



COLLEGE OF TECHNOLOGY  
**Johnson**  
COLLEGE

3427 North Main Avenue  
Scranton, Pennsylvania 18508-1495  
(570) 342-6404  
[www.johnson.edu](http://www.johnson.edu)

Student Information Handbook  
2018-2019

*(revised 7/9/2018)*

***The information contained in this handbook is correct at the time of posting.  
Changes in policy, requirements, and regulations may occur during the year.***

## Administration at a Glance

### Student Advising Center

Located at Richmond Hall 1<sup>st</sup> Floor, our trained advisors are eager to assist you in your college experience by showing you strategies for effective learning, and working with you to improve your academic skills. This includes, but is not limited to, guiding you to find the proper resources to assist with successful strategies in time management, academic advising, tutoring, and studying. Academic Advising is a collaborative relationship between a student and an academic advisor.

### Student Business Services:

Location: Richmond Hall Business Office  
Hours: Monday – Friday 8 a.m. to 4:30 p.m.  
Phone: 570-702-8921

This office processes tuition and campus card payments as well as rent payments for on-campus housing; credits student and parent education loan funds to tuition and housing accounts; administers the Tuition Management Services payment plan.

### Computer Labs:

Location: Moffat Student Center  
Phone: 570-702-8955  
E-mail: lkrushinski@johnson.edu

The computer labs are located in the Moffat Student Center providing Internet access and B/W laser printing. Computers are equipped with Windows, Word, Excel, Access, PowerPoint and tutorial software for math, English and reading/study skills. Assistance is available to students.

### Counseling and Disability Services:

Location: Moffat Student Center  
Phone: 570-702-8956  
E-mail: eholmes@johnson.edu

The counseling office assists students with academic and personal problems. A professional counselor is available to students who wish to schedule an appointment or just “drop by” as the need dictates. The office also coordinates accommodations designed to enable students with disabilities to maximize their educational potential.

### Financial Aid:

Location: Richmond Hall  
Phone: 570-702-8955  
jfarrell@johnson.edu

Johnson College students may apply for the following need-based grants: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, PHEAA Grant (PA Higher

Education Assistance Agency). The following loans are available: Federal Stafford Subsidized Student Loan, Federal Stafford Unsubsidized Student Loan, Federal Parent Loan for Undergraduate Students.

### Student Engagement Office:

Location: Moffat Student Center  
Phone: 570-702-8952  
E-mail: studentengagement@johnson.edu

The mission of the Student Engagement Office is to develop well-rounded and responsible graduates by engaging our students in recreation, leadership, and social opportunities while providing support services in an inclusive environment. New student orientation, security, student conduct, student organizations and events, recreation, and housing are under the supervision of the Student Engagement Office.

Johnson College offers intramural sports programs. Student organizations include Student Government, Johnson Activity Group, Peer Academic Leaders, and the Social Force Club. There are also specific clinical clubs with information available from clinical staff.

### Career Services Office

Location: Richmond Hall  
Phone: 570-702-8919

The Career Services Office provides assistance for students seeking part-time employment during the school year, summer employment, and full-time employment following graduation. Career Services directs students to individuals who will assist them with career choices as well as assistance with resume preparation, job search strategies and interviewing skills.

### Library:

Location: Moffat Student Center  
Phone: 570-702-8953  
Email: rkrysiewski@johnson.edu

The library houses more than 5000 volumes, and over 100 current periodical subscriptions. The library is a member of the Library and Information Resources Network, which provides users with access to millions of articles found in scholarly journals, trade publications, and popular magazines. Additionally, the library has access to over 50,000 eBooks and students can borrow books or request articles through OCLC's Worldshare Interlibrary Loan service.

### Registrar:

Location: Richmond Hall  
Phone: 702-8990  
E-mail: aarmezani@johnson.edu

The Registrar's office processes all student information relative to scheduling, grades and transcripts as well as tracks changes in personal information. The Registrar also approves/denies transfer credits from other institutions. Change of schedule forms, change of address/phone number forms, course withdrawal forms, and all other academic paperwork can be requested.



**1 RICHMOND HALL**  
Academic Advisors  
Bursar  
Career Services Department  
Enrollment Department  
Financial Aid Department  
Human Resources Department  
Registrar

**2 WOOLWORTH HALL**  
Advanced Manufacturing Engineering Technology  
Technology  
Alumni Relations  
Carpentry & Cabinetry Technology  
Heating Ventilation & Air Conditioning Technology  
Technology  
Network & Systems Department

**3 BINGHAM HALL**  
Architectural Drafting & Design  
Technology  
Computer Information Technology  
Radiologic Technology

INTERSTATE 81  
STUDENT PARKING

**4 WEAVER HALL**  
Automotive Technology  
Biomedical Equipment Technology  
Electrical Construction & Maintenance Technology  
Electrical Engineering Technology  
Welding Technology

**5 MOFFAT STUDENT CENTER**  
Cafeteria  
Counseling & Disability Services  
Library  
Gym, Fitness Room, Student Lounge  
Student Engagement Department

**6 VETERINARY SCIENCE CENTER**  
Veterinary Technology

4

**7 HEALTH SCIENCE TECHNOLOGY CENTER**  
Physical Therapist Assistant

**8 FACILITIES DEPARTMENT**

**9 DIESEL CENTER**  
Diesel Preventative Maintenance  
Diesel Truck Technology

**10 PRESIDENT'S HALL**  
Continuing Education Department  
Executive Office

**11 LEMON STREET LAB**

SOUTH ENTRANCE

NORTH ENTRANCE

NORTH MAIN AVE.

81 SOUTH RAMP

SCHIFF'S

DUNMORE

DICKSON CITY

**V VISITOR PARKING**  
**• DESIGNATED SMOKING AREAS**

# Table of Contents

|   |    |
|---|----|
| General Information.....  | 6  |
| 2018-2019 Academic Calendar.....                                    | 6  |
| Compressed Schedule.....  | 6  |
| Mission Statement.....  | 7  |
| Our Vision.....   | 7  |
| Johnson College’s Institutional Goals .....                         | 7  |
| Johnson College’s Shared Values.....                                | 7  |
| Non-Discrimination Policy .....                                     | 7  |
| Academic Information .....  | 8  |
| Johnson College Course Catalog .....                                | 8  |
| Family Educational Rights and Privacy Act (Buckley Amendment) ..... | 8  |
| Students’ Rights of Privacy and Access .....                        | 8  |
| Academic Advising.....  | 9  |
| Attendance Policy.....  | 10 |
| Academic Probation Policy.....                                      | 11 |
| Academic Termination.....   | 11 |
| Withdrawal from the College.....                                    | 11 |
| Medical Withdrawal Policy .....                                     | 12 |
| Student Complaint / Grievance Procedure.....                        | 12 |
| Financial Aid Information.....                                      | 14 |
| Eligibility .....   | 14 |
| Grants.....   | 14 |
| Loans.....  | 14 |
| Work Study Employment .....   | 14 |
| Satisfactory Academic Progress .....                                | 14 |
| Satisfactory Academic Progress Minimum Standards.....               | 14 |
| Completion Rate (CR) .....  | 15 |
| Cumulative Grade Point Average (CGPA).....                          | 15 |
| Maximum Time Frame (MTF) .....                                      | 15 |
| Repeat Coursework.....  | 15 |
| Consecutive Enrollment.....   | 15 |
| Change of Major .....   | 16 |
| Second Certificate or Degree .....                                  | 16 |
| Unsatisfactory Academic Progress (USAP) .....                       | 16 |
| USAP Statuses .....   | 16 |
| USAP Warning Status.....  | 16 |
| USAP Suspension Status .....  | 16 |
| USAP Probation Status.....  | 16 |
| USAP Academic Plan Status .....                                     | 16 |
| REINSTATEMENT OF FINANCIAL AID ELIGIBILITY .....                    | 16 |
| PHEAA Academic Progress .....                                       | 17 |
| Student Services Information.....                                   | 18 |
| Higher Education Opportunity Act (HEOA): .....                      | 18 |
| Facilities.....   | 18 |

|   |           |
|---|-----------|
| Library Resource Center .....   | 18        |
| Bookstore .....   | 19        |
| Career Services .....   | 19        |
| Student ID Card .....   | 19        |
| Lost and Found .....  | 20        |
| Health Clearance .....  | 20        |
| Student Support Services .....  | 21        |
| Counseling Services .....   | 21        |
| Deaf / Hard of Hearing .....  | 21        |
| Disability Services .....   | 21        |
| Educational Resources .....   | 21        |
| Student Advising Center .....   | 21        |
| Tutoring .....  | 21        |
| Disability Services Policy .....  | 22        |
| Students Utilizing Sign Language Interpreting Services .....  | 24        |
| “No Show” Policy for Deaf/Hard of Hearing Students Utilizing Sign Language Interpreting Services .....                          | 26        |
| Grievance Procedure for Title IX Of The Education Amendments Of 1972 and Section 504 Of The<br>Rehabilitation Act Of 1973 ..... | 27        |
| Student Organizations and Activities .....  | 32        |
| Technology Users Responsibility Agreement .....   | 33        |
| Compliance with the Higher Education Opportunity Act Peer-to-Peer (P2P) File Sharing Requirements....                           | 35        |
| Johnson College Community Code of Ethics .....  | 36        |
| Off-Campus Activity .....   | 36        |
| Tobacco Restricted Campus .....   | 36        |
| Student Conduct Policies .....  | 37        |
| Student Conduct Process and Procedures .....  | 41        |
| Sanctions .....   | 42        |
| Parking Regulations / Transportation .....  | 44        |
| Advertising Guidelines .....  | 45        |
| Drug-Free College and Workplace Statement .....   | 46        |
| <b>Health and Safety .....</b>  | <b>47</b> |
| Emergency Procedures.....   | 47        |
| Missing Student Procedure .....   | 48        |
| Safety and Security .....   | 48        |
| Snow Emergencies .....  | 49        |
| Health Care on Campus .....   | 49        |
| Drug and Alcohol Abuse .....  | 49        |
| Sexually Transmitted Diseases/AIDS .....  | 49        |
| The Johnson College Campus Security Report and Fire Safety Report .....   | 50        |
| <b>APPENDIX.....</b>  | <b>51</b> |
| Distance Education Student Services Policy .....  | 52        |
| Office Communication Registration Form .....  | 55        |
| Title IX and Section 504 Grievance Form.....  | 56        |
| Drug-Free College and Work Place Agreement .....  | 58        |

## General Information

### 2018-2019 Academic Calendar

#### Fall Semester 2018

|            |   |                  |
|------------|---|------------------|
| Aug. 27    | Semester Begins                         | Monday           |
| Sept. 3    | Labor Day, College Closed               | Monday           |
| Oct. 8     | Fall Break (no classes)                 | Monday           |
| Oct. 26    | Course Drop Date                        | Friday           |
| Nov. 12    | Veterans Day (observed), College Closed | Monday           |
| Nov. 22-26 | Thanksgiving Break, College Closed      | Thurs. thru Mon. |
| Dec. 7     | Semester Ends                           | Friday           |

#### Intersession Semester 2018

|         |                 |        |
|---------|-----------------|--------|
| Dec. 9  | Semester Begins | Sunday |
| Jan. 20 | Semester Ends   | Sunday |

#### Spring Semester 2019

|             |                                |                |
|-------------|--------------------------------|----------------|
| Jan. 22     | Semester Begins                | Tuesday        |
| Feb. 18     | Presidents Day, College Closed | Monday         |
| March 11-17 | Spring Break, No Classes       | Mon. thru Sun. |
| April 4     | Course Drop Date               | Friday         |
| April 19-22 | Break - College Closed         | Fri. thru Mon. |
| May 10      | Semester Ends                  | Friday         |
| May 17      | Commencement Practice          | Friday         |
| May 18      | Commencement                   | Saturday       |

#### Summer Semester 2019

|         |                 |        |
|---------|-----------------|--------|
| June 24 | Semester Begins | Monday |
| Aug. 9  | Semester Ends   | Friday |

### Compressed Schedule

The compressed schedule is available on the Johnson College website at <https://www.johnson.edu/compressed-schedule/>

## **Mission Statement**

Johnson College provides real-world, hands-on learning in a caring environment and prepares graduates to enter into or advance in their careers.

## **Our Vision**

Innovating, Partnering, Advancing.

## **Johnson College's Institutional Goals**

Foster Academic Innovation and Excellence  
Enhance Student Success  
Promote Equity and Inclusion  
Ensure Stewardship and Growth of Resources

## **Johnson College's Shared Values**

**INITIATE:** Have the GUTS to take risks, the GRIT to demonstrate your passion and feel the GLORY of your achievement.

**PARTICIPATE:** Have the GUTS to speak up, the GRIT to get involved and feel the GLORY of what we can do together.

**ENDURE:** Have the GUTS to overcome challenges, the GRIT to go the distance and feel the GLORY of our resilience.

## **Non-Discrimination Policy**

Johnson College welcomes applications from prospective students interested in pursuing an intensive technical or clinical program of education.

Johnson College does not discriminate with regard to race, color, creed, age, national or ethnic origin, religion, disability, sex, sexual orientation, gender, gender identity and expression, including a transgender identity, genetics, veteran status, or ancestry in the administration of its educational and admission policies, scholarship, loan, athletic and other school administered programs, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, or any other legally protected category. For information regarding civil rights and grievance procedures, contact the Title IX Coordinator of Johnson College, 3427 North Main Avenue, Scranton, PA 18508; (570) 702-8944.

## **Academic Information**

### **Johnson College Course Catalog**

The Johnson College **Course Catalog** is accessible through the Johnson College website at <https://www.johnson.edu/course-catalog/>.

The catalog is a primary reference source for students, faculty, staff, and the community and will answer many, if not all, questions regarding Academics at Johnson College, including but not limited to the calendar, admissions, degree requirements, fees, regulations, and course offerings.

### **Family Educational Rights and Privacy Act (Buckley Amendment)**

The Family Educational Rights and Privacy Act of 1974 provides students with certain rights regarding the educational records maintained about them by Johnson College. The law also provides that the college maintain confidentiality of student records except with respect to special cases noted in the legislation.

Students have the right to:

- Inspect their personal educational records maintained by the college
- Request amendment of inaccurate or misleading records
- Consent to disclosure of education records
- Obtain a copy of the school's FERPA policy
- File a complaint with the U.S. Department of Education.

The Privacy Act exempts certain records from the individual's examination, as follows:

- financial records of parents
- medical or paramedical records used only for treatment purposes; the individual may have a doctor or other competent professional review these records.
- law enforcement records that are used solely for law-enforcement purposes
- confidential letters of reference submitted prior to January 1, 1975 or letters of reference submitted after January 1, 1975 that were designated as confidential by the student at the time of his/her solicitation or submission.

If a student wishes to inspect their educational records, they simply visit the Registrar's office in Richmond Hall and make a request to see their files. Students may review their files in the office of the Registrar, but may not remove any data from their files.

### **Students' Rights of Privacy and Access**

Unless directed by the courts or by determination of a school official that a "need to know" situation exists, information other than "directory information" is not released without a student's written consent. Directory information is determined to be a student's name, address, telephone number, enrollment status, e-mail address, program of study, dates of attendance, participation in activities and sports, honors received, degrees awarded and dates of awarding.

If a student does not wish directory information to be released, a Request to Prevent Disclosure of Directory Information must be submitted to the Registrar's Office within the first two weeks of a semester. Students may restrict directory information from being released without their permission; however, this also will prevent the Registrar from releasing information to the media regarding graduation or awards since that information includes the student's address.

Johnson College assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

Johnson College will not release grade information to a student's parent(s) or guardian(s) without the student's written permission; no grade information will be released over the telephone; transcripts will not be faxed or emailed.

## Academic Advising

At Johnson College, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning skills needed for academic success, and in learning how to access the variety of resources and services available to them on campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the college. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Advisor Responsibilities - What you can expect from your advisor:

- Understand and effectively communicate the curriculum, graduation requirements, and college policies through use of the course catalog and student Portal
- Encourage and support you as you gain the skills to develop a clear and attainable educational plan
- Provide you with information about strategies for utilizing college resources and services
- Monitor and accurately document your progress toward meeting your academic goals and graduation requirements
- Be accessible for meetings with you via office hours for advising; For distance education classes, be accessible for meetings with you via office hours for advising, telephone, email, or web access
- Enter advising information such as date and time of advising as well as classes you advised the student to register for in the student's Portal
- Maintain confidentiality

Advisee Responsibilities - What you are expected to do:

- Schedule appointments with me during each semester and come prepared to each appointment with questions pertaining to fulfilling the graduation requirements
- Learn how to use the course catalog and student Portal to select courses that fulfill your educational plan
- Ask questions if you don't understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting the graduation requirements
- Register for the classes that you were advised to register for
- Accept responsibility for your decisions

Below is a listing of procedures necessary to achieve these goals.

- Each fall semester the spring schedule is posted on the Johnson College website in September and each spring semester the fall schedule is posted in February.
- The registrar notifies the students that the respective schedules have been posted on D2L and the student portal.
- Meeting with your advisor is a requirement for all students. Students who do not meet with their advisor will have an advising hold place on their portal. This hold prevents the student from registering until s/he has met with the advisor who will clear the student for registration.
- The official advising period typically starts in early November (for upcoming spring semester) and early March (for the upcoming fall semester). However, students are encouraged to meet with their advisor once the official schedule has been posted.
- Registration is broken down into 3 sections: Priority registration, sophomore registration and freshmen registration. Registration is open to the student in mid-November and early April.
- It is the responsibility of the student to ensure that s/he is following the suggested program outline and meeting all program requirements for graduation. Failure to do so may result in extending their program of study.
- Once the registration period is opened, registration is on a first come, first served basis. Therefore, it is in the best interest of the student to complete his or her registration as quickly as possible.
- If a student has a bursar hold, s/he would be notified of the hold by the respective department or the advisor. The student must satisfy these holds before proceeding with the registration process. Consultation with the advisor may assist on how this can be accomplished
- The advisor and students should discuss any current courses where the possibility of not maintaining academic progress may occur. The advisor and the student must discuss changes to the student's schedule that may occur due to unsatisfactory progress in a course. They should also discuss the possible implications to the student's program of

study. This may include but limited to seeing Financial Aid concerning Student Academic Progress (SAP), extension of the students program of study, eligibility for internships or clinical assignments, etc.

- Students participating in priority registration will be notified by the Registrar of the time and dates for this registration. It is the responsibility of the student to schedule a meeting with his/her advisor to discuss classes and to register for classes during the allotted timeframe. Students who do not comply with these procedures will have to register during the alternative times set for all other students.
- The student is responsible to make an appointment with their advisor during the advisor's office hours. The student should come to the meeting with a predetermined schedule and degree audit to review and discuss with the advisor for the upcoming semester.
- The advisor will review each student's schedule and advise the student on which classes they need to register to meet academic requirements towards graduation.
- The advisor will make notes in the student's SIS as to what classes the student was advised to take. This process will release the student from the advisor and allow him/her to register for classes.

If the student misses the appropriate times for registration, it is still the student's responsibility to meet with his/her advisor. Afterwards, a special appointment with the Registrar will need to be schedule to register for classes. The student will then be registered for any classes not yet filled through the regular registration process and will not have any options except those available.

### **Attendance Policy**

While each college develops its own methods for tracking class attendance and for defining conditions for excused absences, Johnson College adheres to federal regulations that require verification of class attendance for all students receiving federal financial aid. These regulations dictate that a student **MUST** attend the classes for which he/she is awarded financial aid. Financial aid may be reduced or cancelled based on student attendance information.

Federal regulations require institutions to report attendance information for students who have stopped attending class or those who never attended. Students will be notified via their Johnson College e-mail account. A student who is reported to have never attended (N/A) will be assigned a grade of (N/A).

A student who is reported to have stopped attending will be assigned a grade of SA for that class. The registrar will be notified by Academic Advisors.

Students will be automatically withdrawn the class after the allowed absences, regardless of excused and/or unexcused absences.

|                         |            |            |             |
|-------------------------|------------|------------|-------------|
| <b>class meets</b>      | 3 X a week | 2 X a week | once a week |
| <b>absences allowed</b> | 6          | 4          | 2           |

Students who are administrative withdrawn from the class must repeat the class in a subsequent semester in order to meet degree requirements. Students with extenuating circumstances should contact their instructor immediately to discuss their individual situation.

- Possible excused absences include but may not be limited to: military, bereavement, extended illness, participation in school function, jury duty.
- Portal attendance entries will consist of "Late," "Unexcused," "Excused." "Stop Attend"

#### **Administrative Withdrawal Appeal Procedure:**

It is the philosophy of the institution that administrative withdrawal appeals will be handled informally between the student and the instructor. Only after the student has attempted to resolve the matter with the instructor, should a formal appeal be initiated. The student shall submit, in writing, to the Office of Academics evidence as to why the administrative withdrawal should be reversed. This must occur within five (5) days of being withdrawn by the instructor. The Office of Academics will review the information and notify the student of the decision within three (3) days of the receipt of the appeal. The decision of the Chief Academic Officer is final.

#### **Final Examination Attendance:**

Attendance at final examinations is mandatory. Such examinations are administered in all academic subjects at the end of each semester in accordance with academic calendar determined by the Office of Academics.

### **Class Cancellation**

Except in unusual circumstances, instructors are expected to conduct all classes on the days and times assigned and to teach for the full-allotted time. If the instructor does not arrive within the first 15 minutes of class time, then class is cancelled. Students should take attendance and bring it to the Office of Academics.

### **Academic Probation Policy**

At the end of each semester, the Office of Academics and the Office of the Registrar will review students Grade Point Average (GPA) to determine academic status within the college. Students must maintain a satisfactory Grade Point Average (GPA) as detailed below:

| <b>Undergraduate degree of more than one year</b> | <b>1 to 15 credits</b> | <b>16 to 30 credits</b> | <b>31 to 45 credits</b> | <b>46 and greater</b> |
|---|------------------------|-------------------------|-------------------------|-----------------------|
|   | 1.80                   | 1.85                    | 1.95                    | 2.0                   |

| <b>Certificate Program of one year or less</b> | <b>1 to 15 credits</b> | <b>16 and greater</b> |
|--|------------------------|-----------------------|
|  | 1.85                   | 2.0                   |

Student who do not meet the satisfactory GPA requirement will be placed on academic probation. Students will meet with the Academic Probation Committee prior to the next semester to review and sign their individual Student Probation Action Plan. Failure to read and sign the document may result in being held from the classroom.

At the conclusion of the probation semester, the Registrar and the Academic Team will review the student progress and determine how to proceed based on

- 1) Academic performance
- 2) adherence to the Student Probation Action Plan

An inability to meet the minimum CGPA requirement specified above could result in academic termination.

\*Health Science (PTA, RAD, & VET) probation policies can be found in programmatic handbooks.

Students who are in danger of not meeting the CGPA requirement are advised to meet first with their academic advisor, then with Financial Aid, and then with the Office of the Registrar to discuss options. Students on financial aid who fail to meet the completion rate (67 percent of registered courses) and GPA requirements and/or fail to complete their degree within 150% of the program timeframe may jeopardize their financial aid packages.

### **Academic Termination**

Johnson College makes every effort to assist students in achieving their academic goals; however, the College reserves the right to dismiss students due to poor academic performance or violation of academic code of conduct. An inability to meet the minimum CGPA requirement for two consecutive semesters will result in termination from the college.

In such cases, the Office of Academics will notify students of their dismissal:

- Meeting with academic advisor
- send letter of termination

Terminated students will still be held responsible for all financial obligations.

### **Withdrawal from the College**

Students who wish to withdraw from Johnson College must:

- Meet with the Senior Director of the Student Advising Center. You may be referred to other student supports.
- Complete an official Withdrawal form available from the Office of the Registrar or by emailing registrar@johnson.edu

Upon official withdrawal, grades will be recorded on the transcript as "W" (Withdrawn).

Johnson College does not consider absence from class an official notice of withdrawal. A student who stops attending class without officially withdrawing will receive the grade earned in that course.

### **Medical Withdrawal Policy**

In the case that a student feels the need to medically withdraw themselves from Johnson College, the student will need to provide medical documentation if planning to return to Johnson College. The student will still need to follow the Re-Admission/Re-Enrollment policy pending on when the student actually returns.

Medical documentation will be housed in the Registrar's Office separately from student files. The Registrar's Office and Counseling and Disability services will work together to maintain student medical withdrawals and ensure that all proper documentation is provided.

If the student wishes to provide medical documentation prior to withdrawing themselves from the college, the college will still accept the documentation but will still require a release from a medical professional stating that the student has been remedied and that you are capable of resuming college studies.

### **Student Complaint / Grievance Procedure**

Johnson College makes every effort to resolve student complaints internally, using policies and procedures. It is expected that students will fully utilize any and all such administrative procedures to address concerns and/or complaints in as timely a manner as possible. The college defines a grievance as an issue related to a perceived academic or non-academic injustice, whereby a student believes she/he has been dealt with arbitrarily, unfairly or in a way that violates established laws, rules, policies, by an employee of the college.

#### **For procedures regarding:**

Non-Academic Complaints: refers to incidents of unprofessional behavior and other complaints that are not of an academic grade concern. Contact the Human Resource Department

Americans with Disabilities Act: refer to  
<https://www.johnson.edu/current-students/student-support/learning-support/>

Harassment or Discrimination: refer to  
<https://www.johnson.edu/prospective-students/about/heoa-student-customer-information/>

Affirmative Action: refer to Human Resources

Family Educational Rights and Privacy Act (FERPA): refer to the Student Privacy and Release of Information policy

Criminal Activity: Complaints involving matters of a criminal nature, such as assault, battery, and theft should be directed to Scranton Police Department 570-348-4130 or  
<http://www.scrantonpa.gov/scrantonpd/>

Institutional Complaint: refer to  
<http://www.msche.org/documents/FilingaComplaint.pdf>

**Academic Complaints:** The Office of Academic will respond to any academic complaint within 48 hours of written notification. Student should follow the procedure set forth by the Office of Academics.

#### **Appealing a Grade**

If a student wishes to question or appeal a grade, the student will, prior to the next semester. Communication will be made using the College email accounts. Students wishing to appeal a grade must follow the follow procedure:

1. Contact the instructor for an explanation of the grade determination. The instructor of the course will review how the grade was determined. If a grade change is warranted, instructor will complete and submit a grade change form.

2. If not satisfied with the grade and explanation, the student will then appeal to the program director of program division. The program director will review the grade determination with the course instructor, and then meet with the student to explain the outcome of the appeal.
3. A student who remains unsatisfied with the results of the appeal must, prior to the end of the semester, submit a letter of appeal to the Office of Academics. The letter must include a summary of the meetings with the instructor and the appeal results, as well as a rationale for the appeal. After discussing the appeal with the instructor and the program director, the Chief Academic Officer will meet with the student to explain the final decision.

## **Financial Aid Information**

Financial aid helps meet college costs, both educational (tuition and fees,) and living (food, housing, and transportation) for those who qualify. Through various programs offered by state and federal governments, as well as private lenders, financial aid helps the cost of education become affordable.

Several forms of financial assistance are available to students who qualify. Participation in programs funded by state and federal agencies requires the Financial Aid Office to comply with the regulations set forth by each agency concerning student eligibility and academic progress standards. This will generally require the completion of the Free Application for Federal Student Aid (FAFSA).

Responsibility for financing an education rests first with students and their families. Financial aid should be viewed as supplementary, to be used only after the full resources of students and their families are committed.

### **Eligibility**

Each funding source has its own eligibility requirements; further information is available through the Financial Aid Office.

### **Grants**

- Federal Pell Grant\*
- Federal Supplemental Educational Opportunity Grant (FSEOG)\*
- PHEAA Grant (Pennsylvania Higher Education Assistance Agency)\*
- Johnson College Institutional Grant\*

### **Loans**

- Federal Direct Subsidized Student Loan\*
- Federal Direct Unsubsidized Student Loan
- Federal Direct Parent Loan for undergraduate Students (PLUS)

\*Indicates need-based aid to eligible students

### **Work Study Employment**

Students who are interested in on-campus employment through work-study programs may obtain further information from the Financial Aid Office.

Federal Work-Study: an on-campus, federally-funded employment program that provides supplemental assistance to students who demonstrate financial need.

### **Satisfactory Academic Progress**

Students attending Johnson College who wish to be considered for Federal Title IV (*Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, Direct Student Loan, or Direct Parent PLUS Loan*) and institutional aid, in addition to meeting other eligibility criteria, must maintain satisfactory academic progress (SAP) in the course of study being pursued. The college is required to establish a SAP standard in accordance with U.S. Department of Education regulation 34 CFR 668.34. This SAP Policy is as strict as or stricter than academic policies for students who are not receiving Title IV Aid. Students' academic records will be reviewed at the end of each enrolled term (i.e., fall semester, spring semester, and summer session) after grades are calculated by the Registrar's Office. All semesters in which the student is enrolled, including summer, must be considered in the determination of SAP, even semesters for which the student did not receive federal financial aid.

### **Satisfactory Academic Progress Minimum Standards**

SAP is measured on three standards: Completion Rate (CR), Cumulative Grade Point Average (CGPA), and Maximum Time Frame (MTF). Students requesting consideration for federal financial aid must demonstrate a positive forward movement toward their degree and must meet the following standards.

| Certificate Programs of One Year or Less | 1 to 15 credits   | 16 credits and greater |
|--|---|------------------------|
| CR                                       | 67%   | 67%                    |
| CGPA                                     | 1.85  | 2.0                    |
| MTF                                      | Total credits attempted cannot exceed 150% of program length. |                        |
| Undergraduate Degree                     |   |                        |
| CR                                       | 67%   | 67%                    |
| CGPA                                     | See CGPA chart below  | See CGPA chart below   |
| MTF                                      | Total credits attempted cannot exceed 150% of program length. |                        |

### Completion Rate (CR)

Completion Rate is a quantitative measurement of your progress towards graduation. In order to complete your degree in a timely manner you must complete a certain percentage of the credits that you attempt.

Attempted credits include all course credits in which the student remains enrolled past the last day of the Add/Drop period. Included in the number of attempted credits are F (fails), I (incompletes), R (repeats), and W (withdrawals). Credits transferred into Johnson College are considered attempted and earned.

$$\text{To calculate CR} = \frac{\text{Cumulative number of credits that you have successfully completed}}{\text{Cumulative number of credits that you have attempted}} = \%$$

Examples:

|                      |              |       |               |
|----------------------|--------------|-------|---------------|
| Undergraduate degree | 12 earned    | = 67% | Successful CR |
|                      | 18 attempted |       |               |

|                      |              |       |                 |
|----------------------|--------------|-------|-----------------|
| Undergraduate degree | 9 earned     | = 50% | Unsuccessful CR |
|                      | 18 attempted |       |                 |

### Cumulative Grade Point Average (CGPA)

Your CGPA is a qualitative measurement of your academic achievement. All students must maintain the minimum CGPA set forth in this policy. Credits that are not calculated into the SAP CGPA include I (incompletes), W (Withdrawals), and transfer credits.

| Undergraduate degree of more than one year | 1-15 credits | 16 -30 credits | 31-45 credits | 46 or more credits |
|--|--------------|----------------|---------------|--------------------|
|  | 1.80         | 1.85           | 1.95          | 2.0                |

### Maximum Time Frame (MTF)

The Maximum Time Frame (MTF) cannot exceed 150% of the program length. Full-time students should earn approximately 15 credits a semester in order to stay on MTF. Developmental courses are counted as hours attempted and, if successfully completed, hours earned. Credits earned are counted toward academic progress but do not count towards a degree. Therefore, these credits will be excluded from the MTF requirement. Total credits for MTF cannot be rounded up or down. To calculate MTF multiply program length x 150%.

Examples:

| Program                                       | Program Length | MTF  |
|---|----------------|------|
| Welding Certificate                           | 30             | 45   |
| Advanced Manufacturing Engineering Technology | 63             | 94.5 |
| Radiologic Technology                         | 73             | 110  |

### Repeat Coursework

Financial aid is available for the first repeat of any previously passed course. Financial aid is available for each attempt of a previously failed course. However, each attempt is considered into the CR and MTF.

\*Audited classes are not counted into CGPA, CR or MTF.

### Consecutive Enrollment

If a student fails to meet the CGPA or CR requirements for two (2) consecutive terms, whether or not they are receiving financial aid, they will be considered to have unsatisfactory academic progress (USAP). This status will result in a USAP suspension and loss of their financial aid eligibility. Students who exceed Maximum Time Frame will have USAP suspension immediately.

## **Change of Major**

The first time a student changes their Major program of study, the courses that pertain to the previous major are not included in the SAP calculation. However, all courses that fulfill requirements for the new major are used in the SAP calculation. Subsequent changes to a student's major ARE calculated into Satisfactory Academic Progress.

## **Second Certificate or Degree**

If a student enrolls for a second certificate or degree, after completion of a certificate or degree, the student may be eligible for an additional 150 % Maximum Time Frame of financial aid for their new program of study. This will be determined based upon compliance of ALL other federal regulations.

## **Unsatisfactory Academic Progress (USAP)**

Failure to meet satisfactory academic progress (SAP) requirements set forth by Johnson College in accordance with federal regulations result in unsatisfactory academic progress (USAP).

## **USAP Statuses**

### **USAP Warning Status**

You will be placed on a USAP Warning the first time you do not meet SAP standards. This means you are one enrolled term away from losing your financial aid eligibility. You still have financial aid eligibility for one enrolled term to meet SAP standards.

### **USAP Suspension Status**

If you are placed on a Warning and, at the end of the next term you have not met the SAP standards you placed on USAP Suspension. You will not receive federal or institutional financial aid. You may appeal this status.

### **USAP Probation Status**

If you have successfully appealed a Suspension, you will be placed on USAP Probation for one enrolled term. If you meet the SAP standards at the end of the Probation term, your SAP Status will be considered met and you will no longer be considered USAP. If you do not meet the SAP standards at the end of your Probation, you will be placed back into USAP Suspension.

### **USAP Academic Plan Status**

If you have successfully appealed a USAP Suspension by completing the Unsatisfactory Academic Progress Appeal Form, you may be placed on an Academic Plan. You must successfully follow your SAP Academic Plan while in this status. You will be monitored by the Financial Aid Office at the end of each term. If you do not meet the criteria outlined in your SAP Academic Plan, you will be placed back into Suspension. If you are meeting the criteria outlined in your SAP Academic Plan, you will remain in this status until either the plan expires or you are meeting SAP standards.

If you meet SAP standards while on Probation or while on your SAP Academic Plan, your SAP Status will be considered met for the next term.

If you do not meet SAP standards and your SAP Academic Plan expires, you will need to submit a new USAP Appeal in order for your aid eligibility to be re-reviewed.

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

If you lose federal and institutional aid eligibility because you are not meeting the SAP Cumulative GPA or Completion Rate standards, you may regain eligibility in one of the following ways:

1. Submit an Unsatisfactory Academic Progress (USAP) Appeal Form with supporting documentation. That form provides a non-exhaustive list of circumstances for which you may appeal. You must advance toward attaining a degree and show progress within your SAP Academic plan for graduation.
2. Attend Johnson College using your own resources. You must advance toward attaining a degree and adhere to SAP Standards. You must contact our office after grades have been posted by the Registrar's Office in order for your financial aid to be reviewed for reinstatement.

If you lose federal and institutional aid eligibility because you are not meeting the SAP Timeframe standard, you must submit a USAP Appeal Form for approval in order to regain eligibility.

*Once you regain eligibility, you will be awarded financial aid subject to your financial aid eligibility and the availability of funds.*

**PHEAA Academic Progress**

Pennsylvania State Grant academic requirements are mandated by PHEAA. A student is required to successfully complete a minimum of six (6) semester credits per semester for each part-time State Grant award received and a minimum of twelve (12) credits per semester for each full-time State Grant award received. Credits earned for repeat courses which were previously counted when State Grant progress was verified cannot be counted again. Academic progress is confirmed by the financial aid administrator at your institution at the end of each award year. Failure to meet the minimum requirements means that you are ineligible for further State Grant aid until you have successfully completed the required number of credits.

## **Student Services Information**

### **Higher Education Opportunity Act (HEOA):**

The federal government mandates that United States colleges and universities provide every perspective and current student consumer information about the institution. For your convenience, Johnson College has consolidated all HEOA documentation at <http://www.johnson.edu/prospective-students/about/heoa-student-customer-information/>. This site provides access to the required HEOA information through the use of hyperlinks and page numbers. If anyone has difficulty using or obtaining specific information, please contact the Academics Department of the college.

### **Facilities**

#### **Cafeteria**

Located in the Moffat Student Center, the cafeteria is professionally staffed and provides breakfast, lunch, and snacks. The cafeteria is generally open Monday through Friday from 7:30am-5:00pm. Vending machines are available for after-hours snacks and beverages.

Meal plans are available to students. If you are interested, please visit the Student Engagement Office for more information.

#### **Campus Housing**

**Microtel** - Johnson College has an arrangement with the Microtel in Dickson City, PA to house students. Each room is furnished with a desk and desk chair, (2) queen size beds with linen provided, a 42" flat screen television, telephone, microfridge and, full bathroom. Bed linens are changed weekly and toiletries and towels are changed daily. Additional amenities include a continental breakfast, access to the fitness facility, meeting room, ice machine, and coin operated washer and dryer.

For additional information, please refer to the Housing Guide located in the Student Engagement Office in the Moffat Student Center.

#### **Computer Labs**

Three computer labs are conveniently located on campus for student use. Computers are equipped with the latest available versions Microsoft Windows and the Office Suite is available online. Computers are also available in the Library / Resource Center for student use. Johnson College also provides wireless access campus wide.

#### **Fitness Center**

The Fitness Center at Johnson College is available free of charge to current students, faculty and staff. Located in the Moffat Student Center, the Fitness Center offers cardiovascular equipment and a selection of free weights. The hours of operation are contingent upon the facility's availability and will be closed on official college holidays.

#### **Gymnasium**

The Gymnasium, located in the Moffat Student Center is available to all current students, faculty and staff upon the facility's availability for "open gym." During open gym students, faculty and staff have the ability to participate in activities such as basketball, dodgeball, flag football, soccer, kickball and other activities. Equipment is available in the Student Engagement Office. Only sneakers or rubber-soled athletic shoes may be used on the gym floors.

### **Library Resource Center**

#### **Uses of the Library Resource Center**

- For preparation of assignments and reports in both the academic and trade/technical/clinical areas.
- Researching technical problems as they arise.

#### **Types of Material Found in the Library/Resource Center**

- **Circulating Books** - the Dewey Decimal Classification System arranges these on open shelves. To find a book, go to the online catalog, Destiny, to determine the Dewey call number.
- **Reference Section** - These include reference books, encyclopedias, handbooks, almanacs, directories, etc. Reference books are not to be removed from the Library.
- **Reserve Materials** - Reserve books/textbooks are located behind the circulation desk and must be obtained from the librarian. Reserve materials are not to be removed from the Library.
- **Periodicals** - The library has more than 100 current periodical subscriptions. Back issues of magazines are shelved in the open stack area in files arranged chronologically.

- **Computer Internet Accessibility** – The library has a number of computers for student use. These computers are available with Microsoft Office. They also have internet accessibility for student research.
- **Online databases** – The Library provides access to millions of articles in scholarly journals, trade publications, and popular magazines through the Library and Information Resources Network (LIRN). More than 50,000 eBooks are available through EBSCO.

#### **Other Services Available**

- **Copy Machine** - A photocopier is available to make copies of magazine articles and pages from books, etc. at ten cents (.10¢) per copy. Students may use the copy machine to fax or scan documents as well.
- **Borrowing Privileges** - Johnson College students may borrow books or request articles through OCLC's Worldshare Interlibrary Loan service. Textbooks cannot be requested.

#### **Policies Regarding Student Use of the Library/Resource Center**

- **Circulation Procedure** - The library has a computerized circulation system. Students must present their Johnson College student identification card each time they check out materials.
- **Loan Period** - Circulating books may be charged out for two (2) weeks with renewal privileges. Reserve books may not be checked out. All magazines are for library use only.
- **Overdue Items** - Failure to return library material and clear outstanding fines will result in a hold being placed on the student's account.
- **Time And Special Requests** - It is urged that students budget their time wisely in fulfilling assignments so that the library can be of maximum benefit. Student should not come to the library at the last minute, as the librarian needs time to assist students in gathering the information they may need. Individual service is what our library is all about.

### **Bookstore**

Johnson College provides students with an on-line bookstore for text purchases. The bookstore can be accessed by visiting <https://jc.ecampus.com/>. The on-line store allows students a variety of choices in their book purchases. Students have options to purchase new or used text materials, or if available, utilize the *book rental* and *eBook* options. Any questions regarding your on-line purchases can be directed to the library located in the Moffat Student Center.

### **Career Services**

Johnson College Career Services offers assistance to students and alumni seeking employment and internship opportunities. Career Services are available to help them to learn about their skills and interests to assist them in exploring career options and information on career choices as well as assistance with resume preparation, job search strategies, career fair preparation and interviewing skills in individual appointments and class presentations. Fall and Spring Career Fairs are held on campus where students and alumni can explore various employment opportunities with a variety of organizations and options for further education.

### **Student ID Card**

The Johnson College Student ID Card is a multi-purpose photo ID card that functions as your:

- Personal Identification
- Library Card
- Admission Card to campus events/activities
- Meal Plan Campus Card
  - o Housing students are required to hold a meal plan.
  - o Commuting students may also add a meal plan their ID card by contacting the Student Business Office in Richmond Hall at (570) 702-8921.
- Jag Card
  - o Any student may add money to a Jag Card for flex meal spending also by contacting the Student Business Office.

All incoming students will be photographed for their Johnson College Student ID Card during Orientation. Student ID Cards will be issued to students during the first week of the semester. Student ID Cards are good for the entire time of your enrollment at Johnson College.

Should a student lose, misplace or destroy a Johnson College Student ID Card, you must contact Network and Systems Administration Office in Woolworth Hall to request a new card. **Please note that there will be a \$10 card replacement fee.**

Johnson College Student ID Cards must be carried at all times and are to be presented at the request of any college official or properly identified security officer. Any alteration or deletion of the photo on the Johnson College Student ID Card will render the card invalid.

### **Lost and Found**

All lost and found items should be immediately reported or turned into the Student Engagement in the Moffat Student Center. A written report will be filed and a log of found items will be maintained, and those items will be placed in a secure area for storage.

### **Health Clearance**

Johnson College requires a Health Clearance Form that must be filled out by a health care provider after a physical exam prior to the start of an academic year of any enrolled student based on housing or a specific program the student is looking to enroll in. Pennsylvania law requires students residing in campus housing to submit documentation of immunization against meningococcal disease (meningitis) before being permitted to live on campus. Other programmatic inoculations may be needed. Please refer to individual program enrollment requirements in the Johnson College Catalog.

## Student Support Services

### Counseling Services

The mission of Counseling Services at Johnson College is to assist students who may be experiencing social, personal, or academic challenges. Counseling Services offers individual sessions to students as well as psychoeducational programming and outreach. Group sessions may be planned as needed. Faculty or staff members may refer students to the Counseling Services or students may self-refer. Students may schedule appointments or just “drop by” as the need dictates. All supportive services on campus are free and confidential. In some cases, the Counselor may decide that a student’s needs would be best met through a community agency. Referrals to off-campus counseling/agencies may be made if a student’s needs exceed the supportive services that we provide on campus.

### Deaf / Hard of Hearing

Students requesting a Sign Language Interpreter should contact the Counselor/Manager of Disability Services as soon as they are accepted to the college. Policies for students utilizing Sign Language Interpreting Services can be found in the Student Handbook. Any questions can be directed to the Counselor/Manager of Disability Services at (570) 702-8956.

### Disability Services

The mission of Disability Services at Johnson College is to provide equal access opportunities, including the establishment and coordination of appropriate accommodations, auxiliary aids and programs to qualified students in accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. The office exercises a reasonable good faith effort to coordinate accommodations designed to enable students with permanent or temporary disabilities to maximize their educational potential. Students must contact the Counselor/Manager of Disability Services to find out what documentation may be required to substantiate the need for accommodations and to make a request for accommodations. Please refer to the Disability Services Policy section of the Student Handbook for additional information or contact the Counselor/Manager of Disability Services by phone at (570) 702-8956.

### Educational Resources

Counseling and Disability Services has a full array of resources available for student use. Students may borrow from a library of books on such subjects as study, test taking or note-taking skills; alcohol or relationship issues; self-esteem building; organizational and time management skills. Students may borrow these items for a semester at a time as needed.

### Student Advising Center

Academic advisors are open to all currently enrolled Johnson College students. Through the Academic Learning Center at Johnson College, you will find support for your academic goals in a friendly atmosphere. One of the many challenges for new students is developing learning and study skills for college level achievement. Our trained advisors are eager to assist you in your college experience by showing you strategies for effective learning, and working with you to improve your academic skills. This includes, but is not limited to, guiding you to find the proper resources to assist with successful strategies in time management, academic advising, tutoring, and studying. Academic Advising is a collaborative relationship between a student and an academic advisor, and it is **the student’s responsibility** to register for the classes they have been advised to enroll in.

### Tutoring

Tutoring opportunities are available for general education and technical area courses, and through a Writing Center. Scheduling of the tutoring session(s) is coordinated through the Library and is dependent on the availability of the tutor and the student. Students may be referred for tutoring by their instructor or they may self-refer. They must register in the Library by completing an Individualized Student/College Agreement. By signing the agreement, the student agrees to attend the scheduled tutoring sessions or to notify the tutorial coordinator and the tutor if they are unable to attend. If the student misses 3 sessions without notifying staff, the contract can be voided. The appointment time slot is then opened for another student.

Evaluations are completed each semester by the tutors and the tutees. There is no additional cost to the student for tutoring services.

Online tutoring is available through the Lackawanna Library System using tutor.com. Students will need a Lackawanna Library System card to access the service. The service is free to all students

## Disability Services Policy

Johnson College provides equal opportunities to students with disabilities admitted through the college's regular admission process. The college recognizes that students with disabilities have a legal right and a responsibility to present to the college requests for reasonable accommodation.

Students seeking accommodations should make contact with Disability Services staff as early as possible in the admissions process. Disability Services reserves the right to ask for any appropriate documentation of disability in order to determine a student's eligibility for accommodations. Appropriate documentation would provide information about the functional limitations imposed by the disability and recommendations for specific accommodations.

### THE LAWS

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against individuals with disabilities. An individual with a disability is a person who:

- has a physical or mental impairment which substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such an impairment; or
- is regarded as having such an impairment.

Section 504 of the Rehabilitation Act of 1973 defines a handicapped person as any individual who has a physical or mental impairment that substantially limits one or more major life activities. Section 504 states:

“No otherwise qualified individual in the United States, shall solely by reason of his / her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (PL 93-112, 2973)

The ADA Amendments Act of 2008 includes several significant changes, which also apply to Section 504:

The definition of “major life activities” was expanded to include reading, concentrating, and thinking.  
The definition of “major bodily functions” has been expanded to include neurological and brain functions.

In the post-secondary environment, colleges and universities are responsible for providing equal access to students who meet the above definition of a disability and for protecting them from discrimination. College and universities are **NOT** responsible for identifying or evaluating students. The goal of accommodation is to ensure equal access and to “level the playing field” versus a guarantee of academic success.

### REASONABLE ACCOMMODATION

A reasonable accommodation is a modification or adjustment to a course, program, service, activity or facility that enables a student with a disability to have an equal opportunity to receive information and demonstrate knowledge. Reasonable accommodations are determined on an individual basis and are based on the nature of the disability. Accommodations cannot require a fundamental alteration of any essential aspects of the program.

Students are encouraged to request accommodations prior to the first day of instruction. However, students have the right to request services at any time during their enrollment. It is always a student's right, and personal choice, to determine if they chose to disclose their disability to Disability Services. Disclosing your disability can be done at any point in the semester, and does not require that accommodations be used. Accommodations cannot be given retroactively if a student makes the choice not to disclose their disability to the Disability Services. Alternatively, if a student does disclose their disability but does not give the accommodation plan to their instructor or request that the plan be sent to their instructor, accommodations will not be granted.

Disability Services cannot retroactively give accommodations if a student does not disclose their disability to Disability Services, or request that the accommodation plan be sent, even in the case that the students feels work submitted or exam scores received do not accurately reflect their abilities.

## **PROCEDURES FOR REQUESTING ACCOMMODATION / SELF-ADVOCACY**

Whereas in high school, accommodations were initiated by the school district, this is not the case in college. The student becomes responsible for seeking out the Counselor/Manager of Disability Services, providing documentation when needed, discussing accommodation strategies, and requesting the use of those accommodations in the classroom. At the college level, students must learn to advocate for themselves in order to receive appropriate accommodation.

To receive accommodation, students must first self-disclose their disability to the Counselor/Manager of Disability Services and then request reasonable and appropriate accommodation. Documentation from a clinician/physician/psychologist may be requested if the functional impact of the disability is not clear. An ADA/Section 504 Accommodation Plan, unique to each student, will be created with the input of the student and the Counselor/Manager of Disability Services.

Students must then present their requests for accommodation to each of his/her faculty members. They must describe the way in which they learn best and request the needed accommodation. It is highly recommended that students complete this process within the first few days of each new semester and not wait until the accommodation is necessary.

Students should convey to their faculty an eagerness to learn and do well in the class. They should meet frequently with the faculty to discuss successes (and failures) if necessary.

If, after meeting with faculty, students feel that they are not receiving the course accommodation specified in their ADA/Section 504 Accommodation Plan, they should immediately contact the Counselor/Manager of Disability Services.

Students can expect that the agreed upon accommodations may differ from class to class depending on the subject matter, the relevancy to the degree desired, and the documentation submitted. Johnson College acknowledges that all students have differing strengths and weaknesses and that because of this, accommodations may differ from one student to another, even when they share the same disability. In reviewing a student's disability-related documentation, the primary consideration is an understanding of how the disability impacts the demands or requirements of each course and/or program. Curricular modifications can be made only if they do not substantially alter content or requirements essential to the program of study.

It is important that students understand their disability and its impact upon their learning/testing, and be able to advocate for themselves. Students should know how to describe their disability, know in what way(s) their disability will affect their learning/testing/participation, and be aware of what they need to help them to succeed at the college level. Appropriate documentation may be requested to support all of this, and the accommodation requested must be consistent with the information contained in the documentation.

Reasonable accommodations often include the following: extended time for test-taking, examinations and/or assignments; a distraction-reduced environment for testing; use of auxiliary equipment (spellcheckers, audio recorders, calculators, word processors); modified exam formats and/or oral exams; peer tutoring for re-teaching or understanding concepts; and the use of note takers/copies of lecture notes.

## **DOCUMENTATION REQUIREMENTS**

Students seeking accommodation for a disability condition should present to the Counselor/Manager of Disability Services documentation from a qualified professional which includes a statement as to how the disability substantially interferes with the student's educational progress, functional limitations, recommendations for appropriate accommodation, and supports needed for the academic environment.

## Students Utilizing Sign Language Interpreting Services

**Confidentiality:** Sign Language interpreters are expected to conduct themselves in a manner consistent with the professional standards set by the Registry of Interpreters of the Deaf (RID) Code of Professional Conduct – Tenet 1.0: Interpreters adhere to standards of confidential communication.

Illustrative behaviors 1.1 states, “Share assignment-related information only on a confidential and ‘as-needed basis’ (e.g., supervisors, interpreter team members, members of the educational team, hiring entities).” Interpreters may at times need to share classroom accommodation related issues with other campus staff on a “need to know” basis. On a regular basis, the Disabilities Office staff uses a team approach in the collaboration and sharing of work-related information. As a result, there will be times when interpreters share typically confidential information about students and work experiences/challenges for the purpose of improving the quality of Johnson College Disability Services.

**First day of class:** The first day of class, plan to arrive a few minutes early and introduce yourself to the interpreter. The interpreter will be looking for you in the first row of the classroom or at the entrance of the classroom. Be sure your seat in each classroom is right for you. It is important that you have a direct line of vision to the instructor, the board or screen, and the interpreter.

1. **Interpreter wait time:** If you are late, the interpreter will wait **10 minutes for a 50-minute class** and **15 minutes** for classes longer than an hour. If you do not arrive to your class within these timelines, the interpreter will leave.
2. **Interpreter no show:** Contact the Disabilities Office if the interpreter does not show-up for class. As a last resort, an audiocassette tape recorder is available from the Disabilities Office to tape the lecture and arrangements can be made for the audiocassette to be transcribed for you as soon as possible.
3. **Communication with your interpreter:** Communicate with your interpreter. If you have problems understanding signs used or any other concerns, discuss the concerns with the interpreter. On the first day of class or early in the semester, let the interpreter know if you will be voicing for yourself or prefer him/her to voice for you. Let the interpreter know your sign preference (ASL, PSE, SE), seating preference and/or concerns you are having that affect your ability to understand the interpreter. If your concerns are not resolved after talking with the interpreter, address your concerns with the Manager of Disabilities.
4. **Questions about class information:** If you have questions about class information, ask the instructor. The interpreter can assist by voicing your question(s) to the instructor. It can be very beneficial to meet with the instructor outside of class time, either during the instructor’s office hours or by making an appointment with the instructor. If you want to talk with the instructor or teaching assistant immediately preceding or following class, it is your responsibility to ask the interpreter if he/she can arrive before or stay after class for this purpose.
5. **Request for interpreters:** If you need an interpreter for any other meeting (such as meeting during an instructor’s office hours), lecture, or class related activity, it is imperative that you provide a written request to the Disabilities Office so that an interpreter can be secured.
6. **Schedule changes:** The Disabilities Office needs a copy of your class schedule and accommodation requests to arrange interpreters. If you need to make a schedule change, please discuss your options with the Manager of Disabilities before making the change to ensure the availability of a service provider.
7. **Academic Advisor:** It is your academic responsibility to establish an on-going relationship with your academic advisor. This should be done during your first semester at the college so that you will have access to information for appropriate course selection during your academic career. If you need an interpreter to meet with your advisor, plan ahead; and submit a written request for an interpreter to the Disabilities Office.
8. **Course syllabus:** It is your responsibility to secure a syllabus (an outline of the main subjects covered throughout the semester) for each class and use it to plan for your assigned readings, exams, presentations, and final exam dates.
9. **Transportation Policy:** Some course assignments may be held off-campus. Students are responsible for arranging their own transportation to and from the off-campus site. Disabilities Office staff and interpreters do not provide transportation for Deaf and Hard of Hearing students to or from campus or other sites. This applies to internships, field placements, group meetings, courses and other placements that may occur off-campus.
10. **Internship Policy:** Students may be involved with internships or field work placements as part of their academic program. Johnson College considers internships and field work placements in the same light as regularly scheduled courses. All of the responsibilities and policies regarding use of services (i.e., interpreting) remain in effect for all students who

earn course credit in field placement and internship programs. These responsibilities are outlined in the No-Show Policy and Responsibility Policies.

- 11. **Appeal process:** For students who are denied support services, (i.e. student requests a classroom interpreter, however, based on previous support services, degree of hearing loss and other pertinent information, this request is denied) an appeal process can be initiated. An appeal form is included in the Johnson College Student Handbook that is located online on the Johnson College website. Specific information about the appeal process is available through the Student Support Services Office.
- 12. **Questions:** The Disability Service Office is here as your ally. If you have any special needs or concerns, please direct them to the Counselor/Manager of Disabilities.

I have read the above document and agree to follow the policy as a student receiving support services from the Disabilities Office at Johnson College.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Manager of Disability Services

\_\_\_\_\_  
Date Signed

## **“No Show” Policy for Deaf/Hard of Hearing Students Utilizing Sign Language Interpreting Services**

Because interpreting services are costly services, it is very important that students assist the Student Support Services Office in using these services wisely. When the Student Support Services Office knows in advance that a student using interpreting services will not be attending a class, the office is often able to reassign or notify the interpreter that his/her services will not be required.

After the **SECOND “No Show/No Call”** per class/per semester by a student utilizing interpreting services, the interpreting services will be suspended for that class. It is the student’s responsibility to arrange a meeting with the Disability Services Coordinator to discuss the situation. After this meeting, interpreting services for that class **will resume**.

After the **THIRD “No Show/No Call”** per class/per semester by a student utilizing interpreting services, the interpreting services will be cancelled for that class. It is the student’s responsibility to arrange a meeting with the Disability Services Coordinator to discuss the status of interpreting service. After this meeting, services **may or may not be reinstated**, depending on the availability of interpreters.

*Interpreters will report student “no shows/no calls” to the Disability Services Coordinator in accordance with the policy stated above. The student is responsible to notify the Disability Services Coordinator of his/her absence even if there is more than one Deaf/Heard of Hearing student in the same class.*

### Guidelines for Notifying the Disability Services Office

**It is important that students using interpreting services email the Disability Services Coordinator no later than one hour before the start of class. Two days notice is preferable when possible.**

I have read the above document and agree to follow the guidelines that delineate my responsibilities as a student receiving support services from the Student Support Services Office at Johnson College.

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Student’s Signature

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Date Signed

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Counselor/Manager of Disability Services

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Date Signed

## **Grievance Procedure for Title IX Of The Education Amendments Of 1972 and Section 504 Of The Rehabilitation Act Of 1973**

### (I). Filing Of Grievances:

- A. Eligibility for filing: Any student or employee, or any individual or group acting on behalf of a student or employee (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX coordinator. Any student or employee, or any individual or group acting on behalf of a handicapped student or handicapped employee may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 coordinator.
- B. Pre-grievance Contract: Prior to the submission of a written grievance to a hearing officer, the grievant(s) may request pre-grievance contact with the respondent alleged to be directly responsible for the violation, and/or with the persons having immediate supervisory authority related to the grievance. These persons may make reasonable efforts to meet with the Title IX or Section 504 coordinator to discuss the grievance that the student(s) or employee(s) wishes to bring to their attention. Such a pre-grievance contact, however, shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance to a hearing officer.
- C. Grievance Filing: Grievances filed with the Title IX coordinator or Section 504 coordinator shall be in writing on a form provided by the coordinator, and shall provide the following information: name and address of grievant(s); nature of alleged violation; names of persons responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant), and any background information the grievant believes to be relevant (e.g., names or groups of other persons affected by the violation, etc.)
- D. Grievance Forms: A grievance form (see next page) shall be prepared by the grievant and the Title IX coordinator or the Section 504 coordinator who will facilitate the filing of the grievance. These forms may be obtained from the Title IX coordinator or from the Section 504 coordinator or any other individual, group, or organization to assist in the preparation of the form or in the filing of the grievance.
- E. Time Limit for Grievance Filing: A grievance must be filed within 60 days of the occurrences of the alleged Title IX violation or the alleged Section 504 violation.
- F. Grievance Provisions: Prior to filing a grievance, the grievant(s) shall be informed of the provisions and their rights, and shall be given a copy of Part V: General Provisions.

### (II). DEFINITIONS:

- A. Grievance: Grievance means a complaint alleging any policy, procedure, or practice, which would be prohibited by Title IX or by section 504.
- B. Title IX: Title IX means Title IX of the Education Amendments of 1972, the 1975 implementing regulation, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.
- C. Section 504: Section 504 means Section 504 of the Rehabilitation Act of 1973, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.
- D. Grievant: Grievant means a student or employee of Johnson College who submits a grievance relevant to Title IX or to Section 504, or an individual or group submitting a grievance on behalf of a student(s) or employee(s).
- E. Johnson College: Any reference to Johnson College means any college, department, sub-unit or program operated by Johnson College.
- F. Title IX Coordinator: Title IX coordinator means the employee(s) designated to coordinate Johnson College's efforts to comply with and carry out its responsibilities under the Title IX regulation.
- G. Section 504 Coordinator: Section 504 coordinator means the employee(s) designated to coordinate Johnson College's efforts to comply with and carry out its responsibilities under the Section 504 regulation.
- H. Respondent: Respondent means a person alleged to be responsible or who may be responsible for the Section 504 or the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or

those persons with supervisory responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

- I. Hearing Officer: Hearing officer means the representative(s) of Johnson College or of its governing body who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.
- J. Grievance Answer: Grievance answer means the written statement of the respondent regarding the grievance allegation and possible corrective action.
- K. Grievance Decision: Grievance Decision means the written statement of a hearing officer of his/her findings regarding the validity of the alleged grievance and the corrective action to be taken.
- L. Day: Day means a working day. The calculation of days specified in this grievance procedure exclude Saturdays, Sundays and holidays. Any time limits set by this procedure may be extended, however, by mutual consent of the grievant(s) and the respondent(s).
- M. Corrective Action: Corrective action means action which is taken by Johnson College to eliminate or modify any policy, procedure, or practice found to be in violation of Title IX or Section 504, or to provide redress to any grievant injured by the identified violation.

(III). Initial Processing Of Grievances:

- A. Notification of Respondents: Within ten (10) days of the filling of a grievance, the Title IX coordinator or Section 504 coordinator shall submit a copy of the completed grievance form to the respondent(s) if requested by the grievant. The respondent(s) shall provide a written grievance answer and return the grievance form to the Title IX or Section 504 coordinator within thirty-(30) days after receipt of the grievance.
- B. Respondent's Grievance Answer: The respondent(s) receiving a copy of a grievance form shall, within thirty-(30) days, submit a written grievance answer to the grievant via the Title IX or Section 504 coordinator. Such answer shall confirm or deny each fact alleged in the grievance, indicate the extent to which the grievance has merit, or indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.
- C. Referral of Grievance and Grievance Answer to Appropriate Processing Level: Within ten (10) days after receipt of the respondent's written grievance answer, the Section 504 or Title IX coordinator shall determine the appropriate level for the first grievance processing and submit a copy of the grievance form and the respondent's grievance answer to the appropriate hearing officer. If no grievance answer has been received from the respondent(s) by the thirtieth (30<sup>th</sup>) day after notification, the Section 504 or Title IX coordinator shall, on the thirty-first (31<sup>st</sup>) day, immediately submit a copy of the grievance form to the appropriate hearing officer along with a notice of non-response from the respondent.

The criteria, which shall be used by the Section 504 or Title IX coordinator in determining the appropriate level for first processing of a grievance, include:

- Level I: Grievance involving policy, procedure or practice of single unit or sub-unit of Johnson College.
- Level II: Grievance involving administrative policy, procedure, or practice of Johnson College.
- Level III: Grievance involving policy for which the Board of Directors is primarily responsible.

The hearing officer selected by the Title IX or Section 504 coordinator at each level shall be:

- Level I: (Examples are: Vice President, Director, Departmental Chairperson, or Supervisor of Non-Instructional Staff.)
- Level II: (Examples are: President (or, if conflict of interest, Board Chairperson).
- Level III: Board of Directors or representative of the Board.

If the Grievance is referred directly to Level II or to Level III for first processing, the Title IX or Section 504 coordinator shall briefly write the reason(s) for this decision on the form.

(IV). Grievance Processing Levels:

- A. Level I:

1. Written Grievance Decision by Level I Hearing Officer - When a grievance and, if applicable, a grievance answer or non-response are referred to Level I for first processing, the Level I hearing officer shall, within thirty (30) days of referral, submit a written grievance decision to the grievant, and if applicable, the respondent, via the Title IX or Section 504 coordinator. The decision shall: a) confirm or deny each fact alleged in the grievance and in the respondent's answer; b) indicate the extent to which the grievance has merit; or c) indicate acceptance or rejection of any redress specified by the grievant or respondent.
2. Acceptance or Rejection of Hearing Decision by the Grievant - If the grievant rejects the Level I hearing decision, he/she shall, within thirty (30) days of the receipt of the hearing decision, notify the Section 504 or Title IX coordinator of his/her intent to appeal the grievance to Level II. This notification shall be in writing. If the Section 504 or Title IX coordinator receives no such notification within this time period, any corrective action specified in the Level I hearing decision shall be taken, and the grievance will be recorded as closed.
3. No Written Decision by Level I Hearing Officer - In the event that no written decision is issued by the Level I hearing officer within thirty (30) days of referral, the Title IX or Section 504 coordinator shall, on the thirty-first (31<sup>st</sup>) day, immediately arrange a date for a Level II hearing and submit the grievance along with a notice of non-response from the Level I hearing officer to the Level II hearing officer.

B. Level II:

1. Scheduling of a Level II Hearing: Notification of Participants - Within five (5) days of the grievant's request to appeal the grievance to Level II, the Title IX or Section 504 coordinator shall arrange a date for a Level II hearing. The coordinator shall notify the grievant, the respondent if applicable, and the Level II hearing officer of the time, place, and minimum duration of the hearing. The hearing shall be held within thirty-(30) days after appeal/referral of the grievance to Level II. If any written materials or records relevant to the grievance are transmitted to the Level II hearing officer by the Title IX or Section 504 coordinator at the time of notification, copies of these materials shall also be transmitted to the grievant and, if applicable, the respondent.
2. Persons Present at the Level II Hearing - Persons present at the informal hearing shall include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and the Level II hearing officer. The Title IX coordinator or Section 504
  - a. coordinator shall be present to act as moderator and recorder. Hearing shall not be open to other persons unless requested or approved by the grievant.
3. Procedures Governing the Conduct of the Level II Hearing -
  - a. Duration: No hearing shall be less than one (1) hour long, unless all parties consent to a shorter hearing. The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title IX or Section 504 coordinator shall moderate the usage of time.
  - b. Grievance Witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
  - c. Questioning of Witnesses: Formal rules of evidence shall not be applied at the Level II grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.
4. Level II Hearing Decision - Within thirty-(30) days after the Level II hearing, the Level II hearing officer shall issue a written decision, which includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant and the respondent via the Section 504 or Title IX coordinator.
5. Acceptance or Rejection of Hearing Decision by the Grievant - If the grievant rejects the Level II hearing decision, he/she shall, within thirty (30) days of the receipt of the hearing decision, notify the Title IX or Section 504 coordinator of his/her intent to appeal the grievance to Level III. This notification shall be in writing. If no such notification is received within this time period, any corrective action specified in the Level II hearing decision shall be taken, and the grievance will be recorded as closed.

6. No Written Decision by Level II Hearing Officer - In the event that no written decision is issued by the Level II hearing officer within thirty-(30) days after the Level II hearing, the Title IX or Section 504 coordinator shall, on the thirty-first (31<sup>st</sup>) day, immediately submit a copy of the grievance form for processing at Level III, along with a formal notification for a Level III hearing, to the governing board of Johnson College or its designated representative(s). The grievance form shall also include a notice of non-response from the Level II hearing officer.

C. Level III:

Grievance hearing conducted by the Board of Directors or the Board's designated representative(s).

1. Processing activities shall occur on the following schedule:

- a) Scheduling of the Hearing: Within thirty (30) days of the grievant's request to appeal the grievance to Level III, the Section 504 or Title IX coordinator shall submit to the Board of Directors or its designated representative(s) a copy of the grievance and a formal notification requesting a date for the Level III hearing. The coordinator shall notify the grievant, the respondent, and the Level III hearing officer(s) of the time, place and minimum duration of the hearing to occur within sixty-(60) days after notifying the Level III hearing officer of the grievance. If any written materials or records relevant to the grievance are transmitted to the Level III hearing officer(s) by the Title IX or Section 504 coordinator prior to the hearing, copies of these materials shall also be transmitted to the grievant and, if applicable, to the respondent.

- b) Conducting the Hearing: The hearing shall be scheduled for and conducted on a date not to exceed sixty-(60) days after the appeal/referral of the grievance to Level III. It should be conducted similar to procedures governing the conduct of the Level II hearing.

2. Level III Hearing Decision - The Board of Directors or the Board's designated representative(s) of Johnson College shall issue a written decision, which includes a statement regarding the validity of the alleged grievance and a specification of any corrective action to be taken. This decision shall constitute the final decision issued pursuant to any grievance.

The Board of Directors or its designated representative(s) shall base all Level III hearing decisions on a majority vote. Any Board member in disagreement with the majority or its designated representative(s) shall have the option to prepare a dissenting opinion for inclusion within the final decision.

A copy of the decision shall be sent to the grievant and the respondent, if applicable, via the Title IX or Section 504 Coordinator. The President shall also receive a copy of the decision.

3. Rejection of Hearing Decision by the Grievant - If the grievant rejects the Level III hearing decision, he/she may notify a state or federal agency having civil rights enforcement power. These agencies are: The Pennsylvania Human Relations Commission and the U.S. Office for Civil Rights.

(V). General Provisions:

- A. Grievant's Right to Information: A grievant(s) may request access to information and records of Johnson College which relate to the validity of the grievance. If such requested information requires an unreasonable cost by the agency/institution, such request may be refused provided that the information is not submitted as evidence by the respondent(s), and that this refusal is considered during the grievance hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, the agency/institution shall reserve the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the grievant.

- B. Grievant's Right to Representation and Assistance:

1. Right to Representation - The grievant(s) has the right to be represented by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The Section 504 or Title IX coordinator shall provide help in identifying such knowledgeable persons or groups.
2. Right to Assistance - The institution/agency shall provide assistance to grievant(s), including access to copies of the Title IX or Section 504 regulation, related guidelines, memoranda, and other relevant materials supplied the institution by the federal government as well as access to public grievance records. In addition, the Title IX or Section 504 coordinator shall provide consultation and assistance in the interpretation of such information and the use of this grievance procedure.

- C. Training of Grievance Hearing Officers: All persons designated as Level I, II and III grievance hearing officers may request training regarding Title IX or Section 504 regulatory requirements and non-discrimination precedents, and the basic principles and operation of this grievance procedure. The Title IX or Section 504 coordinator shall arrange this training. The Title IX or Section 504 coordinator may also provide continuing consultation to hearing officers regarding the civil rights requirements and the implementation of this procedure.

- D. Confidentiality of Grievance Handling: Grievant(s) shall also have the right to determine whether or not their grievance record shall be open or closed to the public. Should grievant(s) decide that the grievance record shall be open to the public, they shall have the additional right to have any matter, which directly or indirectly identifies the grievant removed from all grievance records, or documents open to the public. No record of the grievance shall be entered in the personal file of any student or employee.
- E. Maintenance of Grievance Records: Records shall be kept of each grievance. These shall include, at minimum: the name of the grievant and his/her position at Johnson College; the date of grievance filing; the specific allegation made in the grievance and any corrective action requested; the names of respondents; the levels of processing and the resolution, date and hearing officer(s) at each level; a summary of major points, facts and evidence presented by each party to the grievance; and a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the grievant, and shall be filed for a minimum of three years.
- F. Prohibition of Harassment: No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having used or having helped others use this grievance process.
- G. Role of the Title IX and Section 504 Coordinator(s): It is the primary responsibility of the Title IX and Section 504 coordinator(s) to ensure the effective installation, maintenance, processing, record keeping, and notification required by this grievance procedure.
- H. Financial Responsibility for Grievance Processing: Johnson College shall assume all costs involved in the administration of this grievance procedure.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd./Suite 302  
Arlington, VA 22201  
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the Chief Academic Officer, Johnson College.

The Grievance Form can be found in the appendix of this handbook.

## **Student Organizations and Activities**

### **Student Government Association (SGA)**

SGA is Johnson College's governing body for students and provides students with an opportunity to develop leadership skills while contributing constructively to Johnson College and the student body.

SGA is made up of a cabinet of campus elected student officers, as well as, student representatives from each organization and program area. SGA oversees various areas of campus life and the Johnson College community.

The SGA merchandise cart is located in the Student Engagement Office in the Moffat Student Center. The cart has many items available for purchase with the Johnson College logo. All proceeds support SGA.

### **Social Force**

Social Force is a community service organization for students. Members of Social Force participate in activities such as the Thanksgiving Food Drive, the Holiday Giving Tree, and other community service activities as decided by the members. In addition to serving our local community, Social Force members can also assist with projects, events, and wellness initiatives that serve the campus community.

### **Johnson Activity Group (JAG)**

This organization is an opportunity for students to plan and implement free or low cost social and fun events on and off campus. The fun events they plan include but aren't limited to sporting activities in the gym or off campus, gaming nights (video, board, and cards and etc.), Spring Day which is an interactive, fun day across campus, stress busters during finals week and new ideas that you and JAG come up with. JAG offers students the prospect to boost creative thinking and leadership skills outside the classroom, by conducting regular meetings, planning, promoting, and implementing events, and maintaining an annual budget.

### **Gamer Geekz**

This organization is for students interested in all type of gaming – video, cards and board. Beginners, intermediates, and experts are all welcome! These students meet weekly to play new and old favorites and they also hold gaming tournaments with the chance to win prizes!

### **Intramurals & Recreation**

The Intramural sports program at Johnson College is one component of recreation within Student Engagement. The program is offers dual and team sports for Johnson College students. Intramural activities range from sports such as flag football, basketball, volleyball, etc. It is a great opportunity to compete with your friends and meet other students, faculty, and staff. We also have monthly events on and off campus for students to get involved in a little or no cost! Some of our off-campus events include Whitewater Rafting, Snow tubing, Escape Rooms and more!

### **Peer Academic Leaders (PALs)**

The Peer Academic Leader (PAL) is a role model who supports and encourages all students in his/her academic and personal growth. They serve as role models, mentors, and sources of support for our students. PALs are a resource and referral agent for concerns related to curriculum and academic policies and procedures.

### **Ambassador Program**

The Student Ambassador Program consists of enthusiastic, knowledgeable, reliable students who are charged with assisting the Enrollment Office in the recruitment of potential students and overall student retention for the school.



## Technology Users Responsibility Agreement

Please Read, Sign (on back), & Return

### General Statement

As a part of the physical and social learning infrastructure, Johnson College acquires, develops, and maintains computers, computer systems, and data/communications networks. These resources are intended for college-related purposes, including direct and indirect support of the college's instruction, research, and service missions; of college administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of college technology resources. So, too, however, do the responsibilities and limitations associated with those rights. Technology resources like the use of any other college-provided resource and like any other college-related activity are subject to the normal requirements of legal and ethical behavior within the college community. Thus, legitimate use of technology or data / communications network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

In addition to college owned and operated technology resources, this agreement includes use of personal technology equipment used on the college campus and in the college environment. Use of personal items such as cellular / digital telephones, laptop computers, PDA's and other electronic data / communications devices are subject to usage under certain terms designated by Information Services and/or the college administration. The college is not responsible for damage done to personal property while located on campus or attached to the college's data network. This includes physical damage as well as damage caused by external threats such as viruses, spyware and SPAM e-mail.

The Information Services staff are here to help with all technology needs and support on campus. We support any issues involving any campus owned computer systems or devices. We recognize that Faculty, Staff, and Students require access to campus systems from on and offsite via their personal devices. Because of the variety of hardware, software, and other alternatives, it is not feasible to provide full support for personal devices. As a courtesy, the Johnson College Information Services Team will provide the following limited support of personal devices:

- Accessing the campus wireless network.
- Configuration of remote desktop connections (terminal server access).
- Configure campus email on a device.

Any other issues with personal devices, including anything that prevents the configuration of anything in the previous list, will not be supported by Information Services staff.

Usage of personal devices on campus or when accessing the campus network from offsite, still requires adherence to the Technology Users Responsibility Agreement.

### Policy

All users of technology resources must:

- Comply with all federal, Pennsylvania, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Activities that cause "disruption" of academic or other college activities are prohibited.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or for personal financial gain.
- Refrain from stating or implying that they speak on behalf of the college and from using college trademarks and logos without authorization to do so.
- Ethically use technology and agree not to use any resources for the purpose of cheating academically. The use of network-based instant messaging, text messaging, or telecommunications devices in the classroom is prohibited.
- Refrain from altering, defacing or removing any college owned electronic hardware or its components. This includes the hardware and any connecting cables, parts or fixtures.
- Abide by external resource's end user and privacy agreements including but not limited to Desire2Learn, Office 365, and Wiggio (<http://wiggio.com/terms.html>).
- All college electronic technology resources are intended for college business use only. Refrain from using any college technology resources for the expression of any personal issue(s) or concern(s) of any kind.

The connection of any data/communications devices to college networks is prohibited without the direct permission of the Director of

Information Services or their designee. This includes laptop computers, PDA's or other network based devices physically connected to the network or a wireless connection.

### **Appropriate Technology Usage**

Since all the Johnson College computer systems, software, e-mail and internet connections are college owned, all Johnson College policies for students and employees are in effect at all times when using Johnson College systems, even when they are accessed remotely. Any student or employee who abuses the privilege of access to Johnson College systems, technology, email or equipment may be denied further access to college systems.

Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or any materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. This includes email or internet transmitted jokes that are obscene, x-rated or depict individuals in a derogatory or inflammatory manner. This also includes any disparaging, abusive, profane, or offensive language or materials that would adversely or negatively reflect upon Johnson College or its reputation.

Illegal activities (such as piracy, gambling, extortion, blackmail, or copyright infringement) using Johnson College provided systems, equipment, internet access or technology is forbidden.

### **Enforcement**

Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. Users who violate this policy may be denied access to college technology resources. This may include a temporary suspension or access blockage to an account. In more extreme circumstances, users may be subject to other penalties and disciplinary action as described in the Johnson College Staff Information Guide or the Student Handbook. Employee discipline could be up to and including termination of employment. Student discipline could be up to or include termination from programs of study within the college. Both employee and student violations could result in notification to appropriate law enforcement authorities outside of the college.

### **Security and Privacy**

The college employs various measures to protect the security of its technology resources and of their users' accounts. Users should be aware, however, that the college cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. The sharing of passwords or logging onto any college system with another user's credentials is prohibited and subject to disciplinary action.

Users should also be aware that their uses of college technology resources are not completely private. While the college does not routinely monitor individual usage of its technology resources, the normal operation and maintenance of the technology resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The college may also specifically monitor the activity and accounts of individual users of college technology resources, including individual login sessions and communications, without notice, when (a) it reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability; (b) there is reasonable cause to believe that the user has violated, or is violating, this policy; (c) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (d) it is otherwise required or permitted by law. Any such individual monitoring, other than that specified in "(a)", required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by an administrator of the college.

The college, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings.

### **Agreement**

As a user of Johnson College technology resources and as a precondition to my technology usage, I agree to all established policies and procedures related to data security, confidentiality, software copyright and computer information resource usage. I have read and understand my responsibility and agree to abide by the security procedures as stated above; detailed in the Johnson College Policy, and any that may be conditional by the software manufacturer.

## Compliance with the Higher Education Opportunity Act Peer-to-Peer (P2P) File Sharing Requirements

### Introduction

H.R. 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties.
- A plan to “effectively combat the unauthorized distribution of copyrighted materials” by users of its network, including “the use of one or more technology-based deterrents”.
- A plan to “offer alternatives to illegal downloading”.

### Copyright Law and Johnson College’s Policy

Copyright law provides protections to creators of works against the unauthorized duplication and distribution of the works. In exchange for these protections, the public is provided with specific rights for “Fair Use” of copyrighted works. More specifics about copyright law and fair use are available at the following sites:

- The US Copyright Office: <http://www.copyright.gov>
- The Copyright Office’s FAQ page: <http://www.copyright.gov/help/faq/>
- The Electronic Frontier Foundation fair use FAQ: [http://eff.org/IP/eff\\_fair\\_use\\_faq.php](http://eff.org/IP/eff_fair_use_faq.php)

Since such activity is illegal, it is of course prohibited by the general college policy, and covered by the disciplinary procedures in our student and employee handbooks. In addition, using Johnson College’s network or any other Johnson College technology resource to copy, store, and/or distribute copyright-infringing material is specifically prohibited by the [Acceptable Use Policy](#).

Every user is responsible for his or her own compliance with the law. Using the Johnson College network does not in any way shield you from potential law enforcement actions; users who download or distribute copyrighted works may face civil or criminal penalties in addition to sanctions based on college policy.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at <http://www.copyright.gov>, especially their FAQ's at <http://www.copyright.gov/help/faq>.

### Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material

Currently, Johnson College’s firewall, Threat Management Gateway, is used to block all peer-to-peer applications identified by their application signature and/or network traffic. This device is continually monitored and updated regularly to ensure currency. If we observe continued high bandwidth consumption on the Johnson College network, we will contact such users to ensure that their bandwidth consumption is the result of legal purposes only.

### Alternatives to Illegal File Sharing

Educause maintains a comprehensive list of [Legal Downloading Resources](#). Members of the Johnson College community are encouraged to take advantage of these legitimate sources of digital content.

### Reviewing Effectiveness

Compared to our peers, Johnson College receives remarkably few peer to peer file sharing takedown notices. We will continue to monitor these notices to watch for unexpected increases that would require additional measures.

## **Johnson College Community Code of Ethics**

Johnson College, as a community dedicated to providing a quality technical education to its students, stresses the importance of living by an acceptable set of standards. We challenge our students to follow the college's "Code of Ethics" as outlined below.

Each student should:

1. Show respect for fellow students.
2. Show respect for all college personnel.
3. Become familiar with college regulations.
4. Abide by college regulations.
5. Accept the responsibility of enforcing college regulations.
6. Show respect for college property.
7. Show respect for fellow students' property.
8. Use college facilities constructively.
9. Display college pride by actions on campus and in the community.
10. Be conscious of personal appearance and maintain an acceptable appearance.
11. Strengthen the college's traditions and high reputation.
12. Cooperate with fellow students and staff in college activities.
13. Be punctual at all times.
14. Strive to develop talents and abilities to the fullest.
15. Do what is right even when it is unpopular.

### **Off-Campus Activity**

The student conduct code is in effect on and off campus; therefore, students must display behavior that reflects favorably on them, the College, and the community. Students charged with violations of state law committed off campus shall be subject to College disciplinary proceedings if the action poses a threat to the mission of the College or to the health and safety of its members. This may include an involuntary leave of absence until the case has been resolved. After legal resolution, the College may take further disciplinary action. Johnson College has a cooperative working relationship with the Scranton Police Department and nearby law enforcement jurisdictions including the Pennsylvania State Police.

### **Tobacco Restricted Campus**

Johnson College has adopted a Tobacco Restricted Campus policy. This restriction includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems. All faculty, staff, students, guests and visitors are expected to adhere to the policy guidelines. The use of tobacco and the other items listed above will be confined to specific "Designated Tobacco Zones" around campus. (Please note the Campus Map earlier in this document that indicates the Designated Tobacco Zones.)

The Zones include areas near the Science Building, Diesel Building, Woolworth Building, Weaver Building and the Student Housing units. Please keep in mind that there is NOT a Designated Tobacco Zone outside each building on campus. In particular, there is NOT a Designated Tobacco Zone outside of Richmond Hall or the Moffat Student Center.

Also keep in mind that any open area is considered a Tobacco Free Zone. For example, using a tobacco product is prohibited as you walk from your car to a building on campus.

Those found in violation of the Tobacco Restricted Campus policy may be subject to general Policy Violation sanctions on campus, which can include but are not limited to: a written warning, fine, suspension from campus activities or events.

If you have any questions or concerns, please contact the Student Engagement office at (570) 702-8912.

Thank you for your cooperation!

## Student Conduct Policies

Any student found to have committed the following misconduct is subject to the disciplinary sanctions.

### **A. Conduct That Impacts the Common Good of the Community**

Johnson College strives to create an atmosphere that supports the mission of the College. Students should be able to live and learn in an environment that is orderly, peaceful, and free of disturbances that impede an individual's growth and development. Respect for the rights of others and for the College and its property are essential expectations for each Johnson College student. The following restrictions are seen as necessary for fostering a positive community. Their violation will result in disciplinary action.

1. **Unauthorized Entry.** Unauthorized entry to or use of a College or private room, building, structure, vehicle, or facility.
2. **Disorderly Conduct.** Conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.
3. **Dangerous Objects.** Illegal or unauthorized possession of any firearms, explosives, other weapons, or dangerous chemicals, whether in proper working condition or not.
4. **Safety Regulations.** Including but not limited to:
  - a. Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
  - b. Unauthorized possession, use, or alteration of any College-owned emergency or safety equipment.
  - c. Failure to evacuate a building or other structure during an emergency, or during emergency drills.
  - d. Actions that create a substantial risk such that the safety of an individual is compromised.
5. **Arson.** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
6. **Disruption.** Including but not limited to:
  - a. Disruption or obstruction of teaching, research, administration, or other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
  - b. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operations of the College; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  - c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
7. **Failure to Abide by Federal, State, and/or Local Laws.** Violation of federal, state, and/or local laws.
8. **College Policies.** Violation of published College policies, rules, and regulations. NOTE: For example, tobacco restricted campus regulations.

### **B. Conduct Associated With Personal Responsibility and Integrity**

The Johnson College community strongly promotes a personal values system that focuses on each person taking responsibility for her/his own actions, and on maintaining dignity and truth. The following restrictions outline the parameters within which each individual shall be held responsible. Their violation will result in disciplinary action.

1. **Acts of Dishonesty.** Including but not limited to:
  - a. Providing false information to any College official, faculty member or office.
  - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - c. Aiding, abetting, or procuring another person to violate a College policy.NOTE: Policies regarding academics are not covered by this policy. For more information on academics, see the Johnson College Catalog.
2. **Student Identification.** Manufacture, sale, possession or use of altered or another person's documents, including those used for identification either on campus or in the College community. Failure to show proper student identification or other

identification to any faculty, staff, or student staff in the performance of her/his official duties. All students are required to carry their identification with them at all times.

3. **Failure to Comply.** Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in performance of their duties and/or interference with faculty, staff, or student staff acting in the performance of their official duties.
4. **Damage to Property.** Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property.
5. **Theft.** Including but not limited to:
  - a. Attempted or actual theft of College property or services or property belonging to any member of the College community.
  - b. The unauthorized possession of stolen property, College property, or property belonging to any member of the College community.
  - c. Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.
  - d. Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.
6. **Alcohol Policy.** The College is concerned with the use and abuse of alcohol, as it is with other drugs. A person is as responsible for his/her behavior when s/he has been drinking as when s/he has not been drinking. The alcohol policy states that the consumption of alcohol in conjunction with the violation of any College policy can result in a more severe disciplinary sanction.
  - a. Students may not use, possess, distribute, sell or be knowingly in the presence of alcoholic beverages on the college campus.
  - b. Behavior by an intoxicated person such that he or she becomes a public nuisance is prohibited.
7. **Drug Policy.** Students may not use, possess, distribute or be knowingly in the presence of narcotics or other controlled substances except as expressly permitted by law.

NOTE: GOOD SAMARITAN/MEDICAL AMNESTY POLICY- Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services. Student welfare is a primary concern. Everyone is responsible for creating a healthy community that cares for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication. To seek medical assistance, please call 911. Students who seek medical assistance for themselves (Medical Amnesty) or another person (Good Samaritan) due to intoxication of alcohol and/or drugs will not normally be subject to the discipline process, except when it has been determined that another violation of College policy has occurred.

8. **Abuse of the Student Conduct System.** Including, but not limited to:
  - a. Failure to obey the summons of a student conduct body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a student conduct body.
  - c. Disruption or interference with the orderly administration of a student conduct proceeding.
  - d. Institution of a student conduct proceeding knowingly without cause by filing a false report or statement.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system through intimidation or any other means.
  - f. Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Code of Conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
9. **Drug Paraphernalia.** Any items that can be utilized for or are designed for the use of drugs (e.g., bowls, bongs, hookahs etc.) are not allowed on campus property.

10. **Electronic Use Policy.** Misuse or abuse of the college computer system, wireless network and internet, voice mail or telephone services as defined by the college. This includes but is not limited to:
  - a. Unauthorized use or abuse of your computer account, including failure to safeguard UserIDs and passwords.
  - b. Sending abusive or threatening messages to students, faculty, or staff.
  - c. Repeatedly sending messages with no appropriate intent.
  - d. Accessing a student or staff account without authorization.
  - e. Using a college office account to send messages without authorization.
  - f. Failure to comply with college technology policies.
  - g. Illegal use including but not limited to illegal downloading, uploading, or use of file sharing programs with regard to copyrighted materials.
  
11. **Surreptitious Electronic Use.** Any unauthorized use of electronic or other devices to surreptitiously make an audio, video, photographic, or digital record of any person while on College premises without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in the locker room or restroom.
  
12. **Alcohol Paraphernalia.**
  - a. The possession of any implement or equipment that can be used to for the rapid consumption of alcoholic beverages is prohibited (e.g. Funnels, beer pong tables, etc.)
  - b. Displays or collections of containers used to contain alcohol (e.g. Bottles, cans, boxes, etc.) are not permitted, even if empty.

**C. Conduct That Violates the Health and/or Safety of an Individual**

Respect for the rights of personal safety and individual liberties are fundamental expectations of any academic community. The following restrictions are designed to protect the health and/or safety of the individual.

1. **Harassment.** Includes such acts as, but is not limited to:
  - a. Attempting or threatening to subject another person to unwanted physical contact.
  - b. Stalking any person by any means including by physical, electronic, written or telephonic means.
  - c. Persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.
  - d. Directing obscene language or gestures at another person or group of people in a threatening manner.
2. **Hazing.** Any activity that humiliates, degrades, abuses or which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at Johnson College . Hazing can occur regardless of the person's willingness to participate.

NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.

3. **Physical Assault.** Including but not limited to:
  - a. Inflicting bodily harm upon any person.
  - b. Taking any action for the purpose of inflicting harm upon any person.
  - c. Threatened use of force upon any person.
  - d. Subjecting another person to unwanted physical contact.
  
4. **Reckless Endangerment.** Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
  - a. Objects or people on window ledges.
  - b. Use of weapons of any kind for any purpose.
  - c. Throwing objects, e.g., snowballs.
  - d. Use of fireworks.
  - e. Jeopardizing the physical or emotional safety of oneself or another.
  
5. **Rape.** The act of sexual intercourse without affirmative consent (see definition below) or with someone who is incapable of affirmative consent.

6. **Sexual Assault.** Including but not limited to:
  - a. Any intentional and uninvited sexually explicit touching, or attempt or threat of such touching.
  - b. Any engagement in sexual activity with another person without their affirmative consent.
  - c. Sexual Violence including sexual battery and/or sexual coercion.

NOTE: Definition of Affirmative Consent- Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
  - Consent may be initially given but withdrawn at any time.
  - Consent cannot be given with a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
  - Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
  - When consent is withdrawn or can no longer be given, sexual activity must stop.
7. **Sexual Harassment.** Sexual harassment in the educational setting is a form of discrimination on the basis of sex which includes unwelcome sexual advances, requests for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature which denies or limits a student's ability to participate in or to receive benefits, services and opportunities in the College's programs. Conduct of a sexual nature (verbal, non-verbal, or physical), which creates an intimidating, hostile, or offensive environment is prohibited.
  8. **Bias-Related Harassment.** Harassment based on race, color, age, religion, or national origin, disability, sexual orientation, gender identity or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's race, color, gender identity or national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities. Such bias-related acts may subject the offender(s) to more serious levels of sanctioning.
  9. **Dating Violence.** Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.
  10. **Domestic Violence.** Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

NOTE: Students' Bill of Rights

Johnson College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College -wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus or off campus. All students have the right to:

- Make a report to local law enforcement or state police;
- Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;

- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services where available.
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the institution, the accused, and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination which shall be considered by a panel, not a single person.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.
- Options in Brief- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
  - Receive resources, such as counseling and medical attention;
  - Confidentially or anonymously disclose a crime or violation
  - Make a report to any employee and/or local law enforcement

#### **D. Regulations Specific to On Campus Living**

Please see the Housing Guide located on the Johnson College website located <https://www.johnson.edu/wp-content/uploads/2018/03/Housing-Guide-18-19.pdf> .

### **Student Conduct Process and Procedures**

#### **Purpose:**

- Provide students due process while informing them how to be responsible members of the Johnson College community.
- Assist the campus in maintaining an educational environment that is safe, inclusive, and respectful.
- Appropriately sanction a student that violates a college policy.

**Incidents-** An incident takes place when a student's conduct on campus and/or at College-related event adversely affects the individual or the community. The Director of Student Engagement will determine when the College will take action for allegations of off-campus misconduct that also violate College policy and/or federal, state and/or local laws.

**Incident Reports-** When the Student Engagement Office receives an incident report, The Director of Student Engagement reviews the report and determines alleged policy violations. Based on the report, alleged policy violation(s), as well as, the student's conduct record, the Director of Student Engagement will determine the type of disciplinary meeting/hearing (listed below) necessary for handling the case.

**Allegation Letters-** The allegation letter will outline for the student:

- A brief summary of the student's alleged behavior during the incident.
- The alleged policy violation(s)
- The time, location, and type of disciplinary meeting/hearing.

Additionally, a copy of the incident report will be provided to the student with the allegation letter.

- The allegation letter is drafted by the Director of Student Engagement. A meeting will be scheduled no later than (2) business days after the incident.
- An electronic copy of the allegation letter is delivered to the student via the student's Johnson College email. Additionally, the Student Engagement Office will attempt to deliver a hard copy of the allegation letter to the student.

**Disciplinary Meetings and Hearings-** Conduct bodies will hear cases concerning alleged policy violations and determine responsibility and if applicable, appropriate sanctions.

- **Disciplinary Meetings-** The accused student will meet with the Director of Student Engagement to discuss the incident. During the meeting, the Director of Student Engagement will make a decision of the student's responsibility based on the incident report and testimony of the accused student. A signed Decision Letter will serve as an acceptance of the finding and sanction(s). If the accused student does not agree with the decision of the Director of Student Engagement, the matter will be referred to a Disciplinary Hearing. If the accused student fails to appear for a Disciplinary Meeting, the Director of Student Engagement will determine a decision of the student's responsibility based on the incident report.
- **Disciplinary Hearings-** The accused student will meet with a hearing body (composed of 1 student and 2 faculty/staff). The Director of Student Engagement will also attend the hearing as the moderator and to take notes in case of an appeal. Hearings, rather than meetings are held when:
  - The accused student's allegations are of very serious misconduct (sanctions may result in a recommendation of suspension or dismissal),
  - There is a need for witness testimony to determine responsibility (witnesses will notified of a request of their attendance when allegation letters are sent), or
  - As a result of a request by the student during a Disciplinary Meeting.

At the end of the Disciplinary Hearing, the hearing body will make a decision of the student's responsibility based on the incident report and testimony of the accused student and witnesses. Additionally, the body will determine appropriate sanctions if the accused student is found responsible for violating any policies. The Director of Student Engagement will send an electronic copy of the decision letter to the accused student's Johnson College email. Additionally, the Student Engagement Office will send a hard copy of the decision letter to the student.

**Decision Letters-** The decision letter will outline for the student:

- A brief summary of the student's alleged behavior during the incident.
- A list of policy violation(s) with written explanation.
- A list of assigned sanctions.

**Appeals-** Students may appeal the decision made by a hearing body through a Disciplinary Hearing. The written appeal must be submitted to the Director of Student Engagement within (3) business days of the date of the decision letter. While making a decision, the Director of Student Engagement will consider the appeal, testimony made during the Disciplinary Hearing, as well as, the incident report. Students may appeal a decision for the following reasons only:

- **Procedural Error-** The Disciplinary Hearing was not conducted fairly in that the accused student did not have a reasonable opportunity to prepare and/or present a rebuttal of the allegations.
- **Unsupported Conclusion-** The facts in the case were not sufficient enough to establish that a policy was violated.
- **Disproportionate Sanction-** The sanction imposed was not appropriate for the violation.
- **New Evidence-** Relevant/Sufficient facts that were not known during the Disciplinary Hearing would alter the decision.

After reviewing the appeal, the Director of Student Engagement will:

- Uphold the finding and sanction from the Disciplinary Hearing body.
- Modify (without increasing) the finding and/or sanction from the Disciplinary Hearing body.
- Determine if a new Disciplinary Hearing should take place.

The Director of Student Engagement will send an electronic copy of the appeal decision letter to the accused student's Johnson College email. Additionally, the Student Engagement Office will send a hard copy of the decision letter to the student.

## **Sanctions**

The purpose of sanctioning a student that violates a college policy is to:

- Educate and help develop the student to show their behavior/choice(s) impact themselves and others.
- Hold the student responsible for their conduct.
- Support the student to make better decisions in their future.

Each incident is different, involving many factors and is therefore difficult to prescribe standardized sanctions for all violations. The following will be considered while determining sanctions:

- Mandatory minimum sanctions for certain policy violations
- How to best support and educate the student while holding the student responsible for their decision.
- The sanction should be appropriate for the policy violated.
- If applicable, the student's conduct record.

Sanction Examples- The following are commonly used sanctions. In some cases, multiple sanctions may be necessary.

- Reprimand- A written warning to the student that her/his actions are inappropriate, and that the individual must act more responsibly in the future.
- Apology Letter
- Reflection/Research Paper
- Loss of Privileges- Denial of privileges for a designated period of time. These include, but are not limited to: possessing particular items on campus (ie. automobiles), hosting guests, etc.
- Restitution- Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Counseling- The student must attend an assessment and/or session with the Counselor by a specific date. The student is required to follow all recommendations made by the Counselor as a result of the assessment.
- Housing Reassignment- The student is moved to another campus residence because the behavior merits relocation.
- Housing Probation- A designated period of time in which, if the student is again found responsible for additional policy violations, the student will likely receive more severe sanctions than if the student was not on probation.
- Housing Deferred Suspension- A designated period of time in which, if the student is again found responsible for additional policy violations, the student will likely be dismissed from campus housing and restricted from campus housing for a designated period of time.
- Housing Suspension- The student will be dismissed from campus housing and restricted from campus housing for a designated period of time.
- Housing Dismissal- The student is permanently restricted from campus housing.
- Disciplinary Probation- A notice to the student that her/his actions are of a serious nature within the College community. This sanction shall be primarily used in cases of serious or consistent policy violations. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status at Johnson College.
- Deferred Suspension- A definite period of observation and review. If a student is again found responsible for any further College policy violations including failure to complete previously imposed sanctions or adhere to previously imposed conditions, the student will automatically be recommended for suspension for a minimum of one semester.
- Disciplinary Suspension- A recommendation to the Suspension Review Panel that calls for the separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The Suspension Review Panel shall review the recommendation and determine the final sanction, pending appeal.
- Disciplinary Dismissal- A recommendation to the Suspension Review Panel that calls for permanent separation of the student from the College. The Suspension Review Panel shall review the recommendation and determine the final sanction, pending appeal.
- Interim Sanctions- In certain circumstances, the Director of Student Engagement and/or the Senior Director of Academics may impose a Disciplinary/Housing Suspension or other sanctions prior to the disciplinary meeting/hearing. The purpose of an interim sanction is to ensure the safety and well-being of members of the community or preservation of College property; or to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption of or interference with the normal operations of the College.

#### Minimum Sanctions-

The minimum sanctions for typical Alcohol Policy violations likely to be assigned are as follows:

- First Offense
  - (6) months Disciplinary and/or Housing Probation.
  - (8) hours on campus community service.
  - 1-page reflection paper.
- Second Offense
  - Deferred Suspension and/or Deferred Housing Suspension until graduation.
  - Counseling Assessment.
  - (15) hours of campus community service.
  - Paper outlining necessary steps to be a successful student with an action plan to reach graduation.
- Third Offense
  - Disciplinary Suspension for remainder of semester and (1) additional fall/spring semester.

- Before Returning- Meeting with Senior Director of Academics, Director of Student Engagement, and Counselor to discuss action plan for graduation.
- Once Returned- Deferred Suspension and/or Deferred Housing Suspension until graduation.

The minimum sanctions for typical Drug Policy violations likely to be assigned are as follows:

- First Offense
  - Deferred Suspension and/or Deferred Housing Suspension until graduation.
  - Counseling Assessment.
  - (15) hours of campus community service.
  - Paper outlining necessary steps to be a successful student with an action plan to reach graduation.
- Second Offense
  - Disciplinary Suspension for remainder of semester and (1) additional fall/spring semester.
  - Before Returning-
    - Meeting with Senior Director of Academics, Director of Student Engagement, and Counselor to discuss action plan for graduation.
    - Completion of a Drug Treatment or Counseling Program.
  - Once Returned- Deferred Suspension and/or Deferred Housing Suspension until graduation.

Johnson College has a zero tolerance stance for violence. The minimum sanctions for Health and/or Safety of an Individual Policies violations likely to be assigned are as follows:

- Disciplinary Suspension for remainder of semester and (1) additional fall/spring semester.
- Before Returning- Meeting with members of Academics, Student Engagement, and the Counselor to discuss action plan for graduation.
- Once Returned- Deferred Suspension and/or Deferred Housing Suspension until graduation.

## **Parking Regulations / Transportation**

### **Public Transportation:**

Many students use public transportation. The County of Lackawanna Transit Systems (COLTS) bus transportation system buses stop at the main entrance to the campus. Schedules can be acquired in the local telephone directory, by calling COLTS for updates to their schedule, or online at [www.coltsbus.com](http://www.coltsbus.com)

### **Parking on Campus:**

Driving and parking on campus is a privilege and benefit that is provided to enrolled students. It is available to students that respect this convenience and observe the parking regulations.

In order to park in campus parking lots, students must register their vehicles with the Student Engagement Department and receive a parking permit. Students may request parking permits for multiple vehicles if they anticipate driving more than one vehicle to campus. Parking permits must be hanging from your rear view mirror and visible at all times.

The Student Engagement is responsible for enforcing campus parking regulations and any fines given for violation of the parking policies.

The Johnson College Parking Regulations and information on Parking Fines is described below. Students are urged to read and observe all parking regulations.

### **Parking Regulations:**

All students must observe the following regulations:

1. All student vehicles parked on campus must be registered with the Office of Student Engagement and have a current parking permit hanging from the rear view mirror.
2. All student vehicles must be parked in the areas provided for general / student parking.
3. Students are not permitted to park:
  - in a handicap designated parking spot unless the student displays appropriate handicap parking credentials on their car and has a legitimate need for such a parking spot.
  - in any designated red Staff/Faculty and visitor parking area.
  - in any parking spot that is identified by a "Reserved" sign.
  - in any area designated as a "No Parking" zone.
  - on any non-paved area that was not intended to be a parking area.

4. All parking will be available on a first come, first served basis.
5. All students should lock their vehicle and take appropriate precautions to protect their personal belongings. Johnson College accepts no responsibility for damage to or theft from any vehicle parked on its campus.
6. Campus visitors must park in the visitor's parking area only.
7. Johnson College reserves the right to inspect any vehicle driven on or parked on its campus at any time and for any reason. Refusal to comply with this requirement will immediately revoke campus parking privileges.

**Parking Fines:**

If a student is parked in an area not designated for student parking or the student's car does not properly display a parking tag, the student's car will be issued a ticket. The cost of the ticket will be determined by the type of violation. Monetary fines for parking violations are \$50 minimum and range upward. Handicap parking violations will be assessed at \$50.

1. If the student is found to be parked illegally for a second time (repeat violation), the student will receive a Repeat Offender ticket at DOUBLE the amount of the violation fine.
2. If a student is parked illegally for a third time (repeat offender), the student will receive a Repeat Offender ticket at TRIPLE the violation fine and we will adhere a VIOLATION STICKER on their driver's side window.
3. If there is a fourth violation, the student will be brought before a conduct board to determine appropriate sanctions. Sanctions may include, but are not limited to revoking parking privileges, inability to register for classes or inability to obtain transcripts and grades.

Any appeals must be filed with the Student Engagement Office within 48 hours of the violation.

**Advertising Guidelines**

**Bulletin Boards**

Permission to mount posters and notices on any bulletin board or wall surface on campus must be obtained from the Director of Student Engagement. Requests to post on-campus events, community events or general announcements on the digital signage boards located in Moffat, Weaver, and Richmond Halls can be sent to Student Engagement. All requests will be reviewed and then added to the rotation

**Private Fundraising**

Students are prohibited from conducting private fundraising campaigns using the College name (Johnson College). Examples of private fundraising include, but are not limited to flyers, websites, and GoFundMe campaigns for student benefit or to benefit outside constituencies without the permission of the Director of Student Engagement. The purpose of this restriction is to eliminate association with private fundraising initiatives due to the potential for inaccurate or misleading information not authorized by College personnel.

## Drug-Free College and Workplace Statement

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, Johnson College is hereby declared a drug and alcohol free college and workplace.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to Johnson College, including grounds, parking areas, anywhere within the buildings, or while participating in college-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Johnson College will take one or more of the following actions within thirty (30) days with respect to any student or employee who violates this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including expulsion from school or termination of employment.
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In conformance with the law, Johnson College will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

In accordance with Pennsylvania law:

- The legal drinking age in Pennsylvania is 21; persons under the age of 21 may not consume, purchase or possess alcohol.
- It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
- It is unlawful for persons under the age of 21 to misrepresent one's age for the purpose of purchasing alcoholic beverages.
- It is illegal to possess, consume, and or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines and barbiturates.

Illegal drugs include but are not limited to the following non-prescription substances:

- Narcotics - opium, heroin, morphine and synthetic substitutes
- Depressants - chloral hydrate, barbiturates and methaqualone
- Stimulants - cocaine (and derivatives such as crack) and amphetamines
- Hallucinogens - LSD, mescaline, PCP, peyote, psilocybin and MDMA
- Cannabis - marijuana and hashish

Alcohol includes: Beer, wine, grain alcohol and liquor

The college reserves the right to inspect any vehicle driven or parked on campus at any time and for any reason. Refusal to comply will immediately revoke parking privileges on campus.

Persons convicted for violations of the Drug-Free Schools and Communities Act, law #101-226, may have legal sanctions imposed against them.

Johnson College is dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The college recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life: i.e., relationships, family, job, college, physical and emotional health.

Any student or employee who suspects they may be at risk or who knows someone, who is, is invited to seek services, which can help.

The college maintains drug and alcohol education information and a list of counseling, treatment and support services, which can be obtained in the Student Support Services office, located in the Moffat Student Center.

Johnson College has also designated a contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential to the extent permitted by law. The contact person on campus is the Counselor/Manager of Disabilities, located in the Moffat Student Center.

## Health and Safety

### **Emergency Procedures**

#### **Emergency Contact Information:**

Members of the Campus Community should use the following numbers to call for assistance in the event of an emergency or any situation where there is concern about safety or security.

- **Lackawanna County Emergency Management Agency** (police, fire, or medical emergency)  
Using Campus Phone: **9-1-1**; Using cellular or non-campus phone: **9-1-1**
- **Campus Emergency Contacts (M-F from 8:00am-4:30pm)**      **Maintenance Dept. (M-F)**  
Extension **8989** rings to Emergency Response Team      **570-862-9060**
- **Johnson College Security (Kraver Security Services)**
  - **M-F from 7pm – 11pm**
  - Contact evening guard (**570**) **955-7921** or Dial 9-1-1 (Lackawanna County Emergency Management Agency).

#### **How to Report Non-Emergency Crimes or Incidents:**

All students, employees, and campus visitors should promptly report non-emergency criminal incidents or accidents to the Johnson College Emergency Response number (570) 702-8989 or Stephenie Vergnetti, Senior Director of Organizational Development. The Senior Director of Organizational Development is located in Richmond Hall. All crimes involving violence, major property loss, or any felony are reported by the Director of Student Engagement to the Scranton Police Department.

Stephenie Vergnetti, Senior Director of Organizational Development  
Richmond Hall, (570) 702-8944

Incidents may also be reported to:

- Faculty/Staff - Human Resources: (570) 702-8906
- Student: (570) 702-8912
- Facilities: (570) 702-8933

#### **In case of -**

##### **Fire:**

In case of fire, it is of utmost importance that the area involved be evacuated as quickly and safely as possible. Building evacuation instructions, indicating the nearest exits, etc., are posted in each classroom and all exits are clearly marked. Faculty members will instruct students in their classes, at the beginning of each semester, in proper fire procedures and evacuation routes. All students are expected to be familiar with these procedures.

At no time should a fire alarm be presumed to be a false alarm or drill. For maximum safety, all persons should leave the building in the event of the sounding of a fire alarm.

No one should return to the building until campus Safety and Security personnel, faculty, and/or administrative staff gives an “all clear”.

**NOTE:** Because of fire and safety codes, no two-wheel, gasoline powered vehicles (moped, motorcycle), may be brought into any building interior or parked under any building overhang. Bicycles should be left securely affixed to bicycle racks and not brought into buildings where they could block exit ways or hallways.

#### Procedure:

- Evacuate the building at the nearest exit immediately.
- Take your personal belongings only if you can do so without jeopardizing safety.
- While exiting building, close doors behind you, notify occupants, and activate nearest fire alarm pull station.
- **Call 9-1-1** or Johnson College Security after you evacuate the building.

#### **Medical Emergency:**

- **Call • 9-1-1 first** and then Johnson College Security.
- Provide your name, Johnson College building location, a description of the medical emergency and the number of people injured.
- Stay on the phone until emergency responders arrive or until relieved.

**Severe Weather:**

- Immediately seek shelter in the lowest level of this building.
- Put as many walls between you and the outdoors as possible.
- Stay away from outside windows.
- If outside, go inside the nearest building to Shelter- in-Place.

**Gas Leak:**

- Call 1-800-228-1110 and the Maintenance Department

**Suspicious or Threatening Behavior:**

- **Call 9-1-1** or a Johnson College Security contact from a safe location with information.
- Do not physically confront the person exhibiting suspicious or threatening behavior.
- Do not attempt to block a person's access to an exit.

**Active Shooter or Threatening Situation/“Shelter-In-Place”:**

You may be notified to evacuate your location or establish a Shelter- In- Place. If that happens, use this information as a reference:

Lockdown/Shelter-in-Place:

- Lock and barricade doors, close blinds, block windows, turn off lights.
- Turn off radios, computer screens or anything that would indicate people are in your location
- Silence cell phones when not communicating with authorities.
- Stay calm, quiet and out of sight.
- Take cover behind sturdy fixtures (e.g. concrete walls, desks, filing cabinets).
- If outside, seek shelter behind wall, building, tree, etc.

What to Report:

- Your specific location: building name, floor and room number or classroom name.
- Estimated number of people at your specific location.
- Any injuries-number of injured, types of injuries
- Description of threatening individual(s). (number, physical features, clothing, any known weapons).

Un-Securing an Area:

- **Do not leave your area until authorized by emergency personnel.**
- If you are unsure about your safety beyond the room, keep your area secured.
- Remember a shooter will not stop until she/he is engaged by an outside force.
- A rescue attempt should only be tried if it can be accomplished without further endangering those in a secured area.

**Missing Student Procedure**

If a Johnson College student or staff member has reason to believe that a student is missing, they should immediately notify the Manager of Student Engagement (570) 702-8950, the Director of Student Engagement (570) 702-8912. The Student Engagement Department will generate a missing person report and initiate an investigation. Should Student Engagement determine that a student is missing and has been missing for more than 24 hours, Johnson College will notify the individuals listed on the student's emergency contact information, the Scranton Police Department and the appropriate law enforcement agency in the jurisdiction where the student resides. The Student Engagement department will assist those agencies, as appropriate, in conducting an investigation.

**Safety and Security**

The cooperation of every person on campus, whether staff, student or visitor, in assisting with safety and security on-campus in the following ways, is greatly appreciated:

- \* LOCK ALL VEHICLES AND OFFICE DOORS
- \* KEEP PERSONAL VALUABLES UNDER CLOSE SUPERVISION
- \* REPORT ALL SUSPICIOUS PERSONS OR INCIDENTS IMMEDIATELY
- \* REPORT ALL ACCIDENTS AND MEDICAL EMERGENCIES IMMEDIATELY

\* **COMPLY WITH PARKING AND TRAFFIC REGULATIONS**

All students, staff, and faculty are asked to cooperate in following the direction of the Maintenance and Security personnel as well as observing campus parking rules and regulations. Security and safety awareness and responsibility for personal and college property will greatly aid those responsible for maintaining a safe and crime-free environment. All lost or stolen property, vandalism or other security-related issues should be reported immediately to their Department Chairperson.

**NOTE: The College does not assume liability for loss due to theft of personal property.**

### **Snow Emergencies**

When the roads and highways are too hazardous for students to travel, the college will make the decision to cancel or delay the start time for classes. In extreme cases, the Governor will initiate a state-of-emergency and ban all traffic on state highways and interstates.

Local television stations WNEP, WYOU and WBRE will be called immediately after the decision is made to delay or cancel classes and these stations will then make the announcement. In addition, local radio stations and stations in the southern New York Tier are also called to announce cancellations.

If you believe classes might be on a delayed start or canceled, refer to the Johnson College Website, television and/or radio stations listed above. Announcements will also be displayed on the Johnson College website ([www.johnson.edu](http://www.johnson.edu)) and social media pages. Compressed schedule information can also be found on the Johnson College website. Students may also be contacted via text messages after completing an Emergency Alert form.

### **Health Care on Campus**

In order to assist students and college personnel in health/emergency situations on campus, first aid supply boxes are available in several locations in each building. Laboratories and workshops are equipped with first aid supplies. The Coordinator of Recreation also maintains first-aid supplies for students utilizing the gymnasium and fitness areas located in the Moffat Student Center.

A staff member will assess students who become seriously ill or need emergency care and, if necessary, an ambulance will be contacted to transport the student to a local hospital for further treatment. The cost of ambulance transportation and any subsequent medical services or treatment will be the responsibility of the student. The college does not assume responsibility for reimbursement of such expenses. If a student sustains injuries in the normal course of student activity on campus, an incident report should be filed with Human Resources in Richmond Hall.

Students desiring counseling services regarding health-related problems or concerns may contact a member of the Counselor/Manager of Disability Services, located in the Moffat Student Center.

### **Drug and Alcohol Abuse**

Johnson College is a drug-free and alcohol-free campus. Use of any type of tobacco products is allowed only in designated areas.

Students who want additional information may contact the Counselor/Manager of Disability Services located in the Moffat Student Center. They will confidentially assist in locating a resource that will assist you. Information on Drug & Alcohol Services may also be obtained from the Pennsylvania Department of Health, PO. Box 90, Harrisburg, PA 17108, 800-932-0912.

### **Sexually Transmitted Diseases/AIDS**

Johnson College and the Pennsylvania Department of Health can provide students with information on sexually transmitted diseases. Students having any questions should contact the Counselor/Manager of Disability Services. Students can also obtain additional information from the PA Department of Health AIDS Fact Line toll free at 800-662-6080 or the State Health Center, 100 Lackawanna Ave., Scranton, 963-4567.

## **The Johnson College Campus Security Report and Fire Safety Report**

The Johnson College Campus Security and Fire Safety Report provides information for students, prospective students, staff and members of the college community about the policies and procedures in place to protect and ensure the safety of all members of the campus community. The Senior Director of Organizational Development and the Department of Student Engagement are responsible for preparing and distributing the Johnson College Campus Security Report and Fire Safety Report.

This report includes statistics regarding campus crime and fire safety for the previous three calendar years. The Senior Director of Organizational Development works cooperatively with the Scranton Police Department and the Scranton Fire Department to obtain the appropriate information. The Senior Director of Organizational Development office is located in Richmond Hall on the Johnson College Campus.

Complete information regarding the Johnson College Campus Security Report and Fire Safety Report can be found on the Johnson College website located <https://www.johnson.edu/849/the-johnson-college-campus-security-report-and-fire-safety-report/>.

# **APPENDIX**

## Distance Education Student Services Policy

### Admissions for Online Students

Admissions for Distance Education students can be completed online at [www.johnson.edu](http://www.johnson.edu) or through calling the admissions office at 570-702-8900 to speak to one of our admissions staff. Distance Education students must complete and submit all application materials to be considered for admission to the college. Information must be submitted by the application deadline dates and can be done by faxing the admission's department at 570-348-2181, mailing the information to Admissions Department, 3427 North Main Avenue, Scranton PA 18508 or by sending a PDF of the information. If required information is from the student's high school or other educational institution, the information required must be generated from that site. Information submitted from any other source will not be accepted. Distance Education students must meet the same admissions standards as the corresponding resident programs. All Distance Education students will be required to take an Accuplacer test and participate in Student Online Success Strategies, an online orientation tutorial. Student Online Success Strategies will be used to determine if a student has the aptitude for taking coursework in a Distance Education format. A student's ability to successfully complete the tutorial will determine if the student could be a successful candidate for a Distance Education class. A student who does poorly in the tutorial may be prevented from taking a Distance Education class. If a student fails to complete the tutorial they will not be permitted to take a class through a Distance Education format. The Accuplacer test is a placement test and is a requirement for all accepted students.

### Financial Aid for Online Students

Johnson College offers access to Financial Aid for on campus and on-line students through the Financial Aid Office located in the Richmond Hall building. For your convenience, you can access these services in a variety of ways; by phone, e-mail, on-line or in person with the Financial Aid Department.

Johnson College and the Financial Aid Department are committed to helping our distance learners be successful in their academic pursuits. On-line learners may have the same opportunities for Financial Aid as student studying on campus. For in depth knowledge on how to apply for Financial Aid, please visit our website [www.johnson.edu](http://www.johnson.edu), click on Prospective Students, Financial Aid, to start your Financial Aid process.

Below are examples of Financial Aid that on-line learners may qualify for:

- Federal PELL Grant
- Pennsylvania State Grant (Restricted to Residents of Pennsylvania)
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Subsidized Federal Direct Loan
- Unsubsidized Federal Direct Loan
- Federal Direct Parent PLUS Loan
- Alternative Loan

We in the Financial Aid Department realize that Financial Aid can be a confusing subject and encourage all Distance Education students to contact us with any questions or concerns.

### Contact Information:

Financial Aid Office  
570-702-8955

### Distance Education Attendance Policy

Students are responsible for understanding and adhering to the following attendance policy:

- Students are required to be present for scheduled conferences with instructors, and College administrators, whether in a face-to-face or in a virtual environment.
- Faculty members are required to record attendance weekly. A student will be considered in attendance if the student submitted at least one graded activity per week (for example, quizzes, discussions, or dropbox assignments).
- Students are required to participate in online classes.
- Students are required to log into the online classroom at least three (4) times a week.
- Students who miss one week of a course will be notified via e-mail through their official Johnson College email.
- Students who miss three weeks of a course may be advised by the instructor to withdraw from the course; notification will be made via e-mail through their official Johnson College email.
- Students who enroll for an online course but do not attend classes and fail to formally withdraw from the course are financially responsible for the course and will receive the grade earned in that class.
- Students who withdraw from a course after the second week and before the tenth week of the semester because of absenteeism will receive a grade of "W" (Withdraw) and are financially responsible for the course.
- Online classes will not be cancelled due to inclement weather. All online coursework will retain their deadlines regardless of weather conditions. If a technological emergency results in the Desire2Learn server being down, students will be notified

through an announcement on the College's website ([www.johnson.edu](http://www.johnson.edu)), WYOU-TV, WNEP-TV, and local radio stations. Information may also be obtained by calling Johnson College at (570) 342-6404 and following the prompts. Students may place an Emergency Notification form on file to receive automatic text messages and emails. Please note, Desire2Learn is not housed on the Johnson College campus; emergencies on campus will have little to no effect on distance education courses.

## **Learning for Online Students**

### **Johnson College Library**

The Johnson College Library actively supports Distance Education students in our educational community. Students enrolled in Distance Education courses are entitled to off-campus services and resources that are equivalent to those provided in the traditional campus setting. Distance Education services will not be available to students who take one or more courses on campus.

The Library will support Distance Education programs through online access to electronic databases and access to the reference librarian by telephone, email, web chat and "Text the Librarian" requests.

Information about library services and access to electronic resources is available from the Library's Web Page. Library services include, but are not limited to access to computerized indexes, online library catalog, text-a-librarian, live web chat, and electronic resources and reference tools. Students can request books and articles by contacting the librarian by telephone or text. Books can be borrowed for a two week period. Students must pick up Library materials by visiting campus. Students may request books and articles via Interlibrary Loan and must pick the books up on campus. Articles are emailed as .pdf files. These are the same materials available to the College's resident program students.

All online resources are connected to the college library's homepage. This includes Destiny (OPAC-Online Public Access Catalog), LIRN (Library and Information Resources Network) online database to full-text publications, and over 50,000 eBooks through EBSCO.

Student's course syllabi will be reflective of assignments that implement the use of learning resource materials.

The librarian, who holds a Master's degree in Library & Information Science, will manage and coordinate the learning resource system for Distance Education.

### **Contact Information:**

Phone: 570-702-8953; TEXT the Librarian: 570-751-5421

<http://www.johnson.edu/current-students/student-resources/library/>

### **Office of the Registrar for Online Students:**

Johnson College employs a Student Portal for many functions. Students will use the portal to register for all classes, and review schedules. In addition, the student will be able to have the Registrar's Office review or/and request transcripts.

### **Contact Information:**

Phone: 570-702-8990.

### **Student Business Office for Online Students**

Johnson College's Bursar's Office, located on the first floor of Richmond Hall, is dedicated to providing excellent customer service to both on campus and online students. For your convenience, you can access these services in a variety of ways: by phone, e-mail, via the Student Portal, or in person.

Johnson College and the Bursar's Office are committed to helping our distance learners be successful in their academic pursuits. Online students can take advantage of the same convenient payment methods that are offered to on-campus students. These include making payments via check or money order through the mail, via credit card over the phone, or via credit card through the Student Portal.

Below are some examples of the services the Bursar's Office provides:

- Accepting tuition payments
- Answering any and all questions regarding billing for tuition, fees, housing charges, meal plans, and internships/co-ops
- Accepting tuition deposit payments
- Providing information about and administering our monthly payment plan through Tuition Management Services
- Accepting housing deposit payments
- Providing billing information for tax purposes
- Issuing refund checks

Types of payment Johnson College accepts include cash, personal checks, money orders, cashier checks, Visa, MasterCard and Discover cards. American Express is accepted only when paying online through the Student Portal.

The Bursar's Office is available through e-mail and phone and encourages all online students to contact the office with any questions or concerns.

**Contact Information:**

Brittany Corrigan      [bcorrigan@johnson.edu](mailto:bcorrigan@johnson.edu)  
Assistant Bursar                      570-702-8921

Office Hours: Please contact to schedule an appointment

**Career Services for Online Students**

Phone: 570-702-8919

Johnson College offers access to a wide variety of career development services on campus at the office of Career Services for on campus and online students. For your convenience, you can access these services in a variety of ways by phone, e-mail, online or in-person with the Director of Career Services. Johnson College and Career Services are committed to helping our distance learners be successful in their academic and career pursuits. Online learners have the same opportunities for career development services as students studying on campus. As a result, we have designed and made these services available to assist you at any stage of your career development.

Career development services include:

- Resume Assistance & Review
- Assistance with Cover Letters
- Instruction on Interview Skills and Practice Interviews (<http://www.oovoo.com/home.aspx>)
- Overview of Types of Interviews
- Internship/Co-op Search Skills
- Job Search Skills
- Career Fair Preparation
- Virtual Career Fair (I need to research this prior to publication)
- On Campus Career Fairs
- Professional Attire Guidelines
- Professional Etiquette Instruction
- Job Postings and Networking Opportunities in the Johnson College Group on [www.linkedin.com](http://www.linkedin.com)
  - How to join a group, search for jobs, companies and people
  - How to access the Jobs Directory
  - Build a profile
  - Professional networking on LinkedIn
  - Conduct employer search
- Twitter Job Search (<http://tweetmyjobs.com/> )
- Job Search Links

**Counseling / Disability Services for Online Students**

Distance Education students shall have reasonable and adequate access to the supportive services available to on-campus users. The services shall include: tutoring, academic advising, crisis counseling and referrals, and learning support accommodations for students with disabilities.

Distance Education students have access to advisors and counselors through email, chat, telephone and videoconferencing services. (Please note that online therapy is not a substitute for formal mental health treatment, however it is possible to provide some personal advice counseling through email, chat or telephone sessions.) Tutoring appointments can be arranged for students who can come to the campus or short tutoring conferences can be arranged via teleconferencing or through the use of software allowing tutor/student interaction.

Distance Education classes are created to be accessible to a universal audience. However, at times, students with documented disabilities may require extra time to complete assignments or tests or they may need course materials in an alternate format. These or other accommodations can be arranged through email or telephone call to the Student Support Services Office. In accordance with the Johnson College Accommodations Policy, available in the Student Handbook, documentation must be on file in the Student Support Services office prior to the request for accommodations.

Students may also request general assistance such as study, time management and organizational skills-building by telephone or email. Information specific to these topics will be emailed to the student upon request.

**Contact Information:**

Emily Holmes, Counselor / Manager of Disability Services  
Phone: 570-702-8956 (office) Email: [eholmes@johnson.edu](mailto:eholmes@johnson.edu)



## Office Communication Registration Form

PLEASE COMPLETE AND RETURN TO:

Student Engagement Office  
3427 North Main Avenue  
Scranton, PA 18508

PLEASE PRINT ALL INFORMATION

*Some offices have the ability to contact you or for you to contact them through a text message. The purpose of this communication is to allow for efficient and effective communication between students and offices.*

Student's Full Name: \_\_\_\_\_

Student's Cell Phone #: \_\_\_\_\_

*Please check here only if you do not wish to receive/send text messages outside of emergency alerts: \_\_\_\_\_*

*Messaging and/or data charges from your carrier may apply to these messages.  
If your provider is not listed, you will only be able to receive messages to your e-mail address provided.*

**Title IX and Section 504 Grievance Form**

Today's Date: \_\_\_\_\_

Complainant's Name(s) \_\_\_\_\_  
(Last Name) (First Name) (Initial)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Circle One:

- Student or Employee
- Parent on behalf of student
- Other on behalf of student or employee

Circle One:

- Title IX Grievance
- Section 504 Grievance

Specifics of complaint (describe below, including any dates of alleged discrimination). (Attach extra page(s) if necessary).

If you wish, please describe any corrective action you would like to see taken with regard to the possible civil rights violation. (Attach an extra page(s) if necessary).

Would you like a pre-grievance contact with an identified respondent before a decision of a hearing officer is made?

Circle one: Yes or No

\_\_\_\_\_  
Signature of Complainant

Name of Grievant: \_\_\_\_\_

Name of Title IX or Section 504 Coordinator: \_\_\_\_\_

This section is for use by the Title IX or Section 504 coordinator. Check below the course of action to be taken prior to submitting a copy of the grievance form and a copy of this form to the identified respondent or to the respective hearing officer.

( ) Pre-grievance Contact: Date Submitted: \_\_\_\_\_

( ) Name of Identified Respondent \_\_\_\_\_

Due date for Response from Person Named Above \_\_\_\_\_

( ) Level I: Date Submitted: \_\_\_\_\_

Name of Hearing Officer \_\_\_\_\_ Job Title \_\_\_\_\_

Due Date for Response from Person Named Above \_\_\_\_\_

( ) Level II: Date Submitted: \_\_\_\_\_ Due Date for Hearing \_\_\_\_\_

Name of Hearing Officer \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Hearing and Due Date for Response from Person(s) named above \_\_\_\_\_

( ) Level III: Date Submitted: \_\_\_\_\_ Due Date for Hearing: \_\_\_\_\_

Name of Hearing Officer(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Date of Hearing and Due Date for response from person(s) named above \_\_\_\_\_

This section is for use by the identified respondent or hearing officer(s). Prior to returning this form to the Title IX or Section 504 Coordinator, circle your decision regarding the grievance:

Denied or Granted

If grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant:

Agree or Disagree

\_\_\_\_\_  
Signature of Identified Respondent/Hearing Officer(s) Date

**Drug-Free College and Work Place Agreement**  
**2018-2019**

I hereby acknowledge the fact that I have received a copy of the statements and attachments related to the policy of Johnson College issued in compliance with the "Drug-Free Schools and Communities Act" for the current academic year.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Program

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Date