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

**Athletics / Student Activities:**
Location: Moffat Student Center  
Phone: 702-8952

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

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

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

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

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

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

**Financial Aid:**  
Location: Richmond Hall  
Phone: 702-8955  
jfarrell@johnson.edu

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

**Student Engagement Office:**  
Location: Moffat Student Center  
Phone: 702-8912  
E-mail: tkarmol@johnson.edu

The mission of the Student Engagement Office is to develop well-rounded and responsible graduates by engaging our students in recreation, leadership, and social opportunities in an inclusive environment. Student activities and organizations, athletics, housing, orientation and security are under the supervision of the Student Engagement Office.

**Career Services Office:**  
Location: Richmond Hall  
Phone: 702-8919  
E-mail: rmartinetti@johnson.edu

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

**Library Resource Center:**  
Location: Moffat Student Center  
Phone: 702-8953

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: aarmezzani@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.
**TABLE OF CONTENTS**

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

**Academic Information**
- 2017-2018 Academic Calendar  
- Academic Code of Conduct  
- Academic Honors & Recognition  
- Approval for Off-Campus Study  
- Attendance/Tardiness Policy  
- Distance Education Attendance Policy  
- Make-up Work  
- Change of Name and/or Address  
- Change of Schedule  
- Repeated Courses  
- Class Period/Time Schedule  
- Course Audits  
- Criminal Background Checks/Alcohol and Drug Screening  
- Dismissal from Program of Study  
- Formation of Sections and Cancellation of Courses  
- Grading System  
- Graduation Requirements  
- Health Clearance  
- Policy for Withdrawing from the College  
- Practicum/Internship/Cooperative Education Experience  
- Registration  
- Student Academic Advising  
- Readmission Policy  
- Veteran’s Readmission  
- Readmission Procedure  
- Academic Satisfactory Academic Progress  
- Semester Credit Hour Conversion System  
- Student Academic Course Load  
- Termination from the College  
- Dismissal from a Program of Study  
- Transcript Evaluation Policy  
- Prior Learning Assessment  
- Credit by Examination  
- Transfer of Credit with Baccalaureate Institution  
- Verification Letter  
- Distance Education
Financial Aid Information
- Eligibility: 19
- Grants: 19
- Loans: 19
- Work Study Employment: 19
- Satisfactory Academic Progress / Minimum Standards: 19
- Completion Rate: 20
- Cumulative GPA: 20
- Maximum Time Frame: 20
- Repeat Coursework: 20
- Consecutive Enrollment: 20
- Change of Major: 21
- Second Certificate or Degree: 21
- Unsatisfactory Academic Progress / Statuses: 21
- Reinstatement of Financial Aid Eligibility: 21
- PHEAA Academic Progress: 22

Student Services Information
- Higher Education Opportunity Act (HEOA): 23
- Fire Safety Instructions: 23
- Emergency Procedures: 24
- Health Related Concerns:
  - Health Care on Campus: 25
  - Drug and Alcohol Abuse: 25
  - Sexually Transmitted Diseases/AIDS: 25
- Johnson College Community Code of Ethics: 25
- Library Resource Center: 26
- Student ID Card: 27
- Lost & Found: 27
- Safety Equipment and Dress: 27
- Safety and Security: 27
- Snow Emergencies: 28
- Student Organizations: 28
- Student Services: 29
- Career Services: 30

Policies & Procedures
- Academic Probation Policy: 32
- Student Probation Action Plan (SPAP): 33
- Administrative Withdrawal of Students and Re-entry Process: 34
- Student Complaints/Grievance Procedures: 34
- Appeal of Academic Decisions and Due Process: 34
- Academic Forgiveness Policy: 35
- Academic Sanctions: 36
- Carl D. Perkins Vocational and Applied Technology Act: 37
- Drug-Free College & Workplace Statement: 38
- Drug-Free College & Workplace Agreement: 39
- Grievance Procedure for Title IX:
  - Student Complaint/Grievance Procedure: 40
  - Grievance Procedure Form: 41
  - Grievance Procedure Definitions: 43
- Disability Services Policy: 48
- Medical Withdrawal and Re-Entry Policy: 50
- Medical Withdrawal and Re-Entry Form: 51
- Parking Regulations / Transportation: 52
- Missing Student Procedure: 53
- Technology Users Responsibility Agreement: 54
- Compliance with the Higher Education Opportunity Act: 56
  - Peer-to-Peer (P2P) File Sharing Requirement: 56
Students Utilizing Sign Language Interpreting Services

“No-Show” Policy for Deaf/Hard of Hearing Students

Utilizing Sign Language Interpreting Services

Student Conduct Policies
- Conduct That Impacts the Common Good of the Community
- Conduct Associated With Personal Responsibility and Integrity
- Conduct That Violates the Health and/or Safety of an Individual
- Regulations Specific to On Campus Living

Student Conduct Process and Procedures
Sanctions

Appendix
Distance Education Student Services Policy
- Admissions
- Financial Aid
- Library Resource Center
- Office of the Registrar
- Student Business Office
- Career Services
- Counseling / Disability Services

Advertising, Bulletin Boards and Posting Personal Notices – Guidelines
Bookstore
Credit by Examination / Guidelines
Credit by Examination Permission Form
Emergency Alert System Registration Form
Graduation Checklist

Campus Security Report and Fire Safety Report
- Campus Security Report
- Annual Fire Safety Report

Drug & Alcohol Prevention Program
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 Railriders 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 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 41-acre campus. Presently 119,907 square feet of building space houses administrative offices, classrooms, shops, laboratories, a library, 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 College. 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

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

Vision Statement

Johnson College: Innovating, Partnering, Advancing.
Johnson College’s Core Values

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

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

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

Johnson College’s Institutional Goals

**Foster Academic Innovation and Excellence**

**Enhance Student Success**

**Promote Equity and Inclusion**

**Ensure Stewardship and Growth of Resources**

Non-Discrimination Policy

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

Johnson College does not discriminate with regard to race, color, creed, age, national or ethnic origin, religion, disability, sex, sexual orientation, gender, gender identity and expression, including a transgender identity, genetics, veteran status, or ancestry in the administration of its educational and admission policies, scholarship, loan, athletic and other school administered programs, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, or any other legally protected category. For information regarding civil rights and grievance procedures, contact the President/CEO 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’s office in Richmond Hall and make a request to see their files. Students may review their files in the office of the Registrar, but may not remove any data from their files.
**Students’ Rights of Privacy and Access**

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

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

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

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

**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**

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

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

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

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

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

Thank you for your cooperation!
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

## Johnson College 2017-2018 Academic Student Calendar

![Calendar Image]

### CALENDAR LEGEND:
- No classes scheduled
- *Seminar Begins

### Fall 2017
- Aug. 17 - Freshmen Move-In Day
- Aug. 18 - Program Orientation
- Aug. 20 - Sophomore Move-In Day
- Aug. 21 - Semester Begins
- Aug. 25 - Add/Drop Period Ends
- Sept. 4 - Labor Day (Closed)
- Oct. 9 - Fall Break (No Classes)
- Oct. 23-27 - Advising Period
- Oct. 27 - Course Drop Date
- Nov. 3 - Priority Registration
- Nov. 6-10 - Sophomore Registration
- Nov. 10 - Veterans Day (Closed)
- Nov. 13 - Freshmen Registration
- Nov. 14 - Scholarship Breakfast (optional)
- Nov. 23-26 - Thanksgiving Break (Closed)
- Nov. 27 - No Classes
- Nov. 28 - Registration Closes
- Dec. 4 - Classes End
- Dec. 8 - Semester Ends
- Dec. 15 - Winter Commencement
- Jan. 8 - Semester Begins
- Jan. 15 - Martin Luther King, Jr. Day (Closed)
- Feb. 19 - Presidents Day (Closed)
- March 5-11 - Spring Break
- March 19-23 - Advising Period
- March 23 - Course Drop Date
- March 26 - Priority Registration
- March 30-April 2 - Break (Closed)
- April 13 - Registration Closes
- May 4 - Graduation Exercises
- May 8 - Semester Ends

### Spring 2018
- May 11 - Commencement Rehearsal
- May 12 - Commencement
- June 26 - Memorial Day (Closed)
- June TBO - Summer Session Begins
- July 4 - Independence Day (Closed)
- July TBO - Drop Date Summer Session
- Aug TBO - Summer Session End

### Summer 2018
- June 26 - Memorial Day (Closed)
- June TBO - Summer Session Begins
- July 4 - Independence Day (Closed)
- July TBO - Drop Date Summer Session
- Aug TBO - Summer Session End
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 Senior Director of Academics
3. Referral to judicial authorities
4. Written notification to the student's technical/clinical department chairperson

Penalties imposed by the Senior Director of Academics may include up to termination from student’s program of study.

Academic Honors and 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 are in danger of not meeting graduation requirements at the time of commencement will not be awarded honors.

Students who earn a cumulative GPA of 3.90 or higher as of their semester prior to graduation 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.

Graduation honors are calculated based on grades achieved at the end of the Fall semester preceding the May graduation date. Physical Therapist Assistant graduation honors are calculated based on grades achieved at the end of the Spring semester preceding the May graduation the following year.
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

Since regular and prompt attendance is essential to scholastic success and growth, students are expected to attend all scheduled classes and lab sessions for which they are registered. Absence does not excuse a student from the responsibility for class work or assignments that are missed. Students should be sure that they understand the attendance policies as outlined in the course syllabus for each of their instructors and should notify their instructors in the case of absence.

Announcement of the College closing due to inclement weather or emergency conditions will be made on the College’s website (www.johnson.edu), WNEP-TV, WYOU-TV, and local radio stations. Information may also be obtained by calling Johnson College at (570) 342-6404 and following prompts. Students may place an Emergency Notification form on file to receive automatic text messages and emails.

Instructor Responsibilities:

- All faculty must provide students with a written attendance policy.
- Instructor will provide class with the attendance policy in the course syllabus.
- Record attendance daily.**
- Notify students of noncompliance with the attendance policy.
- Communicate warnings of absences via email to the student. These will be retained as a running record.
- Syllabus must reflect how class/lab time missed will impact student grade.

Student Responsibilities:

- Prepare thoroughly for each session in accordance with the course calendar and instructor’s request.
- Adhere to deadlines and timetables established by the instructor.
- Display appropriate courtesy to all involved in the class sessions (courteous behavior specifically entails communicating in a manner that respects, and is sensitive to, the cultural, religious, sexual, and other individual differences in the college community).
- Demonstrate respect for ideas, beliefs, and people.
- Students must inform instructor of all absences.
- Students are responsible to make up the course work from the missed class.
- Avoid chronic tardiness. Be here for when class starts.
- Participate fully and constructively in all course activities and discussions as scheduled.
- Students must verify all excused absences with the instructor.*

* Please refer to a list of possible excused absences including but may not be limited to: military, bereavement, extended illness, participation in school function, jury duty.

**Portal Attendance Entries will consist of “Late,” “Unexcused,” “Excused.”
(For example some departments use 3 “Lates” constitute 1 unexcused absence.)

Distance Education Attendance Policy

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

- Students are required to be present for scheduled conferences with instructors, and College administrators, whether in a face-to-face or in a virtual environment.
- Faculty members are required to record attendance weekly. A student will be considered in attendance if the student submitted at least one graded activity per week (for example, quizzes, discussions, or dropbox assignments).
- Students are required to participate in online classes.
- Students are required to log into the online classroom at least three (4) times a week.
- Students who miss one week of a course will be notified via e-mail through their official Johnson College email.
• Students who miss three weeks of a course may be advised by the instructor to withdraw from the course; notification will be made via e-mail through their official Johnson College email.

• Students who enroll for an online course but do not attend classes and fail to formally withdraw from the course are financially responsible for the course and will receive the grade earned in that class.

• Students who withdraw from a course after the second week and before the tenth week of the semester because of absenteeism will receive a grade of “W” (Withdrew) and are financially responsible for the course.

• Online classes will not be cancelled due to inclement weather. All online coursework will retain their deadlines regardless of weather conditions. If a technological emergency results in the Desire2Learn server being down, students will be notified through an announcement on the College’s website (www.johnson.edu), WYOU-TV, WNEP-TV, and local radio stations. Information may also be obtained by calling Johnson College at (570) 342-6404 and following the prompts. Students may place an Emergency Notification form on file to receive automatic text messages and emails. Please note, Desire2Learn is not housed on the Johnson College campus; emergencies on campus will have little to no effect on distance education courses.

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.

Change of Name / 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 or on the college website at www.johnson.edu under Current Students/Academics/Registrar.

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, depending on availability of seats, only during the first academic week of a semester. Schedule Change forms are available through the Registrar’s Office.

Student-Initiated Dropping of a Course

From the first day of class to the end of the first 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 second week of the semester to the end of the tenth week of class, a student-initiated withdrawal receives a grade of “W” (Withdrew) 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 Adding of a Course

A student may add a course during the first week of a 15-week semester provided a Drop/Add form is submitted with the required signatures.

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.
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 Physical Therapist Assistant, Radiologic and Veterinary Technology programs have specific Grade Point Average (GPA) requirements for their major courses. Specific dismissal policies for Physical Therapist Assistant, Radiologic Technology and Veterinary Technology students can be found in their respective Programmatic Handbooks. 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 on students. Students who are involved in a change of schedule should see their academic advisor, or the Registrar.

Grading System

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Relationship</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-95</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>88-91</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>76-79</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>72-75</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>68-71</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>64-67</td>
<td>1.33</td>
</tr>
<tr>
<td>D*</td>
<td>60-63</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.0</td>
</tr>
<tr>
<td>I**</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td></td>
</tr>
</tbody>
</table>

* 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 Student Success Seminar (SS 101)
- completion of 61 credits for Architectural Drafting & Design Technology, Carpentry and Cabinetmaking Technology; 62 credits for Automotive Technology, Electrical Construction & Maintenance Technology; 63 credits for Advanced Manufacturing Engineering Technology, Computer Information Technology, Diesel Truck Technology, Heating, Ventilation & Air Conditioning Technology; 64 credits for Business Management-Project Management track; 65 credits for Business Management-Logistics & Supply Chain Management track, Electronic Engineering Technology; 68 credits for Biomedical Equipment Technology; 70 credits for Veterinary Technology; 71 credits for Physical Therapist Assistant; 73 credits for Radiologic Technology;
- completion of a minimum of 35 credits at Johnson College (requests for exceeding the College’s minimum credit requirement must be submitted to the Registrar in writing and approved by the Senior Director of Academics)
- completion of clinical/practicum/internship/cooperative education experience for students in the Biomedical Equipment Technology, Business Management - Logistics & Supply Chain Management track, Physical Therapist Assistant, Radiologic Technology and Veterinary Technology programs
- achievement of a cumulative Grade Point Average (GPA) of 2.00. Refer to the Retention section in the respective program areas for Physical Therapist Assistant, Radiologic Technology and Veterinary Technology
- 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 certificate program:

- completion of 31 credits for Diesel Preventative Maintenance Certificate
- completion of 30 credits for Welding Technology 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**

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

**Policy for Withdrawing from the College**

Students who wish to withdraw from Johnson College must:

- meet with the Student Success Coach
- complete an official Withdrawal form
- meet with Academic Advisor, Registrar, Financial Aid and other offices when necessary

Upon official withdrawal, grades will be recorded on the transcript as “W” (Withdraw).
Johnson College does not consider absence from class an official notice of withdrawal. A student who stops attending class without officially withdrawing will receive the grade earned in that course.

**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. The schedule for meeting the requirement of this experience will be arranged between the student, faculty member and site. Additional information about this program is available in the Career Services office.

**Registration**

Johnson College hosts Orientation Days during the summer for registration of incoming fall freshmen. Freshmen may make any necessary schedule changes to their fall schedule during the first week of the semester. Online classes are periodically offered to students. These classes are listed separately within the registration directory. Only students who have completed the “Student Online Success Strategies” successfully will be allowed to participate in classes offered in an online format. Additional information on online policies are found in the Student Handbook under “Distance Education.”

Subsequent registrations are held twice a year during the prior semester. The Registrar will announce the procedures and dates of registration.

Students who have outstanding balances will be put on Bursar’s 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’s Office.

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’s Office.

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.
Student Academic Advising

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

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

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

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

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

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

Students participating in priority registration will be notified by the Registrar of the time and dates for this registration. It is the responsibility of the student to schedule a meeting with his/her advisor to discuss classes and to register for classes during the allotted timeframe. Students who do not comply with these procedures will have to register during the alternative times set for all other students.

The student is responsible to make an appointment with their advisor during the advisor’s office hours. The student should come to the meeting with a predetermined schedule and degree audit to review and discuss with the advisor for the upcoming semester.

The advisor will review each student’s schedule and advise the student on which classes they need to register to meet academic requirements towards graduation.

The advisor will make notes in the student’s SIS as to what classes the student was advised to take. This process will release the student from the advisor and allow him/her to register for classes.

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

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 to file a new application.

Students wishing to be readmitted, as defined above, must apply for readmission by contacting the Registrar’s Office. A readmission application must be completed and submitted with a $50.00 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 a faculty advisor 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 Office of the Registrar, Student Engagement, Department Chairperson, and Senior Director of Academics 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 complete an Academic Action Plan. (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.

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 Student Business 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 appropriate faculty member for review and to determine if there are any stipulations to be added for 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 Senior Director within the Office of Academics.
4) After notification of readmission and any requirements for readmission, student must meet with the Financial Aid and/or Student Business Office to develop a plan to finance their education.
5) Students then must complete normal course registration procedures in conjunction with an academic advisor or the registrar.
6) 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.

Academic Satisfactory Academic Progress

Students must maintain a satisfactory Grade Point Average (GPA) as detailed below:

<table>
<thead>
<tr>
<th>Undergraduate degree of more than one year</th>
<th>1 to 15 credits</th>
<th>16 to 30 credits</th>
<th>31 to 45 credits</th>
<th>46 and greater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.80</td>
<td>1.85</td>
<td>1.95</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate Program of one year or less</th>
<th>1 to 15 credits</th>
<th>16 and greater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.85</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Additionally, students must complete at least 67% of credits attempted. Failure to maintain the prescribed CGPA 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 CGPA requirement are advised to meet first with their faculty advisor, then with Financial Aid, and then with the Office of the Registrar to discuss alternatives and options.

Students must complete their degree at a pace of 150% for financial aid purposes; for example, a student in a two-year Associate degree program must complete within three years. Information on minimum CGPAs for Physical Therapist Assistant, Radiologic Technology and Veterinary Technology students is in the Retention section for each respective program area.

Academic Probation

A student must achieve a cumulative grade point average (CGPA) equal to or greater than:
Students who do not meet these benchmarks will be placed on academic probation for the following semester.
Credits that are not calculated into the CGPA include I (incompletes), W (Withdrawals), P/F (Pass/Fail) and transfer credits.

Students will meet with the Academic Probation committee in advance of the semester to review and sign their individual Student Probation Action Plan. Failure to read and sign the document may result in being held from the classroom.

At the conclusion of the probation semester, the Registrar and the Academic Team will review the student progress and determine how to proceed based on 1) Academic performance, 2) adherence to the Student Probation Action Plan, 3) other factors. An inability to meet the minimum CGPA requirement specified above could result in additional interventions, future semesters on academic probation or termination from the College.

* Specific Probation policies for Physical Therapist Assistant, Radiologic and Veterinary Technology students can be found in their respective Programmatic Handbooks. Students who fail to satisfy the minimum standards for academic progress may be dismissed from the College.

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 + 30 clock hours of additional outside work = 1 credit
- 30 hours of lab + 15 clock hours of additional outside work = 1 credit
- 45 hours of internship = 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.

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 19 credits in both the fall and spring semesters. An academic overload occurs when a student attempts to register for more than 19 credits in a semester. Students who wish to register for more than 19 credits must have the permission of the Senior Director of Academics. 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 Physical Therapy Assistant, Radiologic Technology and Veterinary Technology students can be found in their respective Programmatic Handbooks.

Transcript Evaluation Policy

Students looking to obtain transfer credit must submit an official copy of their college transcripts to the Admissions Office. Coursework previously completed at another accredited institution or through the Prior Learning Assessment process will be evaluated relative to its equivalency to Johnson College courses and to the specific major. The appropriate Faculty Member and the Registrar will make final decisions on acceptance of such coursework. Students who wish to transfer courses must follow the procedures below:

• Complete the steps listed under Application Requirements
• Have official transcripts from all previous coursework sent directly to the Admissions Office. Course descriptions, course syllabus or a catalog may be required.

A copy of the evaluation will be provided to the student by mail within 10 business days. The College accepts a maximum of 30 credits from another accredited institution to qualify for an Associate’s degree and a maximum of 15 credits to qualify for a Certificate. Only courses completed with a grade of “C” or higher will be considered for transfer credit. (Physical Therapist Assistant and Radiologic Technology courses will be evaluated on a case-by-case basis and will require a grade of “C+” or higher.) Credit requested under PLA format may require an equivalent grade of “B” or higher.

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 Senior Director of Academics, the Registrar and the appropriate Faculty Member.

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. Enrolled students must also receive approval for Off-Campus study.

Accepted students wishing to receive transfer credit must submit their official college transcript no later than August 1st, otherwise there will be significant delays in processing.

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 Senior Director of Academics, 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 “C” 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 80 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 Senior Director of Academics, 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). Grades earned on the Challenge Exam will be placed on the student transcript. Testing must take place prior to the completion of the third week of class.

Students, including those with a “deposit confirmed” status, who believe they have adequate knowledge in a subject area whether through military service, non-credit training, work experience, etc. and who do not have transcripts documenting that learning may be eligible to sit for a Johnson College Challenge Examination. To complete a course under this policy, a student must obtain a Challenge Exam form from the Registrar’s Office then meet with the appropriate department chair for an assessment to determine eligibility. Once approved by the department chair, student must obtain approval from the Senior Director of Academics and the Registrar. Grades earned on the Challenge Examination will be placed on the student transcript after successful completion of the first semester of study.

Johnson College reserves the right to make an exception to the above policy for students with an “accept” status based on circumstances surrounding that student as discussed with the Senior Director of Student Engagement.

- The fee for taking the Challenge Exam is $100 and must be paid prior to the examination; student must present a paid business office receipt to the exam proctor. The fee will be waived with proof of veteran status. The college will not allow more than three full-course equivalents completed by Challenge Examination to count toward a degree without approval of the Senior Director of Academics.

Transfer of Credit with Baccalaureate Institution

Johnson College has program specific articulation agreements with four baccalaureate awarding institutions, Keystone College, Marywood University, Penn College of Technology and the State University of New York (Utica/Rome/Canton). These agreements are program specific. The latest listing can be found at [http://www.johnson.edu/registrar/articulation-agreements/](http://www.johnson.edu/registrar/articulation-agreements/)
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.”

Distance Education

The College provides accessibility to orientation materials through the use of Desire2Learn. In addition to the orientation materials (Student Online Success Strategies), there is also help link within each online course with tutorials that help with topical issues such as exams, groups, discussions, etc.

The written policies for each of the services provided to the distance education student are found in the Appendix of this Student Handbook (Distance Education Student Services Policy.) The services will be handled with the same resources used in the current face-to-face classes. Since the college is starting this venture slowly with only one class to start, it is reasonable to expect that the impact on the College’s resources will be minimal. It will also provide the College with an accurate sample to determine the rate of increase in the number of resources as it moves forward with future distance education implementation. The services provided to the distance education student will be from the following departments: Financial Aid, Library, Registrar, Student Business Office, and Disability Services.

The College will maintain attendance through the Portal. Students who do not respond for two consecutive activities will be contacted through all means possible. Records of academic progress will be maintained in the Registrar’s Office. This will be done through the College’s student portal. Each student will have access to their own portal which provides each student with their classes and academic progress indicated. A student is considered as in attendance if the student has submitted a gradable activity, for example: discussion board post, dropbox assignment, or quizzes. Simply logging into the Desire2Learn classroom is not considered in attendance; a student must be actively participating.
Financial Aid Information

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

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

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

Eligibility

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

Grants

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

Loans

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

*Indicates need-based aid to eligible students

Work Study Employment

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

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

Satisfactory Academic Progress

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

Satisfactory Academic Progress Minimum Standards

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

<table>
<thead>
<tr>
<th></th>
<th>1 to 15 credits</th>
<th>16 credits and greater</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>67%</td>
<td>67%</td>
</tr>
<tr>
<td>CGPA</td>
<td>1.85</td>
<td>2.0</td>
</tr>
<tr>
<td>MTF</td>
<td>Total credits attempted cannot exceed 150% of program length.</td>
<td></td>
</tr>
</tbody>
</table>

Undergraduate Degree

<table>
<thead>
<tr>
<th></th>
<th>67%</th>
<th>67%</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>67%</td>
<td>67%</td>
</tr>
<tr>
<td>CGPA</td>
<td>See CGPA chart below</td>
<td>See CGPA chart below</td>
</tr>
<tr>
<td>MTF</td>
<td>Total credits attempted cannot exceed 150% of program length.</td>
<td></td>
</tr>
</tbody>
</table>

Completion Rate (CR)
Completion Rate is a quantitative measurement of your progress towards graduation. In order to complete your degree in a timely manner you must complete a certain percentage of the credits that you attempt. Attempted credits include all course credits in which the student remains enrolled past the last day of the Add/Drop period. Included in the number of attempted credits are F (fails), I (incompletes), R (repeats), and W (withdrawals). Credits transferred into Johnson College are considered attempted and earned.

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

Examples:

Undergraduate degree

Successful CR

| 12 earned | 18 attempted | = 67% |

Unsuccessful CR

| 9 earned | 18 attempted | = 50% |

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

<table>
<thead>
<tr>
<th>Undergraduate degree of more than one year</th>
<th>1-15 credits</th>
<th>16-30 credits</th>
<th>31-45 credits</th>
<th>46 or more credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.80</td>
<td>1.85</td>
<td>1.95</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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

Examples:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>MTF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding Certificate</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Manufacturing Engineering Technology</td>
<td>63</td>
<td>94.5</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>73</td>
<td>110</td>
</tr>
</tbody>
</table>

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

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

Consecutive Enrollment
If a student fails to meet the CGPA or CR requirements for two (2) consecutive terms, whether or not they are receiving financial aid, they will be considered to have unsatisfactory academic progress (USAP). This status will result in a USAP suspension and loss of their financial aid eligibility. Students who exceed Maximum Time Frame will have USAP suspension immediately.
Change of Major
The first time a student changes their Major program of study, the courses that pertain to the previous major are not included in the SAP calculation. However, all courses that fulfill requirements for the new major are used in the SAP calculation. Subsequent changes to a student’s major ARE calculated into Satisfactory Academic Progress.

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

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

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

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

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

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

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

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

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

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

1. Submit an Unsatisfactory Academic Progress (USAP) Appeal Form with supporting documentation. That form provides a non-exhaustive list of circumstances for which you may appeal. You must advance toward attaining a degree and show progress within your SAP Academic plan for graduation.

2. Attend Johnson College using your own resources. You must advance toward attaining a degree and adhere to SAP Standards. You must contact our office after grades have been posted by the Registrar’s Office in order for your financial aid to be reviewed for reinstatement.

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

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

Higher Education Opportunity Act (HEOA):

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

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.
Emergency Procedures

Emergency Contact Information:
- Lackawanna County Emergency Management Agency (police, fire, or medical emergency)
  Using Campus Phone: 9-1-1; Using cellular or non-campus phone: 9-1-1
- Campus Emergency Contacts (M-F from 8:00am-4:30pm)
  Extension 8989 rings to Diane, Matt, and Karen
- Maintenance Dept. (M-F from 2:30-10pm)
  570-351-6317
- Johnson College Security (M-F from 11pm – 6am, Saturday, 10am–6am Sunday, Sunday 4 pm – 6:00am Monday)
  Contact evening guard (570) 955-7921 or Dial 9-1-1 (Lackawanna County Emergency Management Agency).

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.

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

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

Active Shooter or Threatening Situation/“Shelter-In-Place”:
You may be notified to evacuate your location or establish a Shelter-In-Place. If that happens, use this information as a reference:

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

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

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

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 Student Center.

A staff member will assess students who become seriously ill or need emergency care and, if necessary, an ambulance will be contacted to transport the student to a local hospital for further treatment. The cost of ambulance transportation and any subsequent medical services or treatment will be the responsibility of the student. The college does not assume responsibility for reimbursement of such expenses. Students who sustain injuries in the normal course of student activity on campus should be referred to the Student Engagement Director 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 Student Center.

Drug and Alcohol Abuse

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

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

Sexually Transmitted Diseases/AIDS

Johnson College and the Pennsylvania Department of Health can provide students with information on sexually transmitted diseases. Students having any questions should contact 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 Resource Center

Uses of the Library Resource Center

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

- **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 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
  - Housing students are required to hold a meal plan.
  - Commuting students may also add money to their ID card by contacting the Student Business Office in Richmond Hall at (570) 702-8921.

All incoming students will be photographed for their Johnson College Student ID Card during Orientation. Student ID Cards will be issued to housing students during check-in and to commuting students during their Program Orientation Day. Student ID 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 Card, you must contact Network and Systems Administration Office in Bingham Hall to request a new card. **Please note that there will be a $10 card replacement fee.**

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

**Lost and Found**

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

**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.

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

If you believe classes might be on a delayed start or canceled, refer to the Johnson College Website, television and/or radio stations listed above. Announcements will also be displayed on the Johnson College website, (www.johnson.edu) 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 Organizations

Student Government Association (SGA)
SGA is Johnson College’s governing body for students and provides students with an opportunity to develop leadership skills while contributing constructively to Johnson College and the student body.

SGA is made up of a cabinet of campus elected student officers, as well as, student representatives from each organization, program area, as well as student interest groups such as Veterans, transfer students, and adult learners.

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

Social Force
Social Force is a community service organization for students. Members of Social Force participate in activities such as the Thanksgiving Food Drive, the holiday toy drive project, and other community service activities as decided by the members. In addition to serving our local community, Social Force members can also assist with projects, events, and wellness initiatives that serve the campus community. Social Force meetings are usually held bi-weekly during the lunch periods. Membership is open to all students and new members are always welcome.

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

Johnson Activity Group (JAG)
This organization is an opportunity for students to plan and implement social and fun events on campus. JAG offers students the prospect to boost creative thinking and leadership skills outside the classroom, by conducting regular meetings, planning, promoting, and implementing events, and maintaining an annual budget. Johnson Activity Group is open for all students to join.

Intercollegiate Athletics
The Johnson College Jaguars are members of the National Junior College Athletic Association (NJCAA), which allows the intercollegiate teams to compete for Regional and National Championships. Students must be enrolled in at least 12 credit hours and meet various eligibility guidelines in order to compete in intercollegiate athletics.

Johnson College sponsors the following intercollegiate sports:
Men’s Sports: Women’s Sports:
• Basketball • Bowling
• Bowling

Johnson College also offers cheerleading, which mainly supports the men’s basketball team at home games and others activities on campus.

Intramurals
The Intramural sports program provides competitive and recreational experiences that are fun. Students, faculty and staff are asked to form
their own teams; if not you can sign up as an individual (free agent). The activities will take place as announced. Some of the sports activities currently offered include flag football, volleyball, basketball, dodgeball, and kickball. Additional sports and activities are added as needed/requested.

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

**Kappa Psi Nu (KΨN)**
Kappa Psi Nu is the first sorority at Johnson College. It is made up of female students who are focused on volunteering in the community, participating in college events and organizations, and building a sisterhood bond that will last a lifetime.

**STUDENT SERVICES**

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

**Perkins Grant**
The Perkins Grant program is a federal grant that enables Johnson College to provide support services to students who qualify within the program’s guidelines. The program includes a comprehensive system of advising, counseling, and tutorial support.

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

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

Also available is 24/7 online tutoring at tutor.com, which is accessed through the D2L Learning Management platform. The service is free to all students.

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

**Student Success Coaches**
This academic service is open to all currently-enrolled Johnson College students, faculty, and staff. Through the Academic Learning Center at Johnson College, you will find support for your academic goals in a friendly atmosphere. One of the many challenges for new students is developing learning and study skills for college level achievement. Our trained coaches are eager to assist you in your college experience by showing you strategies for effective learning, and working with you to improve your academic skills. This includes, but is not limited to, guiding you to find successful strategies in time management, college reading, and studying.

**Educational Resources**
Counseling and Disability Services has a full array of resources available for student use. Students may borrow from a library of DVD’s and books on such subjects as study, test taking or note-taking skills; alcohol or relationship issues; self-esteem building; organizational
and time management skills. Also available to students are voice recorders, dictionaries, calculators, and relaxation tapes. Students may borrow these items for a semester at a time as needed.

**Deaf / Hard of Hearing**

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

**Career Services**

Johnson College Career Services offers assistance to students and alumni seeking employment and internship opportunities. Career Services are available to help them to learn about their skills and interests to assist them in exploring career options and information on career choices as well as assistance with resume preparation, job search strategies, career fair preparation and interviewing skills in individual appointments and class presentations. Fall and Spring Career Fairs are held on campus where students and alumni can explore various employment opportunities with a variety of organizations and options for further education. The Director of Career Services regularly visits employers to learn more about the employment requirements and advises them of the various Johnson College technical programs. Information from these visits is shared with faculty, students and alumni. Employers are also invited to campus to present to students and to conduct interviews. Presentations are also provided to students on topics such as LinkedIn, networking, as well as Federal and Civil Service applications. Job announcements are emailed to graduates and faculty and posted on the Johnson College Group on LinkedIn.
Policies & Procedures
Academic Probation Policy

Criteria:

<table>
<thead>
<tr>
<th>Undergraduate degree of more than one year</th>
<th>1 to 15 credits</th>
<th>16 to 30 credits</th>
<th>31 to 45 credits</th>
<th>46 and greater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.80</td>
<td>1.85</td>
<td>1.95</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate Program of one year or less</th>
<th>1 to 15 credits</th>
<th>16 and greater</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.85</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students who do not meet these benchmarks will be placed on academic probation for the following semester.

Students will meet with the Academic Probation committee in advance of the semester to review and sign their individual Student Probation Action Plan. Failure to read and sign the document may result in being held from the classroom.

At the conclusion of the probation semester, the Registrar and the Academic Team will review the student progress and determine how to proceed based on 1) Academic performance, 2) adherence to the Student Probation Action Plan, 3) other factors. An inability to meet the minimum GPA requirement specified above could result in additional interventions, future semesters on academic probation or termination from the College.

Requirements:

- Students will review, sign and adhere to the detailed Student Probation Action Plan (SPAP) created by Academics and the Lead Instructor. SPAP components may include tutoring sessions, workshops, counseling appointments, participation in learning communities, as well as attendance and other academic mandates.

- Complete all homework assignments, tests, quizzes, etc. as scheduled.

- Attend and participate in scheduled meeting with Student Coaches, Campus Counselor and Senior Director of Academics as per your Student Probation Action Plan.

- 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.
Student Probation Action Plan (SPAP)

As a condition of your student status – Academic Probation – you will be required to follow the outlined activities on this Student Probation Action Plan. Successful completion of the requirements below is mandatory in order to return to normal student status and maintain enrollment in Johnson College.

Student Name: ________________________________ Date: __/___/____

Semester: ________________________________ Major: _________

Reason for Action Plan

Cumulative GPA: __________________________ Last Semester’s GPA: _______________________

Last Semester’s Attendance: ____________________________________________________________

Other: ____________________________________________________________________________

Action Plan Requirements

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The action items above are selected by the department chair, a college counselor, student success coach, registrar, and other staff as appropriate.

Student and/or Administration Comments

Student’s Signature: ________________________________________________________________

Registrar’s Signature: ___________________________________________________________

Financial Aid’s Signature: __________________________________________________________

Student Success Coach: _____________________________________________________________

Senior Director of Academics’ 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 Senior Director of Academics or Director of Student Engagement 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 Senior Director of Academics 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 Senior Director of Academics in consultation with the Counselors in the Student Support Services Office.

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 Faculty Leader 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 Senior Director of Academics 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.

The Pennsylvania Department of Education also investigates student complaints against institutions of higher education and Private Licensed Schools. A signed complaint form authorizing the department to share the complaint information with the institution is required. A complaint form can be obtained from the link below.


Submit to:
Bureau of Postsecondary and Adult Education Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Fax: 717-772-3622 E-mail: RA-pls@pa.gov

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 Faculty Leader who supervises the department or person against whom the complaint rests. The Faculty Leader shall arrange a conference of the faculty member, the student, the Department Chair, and the Faculty Leader to seek an agreement.

4. If unable to solve the problem at this level, the Faculty Leader shall refer the grievance to the Academic Grievance Board. At this point the student must submit a formal written grievance with the Senior Director of Academics.

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 Senior Director of Academics 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 Senior Director of Academics within ten (10) calendar days of the hearing.
9. The Senior Director of Academics 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 Senior Director of Academics. The Senior Director of Academics 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.
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 Senior Director of Academics 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.
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 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 Student Center.

Johnson College has also designated a contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential to the extent permitted by law. The contact person on campus is the Counselor/Manager of Disabilities, located in the Moffat Student Center.
JOHNSON COLLEGE
Drug-Free College and Work Place Agreement
2016-2017

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
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 Senior Director of Academics, 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.

B. Grievant's Right to Representation and Assistance:

1. Right to Representation - The grievant(s) has the right to be represented by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filling, 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.
Disability Services Policy

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

Students seeking accommodation for learning and/or testing should make contact with Disability Services staff 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)

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

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

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

REASONABLE ACCOMMODATION

A reasonable accommodation is a modification or adjustment to a course, program, service, activity or facility that enables a student with a disability to have an equal opportunity to receive information and demonstrate knowledge. Reasonable accommodations are determined on an individual basis and are based on the nature of the disability. 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 Counselor/Manager of Disability Services, providing documentation when needed, discussing accommodation strategies, and requesting the use of those accommodations in the classroom. At the college level, students must learn to advocate for themselves in order to receive appropriate accommodation.

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

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

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

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

**DOCUMENTATION REQUIREMENTS**

Students seeking accommodation for a disability condition should present to the Counselor/Manager of Disability Services documentation from a qualified professional which includes a statement as to how the disability substantially interferes with the student’s educational progress, functional limitations, recommendations for appropriate accommodation, and supports needed for the academic environment.
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 Senior Director of Academics 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 Senior Director of Academics will notify the appropriate offices and individuals (current instructors, bursar, financial aid, library, student support services and 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 Counselor/Manager of Disabilities.

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 Senior Director of Academics 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 Senior Director of Academics by following the guidelines specified in the Administrative Withdrawal of Students and Reentry Process policy.
Office of the Registrar

MEDICAL WITHDRAWAL FORM

Name: ___________________________ Student 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 Senior Director of Academics along with a request for readmission.

Signature ___________________________ Date ____________

**Office Use Only:** ______ Approved ________ Denied

________________________________________ ________
Senior Director of Academics Date

Registrar ________ Financial Aid ________
Student Support Services ________ Last Day of Attendance
Library ________ Bursar ________
Parking Regulations / Transportation

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

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

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

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

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

Parking Regulations:
All students must observe the following regulations:
1. All student vehicles parked on campus must be registered with the Office of Student Engagement and have a current parking permit hanging from the rear view mirror.
2. All student vehicles must be parked in the areas provided for general / student parking.
3. Students are not permitted to park:
   • in a handicap designated parking spot unless the student displays appropriate handicap parking credentials on their car and has a legitimate need for such a parking spot.
   • in any designated red Staff/Faculty and visitor parking area.
   • in any parking spot that is identified by a “Reserved” sign.
   • in any area designated as a “No Parking” zone.
   • on any non-paved area that was not intended to be a parking area.
4. All parking will be available on a first come, first served basis.
5. All students should lock their vehicle and take appropriate precautions to protect their personal belongings. Johnson College accepts no responsibility for damage to or theft from any vehicle parked on its campus.
6. Campus visitors must park in the visitor's parking area only.
7. Johnson College reserves the right to inspect any vehicle driven on or parked on its campus at any time and for any reason. Refusal to comply with this requirement will immediately revoke campus parking privileges.

Parking Fines:
If a student is parked in an area not designated for student parking or the student’s car does not properly display a parking tag, the student’s car will be issued a ticket. The cost of the ticket will be determined by the type of violation. Monetary fines for parking violations are $50 minimum and range upward. Handicap parking violations will be assessed at $50.
1. If the student is found to be parked illegally for a second time (repeat violation), the student will receive a Repeat Offender ticket at DOUBLE the amount of the violation fine.
2. If a student is parked illegally for a third time (repeat offender), the student will receive a Repeat Offender ticket at TRIPLE the violation fine and we will adhere a VIOLATION STICKER on their driver’s side window.
3. If there is a fourth violation, the student will be brought before the Director of Student Engagement and Senior Director of Academics 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.
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 Engagement (570) 702-8912, the Residence/Student Engagement Coordinator (570) 702-8950 or (570) 351-8401. The Student Engagement Department will generate a missing person report and initiate an investigation. Should Student Engagement determine that a student is missing and has been missing for more than 24 hours, Johnson College will notify the individuals listed on the student’s emergency contact information, the Scranton Police Department and the appropriate law enforcement agency in the jurisdiction where the student resides. The Student Engagement will assist those agencies, as appropriate, in conducting an investigation.
TECHNOLOGY USERS RESPONSIBILITY AGREEMENT

Please Read, Sign (on back), & Return

General Statement

As a part of the physical and social learning infrastructure, Johnson College acquires, develops, and maintains computers, computer systems, and data/communications networks. These resources are intended for college-related purposes, including direct and indirect support of the college's instruction, research, and service missions; of college administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the community and the wider local, national, and world communities. The rights of academic freedom and freedom of expression apply to the use of college technology resources. So, too, however, do the responsibilities and limitations associated with those rights. Technology resources like the use of any other college-provided resource and like any other college-related activity are subject to the normal requirements of legal and ethical behavior within the college community. Thus, legitimate use of technology or data / communications network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

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

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

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

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

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

Policy

All users of technology resources must:

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

**Appropriate Technology Usage**

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

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

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

**Enforcement**

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

**Security and Privacy**

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

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

56
Students Utilizing Sign Language Interpreting Services

Confidentiality: Sign Language interpreters are expected to conduct themselves in a manner consistent with the professional standards set by the Registry of Interpreters of the Deaf (RID) Code of Professional Conduct – Tenet 1.0: Interpreters adhere to standards of confidential communication. Illustrative behaviors 1.1 states, “Share assignment-related information only on a confidential and ‘as-needed basis’ (e.g., supervisors, interpreter team members, members of the educational team, hiring entities).” Interpreters may at times need to share classroom accommodation related issues with other campus staff on a “need to know” basis. On a regular basis, the Disabilities Office staff uses a team approach in the collaboration and sharing of work-related information. As a result, there will be times when interpreters share typically confidential information about students and work experiences/challenges for the purpose of improving the quality of Johnson College Disability Services.

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

1. **Interpreter wait time:** If you are late, the interpreter will wait 10 minutes for a 50-minute class and 15 minutes for classes longer than an hour. If you do not arrive to your class within these timelines, the interpreter will leave.

2. **Interpreter no show:** Contact the Disabilities Office if the interpreter does not show-up for class. As a last resort, an audiocassette tape recorder is available from the Disabilities Office to tape the lecture and arrangements can be made for the audiocassette to be transcribed for you as soon as possible.

3. **Communication with your interpreter:** Communicate with your interpreter. If you have problems understanding signs used or any other concerns, discuss the concerns with the interpreter. On the first day of class or early in the semester, let the interpreter know if you will be voicing for yourself or prefer him/her to voice for you. Let the interpreter know your sign preference (ASL, PSE, SE), seating preference and/or concerns you are having that affect your ability to understand the interpreter. If your concerns are not resolved after talking with the interpreter, address your concerns with the Manager of Disabilities.

4. **Questions about class information:** If you have questions about class information, ask the instructor. The interpreter can assist by voicing your question(s) to the instructor. It can be very beneficial to meet with the instructor outside of class time, either during the instructor’s office hours or by making an appointment with the instructor. If you want to talk with the instructor or teaching assistant immediately preceding or following class, it is your responsibility to ask the interpreter if he/she can arrive before or stay after class for this purpose.

5. **Request for interpreters:** If you need an interpreter for any other meeting (such as meeting during an instructor’s office hours), lecture, or class related activity, it is imperative that you provide a written request to the Disabilities Office so that an interpreter can be secured.

6. **Schedule changes:** The Disabilities Office needs a copy of your class schedule and accommodation requests to arrange interpreters. If you need to make a schedule change, please discuss your options with the Manager of Disabilities before making the change to ensure the availability of a service provider.

7. **Academic Advisor:** It is your academic responsibility to establish an on-going relationship with your academic advisor. This should be done during your first semester at the college so that you will have access to information for appropriate course selection during your academic career. If you need an interpreter to meet with your advisor, plan ahead; and submit a written request for an interpreter to the Disabilities Office.

8. **Course syllabus:** It is your responsibility to secure a syllabus (an outline of the main subjects covered throughout the semester) for each class and use it to plan for your assigned readings, exams, presentations, and final exam dates.

9. **Transportation Policy:** Some course assignments may be held off-campus. Students are responsible for arranging their own transportation to and from the off-campus site. Disabilities Office staff and interpreters do not provide transportation for Deaf and Hard of Hearing students to or from campus or other sites. This applies to internships, field placements, group meetings, courses and other placements that may occur off-campus.

10. **Internship Policy:** Students may be involved with internships or field work placements as part of their academic program. Johnson College considers internships and field work placements in the same light as regularly scheduled courses. All of
the responsibilities and policies regarding use of services (i.e., interpreting) remain in effect for all students who earn course credit in field placement and internship programs. These responsibilities are outlined in the No-Show Policy and Responsibility Policies.

11. **Appeal process:** For students who are denied support services, (i.e. student requests a classroom interpreter, however, based on previous support services, degree of hearing loss and other pertinent information, this request is denied) an appeal process can be initiated. An appeal form is included in the Johnson College Student Handbook that is located online on the Johnson College website. Specific information about the appeal process is available through the Student Support Services Office.

12. **Questions:** The Disability Service Office is here as your ally. If you have any special needs or concerns, please direct them to the Counselor/Manager of Disabilities.

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

_________________________                     ______________________
Student’s Signature                     Date Signed

_________________________                     ______________________
Manager of Disability Services                     Date Signed
“No Show” Policy for Deaf/Hard of Hearing Students
Utilizing Sign Language Interpreting Services

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

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

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

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

**Guidelines for Notifying the Disability Services Office**

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

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

____________________________________  ______________________
Student’s Signature                 Date Signed

____________________________________  ______________________
Counselor/Manager of Disability Services    Date Signed
STUDENT CONDUCT POLICIES

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

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

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

1. **Unauthorized Entry.** Unauthorized entry to or use of a College or private room, building, structure, vehicle, or facility.

2. **Disorderly Conduct.** Conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.

3. **Dangerous Objects.** Illegal or unauthorized possession of any firearms, explosives, other weapons, or dangerous chemicals, whether in proper working condition or not.

4. **Safety Regulations.** Including but not limited to:
   a. Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
   b. Unauthorized possession, use, or alteration of any College-owned emergency or safety equipment.
   c. Failure to evacuate a building or other structure during an emergency, or during emergency drills.
   d. Actions that create a substantial risk such that the safety of an individual is compromised.

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

6. **Disruption.** Including but not limited to:
   a. Disruption or obstruction of teaching, research, administration, or other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
   b. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operations of the College; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
   c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

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

8. **College Policies.** Violation of published College policies, rules, and regulations. NOTE: For example, tobacco restricted campus regulations. See the Johnson College Handbook for more information.
B. Conduct Associated With Personal Responsibility and Integrity

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

1. Acts of Dishonesty. Including but not limited to:
   a. Providing false information to any College official, faculty member or office.
   b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   c. Aiding, abetting, or procuring another person to violate a College policy.
   NOTE: Policies regarding academics are not covered by this Code. For more information on academics, see the Johnson College Handbook.

2. Student Identification. Manufacture, sale, possession or use of altered or another person’s documents, including those used for identification either on campus or in the College community. Failure to show proper student identification or other identification to any faculty, staff, or student staff in the performance of her/his official duties. All students are required to carry their identification with them at all times.

3. Failure to Comply. Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in performance of their duties and/or interference with faculty, staff, or student staff acting in the performance of their official duties.

4. Damage to Property. Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property.

5. Theft. Including but not limited to:
   a. Attempted or actual theft of College property or services or property belonging to any member of the College community.
   b. The unauthorized possession of stolen property, College property, or property belonging to any member of the College community.
   c. Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.
   d. Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.

6. Alcohol Policy. The College is concerned with the use and abuse of alcohol, as it is with other drugs. A person is as responsible for his/her behavior when s/he has been drinking as when s/he has not been drinking. The alcohol policy states that the consumption of alcohol in conjunction with the violation of any College policy can result in a more severe disciplinary sanction.
   a. Students may not use, possess, distribute, sell or be knowingly in the presence of alcoholic beverages on the college campus.
   b. Behavior by an intoxicated person such that he or she becomes a public nuisance is prohibited.

7. Drug Policy. Students may not use, possess, distribute or be knowingly in the presence of narcotics or other controlled substances except as expressly permitted by law.

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

8. Abuse of the Student Conduct System. Including, but not limited to:
   a. Failure to obey the summons of a student conduct body or College official.
   b. Falsification, distortion, or misrepresentation of information before a student conduct body.
   c. Disruption or interference with the orderly administration of a student conduct proceeding.
d. Institution of a student conduct proceeding knowingly without cause by filing a false report or statement.

e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system through intimidation or any other means.

f. Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.

h. Failure to comply with the sanction(s) imposed under the Code of Conduct.

i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

9. **Drug Paraphernalia.** Any items that can be utilized for or are designed for the use of drugs (e.g., bowls, bongs, hookahs etc.) are not allowed on campus property.

10. **Electronic Use Policy.** Misuse or abuse of the college computer system, wireless network and internet, voice mail or telephone services as defined by the college. This includes but is not limited to:

   a. Unauthorized use or abuse of your computer account, including failure to safeguard UserIDs and passwords.

   b. Sending abusive or threatening messages to students, faculty, or staff.

   c. Repeatedly sending messages with no appropriate intent.

   d. Accessing a student or staff account without authorization.

   e. Using a college office account to send messages without authorization.

   f. Failure to comply with college technology policies.

   g. Illegal use including but not limited to illegal downloading, uploading, or use of file sharing programs with regard to copyrighted materials.

11. **Surreptitious Electronic Use.** Any unauthorized use of electronic or other devices to surreptitiously make an audio, video, photographic, or digital record of any person while on College premises without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in the locker room or restroom.

12. **Alcohol Paraphernalia.**

   a. The possession of any implement or equipment that can be used to for the rapid consumption of alcoholic beverages is prohibited (e.g. Funnels, beer pong tables, etc.)

   b. Displays or collections of containers used to contain alcohol (e.g. Bottles, cans, boxes, etc.) are not permitted, even if empty.
C. **Conduct That Violates the Health and/or Safety of an Individual**

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

1. **Harassment.** Includes such acts as, but is not limited to:
   a. Attempting or threatening to subject another person to unwanted physical contact.
   b. Stalking any person by any means including by physical, electronic, written or telephonic means.
   c. Persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.
   d. Directing obscene language or gestures at another person or group of people in a threatening manner.

2. **Hazing.** Any activity that humiliates, degrades, abuses or which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at Johnson College. Hazing can occur regardless of the person's willingness to participate.

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

3. **Physical Assault.** Including but not limited to:
   a. Inflicting bodily harm upon any person.
   b. Taking any action for the purpose of inflicting harm upon any person.
   c. Threatened use of force upon any person.
   d. Subjecting another person to unwanted physical contact.

4. **Reckless Endangerment.** Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
   a. Objects or people on window ledges.
   b. Use of weapons of any kind for any purpose.
   c. Throwing objects, e.g., snowballs.
   d. Use of fireworks.
   e. Jeopardizing the physical or emotional safety of oneself or another.

5. **Rape.** The act of sexual intercourse without affirmative consent (see definition below) or with someone who is incapable of affirmative consent.

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

   NOTE: Definition of Affirmative Consent- Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.
   - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
   - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
   - Consent may be initially given but withdrawn at any time.
   - Consent cannot be given with a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
   - Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
   - When consent is withdrawn or can no longer be given, sexual activity must stop.
7. **Sexual Harassment.** Sexual harassment in the educational setting is a form of discrimination on the basis of sex which includes unwelcome sexual advances, requests for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature which denies or limits a student's ability to participate in or to receive benefits, services and opportunities in the College's programs. Conduct of a sexual nature (verbal, non-verbal, or physical), which creates an intimidating, hostile, or offensive environment is prohibited.

8. **Bias-Related Harassment.** Harassment based on race, color, age, religion, or national origin, disability, sexual orientation, gender identity or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's race, color, gender identity or national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities. Such bias-related acts may subject the offender(s) to more serious levels of sanctioning.

9. **Dating Violence.** Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

10. **Domestic Violence.** Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

NOTE: Students' Bill of Rights

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

- Make a report to local law enforcement or state police;
- Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services where available.
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the institution, the accused, and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination which shall be considered by a panel, not a single person.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options in Brief- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidently or anonymously disclose a crime or violation
- Make a report to any employee and/or local law enforcement
D. **Regulations Specific to On Campus Living**

In attempting to create an environment where learning and daily life can proceed without disruption, it is necessary to establish regulations specifically designed for the unique atmosphere of on campus living. Regulations, however, are not effective without each resident assuming responsibility for their own actions, and assuming shared responsibility for the environment. The following restrictions have been developed to promote both individual and community responsibility in campus housing. Their violation will result in disciplinary action.

1. **Smoking.** The apartments/Microtel are tobacco free. There will be no smoking or use of tobacco products within the apartments/rooms, as well as outside the apartments/Microtel unless at a designated smoking area.

2. **Tools & Equipment.** Any oversized or messy tools and equipment should remain in your shop area at the College.

3. **Parking.**
   - Apartment Residents- All vehicles must be registered to park on campus, have a parking sticker and be parked in one space in the lot adjacent to the apartments. Housing students will receive an additional housing parking permit that must be on display while parked in the housing parking lot. Additional vehicles registered to housing students and guest’s vehicles must be parked in a student space in the Moffat Lot behind the apartments.
   - Microtel Residents- All vehicles must be registered to park on campus and have a parking sticker. While at the Microtel, students must park in the designated parking spaces and have their vehicle registered.

4. **Quiet Hours.**
   - Apartment Residents- Quiet Hours are from 11pm-7am. During Quiet Hours, all residents should be able to sleep or study without disruption. Noise should not be able to be heard outside of your apartment during these hours.
   - Microtel Residents- Noise should not be able to be heard out of your room at any time.

5. **Appliances.**
   - Apartment Residents- Each apartment is furnished with a refrigerator and range. Additional large appliances are not permitted. Microwaves and small appliances with an automatic shut off are allowed. Other appliances that are not permitted include: portable heating units and hot plates.
   - Microtel Residents- Each room is furnished with a microfridge unit and a 42” flat screen television. Additional large appliances are not permitted. Small appliances with an automatic shut off are allowed. Other appliances that are not permitted include: portable heating units and hot plates.

6. **Guests.** A guest is any non-residential student. Guests are permitted between 7am-11pm Sunday-Thursday and 11pm Friday - Sunday at 11pm. Guest registration is required for overnight guests (a guest staying later than 11pm) on Friday and Saturday nights using the online guest registration form that is available on the Johnson College website under Current Students, Housing. Guests must be escorted with the host resident at all times. Residents can only register (2) guests at one time. The host resident is responsible and will be held accountable for their guests. Guests are expected to follow Johnson College policies.

7. **Animals.** Pets are not permitted in campus housing.
   - Apartment Residents- Fish kept in bowls without filters, heaters or lights are exceptions. Fish must be taken with you over breaks when the apartments close.

**STUDENT CONDUCT PROCESS AND PROCEDURES**

**Purpose**

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

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

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

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

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

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

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

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

- **Disciplinary Meetings** - The accused student will meet with the Director of Student Engagement to discuss the incident. During the meeting, the Director of Student Engagement will make a decision of the student’s responsibility based on the incident report and testimony of the accused student. A signed Decision Letter will serve as an acceptance of the finding and sanction(s). If the accused student does not agree with the decision of the Director of Student Engagement, the matter will be referred to a Disciplinary Hearing. If the accused student fails to appear for a Disciplinary Meeting, the Director of Student Engagement will determine a decision of the student’s responsibility based on the incident report.

- **Disciplinary Hearings** - The accused student will meet with a hearing body (composed of 1 student and 2 faculty/staff). The Director of Student Engagement will also attend the hearing as the moderator and to take notes in case of an appeal. Hearings, rather than meetings are held when:
  - The accused student’s allegations are of very serious misconduct (sanctions may result in a recommendation of suspension or dismissal),
  - There is a need for witness testimony to determine responsibility (witnesses will notified of a request of their attendance when allegation letters are sent), or
  - As a result of a request by the student during a Disciplinary Meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The minimum sanctions for typical Alcohol Policy violations likely to be assigned are as follows:
- **First Offense**
  - (6) months Disciplinary and/or Housing Probation.
  - (8) hours on campus community service.
  - 1-page reflection paper.
- **Second Offense**
  - Deferred Suspension and/or Deferred Housing Suspension until graduation.
  - Counseling Assessment.
  - (15) hours of campus community service.
  - Paper outlining necessary steps to be a successful student with an action plan to reach graduation.
- **Third Offense**
  - Disciplinary Suspension for remainder of semester and (1) additional fall/spring semester.
  - Before Returning - Meeting with Senior Director of Academics, Director of Student Engagement, and Counselor to discuss action plan for graduation.
  - Once Returned - Deferred Suspension and/or Deferred Housing Suspension until graduation.

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

Johnson College has a zero tolerance stance for violence. The minimum sanctions for Health and/or Safety of an Individual Policies violations likely to be assigned are as follows:
- Disciplinary Suspension for remainder of semester and (1) additional fall/spring semester.
- Before Returning - Meeting with Senior Director of Academics, Director of Student Engagement, and Counselor to discuss action plan for graduation.
- Once Returned - Deferred Suspension and/or Deferred Housing Suspension until graduation.

II.
APPENDIX
Distance Education Student Services Policy

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

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

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

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

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

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

Contact Information:
Financial Aid Office
570-702-8955

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

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

Information about library services and access to electronic resources is available from the Library’s Web Page. Library services include, but are not limited to access to computerized indexes, online library catalog, text-a-librarian, live web chat, and electronic resources and reference tools. Students can request books and articles by contacting the librarian by telephone or text. Books can be
borrowed for a two week period and will be sent by USPS. They can be returned on campus or through the USPS. Magazine articles will be sent by email or by fax. These are the same materials available to the College’s resident program students.

All online resources are connected to the college library’s homepage. This includes Destiny (OPAC-On Public Access Catalog), LIRN (Library and Information Resources Network) online database to full-text publications, and Online Reference Center. All book and magazine article requests will be delivered via USPS, email, or fax.

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

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

**Contact Information:**
Phone: 570-702-8953; TEXT the Librarian: 570-751-5421
[http://www.johnson.edu/current-students/student-resources/library/](http://www.johnson.edu/current-students/student-resources/library/)

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

**Contact Information:**
Phone: 570-702-8990.

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

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

Below are some examples of the services the Bursar’s Office provides:
- Accepting tuition payments
- Answering any and all questions regarding billing for tuition, fees, housing charges, meal plans, and internships/co-ops
- Accepting tuition deposit payments
- Providing information about and administering our monthly payment plan through Tuition Management Services
- Accepting housing deposit payments
- Providing billing information for tax purposes
- Issuing refund checks

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

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

**Contact Information:**
Brittany Corrigan  bcorrigan@johnson.edu  Office Hours: Please contact to schedule an appointment
Assistant Bursar  570-702-8921

**Career Services for Online Students**
Johnson College offers access to a wide variety of career development services on campus at the office of Career Services for on campus and online students. For your convenience, you can access these services in a variety of ways by phone, e-mail, online or in-person with the Director of Career Services. Johnson College and Career Services are committed to helping our distance learners be successful in their academic and career pursuits. Online learners have the same opportunities for career development services as students studying on campus. As a result, we have designed and made these services available to assist you at any stage of your career development.
Career development services include:
- Resume Assistance & Review
- Assistance with Cover Letters
- Instruction on Interview Skills and Practice Interviews (http://www.oovoo.com/home.aspx)
- Overview of Types of Interviews
- Internship/Co-op Search Skills
- Job Search Skills
- Career Fair Preparation
- Virtual Career Fair (I need to research this prior to publication)
- On Campus Career Fairs
- Professional Attire Guidelines
- Professional Etiquette Instruction
- Job Postings and Networking Opportunities in the Johnson College Group on www.linkedin.com
  - How to join a group, search for jobs, companies and people
  - How to access the Jobs Directory
  - Build a profile
  - Professional networking on LinkedIn
  - Conduct employer search
- Twitter Job Search (http://tweetmyjobs.com/)
- Job Search Links

Contact:
Roseann Martinetti, Director of Career Services
Office Hours: Mon. – Fri. 8:30 – 4:30.
570-702-8919, rmartinetti@johnson.edu

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

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

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

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

Contact Information:
Emily Holmes, Counselor / Manager of Disability Services
570-702-8956 (office)
eholmes@johnson.edu
Advertising, Bulletin Boards and Posting Personal Notices - Guidelines

Advertising/Publicity
Publicity for student activities is under the supervision of the Director of Student Engagement. Student organizations may publicize their activities through off-campus posters, television, radio and newspaper, with permission of the Director of Student Engagement 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 Engagement. Requests to post on-campus events, community events or general announcements on the digital signage boards located in Moffat, Weaver, and Richmond Halls can be sent to the Marketing and Communications Specialist. All requests will be reviewed and then added to the rotation.

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 Engagement.

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 Engagement. 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 Engagement to decide whether or not a particular item is suitable.

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

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 Engagement 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 Senior Director of Academics 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, Senior Director of Academics and the Registrar before the exam is taken.
2. The fee for Credit by Examination is one hundred dollars ($100.) 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.
Office of the Registrar

PERMISSION FOR CHALLENGE EXAM

I, ________________________________________, seek to obtain credit for the following courses by taking the appropriate departmental challenge examination.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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I understand that I must submit a non-refundable test fee of $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: ________________________________  Date: __________

Senior Director of: ________________________________  Date: __________
Academics

Registrar: ________________________________  Date: __________

Office Use Only

Date of Examination: ________________
Test Administered by: ________________
Final Numerical Score: ________________
Final Letter Grade: ________________
EMERGENCY ALERT SYSTEM/OFFICE COMMUNICATION

Johnson College’s Emergency Alert System is designed to alert you in cases where your personal safety may be at risk. For this reason it is critical that you provide the College with your cell phone number for text messaging.

Types of Emergency alerts you could potentially receive are:
• Weather- severe weather conditions to include flooding, snow/ice, tornado or hurricane.
• Personal Safety- situations that include weapons, violence, perpetrator at large, active shooter, hostages, missing persons or any situation, which, in the judgment of the College, constitutes an on-going or continuing threat to person or property.
• Utility Failure - a major disruption to utilities including gas, electrical or water.

In the event that such an emergency occurs, Johnson College will provide information to radio and television stations (listed below), will be available on the Johnson College website at www.johnson.edu, and will be sent to your Johnson College e-mail address.
Television Stations- WNEP, WYOU, & WBRE
Radio Stations- KRZ, WILK, Froggy, WARM 590, MAGIC 93, 97BHT, CAT Country, 979X, WEJL, WICK, WQFM, Rock 107, WAAL, The Hawk, WNBF, ESPN Radio 1360, & Wild 104

Additionally, some offices have the ability to contact you or for you to contact them through a text message. The purpose of this communication is to allow for efficient and effective communication between students and offices. To register for the Emergency Alert system please visit https://www.johnson.edu/campus-alerts/ and click Sign Up.

Messaging and/or data charges from your carrier may apply to these messages.
If your provider is not listed, you will only be able to receive messages to your e-mail address provided.
2018 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. Complete your Senior Student Satisfaction/Graduate Employment Survey online at the Johnson College website.
3. Submit a Graduation Application Form and required fee.
4. Remove all financial obligations due to the College.
5. Return all books, periodicals or other materials drawn from the library.
6. Return all supplies, materials and books borrowed from Student Support Services.
7. Pick up your Cap & Gown at the “Grad Finale in the Moffat Student Center;” date and times to be announced.

PLEASE NOTE THIS IS ONE DAY ONLY

COMMENCEMENT REHEARSAL:

- Report to Commencement Rehearsal promptly at 9:00 a.m. on Friday, May 11, 2018, in the Moffat Gym.
- Appropriate attire must be slacks, shirt, necktie, shoes and socks. Ladies may wear a casual dress or pantsuit.
- You must bring your cap, tassel, and gown with you, making certain your gown is pressed.
- Class pictures will be taken following commencement practice. Class pictures will be available for purchase through the photographer at a cost of approximately $10.00 per print. Pictures will be available for purchase at Commencement.

PLEASE NOTE:
It is our desire that your graduation be as near perfect as possible. This requires the presence, on time, at the rehearsal of ALL CANDIDATES FOR GRADUATION. 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 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 a considerable amount of time, effort, dedication and energy to your program of education. You should plan to be present to receive your degree. Should circumstances prohibit your attendance at the commencement, a letter requesting to be excused should be directed to the Senior Director of Academics no later than April 16, 2018. Please remember, this is a day you have prepared for, and for which your parents and loved ones have patiently waited. May you each do your part to make the occasion one we can look back upon with pride. Thank you.
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 Student Engagement Dept. 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 Student Engagement Department and Enrollment Services Office works cooperatively with the Scranton Police Department and the Scranton Fire Department to obtain the appropriate information. The Student Engagement Department and the Enrollment Services 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 require 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 sent 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 Student Engagement Dept. in the Moffat Student Center or by calling (570) 702-8912.

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 Enrollment Services, Student Engagement, and Maintenance staff members involved in campus security include the Senior Director of Student Engagement & the Facilities Manager. The Student Engagement Department staff members involved in campus security include the Director of Student Engagement and the Residence / Student Engagement 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 Student Engagement Department works 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)

(570) 702-8989 (x8989) - Campus Emergency (M-F 8:00 AM to 5:00 PM)
(570) 955-7921 - Campus Emergency (through Krayer Security; times listed below)

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<th>Wednesday, 10pm – Thursday, 5am</th>
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<td>Friday, 10pm – Saturday, 5am</td>
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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 Sarah Williams, Director of Student Engagement (570) 702-8912. The Director of Student Engagement is located in Richmond Hall. All crimes involving violence, major property loss, or any felony are reported by the Student Engagement Director to the Scranton Police Department.

Incidents may also be reported to:
- Students- Director of Student Engagement: (570) 702-8912
- Faculty/Staff- Human Resources Generalist: (570) 702-8906
- Facilities- Planning Manager: (570) 702-8933

During Specified Nighttime Hours/Weekends: (570) 955-7921

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 Student Engagement 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 Director of Student Engagement 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 Engagement. 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 system. The individuals responsible for determining whether an emergency notification should be sent to the Johnson College community or to the external community include Cabinet members and select staff.
**Daily Crime Log:**
The Student Engagement 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 Engagement 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 Engagement 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 Engagement (570) 702-8912, the Residence/Student Engagement Coordinator (570) 702-8950. The Student Engagement Department will generate a missing person report and initiate an investigation. Should Student Engagement determine that a student is missing and has been missing for more than 24 hours, Johnson College will notify the individuals listed on the student’s emergency contact information, the Scranton Police Department and the appropriate law enforcement agency in the jurisdiction where the student resides. The Student Engagement Dept. will assist those agencies, as appropriate, in conducting an investigation.

**Campus Community Education:**
During student orientation in August, the Student Engagement 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 link which Johnson College provides to students, prospective students, employees and the community. This report includes data for past three calendar years. 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. 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/heoa/safety-security-report.pdf](http://www.johnson.edu/docs/heoa/safety-security-report.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 Director of Student Engagement.

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. 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.

Fire Safety Programs:
As part of each year’s orientation program for residential housing students, the Student Engagement 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 to 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/heoa/fire-statistics.pdf
JOHNSON COLLEGE

DRUG & ALCOHOL PREVENTION PROGRAM

August 22, 2016

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,

Joan Bonczek  
Senior Director of Academics
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 Senior Director of Academics 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**

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

<table>
<thead>
<tr>
<th>Substance*</th>
<th>Physical Signs of Use/Associated Paraphernalia**</th>
<th>Behavioral Signs of Use**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anabolic Steroids</td>
<td>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.</td>
<td>Stimulation, aggressive behavior, increased energy.</td>
</tr>
<tr>
<td>Cannabis, Marijuana, Hashish, (pot, dope, reefer, sinsemilla)</td>
<td>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.</td>
<td>Impaired concentration and short-term memory, inappropriate or hash oil uncontrollable laughter, apathy, sleepiness despite adequate rest.</td>
</tr>
<tr>
<td>Stimulants: Amphetamines (speed, white cross, black beauties)</td>
<td>Dilated pupils, rapid breathing, decrease in appetite, weight loss, excessive talking, insomnia, hyperactivity.</td>
<td>Inexplicable mood swings (elation to depression), nervousness, auditory hallucinations and paranoid thinking after heavy use.</td>
</tr>
<tr>
<td>Cocaine (coke, toot, blow, nose, crack)</td>
<td>Nasal irritation, running or bleeding nose, dilated pupils, rapid respiration, hyperactivity. Razor blades, small mirrors, straws, screens for pulverizing cocaine crystals.</td>
<td>Rapid mood swings (elation to depression and back to elation within one hour), lack of money due to high cost of drug.</td>
</tr>
<tr>
<td>Depressants: Alcohol, Sedative-Hypnotics/tranquilizers</td>
<td>Slurred speech, lack of coordination, shallow breathing, alcohol-like intoxication.</td>
<td>“Drunken” behavior, possibly including aggressiveness and belligerence, frequent auto accidents or other physical mishaps.</td>
</tr>
<tr>
<td>Narcotics: Opiates and other prescription pain-killers, heroin, dilaudid, percodan</td>
<td>Pinpoint pupils, shallow and slow breathing, sleepiness. Needles, syringes and eye droppers if drug is administered by injection.</td>
<td>Euphoria, dreamy behavior.</td>
</tr>
<tr>
<td>Hallucinogens: LSD and related substantances (acid, blotter, window pane, microdot)</td>
<td>Dilated pupils, small squares of plastic or paper with imprinted designs, tattoos, small colored tablets.</td>
<td>Hallucinations, confusion, disorientation, panic reactions, inappropriate laughing or crying.</td>
</tr>
<tr>
<td>Phenycyclidine (PCP) (angel dust)</td>
<td>Increased blood pressure, lack of coordination, loss of sensitivity to pain, imprecise eye movements.</td>
<td>Withdrawal, confusion, disorientation, bizarre behavior, aggressiveness, hyperactivity alternating with stupor.</td>
</tr>
<tr>
<td>Inhalants: Airplane model glue, toluene, gasoline and other petroleum products, deodorants and other aerosols, typewriter fluid</td>
<td>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.</td>
<td>Confusion, “drunken” behavior, hallucinations, aggressiveness, hyperactivity.</td>
</tr>
</tbody>
</table>

*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:

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

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.

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in Tolerance</td>
<td>Being able to out-drink your peers is not something to be proud of, but to be concerned about.</td>
</tr>
<tr>
<td>Preoccupation</td>
<td>Looking forward to drinking after work or on the weekend. Planning your social activities around alcohol.</td>
</tr>
<tr>
<td>Blackouts</td>
<td>Occasional memory lapses while drinking or an alcohol-induced state of amnesia.</td>
</tr>
<tr>
<td>Sneaking Drinks, Gulping Drinks</td>
<td></td>
</tr>
<tr>
<td>Loss of Control</td>
<td>Unplanned drinking episodes or inability to realistically predict what will happen once you take the first drink.</td>
</tr>
<tr>
<td>Alibis</td>
<td>Having to explain why you drank or make excuses for your drinking.</td>
</tr>
<tr>
<td>Change in Drinking Patterns and Attempts to Control</td>
<td></td>
</tr>
<tr>
<td>Promises and Resolutions Repeatedly Fail</td>
<td></td>
</tr>
<tr>
<td>Family Problems, Financial Problems</td>
<td></td>
</tr>
<tr>
<td>Going on the Wagon</td>
<td>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.</td>
</tr>
<tr>
<td>Geographic Escape</td>
<td>Changing jobs, moving to a different city or state to get a “new start.”</td>
</tr>
<tr>
<td>Impaired Thinking, Loss of Job, Decrease in Tolerance, Drinking in the Morning</td>
<td></td>
</tr>
<tr>
<td>Physical Deterioration</td>
<td>Liver, heart, stomach, brain damage.</td>
</tr>
<tr>
<td>Indefinable Fears</td>
<td>Increasing Blackouts</td>
</tr>
<tr>
<td>Abandonment</td>
<td>“I don’t care.”</td>
</tr>
</tbody>
</table>
**DRUG & ALCOHOL COUNSELING, TREATMENT, REHABILITATION PROGRAMS: AREA RESOURCES**

**Student Support Services**
Richmond Hall
Johnson College Campus

**Clear Brook Inc.**
1100 East Northampton Street
Wilkes Barre, PA 18702
(570) 823-1171

**Drug & Alcohol Treatment Service**
9 N. Main
Carbondale, PA 18407
(570) 282-6630
(570) 876-2896

**Drug & Alcohol Treatment Service**
116 N. Washington Avenue
Scranton, PA 18503
(570) 961-1997

**Alateen (Children)**
1-800-339-9006

**Community Intervention Center**
(570) 342-4298

**Lackawanna County Commission**

**Drug & Alcohol Abuse**
(570) 963-6820

**Marworth Alcoholism Treatment Center**
Waverly, PA 18471
(570) 563-1112

**Narcotics Anonymous**
(570) 963-0728

**Drug & Alcohol Treatment Service**

**Alcoholics Anonymous**
(570) 654-0488

**Al-Anon (Family Members)**
1-800-339-9006

**Drug & Alcohol Hotline**
(570) 961-1234

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.

Treatment Centers Directory
http://www.treatmentcentersdirectory.com

Behavioral Health Treatment Facility Locator
http://findtreatment.samhsa.gov/National Institute on Alcohol Abuse and Alcoholism
www.niaaa.nih.gov/

National Institute on Drug Abuse
www.drugabuse.gov/

Substance Abuse and Mental Health Administration
www.samhsa.gov/

PA Dept of Health – Drug and Alcohol Agencies
www.portal.state.pa.us/portal/server.pt?open=514&objID=557531&mode=2

Alcoholics Anonymous online
www.aa.org

AA Northeastern PA
www.aanepa.org
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, MD
00361  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__

            ISBN 0783151624
            HBO Documentary, 2007

DVD VIDEO  The Eyes of Nye: Addiction
            ISBN 1597530182
            Elk Grove Village, IL, Disney Educational Productions, 2005