Class Scheduling: Day/Evening Classes

The regular day classes are held Monday through Friday. Students may arrange their class schedules with their Academic Advisor’s approval to accommodate co-op experiences, work, and personal needs. Evening classes are usually three to four hours in length. Evening classes are held Monday through Thursday, usually beginning at 6:00 PM.

Pre-registration is conducted during a specified period each term. Students are advised to pre-register to avoid a registration fee, to ensure an optimum class schedule, and to be reasonably certain of obtaining the classes they want.

Registration for the next term for current students is scheduled during a designated period of their current term. Registration for new students is scheduled several weeks before the beginning of classes and is also conducted in conjunction with orientation for new students. New students receive a letter informing them of the date and time for orientation and registration. New students must attend the orientation and registration session.

### Schedule Changes – Add/Drop Courses

The add/drop period is the first five (5) class days of a term. During this time, a student is permitted to add or drop classes without any financial impact. If a student wishes to drop a course during the Add/Drop period of the term, the student must obtain an Add/Drop Form from the Academic Records Office or they may make the change directly on the student portal. Courses dropped during the Add/Drop period do not appear on a student's academic record. Add/Drop requests will be accepted prior to the end of the Add/Drop period in each term.

All add/drop changes are to be made **AFTER** meeting with your Academic Advisor and Financial Aid Representative to ensure that the changes in courses do not interfere with the your financial aid package.

**Once a student's account is assessed tuition charges at the end of the add/drop period, the student is liable for all charges incurred.**

### Transcript Request

Students and alumni may request transcripts from the ARO. An official transcript request form may be completed in the ARO, or a letter requesting the transcript can be mailed or faxed to the ARO at (610) 892-1522. The letter should include the following information: name, home address, home telephone number, approximate dates of attendance, last four (4) digits of the student's social security number, and the address to which the transcript is to be sent. The request letter **requires** the student's signature. There is no charge for the first two P.I.T. transcripts requested by a student. Any additional transcripts are \$3.00 each.

### Withdrawal from College

#### **IMPORTANT INFORMATION BEFORE DECIDING TO WITHDRAW:**

**Withdrawing from classes may impact the receipt of future financial aid. Students are required to contact the Financial Aid Office prior to withdrawing from any class to obtain information on the effects of this action.**

Many times a withdrawal requires a student to refund the College and/or the Federal Government a large portion of the financial aid that had been disbursed. (Examples of the federal financial aid refund policy are available in the Office of Financial Aid.)

Students earn financial aid each time they attend class. For that reason, federal funds may need to be returned for students who withdraw before the end of the term. At least sixty percent of the term must be completed or the student may be required to repay part of the financial aid disbursed for that term. When the total amount of unearned aid is greater than the amount disbursed, the student owes an overpayment. If an overpayment is due, the student is responsible for returning unearned aid to the appropriate Government Financial Aid agencies.

Also, a withdrawal may affect a student's GPA which can impact financial aid. (The Satisfactory Academic Progress Policy is available in the Office of Financial Aid and on the P.I.T. Policy Portal.)

#### **Procedure for Total Withdrawal from the College -- Associate Degree Students and School for Professional Programs (SPP) Students**

Students in an Associate Degree Program who wish to withdraw from the College must request the total withdrawal in writing (preferred) or by phone. Written requests must be sent (by mail, email or dropped off in person) to any of the Counselors in Student Affairs. Verbal requests can be made by phone, voicemail or in person to any of the Coaches in Student Affairs. In addition, the student must complete the *Official Withdrawal Form* that can be accessed through the [Student Portal](#). The written request will be attached to the Official Withdrawal Form and copies will be sent to the Registrar and to the Director of Financial Aid. Once the forms are submitted, the Coach from Student Affairs will enter the *AA Withdrawal Activity* in CampusNexus and begin the electronic process. Counselors must note in the comment section that the withdrawal was initiated by the student.

#### **Procedure for Total Withdrawal from the College for Practical Nursing Program (PN) Students**

Refer to the *Student Handbook for the Practical Nursing Program* for the process to withdraw from the program or from individual classes.

### **Withdrawal from A.S. Allied Health Technology Courses and School of Professional Career Certificate Courses**

Students earning a grade of "F", "FA", or "W" in any course are required to repeat the course with a passing grade or satisfactorily complete a substitute course as determined by the

College. Students may progress to the next course or courses in the program of study provided that any pre-requisite courses are satisfactorily completed.

If a student drops a course on or before the withdrawal deadline date set by the Registrar for each term, they receive a "W" (withdrawal) grade in the course. A grade of "W" does not affect the student's cumulative grade point average.

It is important that students are aware that withdrawal may impact their financial aid status. Full-time or part-time status is determined as of the end of the Add/Drop period. No adjustment of charges will be granted based on a change of status after the Add/Drop period. For further information, contact the Financial Aid Office.

### **Withdrawal from Other Degree Course(s)**

If students drop a term taught course after the add/drop period of the term and before the last date to withdraw with a "W" grade as noted in the academic calendar, they receive a "W" (Withdrawal) grade in the course. A grade of "W" does not affect the student's cumulative grade point average. A course dropped or not attended during the last two weeks of a term may be recorded by the faculty members as an "F" (Failure) or "FA" (Failure because of excessive absences) grade. Under certain circumstances, an "I" (Incomplete) grade is given.

It is important that students are aware that withdrawal may impact their financial aid status. Full-time or part-time status is determined as of the end of the Add/Drop period. No adjustment of charges will be granted based on a change of status after the Add/Drop period. For further information, contact the Financial Aid Office.

### **Withdrawal or Inactive Status**

**Unofficially Withdrawn:** A student will be considered **unofficially withdrawn** if they do not attend P.I.T., when they are scheduled to do so, for more than fourteen (14) calendar days. This is in accordance with the government's financial aid regulations stating that institutions that are required to take attendance are expected to have a procedure in place for routinely monitoring attendance records to determine in a timely manner to determine when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than fourteen (14) calendar days after the student's last date of attendance as determined by the institution from its attendance records.

**Officially Withdrawn:** If a student provides notification to the school of his or her withdrawal, they will be considered **officially withdrawn**. If that notification is prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification. Notification after the fourteen (14) calendar day period, however, fixes the date of determination at fourteen (14) calendar days after the student's last date of attendance.

In all cases of withdrawal, the date at which a student is considered to have stopped attending the institution, for financial aid purposes and otherwise, is their last date of attendance as indicated by their instructors in the official attendance records.

## IX. Academic Affairs

### Highlights

Students should meet with their Program Manager (members of the Academic Affairs Department) to help plan their degree program.

Students must register early for the next term during pre-registration period to ensure the courses they need are available – tuition payments are not required to pre-register!

Students are expected to have the required textbooks in their possession within a week of the course start.

Students are advised to ask instructors for help. They are available to help you succeed.

**Note:** Students enrolled in career certificate programs offered by the Physical Therapist Assistant Program, Practical Nursing Program or the School of Professional Programs may adhere to a different process. Please consult with your instructor for specific details.

### Academic Advising

Pennsylvania Institute of Technology's Academic Affairs Department provides an academic advising system in order to help you achieve your educational and career goals. One of the best things you can do to ensure appropriate course selection and your own future success is to talk with your assigned Program Manager Program Manager.

#### **What is Academic Advising?**

Academic advising is a process facilitated by faculty members to assist students with educational and career planning and academic choices. Assistance is available to help you plan your program, select classes, choose a major, and meet transfer requirements to a four-year institution.

#### **What is the difference between an Academic Support Coach and Financial Literacy Counselor and a Program Manager?**

Student Affairs provides students an Academic Support Coach and Financial Literacy Counselors to assist students with academic, career, and educational concerns. In addition, Academic Support Coach and Financial Literacy Counselors provide resources for tutoring, career counseling, transfer counseling, and referrals to outside agencies for those students in need of psychological counseling.

Program Manager Program Managers are faculty members and administrators who are assigned to students based on their declared majors. They assist all returning students with class registrations through graduation. Program Manager Program Managers can also provide the following services:

- Provide guidance with educational goals
- Clarify and discuss College policies
- Assess academic progress throughout the students' time at P.I.T

For additional information on the services available your Academic Support Coach and Financial Literacy Counselor, refer to that topic in the **Student Services** section of this *Student Handbook*

#### **Does a Student Have to See His/Her Program Manager?**

It is highly recommended that students see their advisors regularly in order to assure ensure students know what resources exist at P.I.T. to help students with problems that may arise pertaining to their majors and their course schedules. They can save students time, effort, and money. It is highly recommended that students see their advisors regularly in order to assure academic progress.

### **What is the Student's Role in the Advising Relationship?**

Students should take an active role in the advising process. Students are encouraged to make an appointment to ensure the availability of their Program Managers. It is wise to prepare a list of questions to ask your Program Manager or your Academic Support Coach and Financial Literacy Counselor.

### **The Importance of Advising**

Program Managers can be effective in helping students to understand the purposes of a college education, to explore the information and expectations of a particular major, and to initiate the steps necessary to formulate academic and career plans. The Program Manager-student relationship must be one of shared responsibilities in order to be of the greatest benefit to the student.

### **The Role of Program Managers**

- They are available to the students during specified office hours and provides a means through which students can schedule an appointment.
- They help students assume responsibility for their decisions.
- They understand the programs of study, graduation requirements, and P.I.T.'s academic policies.
- They discuss with students the pertinent college and curriculum requirements, procedures, and deadlines.
- They help students recognize and develop realistic goals and presents links between academic preparation and career opportunities.
- They assist students in planning their curriculum throughout their college experience that is consistent with their abilities and interests.
- They respect each student's right to privacy of educational records and confidential information, sharing relevant information regarding the student only with the appropriate individuals and for the purpose of serving the student's best interest.
- They monitor academic progress towards graduation and assists in maintaining accurate, up-to-date records of academic progress.
- They refer students to other services and respective individuals as special needs are identified.

### **Student's Responsibilities during the Advising Process**

- It is the student's responsibility:
  - To know the name and office location of his/her Program Manager.
  - To schedule appointments with his/her Program Manager and is on time for those appointments
  - To prepare for an advising session and present to his/her Program Manager specific questions and concerns as well as a list of proposed courses and times (for a registration appointment).
  - To discuss long-range goals including career aspirations.
  - To understand the academic requirements for continued enrollment and graduation.
  - To ask questions about policies, procedures, or requirements that are not understood.
  - To keep copies of his/her relevant academic records including transfer credits and

- official transcripts.
- To ensure responsible for seeing that all necessary forms relating to registration, schedule changes, degree programs, or related affairs are completed with the necessary approvals within specified deadlines.
- To consult with his/her Program Manager to change an agreed upon schedule.
- To be responsible for his/her academic decisions.

### **Student's Responsibilities in the Classroom**

- Students must remember to activate their email accounts and check them regularly.
- Students should exhibit appropriate behavior in both the classroom and on campus at all times.
- Students must be prepared for all classes with the appropriate tools, notebooks, writing utensils, and anything else the instructor requires.
- Students must attend all classes, be on time, and remain in their scheduled class for the duration of the class period.
- Students should inform both their instructors and their Academic Support Coach and Financial Literacy Counselor when it is necessary to be absent from class. Phone and text messages and emails are acceptable means of contact.
- Make-up exams will be given at the discretion of the instructor for any given course.
- If a student is placed on Academic Probation, or Academic Warning, the student must meet with his/her Program Manager and his/her Office of Financial Aid Representative to determine future financial aid eligibility.
- Before leaving the Pennsylvania Institute of Technology, it is required that a student meet with his/her Financial Aid Representative to fill out an Exit Interview Form (Not to be confused with the Exit Interview Form that a student will fill out with their Academic Support Coach and Financial Literacy Counselor). Only students who have taken out college loans are required to meet with the Director of Financial Aid or his/her Financial Aid Representative.

### **Student's Responsibilities for Graduation, Job Placement and Transfer**

- Students must meet with the Director of Career Placement and College Transfer before the start of their second term or once 30 credit hours are completed.
- If students need assistance creating their resumes, they must request assistance when registering with the Director of Career Placement and College Transfer.
- When students are ready to leave the Pennsylvania Institute of Technology (Graduation/Transfer), they must fill out an Exit Interview Form with their Academic Support Coach and Financial Literacy Counselor.

### **Academic Load**

A student is considered full-time when registered for a minimum of 9 term credits. In order for students to fully devote themselves to their studies, the College recommends that full-time students be employed no more than 20 hours a week.

### **Academic Warning/Probation**

Students who do not maintain the requisite grade point average or whose grade point average is less than 2.0 for any term are placed on Academic Warning status. Students placed on Academic Warning are required to meet with their Program Manager and their Academic Support Coach and Financial Literacy Counselor to review their scholastic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until such time that they achieve the required

academic standing.

Students who meet the criteria for Academic Warning status for two terms, or whose cumulative grade point average is 1.99 or below in any one term, will be placed on Academic Probation. Students placed on Academic Probation must consult with their Program Manager and their Academic Support Coach and Financial Literacy Counselor to plan a course of action.

### Academic Dismissal

Students meeting the criteria for Academic Warning/Probation are referred to the Dean of Academic Affairs. The Dean of Academic Affairs' recommendations may be appealed by petition to the President who reviews the case and makes a decision. The President's decision is final.

### Academic Year

The academic year for the associate degree programs consists of four terms – fall, winter, spring, and summer. All fall semester activities, including exams, are concluded prior to the holiday recess in December.

The academic year for the PN program operates on an alternate time table. Contact your Program Manager with specific questions.

### Bookstore – ONLINE – and Textbook Information

New or used textbooks may be purchased from any bookseller, other students or alumni provided that the **required textbook edition** is purchased for the current class.

Textbook prices are subject to change based upon decisions made by the publisher.

The College makes the course schedules and information on required textbooks and editions available to new and current students a month prior to the start of a new term.

The list of required textbooks for next term's courses, including edition information, is posted on the [College's website](#) well in advance of the start of the new term. Students click on the [Bookstore](#) icon and enter the number and name of the course. The name of the required course textbook(s), name of author and publisher and ISBN number is provided.

### Change of Program (Curriculum)

To change from one academic program to another, students must obtain a Change of Program form and a copy of their degree audit from the Academic Records Office. After receiving the approval and signature of their original Program Manager, students must obtain the approval and signature of their new Program Manager and the Assistant Dean of Academic Affairs. Students are notified by their Program Manager concerning the procedures involved in scheduling classes for the new program at the time of acceptance into the new program.

Students who change programs retain their previous academic records and must meet all requirements for graduation in their new program. Students receiving financial aid are required to consult with their Financial Aid Representative before they finalize the change of program to determine the possible consequences of a Change in Program on their financial aid and other financial obligations to P.I.T.



## Advanced Placement Credit

It is the policy of the Pennsylvania Institute of Technology to consider awarding Advanced Placement Credit from a regionally accredited college or university or from the results of standardized examinations such as the College Level Examination Program (CLEP). Students seeking advanced placement credit for military experience or work experience are referred to the College's Prior Learning Assessment Policy.

Students may petition for Advanced Placement Credit through the Admissions Department, as part of their application to attend the College; however, students must petition the Division Chair or Assistant Dean of Academic Affairs for Advanced Placement Credit no later than the end of the first term in a program of study. The petition for Advanced Placement Credit must include a sealed copy of an official transcript from each regionally accredited college or university the student previously attended.

### Procedures

- A. The Admissions Representative or the student submits a Request for Advanced Placement Credit, together with a sealed official transcript(s) from each regionally accredited college or university the student previously attended. (The Advanced Placement Credit Petition Form (Form 133 A) is available from the Admissions Office.)
- B. The Dean of Academic Affairs or designee will promptly evaluate and complete the Petition for Advanced Standing and return the evaluated petition and the official transcript to the designated Admissions Representative or to the student, as is appropriate.
- C. The Dean of Academic Affairs or designee will transmit an executed copy of the Dean's Evaluation to the Registrar if the student has enrolled in the College.

## College Credits for Prior Learning

Students may be eligible to receive college credits at the Pennsylvania Institute of Technology for knowledge that has been learned through life and work experiences. It is important to recognize that the College does not award college credits for life and work experience itself, but for assessable learning that has occurred through life and work experiences.

Knowledge from life and work experience is defined by the College as measurable learning from the completion of technical courses at various non-collegiate educational institutions, professional certifications, professional conferences and workshops, military service and on-the-job experiences.

### Policy

It is the policy of the College to adhere to the guidelines for assessing prior learning for college credit pursuant to the policy statement, *Assessing Prior Learning for Credit* approved by the Middle States Commission on Higher Education. Further, the College follows the *Standards for Prior Learning Assessment* set forth by the Council for Adult and Experiential Learning.

The maximum number of college credits awarded by the College for prior learning is 50% of their program.

### Assessment of Prior Learning

The College provides a number of alternatives to students for the purpose of measuring prior learning for college credits. The College is the sole determinant as to the most appropriate method of measuring prior learning and the applicability of assessment for specific courses.

### Advanced Placement

Students who have demonstrated superior achievement in secondary schools **may be eligible to**

receive a maximum of fifteen 50% of their credits toward the fulfillment of the requirements for an associate degree.

Students are required to take Advanced Placement (“AP”) Examinations offered through the College Board. The College will determine how many credits are awarded based upon scores achieved on AP examinations. For more information, please contact the College Board at <http://www.collegeboard.com/student/testing/ap/about.html>.

### **College Level Examination Program (“CLEP”) – College Credit by Examination**

An independent examination agency known as “*The College Board*” provides standardized tests that measure a student’s knowledge generally covered in introductory college courses. Most of the examinations measure learning outcomes to correspond to one term courses in the disciplines of composition and literature, foreign languages, history and social sciences, science and mathematics, and business.

If a student earns a passing score on a test referred to as a “CLEP” test, it will result in the College awarding transfer credit for the specific college course.

For more information, contact the College Board at:

<http://www.collegeboard.com/student/testing/clep/exams.html>

### **College Credit for Veterans and Current Military Personnel**

The College recognizes the training rigor that military personnel experience in order to achieve military occupational specialties and advancement in rank. Service personnel are encouraged to bring validated records of training, records of military courses, or Forms DD201, DD214 or similar approved military forms to the College for assessment.

The College will accept the completion of many military training courses for credit as long as that course or military training school has been approved by the American Council on Education in their *Guide for Credit for Military Training* and the student still possesses or currently uses the knowledge learned.

### **Student Portfolio for Students Not Using CLEP for Assessment of Prior Learning**

The portfolio is a written document that requests credit for prior learning. A portfolio is required for each discipline for which the student is seeking prior learning credit. It should be in a loose leaf binder, typed, organized, indexed, and clear and concise. Each binder should include:

- A. Prior Learning Credit Application Form
- B. Table of Contents
- C. Current resume
- D. Introductory Letter – The letter should stipulate the student’s educational goals, including why credit is being sought by submission of the portfolio. The letter provides the student with the opportunity to add any additional information that may be significant.
- E. Narrative – The narrative should be detailed and demonstrate what learning has been achieved from life and work experiences. The narrative should explain how and what has been learned. The narrative is the most important part of the portfolio.
- F. Documentation – Each portfolio should include materials that support the claim of prior learning. Documentation can include, but is not limited to:
  1. Letters of verification from individuals who have been in the position to assess claims made in the narrative.
  2. Certificates or other documentation of other educational accomplishments.

### 3. Samples of work in the area for which credit is being sought.

The student portfolio must be typed and preferably should not exceed ten (10) pages in length.

Portfolios will be reviewed by qualified faculty members who have expertise in the respective subject matter. Reviewers will consider recommending credit based on the extent and depth of the student's learning. Based upon the recommendation of the faculty reviewers, the Dean of Academic Affairs or designee will determine the amount of college credit to be awarded.

#### **Transfer Credits from Other Colleges and Universities**

Students who have attended another institution of higher education and who wish to transfer to P.I.T. must submit an Application for Admission and official transcripts of all post-secondary education credits. Transfer applicants are advised to submit catalogs, including course descriptions, prior to admission so credits may be evaluated and an appropriate schedule of courses developed. Generally, courses considered for transfer to P.I.T. are those earned at institutions accredited by one of the six regional accrediting agencies.

*Only earned credits are transferred; grades and grade point averages are not transferred.* It is the policy of P.I.T. to transfer credits for those courses in which the student has earned a grade of "C" or higher.

Students who have questions concerning transfer credits should seek assistance from the Assistant Dean of Academic Affairs or the Office of Admissions.

#### **Residency Requirement**

A minimum of 50% of the total term credits of any certificate or degree program must be completed at P.I.T. A maximum of 50% of the total term credits required for a degree or certificate may be earned by transfer credit and/or Advanced Placement Examinations. When transfer credits or advanced placement credits are awarded, students receive the credits on their academic record but grades are not transferred. Therefore, the student's P.I.T. grade point average (GPA) is not affected. (Source: Pennsylvania Institute of Technology: Catalog of Courses)

#### **Fees:**

(Source: Pennsylvania Institute of Technology: Catalog of Courses, as amended)

##### **Fee for Assessing Prior Learning Portfolio**

The fee for assessing the student portfolio is \$150.

##### **Fee for a Challenge Exam to Gain College Credit**

The fee for transferring college credits for prior learning is \$380 per class.

#### **Continuing Education Credits (CEUs)**

The Pennsylvania Department of Education enables the Pennsylvania Institute of Technology and other regionally accredited colleges and universities in the Commonwealth to grant Continuing Education Credits (CEUs) to students who successfully complete courses in a specific field.

The Dean of Academic Affairs will determine the number of CEUs that are granted in concert with the accreditation or certification agency that determines the scope of instruction.

#### **Course Audits**

If students wish to take a course for enrichment purposes, they may choose to audit the course with the permission of the Assistant Dean of Academic Affairs provided there is an available seat. They may

attend the lectures, take part in the discussions, and in every other way participate in the learning activity; they are not required to complete assignments or take examinations. Students register to audit a course in the same way and at the same time as they register for credit courses. An audited course is listed on the student's transcript with the code of "AU," which indicates no grade or credit for the course. The tuition charge for audited courses is \$150 per credit. Students may not change from audit to credit or vice versa after the end of the Add/Drop period.

### Course Grade Change Policy

The final grade for a course may not be changed by anyone other than the Instructor responsible for the course grade.

A final grade for a course assigned to a student that was issued incorrectly due to an administrative or procedural error may be corrected provided that it is approved by the Dean of Academic Affairs or Designate. This also includes the change of the temporary Incomplete ("I") grade to permanent grade once the missing work has been approved by the Instructor.

#### Procedures

- A. **Students must complete the Petition for Incomplete Grade Verification Form #140A**, which can be obtained from the Office of the Registrar or on the Student Portal. The student must submit this completed form to the Instructor prior to the last scheduled class session, except in extenuating circumstances. Pursuant to the policy, it is the students' responsibility to correct any deficiencies or submit work to the appropriate instructor by sixty (60) calendar days after the last scheduled class day of the course or by an earlier date as assigned by the Instructor.
- B. The instructor will deliver the completed and fully approved Petition for Incomplete Grade Verification Form #140A to the Office of the Registrar.
- C. In order to correct a student grade assigned in error, the Instructor must submit the completed Student Grade Change Notice Form #140B (available in the Office of the Registrar) and, where appropriate, the Petition for Incomplete Grade Verification Form #140A, to the Office of the Dean of Academic Affairs or Designee.
- D. If approved, the Office of the Dean of Academic Affairs will deliver the original Student Grade Change Notice Form #140B to the Office of the Registrar and forward a copy to the appropriate Instructor.

### Course Overload

A student may apply for an overload of courses, 12 credits or more, provided he or she has maintained a cumulative grade point average of at least 3.5. Approval by the student's Program Manager and the Assistant Dean of Academic Affairs is required.

### Course Substitution

The College is authorized to make course substitutions for enrolled students when warranted (subject to the credits in residence rule).

Students who receive transfer of credit or advanced placement credit may utilize some of those credits toward their degree at P.I.T. To accomplish this, the student must apply for Course Substitution approval as follows:

- Students may petition their Program Manager to make substitutions within their curriculum with other courses taken either at P.I.T. or courses taken at other accredited institutions. Substitute courses from other institutions must be included in the total of transferred credits.
- Students must obtain a Course Substitution Form from the Academic Records Office and then

meet with their Program Manager to obtain approval for the change.

- If the Program Manager approves the substitution, the student must then transmit the petition to the Assistant Dean of Academic Affairs for final approval.
- If the Assistant Dean approves the substitution, the completed form is returned to the Academic Records Office.

### Directed Study (code: TBA)

Occasionally, because of scheduling conflicts, graduation deadlines or course cancellations, a required course may not be available when a student needs it. As a result, it may be necessary for the student to request taking the course as a Directed Studies course. Arrangements for such courses should be made with the individual instructor and must be approved by the Assistant Dean of Academic Affairs. Courses offered through directed study must meet the requirements of the regular course. The objectives and competencies listed in the course syllabus are presented as they would be in the regular course, and the grade for the course is determined by the same procedures. Students who wish to take a course through Directed Study must have a cumulative grade point average of 2.5 or higher, complete the required form available from the Academic Records Office or the Student Portal, and obtain the approvals of the instructor, the program manager, and the Assistant Dean of Academic Affairs.

### Final Examinations and/or Incomplete Assignments

Final examinations are scheduled for the last week of each term. Schedules for examinations, including room assignments, are posted by the Academic Records Office on bulletin boards in the Academics Center. The schedules for examinations are also available on the College website.

Students who have prior knowledge of their own inability to attend a final examination because of unavoidable circumstances must contact the appropriate faculty member immediately. The instructor may require documentary evidence for absence from a final examination. Failure to comply with the above procedure may jeopardize completion of the course.

Students who have no prior knowledge of their own inability to attend a final examination on the day of the examination, should inform the instructor. The instructor will make arrangements for a make-up final unless the Dean of Academic Affairs agrees with the faculty member's inability to provide a make-up exam.

In any event, final examinations or incomplete assignments in a course must be made-up 60 days after the end of the term or some date before as decided by the instructor. In all cases involving makeup work for the preceding term, the reason for the extension must be documented and approved by the instructor and the Assistant Dean of Academic Affairs.

### Formation of Sections and Cancellation of Courses

The formation and continuation of class sections and courses of instruction are subject to adequate enrollment. The College administration reserves the right to cancel a course or section, change the time of meeting, divide a section, and combine two or more sections as circumstances may require, or enroll the student in a substitute course. Every effort is made to minimize the impact of such changes for students. Students who may be involved in a change of schedule should seek assistance from their Academic Support Coach and Financial Literacy Counselor (for new students) or a Program Manager (for continuing students) and/or the Academic Records Office.

### Grade Appeals

Students who have questions about an assigned grade must first contact their instructor. Students

should discuss problems concerning grades with the individual faculty member. If they are not satisfied with the resolution of the issue after such discussion, they may appeal to the Assistant Dean of Academic Affairs by completing a Grade Appeal Form. If students so desire, the decision by the Assistant Dean of Academic Affairs may be appealed to the Dean of Academic Affairs. The decision made by the Dean of Academic Affairs is final.

### Grading System

The quality of a student's work is measured by a system of letter grades and cumulative quality points. The meaning of each grade in relation to its quality-point value is as follows:

Grade	Explanation	Quality Points
A	Work of marked excellence	4.00
A-		3.67
B+	Very good work, of above average quality	3.33
B		3.00
B-		2.67
C+	Work has been of average character, better than that which deserves merely to pass	2.33
C		2.00
C-		1.67
D+	Work of such quality that would enable a student to pursue the next sequential course. Credits are usually not transferable	1.33
D		1.00
D-		0.67
F	Insufficient Achievement – Failure	0.00
FA	Insufficient Participation (see below)	0.00
I	Incomplete: temporary grade (see below)	0.00
W	Withdrawal (see below)	0.00
AU	Audit – no quality points earned	0.00

The following grades are assigned only in the Associate degree Academic Enrichment Program courses and do not affect a student's grade point average.

PA Pass with an "A" grade PB Pass with a "B" grade

PC Pass with a "C" grade PD Pass with a "D" grade PF Failing grade

Students enrolled in the Physical Therapist Assistant Program and the Practical Nursing Program should consult the specific program's *Student Handbook* for specific details regarding the grading system in that program.

#### "F," "FA," and "W" Grades

The final grade of "FA" is assigned to students who failed to participate in course activities through the end of the term. This grade is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

Students earning a grade of "F", "FA" or "W" in any course are required to repeat the course with a passing grade or satisfactorily complete a substitute course as determined by the College. Students may progress to the next course or courses in the program of study provided that any pre-requisite courses are satisfactorily completed.

Students may withdraw from a course or course with a grade of "W" provided that the withdraw

request is completed on or before the “last day to withdraw” for each term, as noted on the College’s Academic Calendar.

Students are required to consult with a Financial Aid Representative prior to withdrawing from a course or courses to determine the effect on the student’s financial aid eligibility.

### **Incomplete (I) Grades**

The grade of "I" (Incomplete) is a temporary grade assigned only after a Verification of Incomplete Grade form has been completed and approved by the instructor and the Dean or Assistant Dean of Academic Affairs. Forms for the incomplete grade privilege are available in the Academic Records Office and on the Student Portal.

It is the student’s responsibility to petition for an Incomplete (“I”) grade. If the petition form does not have the required signatures, an appropriate letter grade will be assigned. Deficiencies in required work, or a missed examination, must be made up by the last day of the following term or by an earlier date as assigned by the instructor and the Assistant Dean of Academic Affairs. The "I" grade will be changed to an "F" if the work or missed examination is not made up by the deadline. It is the sole responsibility of the student to complete the required work no later than 60 calendar days from the last class session or by an earlier date assigned by the instructor.

### Instructor Absence

If an instructor does not meet a class at the assigned hour, and no formal cancellation notice from the Assistant Dean of Academic Affairs has been posted, then one of the students should notify the Assistant Dean of Academic Affairs. Instructions concerning procedures to be followed will be provided by the Assistant Dean of Academic Affairs.

### Repetition of Courses

A course may be repeated regardless of the earned grade or transferred credit either to effect a change in the student's grade point average or to review the content of a course previously taken. When a course is repeated, the former grade remains on the transcript but carries no credit and is not used in calculating the student's cumulative grade point average. The grade and credit assigned to the last repetition of the course are used in the calculation of the cumulative grade point average even if the second grade is lower than previous grades earned in the same course.

### Special Topics Courses

Several of the programs at P.I.T. offer "Special Topics" courses. These courses provide students with the opportunity to explore aspects of the program beyond what is offered in the regular classroom. Such courses require significant initiative on the part of students and are open only to students who have completed at least one term of study and who have the approval of the instructor and the Program Manager. Objectives, time commitments, and credits awarded are determined through consultation with the instructor subject to the approval by the Assistant Dean of Academic Affairs.

### Student Opinion of Instruction -- Policy and Procedures

#### **Policy**

It is the policy of the Pennsylvania Institute of Technology to give students an opportunity to express their opinion about instruction directly and confidentially to the instructors for their personal use and evaluation. Feedback from students enables instructors to modify instructional delivery in order to improve the educational experience for students.



The college will collect confidential student opinions throughout the term as is outlined in the Full Time Faculty Handbook.

### Student Photo Identification Card

The College provides one official student photo identification card at no cost to the student. The Librarian and the Admissions staff produce the photo ID cards which also serve as a P.I.T. Library card when validated in the Library. Students who obtain their ID card from Admissions are encouraged to visit the Library and have their ID card validated as their Library card.

All students, faculty and staff MUST present their ID card to check out Library materials. A student may also be required to present the ID card when certain records are validated. Students must present the card when requested by any authorized faculty, administrative, or security personnel. P.I.T. Student ID cards can also be used for the purpose of voter identification by students who are registered to vote in the Commonwealth of Pennsylvania.

Replacement cards are available at a cost of \$20.00 per card.

### Honor Societies (National and International)

P.I.T. degree students have the opportunity to join two Honor Societies if they meet the requirements of either society and are invited by the local chapter. Both organizations provide students with opportunities that are beyond the experiences of an average college student.

#### Chi Alpha Epsilon, National Honor Society – Chi Chapter

Chi Alpha Epsilon was organized in 1989 in response to an increased need to acknowledge the continuing successes of students in the Academic Enrichment Program and recognizing that students who share similar experiences could serve as significant models for others. Like its parent organization, the P.I.T. Chapter of Chi Alpha Epsilon was formed to recognize the academic achievements of students admitted through non-traditional criteria and serves developmental, SSS, McNair Scholars, and Educational Opportunity Program students. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by those students.

For further information about Chi Alpha Epsilon, contact one of the chapter advisors:  
Ms. Lynea Anderman, Director of the Library at 610-892-1524, landerman@pit.edu; or,  
Mr. Mark Whitehead, Program Manager for Business Management and Integrated  
Alternative Health at 610-892-1578, mwhitehead@pit.edu.

#### Phi Theta Kappa Honor Society – Alpha Psi Mu Chapter

Phi Theta Kappa Honor Society is the largest honor society in American higher education and is recognized as the official honor society for two-year colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for:

- The development of leadership and service,
- An intellectual climate encouraging the exchange of ideas and ideals,
- Lively fellowship among scholars; and,
- Stimulation of interest in continuing academic excellence.

Membership is based on superior academic achievement and is conferred only by invitation of the local chapter.



Phi Theta Kappa's Mission, locally at P.I.T. and internationally, is two-fold:

1. Recognize and encourage the academic achievement of two-year college students; and,
2. Provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

For further information about Phi Theta Kappa, contact one of the chapter's advisors:  
 Ms. Lynea Anderman, Director of the Library at 610-892-1524, [landerma@pit.edu](mailto:landerma@pit.edu); or,  
 Mr. Mark Whitehead, Program Manager for Business Management and Integrated  
 Alternative Health at 610-892-1578, [mwhitehead@pit.edu](mailto:mwhitehead@pit.edu).

### Library Resources and Services

The P.I.T. Library provides resources and services to support the educational and life-long learning goals of our students, faculty, staff, and alumni while providing a gateway to the world of knowledge and information. The Library's collection of resources includes print books and journals, e-books, CDs, audiocassettes, DVDs, and videocassettes, as well as numerous full-text databases for e-resources and journals. These resources provide information on a variety of subjects, focusing primarily on P.I.T.'s programs and curricula. Library services are provided by a professional librarian and include research instruction, reference assistance, interlibrary loan, an [online catalog \(PITCAT: http://pitcat.pit.edu\)](http://pitcat.pit.edu), and computers for access to the Library's databases and the internet in general, as well as to use the various software programs provided by the College. Information Literacy workshops are offered to classes and individual students or faculty and staff.

The Library's Special Collections feature: the Founder's Collection (encompassing a variety of subjects), the Hinderliter Collection (encompassing archaeology, architecture, and related subjects), and a professional development collection for faculty and staff. A television to view DVDs and videos, computers, laser printers, and a photocopier are also available to support students' work. The Library has a Creation Station (or Makerspace) available for the use of our students to encourage you to be creative and imaginative as you work on class assignments and projects. A Relaxation Station is also available on two tables at the very front of the Library. They are set up with coloring pages, colored pencils, & crayons, a jigsaw puzzle, checkers, & chess. These tables are also available for studying. Just contact the Librarian and the relaxation supplies will be temporarily relocated.

Students, faculty, staff, and alumni are encouraged to borrow circulating materials and to make use of the additional resources available for their enlightenment and recreation. All electronic resources (including eBooks, full-text journal articles, full-text reference resources and related database resources) are immediately available to all students, faculty, and staff through the Library's [Online Library webpage](#).

The Library's "Ask a Librarian" service provides online/email reference assistance to all of the Library's patrons. By clicking on the "Ask a Librarian" box on the Academic Resources webpage or any of the Library's webpages (noted above) the user is provided with information about the service and a link to the [form](#) to request assistance. This page also describes additional ways to contact the P.I.T. Librarians to gain their professional assistance with your research needs. *Off The Shelf*, the Library's monthly newsletter which features research techniques, explanations of new or expanded services, and listings of new materials, is also available through a box on the Library's webpage. Alumni have lifetime privileges to many Library resources and services.

**REMINDER:** You MUST present your ID/Library card to check out Library materials.

The P.I.T. Library is located on the first floor adjacent to the Admissions Office. The Library is open Mondays through Wednesdays from 8:30 AM to 5:00 PM; Thursdays from 9:30 AM to 6:00 PM; and, Fridays from 8:00 AM to 4:30 PM. The Library is also open as necessary to support evening and weekend programs. Holiday and summer hours may vary due to changes in the college schedule. All inquiries about Library services and resources should be addressed to Lynea Anderman, the Director of the Library at 610-892-1524 or by email at [landerman@pit.edu](mailto:landerman@pit.edu) OR [library@pit.edu](mailto:library@pit.edu).

## X. Student Affairs

It is the goal of The Pennsylvania Institute of Technology to provide resources that students need to be successful here at the College. Student Affairs is here to support you as you move from Enrollment to Graduation and beyond! The Department offers and oversees a wide range of resources and services designed to provide you the personalized service and attention that are critical for your success.

Student Affairs Academic Support Coaches facilitate your first-year advising experience to help provide a smooth transition into college. Whether you are a first-time college student, or you are looking to move into a different career, we are here to help you navigate between departments, answer questions, provide support, offer resources, provide tutoring, and act as your companion and champion from enrollment to graduation.

Student Affairs staff are Mental Health First Aid Certified, and are continuously being trained on Micro-messaging, Trauma-informed Care, Diversity and Inclusion, Veteran's concerns, LGBTQIA+ issues, and Women's Rights, among others. We are constantly work to build relationships with organizations in the community to act as a resource for you to better address your needs.

We ensure that the policies of the college are communicated to you; additionally we are responsible for creating on-campus leadership opportunities, activities, workshops, and events, promoting a vibrant Campus Life environment for you to be involved in! Some opportunities include:

- Educational Support Workshops
- On Campus Community Events
- Leadership and Student Governance opportunities
- On Campus Support Systems (parent support group, SVO)
- Community Service Opportunities

We are help you understand your academic progress, as well as the policies of the College. In addition to providing you academic coaching as well as counseling for personal development, Student Affairs acts as a conduit between the student and all other departments. We evaluate IEP's and arrange accommodations; addressing your concerns with your instructor; work with you to try to resolve personal concerns; address any attendance issues; and assist you with the Satisfactory Academic Progress process.

We also act as a liaison between you and Financial Aid as well as the Business Office. Furthermore, we will work with you each term to ensure that you are registered in the proper classes as you move towards graduation.

### Year One Advising Plan

Every first year student is enrolled in our Year One Advising Plan. This is a concerted, coordinated multi-department effort to ensure that you as a new PIT student- whether you have never been to college, or have not been to college in some time- receive the support that you need to be successful.

It begins with your Student Success Team (SST). When you enrolled, you were provided a team (Admissions Representative, Financial Aid Representative and Academic Support Coach). You are

encouraged to meet with your Coach when you enroll; you are also invited to meet with your Coach during Orientation. It is our desire to meet with you to have a meaningful conversation about your goals and any concerns you may have! Your Academic Support Coach will touch base with you throughout your first term, giving you an opportunity, now that you have attended class, to engage in a dialogue about concerns, areas of need, goals, etc. and providing you connections to services such as tutoring or transfer and career assistance.

## Facilities and Services for Differently Abled Students

The Pennsylvania Institute of Technology is committed to providing equal opportunity for students with disabilities and does not discriminate on the basis of disability in admission, access to or treatment in its programs and activities. Qualified students with a diagnosed disability are eligible to participate in our programs or services. To this end, the Pennsylvania Institute of Technology shall provide reasonable accommodations unless it would constitute an undue burden or would require a fundamental alteration of the College's program.

Reasonable accommodations include but may not be limited to: untimed testing, testing in a private environment and the ability to tape record course instruction.

Students with disabilities who have questions regarding their rights are encouraged to contact the Director of Student Affairs. Students with disabilities that need accommodations are encouraged to disclose their diagnosed disability as early as possible during the admissions process to allow time to complete the assessment and approval of accommodations prior to the start of the term.

### Request Process

Any student who is requesting an evaluation to determine if the College is able to provide reasonable accommodations should provide documentation of their diagnosed disability, with determined accommodations.

A student requesting reasonable accommodations must provide appropriate documentation to the Director of Student Affairs (IEPs, 504s, physician's diagnosis, etc.) prior to scheduling their Assessment meeting with the Director of Student Affairs. Documentation of disabilities must be provided, along with the accommodations requests. This information will be evaluated in conjunction with a representative from Academics to ensure that the requested accommodations can be met. The College will make every attempt to meet any reasonable accommodation request.

*The College does not provide nor pay for services rendered to meet the above documentation requirements.* In order to ensure that services and accommodations are matched to your needs, you should provide the most current documentation. This may require that you undergo reevaluations if your previous evaluation is too old to meet your current needs.

Comprehensive testing is not required for a reevaluation.

You may only need to be retested for your previously diagnosed disability. The issue of what specific retesting is required is left to the discretion of your physician or other qualified evaluator. If your physician or other qualified evaluator determines that retesting is not

necessary, that individual should write to the Director of Student Affairs stating the reasons for that determination. Retesting that is not medically necessary will be waived.

Again, you are encouraged to disclose your diagnosed disability as soon as possible to ensure your needs are evaluated. Parents and/or guardians may attend this appointment if you request.

During the Assessment Meeting, you will have an opportunity to discuss your needs with the Director of Student Affairs, and agree upon accommodation. Your information will be sent to the Assistant Dean of Academic Affairs. The Assistant Dean of Academic Affairs will email the faculty members that you requested each term with the approved accommodations.

Student Affairs will work in conjunction with faculty members and you to make arrangements for accommodations such as untimed testing or testing in a private area.

### **Continuing Needs**

If you are a continuing student whose accommodations use may vary from term to term, you should schedule a follow up meeting with the Director of Student Affairs well in advance of the beginning of each term to agree on which accommodations are appropriate for that term of course work. It is your responsibility to request this appointment and to do so early enough to allow for the processing of the accommodations request.

### **Student's Responsibilities**

It is your responsibility to discuss and clarify the approved accommodation(s) with your instructors as soon as the instructors have been notified. Failure to do so may cause a delay in the provision of services.

### **Grievance Procedure**

Students with disabilities who have any concerns, including, but not limited to, concerns regarding a request for accommodations are encouraged to use the student grievance procedure outlined in the Institutional Standards section of this *Student Handbook* and available in the [Student Portal](#).

## **Tutoring Services**

Tutoring Services are provided in the Innovation Center by peer, associate or professional tutors. Professional tutors are required to have a minimum of a bachelor's degree, Associate tutors are required to have an associate degree and peer tutors are referred by faculty and must maintain a GPA of 3.0 or better. Tutoring services are provided either by appointment or on a drop-in basis.

Students may attend tutoring sessions as often as necessary. Appointments are facilitated through the Tutorial Coordinator who can be contacted at 610-892-1560. Appointments can also be scheduled through your Academic Support Coach.

## Student Support Services (TRIO) Grant Program

The Student Support Services (SSS), TRIO program is a federally funded grant that provides opportunities for academic development, assists students with basic College requirements, and serves to motivate students toward the successful completion of an associate's degree and transfer to a four-year institution. Under certain circumstances, SSS may provide grant aid to current SSS participants who are receiving Federal Pell Grants. Grant awards are made and approved by the Director of the SSS Program. The goal of SSS is to increase the College retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

SSS is an academic support program for students who are low-income and first generation students. Our program provides academic support to participants in the form of academic supplemental instruction; advice and assistance in postsecondary course selection, assistance with information on both the full range of student financial aid programs, benefits and resources for locating public and private scholarships; and assistance in completing financial aid applications.

We also provide participants education or counseling services designed to improve the financial and economic literacy and assist students in applying for admission to graduate and professional programs; and assist students enrolled in two-year institutions and applying for admission to, and obtaining financial assistance for enrollment in four-year programs.

Finally, we provide individualized counseling for personal, career, and academic information, activities, and instruction designed to acquaint students with career options.

To be eligible to receive the services, a student must be low-income per the Department of Education guidelines, and, as this is an academic support program, have a demonstrable academic need also as described by the DOE.

## Job Placement and College Transfer Services

Student Affairs staff members are committed to assisting you in the successful realization of challenging, meaningful and rewarding careers by providing job placement and college transfer services. We provide a wide array of cutting edge career-related and transfer guidance to students and graduates of P.I.T. including:

- Resume and cover letter writing assistance
- Job leads, job fair information and employer introductions
- Transfer and career fairs multiple times a year at both campuses
- Library resources (both print and online formats) about job searching and career paths
- One-on-one career counseling and transfer advising

### Job Searches

In today's hiring climate, it is important for job seekers to gain both experience and contacts in their field in order to be successful in their job search. To help students and graduates succeed in obtaining satisfying employment in their field of study, the Student Affairs staff connects with hiring employers throughout the year to provide the most up-to-date information to students regarding internships (paid and unpaid), part-time jobs, temporary positions, and full-time employment.

### Transfer and Career Fairs

The Department of Student Affairs coordinates multiple transfer and career fairs throughout the year on both P.I.T. campuses. The events feature the opportunity for students to meet with transfer

admissions representatives and/or currently hiring employers. P.I.T. degree graduates transfer to and are employed by numerous four-year colleges and companies within the surrounding region. Visit the College's [website](#) for a list of the [colleges](#) and [employers](#) who have most recently attended these events.

SSS Program Participants are encouraged to take advantage of enhanced transfer services, such as Transfer Trips to area four-year colleges, and one-on-one Transfer Lunch and Learns.

### College Transfer

P.I.T. is accredited by the Middle States Commission on Higher Education which means its certificate and degree credits can transfer to any four-year college and university. Which credits will transfer is always at the discretion of the transfer-to school. For more information about what accreditation means for you, check out this [article](#) on our [website](#).

Students are encouraged to meet with the Career and Transfer Coach (CTC) at any time during their educational experience at P.I.T. to discuss transfer options. You are strongly encouraged to meet with the CTC early in your final term to finalize your application process to the next institution. The Career and Transfer Coach can provide guidance and information regarding the next steps for selecting colleges, programs of study, and submitting applications. Unofficial transcripts and transfer admissions information can be obtained through the CTC. Official transcripts are available only through the Academic Records Office in Media with a written, signed request (via fax or in person).

Up-to-date job leads and transfer events can be found on the [Career and Transfer webpage](#).

### Articulation Agreements with Four-Year Colleges and Universities

Graduates of P.I.T. regularly transfer into four-year colleges and universities. Articulation agreements have been implemented with a number of four-year colleges and universities. Through these agreements, students are able to maximize credits earned at P.I.T.

Students who anticipate transferring after completing an associate degree at P.I.T. are advised to become familiar with academic requirements of the transfer institution. For more information about P.I.T.'s articulation agreements, please contact the College's Career and Transfer Counselor.

### Student Activities

The Pennsylvania Institute of Technology encourages you to be active in student organizations and activities. As a currently enrolled P.I.T. student, you are encouraged to participate in the many events, workshops, and other leadership opportunities to remain engaged in your PIT Community. One such opportunity is the Student Ambassadors Program. This program is for students who are interested in acting as Student Liaisons for potential incoming students during Open Houses. This position would also allow you to act as Student Representatives for current students to increase student governance and leadership engagement. This initiative allows you to have representation at the table to solicit and report back feedback from the general student body.

You may also be interested in becoming a Peer Tutor or Supplemental Instructor. Students who excel in their courses are encouraged to speak to their faculty for a recommendation or contact the Tutorial Coordinator.

The College will sponsor local chapters of professional organizations in areas related to students' majors if student interest justifies it. If a student is interested in establishing a student organization, which is not already available on campus, the student should provide a written request to the Director of Student Affairs. If enough student interest exists, the College may sponsor the chapter.

The College may sponsor extracurricular activities in accordance with student interest. Student suggestions for additional activities should be provided to the Director of Student Affairs.

Being a team player is an important aspect of the work environment in today's economy. Therefore, students interested in specific activities will be given the responsibility to help organize and help carry out such extracurricular activities with the assistance of the College for approved activities.

### Food Services

The P.I.T. Stop Café, P.I.T.'s cafeteria, located at the Media campus on the first floor, is open to all students and staff.

The P.I.T. community is welcome to purchase from the Café menu or enjoy your brown bag meal in the Café with your friends and colleagues. Microwave ovens, toaster ovens, and a regular toaster are available for your use even when the Café kitchen is closed. Several vending machines are also available to dispense beverages and snack foods.

### Parking (Policy)

#### Parking Tags

All vehicles parked on the Media Campus must display or hang a P.I.T. parking tag from the rear view mirror. Students, faculty, and staff who drive more than one vehicle must secure a parking tag for each additional vehicle as noted below. All students, faculty, and staff must complete the parking permit form before you can purchase (or receive) a parking tag.

#### Students

Parking Tags can be purchased for \$5 (a one-time fee) from the Business Office. Students who drive more than one vehicle to the Media Campus must secure a parking tag for each car at no additional cost. All students who have a car parked in the P.I.T. parking lot must have a parking permit. Student parking permits are to be hung from the rear view mirror with the P.I.T. seal facing out so when your car is checked for a permit we can clearly see it is your P.I.T. permit. If you lose your permit, you will be charged another \$5.00 to have it replaced



#### Visitor & Reserved Parking

Faculty, staff and students may not park in spots designated as "Visitor" parking or in the spots marked as "Reserved" parking.

#### Enforcement

Enforcement of the parking rules and regulation is overseen by the Facilities Department.



Persons who obtain several parking violation notices in an academic term may be subject to the loss of parking privileges or the towing of the vehicle at the owner's expense.

**Notice:** The Pennsylvania Institute of Technology assumes no liability for loss or damage to vehicles or contents on P.I.T. properties.

### P.I.T. Computer Network and Email Access Support

During Student Orientation programs, each student is provided with a username and password for accessing the P.I.T. computer network and email system. Students who miss this program should contact their Academic Support Coach, or the Web Content Manager/e-Learning Coordinator in the Innovation Center (Room M102 in the Technology Center), or the staff of the Information Technology Department (3rd floor, Front, of the Administration Building).

Students who forget their network/email password or student portal username or password but have access to a computer, can go to <http://my.pit.edu/> and select "Student Account Help" from the left side. Scroll to the boxes on the page, click on the box for your problem, and follow the instructions on the screen. Students having difficulty with this process can also seek assistance from their Academic Support Coach, or the Web Content Manager/e-Learning Coordinator in the Innovation Center.

### Student Lockers

P.I.T. provides lockers **for student use** on a first-come, first-served basis. Students must provide their own padlock. The lockers are located outside the café in the hallway that connects the Administrative Building with the Engineering Building and in the first floor stairwell lobby and hallway of the Technology Building.

The locker you choose is yours for the academic year as long as your lock is in place. Lockers **MUST** be emptied, unlocked, and relinquished by the end of the first week following the last day of final exams for the spring term of the academic year. After that week, all padlocks will be removed by the College's facilities staff and any remaining contents shall be considered abandoned or surrendered to P.I.T. The College will dispose of all unclaimed/surrendered property as it sees fit.

### Student Lounge

On the Media campus, the College provides a Student Lounge located in the hallway before you enter the P.I.T. Stop Café, in rooms A104 and A105 behind the vending machines. Students are encouraged to make use of the lounge and to assist in the care of the space.

### P.I.T. Student Lounge Rules of Use

#### General Information

- Hours of Availability: Monday – Thursday: 8:00 a.m. to 5:00 p.m.; Friday: 8:00 a.m. to 4:00 p.m.
- The P.I.T. Student Lounge is for use only by P.I.T. students.
- Every P.I.T. student must **Sign In** upon entering and **Sign Out** when leaving the P.I.T. Student Lounge.
- It is expected that all students will be considerate of others in the vicinity, including the offices directly overhead and the P.I.T. Café. Please maintain all noise at a conversation level.

- Students are expected to behave appropriately and act as responsible adults.
- Fighting will not be tolerated, and will result in immediate removal from the P.I.T. Student Lounge and potential disciplinary action.
- Clean up after yourself! All trash must be disposed in a trash can and all café trays must be returned to the P.I.T. Stop Café.
- All Student Lounge equipment and furniture must be returned to its proper location before you leave the Student Lounge areas.
- Student Lounge equipment and furniture must remain in the P.I.T. Student Lounge areas.
- Please do not hang anything on the P.I.T. Student Lounge doors, walls, or windows.

### **Maintenance**

Report all malfunctioning and/or broken Student Lounge equipment or furniture to the Front Desk at 610.892.1500. Facilities will be alerted.

### **Consequences**

Intentional damage to the P.I.T. Student Lounge will result in a disciplinary hearing.

If a P.I.T. student is found guilty intentionally damaging the Student Lounge areas, equipment or furniture, he or she will not be permitted to use the Student Lounge for a term. Financial restitution to the College for any or all damages will be expected.

## XI. Emergency Procedures

### General Information

In case of an emergency, students should contact the nearest faculty, staff member, or administrator immediately. If a student is unable to locate any College personnel, he/she should go to the nearest P.I.T. office phone and dial "O." This will connect the student to P.I.T.'s switchboard. If you get voice mail or a busy signal, dial 9-1-1.

Fire extinguishers and first aid kits are located throughout all campus facilities.

### College Emergency Notices

In light of recent emergency events in the academic community, P.I.T has instituted the *Connect-ED*® communication service. The *Connect-ED*® system allows P.I.T. to send time-sensitive notifications via voice messages, emails, and text messages. The *Connect-ED* service helps us provide a safer environment, enhance emergency preparedness and keep our staff and students better informed.

The *Connect-ED* service can deliver one prerecorded message to up to six phone numbers, two email addresses, and one text message per student. If you wish to participate in this program please see your Academic Support Coach to enroll and update your phone numbers and email addresses. You will also be prompted twice a year to update your information.

This is a VOLUNTARY program that you must opt to enroll in. You are NOT AUTOMATICALLY enrolled. P.I.T. strongly encourages you to enroll in *Connect-ED*.

#### *Important Call Delivery Notes:*

When you receive a call from P.I.T., your caller ID will display (610) 892-1500.

For emails, the email ID will be from the PENNSYLVANIA INSTITUTE OF TECHNOLOGY

When listening to a message, please be aware that background noise will cause the system to “stop and start.” It is calibrated very delicately to determine whether a person or an answering machine has picked up the phone, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.

Please be assured that all personal information will be maintained in the strictest confidence.

### College Weather Closing Information

During extreme weather conditions, P.I.T. may be closed, have a delayed opening, or an early closing. For day classes, a decision about delaying or closing will be made as early as possible, but no later than 6:00 a.m. For evening classes, the decision about early closing will be made no later than 4:00 p.m.

Students and staff who have provided contact information to the P.I.T Emergency Message System (E.M.S.) will be automatically notified via voice or text messages and/or emails. Other sources of accurate information about P.I.T. closings are the PIT Websites ([www.pit.edu](http://www.pit.edu) and [my.pit.edu](http://my.pit.edu)) or you can call 610-892-1500 for closing information.

## Medical Emergencies

The College maintains that the primary responsibility for medical and health care lies with students and their families. The College is not financially responsible for a physician's care, drugs, laboratory studies, or hospitalization.

Illnesses or injuries resulting from accidents incurred on campus or during a College-related activity must be reported immediately to the nearest responsible staff member who will advise the appropriate P.I.T. office or official. If it is not possible to file an immediate written report, a report should be submitted to the Business Office within 24 hours of the incident. An appropriate form is available from the Business Office.

## Student Accident Procedures

The following steps must be followed for all accidents occurring at a P.I.T. facility or at an Extern facility:

### Classroom setting/College facility related injury:

- A. The student must report the injury to the instructor immediately. If an instructor is not immediately available due to the location where the injury took place, the student should alert the nearest school employee.
- B. The instructor/employee must immediately report the injury to the Director of Facilities at 610-892-1519, or [ffivecoate@pit.edu](mailto:ffivecoate@pit.edu), or by way of the walkie talkie located at the Receptionist's Desk.
- C. All reasonable efforts must be made to assess the student's injury at the site. If the student requires subsequent care, this should be made available to the student.
- D. All accidents must be reported immediately to the Director of Facilities.
- E. The responding instructor/employee must file an incident report. (Incident report forms are found on PITSTORAGE\Basket II\PIT Forms and in the P.I.T. [Policy Portal](#).)
  1. The incident report form is a Word document within the P.I.T. Forms folder.
  2. Complete the form, making sure that all required departments (noted on the bottom of the form) receive a copy.

### Extern Facility Related Injury

- A. The student must report the injury to the extern site manager immediately.
- B. The student MUST follow all protocols required by the site. Protocol may include a hospital visit and follow up care with the student's primary health care provider.
- C. The student MUST report the incident to the Extern Coordinator within 1 day of the incident.
- D. The Extern Coordinator must file an incident report. (Incident report forms are found on PITSTORAGE\Basket II\PIT Forms and in the P.I.T. [Policy Portal](#).)
  1. The incident report form is a Word document within the P.I.T. Forms folder.
  2. Complete the form, making sure that all required departments (noted on the bottom of the form) receive a copy.

**Please note:** In either scenario, it is necessary to file a claim with the College's insurance carrier. The insurance carrier must receive a claim, and one claim is required per injury. The student MUST report the claim themselves and this claim must be filed immediately.

All extern students are issued a copy of the insurance carrier's brochure prior to extern and filing instructions are located within. Additional copies of the brochure and claim form are available in the Business Office and with the Allied Health Program Manager

## XII. Miscellaneous Information

### Educational and Learning Facilities

Educational and learning facilities at P.I.T. include any rooms, sites or locations where teaching and/or learning occur as part of the P.I.T. experience. More specifically, these spaces include, but are not limited to, classrooms, clinical sites, laboratories, the Library, the Innovation Centers, and externship sites.

The purpose of laboratories in the P.I.T. curricula is to provide practical, "hands-on" experience that complements the theoretical material presented in the classroom. Laboratories also assist in the learning process by providing opportunities to apply theoretical knowledge to concrete situations. Through the "hands-on" training, students can experience the "professional workplace" with its concomitant highs and lows, successes and failures.

At the Media campus, the educational and learning facilities include:

<b>Laboratories</b>	<b>Room</b>
CAD Lab/Drafting and Design Lab	T 312, T313
Computer Lecture/Lab	T 210, T 307, T 309, T310
Computer Networking Lab	T 304
Electricity and Electronics Labs	T 306
Medical Assisting Lab	T 212
Pharmacy Lab	A 103
Physical Therapist Assistant Lab	T 212
Physician's Office Lab	A 102
Practical Nursing Lab	T 214
Science Lab	A 106
STEM Center	T 111
<b>Resource Rooms</b>	<b>Room</b>
Innovation Center	Mezzanine Level
Library	1st Floor, Administration Building

### Additional Information

Students who require additional information about course descriptions, tuition, and other subjects not covered in this *Student Handbook* should refer to the *P.I.T. Catalog of Courses* located on the College's Intranet. Students can ask any Academic Support Coach and Financial Literacy Counselor from the Department of Student Affairs for assistance in procuring a copy of the College's current catalog or you can access it on the College's website at: <http://my.pit.edu/Content/Documents/CourseCatalog.pdf>.

### XIII. P.I.T. Terminology Glossary

Term	Definition (as used at P.I.T.)
ACT 101 (or ACT 101 grant)	PA Higher Education grant program providing services for undergraduate students whose cultural, economic, and educational disadvantages impact ability to pursue higher education.
ARO	See: Academic Records Office
ATI® Username and Password	The username and password created by a student or applicant using the services of the ATI® Testing website. A username and password are required for any person taking the TEAS exam at P.I.T. for entrance into the Practical Nursing Program. Additionally, Practical Nursing Students use the ATI® Testing website frequently during the time they are enrolled in the program for skills development, practice and proctored assessments (see: <a href="http://www.atitesting.com">http://www.atitesting.com</a> ).
Program Manager	Faculty member who assists a returning student with the development of their class schedule, registration, and academic goals through to graduation.
Academic Probation	A student on Academic Warning for two terms, or whose cumulative GPA is 1.0 or below in any one term. A student Academic Probation must consult with their Program Manager to plan a course of action.
Academic Records Office	Also known as the ARO and Registrar’s Office. This is the office that you come to officially register for classes, to request a transcript of your grades earned at P.I.T., to apply for graduation, and to request any information you need to know regarding your Academic Records.
Academic Support Coach and Financial Literacy Counselor	Staff person to assist students with academic, career, and educational concerns. Students are assigned to Coaches according to their majors and should meet at least twice per term.
Academic Warning	A student who does not maintain the requisite GPA or whose GPA is less than 2.0 for any term is placed on Academic Warning status. A student placed on Academic Warning is required to meet with their Program Manager to review their scholastic standing.
<i>Accuplacer® Online</i>	A suite of assessment tools that quickly, accurately, and efficiently determine reading, writing, math, and computer skills of students.
Add/Drop Period	The period of time (beginning when you first register and usually ending 5 class days for all programs each term) in which you can change the classes you are officially registered for. You can add (register for) or drop (unregister for) classes. If you are registered for a course after the add/drop period, you will get a grade and will be responsible for any charges related to the course.
Billing questions	See the Student Accounts Administrator in the Business Office.

CLEP	College Level Examination Program: Standardized tests that measure a student’s knowledge in introductory college courses. Used to receive college credit by examination.
Credits in Residence Rule	A minimum of 60% of the total term credits of any certificate or degree program must be completed at P.I.T. A maximum of 40% of the total term credits required for a degree or certificate may be earned by transfer credit and/or Advanced Placement Examinations.
Emergency Messaging System (E.M.S.)	P.I.T. communication service used to send time-sensitive notifications via voice messages, emails, and text messages. The service helps provide a safer environment, enhance emergency preparedness, and keep staff and students informed. To participate in the EMS program, sign up during your first campus computer log-in or click the “Emergency Contact Info.” button on the P.I.T. website to enroll, To update your contact information, click on the “Emergency Contact Info.” button on the P.I.T. website. This is a VOLUNTARY program. You are NOT AUTOMATICALLY enrolled. P.I.T. encourages the entire college community to participate in this service.
FA	Office of Financial Aid or Financial Aid
FAFSA (Free Application for Federal Student Aid)	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> - must be completed (filled out) annually in order to qualify for financial aid.
FWS	Federal Work-Study: see FWS Handbook on <a href="#">Student Portal</a>
Financially Cleared	A student’s FA package is completed and their funds have paid or are ready to be paid with a zero balance
Fully Packaged	A student’s Financial Aid packaging is complete; however FA is waiting for additional information: verification documents, completing verification, MPN or Entrance Interview completion. Once these items are complete, the student will be financially cleared for the funds to be disbursed.
GPA	See: Grade Point Average
Grade Point Average	A student's term or cumulative grade point average is determined by dividing the total quality points earned by the total number of term credits of study attempted at P.I.T. The total of the quality points earned in a given course is equal to the grade point value of the grade earned by the student multiplied by the number of credits assigned to the given course. Academic Support Coach and Financial Literacy Counselor, Program Managers, and the Academic Records Office can verify your term or cumulative GPA.
Grant	“Gift” money that does not have to be paid back.
H: Drive	Location on the College computer network where each student has a folder to store documents and files. H Drive folders are accessible from any computer within the P.I.T. Campus.
ID Number	Barcode number printed on the back of a Student ID/Library Card.



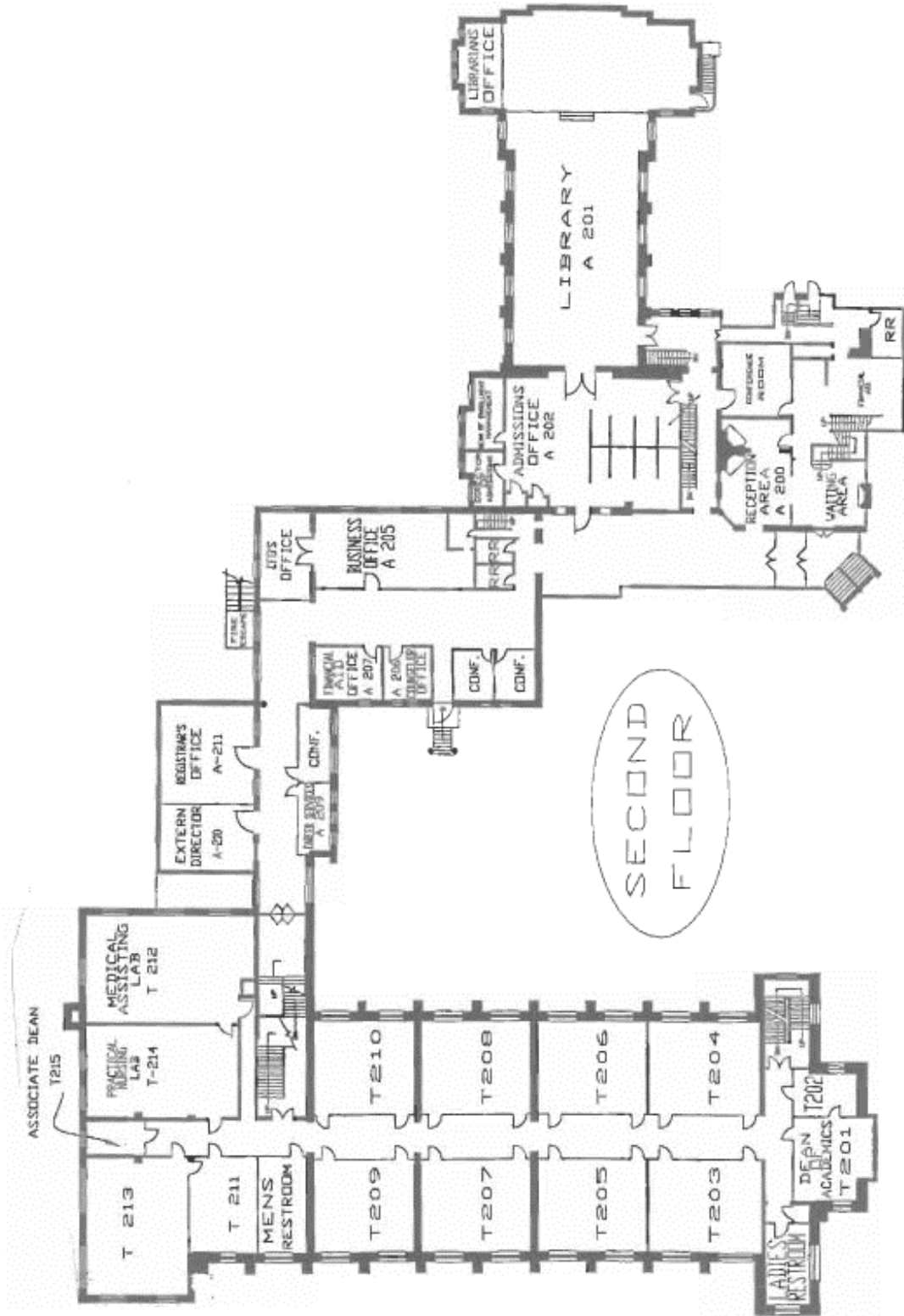
IT Department	Information Technology Department – maintains College computer network services.
Innovation Center	The Innovation Center (on the Mezzanine Level) is the primary location for students to receive assistance with the college’s computer network, email, student portal, and e-learning systems. It also provides open computer labs and printing options. Most tutoring services, arranged through the Tutorial Coordination are held in the Innovation Center.
Library Card Number	Barcode number printed on the back of a Student ID/Library Card.
Loan	Borrowed money which MUST be paid back
MTWRF	Days of the week as displayed on your class schedule: M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday.
NSLDS (National Student Loan Database System)	<a href="http://www.nsls.ed.gov">www.nsls.ed.gov</a> – The U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data.
Network Login	Combination of numbers and letters assigned by the IT Office to a student which permits you to access to the campus computers and email.
Officially Withdrawn	If a student provides notification to the school of his or her withdrawal, they will be considered officially withdrawn.
PHEAA	Pennsylvania Higher Education Assistance Agency
PIN	Personal Identification Number used when applying for financial aid online.
PITCat	P.I.T. Library’s online catalog of available resources: <a href="http://pitcat.pit.edu">http://pitcat.pit.edu</a> .
PTK	Phi Theta Kappa Honor Society – see Advisor, Lynea Anderman, in the Library, or Advisor, Mark Whitehead for further information.
Petition (or Application) for Graduation	A form that you file before the end of the fourth week of the term in which you expect to graduate. The petition notifies the College of your intention to graduate and starts the graduation evaluation process to ensure that you’ve met all requirements. The form can be obtained from the ARO and in the <a href="#">Student Portal</a> .
Porch	Located just outside the Admissions Office.
Portal	Online system to access your student information, grades, student account, online registration, P.I.T. forms for student use, and additional information.
Portal User ID	Secure ID used to access the <a href="#">Student Portal</a> – different from your network login or windows username.

Program Manager	Faculty member who oversees a specific program of study.
Registrar	The manager of the Academic Records Office. The term Registrar’s Office is also used to denote the Academic Records Office. See also: Academic Records Office.
Registration	Selecting and notifying the College what classes you will be taking in the upcoming term. The process includes in order: (1) meeting with your Academic Support Coach and Financial Literacy Counselor, (2) meeting with your Financial Aid Representative, (3) meeting with the Student Accounts Administrator, and (4) registering for classes online using the <a href="#">Student Portal</a> .
SAP	See: Satisfactory Academic Progress
SEOG	Supplemental Educational Opportunity Grant – contact Financial Aid Office.
SS number (or SS #)	Social Security number
SSS (or SSS Grant)	Student Support Services Grant – U.S. Federal Higher Education grant program providing services for undergraduate students whose cultural, economic, and educational disadvantages impact ability to pursue higher education.
Satisfactory Academic Progress (or SAP)	Students are evaluated at the end of each term for financial aid SAP once they have attempted 12 credit hours. All students are evaluated on three standards: grade point average (qualitative measure), credit hour completion ratio (quantitative measure), and maximum time frame. To maintain eligibility under SAP in “Good Standing,” students must meet all three standards. For further details refer to the “College and Financial Aid Satisfactory Academic Progress Policy” in the Financial Aid section of this handbook.
Scholarship	“Gift” money that does not have to be paid back.
Student Number	Student Records number found on schedule, transcript, and other documents from the ARO.
<a href="#">Student Portal</a>	Online system to access your student information, grades, student account, online registration, P.I.T. forms for student use, and additional information.
Unofficially Withdrawn	A student will be considered unofficially withdrawn if they do not attend P.I.T., when they are scheduled to do so, for more than 14 days.
Verification	A process in which the Department of Education randomly selects student’s Financial Aid applications for review. Students who are selected may have to provide current tax returns as well as parental tax returns, and fill out other verification documents as needed. Students should see the Verification Information form that you received in your initial financial aid interview.
WebMail	The web portal used to access your school email. A link is available in the center top of the College’s webpage ( <a href="http://my.pit.edu">http://my.pit.edu</a> ).

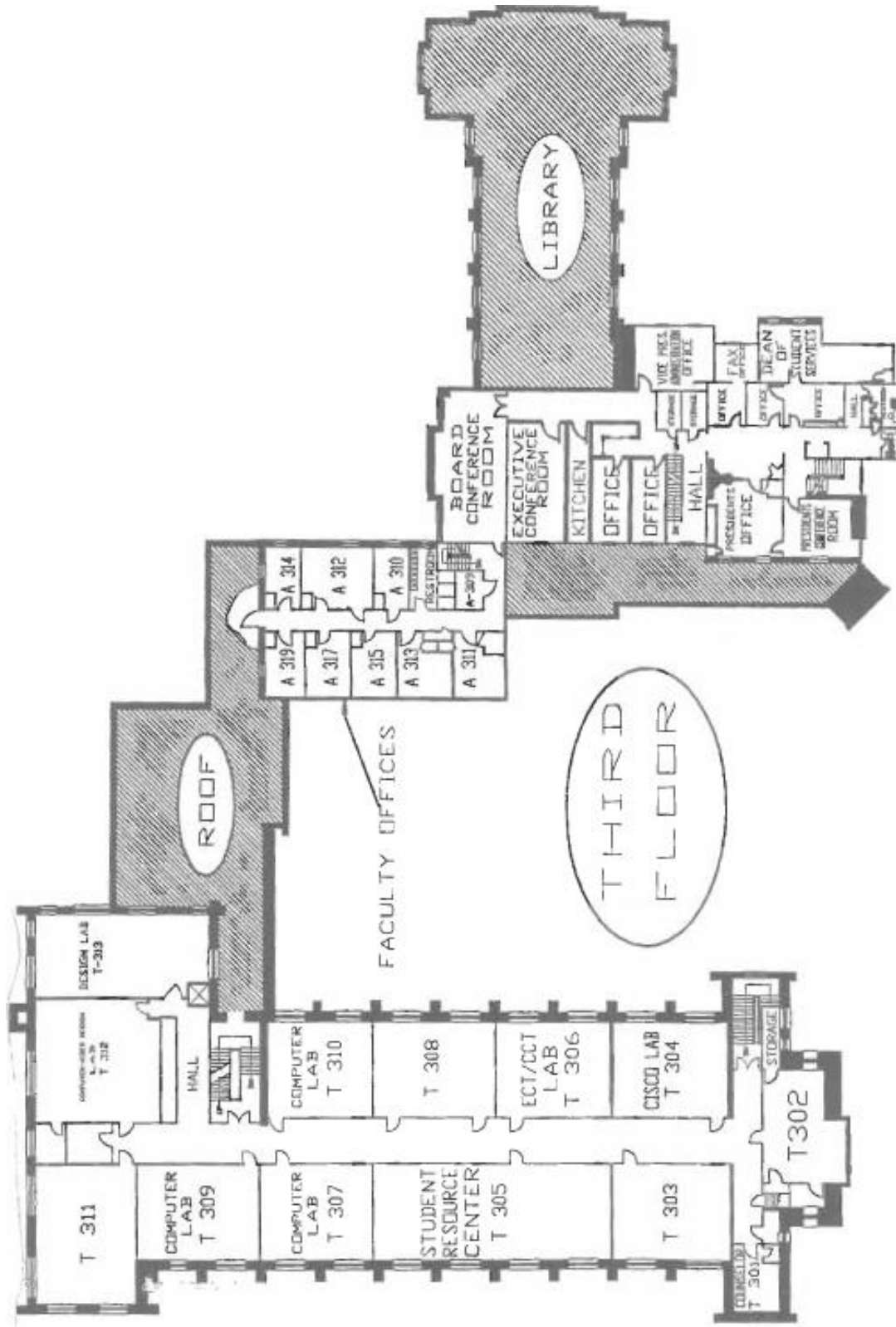
Windows Username	Combination of numbers and letters assigned by IT office to a student to permit access to campus computers and email.
Withdrawal (from a course)	When you decide to drop a course after the add/drop period, you are considered to have withdrawn from that course. To be a withdrawal means that you will receive a grade of “W” (withdrawal) for the course or a grade decided by the instructor for those who withdraw after the last date to withdraw with a “W” grade as indicated by the academic calendar and will be responsible for any charges related to the course.
Withdrawal (from the College)	After consultation with your Academic Support Coach and Financial Literacy Counselor, Program Manager and the Office of Financial Aid, you may withdraw from P.I.T. You must obtain a Withdrawal Form from the Academic Records Office, have the form signed by the Director of Student Affairs and the Assistant Dean of Academic Affairs, and return the form to the Academic Records Office.
XAE	Chi Alpha Epsilon National Honor Society – see Advisor, Lynea Anderman, in the Library, or Advisor, Mark Whitehead for further information.

# XIV. Campus Floor Plans

## Second Floor



### Third Floor



### Auditorium with Lower and Upper Mezzanine

