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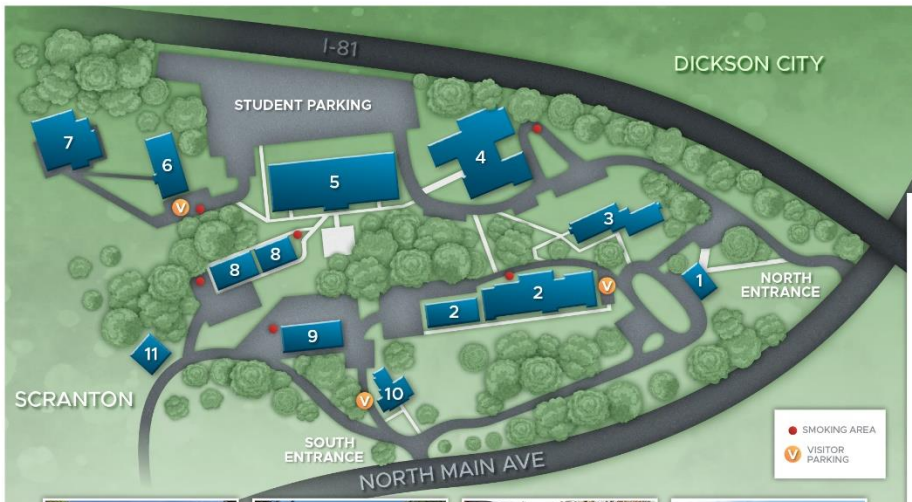
Scranton, Pennsylvania 18508-1495
(570) 342-6404
www.johnson.edu

Student Handbook
2022-2023

(revised 5/31/2022)

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



COLLEGE OF TECHNOLOGY
Johnson COLLEGE

IDEAL SALDI HALL
Coming Soon

WOOLWORTH HALL
Advanced Manufacturing Technology
Carpentry & Cabinetmaking Technology
Electronic Engineering Technology
Enrollment
Financial Aid
Heating, Ventilation & Air Conditioning Technology
Mechatronics
Network & Systems
Student Business Services

BINGHAM HALL
Architectural Drafting & Design Technology
Civil Design Technology
Computer Information Technology
Radiologic Technology

WEAVER HALL
Automotive Technology
Electrical Construction Technology
Industrial Technology
Welding Fabrication & Manufacturing Technology
Welding Technology

MOFFAT STUDENT CENTER
Academic Advising
Academic Resource Center
Cafeteria
Career Services
Counseling & Disability Services
Fitness Center & Gym
Student Success

VETERINARY SCIENCE CENTER
Veterinary Nursing

HEALTH SCIENCE TECHNOLOGY CENTER
Physical Therapist Assistant Program

PROFESSIONAL CENTER
Biomedical Equipment Technology Lab
Continuing Education
Facilities
Finance
General Education
Faculty Offices
Human Resources
Institutional Effectiveness
Office of Academics
Registrar

DIESEL CENTER
Diesel Preventative Maintenance
Diesel Truck Technology
Heavy Equipment Technology

PRESIDENT'S HALL
Alumni Relations/Advancement
College Relations
Executive Offices
Office of the President

LEMON STREET LAB

GIFT FROM THE CLASS OF 2022

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General Information

2022-2023 Academic Calendar

Johnson College 2022-2023 Academic Calendar

August-22

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29*	30	31			

September-22

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-22

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-22

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-22

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9*	10
11*	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January-23

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15*	16	17*	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March-23

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April-23

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23

S	M	T	W	TH	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14*	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June-23

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18*	19	20	21	22	23	24
25*	26	27	28	29	30	

July-23

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CALENDAR LEGEND:

- No classes scheduled
- Intersession Class(es) Period
- Finals Week
- * Semester Begins / Ends
- Career Fair
- Last Day to Drop/Withdraw from
- Grades Due
- Advising Period
- Registration Period

Fall 2022

Aug. 22 - Faculty Return
Aug. 29 - Semester Begins
Sept. 2 - Add / Drop Period Ends
Sept. 5 - Labor Day (College Closed)
Oct. 10 - Fall Break (College Closed)
Oct. 19 - Career Fair
Oct. 21 - Midterm Grades Due
Oct. 17-Oct. 28 - Advising Period
Oct. 31 - Priority Registration
Nov. 4 - Course Withdrawal Date
Nov. 5 - Fall Open House
Nov. 7-11 - Sophomore Registration
Nov. 11 - Veterans Day (College Closed)
Nov. 14 - Freshmen Registration
Nov. 24-25 - Thanksgiving Break (College Closed)
Dec. 2 - Registration Closes
Dec. 5-9 - Finals week
Dec. 9 - Semester Ends
Dec. 12 - Final Grades Due

Intersession 2023

Dec. 11 - Intersession Class(es) Begin
Dec. 18 - Last Day to withdraw
Jan. 15, 2023 - Intersession Class(es) End

FINAL 9/2021

Spring 2023

Jan. 9 - Faculty Return
Jan. 15 - Intersession Class(es) End
Jan. 16 - Martin Luther King, Jr. Day (Colleg
Jan. 17 - Semester Begins
Jan. 20 - Add / Drop Period Ends
Feb. 20 - Presidents Day (College Closed)
March 6-10 - Spring Break (No Classes)
March 17 - Midterm Grades Due
March 22 - Spring Career Fair
March 25 - Spring Open House
March 13-24 - Advising Period
March 31 - Course Withdrawal Date
March 27-30 - Priority Registration
April 3 - Registration Opens
April 14-17 - Break (College Closed)
April 28 - Registration Closes
May 1-5 - Finals Week
May 5 - Classes End
May 8 - Final Grades Due
May 12th - Commencement Rehearsal
May 13th - Commencement

Summer 2023

May 14 - Summer Session I Begins
May 30 - Memorial Day (Closed)
June 18 - Summer Session I Ends
June 19 - Juneteenth (College Closed)
June 25 - Summer Session II Begins
July 4 - Independence Day (Closed)
July 13 - Summer Open House
July 15 - Drop date Summer Session
Aug. 6 - Summer Session II Ends

Compressed Schedule

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

Middle States Commission on Higher Education

Johnson College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) https://www.msche.org/
Johnson College's accreditation status is Accreditation Granted.

MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Mission Statement

Johnson College provides industry focused, hands-on learning in a supportive environment and prepares graduates to enter into and advance in their careers.

Vision Statement

To make the world our campus through industry partnerships and experiential learning by teaching the students of today the skills of tomorrow.

Johnson College's Institutional Goals

Goal I: Foster a culture of innovative instructional practices to enhance students' academic performance.
Goal II: Promote an inclusive environment to expand and support a diversified population.
Goal III: Integrate student support systems in a meaningful way to foster success.
Goal IV: Enhance industry and community relationships for the mutual benefit of students and the marketplace.
Goal V: Optimize resources to reflect our continued commitment to responsible growth

Johnson College's Shared Values

Forward-thinking: We strive to be the leaders of change. We anticipate hurdles, innovate, and make incremental improvements by embracing an innovative and proactive attitude.

Equity: We adopt an equity framework that proactively seeks to make Johnson College accessible, affordable, and inclusive for all people.

Student-centered: The best interest of our students is a central consideration in all we do.

Collaboration: We interact with dignity and respect for those with whom we work, inside and outside the College, to ensure productive and quality partnerships.

Advancement: We have the courage and curiosity to challenge the status quo, innovate and take calculated risks. We find new ways to move forward which translates into growth for our students, our campus, and our community.

The institutional goals and shared values of our organization are those on which we build the foundation, perform work, and conduct ourselves.

Non-Discrimination Policy

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.

Policy for Policies

The college policies promote the college's mission, enhance operational efficiency and college governance, and communicate expectations relating to conduct, thereby reducing institutional risk. Johnson College expects faculty, staff, and students to be familiar with and adhere to all applicable policies. In order to promote accessibility to current policies, as well as consistency and clarity of content, this policy establishes a framework, common format, roles and responsibilities and process for adoption, review, revision and dissemination of all policies as defined in this policy.

Academic Information

Johnson College Course Catalog

The Johnson College **Course Catalog** is accessible through the Johnson College website at: https://johnson.edu/wp-content/uploads/2022/06/2022-23-JC-catalog-FINAL.pdf

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 their solicitation or submission.

If a student wishes to inspect their educational records, they simply visit the Registrar's office in the Professional Center 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

- Understand and effectively communicate the curriculum, graduation requirements, and college policies through use of the course catalog and student portal
- Encourage and support students as they gain the skills to develop a clear and attainable educational plan
- Provide students with information about strategies for utilizing college resources and services
- Monitor and accurately document progress toward meeting academic goals and graduation requirements
- Be accessible for meetings via office hours, telephone, email, lab visits, or video conferencing
- Enter advising information into student information system such as, recommended classes the student has been advised to register for in the student's portal
- Track attendance and academic performance through attendance reports, D2L Engagement tools, instructor feedback, and official grades
- Maintain confidentiality and adhere to FERPA and institutional guidelines

Advisee Responsibilities

- Schedule appointments with advisor each semester, coming prepared with questions pertaining to academic requirements
- Learn how to use the course catalog and student portal to select courses that fulfill your educational plan
- Keep a personal record of progress toward meeting graduation requirements
- Register for classes recommended by advisor
- Communicate frequently with advisor regarding progress, questions, and/or concerns
- Advocate for yourself and 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 placed on their portal. This hold prevents the student from registering until they have 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 they are 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 their registration as quickly as possible.
- If a student has a bursar hold, they 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 student's 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 their 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 account as to what classes the student was advised to take. This process will release the student from the advisor and allow them to register for classes.

If the student misses the appropriate times for registration, it is still the student's responsibility to meet with their advisor. Afterwards, a special appointment with the Registrar will need to be scheduled 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

(In-class and Distance Education)

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 and Veteran Beneficiaries. These regulations dictate that a student MUST attend the classes for which they are 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 email account. A student who is reported to have never attended 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 faculty through internal processes.

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

- Students are required to be present for scheduled instruction whether in a face-to-face or in a virtual environment.
- A distance education 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-class and online classes.

Any student missing the equivalent of two weeks of class will be automatically dropped from the course.

class meets	3X a week	2X a week	1X a week	DE
absences allowed	6	4	2	2 weeks

Students who are dropped from the class must repeat the class in a subsequent semester in order to meet degree requirements. If a student fails either a lecture or lab, they must retake both courses.

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

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.

Weather / Emergency Cancellation
When classes are cancelled because of inclement weather or other emergencies, information can be obtained from the Johnson College website (www.johnson.edu) or by calling the main office line at 570-342-6404 and following the prompts. It is also prudent to watch the local television channels.

You also can elect to be notified by text message to your cell phone. For this service, please go to www.johnson.edu/campus-alerts

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). Students may sign up for text and/or email notifications at https://www.johnson.edu/campus-alerts/. Please note, Desire2Learn is not housed on the Johnson College campus; emergencies on campus will have little to no effect on distance education courses.

Academic Probation Policy

At the end of each semester, the Office of Academics and the Office of the Registrar will review students' term Grade Point Average (GPA) and cumulative GPA (CGPA) to determine academic status within the College. Students who earn a term GPA or CGPA <2.0 will be placed on academic probation for the following semester.

Students on academic probation must meet with their advisor to discuss their probation prior to the next semester to review and sign their individual Student Probation Action Plan. If needed, a meeting with the student's Program Director will be held to further discuss the student's academic probation. Failure to read and sign the document may result in being held from attending class the next academic term.

At the conclusion of the probation semester, the Registrar and the Advising Team will review the student's 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 GPA and CGPA requirements specified above may 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% 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. Please refer to Unsatisfactory Academic Progress statuses in the Financial Aid section of this catalog for more information.

Academic Integrity

The faculty of Johnson College has a high regard for the integrity of the educational process; therefore, the college wishes to recognize students not only for their academic skills and dedication, but also according to a code of ethical academic behavior.

Good ethics include such principles as the following:

1. Acting at all times with integrity
2. Accepting responsibility for one's work
3. Specifying contributing members of a group, where group work is authorized
4. Naming references, where reference use is authorized
5. Submitting work which is the sole creation of the student, when neither group work nor reference use is authorized
6. Never contributing to the academic dishonesty of others

Academic dishonesty in any form will not be tolerated. Dishonesty includes, but is not limited to, the following:

1. Cheating
2. Plagiarism
3. Submitting work which does not cite references used when working in courses where reference materials are authorized
4. Submitting work which does not cite contributing members of the group when working in courses where group work is authorized
5. Submitting work which has not been created solely by the individual seeking credit when working in courses where neither references nor group work is authorized
6. Sharing of digital work (flash drives, Google Docs, etc.)
7. Facilitating acts of academic dishonesty by others
8. Tampering with academic work of others

This will result in any or all of the following penalties:

- First Offense: An "F" for the assignment
- Second Offense: Automatic failure of the Course
- Third Offense: Referral to judicial authorities. Penalties imposed by the Office of Academics may include up to termination from the college.

The College takes Academic Integrity very seriously. In order to help monitor dishonesty in our classes the College has partnered with ULearn. ULearn is an artificial intelligence-based system that monitors and flags potential academic dishonesty during quizzes, tests, or exams.

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 the Chief Academic Officer
- 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 an Academic Advisor. You may be referred to other student supports.
- Complete an official withdrawal form available from the Office of the Registrar's website: http://www.johnson.edu/registrar or by emailing advising@johnson.edu and meeting with your advisor.

Upon official withdrawal, grades will be recorded on the transcript as "W" (Withdrew). 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 they are capable of resuming college studies.

Health Clearance

Johnson College may require 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 the specific program the student is looking to enroll in. Programmatic inoculations may be needed. Please refer to individual program enrollment requirements in the Johnson College Catalog.

Student 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 they have been dealt with arbitrarily, unfairly or in a way that violates established laws, rules, policies, by an employee of the college.

- Informal complaint: Academic or Non-Academic issue with faculty, staff, administrator, department, program or any other reason.
  - Attempt should be made to resolve issue with parties involved
  - If resolution could not be made informally, a formal grievance could be submitted
- Non-Academic Grievance: Official grievance form submitted because the student believes they were treated indiscriminately, unfairly, or in a way that violates rules, policies or procedures, and or any laws.
- Academic Grievance: Official grievance form submitted because the student feels they have been harmed by being treated indiscriminately or unfairly within the context of the course.

Informal complaint process:
Non-Academic: Initial efforts to resolve the issue with whomever the issue arose with must take place first, if possible (this does not apply to alleged sexual harassment, sexual misconduct, or discrimination). If an informal discussion with the persons involved cannot solve the complaint, a student may submit a formal grievance (form Online) no later than thirty (30) business days after the alleged incident. The designated staff/faculty member(s) will make every effort to resolve the matter and report the decision, in writing, to the complainant(s) and respond via their Johnson College email address within fourteen (14) business days after receiving the complaint.

Academic: All academic related complaints must be submitted to the instructor/faculty member involved. If an informal resolution cannot be made, the student may submit a formal grievance within thirty (30) days of the alleged issue. The designated faculty or administrative staff member will make every effort to resolve the matter and report the decision, in writing, to the complainant(s) Johnson College email address within fourteen (14) business days of receiving the complaint.

Formal Grievance:
In the event that a complaint cannot be resolved informally, the student may continue the process and submit a formal grievance by completing the Formal Grievance Form, located on the Johnson College website.

Prior to submitting a formal grievance, the complainant(s) must attempt to obtain a resolution through the information process. A formal grievance must be submitted no later than thirty (30) business days after the decision of informal resolution has been made.

Staff/Faculty who has been assigned the Formal Grievance has fourteen (14) days after receiving the grievance form to report the decision in writing to the complainant(s) email address.
Submit a formal grievance here.

Appeal
A student may appeal the decision within ten (10) business days by submitting a formal appeal in writing, along with the written decision to the Johnson College Grievance Committee, grievance@johnson.edu.

The committee will have fourteen (14) business days to review the information and notify the complainant(s) of the Committee's decision, in writing, to their Johnson College email address.

1) Name and contact information of complainant(s)
2) Detailed description of the appeal
3) A copy of any documents relating to the complaint, including previous decisions and supporting documents
4) Specific reason for the appeal
5) Desired outcome
6) Date grievance submitted

All decisions made by the Johnson College Grievance Committee are final. There is no further appeal within the Student Grievance Procedure Policy.
The college is committed to addressing student complaints timely and effectively, in accordance with student complaint/grievance procedures. If a student believes their concerns have not been sufficiently addressed, they may also file external complaints with the agencies identified below.

Student Complaints to the Pennsylvania Department of Education
Students may also file a complaint with the Pennsylvania Department of Education:
Pennsylvania Department of Education – Postsecondary and Adult Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Phone: 717.783.6788

https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Colleges%20and%20Universities/Higher%20Education%20Complaint%20Form.pdf

Student Complaints to the Middle States Commission on Higher Education
Students may also file a complaint with the Middle States Commission on Higher Education, accrediting agency.
Middle States Commission on Higher Education
Telephone: 267-284-5000
Fax: 215-662-5501 www.msche.org
https://www.msche.org/policies-guidelines/?title-search=Complaints&type=
Email: info@msche.org

Programmatic Complaint Process

Complaint form for Physical Therapist Assistant
Process for Reporting Allegations against a JCERT Program
Process for Reporting Complaints for a Veterinary Technology Program
Submit a formal grievance here.

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.

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 / 18 attempted	= 67%	Successful CR
Undergraduate degree	9 earned / 18 attempted	= 50%	Unsuccessful CR

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 in 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 HEAO 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.

Lost and Found

All lost and found items should be immediately reported or turned into the Student Success located in the Academic Resource Center 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.

Campus Services

Cafeteria Area
There is a Self-Serve Kiosk, located on the Moffat Student Center which has a wide variety of food and snacks available. The Self-Service Kiosk accepts credit/debit cards. Students can also add money to a reloadable card (available at the kiosk), or download the Avanti Markets app to manage funds and pay directly from the app. Vending machines are also available for snacks and beverages around campus.

Career Services
As part of the career exploration process, the Career Services department works with students to develop the skills necessary for success. The department assists students in the search for employment and through the internship experience. Students and alumni receive constant communication announcing current job openings through email, and are also included through the Johnson College Student/Alumni Group on LinkedIn. Johnson College alumni are also offered lifetime assistance with job placement. Students and alumni who are interested in furthering their education are also be guided in this process.

The Career Services department maintains constant communication with industry partners both locally, and throughout the region. Each semester, employers are invited to visit campus to engage with students, present to students, and conduct interviews. Students gain real world experience by engaging in live labs and internships, hosted by industry partners.

Johnson College also hosts Career Fairs, typically in the fall and spring semester. This event allow students and alumni the opportunity to engage with industry partners. Industry-Ready Resume Workshops guide students in the preparation of job application materials, as well as skills needed in the interview process.

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.

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 reasonably 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.

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.

Resource Center

The newly renovated Johnson College Resource Center, located in the Moffat Student Center, complements the curriculum of both the academic and technology areas. The collection offers students the resources necessary to research trade and technical issues that pertain to particular fields of study. The Resource Center also offers the use of online computer services, wireless access, and black and white/color printing. Areas for traditional, relaxed, and group study are available.

In addition, Johnson College partners with the Scranton Public Library, one of the six libraries making up the greater Lackawanna County Library System to provide students with access to databases and free on-line tutoring. For a full list of databases, please see the Resource Center website.

Uses of the Resource Center

- For preparation of assignments in both the academic and trade/technical/clinical areas
- Academic Research using LIRN database, as well as other online database sources
- Home of the Johnson College Tutoring Program – sign up for tutoring using https://johnson.edu/tutoring/

Types of Material Found in Resource Center

- Materials – Physical copies of books/textbooks are located in the Resource Center
- Periodicals -a small collection of trade specific magazines are available to read while in the Resource Center
- Computer Internet Accessibility – The Resource Center has a number of computers for student use that are equipped with Microsoft Office and internet access 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).

Academic Advising

Academic advising is a collaborative relationship between a student and an academic advisor. Academic advisors promote student success by providing ongoing academic support and by connecting students with any and all campus resources that may aid them throughout their educational experience. This assistance begins the moment the student is accepted into the college and remains steadfast through the day of graduation. In order to facilitate personal growth, academic advisors work diligently to encourage a sense of student responsibility and independence. In order to accomplish this, the advisor/student partnership requires the active participation and involvement of both parties. A key tenet of academic advising is that the student is responsible for their own decisions. Academic advisors exist because students require information and assistance to navigate and make appropriate decisions. The student's role is to explore academic, career, and personal goals.

Student Success

The mission of Student Success is to supplement the student experience by providing opportunities outside of classroom instruction focusing on community, support, workforce readiness, and leadership. Student activities, student organizations and clubs, new student orientation, student conduct and parking, recreation, and off-campus housing information are under the supervision of the Student Success Office.

Student Success also publishes the JC Buzz email newsletter every Monday to inform students of important campus announcements and events taking place.

Student ID Card

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

- Personal Identification
- Admission Card to campus events/activities

All incoming students will be photographed for their Johnson College Student ID Card during Orientation. 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.

Tutoring

Professional tutoring opportunities are available in both program area and general education courses. Sessions are offered in-person and online. Weekly general education workshops are offered in the Resource Center. On demand tutoring is available online with 24/7 access via TutorMe.com

Students can sign up for tutoring using the following link: https://johnson.edu/tutoring/. For further information about the tutoring process, please email tutoring@johnson.edu.

Virtual Bookstore

All books required will be digitally linked in D2L and eligible for access the first day of classes (physical textbooks will be provided when e-Books are unavailable). All Johnson College students are automatically enrolled in the All Access Textbook program. This program allows students to receive all of the course textbooks prior to the start of class.

Any questions regarding the online bookstore can be directed to the Resource Center located in the Moffat Student Center.

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 contact 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 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 student 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 accommodations.

To receive accommodations, 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 will 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 their 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 will 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 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's 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 their 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 services. 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 their absence even if there is more than one Deaf/Hard 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.

_____ _____
Student's Signature Date Signed

_____ _____
Counselor/Manager of Disability Services Date Signed

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

POLICY: Sexual Harassment, Including Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation

Glossary

● Advisor means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any.
● Complainant means an individual who is alleged to be the victim of conduct that could sexual harassment based on a protected class; or retaliation for engaging in a protected activity.
● Complaint (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that Johnson College investigate the allegation.
● Confidential Resource means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).
● Day means a business day when Johnson College is in normal operation.
● Decision-maker is the person, panel, and/or Chair who hears evidence, determines relevance, and makes the Final Determination of whether this Policy has been violated and/or assigns sanctions.
● Directly-related Evidence is evidence connected to the complaint, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and cannot be relied upon by the investigation report or Decision-maker. Compare to Relevant Evidence, below.
● Education program or activity means locations, events, or circumstances where Johnson College exercises substantial control over both the Respondent and the context in which the sexual harassment, discrimination, and/or retaliation occurs and also includes any building owned or controlled by a student organization that is officially recognized by Johnson College.
● Final Determination is a conclusion by preponderance of the evidence that the alleged conduct did or did not violate policy.
● Finding: A conclusion by preponderance of the evidence that the conduct did or did not occur as alleged (as in a “finding of fact”).
● Grievance Process Pool includes any investigators, hearing Decision-makers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
● Hearing Decision-maker or Panel refers to those who have decision-making and sanctioning authority within Johnson College’s Title IX Grievance Process.
● Investigator means the person or persons charged by Johnson College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report of Relevant Evidence and a file of Directly Related Evidence.
● Mandated Reporter means an employee of Johnson College who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator and/or their supervisor.
● Notice means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
● Official with Authority (OWA) means an employee of Johnson College explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of Johnson College.

● Parties include the Complainant(s) and Respondent(s), collectively.
● Process A means the Title IX Grievance Process detailed below and defined above.
• Process B means any process designated by Johnson College to apply only when Process A does not, as determined by the Title IX Coordinator.
● Relevant Evidence is evidence that tends to prove (inculpatory) or disprove (exculpatory) an issue in the complaint.
● Remedies are post-Finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Johnson College's educational program.
● Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
● Resolution means the result of an informal or Title IX Grievance Process.
● Sanction means a consequence imposed by Johnson College on a Respondent who is found to have violated this policy.
● Sexual Harassment is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence, and domestic violence.
● Title IX Coordinator is at least one official designated by Johnson College to ensure compliance with Title IX and Johnson College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
● Title IX Grievance Process means "Process A," a method of formal resolution designated by Johnson College to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).
● Title IX Team refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

Rationale for Policy

Johnson College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and sexual harassment and retaliation. To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

Johnson College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. Johnson College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. 4 ©ATIXA.

Applicable Scope

The core purpose of this policy is the prohibition of sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using Johnson College's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Johnson College community, a formal complaint may be filed and a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Johnson College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as [guests, visitors, volunteers, vendors, contractors, invitees, and campers].

For the purpose of this policy, Johnson College defines “student” as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Johnson College.
The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Title IX Coordinator
The Vice President of Human Resources and Senior Advisor to the President & CEO serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating Johnson College’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent sexual harassment, and retaliation prohibited under this policy. All parties will be provided with a comprehensive [electronic] brochure detailing options and resources, which the Title IX Coordinator may also review in person with the parties, as appropriate.

Administrative Contact Information
Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:
Stephenie Vergnetti
Title IX Coordinator
Office of Human Resources
President’s Hall
570-702-8944
Email: svergnetti@johnson.edu
Web: https://johnson.edu/title-ix/

Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator or an Official with Authority (see above). Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2) Report online, using the reporting form posted at http://johnson.edu/anonymous-reporting-form/ . This form can be used for reports in which the reporting party wants to share their identity or remain anonymous. Anonymous reports are accepted but can give rise to a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. Johnson College tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant. Because reporting carries no obligation to initiate a formal response, and because Johnson College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows Johnson College to discuss and/or provide supportive measures.

3) Pick up a form:
    - Human Resources: Professional Center Building Unit 15-9, 570-702-8906 (Emergency 570-702-8989)
    - Student Success: Moffat Student Center, 570-702-8953/ 570-702-8912
    - Counselor/Disability Services: Moffat Student Center, 570-702-8956

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Johnson College investigate the allegation(s).

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Johnson College) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that Johnson College investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Supportive Measures

Johnson College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered without fee or charge to the parties to restore or preserve access to Johnson College's education program or activity, including measures designed to protect the safety of all parties and/or Johnson College's educational environment, and/or to deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Johnson College will inform the Complainant, in writing, that they may file a formal complaint with Johnson College either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Johnson College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair Johnson College's ability to provide those supportive measures. Johnson College will act to ensure as minimal an academic/occupational impact on the parties as possible.

Johnson College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions will be referred to appropriate student or employee conduct processes for enforcement.

Emergency Removal

Johnson College can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Title IX Coordinator in consultation with appropriate other college officials and using objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline within the student or employee conduct processes, which may include expulsion or termination.

Johnson College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.
At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Promptness

All allegations are acted upon promptly by Johnson College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Johnson College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Johnson College procedures will be delayed, Johnson College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Confidentiality/Privacy

Every effort is made by Johnson College to preserve the confidentiality of reports.3 Johnson College will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant; any individual who has been reported to be the perpetrator of sexual harassment or retaliation; any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.
Johnson College reserves the right to determine which Johnson College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).
Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.
Johnson College may contact parents/guardians of students to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.
Confidentiality and mandated reporting are addressed more specifically below.

Jurisdiction of Johnson College

This Policy applies to the education program and activities of Johnson College, to conduct that takes place on the campus or on property owned or controlled by Johnson College, at Johnson College - sponsored events, and in buildings owned or controlled by Johnson College's recognized student organizations. The Respondent must be a member of Johnson College's community in order for this Policy to apply.

This Policy can also be applicable to the effects of off-campus misconduct that effectively deprive a person of access to Johnson College's educational program. Johnson College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Johnson College interest.
Regardless of where the conduct occurred, Johnson College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Johnson College interest includes:

a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;

b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual;

c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others, or significantly breaches the peace, and/or causes social disorder; and/or

d. Any situation that substantially interferes with the educational interests or mission of Johnson College.

If the Respondent is unknown or is not a member of Johnson College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options. If criminal conduct is alleged, Johnson College can assist in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of Johnson College's community, supportive measures, remedies, and resources may be provided to the Complainant by contacting the Title IX Coordinator. In addition, Johnson College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Johnson College property and/or events. All vendors serving Johnson College through third-party contracts are subject to the policies and procedures of their employers. When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to Johnson College where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Johnson College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.
When notice/complaint is affected by significant time delay, Johnson College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint. Typically, this Policy is only applied to incidents that occurred after August 14, 2020. For incidents that occurred prior to August 14, 2020, previous versions of this Policy will apply. Those versions are available from the Title IX Coordinator.

Online Sexual Harassment and/or Retaliation

The policies of Johnson College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Johnson College's education program and activities or when they involve the use of Johnson College networks, technology, or equipment.

Although Johnson College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Johnson College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of Johnson College community.

Policy on Nondiscrimination

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 admissions 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.

Retaliation

Protected activity under this Policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Johnson College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Johnson College and any member of Johnson College's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Johnson College vets all complaints carefully to ensure this does not happen, and to ensure that complaints are routed to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that the determination of responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, and/or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.
The Title IX Coordinator has ultimate discretion over whether Johnson College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process. The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Johnson College to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Johnson Colleges may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.
The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Johnson College's ability to pursue a Title IX Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

When Johnson College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Johnson College's ability to remedy and respond to notice may be limited if the Complainant does not want Johnson College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Johnson College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Johnson College to honor that request, Johnson College may offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Johnson College, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Johnson College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Johnson College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination. Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under appropriate Johnson College policies.

Amnesty for Complainants and Witnesses

Johnson College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Johnson College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of Johnson College community that Complainants choose to report misconduct to Johnson College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Johnson College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help an individual who has experienced sexual assault. Johnson College maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, Johnson College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
b) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
c) VAWA-based crimes,11 which include sexual assault, domestic violence, dating violence, and stalking; and
d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with the Title IX Coordinator regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, campus security, student engagement staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

TITLE IX RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON SEXUAL HARASSMENT CAN BE FOUND STARTING ON PAGE 25 IN THE TITLE IX POLICY AND PROCEDURE HANDBOOK BY VISTING https://johnson.edu/title-ix/

Student Clubs and Organizations

Student Ambassadors

Students in this position will be role models who support and encourage students in their academic and personal growth. They will build relationships with prospective students and continue to foster growth among these students as they continue their course of study. Student Ambassadors will work closely with the departments of Enrollment, Academics, Student Success, and Alumni Relations. While performing the duties of the position, Student Ambassadors will build valuable leadership and professional skills while also building meaningful relationships with students, faculty and staff.

Student Government Association (SGA)

SGA is Johnson College's governing body for students. SGA 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 Academic Resource Center in the Moffat Student Center. The cart has many items available for purchase with the Johnson College logo. All proceeds support SGA.

Johnson Activity Group (JAG)

This organization plans and implements free, or low cost, events for Johnson College students. The fun events they plan include but aren't limited to sporting activities, off campus trips, gaming activities (video, board, and cards and etc.), on-campus activities, and stress relieving activities. JAG offers students the opportunity to boost creative thinking and leadership skills outside the classroom. JAG members will conduct regular meetings, plan, promote, and implement events while maintaining an annual budget.

Program-Run Clubs

Some academic majors may have their own club run within the program. For more information on availability within your major, please talk with your program director.

Alpha Beta Kappa (ABK)

The Alpha Beta Kappa National Honor Society recognizes superior student academic achievement, character, and leadership for private postsecondary schools, institutes, colleges, and universities.

To be eligible for recognition in ABK, you need to meet the following requirements:

- The first is to maintain a cumulative GPA of 3.5 or higher through the previous fall semester.
- Service in Johnson College clubs/organizations or letter of recommendation from staff/faculty.
- Good academic and personal standing with Johnson College.

Any questions regarding ABK can be directed to the Resource Center located in the Moffat Student Center.

PLEASE NOTE:

- *Alpha Beta Kappa Honor Society requires students to have participated in a Johnson College organization for at least 1 semester to be considered for induction.*
- *It is possible not all clubs will run each semester if there is not enough students to participate.*

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 of 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: https://www.eff.org/EFA-FAQ

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 Vet Building, Diesel Building, Woolworth Building, Weaver Building and the Professional Center. 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 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.

This policy also includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems.

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 Success offices at (570) 702-8953 or (570) 702-8912.

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.** The use, possession or carrying of explosives, fireworks, bows and arrows, slingshots, knives or other dangerous weapons while on College-owned or controlled property or at College-sponsored or supervised activities is prohibited.

4. **Firearms.** Johnson College policy prohibits the use, possession, or carrying of firearms while on College-owned or controlled property, or at College sponsored or supervised activities. Likewise, keeping a firearm in any locker or storage area of any building is prohibited. Firearms shall not be kept in any vehicle on Johnson College property.

   Violators of this policy will face disciplinary action via the College's discipline system. In certain circumstances, such possession may subject the student to criminal prosecution under Commonwealth of Pennsylvania or federal statutes. Any weapon found in violation may be seized and will be returned to students under proper court order.

5. **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.

6. **Arson.** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.

7. **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.

8. **Failure to Abide by Federal, State, and/or Local Laws.** Violation of federal, state, and/or local laws.

9. **College Policies.** Violation of published College policies, rules, and regulations. NOTE: For example, tobacco restricted campus regulations.

B. <u>Conduct Associated With Personal Responsibility and Integrity</u>

The Johnson College community strongly promotes a personal values system that focuses on each person taking responsibility for their 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 their 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. 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, vape pens, 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 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. <u>Conduct That Violates the Health and/or Safety of an Individual</u>

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 when 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.
- When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

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.

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 a College-related event adversely affects the individual or the community. The Student Success Team will determine when the College will act on allegations of off-campus misconduct that also violate College policy and/or federal, state and/or local laws.

Incident Reports- Upon receipt of an incident report, a member of the Student Success team will review the report and determine if a policy violation has occurred. Based on the report, the alleged policy violation(s), as well as, the student's conduct record, the Associate Director of Student Success 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 a member of the Student Success Team. A meeting will be scheduled within (2) business days after the incident, when possible.
- An electronic copy of the allegation letter is delivered to the student via the student's Johnson College email. Additionally, a member of the Student Success Team 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 Associate Director of Student Success to discuss the incident. During the meeting, the Associate Director of Student Success will decide 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, the matter will be referred to a Disciplinary Hearing. If the accused student fails to appear for a Disciplinary Meeting, the Student Success Team 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). A member of the Student Success Team 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. A member of the Student Success Team will send an electronic copy of the decision letter to the accused student's Johnson College email. Additionally, the Student Success 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 Student Success Team within (3) business days of the date of the decision letter. The Student Success Team 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 Student Success Team 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 Student Success Team will send an electronic copy of the appeal decision letter to the accused student's Johnson College email. Additionally, the Student Success 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 how 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 their 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), attending events, 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.
- Disciplinary Probation- A notice to the student that their 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 Associate Director of Student Success may impose a Disciplinary 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 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 Probation.
    - (8) hours on campus community service.
    - 1-page reflection paper.
- Second Offense
    - Deferred 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 the Associate Director of Student Success and Counselor to discuss action plan for graduation.
    - Once Returned- Deferred 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 Associate Director of Student Success, and Counselor to discuss action plan for graduation.
        - Completion of a Drug Treatment or Counseling Program.
    - Once Returned- Deferred 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 Success, and the Counselor to discuss action plan for graduation.
- Once Returned- Deferred Suspension until graduation.

Parking Regulations / Transportation

Public Transportation:
The County of Lackawanna Transit Systems (COLTS) bus transportation system buses stop at the main entrance to the campus. Johnson College students may ride the COLTS bus system for no charge. Approved passes can be acquired in the Resource Center located in the Moffat Student Center. Schedules can be acquired in the local telephone directory, by calling COLTS for updates to their schedule, or online at 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 Success Department and receive a parking permit. Parking permits can be picked up in the Academic

Resource Center in the Moffat Student Center. 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 Success Team 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 Success 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 Success 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 Student Success Team.

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 Student Success Team. 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 Counseling 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)**
  Extension **8989** rings to Emergency Response Team
- **Maintenance Dept. (M-F)**

  570-862-9060
- **Johnson College Security (Krayer 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, Vice President of Human Resources, 570-702-8944. The Vice President of Human Resources is located in President's Hall. All crimes involving violence, major property loss, or any felony are reported by the Associate Director of Student Success to the Scranton Police Department.

Incidents may also be reported to:

- Faculty/Staff - Human Resources: (570) 702-8906
- Student Success (570) 702-8912 / (570) 702-8953
- Facilities: (570) 702-8933

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 at 570-702-8989
- 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 they are 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 Student Success Team. The Student Success Department will generate a missing person report and initiate an investigation. Should Student Success 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 Success 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.

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 Academic Advising office 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 the Professional Center 15-9.

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 Vice President of Human Resources and the Department of Student Success 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 Vice President of Human Resources works cooperatively with the Scranton Police Department and the Scranton Fire Department to obtain the appropriate information. The Vice President of Human Resources office is located in President's 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

Office Communication Registration Form

PLEASE COMPLETE AND RETURN TO:
Student Success – Academic Resource Center
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) (Middle 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: _____ 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