



COLLEGE OF TECHNOLOGY
Johnson
COLLEGE

3427 North Main Avenue
Scranton, Pennsylvania 18508-1495
(570) 342-6404
www.johnson.edu

Student Information Handbook
2011-2012

(revised 9/29/2011)

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



Student Information Handbook 2011-2012

This handbook will answer many, if not all, of your questions regarding Johnson College. It is the primary reference for students.

Johnson College reserves the right, in its sole judgment, to make changes of any nature in its programs, calendar, or academic schedule, whenever it is deemed necessary or desirable. Changes may include course content, the rescheduling of classes, canceling of scheduled classes and other academic activities, in any such case giving such notice thereof as is reasonably practical under the circumstances.

This handbook does not establish a contractual relationship but summarizes current information regarding the calendar, admissions, degree requirements, tuition, fees, regulations, and course offerings. The policy of Johnson College is to give advance notice of change, whenever possible, to permit adjustment; however, Johnson College reserves the right to make any changes deemed advisable by the Board of Directors of the college.

Administration at a Glance

Athletics/Student Activities:

Location: Moffat Building
Phone: 702-8952
E-mail: studentlife@johnson.edu

Johnson College is a member of the Eastern Pennsylvania Collegiate Conference and offers three inter-collegiate sports: basketball, bowling and cross-country. There are also intramural sports programs available. Student activities include Student Ambassador Program, Student Government and the Social Force Club. There are also specific clinical clubs with information available from clinical staff.

Bursar/Business Office:

Location: Richmond Hall Business Office
Hours: Monday – Friday 8 a.m. to 4:30 p.m.
Phone: 702-8922
E-mail: jcerra@johnson.edu

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

Bookstore:

Location: www.johnson.edu
Phone: 702-8912
dfawcett@johnson.edu

Students may purchase textbooks online through our virtual bookstore.

Computer Labs:

Location: Moffat Building
Phone: 702-8955
E-mail: lkrushinski@johnson.edu

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

Counseling Center:

Location: Moffat Building
Phone: 702-8955
E-mail: lkrushinski@johnson.edu

The counseling program assists students with academic and personal problems. A professional counselor is available to students who wish to schedule on appointment or just “drop by” as the need dictates.

Financial Aid:

Location: Richmond Hall
Phone: 702-8914
mpeters@johnson.edu

Johnson College students may apply for the following need-based grants: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, PHEAA Grant (PA Higher Education Assistance Agency). The following loans are available: Federal Stafford Subsidized Student Loan, Federal Stafford Unsubsidized Student Loan, Federal Parent Loan for Undergraduate Students.

Student Life:

Location: Richmond Hall
Phone: 702-8912
E-mail: dfawcett@johnson.edu

The Mission of the Student Life Department is to create experiences for students that promote involvement, learning, and success. Recognizing that growth and learning occur in all facets of campus life, the Student Life Team collaborates with students, faculty, alumni, staff and community leaders to provide innovative and intentional programs, activities and services that compliment the student’s academic experience and fosters their personal and professional growth.

Residence Life:

Location: Moffat Building
Phone: 702-8912
E-mail: dfawcett@johnson.edu

The Residence/Student Life Coordinator conducts daily rounds of the student housing. Closed circuit security cameras also monitor the housing units.

Career Services Office

Location: Moffat Building
Phone: 702-8919
E-mail: rmartinetti@johnson.edu

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

Library/Resource Center:

Location: Moffat Building

Phone: 702-8953

E-mail: msrebro@johnson.edu

This is a technology-based library offering on-line computer services in addition to more than 4500 volumes, 130 current periodical subscriptions and 300 items in the video collection and is a participating member of the Northeastern Pennsylvania Library Network. The NPLN provides users with access to a collection of more than one and a half million volumes through its on-line catalogs.

Registrar:

Location: Richmond Hall

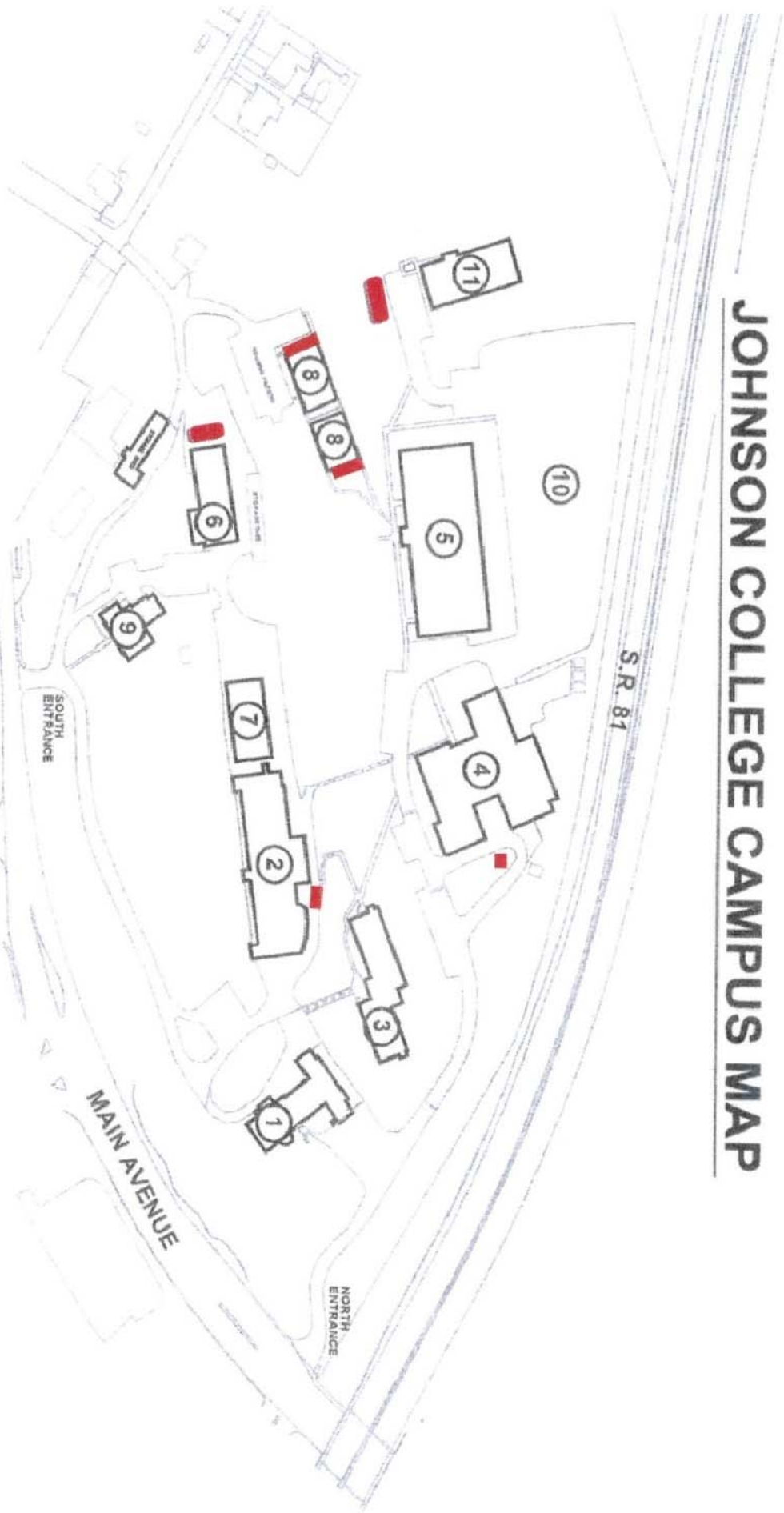
Phone: 702-8990

E-mail: cbeckage@johnson.edu

The Registrar's office processes all student information relative to scheduling, grades and transcripts as well as tracks changes in personal information. The Registrar also approves/denies transfer credits from other institutions.

Tobacco Permitted in the **RED** DESIGNATED TOBACCO ZONES ONLY on campus!

JOHNSON COLLEGE CAMPUS MAP



LEGEND

- ① RICHMOND HALL
- ② WOOLWORTH BUILDING
- ③ BINGHAM BUILDING
- ④ WEAVER BUILDING
- ⑤ MOFFAT BUILDING
- ⑥ DIESEL BUILDING
- ⑦ WOOLWORTH FLEX BUILDING
- ⑧ STUDENT HOUSING
- ⑨ RECEPTION CENTER
- ⑩ STUDENT PARKING
- ⑪ SCIENCE BUILDING

TABLE OF CONTENTS

General Information

The Community	4
The Campus	4
Life at Johnson College	4
The Johnson College Student	4
Mission Statement	4
Vision Statement	4
Johnson College Core Values	5
Non-Discrimination Policy	5
Family Educational Rights & Privacy Act (Buckley Amendment)	5
Students' Rights to Privacy & Access	5
Student Records and Record Maintenance	6
Tobacco Restricted Campus	6
Request to Prevent Disclosure of Directory Information	7

Academic Information

2011-2012 Academic Calendar	8
Academic Code of Conduct	9
Academic Honors/Recognition	9
Approval for Off-Campus Study	10
Attendance/Tardiness Policy	10
Change of Name and/or Address	10
Change of Schedule	10
Student Initiated Dropping of a Course	10
Student Initiated Adding of a Course	11
Class Cuts	11
Class Period/Time Schedule	11
Course Audits	11
Criminal Background Checks/Alcohol and Drug Screening	11
Dismissal from Program of Study	11
Formation of Sections and Cancellation of Courses	11
Grading System	12
Graduation Requirements	12
Health Clearance	12
Make-Up Work	13
Organizations and Clubs	13
Policy for Withdrawing from the College	13
Practicum/Internship/Cooperative Education Experience	13
Registration	13
Readmission Policy	14
Veteran's Readmission	14
Readmission Procedure	14
Repeated Courses	15
Satisfactory Academic Progress	15
Semester Credit Hour Conversion System	15
Student Academic Course Load	15
Termination from the College	16
Dismissal Procedure	16
Transfer of Credit Policy	16
Prior Learning Assessment	16
Credit by Examination	17
Transfer of Credit with Baccalaureate Institution	17
Verification Letter	17

Financial Aid Information

Enrollment Status	18
Requirements	18
PACE	18
Appeals	19

Student Services Information

Higher Education Opportunity Act	20
Fire Safety Instructions	20
Emergency Procedures	21
Health Related Concerns	
Health Care on Campus	21
Drug and Alcohol Abuse	21
Sexually Transmitted Diseases/AIDS	21
Johnson College Community Code of Ethics	21
Library Services	22
Policies Regarding Student Use of the Library/Resource Center	23
Student ID Card	23
Lost & Found	23
Safety Equipment and Dress	24
Safety and Security	24
Snow Emergencies	24
Student Support Services	24
Various Programs	24
Deaf / Hard of Hearing	25

Policies & Procedures

Guidelines for Student Academic Probation	27
Academic Probation Contract	28
Administrative Withdrawal of Students and Re-entry Process	29
Administrative Withdrawal of Students for Financial Issues	29
Student Complaints/Grievance Procedures	30
Appeal of Academic Decisions and Due Process	30
Academic Forgiveness Policy	31
Carl D. Perkins Vocational and Applied Technology Act	31
Drug-Free College & Workplace Statement	32
Drug-Free College & Workplace Agreement	34
Disciplinary Sanctions for Drug & Alcohol Violations	35
Policy Violation Sanctions	36
Grievance Procedure for Title IX	38
Student Complaint/Grievance Procedure	38
Grievance Procedure Form	39
Grievance Procedure Definitions	41
Learning Support/Testing Accommodation Policy	45
Medical Withdrawal and Re-Entry Policy	47
Medical Withdrawal and Re-Entry Form	48
Parking Regulations	49
Policy Against Campus Violence	50
Possession and Use of Dangerous Weapons by Students / Employees	50
Sexual and Other Unlawful Harassment	51
Sexual Assault Policy	51
Missing Student Procedure	52
Technology Users Responsibility Agreement	53
Compliance with the Higher Education Opportunity Act	55
Peer-to-Peer (P2P) File Sharing Requirements	
Students Utilizing Sign Language Interpreting Services	57
“No-Show” Policy for Deaf/Hard of Hearing Students	59
Utilizing Sign Language Interpreting Services	

Appendix

Advertising, Bulletin Boards and Posting Personal Notices – Guidelines	61
Bookstore	61
Credit by Examination	61
Credit by Examination Guidelines	62
Credit by Examination Permission Form	63
Emergency Contact Information	64
Graduation Checklist	65
Campus Security Report and Fire Safety Report	66
Campus Security Report	66
Annual Fire Safety Report	69
Drug & Alcohol Prevention Program	71

Directory of Personnel

Administration	81
Staff	82
Faculty – By Division	84

General Information

The Community

Scranton lies in Northeast Pennsylvania, along the banks of the Lackawanna River and is the county seat of Lackawanna County. The City is strategically located with access to five major interstate highways and the Northeast Extension of the Pennsylvania Turnpike, as well as the Wilkes-Barre Scranton International Airport in Avoca. The region is also home to 17 post-secondary educational institutions, four major medical facilities and numerous recreational facilities such as Montage Mountain Ski Resort and the Scranton Wilkes-Barre Yankees minor league baseball team.

Once dependent upon the anthracite coal industry, the Scranton area is enjoying a renaissance ranging from business development to increased arts and entertainment opportunities to the revitalization of Nay Aug Park. There is much to do in the Scranton area, ranging from sporting events to shopping to cultural events such as the Northeast Pennsylvania Philharmonic and Broadway Theatre League located at the Scranton Cultural Center. For a comprehensive restaurant guide and community calendar of events, go to www.funinscranton.com. For additional information on sports & recreation, arts & entertainment, shopping & dining, transportation, health care and homes & apartments, go to www.scrantonchamber.com.

The Campus

Johnson College is located on a beautifully landscaped 44-acre campus. Presently 107,607 square feet of building space houses administrative offices, classrooms, shops, laboratories, a library, college bookstore, cafeteria, student center, student organization rooms, gymnasium, fitness center and locker rooms. On-campus student housing consist of two buildings with seventeen apartments.

Life at Johnson College

Students on the Johnson College campus find a staff dedicated to helping them succeed in their chosen career. The approximate 17:1 student/teacher ratio allows faculty the opportunity to teach their subject content thoroughly as well as to know the students individually. The professional staff is dedicated to bringing the highest quality educational services to each student. And, the administrative staff is friendly and helpful.

The technical education on the Johnson campus is more than books, classrooms, shops, laboratories and equipment. The Johnson College experience includes social and athletic activities, club and fraternity organizations and student government activities.

The Johnson College Student

There is no typical Johnson College student. Some are recent high school graduates, while others have attended post-secondary institutions prior to coming to Johnson. Some come from a stint in the Armed Forces, while others come from business or industry to make a career change. There is significant diversity in the age and background of the student body.

Students come to Johnson College to prepare for employment as entry-level technicians in the business and professional community. Students spend approximately 60% of their time in their technology courses. The remaining 40% is spent in general education courses that prepare students to advance in their careers.

Most of our students come from Northeast Pennsylvania and commute to Johnson College on a daily basis. Students with permanent residences beyond reasonable commuting distances use our on-campus apartments or are assisted in locating suitable housing in close proximity to the college.

Mission Statement

The mission of Johnson College is to provide a foundation of education and skills necessary for specialized employment, career advancement and life long learning.

Vision Statement

The vision of Johnson College is to be recognized regionally as the best two-year technical college while continually enhancing our vital business and community relationships.

Johnson College's Core Values

Teamwork We create strong partnerships while recognizing individual strengths and emphasizing respect and mutual support. We freely offer help and assistance to others and seek it when needed. We provide praise and encouragement to fellow employees and celebrate success...both individual and team.

Respect We respect the dignity and potential of each individual. As well as fostering a free and timely exchange of ideas and information in a collegial environment. In return we expect accountability in our people's actions and the consequences of their actions.

Commitment We cultivate professionalism through learning, goal setting, innovation, participation and continuous improvement. We believe in fulfilling our responsibilities to one another, our students, the higher education community, and the public.

Trust We believe in trust. Trust is the belief and confidence in the integrity, reliability and fairness of a person or organization.

Integrity We accomplish our mission with a commitment to ethics, honesty, trust, consistency, and fairness. We openly consult with others whenever in doubt about any decision or action being the right one.

Positive Energy We have passion and pride. What we do makes a difference. We are very excited about the contribution Johnson College makes in the community. We convey our enthusiasm and passion for Johnson College in all our communications and professional interactions. Taking pride in our work allows us to constantly strive to develop and improve. We are passionate about what we do!

The core values of an organization are those values we hold which form the foundation on which we perform work and conduct ourselves.

Non-Discrimination Policy

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

Johnson College does not discriminate with regard to race, color, creed, sex, age, disability, 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 President of Johnson College, 3427 North Main Avenue, Scranton, PA 18508, (570)342-6404.

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.

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

Students' Rights of Privacy and Access

Unless directed by the courts or by determination of a school official that a "need to know" situation exists, information other than "directory information" is not released without a student's written consent. Directory information is determined to be a student's

name, address, telephone number, enrollment status, e-mail address, program of study, dates of attendance, participation in activities and sports, honors received, degrees awarded and dates of awarding.

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

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

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

Student Records and Record Maintenance

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are maintained in the Registrar's Office of the College and are available for inspection by appointment during normal business hours. All documents are the property of Johnson College and may not be copied, duplicated or removed.

Student records may be viewed by College officials with a legitimate educational interest, certain federal and state agencies responsible for enforcement of the Privacy Act, officials of other colleges to which the student has sought enrollment, and accrediting institutions. In the case of a health or safety emergency, parents who claim a student as a dependent for income tax purposes may also view the records. All other requests for student educational records must have the written consent of the student.

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

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

Tobacco Restricted Campus

Effective Summer 2011, Johnson College has adopted a Tobacco Restricted Campus policy. All faculty, staff, students, guests and visitors are expected to adhere to the policy guidelines. Tobacco usage will be confined to specific "Designated Tobacco Zones" around campus. (Please note the Campus Map earlier in this document that indicates the Designated Tobacco Zones.)

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

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

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

If you have any questions or concerns, please contact the Student Life office at (570) 702-8912 or studentlife@johnson.edu.

Thank you for your cooperation!

Request to Prevent Disclosure of Directory Information

Office of the Registrar

The Family Educational Rights and Privacy Act of 1974, as amended permits the College to designate certain information as directory information and to release such information at the discretion of the College without the consent of the student. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold the disclosure of such directory information.

Directory Information is defined by Johnson College as student's name, address, telephone number, enrollment status, e-mail address, major, dates of attendance, participation in activities and sports, degrees awarded and dates received.

Please consider very carefully the consequences of any decision made by you to withhold directory information. Should you inform the College not to release this directory information, any requests for such information from non-institutional persons organizations will be refused. This will also prevent the Registrar from releasing information to the media when you have graduated or been placed on the President's List since that information includes the student's address. The College will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Johnson College assumes no liability for honoring your instructions that such information be withheld.

If you wish to change your restrictions on disclosure of directory information, a new form must be filed with the Registrar's Office.

I have carefully read the above and request that directory information not be disclosed by the College without my written permission.

Student Name _____ ID# _____
(Please print)

SS # _____

Student Signature _____

Semester and Year _____ Date _____

Academic Information

2011-2012 ACADEMIC CALENDAR

Fall Semester 2011

Aug. 18	Freshman Welcome Day	Thursday
Aug. 22	Semester Begins	Monday
Sept. 5	Labor Day, College Closed	Monday
Sept. 14	Drop Date Module I	Wednesday
Sept. 14	Activity Day	Wednesday
Sept. 26	Module I Ends	Monday
Sept. 28	Module II Begins	Wednesday
Oct. 10	Fall Break, No Classes	Monday
Oct. 20	Drop Date Module II	Thursday
Nov. 3	Drop Date Semester Courses	Thursday
Nov. 3	Module II Ends	Thursday
Nov. 7	Module III Begins	Monday
Nov. 11	Veteran's Day, College Closed	Friday
Nov. 24 & 25	Thanksgiving Recess, College Closed	Thursday & Friday
Dec. 1	Drop Date Module III	Thursday
Dec. 16	Module III & Semester Ends	Friday

Spring Semester 2012

Jan. 5	Classes Begin	Thursday
Jan. 16	Martin Luther King Day, College Closed	Monday
Jan. 30	Drop Date Module I	Monday
Feb. 9	Module I Ends	Thursday
Feb. 13	Module II Begins	Monday
Feb. 20	President's Day, College Closed	Monday
Mar. 7	Drop Date Module II	Wednesday
Mar. 12-17	Spring Break, No Classes	Monday thru Saturday
Mar. 26	Drop Date Semester Classes	Monday
Mar. 26	Module II Ends	Monday
Mar. 28	Module III Begins	Wednesday
Apr. 6-9	Break, College Closed	Friday thru Monday
Apr. 20	Drop Date Module III	Friday
May 4	Module III & Semester Ends	Friday
May 11	Commencement Practice	Friday
May 12	Commencement	Saturday

ACADEMIC CODE OF CONDUCT

EDUCATIONAL (ACADEMIC) INTEGRITY IN THE CLASSROOM, TECHNICAL AREA, and/or LABORATORY

The faculty of Johnson College has high regard for the integrity of the educational process; therefore, the school 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

In the interest of protecting the grades of all honest students, Johnson College has adopted a set of disciplinary rules, which constitute academic dishonesty, and enforcement procedures, which will be applied to acts of dishonesty.

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. Facilitating acts of academic dishonesty by others
7. Tampering with academic work of others

Students involved in academic dishonesty will be penalized at the discretion of the instructor. This may result in any or all of the following penalties:

1. An "F" in the course
2. Referral to the Vice President of Academic Affairs
3. Referral to judicial authorities
4. Written notification to the student's technical/clinical department chairperson

Penalties imposed by the Vice President of Academic Affairs may include up to termination from student's program of study.

Academic Honors/Recognition

The President's List

The President's List is published at the end of each semester citing students who achieve a minimum 3.90 GPA, while carrying a minimum of 12 Johnson College credits and matriculating toward a degree. Students who receive a grade of W, F, or I on their transcript for the semester will not qualify for the President's List.

Honors upon Graduation

Graduating students are eligible for recognition based upon scholastic merit. Highest Honors Awards are conferred on graduates with the highest cumulative GPAs among the candidates for the Associate in Applied Science and the Associate in Science degrees. *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude* are citations conferred by the College for exceptional academic achievement and completion of a challenging curriculum.

Students who earn a cumulative GPA of 3.90 or higher will graduate *Summa Cum Laude*. Those with a cumulative GPA of at least 3.80 and equal to or less than 3.89 will graduate *Magna Cum Laude*. Those with a cumulative GPA of at least 3.70 and equal to or less than 3.79 will graduate *Cum Laude*.

Approval for Off-Campus Study

Johnson College will accept credits from other institutions for courses taken by a current student provided the student receives approval from the appropriate Department Chairperson prior to registering for the course and completes the necessary paperwork. The student also must provide the Johnson College Registrar with an official transcript verifying a grade of "C" or higher upon completion of the course. It is the responsibility of the student to ensure that these transcripts are forwarded to the Registrar's Office. Approval forms may be obtained through the Registrar's Office or are available on the Registrar's page of the College's website.

Attendance/Tardiness Policy

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

- Students are required to be present and punctual for classes and scheduled conferences with instructors, and College administrators.
- Students who miss 15% of a course will be notified via e-mail through the student portal.
- Students who miss 25% of a course may be advised by the instructor to withdraw from the course; notification will be made via e-mail through the student portal.
- Faculty members are required to record attendance daily.
- Students who enroll for a course but do not attend classes and fail to formally withdraw from the course are financially responsible for the course and will receive the grade earned in that class.
- Students who withdraw from a course after the second week and before the tenth week of the semester because of absenteeism will receive a grade of "W" (Withdraw) and are financially responsible for the course.
- Announcement of the College closing due to inclement weather or emergency conditions will be made on the College's website (www.johnson.edu), WYOU-TV, WNEP-TV, and local radio stations. Information may also be obtained by calling Johnson College at (570)342-6404 and following the prompts.

Students' attendance records will reflect tardiness according to the following formula: 25 minutes late or less will result in half a class period being deducted from total classes attended for the semester; 26 minutes to 50 minutes late, one class period deducted; and 51 minutes to 75 minutes late, one and a half class periods deducted.

Change of Name and/or Address

The Registrar's Office must be informed of any changes to a student's personal information, such as name, address, telephone number, and/or place of employment. It is the student's responsibility to keep the College informed of any changes to student information. In the event of a name change, a marriage license or divorce decree must be presented along with the Name Change form. Name Change forms may be obtained through the Registrar's Office.

Change of Schedule

After a student is registered, changes to the schedule may be made through the process of adding and/or dropping a course. Students may be admitted to another course or change sections only during the first academic week of a semester. Schedule Change forms are available through the Registrar's Office. A \$15.00 Drop/Add fee will be assessed for each Drop/Add form submitted.

Student-Initiated Dropping of a Course – Semester Classes

From the first day of class to the end of the second week of the semester, a student may drop a course without notation, provided a Drop/Add form is submitted with the required signatures. Dropping a course during this period results in no grade or transcript record.

From the third week of the semester to the end of the tenth week of class, a student-initiated withdrawal receives a grade of "W" (Withdraw) which is not calculated into the student's Grade Point Average (GPA) but does appear on the student's transcript.

From the eleventh week to the last day of the course, students are not permitted to withdraw from a class.

Student-Initiated Dropping of a Course – Module Classes

Module drop dates are published in the College catalog (General Information Academic Calendar) as well as on the Academic Calendar provided to all students when they receive their fall schedules.

For the first two days of the module, a student may drop a course without notation, provided a Drop/Add form is submitted with the required signatures. Dropping a course during this period results in no grade or transcript record. (Note: withdrawing from the College during the first two weeks of the semester results in no grade or transcript record.)

On the third day of the module until the module drop date, a student-initiated withdrawal receives a grade of “W” (Withdrawn) that is not calculated into the student’s Grade Point Average (GPA) but does appear on the student’s transcript.

Students are not permitted to withdraw from modules after the published module drop date.

Student-Initiated Adding of a Course

A student may add a course during the first week of a 16-week semester provided a Drop/Add form is submitted with the required signatures.

After the first week of the semester, approval from the course instructor is required to add a course.

After the second week of the semester, approval of the Vice President of Academic Affairs is required to add a course.

Class Cuts

Class cuts are not permitted and will be recorded as absences.

Class Period/Time Schedule

The Class Period/Time Schedule which lists all and compressed schedules will be available on the Johnson College website.

Course Audits

Students may audit a course for personal enrichment. They may attend classes and participate in lectures and laboratory activities but are not required to complete assignments or take tests. Students who elect to audit a course will receive a grade of “AU” on their transcript that indicates that no grade or credit has been given for the course. The charge for audited courses is the same as for credit courses.

Criminal Background Check / Alcohol and Drug Screening

Some programs of study, educational experiences, clinical practicums, internships, and cooperative education programs, as well as potential employers, may require a criminal background check, child abuse clearance, fingerprinting and/or drug screening. Johnson College is not responsible for the decisions or actions of other institutions or organizations that may result from students’ failure of drug screening or background check or students’ failure to report the results of these incidents to the College.

The results of a criminal background check will not necessarily preclude admission to Johnson College.

The Freshman Orientation program includes an in-service presentation on the use of drugs and alcohol.

Dismissal from a Program of Study

The Radiologic Technology and the Veterinary Technology programs have specific Grade Point Average (GPA) requirements for their major courses. Therefore, it is possible for a student to meet the minimum GPA of the College and not meet specific GPA requirements for the program. Students who do not meet GPA requirements for Radiologic Technology and Veterinary Technology will be dismissed from these programs. These students will have the option to transfer into another program of education providing their cumulative GPA is 2.00 or above.

Formation of Sections and Cancellation of Courses

Johnson College reserves the right to cancel a program, course or section, to change the time of meeting, to subdivide a section, or to combine two or more sections as circumstances may require. Every effort is made to minimize the impact of such changes for students. Students who may be involved in a change of schedule should see their academic advisor, mentor or the Registrar.

Grading System

Course achievement levels and cumulative Grade Point Average (GPA) are provided on semester transcripts using the following grading system:

Letter Grade	Significance	Numerical Relationship	Quality Points
A	Outstanding	90-100	4.00
B+	Commendable	85 - 89	3.50
B	Good	80 - 84	3.00
C+	Above Average	75 - 79	2.50
C	Average	70 - 74	2.00
D+	Below Average	65 - 69	1.50
D*	Deficient	60 - 64	1.00
F	Failure	0 - 59	0.00
I**	Incomplete		
W	Withdrew		

* Minimal passing grade

** A grade of "Incomplete" will be awarded only in exceptional circumstances. A grade of "Incomplete" must be completed within 10 school days. If the grade is still "Incomplete" beyond this period, the grade becomes an "F" or Failure and the course must be repeated.

Cumulative Grade Point Average is computed using the following formula:

$$\text{Cumulative GPA} = \frac{\text{total quality points earned per semester(s)}}{\text{total credit hours attempted per semester(s)}}$$

Graduation Requirements

Students must meet the following requirements in order to be eligible to graduate:

- completion of Freshman Seminar (FS 101)
- completion of 65 credits for Distribution & Supply Logistics Technology; 66 credits for Heating, Ventilation & Air Conditioning; 68 credits for Veterinary Technology; 69 credits for Carpentry & Cabinetmaking Technology, Electrical Construction & Maintenance Technology, Electronic Technology, Precision Machining Technology, and Radiologic Technology; 72 credits for Architectural Drafting & Design Technology, Automotive Technology, Computer Information Technology and Diesel Truck Technology; 75 credits for Biomedical Equipment Technology
- completion of a minimum of 37 credits at Johnson College
- completion of a practicum/internship/cooperative education experience for students in the Biomedical Equipment Technology, Distribution & Supply Logistics Technology, Heating, Ventilation & Air Conditioning Technology, Radiologic Technology and Veterinary Technology programs
- achievement of a cumulative Grade Point Average (GPA) of 2.00. See Page 76 and Page 81 for information on the minimum GPA for Radiologic Technology and Veterinary Technology, respectively
- full payment or satisfactory arrangement to fulfill all financial obligations
- submission of a completed Graduation Application form by the stated deadline.

Students must meet the following requirements in order to be eligible to graduate from a certificate program:

- completion of 50 credits for Diesel Preventative Maintenance Certificate
- full payment or satisfactory arrangement to fulfill all financial obligations
- submission of a completed Graduation Application form by the stated deadline
- completion of a minimum of 25 credits at Johnson College

Students who have not met the graduation requirements will not be allowed to participate in Commencement exercises, will not be eligible for Commencement Awards, and will not have their names listed in the Commencement Program.

Health Clearance

All enrolled students must have a physical exam and physician signature on the health clearance form prior to the start of the first enrolled semester. Pennsylvania law requires students residing in campus housing to submit documentation of immunization against

meningococcal disease (meningitis) before being permitted to live on campus. Other programmatic inoculations may be needed. Please refer to individual program enrollment requirements in the Johnson College Catalog.

Make-up Work

When students are absent because of conditions beyond their control, they may be permitted to make up lost time in their academic and/or major courses. It is the responsibility of the student to request consideration for make-up work from the instructor. Make-up work is not permitted for the purpose of receiving Veterans Administration Training Allowances.

Organizations and Clubs

Both the Student Government Association and Social Force Club are active on the Johnson College campus. Student Government representatives are generally selected from each technical or clinical program. Membership in the Social Force Club is open to all students and members are always welcome. There are also technical/clinical clubs as well as intramural sports. Students interested in forming a club must have a faculty advisor and establish goals outlining purpose, membership requirements, meeting place and meeting schedule. Clubs must be approved by the Coordinator of Student Activities and the faculty advisor and may request minimal funding from the Student Government Association prior to October 15 of each year.

Policy for Withdrawing from the College

Students who wish to withdraw from Johnson College must:

- Meet with the Registrar and the Director of Financial Aid
- Inform the Residence/Student Life Coordinator where applicable
- complete an official withdrawal form available from the Registrar's Office

Upon withdrawal, grades will be recorded on the transcript as a W that is not calculated into the student's Grade Point Average (GPA) but does appear on the student's transcript.

Practicum/Internship/Cooperative Education Experience

Johnson College offers opportunities for practicum/internship/cooperative education experience that integrates technical studies with supervised work experience. Students may be employed by industry, business or government organizations for a specific period of time in positions related to their technical fields and must meet all requirements for these experiences. Additional information about this program is available in the Industrial Relations office.

Registration

Johnson College hosts a series of Welcome Days during the summer to facilitate registration for incoming fall freshmen. The Registrar's Office handles registration for students who do not attend their Welcome Day as part of the enrollment process. Freshmen may make any necessary schedule changes to their Fall schedule during the first week of the semester.

Subsequent registrations are held twice a year during the prior semester. The Registrar will announce the procedures and dates of registration. A late registration fee of \$30.00 is charged to students who fail to register during those dates.

Students who have outstanding balances will be put on Registration Hold by the Bursar's Office and will not be permitted to register until that hold is released by the Bursar.

All students must meet with their academic advisor prior to registration and obtain an official class schedule from the Registrar.

Students are permitted to attend only those classes for which they have officially registered and paid. An officially registered student is one who:

- has submitted an approved registration form
- has reconciled all charges with the Bursar's Office
- has been accepted for scheduling by the Registrar.

It is the responsibility of students 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 education.

Readmission Policy

Johnson College encourages students to complete their education degrees. To assist students in this endeavor, the College has established the following readmission policy.

Readmitted students are those students who have been separated from Johnson College for no more than two consecutive semesters, excluding summer session, and who have earned more than 30 credits prior to seeking to return. Otherwise, the student is considered a new applicant and must contact the Admissions Office (570) 702-8900 to file a new application.

Students wishing to be readmitted, as defined above, must apply for readmission by contacting the Registrar's Office. (For information on Radiologic Technology students see below.) A readmission application must be completed and submitted with a \$15.00 readmission fee. Students who desire to be readmitted must have no financial balance and/or any other obligation due to the College.

Students wishing to return who were on academic probation at their time of separation from Johnson College may also be required to meet with the Vice President of Academic Affairs prior to being considered for re-admission.

Students who have been dismissed from Johnson College for academic reasons may seek readmission using the procedure outlined above. The Director of Enrollment Management, Department Chairperson, and Vice President of Academic Affairs make the decision for readmission jointly. Students will be enrolled on a probationary status and may be required to take a reduced academic schedule and/or participate in the SUCCESS Program. (Individual program readmission criteria may be found in individual program handbooks.)

Students who are readmitted are required to complete the graduation requirements in effect at the time they re-enter Johnson College. Coursework previously completed will be evaluated to determine if it meets current requirements. Students who have taken courses at other post-secondary institutions since their last date of attendance at Johnson College must submit official college transcripts of that coursework. As stated in the Radiologic Technology Handbook under Readmission into the RT Program: If a student is dismissed from the Program, they may not request re-admittance into the program. If a student withdraws from the program due to grades not meeting the programmatic criteria, they will not be able to reapply back into the program.

Veterans' Readmission

Johnson College complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act section 487.

The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status as the student had when he or she last attended the institution.

This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

To view the full act visit: <http://www2.ed.gov/heoa>

Readmission Procedure

- 1) The Bursar's Office will first review all applications to determine if the student is in good financial standing with the College, before they are considered for readmission.
- 2) Applications of students deemed eligible for readmission will be reviewed by the Registrar's Office and will also be sent to the Department Chair for review and to determine if there any stipulations to be added to readmission.
- 3) If a student originally left Johnson College for medical reasons, student must provide a medical release from a licensed medical provider to the Vice President of Academic Affairs.
- 4) Students eligible for readmission may be required to participate in the Advocate Program and/or SUCCESS program as determined by the Office of Student Support Services.
- 5) After notification of readmission and any requirements for readmission, student must meet with the Financial Aid and/or Bursar's office to develop a plan to finance their education.
- 6) Students then must complete normal course registration procedures in conjunction with an academic advisor or the registrar.
- 7) After meeting with the academic advisor or registrar, student will meet with the Registrar's Office to fill out appropriate enrollment paperwork and to register for classes.

Repeated Courses

Students may repeat a course in which they earned a “D” or “F” in order to improve their Grade Point Average (GPA). The repeated course will appear on the student’s transcript twice. The original grade will be replaced with an “R” and only the new grade will be used in calculating the student’s GPA. A course may be repeated no more than three times.

Students receiving a grade of “D” or “F” may elect to take the course at another institution and transfer the credit for it to Johnson College. In this event, the original grade will be replaced with an “R” and will be used only in calculating the total number of credits required for graduation. Transfer credit will not be used in the calculation of a student’s cumulative GPA.

Satisfactory Academic Progress

Students must maintain a Grade Point Average (GPA) of at least 1.80 for the first semester and a cumulative 2.00 for subsequent semesters while completing at least 24 credits per academic year based on their enrollment status. Failure to maintain the prescribed GPA may prevent students from progressing to higher level courses within their program and may result in dismissal from the program. Students who are in danger of not meeting the GPA requirement are advised to meet first with their faculty advisor and then with the Registrar to discuss alternatives and options. Students must complete their degree within three years.

Additionally, students in the Veterinary Technology program must maintain a cumulative 2.50 GPA (C+) or better in their major in order to remain in the program. Students in the Radiologic Technology program must maintain a 2.5 GPA (C+) or better in each major course including clinical practicums. Failure to maintain the prescribed GPA may prevent students from progressing to higher level courses within their program and may result in dismissal from the program.

Semester Credit-Hour Conversion System

Each course has a credit-hour value based upon the required number of hours per week in the classroom, laboratory, or trade area.

clock hour = 50 minute period
15 hours of lecture = 1 credit
30 hours of lab = 1 credit
45 hours of internship = 1 credit
30 hours of technical area = 1 credit
clinical practicum 240-360 hours (Radiologic Technology students only) = 1 credit

**The Clinical Practicum Experience described by the Joint Review Committee on Education in Radiographic Technology (JRCERT) at a facility recognized by the JRCERT as meeting appropriate qualifications for delivery of clinical education. A clinical practicum experience is utilized for providing learning experiences to develop attainment of required program competencies. A Clinical Practicum site requires JRCERT recognition.*

The Johnson College Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300e-mail: mail@jrcert.org

Student Academic Course Load

A student is considered full-time when registered for a minimum of twelve credits per semester. A student is considered part-time when registered for fewer than 12 credits. A student typically carries 12 to 21 credits in both the fall and spring semesters. An academic overload occurs when a student attempts to register for more than 21 credits in a semester. Students who wish to register for more than 21 credits must have the permission of the Vice President of Academic Affairs. Students who are granted permission for an academic overload are subject to additional tuition charges.

Termination from the College

Johnson College makes every effort to assist students in achieving their academic goals; however, the College reserves the right to dismiss students due to special circumstances. In such cases, charges will be adjusted according to College policy and the College will:

- send letters of concern to the student
- counsel the student prior to termination or dismissal
- inform the student of his/her termination or dismissal.

Dismissal from a Program of Study

Specific Dismissal policies for Radiologic Technology and Veterinary Technology students can be found in the Radiologic & Veterinary Technology Programmatic Handbooks.

Transfer of Credit Policy

Coursework previously completed at another institution will be evaluated relative to its equivalency to Johnson College courses and to the specific major. The appropriate Department Chairperson and the Registrar will make final decisions on acceptance of coursework from other institutions. Students who wish to transfer courses must follow the procedures below:

- complete the steps listed under Application Requirements
- have official transcripts from all previously attended colleges sent directly to the Registrar's Office
- Provide course descriptions, course syllabus or a college catalog if requested by the Registrar's Office.

A copy of the evaluation will be provided to the student.

The College accepts a maximum of 30 credits from another institution. Of the remaining credits required for graduation, a minimum of 35 must be completed at Johnson College.

Only courses completed with a grade of "C" or higher will be considered for transfer credit. Radiologic Technology courses are not typically granted transfer credit. The Department Chairperson and Clinical Coordinator may grant exceptions on a case-by-case basis. Only courses completed with a grade of C+ or better will be considered for transfer credit.

Transfer credit will appear on the student's transcript but only credits from Johnson College will be used in computing the student's Grade Point Average (GPA) and eligibility for academic honors. It is the responsibility of the student to ensure that all courses have been evaluated prior to registration to avoid duplication of courses.

Coursework completed within the past ten years will be evaluated according to current standards. Coursework completed more than ten years ago will be evaluated on a course-by-course basis by the Vice President of Academic Affairs, Registrar and the appropriate Department Chairperson.

Once enrolled at Johnson College, students may transfer no more than six additional credits without receiving prior approval, based upon a demonstrated hardship, from the Registrar's Office.

Prior Learning Assessment

Prior Learning Assessment (PLA) in Pennsylvania is a joint collaboration by the Pennsylvania Department of Education and the Pennsylvania Department of Labor & Industry. PLA is defined as a validated process to evaluate knowledge and skills students gain from life experiences. When these prior learning experiences demonstrate college-level learning and align with college course competencies, postsecondary institutions may award college credit. (Evaluation of prior learning completed 10 years before the request date is based on review by the Vice President of Academic Affairs, appropriate Department Chair and Registrar's Office.)

Johnson College has entered into a Prior Learning Assessment Agreement with the Pennsylvania Department of Education to apply PLA standards in the following manner.

Credit by Examination

- **AP (ADVANCED PLACEMENT)** - Students who have completed advanced courses in high school or vocational-technical school may be eligible for advanced placement. Students seeking advanced placement should indicate their intention to the Admissions Office prior to the beginning of the semester. Such students will be required to complete an application for advanced placement and to take a competency exam. Upon completion of the exam (a grade of “B” or above is required for advanced placement), students will be notified and the information will be entered on their transcript but not calculated into their GPA. Advanced Placement scores from the College Board may be substituted for the College’s advanced placement exam.
- **Advanced Placement Mathematics** - The Mathematics faculty will review previous academic records of students who test at or above an 85 in the Algebra Accuplacer placement test to determine if they are sufficiently prepared for advanced placement into MAT 201 (College Algebra & Trigonometry). Students requiring six (6) MAT credits who opt for the advanced placement into MAT 201 will have the opportunity to register for an elective MAT course to enhance their transcript. Students in the Distribution & Supply Logistics Technology program of study are required to complete 3 credits, MAT 121, as part of their degree requirements.
- **CLEP (College Level Examination Program)** – Students who have completed CLEP exams prior to attending Johnson College should submit their exam scores at the time of application to the College (a grade of “B” or above is required). The appropriate Department Chair and the Registrar’s Office will review the test to determine applicability to awarding credit for Johnson College coursework.
- **ECE (Excelsior College Examinations)** – Students who have completed Excelsior exams prior to attending Johnson College should submit their exam scores at the time of application to the College (a grade equivalent to “B” or above is required). The appropriate Department Chair and the Registrar’s Office will review the test to determine applicability to awarding credit for Johnson College coursework.
- **DSST (DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests)** – Students who have completed DSST exams prior to attending Johnson College should submit their exam scores at the time of application to the College (a grade equivalent to “B” or above is required). The appropriate Department Chair and the Registrar’s Office will review the test to determine applicability to awarding credit for Johnson College coursework.
- **Johnson College Challenge Examination** – Full-time students, who are currently enrolled in a course and who believe they have adequate knowledge of the subject, may request to receive credit by examination. To complete a course under this policy, a student must make arrangements with the class instructor and obtain approval by the appropriate department chairperson, the Vice President of Academic Affairs, and the Registrar. Students should submit a completed Challenge Examination Form (obtainable from the Registrar’s Office or under the Forms section of the Registrar’s webpage). The fee for taking the Challenge Exam is \$100 and must be paid prior to the examination. Students who do not have a receipt from the Business Office will not be allowed to sit for the examination. Testing must take place prior to the completion of the third week of class. The college will not allow more than three full-course equivalents completed by Challenge Examination to count toward a degree, unless the Vice President of Academic Affairs approves a request based on a demonstrated hardship.

Transfer of Credit with Baccalaureate Institution

Johnson College has program specific articulation agreements with three baccalaureate awarding institutions, Keystone College, Marywood University and the State University of New York (Utica/Rome/Canton). These agreements are program specific. The College also participates in a Next-Step Program with the University of Scranton; additional information on this program is available in the Career Services Office and Registrar’s Office.

Verification Letter

A verification letter provides proof of enrollment, graduation, student status, or other student related information. It does not provide specific course or grade information as found on an official transcript. Verification letters may be requested by organizations such as an insurance company or sponsor. Verifications are provided free of charge to all students, both current and previously enrolled students. Letters verifying enrollment will not be provided prior to the beginning of the semester; if student needs verification prior to the start of the semester, a letter will be provided stating that the student is “scheduled to enroll.”

Financial Aid Information

Federal regulations require that educational institutions measure students' progress toward a declared educational degree objective both quantitatively and qualitatively. In accordance with these regulations, Johnson College has established the following standards to measure a student's academic progress for each academic year. These standards will be applied uniformly to all students when determining their eligibility for federal and/or Johnson College funds regardless of whether the student previously received these funds. Should a student fail to meet any of these requirements they are deemed not eligible to receive Title IV funding and/or Johnson College funds until the deficiency is made up by the student.

Enrollment Status

Students enrolled for at least 12 credits per semester are considered "Full Time" for that semester.
Students enrolled for at least 9 credits but less than 12 credits per semester are considered "Three-Quarter Time" for that semester.
Students enrolled for at least 6 credits but less than 9 credits per semester are considered "Half Time" for that semester.
Students enrolled for less than 6 credits per semester are considered "Less Than Half Time" for that semester.

**** Enrollment status is determined at the end of the 100% tuition refund period each term ****

PHEAA state grant recipients who received assistance as full time students must complete a minimum of twenty-four (24) credits for every two (2) semesters of state grant assistance while those who received assistance as part time students must complete a minimum of twelve (12) credits for every two (2) semesters of state grant assistance. This requirement must be met even if the state grant was received for attendance at another institution.

Quantitative Requirement

All students must successfully complete (earn) a minimum of 80% of all the credits he or she has attempted at Johnson College during the entire period of enrollment. Total credits earned divided by total credits attempted equals the percentage. Credits attempted are all those for which the student has enrolled as of the end of the add/drop registration period (1st week of the semester).

Successful completion is defined as the assignment of a passing grade to the courses attempted and equates to the number of credits earned. Failure, withdrawal, incomplete or other designations to the courses attempted are not considered successful completion.

Courses that are repeated will be counted in the calculation of credits attempted and will be counted only once as credits earned when the student receives a passing grade. Aid is granted for repeated course work but does not include more than one (1) repetition of a previously passed course.

If an incomplete grade becomes a passing grade, a reevaluation of the number of credits earned is conducted to assess the student's successful completion of the required number of credits. It is the student's responsibility to inform the Financial Aid Office of such a grade change.

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 student's degree. Therefore, these credits will be excluded from the time allowed to complete a degree requirement or the PACE at which a student will graduate.

For transfer students, transfer hours accepted are counted as both attempted and earned toward degree requirements.

Qualitative Requirement

In addition, students must meet the following minimum Cumulative Grade Point Average (CGPA) requirements:

1. At the end of the first semester of undergraduate study: **1.80**
2. At the end of all years of undergraduate study: **2.00**

Time Allowed to Complete Degree Requirements (PACE)

Under Federal regulations, the maximum time frame that a student may have to complete a degree is 150% of the published length of the educational program for a full-time student. This includes all semesters even if no financial aid was received. A student must have approximately **69** credits to complete a degree at Johnson College and therefore, it is expected that all students should complete all degree requirements by the time the student has attempted **104** credits. Students who do not continue to meet these standards will not be on PACE to graduate and thereby will be a risk of losing their Title IV funding. In order to stay on pace, a full-time student should complete an average of **18** credits per semester. Students who change majors are responsible for completing their degree requirements within the specified timeframe.

Procedures for Checking Satisfactory Academic Progress

For degree students, an annual evaluation of a student's academic standing and progress to determine federal and state eligibility is made at the end of each spring semester. Academic progress will be determined by the Financial Aid Office based upon the information contained in the student's academic transcript as of the date of the review. A student who fails to meet the standards for minimum satisfactory academic progress will be notified in writing that he/she is ineligible for aid the next academic semester.

For credit based certificate programs, an evaluation of a student's academic progress is made at the midpoint of the program.

Once a student achieves the minimum standards, it is his/her responsibility to request reinstatement from the director of financial aid.

Grade Level Progression

Students must have completed a minimum of least 30 credits in order to be classified as a second-year student

Financial Aid Appeals

Students who do not meet Satisfactory Academic Progress requirements have the right to appeal. Students may appeal the discontinuation of their financial aid if failure to meet the standard was the result of an undue hardship caused by death of a relative, student injury or illness, or other special circumstances. An appointment should first be made with a Financial Aid Counselor for an initial review of the situation. The appeal must be type written and submitted to the director of financial aid within 30 days from the date of the student's suspension notification letter and must include evidence that supports the claim of mitigating circumstances. The appeal should include an explanation of the extenuating circumstances which resulted in the student's inability to meet the requirements. The student must show that the hardship that created the poor academic performance has been resolved and should not impede academic success in the future. In some cases, supporting documentation may also be required. The director of financial aid will review all appeals.

If the appeal is granted, the student's financial aid eligibility will be reinstated and the student will be on probation for the next semester. Minimum standard for progress must be met by the end of the probationary semester.

If the appeal is denied, financial aid will only be reinstated when the student achieves the minimum standards.

Student Services Information

Higher Education Opportunity Act (HEOA):

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

Fire Safety Instructions

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.

Johnson College Emergency Procedures

Emergency Contact Information:

- **Lackawanna County Emergency Management Agency** (police, fire, or medical emergency). Using Campus or cellular phone: 9-1-1
- **Johnson College Security (Monday to Friday from 8:00 am to 5:00 pm)**
Extension 8989 or (570) 702-8989
- **Johnson College Security (Monday through Friday after 5:00 pm or Saturday and Sunday)**
Dial 9-1-1 or evening security guard (570) 955-7921

Fire:

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

Medical Emergency:

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

Severe Weather:

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

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”: (Revised 8-17-10)

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

Lockdown/Shelter-in-Place:

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

What to Report:

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

Un-Securing an Area:

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

HEALTH RELATED CONCERNS

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 Director of Athletics/Coordinator of Student Activities also maintains first-aid supplies for students utilizing the gymnasium and fitness areas located in the Moffat Building.

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. Students who sustain injuries in the normal course of student activity on campus should be referred to the Vice President ministrations in Richmond Hall.

Students desiring counseling services regarding health-related problems or concerns may contact a member of the Student Support Services Office, located in the Moffat Building.

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 Assistant Director of Student Support Services located in the Moffat Building. 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 any member of the Student Support Services Office. 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.

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.

Library Services

Uses of the Library/Resource Center

- For preparation of assignments and reports in both the academic and trade/technical/clinical areas.
- Researching technical problems as they arise.
- Researching trade/technical/clinical areas for career opportunities and developing an effective job-search strategy.
- Providing current information on world events, new technological developments and issues that are occurring daily.

Types of Material Found in the Library/Resource Center

- **Circulating Books** - the Dewey Decimal Classification System arranges these on open shelves. To find a book, go to the online catalog, Destiny, to determine the Dewey number.
- **Reference Section** - These include reference books, encyclopedias, handbooks, almanacs, directories, etc. and are located in the main room of the library. Reference books are not to be removed from the Library.
- **Reserve Materials** - Reserve books are located behind the circulation desk and must be obtained from the librarian. Materials are placed on reserve at the request of a faculty member and have some type of restriction on circulation.
- **Periodicals** - The library has more than 100 current periodical subscriptions, which are displayed, on the periodical shelves. Back issues of magazines are shelved in the open stack area in files arranged chronologically.
- **Periodical Indexes** - The library has two (2) types of indexes to assist in finding information in magazines. Paper indexes, such as Reader's Guide to Periodical Literature, are located near the current periodical shelves. An online periodical index and full text database, Learning Information Resource Network (LIRN) is available using a designated student password. Each index is unique as to the kind of information it provides.
- **Computer Internet Accessibility** – The library has a number of computers for student use. These computers are available with word processing, spreadsheet and presentation software. They also have internet accessibility for student research.

Other Services Available for Information Retrieval

- **Copy Machine** - A photocopier is available to make copies of magazine articles and pages from books, etc. at ten cents (.10¢) per copy. Transparencies are also available for purchase at the circulation desk to be used with the copy machine.
- **Inter-Library Loan** - Library catalogs of many libraries are available online at the Northeast Pennsylvania Library Network (npln.org). Upon request, books and magazine article summaries may be borrowed from other libraries through interlibrary loan. Request forms can be obtained at the circulation desk.
- **Local Libraries** - Johnson College students may use the libraries of other colleges in the area. The operating hours of these libraries are posted in our Library.
- **Borrowing From Local Libraries** – Johnson College students can borrow materials from the other local libraries listed below:

- Penn State Library at the Worthington Scranton Campus - students must present a Johnson College student Identification card.
- Weinberg Memorial Library at the University of Scranton - students must be registered in the Lackawanna County Library System and present a current library card plus another form of identification.
- Scranton Public Library - students must possess a current Lackawanna County Library System card.

Policies Regarding Student Use of the Library/Resource Center

- **Circulation Procedure** - The library has a computerized circulation system. Students must present their Johnson College student identification card each time they check out materials.
- **Loan Period** - Circulating books may be charged out for two (2) weeks with renewal privileges. Reserve books fall into two (2) categories; library use only and one (1) week circulation. All magazines may be checked out for one (1) week.
- **Overdue Items** - A fine will be charged for each overdue item. Students will receive notices from the Library regarding the overdue material. The fine for overdue materials is 10 cents per school day for regular circulating books. Students can avoid fines by renewing books/magazines or returning them on time. Failure to return library material and clear outstanding fines will result in a hold being placed on the student's grades/transcripts.
- **Time And Special Requests** - It is urged that students budget their time wisely in fulfilling assignments so that the library can be of maximum benefit. Student should not come to the library at the last minute, as the librarian needs time to assist students in gathering the information they may need. Individual service is what our library is all about.

Johnson College Student ID Card

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

- Personal Identification
- Library Card
- Admission Card to campus events/activities
- Meal Plan Campus Card
 - o Residence Life Students are required to hold a meal plan
 - o Commuting Students may also opt into the Meal Plan by contacting the Bursar in Richmond Hall at (570) 702-8921 during normal business hours – Monday through Friday 8am – 430pm.

All incoming students will be photographed for their Johnson College Student ID (Jaguar) Card during their scheduled Program Orientation Day. Student ID (Jaguar) Cards will be issued to commuting students during Welcome Week every fall and to the Residence Life students during their Move – In Day. Student ID (Jaguar) Cards are good for the entire time of your enrollment at Johnson College.

Should a student lose, misplace or destroy your Johnson College Student ID (Jaguar) Card. You must contact the Student Life Department in Richmond Hall at (570) 702-8912 to request a new card during normal business hours – Monday through Friday 8am – 430pm. Please note that there will be a \$20 card replacement fee.

Johnson College Student ID (Jaguar) 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 (Jaguar) Card will render the card invalid.

Lost and Found

All lost and found items should be immediately reported or turned into the Director of Student Life in Richmond Hall. 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.

Safety Equipment and Dress

Students come to Johnson College to prepare for career opportunities in business and industry. An important element in student preparation is an appearance that will be inviting to prospective employers, plus grooming and dress that will allow participation in

any industrial activity in a safe, effective and efficient manner. Technical and/or clinical areas have varied dress requirements and use of personal safety equipment, which will be reviewed with students and enforced by the instructors.

Safety and Security

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

- * LOCK ALL VEHICLES AND OFFICE DOORS
- * KEEP PERSONAL VALUABLES UNDER CLOSE SUPERVISION
- * REPORT ALL SUSPICIOUS PERSONS OR INCIDENTS IMMEDIATELY
- * REPORT ALL ACCIDENTS AND MEDICAL EMERGENCIES IMMEDIATELY
- * COMPLY WITH PARKING AND TRAFFIC REGULATIONS

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

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

Snow Emergencies

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

Television stations, Channel 16, 22 and 28, will be called immediately after the decision is made to delay or cancel classes and these stations will then make the announcement. In addition, local radio stations and stations in the southern New York Tier are also called to announce cancellations.

If you believe classes might be on a delayed start or canceled, refer to the Johnson College Website, television and/or radio stations listed above. Announcements will also be displayed on the Johnson College web-page (www.johnson.edu) or by calling Johnson College at (570) 342-6404 and following the prompts for information on compressed schedules or cancellations due to weather condition. Students may also be contacted via text messages after completing an Emergency Procedure form.

STUDENT SUPPORT SERVICES

• Career Services

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

• Counseling

Johnson College's counseling program is provided to assist students with academic and personal problems. A Counselor will work with students who may need support or assistance with a particular issue, including personal relationships, anger, fear, school-related problems, drug and alcohol abuse, sexual and/or domestic abuse, career exploration, etc. Faculty or staff members may refer students to the counseling program or students may self-refer.

A professional counselor is available to students who wish to schedule appointments or just "drop by" as the need dictates. Counseling services are confidential and available to students at no additional cost.

• Tutoring

Peer tutors are available upon student request or faculty/staff referral. Based upon the needs of the student, a tutoring schedule can be daily, weekly or on an as-needed basis. Confidentiality is of the utmost importance, and peer tutors are fully aware of this aspect of their position.

• Learning Support/Testing Accommodations

Learning Support, in the form of learning and testing accommodations, is available to students with documented learning disabilities or ADHD. Please contact the Support Services Office to find out what documentation is required to substantiate the need for accommodations and/or make a request for accommodations. Professional testing may be arranged for students who have not been tested within the previous four years. The cost of this testing may be covered by the student's health insurance or the Office of Vocational Rehabilitation.

- **SUCCESS Program**

The SUCCESS Program is a tool offered to students who are motivated to achieve academic and personal success at the college level. The SUCCESS Program is designed to assist students with the transition to college-level academics and to help them to achieve their goals. Students are referred/mandated to the program through the admissions process, by a faculty or staff member, by the Vice-President of Academic Affairs, or by self-referral.

The SUCCESS Program offers tutoring, counseling, and advising services to students. Additional information about this program is available in the Student Support Services Office, Moffat Building.

- **Educational Resources**

The Student Support Services has a full array of resources available for student use. Students may borrow from a library of audio tapes, video tapes, and books on such subjects as anger management, self-esteem, how to study, how to take exams, how to take notes, time management, math, English, study skills, etc. Also available to students are tape recorders, dictionaries, hand-held spell-checkers, calculators, and relaxation tapes. Students may borrow these items for a semester at a time as needed.

- **Deaf / Hard of Hearing**

Policies for Students Utilizing Sign Language Interpreting Services are found on pages 56-58 of this document. Additional information concerning this and other learning accommodations can be found by contacting the Student Support Services Department of the College at (570) 702-8955 and asking of for the Assistant Director of Student Support Services / Disabilities Service Coordinator.



COLLEGE OF TECHNOLOGY
Johnson
COLLEGE

Policies & Procedures

Guidelines for Student Academic Probation

Criteria:

A student who achieves a cumulative grade point average (GPA) of less than 1.8 for his/her first semester, or a cumulative grade point average (GPA) of less than 2.0 for subsequent semesters will be placed on a one (1) semester academic probation.

A student in the Veterinary Technology program must achieve a cumulative grade point average (GPA) of 2.5 for major classes each semester or be placed on academic probation or removed from the program.

A student in the Radiologic Technology program must achieve an individual grade of 2.5 or higher in all major classes or be removed from the program.

In certain cases, when deemed necessary, a student may be placed in a six (6) week probationary period with termination possible during or at the end of the six weeks if significant academic progress is not achieved.

Requirements:

A student placed on academic probation must adhere to the following requirements:

Full participation in the college's SUCCESS Program. This includes orientation, tutoring, counseling, weekly academic group meetings and assistance with reading, study and time management skills as needed.

Perfect attendance for all classes (academic and technical/clinical). There will be **no** cuts permitted during this probationary time frame. The Vice President of Academic Affairs should be contacted immediately if the student cannot attend classes for any reason.

Completion of all homework assignments, tests, quizzes, etc. as scheduled. There will be no make-ups permitted during this probationary period.

An attitude of concern is necessary on the part of the student. A determination can be made at any time to terminate a student's program of education at Johnson College if the above conditions are not met.

Academic Probation Contract

Criteria:

A student who achieves a cumulative grade point average (GPA) of less than 1.8 for his/her first semester, or a cumulative grade point average (GPA) of less than 2.0 for subsequent semesters will be placed on a one (1) semester academic probation.

A student in the Veterinary Technology program must achieve a cumulative grade point average (GPA) of 2.5 for major classes each semester or be placed on academic probation or removed from the program.

A student in the Radiologic Technology program must achieve an individual grade of 2.5 or higher in all major classes or be terminated from the program.

In certain cases, when deemed necessary, a student may be placed in a six (6) week probationary period with termination possible at the end of the six weeks if significant academic progress is not achieved.

Requirements:

- Full participation in the college's SUCCESS Program until it is determined that the student no longer requires the program in order to be successful. Individualized components of the program will be determined by the Student Support Services' office staff but will include orientation, tutoring sessions, counseling appointments, mentoring appointments, a weekly academic group meeting and additional help with reading, study and time management skills, as needed.
- Maintain perfect attendance in all classes (academic and technical/clinical). No cuts will be permitted during this probationary time frame. The Vice President of Academic Affairs should be contacted immediately if the student cannot attend classes for any reason.
- Complete all homework assignments, tests, quizzes, etc. as scheduled. There will be no make-ups permitted during this probationary time frame.
- Maintain an attitude of concern. This is a probationary period. Records and accomplishments will be evaluated throughout the semester. A determination will be made at any time during the probationary period to terminate the student's program of education at Johnson College if the above conditions are not met.
- Students placed in a six week probationary period will have their records and accomplishments evaluated at the end of each week, as well as at the end of the six week period. A determination will be made at any time to terminate the student's program of education at Johnson College if the above conditions are not met.

Date _____ Semester _____

Student's Signature _____

Faculty Advisor's Signature _____

Assistant Director of Student Support Services' Signature _____

Vice President of Academic Affairs' Signature _____

Administrative Withdrawal of Students and Re-entry Process

Johnson College is committed to supporting all of its students in their educational pursuits. The college also endeavors to protect the health, safety and welfare of students and the college community, at large. In some cases, student behavior which is a manifestation of a physical or mental health disorder may interfere with the pursuit of the college's educational mission, endanger the health or safety of the student or other college community members, or interfere with an individual's pursuit of a Johnson College education. Under these extreme circumstances, a student will be advised to seek medical withdrawal and will be placed on administrative withdrawal status.

It should be noted that there are limits to the college's ability to care for students with serious physical or psychological conditions and therefore the college reserves the right to decide, in certain circumstances, when it cannot provide educational or other services to a particular student.

It is the preference of the college that students withdraw voluntarily as outlined in the Medical Withdrawal Policy. In the event that the student does not agree to a voluntary withdrawal, the Administrative Withdrawal Policy may be activated by the Vice President of Academic Affairs or the Vice President of Administration in consultation with the Student Support Services Office.

There is no appeal to this policy since it is invoked only in response to imminent safety concerns.

A student placed on administrative withdrawal status may request readmission to the college by providing the Vice President of Academic Affairs with appropriate documentation stating that the physical or psychological condition has been remedied and the student is capable of safely resuming college studies. All information submitted becomes part of the student's health record and will remain confidential. Students on administrative withdrawal status are not eligible to register for courses until approved to return to classes by the Vice President of Academic Affairs in consultation with the Counselors in the Student Support Services Office.

Dismissal Due to Lack of Payment Policy

This policy consists of two sections addressing the following concerns:

- Section A: Students who have not made any attempt to pay tuition
- Section B: Students with an incomplete financial aid/finance plan

Section A: Students who have not made any attempt to pay tuition

Week 1 and 2: Focused effort by Financial Aid and Finance to contact students who owe total balance and who have made no effort to pay. This effort identifies potential issues prior to the end of the BITS period and allows affected students to leave without academic or financial penalty.

Week 3: Bursar and Academic Affairs send notification to student that after the first day of the second module or equivalent semester-based time they will be administratively terminated. Student must make appointment with Financial Aid within five days. Student must complete FAFSA with verification (if selected) and have a payment plan in place prior to the first day of the second module or equivalent semester-based time.

Week 4: Student is denied portal access and can no longer participate in college activities.

Week 5: Student terminated as of the first day of the second module.

Section A Procedure:

Student will be administratively withdrawn by the Registrar with a reason code of Financial/Family on the first day of the second module if the following criteria are not met. Student tuition will be adjusted using the College's Tuition Adjustment Schedule.

1. Student does not have all Financial Aid paperwork completed and,
2. Student has not made any attempt to make payment on a bill and,
 - a. No cash payment is made on the account (the deposit is not considered an attempt to make payment
 - b. Student is not enrolled in Tuition Management System
3. Student has not contacted the Bursar or Financial Aid Office to resolve their balance and,
4. Student has a full balance on their account

Section B: Students with an incomplete financial aid/finance plan

Week 3: Finance will run reports to identify students with outstanding balances and who have not completed financial aid or a finance plan

Week 4 and 5: If financial aid is complete, Bursar will contact student via e-mail to set a meeting to develop a plan to finance remainder of balance. If financial aid is not complete, Financial Aid will contact student via e-mail.

Week 6 and 7: If financial aid is complete, Bursar will contact student via mail to set a meeting to develop a plan to finance remainder of balance. If financial aid is not complete, Financial Aid will contact student via mail.

Week 8 and 9: Financial Aid will e-mail instructors asking them to send students to visit Financial Aid.

Week 10: Bursar and Financial Aid will make personal visits to student advising portal access is being limited and student is being placed on registration hold.

Weeks 11-15: High balances are sent to VP of Academic Affairs to schedule meetings with students.

Final Exam Week: Portal hold on grades, instructors notified of date that final grades can be posted based on the date portal holds are enacted.

Johnson College Student Complaints/Grievance Procedures

Students having an academic issue should follow the procedure in the Student Handbook under Appeal of Academic Decisions & Due Process. Complaints not pertaining to academic issues should be forwarded in writing to the Division Chair of the appropriate department. Upon completion of this step, if the complainant is still unsatisfied with the results a copy of the complaint should be forwarded to the Vice President of Academic Affairs for review. The complainant will be kept informed of the process of the complaint and the decision. The complainant has the option to continue the process by reviewing the ACCSC Compliant/Grievance Procedure.

Johnson College Appeal of Academic Decisions and Due Process

This policy is a uniform method by which students can pursue complaints about alleged violations of the institution's academic policies or about unfairness in the application of policies.

In all cases, formal grievances must be filed and resolved within one semester of the occurrence of the event being grieved. (The summer enrollment period is considered as a semester.)

The following procedures must be used by a student who has a grievance:

1. Before filing a formal grievance, the student must meet with the person(s) responsible for the academic decision to discuss the grievance.
2. If unable to reach a resolution, the student must meet with the Department Chair who supervises the person against whom the complaint rests. The Department Chair shall arrange a conference of the faculty member, the student, and the Department Chair to seek an agreement.
3. If the grievance is not settled, the student must meet with the Division Chair who supervises the department or person against whom the complaint rests. The Division Chair shall arrange a conference of the faculty member, the student, the Department Chair, and the Division Chair to seek an agreement.
4. If unable to solve the problem at this level, the Division Chair shall refer the grievance to the Academic Grievance Board. At this point the student must submit a formal written grievance with the Vice President of Academic Affairs.

The Academic Grievance Board shall be composed of the following:

1. Three (3) faculty members.
2. Two (2) students.
3. One (1) administrator to serve as chair of the board.

The Academic Grievance Board follows the prescribed procedure.

1. The chair reads the formal written grievance filed with the Vice President of Academic Affairs to the Academic Grievance Board.

2. The grievance hearing is an internal review and shall be private. The grievant may be assisted by a faculty representative, but may not use outside counsel/legal representation.
3. The grievant is present for the hearing, has the right to present content when charges and evidence are presented to the Board, and has the right to provide evidence in support of his/her position.
4. Board members may question witnesses to evaluate all the relevant facts of a given case.
5. Witnesses shall be excluded except for the period of their questioning.
6. The report and recommendation of the Board, including the Board's rationale for the decision, shall be in writing.
7. Only those Board members who have heard all testimony and evidence in a given case may vote on the Board's recommendation.
8. The Board's report and recommendation shall be forwarded to the Vice President of Academic Affairs within ten (10) calendar days of the hearing.
9. The Vice President of Academic Affairs will make the final determinations and formally advise the parties involved in the grievance.

Johnson College Academic Forgiveness Policy

The Academic Forgiveness Policy is designed to remove the deficient grades of students who attended Johnson College and were not prepared to take full advantage of their postsecondary experience.

1. A minimum of five (5) years must have elapsed between the student's last date of attendance and the submission of the "Request for Forgiveness".
2. A formal request, in writing, must be made by the returning student to the Vice President of Academic Affairs. The Vice President of Academic Affairs will then forward this request to the Registrar for processing upon approval.
3. The removed courses must have been taken prior to the official withdrawal date from Johnson College. This policy does not apply to courses taken after the new start date at Johnson College.
4. A student choosing to submit a "Request for Forgiveness" will not have the option to select individual courses or semesters for forgiveness. The entire term or terms under review must be forgiven for the policy to be implemented.
5. The grades forgiven under this policy will appear as "W" on the college transcript and are not factored into the student's grade point average.
6. If the student's "Request for Forgiveness" is approved, a minimum grade point average (GPA) of 2.00 must be achieved for the first semester of reinstatement to the college. Failure to achieve the necessary GPA during this timeframe will result in termination from the college.

Johnson College Carl D. Perkins Vocational and Applied Technology Act

Any action taken by Johnson College in implementing the Perkins Grant program may be appealed by current students, parents of current students, teachers employed by Johnson College, or local area residents, in writing, to the Director of the Perkins Grant at the address listed below. The appeal must be received in the office of the Director of the Perkins Grant within ninety (90) calendar days from the date the action is taken or announced, whichever occurs first.

The Director of the Perkins Grant will present the written appeal to the Executive Committee of the Perkins Advisory Board of Johnson College at a session convened within fourteen (14) calendar days from the receipt of the appeal. The Executive Committee will review the appeal and determine if further action is necessary. The Committee will notify the person(s) in writing within ten (10) days of the Executive Committee's decision.

If the Committee's decision is adverse to the person(s) filing the appeal, the written appeal will be presented to the full Perkins Advisory Board at its next regularly scheduled session. The Board will vote on the action to be taken. A majority of the full Advisory Board will be necessary to reverse the decision recommended by the Executive Committee.

The Director of the Perkins Grant will notify the person(s) of the full Advisory Board's decision in writing within ten (10) calendar days. The next level of appeal is the Commissioner of Post-Secondary Education, Bureau of Post-Secondary Services, Division of Program Services, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

A copy of this procedure will be:

- Posted in the lobby of the Moffat Building Student Center.
- Provided to faculty and staff.

Petitions may be sent to:

Director of the Perkins Grant
Johnson College
3427 North Main Ave
Scranton, PA 18508

Johnson College is an Equal Opportunity/Affirmative Action College.

Drug-Free College and Workplace Statement

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

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

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

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

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

In accordance with Pennsylvania law:

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

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

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

Alcohol includes:

- Beer, wine, grain alcohol and liquor

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

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

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

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

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

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

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 Assistant Director of Student Support Services, located in the Moffat Building.

JOHNSON COLLEGE

**Drug-Free College and Work Place Agreement
2011-2012**

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

Print Student's Name

Program

Student's Signature

Date

Staff's Signature

Date

DISCIPLINARY SANCTIONS FOR DRUG & ALCOHOL VIOLATIONS

Alcohol Violation Fines/Sanctions:

First Offense - \$50.00 Fine and/or Community Service

Mandatory parental notification.

Sessions with Student Support Services Counselor & possible referral to Drug/Alcohol class

Second Offense - \$100.00 Fine AND Community Service

Mandatory parental notification

Referral to Director of Student Life

Sessions with Student Support Services Counselor

Mandatory Drug/Alcohol class

Third Offense - Removal from Housing Unit and/or expulsion from college

Display of empty alcoholic beverage containers and/or wrappers is prohibited in the housing unit: Display of empty alcoholic beverages and/or wrappers or such containers which includes empty beer bottles, cans, and hard liquor bottles, shot or any other alcohol glasses or alcohol covers such as Crown Royal anywhere in the Housing Unit will result in the following sanction:

First Offense - \$50.00 fine and container and /or wrappers removed from Housing Unit.

Second Offense - \$75.00 fine and container and /or wrappers removed from Housing Unit.

Referral to Director of Student Life

Third Offense - Removal from Housing Unit

Drug Violation Fines/Sanctions:

First Offense - \$100.00 Fine

Mandatory parental notification

Placed on probationary status

Twenty hours community service

Sessions with counselor

Mandatory Drug/Alcohol class

Second Offense - Dismissed from the Housing Unit

Expulsion from college

Possession with intent to sell will result in immediate expulsion from college and immediate notification of local police authorities.

Please note – Any missed Drug/Alcohol classes or appointments with counselor (not excused) will result in subsequent disciplinary action such as additional fines, community service and up to termination from the College.

Policy Violation Sanctions

Because each violation of a Johnson College policy or regulation is different, involving different factors and individuals, it is difficult to prescribe standardized sanctions for all violations. Sanctions for these violations may range from a warning to expulsion from the College, depending on the magnitude and specifics of the incident, as well as habitual nature of behaviors, and as deemed appropriate by the Johnson College Judicial Board.

The various sanctions for student misconduct are defined as follows. Please note that more than one sanction may be imposed for any single violation as deemed appropriate by the Johnson College Judicial Board.

General Sanctions:

College Warning: A college warning is written notification to the student that his or her behavior has been a violation of Johnson College's policies or regulations. Any additional misconduct may result in further disciplinary action.

Probation: A written reprimand for violation of Johnson College policies and regulations. Probation is for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found responsible for violating any further policy or regulation during the probationary period. Length of Probation is determined by the Judicial Board and monitored by the Director of Student Life.

Alcohol or Drug Education: Students found responsible for violating the alcohol or drug policies may be sanctioned to complete an educational assignment related to substance use / abuse. Notification of violation will be sent to parent of guardian.

Loss of Privileges: Denial of specified privileges for a defined period of time – this can include but is not limited to parking privileges, residence hall visitation, dining services, representing the college at an athletic event, participation in student organizations or activities, and termination of a work study job.

Educational Project: Completion of a project or research / reflection paper specifically designed to help the student reflect on the incident.

Monetary/Service Sanctions:

Fines: A monetary fee may be imposed. Fines may be paid via checks payable to Johnson College or cash. Specific monetary amounts are determined by the Judicial Board and can range from \$10 - \$500 depending on the magnitude and specifics of the incident. Fines are accepted directly by the Bursar in Richmond Hall.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service, monetary, or material replacement.

Community Restitution: Community Restitution is uncompensated work / service on campus or off at a non-profit community services agency. Students assigned community restitution must also complete a reflection paper on their experience. Community Restitution will be assigned by the Judicial Board and monitored by the Director of Student Life.

Stay-Away Order: A Stay-Away Order may be imposed in instances where it is determined that a student poses a potential threat to another. This order, specific to a person and/or location, would prohibit the subject from having direct or indirect contact with the person; including e-mail, mail, telephone, instant message, face to face, or any contact through a third party with the offended individual. Violation of a Stay-Away Order could result in either further adjudication or possible residence hall or college suspension.

Residence Life:

Administrative Relocation: Requirement to relocate to another room or another building within the residence life system.

Housing Suspension: Separation of the student from the housing units for a defined period of time, after which the student eligible to return. Conditions for re-admission may be specified. While a student is suspended, he or she is prohibited from being in or around any housing unit and is excluded from residence life privileges or activities.

Cancellation of Housing Agreement: Permanent separation of the student from the housing units – which includes termination of lease agreement with Johnson College. If a student's housing agreement has been cancelled, he or she is prohibited from being in or around any housing unit and is excluded from all residence life privileges or activities.

Academic Sanctions:

General Sanctions: In matters of academic dishonesty or classroom behavioral issues, various academic sanctions can be imposed including, but not limited to, issuance of an F grade for specific assignments, classes/labs, temporary removal from classes or labs, and /or removal from academic program.

College Suspension: Suspension prohibits the student from attending Johnson College classes and from being present without permission on college property for a specified period of time, usually no less than one academic semester. The Vice President of Academic Affairs will determine the effective date of this sanction. Students who are suspended must complete all other imposed sanctions prior to petitioning for reenrollment. Should a student be found responsible for a sexual misconduct related violation, that student may be subject to suspension until the complainant graduates.

College Expulsion: Expulsion is the permanent separation of a student from the college. Expulsions are noted on the student's permanent education record.

Note: Failure to Comply with the terms of an imposed disciplinary sanction.

Noncompliance with or failure to meet the terms of a sanction imposed at any discipline hearing may result in residence and/or college suspension or loss of college privileges. Participation in residence hall room selection and/or class registration may also be delayed for noncompliance.

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

(I). Filing Of Grievances:

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the Vice President of Administration, Johnson College.

JOHNSON COLLEGE
Title IX and Section 504 Grievance Form

Today's Date: _____

Complainant's Name(s) _____
(Last Name) (First Name) (Initial)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____

Circle One:

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

Circle One:

- Title IX Grievance
- Section 504 Grievance

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

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

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

Circle one: Yes or No

Signature of Complainant

Name of Grievant: _____

Name of Title IX or Section 504 Coordinator: _____

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

() Pre-grievance Contact: Date Submitted: _____

() _____
Name of Identified Respondent

Due date for Response from Person Named Above

() Level I: Date Submitted: _____

Name of Hearing Officer Job Title

Due Date for Response from Person Named Above

() Level II: Date Submitted: _____ Due Date for Hearing _____

Name of Hearing Officer Job Title

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

() Level III: Date Submitted: _____ Due Date for Hearing: _____

Name of Hearing Officer(s) Job Title

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

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

Denied or Granted

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

Agree or Disagree

Signature of Identified Respondent/Hearing Officer(s) Date

(II). DEFINITIONS:

- A. Grievance: Grievance means a complaint alleging any policy, procedure, or practice, which would be prohibited by Title IX or by section 504.
- B. Title IX: Title IX means Title IX of the Education Amendments of 1972, the 1975 implementing regulation, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.
- C. Section 504: Section 504 means Section 504 of the Rehabilitation Act of 1973, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.
- D. Grievant: Grievant means a student or employee of Johnson College who submits a grievance relevant to Title IX or to Section 504, or an individual or group submitting a grievance on behalf of a student(s) or employee(s).
- E. Johnson College: Any reference to Johnson College means any college, department, sub-unit or program operated by Johnson College.
- F. Title IX Coordinator: Title IX coordinator means the employee(s) designated to coordinate Johnson College's efforts to comply with and carry out its responsibilities under the Title IX regulation.
- G. Section 504 Coordinator: Section 504 coordinator means the employee(s) designated to coordinate Johnson College's efforts to comply with and carry out its responsibilities under the Section 504 regulation.
- H. Respondent: Respondent means a person alleged to be responsible or who may be responsible for the Section 504 or the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- I. Hearing Officer: Hearing officer means the representative(s) of Johnson College or of its governing body who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.
- J. Grievance Answer: Grievance answer means the written statement of the respondent regarding the grievance allegation and possible corrective action.
- K. Grievance Decision: Grievance Decision means the written statement of a hearing officer of his/her findings regarding the validity of the alleged grievance and the corrective action to be taken.
- L. Day: Day means a working day. The calculation of days specified in this grievance procedure exclude Saturdays, Sundays and holidays. Any time limits set by this procedure may be extended, however, by mutual consent of the grievant(s) and the respondent(s).
- M. Corrective Action: Corrective action means action which is taken by Johnson College to eliminate or modify any policy, procedure, or practice found to be in violation of Title IX or Section 504, or to provide redress to any grievant injured by the identified violation.

(III). Initial Processing Of Grievances:

- A. Notification of Respondents: Within ten (10) days of the filling of a grievance, the Title IX coordinator or Section 504 coordinator shall submit a copy of the completed grievance form to the respondent(s) if requested by the grievant. The respondent(s) shall provide a written grievance answer and return the grievance form to the Title IX or Section 504 coordinator within thirty-(30) days after receipt of the grievance.
- B. Respondent's Grievance Answer: The respondent(s) receiving a copy of a grievance form shall, within thirty-(30) days, submit a written grievance answer to the grievant via the Title IX or Section 504 coordinator. Such answer shall confirm or deny each fact alleged in the grievance, indicate the extent to which the grievance has merit, or indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.
- C. Referral of Grievance and Grievance Answer to Appropriate Processing Level: Within ten (10) days after receipt of the respondent's written grievance answer, the Section 504 or Title IX coordinator shall determine the appropriate level for the first grievance processing and submit a copy of the grievance form and the respondent's grievance answer

to the appropriate hearing officer. If no grievance answer has been received from the respondent(s) by the thirtieth (30th) day after notification, the Section 504 or Title IX coordinator shall, on the thirty-first (31st) day, immediately submit a copy of the grievance form to the appropriate hearing officer along with a notice of non-response from the respondent.

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

Level I: Grievance involving policy, procedure or practice of single unit or sub-unit of Johnson College.

Level II: Grievance involving administrative policy, procedure, or practice of Johnson College.

Level III: Grievance involving policy for which the Board of Directors is primarily responsible.

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

Level I: (Examples are: Vice President, Director, Departmental Chairperson, or Supervisor of Non-Instructional Staff.)

Level II: (Examples are: President (or, if conflict of interest, Board Chairperson).

Level III: Board of Directors or representative of the Board.

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

(IV). Grievance Processing Levels:

A. Level I:

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

B. Level II:

1. Scheduling of a Level II Hearing; Notification of Participants - Within five (5) days of the grievant's request to appeal the grievance to Level II, the Title IX or Section 504 coordinator shall arrange a date for a Level II hearing. The coordinator shall notify the grievant, the respondent if applicable, and the Level II hearing officer of the time, place, and minimum duration of the hearing. The hearing shall be held within thirty-(30) days after appeal/referral of the grievance to Level II. If any written materials or records relevant to the grievance are transmitted to the Level II hearing officer by the Title IX or Section 504 coordinator at the time of notification, copies of these materials shall also be transmitted to the grievant and, if applicable, the respondent.
2. Persons Present at the Level II Hearing - Persons present at the informal hearing shall include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and the Level II hearing officer. The Title IX coordinator or Section 504

coordinator shall be present to act as moderator and recorder. Hearing shall not be open to other persons unless requested or approved by the grievant.

3. Procedures Governing the Conduct of the Level II Hearing -
 - a) Duration: No hearing shall be less than one (1) hour long, unless all parties consent to a shorter hearing. The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title IX or Section 504 coordinator shall moderate the usage of time.
 - b) Grievance Witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
 - c) Questioning of Witnesses: Formal rules of evidence shall not be applied at the Level II grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.
4. Level II Hearing Decision - Within thirty-(30) days after the Level II hearing, the Level II hearing officer shall issue a written decision, which includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant and the respondent via the Section 504 or Title IX coordinator.
5. Acceptance or Rejection of Hearing Decision by the Grievant - If the grievant rejects the Level II hearing decision, he/she shall, within thirty (30) days of the receipt of the hearing decision, notify the Title IX or Section 504 coordinator of his/her intent to appeal the grievance to Level III. This notification shall be in writing. If no such notification is received within this time period, any corrective action specified in the Level II hearing decision shall be taken, and the grievance will be recorded as closed.
1. No Written Decision by Level II Hearing Officer - In the event that no written decision is issued by the Level II hearing officer within thirty-(30) days after the Level II hearing, the Title IX or Section 504 coordinator shall, on the thirty-first (31st) day, immediately submit a copy of the grievance form for processing at Level III, along with a formal notification for a Level III hearing, to the governing board of Johnson College or its designated representative(s). The grievance form shall also include a notice of non-response from the Level II hearing officer.

C. Level III:

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

1. Processing activities shall occur on the following schedule:
 - a) Scheduling of the Hearing: Within thirty (30) days of the grievant's request to appeal the grievance to Level III, the Section 504 or Title IX coordinator shall submit to the Board of Directors or its designated representative(s) a copy of the grievance and a formal notification requesting a date for the Level III hearing. The coordinator shall notify the grievant, the respondent, and the Level III hearing officer(s) of the time, place and minimum duration of the hearing to occur within sixty-(60) days after notifying the Level III hearing officer of the grievance. If any written materials or records relevant to the grievance are transmitted to the Level III hearing officer(s) by the Title IX or Section 504 coordinator prior to the hearing, copies of these materials shall also be transmitted to the grievant and, if applicable, to the respondent.
 - b) Conducting the Hearing: The hearing shall be scheduled for and conducted on a date not to exceed sixty-(60) days after the appeal/referral of the grievance to Level III. It should be conducted similar to procedures governing the conduct of the Level II hearing.
2. Level III Hearing Decision - The Board of Directors or the Board's designated representative(s) of Johnson College shall issue a written decision, which includes a statement regarding the validity of the alleged grievance and a specification of any corrective action to be taken. This decision shall constitute the final decision issued pursuant to any grievance.

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

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

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

(V). General Provisions:

- A. Grievant's Right to Information: A grievant(s) may request access to information and records of Johnson College which relate to the validity of the grievance. If such requested information requires an unreasonable cost by the agency/institution, such request may be refused provided that the information is not submitted as evidence by the respondent(s), and that this refusal is considered during the grievance hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, the agency/institution shall reserve the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the grievant.
- A. Grievant's Right to Representation and Assistance:
 1. Right to Representation - The grievant(s) has the right to be represented by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The Section 504 or Title IX coordinator shall provide help in identifying such knowledgeable persons or groups.
 2. Right to Assistance - The institution/agency shall provide assistance to grievant(s), including access to copies of the Title IX or Section 504 regulation, related guidelines, memoranda, and other relevant materials supplied the institution by the federal government as well as access to public grievance records. In addition, the Title IX or Section 504 coordinator shall provide consultation and assistance in the interpretation of such information and the use of this grievance procedure.
- C. Training of Grievance Hearing Officers: All persons designated as Level I, II and III grievance hearing officers may request training regarding Title IX or Section 504 regulatory requirements and non-discrimination precedents, and the basic principles and operation of this grievance procedure. The Title IX or Section 504 coordinator shall arrange this training. The Title IX or Section 504 coordinator may also provide continuing consultation to hearing officers regarding the civil rights requirements and the implementation of this procedure.
- D. Confidentiality of Grievance Handling: Grievant(s) shall also have the right to determine whether or not their grievance record shall be open or closed to the public. Should grievant(s) decide that the grievance record shall be open to the public, they shall have the additional right to have any matter, which directly or indirectly identifies the grievant removed from all grievance records, or documents open to the public. No record of the grievance shall be entered in the personal file of any student or employee.
- E. Maintenance of Grievance Records: Records shall be kept of each grievance. These shall include, at minimum: the name of the grievant and his/her position at Johnson College; the date of grievance filing; the specific allegation made in the grievance and any corrective action requested; the names of respondents; the levels of processing and the resolution, date and hearing officer(s) at each level; a summary of major points, facts and evidence presented by each party to the grievance; and a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the grievant, and shall be filed for a minimum of three years.
- F. Prohibition of Harassment: No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having used or having helped others use this grievance process.
- G. Role of the Title IX and Section 504 Coordinator(s): It is the primary responsibility of the Title IX and Section 504 coordinator(s) to ensure the effective installation, maintenance, processing, record keeping, and notification required by this grievance procedure.
- H. Financial Responsibility for Grievance Processing: Johnson College shall assume all costs involved in the administration of this grievance procedure.

Learning Support / Testing Accommodation 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 accommodation for learning and/or testing should make contact with the Student Support Services Office as early as possible in the admissions process. Documentation supporting the request for accommodation is required.

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)

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 qualified 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. 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.

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 Assistant Director of Student Support Services, providing appropriate documentation, discussing accommodation strategies, and requesting the use of those accommodations in the classroom. At the college level, students must learn to advocate for themselves in order to receive appropriate accommodation.

To receive accommodation, students must first self-disclose their disability to the Assistant Director of Student Support Services and then request reasonable and appropriate accommodation. This request for accommodation must be supported by documentation from a clinician/physician/psychologist. An ADA/Section 504 Accommodation Plan, unique to each student, will be created with the input of the student and the Assistant Director of Student Support Services. This plan is sent, with the student's approval, to the appropriate faculty.

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

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

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

Students can expect that the agreed upon accommodation 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 documentation for reasonable accommodation, 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, and be aware of what they need to help them to succeed at the college level. Appropriate documentation must support all of this, and the accommodation requested must be consistent with the data contained in the documentation, prepared by an appropriate clinician within four years of the time of self-disclosure.

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

DOCUMENTATION REQUIREMENTS

Students seeking accommodation for a specific learning disability must present to the Assistant Director of Student Support Services a full, recent (within four years) psycho-educational testing report that contains appropriate scores, interpretations, evaluations, and recommendations derived from an approved battery of tests administered by a qualified professional. This report should include aptitude testing, achievement testing, and information processing. It should include a statement as to how the disability substantially interferes with the student's educational progress, functional limitations, and recommendations for appropriate accommodation.

Students seeking accommodation for Attention Deficit Hyperactivity Disorder (ADHD) must provide documentation from a qualified professional. This documentation must indicate the procedures used to diagnosis the disability, as well as a list of assessment instruments; discussion of test results; information concerning medication and its effects as applicable; diagnosis; and a summary addressing substantial limitations and recommended accommodations and supports needed for the academic environment.

Medical Withdrawal and Re-entry Policy

Students sometimes face medical or mental health situations during a semester that may require that they withdraw from school. Medical Withdrawal is available to students who, due to documented serious physical or psychological illness, need to leave the College during the semester without completing their coursework.

If at any time during a semester a student becomes unable to continue in classes for medical or mental health reasons, medical withdrawal may be advisable. The request for withdrawal must be provided in writing to the Vice President of Academic Affairs and indicate the medical or mental health reason(s) the student is unable to continue in classes for the remainder of the semester.

Upon receipt of the request, the Vice President of Academic Affairs will notify the appropriate offices and individuals (current instructors, bursar, financial aid, library, student support services, registrar) so that implications for the student's situation can be assessed.

When a medical withdrawal is granted during the course of the semester, the course grade is normally a W (withdrawn) in all courses other than completed block courses.

Any student who believes his or her physical or mental condition constitutes a disability as defined by the American with Disabilities Act should contact the Assistant Director of Student Support Services.

REQUIRED ADMINISTRATIVE WITHDRAWAL

Johnson College is committed to supporting all of its students in their educational pursuits. The College also endeavors to protect the health, safety and welfare of students and the college community, at large. In some cases, student behavior which is a manifestation of a physical or mental health disorder may interfere with the pursuit of the College's educational mission, endanger the health or safety of the student or other College community members, or interfere with an individual's pursuit of a Johnson College education. Under these extreme circumstances, a student will be advised by the Vice President of Academic Affairs and/or the Counselors in the Student Support Services office to seek medical withdrawal. Should the student choose not to request medical withdrawal, this student may be required to withdraw from the College and will be given administrative withdrawal status.

A student may request readmission from the Vice President of Academic Affairs by following the guidelines specified in the Administrative Withdrawal of Students and Reentry Process policy.

Medical Withdrawal Form

Name _____ ID# _____

Address _____

Telephone No. _____ () _____

Semester and year for which you are requesting a Medical Withdrawal:

Semester _____ Year _____

Last date you attended classes (this date will be verified): _____

Please state below your reason for requesting a Medical Withdrawal:

Semester and year you plan to return to Johnson College to resume your program of study:

Semester _____ Year _____

Please be sure to attach appropriate medical documentation.

By signing this form you are requesting to be officially withdrawn from any classes for which you are currently registered. By withdrawing you will not receive credit for any classes in which you are presently enrolled. To gain readmission to the college, you must present medical documentation stating that the medical or psychological condition has been remedied and that you are capable of resuming college studies. This documentation must be presented to the Vice President of Academic Affairs along with a request for readmission.

Signature Date

Office Use Only: _____ Approved _____ Denied

Vice President of Academic Affairs Date

Registrar _____ Last Day of Attendance _____
Student Support Services _____ Financial Aid _____
Library _____ Bursar _____

Parking Regulations

Public Transportation:

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

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 Life Department and receive a parking sticker. Students may request parking stickers for multiple vehicles if they anticipate driving more than one vehicle to campus. Parking stickers must be displayed on the vehicle's rear-view mirror facing outward.

The Operations Director and the Director of Student Life are responsible for enforcing campus parking regulations and collecting 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 Life and have a current parking sticker affixed to the rear view mirror.
2. All student vehicles must be parked in the areas provided for student parking which are at the rear of the Moffat Building and in designated areas next to the Weaver and Bingham Buildings.
3. Students are not permitted to park:
 - In any location in the lower part of campus
 - In the designated Staff/Faculty and visitor parking area on either side of Richmond Hall.
 - 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 parking spot that is identified by a "reserved" sign.
 - In any area designated as a "no parking" zone.
 - In 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 will begin at a \$10.00 minimum and range upward. Handicap parking violations will be assessed at \$25.00.

1. If student fails to pay that ticket within 7 days, the fine is doubled and they will be sent a formal letter and copy of their student bill by the Bursar
2. 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.
3. If the student fails to pay that ticket within 7 days, the fine is doubled again and they will be sent a formal letter and copy of their student bill by the Bursar.
4. 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.
5. If the student fails to pay that ticket within 7 days, the fine is doubled again and they will be sent a formal letter and copy of their student bill by the Bursar.
6. If there is a fourth violation, the student will be brought before the Director of Student Life and Vice President of Academic Affairs to determine appropriate sanctions through the conduct board. Sanctions may include, but are not limited to revoking parking privileges, inability to register for classes or inability to obtain transcripts and grades.

Policy Against Campus Violence

Johnson College is committed to providing, in so far as it reasonably can do so within available resources, a safe environment for studying, working and conducting business. The College will not tolerate acts of violence committed by or against College students, employees, or members of the public, while on campus or while performing College business at other locations.

The word violence in this policy shall mean an act or behavior that:

- Is physically assaultive;
- A reasonable person would perceive as obsessively directed. (e.g. intensely focused on a grudge, grievance, or unwanted romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property);
- Consists of a communicated or reasonably perceived real threat to harm another individual or in any way endanger the safety of an individual;
- Would be interpreted by a reasonable person as carrying substantial potential for physical harm to the individual;
- Is a behavior, or action, that a reasonable person would perceive as unreasonably menacing;
- Involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
- Consists of a communicated or reasonably perceived real threat to destroy property.

Violent actions on campus property or facilities, or while on College business, will not be tolerated or ignored. Any unlawful violent actions committed by students, employees or members of the public while on College property, or while using College facilities, will be prosecuted as appropriate. Moreover, the College intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the campus from violence and to reasonably protect students, employees and members of the public.

Policy Goals and Objectives

The objective of this policy is to achieve the following:

1. Reduce the potential for violence in and around the campus;
2. Encourage and foster a work and educational environment that is characterized by respect and healthy conflict resolution; and
3. Mitigate the negative consequences for employees and students who experience or encounter violence in their work/study lives.

Possession and Use of Dangerous Weapons by Students and/or Employees

Prohibition

In the interest of maintaining an educational and work environment that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on campus property, in College vehicles or in any personal vehicle which is used for College business.

Dangerous Weapons Defined

A dangerous weapon is any instrument inherently capable of causing bodily harm, in a manner, under circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

Exceptions to Dangerous Weapons Prohibitions

The College permits an exception for a select few individuals who may possess a firearm on campus property. The exceptions are for those who are:

- Engaged in military or law enforcement activities at the time.

Students/Employees Responsibilities

All students/employees are responsible for:

- Refraining from acts of violence and for seeking assistance to resolve personal issues that may lead to acts of violence on the campus or workplace; and

- Reporting to instructors or supervisors any dangerous or threatening situations that occur on the campus.

Students/Employees are encouraged to report to their instructors or supervisors situations that occur outside of the campus, which may affect campus safety. (i.e., instances where protection orders have been issued, etc.).

Managers/Supervisor Responsibilities

Managers and supervisors are responsible for assessing situations, making judgments on the appropriate response, and then responding to reports of or knowledge of violence and for initiating the investigation process.

- Any report of violence, will be evaluated immediately and appropriate action will be taken, where possible, in order to protect students and employees from further violence. Appropriate disciplinary action will be assessed when it is determined that Johnson College students or employees have committed an act of violence.
- Where issues of student and employee safety are of concern, managers and supervisors should evaluate the campus situation and make appropriate recommendations regarding a reasonable response.

Management Responsibilities

In so far as is reasonably possible, the Vice President of Administration is responsible for developing procedures for students while the President is responsible for developing procedures for employees that are designed to reasonably achieve:

- Prompt and appropriate response to any act of violence;
- Accountability among students and employees for acts of violence;
- Establishment of oversight of investigations of violence;
- Establishment of a Crisis Management Team (Presidents' Cabinet Officers) to provide immediate response to serious incidents;
- Establishment of avenues of support for students and employees who experience violence on campus; and
- Communication of this policy and administrative procedures to students, employees, managers and supervisors.

Sexual and Other Unlawful Harassment

Johnson College is committed to providing an educational environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment is a form of misconduct that is demeaning to another person or undermines the integrity of the relationship, and is strictly prohibited. Any staff member, student, or supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the President of the College.

Anyone engaging in sexual or other unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or termination from his/her program of education.

Sexual Assault Policy

Johnson College promotes a campus environment emphasizing the dignity and worth of all students, visitors and staff. Sexual assault is against the law and is completely counter to the College's Core Values and standards of conduct. Johnson College will not tolerate any form of sexual assault committed against students, campus visitors or staff.

Johnson College has developed a sexual assault policy that provides for (1) procedures sensitive to victims who report alleged sexual assaults 2) referral services for victims that include medical, legal, counseling and support services both on and off campus; (3) availability of college disciplinary sanctions for those who commit sexual assaults; and (4) full cooperation with legal authorities with regard to investigation and/or prosecution.

Johnson College has incorporated information concerning sexual assault into its Freshman Seminar course which is required course for first year students. Students are instructed on how to identify sexual assault/date rape situations and are encouraged to report these incidents to college officials.

The College will provide appropriate resources to support students or staff who have been sexually assaulted. The College will use appropriate disciplinary and legal procedures against members of the college community who violate our policy.

If a report about a possible sexual assault is made to a college administrator, faculty member, or staff member (other than to a campus counselor), the Director of Student Life or Operations Director will be informed and they will notify local authorities. Incidents reported to a campus counselor in confidentiality will be reported only with the consent of the victim. The College will provide the victim or complainant with information about available support services both on and off campus. Where possible and if appropriate, an escort shall be provided to the complainant. Student victims will have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

An individual charged with sexual assault may be subject to prosecution under Pennsylvania law. If criminal charges are filed, college employee and peer confidentiality is not protected in a court of law, with the exception of a campus counselor.

Johnson College will impose disciplinary sanctions upon persons found to have violated this policy. Student sanctions may include but are not limited to removal from on campus residential housing, suspension, or expulsion from the college. An employee committing a sexual assault is subject to disciplinary proceedings in accordance with the Employee Conduct policy which may include actions up to termination of employment.

All cases involving accusations of sexual assault will provide both the accuser and accused the following rights: (1) the accuser and accused have the same right to have others present during disciplinary hearings; and (2) the accuser and accused shall be notified of the outcome of campus disciplinary proceedings.

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding registered sex offenders on the campus of Johnson College may be obtained from the following agencies:

Scranton Police Department
100 S. Washington Ave.
Scranton, PA 18503
Phone: (570) 348-4134

(610) 539-5900

<http://www.pameganslaw.state.pa.us/>

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 Director of Student Life (570) 702-8912, the Residence Life and Student Activities Coordinator (570) 702-8950 or (570) 351-8401, or the Operations Director (570) 702-8944. The Student Life Department will generate a missing person report and initiate an investigation in conjunction with the Operations Department. Should Student Life 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 Life and Operations Departments will assist those agencies, as appropriate, in conducting an investigation.

Technology Users Responsibility Agreement

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.

Policy

All users of technology resources must:

- Comply with all federal, Pennsylvania, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Activities that cause "disruption" of academic or other college activities are prohibited.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or for personal financial gain.
- Refrain from stating or implying that they speak on behalf of the college and from using college trademarks and logos without authorization to do so.
- Ethically use technology and agree not to use any resources for the purpose of cheating academically. The use of network-based instant messaging, text messaging, or telecommunications devices in the classroom is prohibited.
- Refrain from altering, defacing or removing any college owned electronic hardware or its components. This includes the hardware and any connecting cables, parts or fixtures.
- 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.

Name: (please print) _____

Program/Department: _____

Signature: _____ Date: _____

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

Introduction

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

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

Copyright Law and Johnson College’s Policy

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

- The US Copyright Office: <http://www.copyright.gov>
- The Copyright Office’s FAQ page: <http://www.copyright.gov/help/faq/>
- The Electronic Frontier Foundation fair use FAQ: http://eff.org/IP/eff_fair_use_faq.php

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.

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 Student Support Service Office staff uses a team approach in the collaboration and sharing of work-related information. As a result, there will be times when interpreters share typically confidential information about students and work experiences/challenges for the purpose of improving the quality of Johnson College Disability Services.

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

- 1. Interpreter wait time:** If you are late, the interpreter will wait **10 minutes for a 50-minute class** and **15 minutes** for classes longer than an hour. If you do not arrive to your class within these timelines, the interpreter will leave.
- 2. Interpreter no show:** Contact the Student Support Services Office by emailing LLearn@johnson.edu or LKrushinski@johnson.edu if the interpreter does not show-up for class. As a last resort, an audiocassette tape recorder is available from the Student Support Services 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 Disability Services Coordinator in the Student Support Services Office.
- 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 Student Support Services Office so that an interpreter can be secured.
- 6. Schedule changes:** The Student Support Services 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 Disability Services Coordinator in the Student Support Services Office 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 Student Support Services 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. Student Support Services 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 Student Support Services Office is here as your ally. If you have any special needs or concerns, please direct them to the Assistant Director of Student Support Services/Disability Services Coordinator.

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

Student's Signature

Date Signed

Disability Services Coordinator

Date Signed

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

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

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

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

Interpreters will report student “no shows/no calls” to the Disability Services Coordinator in accordance with the policy stated above.

The student is responsible to notify the Disability Services Coordinator of his/her absence even if there is more than one Deaf/Heard of Hearing student in the same class.

Guidelines for Notifying the Disability Services Office

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

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

Student’s Signature

Date Signed

Disability Services Coordinator

Date Signed

APPENDIX

Advertising, Bulletin Boards and Posting Personal Notices - Guidelines

Advertising/Publicity

Publicity for student activities is under the supervision of the Director of Student Life. Student organizations may publicize their activities through off-campus posters, television, radio and newspaper, with permission of the Director of Student Life in cooperation with the Director of Institutional Advancement and the Marketing and Communications Specialist.

Bulletin Boards

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

Students can access the web form at: <http://www.johnson.edu/contact/studentevents.html>

Please Note: All submissions will be reviewed by the Director of Student Life.

Faculty/Staff can access the web form at: <http://www.johnson.edu/contact/staffevents.html>

Please Note: All submissions will be reviewed by the Marketing & Communications Specialist.

Personal Notices

1. Must be neatly printed or typed on 3"x5" or 5"x7" Index cards. Nothing smaller than 3"x5" will be approved unless it is a printed business card. Nothing on notebook paper will be approved.
2. Must have the appropriate stamp of approval from the Department of Student Life.
3. Advertisements cannot be posted for more than two (2) weeks. However, an advertisement can be approved and posted for an additional two-(2) weeks, but after this extended time limit, no advertisement will be re-approved.
4. Flyers and information sheets: Persons wishing to distribute flyers and information sheets in the Student Center must have the approval of the Director of Student Life. A request to display or distribute literature must be accompanied by a sample of that literature.
5. Nothing illegible will be stamped or approved for posting. It will be subject to the approval of the Director of Student Life to decide whether or not a particular item is suitable.

Persons disregarding these rules for advertising will be denied the privilege of further advertising.

Bookstore

Johnson College provides students with an on-line bookstore for text, supply and apparel purchases. The bookstore can be accessed by visiting www.johnson.edu/students/bookstore.html. The on-line store allows students a variety of choices in their book purchases.

Students have options to purchase new or used text materials, or if available, utilize the *book rental* and *eBook* options. Any questions regarding your on-line purchases can be directed to the Student Life Department located in Richmond Hall.

Credit by Examination

Johnson College allows full-time students, who are currently enrolled in a course and who feel they have adequate knowledge of the subject, an opportunity to request being awarded credit by examination.

To complete a course under this policy, a student must make arrangements with the class instructor and obtain approval by the appropriate department chairperson, the VP of Academic Affairs, and the Registrar. Students should submit a completed Credit by Examination form (obtainable from the Registrar's Office). It should be noted that in all cases, the fees for taking Credit by Examination is \$100 and must be paid prior to the examination. Students who do not have a receipt from the Business Office will not be allowed to sit for the examination.

The college will not allow more than three full-course equivalents completed by Credit for Examination to count toward a degree. Students wishing to seek credit for courses by this method must arrange for testing to take place prior to completion of the third week of classes.

Credit by Examination Guidelines

Eligibility:

1. Participation is limited to full-time students matriculating at Johnson College.
2. Challenge credit will not be awarded if a student:
 - a. has previously taken (passed or failed) a similar course in college;
 - b. has previously taken a Credit by Examination for the course;
 - c. has previously received a grade for a higher-level college course in the same subject (or passed any course for which the challenged course is a prerequisite).
3. Students may not be enrolled in the course (or one of higher level) for which they are taking a Credit by Examination after the third week of a semester.

Grading and Academic Standing:

1. Students will receive an A - F grade for all courses using Credit by Examination. Grades A through F will be included in the calculation of the student's grade point average and appear on the transcript.
2. A student may elect to enroll in a course for which a Credit by Examination was taken. If the student elects to enroll in the course, they can have the grade deleted. The student must inform the Registrar's Office of this decision.

Application and Fees:

1. The Credit by Examination Application certifying a student's eligibility to take the examination must be signed by the student, department chairperson, VP of Academic Affairs and the Registrar before the exam is taken.
2. The fee for Credit by Examination is one hundred dollars (\$100.00). Fees are non-refundable and must be paid at the Business Office before the examination is taken. Exam proctors will require proof of payment in advance.

Academic Requirements:

1. A maximum of three (3) courses may be accumulated through the Credit by Examination procedure.
2. Credit by Examination credits may be included in the Credit Residence Requirement.

Academic Departments:

1. Each department determines the courses for which it will offer Credit by Examinations.

Permission for Credit by Examination

I, _____ seek to obtain credit for the following courses by
(Print Student's Name)

taking the appropriate departmental challenge examination.

Course Number	Course Title	Credits
_____	_____	_____

I understand that I must submit a non-refundable test fee of one hundred dollars (\$100) prior to the examination. I accept responsibility for any course content missed which might be needed in the future.

Student Signature

Date of application

Approval Signatures:

Department Chair: _____

VP of Academic Affairs: _____

Registrar: _____

Office Use Only

Date of Examination: _____

Test Administered by: _____

Final Numerical Score: _____

Final Letter Grade: _____

Emergency Contact Information

Emergencies such as severe weather, power failures or other emergencies can threaten student and employee safety and disrupt campus operations. Administration may make the decision to cancel classes or follow a compressed schedule. In extreme cases, circumstances may require the closing of the campus.

In the event that such an emergency occurs during non-working hours, Johnson College will notify local radio and television stations, including stations in the southern New York Tier, to broadcast the information. Notification will also be available on the Johnson College website at www.johnson.edu.

TV Stations – WNEP 16; WYOU 22; WBRE 28

Radio Stations – WKRZ; WILK; WGGY; WARM 590; MAGIC 93; 97BHT; CAT COUNTRY; 979X; WEJL; WICK; WBAX; WQFM; WEZX

New York Tier Radio Stations – WAAL; WHWK, WNBF, WYOS; WWYL

Please fill out the information in the table below. The College’s Administration will contact the students either via text messaging or email in the event of an emergency or compressed schedule.

<u>Name (Please Print)</u>	<u>Cell Phone Number</u>	<u>Cell Phone Carrier Name</u>	<u>Email Address</u>

Graduation Checklist

Graduating students must finalize completion of a variety of items prior to Graduation Day. Students **must**:

1. Complete all requirements set forth by the College and by each instructor, including tests, examinations, projects, notebooks, term papers, speeches, etc.
2. Submit a Graduation Application Form and required fee. Forms are available on the Johnson College website Registrar's page.
3. Remove all financial obligations due to the College by April 20, 2012.
4. Return all books, periodicals or other materials drawn from the library by April 20, 2012.
5. Return all supplies, materials and books borrowed from Student Support Services by April 20, 2012.
6. Pick up cap and gown from the Director of Student Life in Richmond Hall on a date TBD. (more info. will follow)
7. Complete your Senior Student Satisfaction/Graduate Employment Survey on-line at the Johnson College website.
8. Report for Commencement Practice at a time that will be announced. Appropriate attire must be slacks, shirt, necktie, shoes and socks. Ladies may wear a casual dress or pants suit. You must bring your cap, tassel, and gown with you, making certain your gown is pressed.
9. Sit for the class picture, which will be taken at Commencement Practice. Class pictures will be available through the College photographer at a cost of approximately \$10.00 per print.

Please Note - It is our desire to make graduation as near perfect as is humanly possible. This requires the presence of **all graduates at the rehearsal on time. Please do not ask to be excused.**

Commencement Exercise – Students are to report to the Ballroom at the Scranton Cultural Center for graduation ceremonies on Saturday, May 12th at a time to be announced. You should be dressed in slacks, shirt, necktie, shoes and socks, and you should be properly groomed. Ladies may wear a casual dress or pants suit.

Special Notation:

You have devoted considerable time, effort, and dedication to your program of education and you should make every effort to be present to receive your degree. Should circumstances prohibit your attendance at the Commencement, a letter requesting graduation in absentia should be directed to the Vice President of Academic Affairs no later than April 13, 2012.

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 Johnson College Operations Department is 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 Operations Director works cooperatively with the Student Life Department, the Academic Affairs Office, the Scranton Police Department and the Scranton Fire Department to obtain the appropriate information. The Operations Department, the Student Life Department and the Academic Affairs office are all located in Richmond Hall on the Johnson College Campus. .

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States Department of Education and the campus community annually. Colleges and universities in Pennsylvania have been reporting this information under a similar act, Pennsylvania Act #73. This act requires all colleges and universities to report their crime statistics to the Pennsylvania State Police and the campus community.

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus and public areas immediately adjacent to or running through our campus. The statistics must be gathered from local law enforcement and college officials who have “significant responsibility for student and campus activities”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the Operations Department.

This log is available to the public during normal business hours.

Once a year Johnson College will send an e-mail notification to all students, faculty, and staff providing the web site link needed to access the Johnson College Campus Security Report and Fire Safety Report. Copies of this report may also be obtained from the Operations Director in Richmond Hall or by calling (570) 702-8944.

Johnson College Campus Security Report:

Campus Safety and Security Resources:

Johnson College provides multiple resources to assist students and campus community members with campus safety and security.

The Operations Department’s staff members involved in campus security include Donald Ryan, Operations Director; Bill Kelly, Facilities Manager; and Jonaton Rios, Facilities Supervisor. The Student Life Department staff members involved in campus security include Devon Fawcett, Director of Student Life and Sarah Williams, Residence/Student Life Coordinator (Housing Students only.)

Johnson College employs a professional security guard agency to provide evening security during designated hours. None of these individuals have arrest authority.

The Operations Department and Student Life Department work with the Scranton Police Department and the Lackawanna Emergency Management Office to assist in protection of our students and the campus community. The Scranton Police Department has full arrest authority on campus. Johnson College employees and our contract security company do not have arrest authority.

Emergency Telephone Numbers:

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.

911- Medical, Police or Fire emergency (Lackawanna Emergency Management Agency)

Extension 8989 or (570) 702-8989 - Campus Emergency (M-F 8:00 AM to 5:00 PM)

(570) 955-7921 - Campus Emergency (6 PM – 3 AM, M-F and on weekends – Krayser Security)

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 to Donald Ryan, Operations Director at (570) 702-8944 or to Devon Fawcett, Director of Student Life (570) 702-8912. The Operations Director and Director of Student Life are both located in Richmond Hall. All crimes involving violence, major property loss, or any felony are reported by the Operations Director or Student Life Director to the Scranton Police Department.

Incidents may also be reported to:

Dominick Carachilo, Vice President of Academic Affairs
Richmond Hall, (570) 702-8904

Sarah Williams, Residence/Student Life Coordinator (Housing Only)
Moffat Building, (570) 702-8950

Linda Learn, Assistant Director of Student Support Services
Moffat Building, (570) 702-8956

Bill Kelly, Facilities Manager
Richmond Hall, (570) 702-8984

Confidential Reporting Procedures:

If you are the victim of a crime and do not want to pursue action within the Johnson College administrative system or within the criminal justice system, you may still want to consider making a confidential report. With your permission, the Operations Director or Student Life Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential but provide the College with useful information to ensure the future safety of you and the campus community. This information also allows the College to keep an accurate record of incidents involving students, analyze if there is a pattern of crime and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

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.

Immediate Threat Timely Warnings/Notifications:

The Operations Department may receive information about a potential emergency situation from campus departments or individuals on campus, the Scranton Police Department, the Pennsylvania State Police, governmental emergency management agencies or the media. If the Operations Department determines that there is or may be an emergency or situation that provides an immediate threat to the health and safety of the College community, a message will be sent to campus without delay unless issuing a notification will, in the judgment of the first responders (Scranton Police Department or other law enforcement agency) compromise the efforts to assist a victim or to respond to the emergency. Notifications to campus will be sent using one or more of the following systems: college email system, the Agility Emergency Notification system, the college website or campus telephone systems. Safety Alerts will be issued either to the entire campus or to a particular building or location if the threat is limited to a particular building or area of campus.

Students who are interested in receiving information about campus emergencies should sign up for the emergency text message system by providing their cell phone number and phone carrier to the Director of Student Life. Faculty and Staff should provide their cell phone number and phone carrier to the Human Resources Coordinator.

On at least an annual basis, Johnson College will conduct a test of its emergency notification and evacuation systems. These tests will be coordinated by the Operations Director and will include tests to the entire campus community including academic areas, administrative buildings, and residential buildings.

The individuals responsible for determining whether an emergency notification should be sent to the Johnson College community or to the external community include:

Dr. Ann L. Pipinski, President and CEO
Donald Ryan, Operations Director
Dominick Carachilo, Vice President of Academic Affairs
Melissa Ide, Vice President of Enrollment Services
Devon Fawcett, Director of Student Life
Jeff Novak, Chief Financial Officer

Daily Crime Log:

The Operations and Student Life Departments maintain a Daily Crime Log that records all crimes and other serious incidents that occur on campus, in a non-campus building or property, or on public property adjacent to our campus. The Crime Log is available for public inspection at Richmond Hall from Monday through Friday during regular business hours. The Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. Campus Safety posts specific incidents in the Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Access to Campus Facilities and Residence Halls:

Access to the Johnson College buildings and campus is a privilege extended to students, faculty, staff, and authorized guests. The college encourages an open environment with limited restrictions. The Facilities Department and our contract Security Guards maintain a schedule of locking and unlocking all campus buildings based on usage, campus events and safety/security concerns. The College utilizes an alarm system in all classrooms, recreational and administrative buildings to detect fire or unauthorized entrance.

Access to individual residence apartments is gained through a locking exterior door. Only residents of each residential suite and authorized college personnel have key access to each residential apartment. The Department of Student Life holds periodic group and individual meetings with residential students to describe safety procedures and develop safety awareness.

The Facilities Department maintains all campus buildings and grounds. Facilities Department employees regularly inspect the campus property for any safety issues. The Campus Safety Committee conducts periodic regular inspections of all campus buildings for safety concerns. All students, staff and visitors may report any safety concern to the Facilities Department or the Campus Safety Committee.

Emergency Evacuation Procedure:

Johnson College holds emergency evacuation drills each semester in all campus buildings. The purpose of these drills is to ensure that students and staff know the locations of the building emergency exits and how to evacuate the buildings in the event of an emergency situation. These drills also provide Johnson College with the opportunity to evaluate our safety procedures, ensure equipment is working properly and correct any deficiencies.

Evacuation drills are monitored by the Operations Department, the Facilities Department, Student Life Department and other campus personnel. These departments observe these drills to learn about potential deficiencies in procedures or equipment.

Notification of Missing Students:

If a Johnson College student or staff member has reason to believe that a student is missing, he or she should immediately notify the Director of Student Life (570) 702-8912, the Residence Life and Student Activities Coordinator (570) 702-8950 or (570) 351-8401 or the Operations Director (570) 702-8944. The Student Life Department will generate a missing person report and initiate an investigation in conjunction with the Operations Department. Should Student Life 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 Life and Operations Departments will assist those agencies, as appropriate, in conducting an investigation.

Campus Community Education:

During student orientation in August, the Student Life Department offer programs for all residential students regarding campus security, fire, and personal safety. Information sessions about campus security, fire and personal safety are a component of the Freshman Seminar which is a required class for first year students. Additionally, an optional program is offered to all students on self defense awareness. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Johnson College Campus Crime Statistics:

Below is the Johnson College Campus Crime Statistics Report which Johnson College provides to students, prospective students, employees and the community. This report includes data for calendar years 2009, 2008 and 2007. The report utilizes specific terminology as required by federal law. Below are definitions which may be used to understand the report fully.

Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. For calendar years 2007, 2008 and 2009, this includes the main Johnson College campus.

Residence Halls: In campus residence halls or other residential facilities for students. At Johnson College, this refers to Housing Unit 15 and Housing Unit 17.

Non-campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution. (Johnson College does not have any such properties meeting this definition.)

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

As required by the Higher Education Opportunity Act, a complete listing of the past year's campus crime statistics can be found at <http://www.johnson.edu/docs/FireandCrimeStatistics.pdf>

Johnson College Annual Fire Safety Report

Johnson College publishes a fire safety report as part of its annual Clery Compliance program. This report is combined with its Campus Security Report and is entitled the Johnson College Campus Security and Fire Safety Report. The report contains information with respect to Johnson College's fire safety programs and practices. The report provides statistical information about the number and cause of any fires on campus as well as information about the number of any injuries or deaths that result from fire. It also includes information about the value of any property damage caused by a fire. The Johnson College annual Fire Safety Report can be found using the link below. A paper copy of the Fire Safety Report can be obtained upon request to the Operations Director or Director of Student Life.

Emergency Notification Procedures:

If a fire occurs anywhere on campus, students or staff should immediately notify Johnson College Emergency Response at extension 8989 / (570) 702-8989 or dial 911 for the Lackawanna Emergency Response number. Operations Department staff will respond immediately and direct the Scranton Fire Department or Scranton Police.

Any staff member or student that knows of any fire that has occurred (even if it has been extinguished) should notify the Facilities Manager to investigate the cause and document the situation.

There are fire alarms in all classroom and administrative buildings. All student and staff members are required to evacuate the building immediately after hearing a fire alarm. All students and staff should take note to the fire exits in every building they enter.

In the event of a fire in a residential housing unit, fire alarms will sound. All residential housing students and their visitors should immediately exit their apartment and assemble at the adjacent house used by the Residence Life and Student Activities Coordinator. The Residence Life and Student Activities Coordinator will take attendance of each residential student and take proactive steps to determine if any student is unaccounted for. Students and visitors should stay at the meeting location until they receive further instruction or permission to re-enter their apartment.

Fire Safety Programs:

As part of each year's orientation program for residential housing students, the Student Life Department will provide instruction to residential housing students about fire safety. This training includes information about fire/safety emergency notification procedures, fire safety prevention instruction and information about the location and utilization of fire extinguishers.

Residential students will also be provided with a Resource Book that lists emergency notification information, fire safety procedures and campus safety information.

Johnson College's policy is hold fire drills in the residential housing facility at least twice a year (once in the fall and once in the spring). In 2009, one fire drill was held in the residential housing units. The policy has since been revised to require holding a minimum of two drills each calendar year.

Residential Housing Fire Safety Policies:

In order to support fire safety in our residential housing apartments, the following policies are in effect:

- Students or visitors are not permitted to smoke inside the residential apartments or the residential apartment community room.
- Students or visitors who smoke in the vicinity of the residential apartments are required to smoke only in designated areas and to utilize the disposal units provided for cigarettes, etc.

- Students or visitors may not have or operate any open flames or lighted object within the housing units. This includes candles, incense, BBQ grills, butane lighters, matches, fireworks, etc.
- Students or visitors may not operate BBQ grills (or similar device), any object with an open flame or any object that requires ignition or burning directly adjacent to the residential buildings. These items may only be used in areas designated by the College.
- Students or visitors may not use or install any large appliances in addition to those supplied by the College. Microwaves and coffee makers are permissible.
- Students or visitors may not adjust, tamper with or alter any electrical, cable TV or telephone equipment that has been furnished by the College.

Fire Protection Equipment/Systems:

All Johnson College buildings including the residential apartments are equipped with fire alarm systems, smoke/heat detectors, and fire extinguishers. In addition, both residence halls (Housing Unit 15 and Housing Unit 17) are equipped with emergency strobe lights that activate in the event of a fire alarm. All Johnson College buildings are inspected annually by the Scranton Fire Department for compliance with all local and national fire codes. Any deficiencies noted by the Scranton Fire Department during their inspection are promptly addressed. Fire extinguishers located in the residential apartments are tested annually.

As required by the Higher Education Opportunity Act, a complete listing of the past year's campus fire statistics can be found at <http://www.johnson.edu/docs/FireandCrimeStatistics.pdf>



JOHNSON COLLEGE

DRUG & ALCOHOL PREVENTION PROGRAM

August 22, 2011

Distributed to all students & employees

To All Students and Employees of Johnson College:

Johnson College promotes an alcohol free college community. The College does not allow any student or visitor to possess alcoholic beverages of any type on its property. Additionally, Johnson College supports a drug-free college community. The possession or use of illegal drugs is not permitted at Johnson College. Paraphernalia associated with drug use is also prohibited. Students who possess or use alcoholic beverages, illegal drugs, or against whom there is strong evidence of use or possession, will face college judicial procedures. The college's drug and alcohol abuse policies are described more fully in the Johnson College Drug and Alcohol Prevention Program which is described below.

Below is your copy of the Johnson College Drug & Alcohol Abuse Prevention Program. The information includes important information regarding the health risks associated with drug and alcohol abuse, the penalties for violation, area treatment centers and hotline services.

As a condition for receiving Federal funding or any other financial assistance under any Federal program, all institutions of higher education must implement a drug and alcohol abuse prevention program. Your support of our program will help to maintain a drug-free campus.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dominick A. Carachilo', written in a cursive style.

Dominick A. Carachilo
Vice President of Academic Affairs

PURPOSE

To promote a drug-free environment and to comply with the DRUG-FREE WORKPLACE ACT OF 1988 AND COMMUNITIES ACT AMENDMENT OF 1989, and all other pertinent federal state, and local regulations regarding substance abuse on campus.

COMPLIANCE

In order to comply with the law, the Drug Prevention Program must, at a minimum, include the following:

The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of controlled substances and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the conduct the applicable legal sanctions under local, State, or Federal law for the unlawful possession of controlled substances and alcohol;
3. A description of the health risks associations with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. A clear statement that the institutions of Higher Education will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

SCOPE

This policy shall apply to all students and employees of Johnson College.

DEFINITIONS

Employee means any faculty, staff, or student receiving a salary, wages, other compensation and/or stipend support from Johnson College.

Student means anyone taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study at Johnson College.

POLICY

Johnson College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol students and employees on its property or as part of any of its activities.

IN SUPPORT OF THE POLICY ON DRUG AND ALCOHOL ABUSE PREVENTION, JOHNSON COLLEGE –

1. Has a drug-free awareness program to inform its students and employees about the dangers of drug and alcohol abuse, and has assistance programs.
2. Will provide each student and employee with a copy of this policy annually.
3. Will notify each student employee and each college employee that as a condition of employment each must abide by the terms of this policy.
4. Will require that:
 - A. Any student who is convicted of any criminal drug statute violation which has occurred on campus to provide the Vice President of Academic Affairs with written notification within five days of the conviction.

- B. Any employee who is convicted of any criminal drug statute violation which has occurred on campus to provide his/her supervisor with written notification within five days of the conviction.
5. Will notify the appropriate federal agency within ten (10) days after receiving notice of criminal drug statute conviction.
 6. Will make every good-faith effort to continue to maintain a drug and alcohol free campus through implementation of this policy.

POSSIBLE EFFECTS OF SUBSTANCE ABUSE

Alcohol	Toxic Psychosis, Neurologic and Liver Damage, Fetal Alcohol Syndrome
Marijuana	Bronchitis, Conjunctivitis, Possible Birth Defects
Amphetamines	Loss of Appetite, Delusions, Hallucinations, Toxic Psychosis
Non-Prescription Stimulants	Hypertension, Stroke, Heart Problems
Cocaine	Loss of Appetite, Depression, Convulsions, Nasal Passage Injury, Heart Attack, Stroke, Seizure
Cocaine Free Base	Weight Loss, Depression, Hypertension, Hallucinations, Psychosis, Chronic Cough
Barbiturates	Severe Withdrawal Symptoms, Possible Convulsions, Toxic Psychosis
Methaqualone	Coma, Convulsions
Heroin	Addiction, Constipation, Loss of Appetite
Analogs of Synthetic Narcotics	Addiction, MPTP Induced, Parkinsonism
Morphine Codeine Oxycodone Meperidine Methadone	Addiction, Constipation, Loss of Appetite
Inhalants	Impaired Perception, Coordination, Judgment Toxicity from Solvent, Impurities
Nitrous Oxide	Kidney or Liver Damage, Peripheral Neuropathy, Spontaneous Abortion
LSD	May Intensify Existing Psychosis, Panic Reactions
Mescaline	Milder than LSD
MDA, MDE, MDMA, MMDA	Neurotoxic
Psilocybin	Milder than LSD
PCP	Psychotic Behavior, Violent Acts, Psychosis
Tobacco	Loss of Appetite, Addictive, Lung Cancer, Effects on Fetus

PHYSICAL SIGNS OF DRUG ABUSE

Substance*	Physical Signs of Use/Associated Paraphernalia**	Behavioral Signs of Use**
Anabolic Steroids	Enlargement of muscle masses, weight gain, fluid retention, high blood pressure, atherosclerosis, increased plasma lipids, shrunken testes, liver disease, stroke, heart attack, death. Needles, syringes.	Stimulation, aggressive behavior, increased energy.
Cannabis, Marijuana, Hashish, (pot, dope, reefer, sinsemilla)	Bloodshot eyes, persistent cough or respiratory infection, increased appetite, strong odor of burning rope or plant material. Rolling papers, pipes, “roach clips”, water pipes. Eye drops for clearing up bloodshot eyes.	Impaired concentration and short-term memory, inappropriate or hash oil uncontrollable laughter, apathy, sleepiness despite adequate rest.
Stimulants: Amphetamines (speed, white cross, black beauties)	Dilated pupils, rapid breathing, decrease in appetite, weight loss, excessive talking, insomnia, hyperactivity.	Inexplicable mood swings (elation to depression), nervousness, auditory hallucinations and paranoid thinking after heavy use.
Cocaine (coke, toot, blow, nose, crack)	Nasal irritation, running or bleeding nose, dilated pupils, rapid respiration, hyperactivity. Razor blades, small mirrors, straws, screens for pulverizing cocaine crystals.	Rapid mood swings (elation to depression and back to elation within one hour), lack of money due to high cost of drug.
Depressants: Alcohol, Sedative-Hypnotics/tranquilizers	Slurred speech, lack of coordination, shallow breathing, alcohol-like intoxication.	“Drunken” behavior, possibly including aggressiveness and belligerence, frequent auto accidents or other physical mishaps.
Narcotics: Opiates and other prescription pain-killers, heroin, dilaudid, percodan	Pinpoint pupils, shallow and slow breathing, sleepiness. Needles, syringes and eye droppers if drug is administered by injection.	Euphoria, dreamy behavior.
Hallucinogens: LSD and related substances (acid, blotter, window pane, microdot)	Dilated pupils, small squares of plastic or paper with imprinted designs, tattoos, small colored tablets.	Hallucinations, confusion, disorientation, panic reactions, inappropriate laughing or crying.
Phencyclidine (PCP) (angel dust)	Increased blood pressure, lack of coordination, loss of sensitivity to pain, imprecise eye movements.	Withdrawal, confusion, disorientation, bizarre behavior, aggressiveness, hyperactivity alternating with stupor.
Inhalants: Airplane model glue, toluene, gasoline and other petroleum products, deodorants and other aerosols, typewriter fluid	Nasal irritation, rapid or erratic pulse, lack of coordination, headache. Rags saturated with substance in question, plastic bags, possession of containers of solvents for no apparent reason.	Confusion, “drunken” behavior, hallucinations, aggressiveness, hyperactivity.

*Many substances listed are available only in adulterated form through illegal channels. Up to 70% of drugs used by substance abusers are misrepresented in some way. Example: drugs sold as “speed” are represented as amphetamines, but often contain caffeine, phenylpropanolamine (PPA) or ephedrine.

**Although these symptoms may be indicative of drug use, many of the physical and behavioral signs can be associated with physical or mental illness, adolescence or the aging process. Be careful and thoroughly in investigating drug abuse. Get professional help.

**FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION
OF A CONTROLLED SUBSTANCE**

- 1st Conviction:

Up to 1 year imprisonment and fined at least \$1,000, or both.

- After 1 prior drug conviction:

At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, but not more than \$250,000, or both.

- After 2 or more prior drug convictions:

At least 90 days in prison, not to exceed three (3) years and fined at least \$5,000, but not more than \$250,000 or both.

- Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined a minimum of \$1,000, if:

- a. 1st conviction and the amount of crack possessed exceeds 5 grams,
- b. 2nd crack conviction and the amount of crack exceeds 3 grams,
- c. 3rd or subsequent crack conviction and the amount of crack exceeds 1 gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Revocation of certain Federal licenses and benefits, e.g., pilot license, housing tenancy, etc.

STATE PENALTIES AND SANCTIONS FOR UNLAWFUL USE OF ALCOHOL

The Commonwealth of Pennsylvania prohibits the service or consumption of alcohol to persons under 21 years of age.

All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Codes. They are as follows:

<u>ACTIVITY</u>	<u>PENALTY</u>
Misrepresentation of age to secure any alcohol, liquor, malt, or brewed beverage	Fine not to exceed \$500 and suspension of operating license
Individual less than twenty-one years of age who purchases, consumes, possesses, or transports any alcohol, liquor, malt, or brewed beverage.	Fine not to exceed \$500 and suspension of operating license
Misrepresenting to liquor dealers or others that another party who is a minor is of age.	Fine not less than \$300
Inducement of minors to buy alcohol, liquor, malt, or brewed beverages.	Fine not less than \$300
Selling or furnishing alcohol, liquor, malt, or brewed beverages to minors.	First violation fine not less than \$1,000, subsequent violation fine not less than \$2,500
Carrying a false ID card.	First offense is a summary offense and results in restriction of operating privileges; subsequent offense results in restriction of operating privileges and fine of \$300

The law provides for the restriction of operating privileges (loss of driver's license). This penalty is applied in an escalating manner in each subsequent offense as outlined here.

FIRST OFFENSE

Loss of operating privileges for a period of 90 days from the date of suspension.

SECOND OFFENSE

Loss of operating privileges for a period of one year from the date of suspension.

THIRD AND SUBSEQUENT OFFENSE

Loss of operating privileges for a period of two years from the date of suspension.

Nondrivers shall be unable to secure an operator's license for the time periods related to the number of offenses.

SYMPTOMS AND PROGRESSION OF ALCOHOLISM

It is estimated that for every ten people who drink alcohol, one will become alcoholic. Studies also show that for every person suffering from alcoholism, there are at least four other people, including spouses, children, and parents, who are seriously affected by that alcoholism. If you consider that it typically takes an individual suffering from alcoholism seven to ten years to recognize the problem (if it is recognized at all) and to seek help, you can begin to understand the profound influence alcohol abuse has on our society, the family, and the health of our nation. Why does it take so long? Why is alcoholism so difficult to recognize?

Denial is one of the primary symptoms of alcoholism, making the individual and oftentimes the family incapable of recognizing the problem and seeking appropriate treatment. Ignorance is another important factor. Alcoholism is one of the most misunderstood and misdiagnosed diseases. How do we recognize alcoholism, particularly in its early stages? One of the most useful definitions of alcoholism is: If drinking is creating problems, it is one.

Alcoholism is a chronic, progressive disease with predictable, identifiable symptoms which, if not treated, can be fatal. Here is a list of some primary symptoms of alcoholism, placed in the order in which they generally occur. One need not be experiencing all of these symptoms or in the order listed to be suffering from alcoholism.

Increase in Tolerance	Being able to out-drink your peers is not something to be proud of, but to be concerned about.
Preoccupation	Looking forward to drinking after work or on the weekend. Planning your social activities around alcohol.
Blackouts	Occasional memory lapses while drinking or an alcohol-induced state of amnesia.
Sneaking Drinks, Gulping Drinks	
Loss of Control	Unplanned drinking episodes or inability to realistically predict what will happen once you take the first drink.
Alibis	Having to explain why you drank or make excuses for your drinking.
Change in Drinking Patterns and Attempts to Control Promises and Resolutions Repeatedly Fail Family Problems, Financial Problems	
Going on the Wagon	Some people quit drinking for a period of time in an attempt to control their drinking or prove to themselves that they are not physically addicted to alcohol, failing to realize that one need not drink every day in order to have a drinking problem.
Increasing Blackouts	
Geographic Escape	Changing jobs, moving to a different city or state to get a "new start."
Impaired Thinking, Loss of Job, Decrease in Tolerance, Drinking in the Morning	
Physical Deterioration	Liver, heart, stomach, brain damage.
Indefinable Fears	

Abandonment

“I don’t care.”

DRUG & ALCOHOL COUNSELING, TREATMENT, REHABILITATION PROGRAMS: AREA RESOURCES

Student Support Services

Richmond Hall
Johnson College Campus

[Marworth Alcoholism Treatment Center](#)

Waverly, PA 18471
(570) 563-1112

[Clear Brook Inc.](#)

1100 East Northampton Street
Wilkes Barre, PA 18702
(570) 823-1171

Narcotics Anonymous

(570) 963-0728

Drug & Alcohol Treatment Service

9 N. Main
Carbondale, PA 18407
(570) 282-6630
(570) 876-2896

Alcoholics Anonymous

(570) 654-0488

Drug & Alcohol Treatment Service

116 N. Washington Avenue
Scranton, PA 18503
(570) 961-1997

Al-Anon (Family Members)

1-800-339-9006

Alateen (Children)

1-800-339-9006

Drug & Alcohol Hotline

(570) 961-1234

[Community Intervention Center](#)

(570) 342-4298

Drug & Alcohol Treatment Service

(570) 961-1997

[Lackawanna County Commission](#)

[Drug & Alcohol Abuse](#)

(570) 963-6820

Johnson College provides discrete on-site counseling services only for students. The Counseling Center also has an extensive community referral resource network. Contact Student Services for details.

VIDEOS ON DRUGS & ALCOHOL

Johnson College ID number

- VIDEO Educational Video Network, Binge Drinking, www.edvidnet.com
00719 Huntsville, TX, 1999
- VIDEO Martin, Father Joseph C. Chalk Talk on Alcohol – Revised, Aberdeen,
00361 MD
Kelly Productions, Inc., 1972*
- VIDEO Martin, Father Joseph C. Feelings, Aberdeen, MD
00362 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Detachment, Aberdeen, MD
00363 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Enabling, Aberdeen, MD
00364 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Parents – Silence Condones, Aberdeen, MD
00365 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Am I My Brother's Keeper?, Aberdeen, MD
00366 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Recovery & the Family, Aberdeen, MD
00367 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Prevention, Aberdeen, MD
00368 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Recovery & Forgiveness, Aberdeen, MD
00369 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Students, Your Choice, Aberdeen, MD
00370 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. Back to the Basics, Aberdeen, MD
00371 Kelly Productions, Inc., 19__
- VIDEO Martin, Father Joseph C. One Day at a Time, Aberdeen, MD
00372 Kelly Productions, Inc., 19__

DIRECTORY OF PERSONNEL

Administration

President & CEO

Ann L. Pipinski, Ed.D.
Ed.D, Temple University
M.S., New York University
B.S., Marywood University

Vice President of Academic Affairs

Dominick A. Carachilo
M.Ed., Temple University
B.S., Lock Haven University
A.S.T., Johnson College

Chief Financial Officer

Jeffrey J. Novak
M.B.A., University of Scranton
B.S., Pennsylvania State University

Vice President of Institutional Advancement

Kathryn A. Leonard
B.A., York College of Pennsylvania

Vice President of Enrollment Services

Melissa A. Ide
B.A., Pennsylvania State University

Director of Program & Institutional Research/College Registrar

Shirley A. Helbing
B.S., University of Scranton

Operations Director

Donald H. Ryan
M.B.A., Seton Hall University
B.S., Miami University

Staff

Admissions Representative

Danielle Cebulko
B.S., University of Scranton

Admissions Representative

Augustus Esgro
M.S., University of Scranton
B.S., University of Scranton

Admissions Representative

Kasey Phillips
M.S., Marywood University
B.S., Pennsylvania State University

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Academic Affairs**

Karen Pigga-Capulish
B.S., Marywood University

**Administrative Assistant
Enrollment Services**

Barbara Wright

**Administrative Assistant
President's Office**

Julia Evans
B.S., Misericordia University

**Administrative Assistant
Radiology Technology**

Karen Anuszewski

**Administrative Assistant
Veterinary Technology**

Corinne Dahms

**Advancement Services Administrator
Institutional Advancement**

Heather Stuart
B.F.A., Long Island University

Assistant to the President for Planning

Lisa Feola Toole
A.A., University of Scranton

**Assistant Director of Student
Support Services/Counselor**

Linda A. Learn
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M.S.W., Marywood University
B.A., Wilkes University

Associate Director of Career Services

Roseann Martinetti
M.A., Marywood University
B.A., Marywood University

Associate Network Administrator

Matthew Crandall
CompTIA Security+
Microsoft Certified Professional
Microsoft Certified Server Administrator
Microsoft Certified Systems Engineer
Microsoft Certified Server Administrator: Security
Microsoft Certified Systems Engineer: Security

Associate Registrar

Catherine Beckage

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Coordinator of Institutional Advancement	Stephanie Orzalek B.A., Pennsylvania State University
Director of Continuing Education	Marie C. Allison B.S., Fairfield University
Director of Financial Aid	Matthew Peters B.S., Pennsylvania State University
Director of Information Services	Susan E. Phillips M.B.A., University of Scranton B.S., Boston College
Director of Student Life	Devon M. Fawcett M.S., Villanova University B.S., University of Scranton
Director of Student Support Services	George J. Hallesky, Ed.D. Ed.D, Temple University M.S., Marywood University B.A., St. Bonaventure University A.A., Keystone College
Facilities Manager	William F. Kelly
Faculty Assistant	Felicia Ennes B.A., Marywood University
Financial Aid Advisor	Robin Walker B.A., Keystone College A.S., Penn State University
Human Resources Coordinator	Diane M. Dolinsky
Information Services Analyst	Daniel Sluck B.S., Keystone College
Institutional Research / CIT Lab Assistant	Greg J. Race A.S., Johnson College
Marketing & Communications Specialist	Heather Davis M.A., Wilkes University B.A., Hofstra University
Residence/Student Life Coordinator	Sarah Williams M. Ed., Mansfield University B. SE., Mansfield University

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M.B.A., Wilkes University
B.S., Wilkes University

Staff Accountant

Kayla Shirley
B.S., Indiana University

Student Support Services Coordinator

Lynn M. Krushinski

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B.S., Misericordia University

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Acting Clinical Coordinator

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American Registry of Radiologic Technologists

Clinical Instructor

Roxanne M. Caswell, R.T. (R)

A.A.S., Broome Community College

American Registry of Radiologic Technologists

Veterinary Technology

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A.S., Medaille College

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Instructor

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Department Chairperson

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A.S.T., Johnson College

Biomedical Equipment Technology

Douglas D. Hampton

Department Chairperson

A.S., Community College of the Finger Lakes

Sustainability Coordinator

A.A.S., Auburn Community College

Computer Information Technology

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Department Chairperson

A.E., Pennsylvania State University

Certified Cisco Network Associate (CCNA)

Microsoft Certified Systems Engineer Windows (MCSE)

Microsoft Certified Data Base Administrator SQL 7.0 (MCDBA)

Electrical Construction & Maintenance

Leonard Peters

Technology Instructor

B.S., U.S. Military Academy

Instructor

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Associate Member American Institute of Architects
Certified Member of the ADDA International

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A.S.E. Certified Master Automotive Technician

**Carpentry & Cabinetmaking Technology
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Joseph Musheno

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A.S.T., Johnson College
Licensed General Contractor

Diesel Truck Technology

Michael K. Novak

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Coordinator of Automotive Programs

Certified Original Equipment Manufacturers (OEM) Technician
Certified OSHA 1910 General Industry Outreach Trainer
Certified Penn DOT Vehicle Safety Inspection Mechanic Instructor
Certified Forklift Operator Safety Trainer

Heating Ventilation & Air-Conditioning Technology **Adam Turner**
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Welding Coordinator **Jeffrey Roughgarden**
Continuing Ed. *ASME Certified Pipe Welder & *AWS D1.1 Certified Welder
(*American Society of Mech. Engineers / American Welding Society)