

XV. CODE OF CONDUCT

In keeping with the principles of our founder, Thaddeus Stevens, the College is committed to a Code of Conduct that provides individuals with educational opportunities and promotes common respect for all people. The Code expressly expects all members of the Thaddeus Stevens College community to conduct themselves in a manner which promotes the integrity and legacy of Thaddeus Stevens, and to refrain from behaviors, actions and language meant to demean, harass, or otherwise cause harm to another person. The College seeks to create an inclusive environment consisting of sensitivity, understanding, and an appreciation for the value diversity brings to the College. In this vein, the Thaddeus Stevens College community should understand that racial and other slurs, even within the affected group, are not acceptable and will not be tolerated.

In order to ensure a safe educational environment, the College community is expected to adhere to a strict Code of Conduct for behavior, attendance, and dress, as well as drug and alcohol use. The College believes that properly preparing its students for workforce safety requires that high standards be maintained in all areas of the campuses and for all College-related activities. In keeping with this belief, students are expected to use appropriate language and to dress suitably while in class, while in the dining hall, and while representing the College in other settings on and off campus. Additionally, it is expected that College property will be treated with proper respect.

Students are held responsible for knowing College Rules and Regulations and are further held accountable for conduct violations. This Code is in effect for all members of the Thaddeus Stevens community. A Due Process procedure is in place for students who believe that disciplinary action taken against them is not consistent with established rules and regulations.

Students are accountable for violations of local, state, and federal laws which result in legal and/or punitive action by authorities outside of the Thaddeus Stevens campuses.

The College expects students to behave courteously and respectfully toward all campus personnel, fellow students, and visitors; And to value each member, guest, and prospective member of the Stevens community. The College also expects all clubs, sports teams, and organizations to adhere to the Code of Conduct. Sanctions can be imposed for any violations of the Code of Conduct.

VIOLATIONS OF THE CODE OF CONDUCT

Below are several Code of Conduct violations (not an exhaustive list):

MINOR (more serious instances might be considered major violations)

- Creating, participating in, or being present during a disturbance (e.g., noise pollution).
- Failing to follow parking regulations (could become a major violation if chronic).
- Failing to satisfy contractual obligations (e.g., proper room care).

- Smoking in unauthorized areas.
 - Littering on campus.
 - Violating any visitation policies.
 - Burning incense, candles, or other flammable materials.
 - Possessing any form of ammunition (e.g., BB's, pellets, or pistol/rifle rounds).
 - Gambling of any kind.
 - Possessing a toy or replica weapon.
 - Running a business within the residence hall. The use of College facilities, including any residence hall room or common area, for personal or commercial profit, is strictly prohibited.
- Any violation of published rules, policies, or procedures that subjects students to disciplinary action.

MAJOR

- Forging, altering, possessing duplicates, or using documents, records, keys, or identification without authorization of appropriate College officials; includes falsifying or misrepresenting information to a College official.
- Destroying, damaging, or misusing Commonwealth property or property belonging to other individuals.
- Tampering with safety equipment, including security cameras.
- Stealing Commonwealth or private property and/or services.
- Possessing, using, or selling alcoholic beverages. On-campus alcohol possession and/or use by students, regardless of age, is in direct violation of the Code of Conduct (see below for additional information on this topic).
- Entering and/or using a campus facility without authorization.
- Violating civil or criminal law through any on-campus activity.
- Assaulting and/or physically confronting a second party.
- Violating campus safety and motor vehicle policies and/or rules.
- Harassment, stalking, ridicule, and other forms of written, verbal, or physical intimidation. Disciplinary action will be taken when the conduct (i) is so severe or pervasive that it disrupts or interferes with a student's educational experience, (ii) represents a true threat of harm, (iii) is non-expressive, physically harassing conduct, or (iv) otherwise violates applicable law. This includes in-person conduct as well as conduct through use of social media/internet.
- Sexual assault (additional information follows)
- Sexual harassment (additional information follows)
- Domestic violence (additional information follows)
- Dating violence (additional information follows)
- Stalking (additional information follows)
- Unauthorized possession of firearms, other weapons, explosives, and/or chemicals which includes but is not limited to: Guns of any kind, bows and arrows, nunchakus,

brass knuckles, slingshots, machetes, fireworks, and knives (excluding small folding knives with more than one blade that has no blade no longer than three inches). Students may carry Mace or pepper sprays as allowed by the laws of the Commonwealth. Students may not discharge Mace or pepper spray for any reason other than self-defense (additional information follows).

- Possession, use, or sale of any drug or narcotic in any form. Doing so is in direct violation of the College's Drug-Free Campus Policy. Additionally, persons found with any drug paraphernalia are considered to have committed a major violation. That possession includes, but is not limited to, baggies, pipes, and marijuana seeds/scales. (additional information follows).
- Visitation in a residence hall by individuals under 18 except during move-in and Open House, or with the permission of the Director of Residence Life or Vice President of Student Services.
- Disrespectful and disorderly behavior which disrupts or obstructs classes, teaching, labs, seminars, administration, student-conduct proceedings, and other College activities on- or off-campus.
- Failure to identify, or falsely identifying, oneself, including not providing ID when requested to do so by a member of the College community acting in the performance of his/her duty and authority.
- Violation of any published rules, policies, or procedures.
- Failure to comply with the request of, or to show respect to, the residence life staff, security, or any member of the College community acting in the performance of his/her duties and authority.
- Participation in activity which recklessly or intentionally endangers the safety of anyone.

VAPING/TOBACCO

Vaping/tobacco use is prohibited on all College property, including College-owned and operated vehicles, with these exceptions:

Gazebos at the following locations:

- Griscom Education Center entrance
- Main campus between Herrington and Armstrong Halls
- Main campus between Leonard and Woolworth Buildings
- Main campus between Kreider and Leonard Buildings

Designated smoking areas at the following locations:

- Hartzell Parking Lot
- Main campus Bulldog Drive
- Greenfield Parking Lot
- Greiner Campus

Tobacco is defined as any type of tobacco product including, but not limited to, chewing tobacco, snuff, cigarettes, cigars, cigarillos, pipes, and bidis. Electronic cigarettes (e-cigarettes) are also restricted to the designated areas.

Disciplinary sanctions for tobacco use outside designated areas typically include the following, on the understanding that the College reserves the right to impose other sanctions:

- Verbal warning
- Written warning and probationary period
- Loss of privilege
- Suspension from residence halls and/or College

MULTI-STEMMED SMOKING DEVICES

A *hookah*, also called a waterpipe, narghile, shisha, or qalyan, a multi-stemmed instrument for smoking flavored tobacco, is not permitted on Thaddeus Stevens College campus. If you are found in possession of any multi-stemmed smoking device, you will be asked to remove it from the residence hall and from the College campus. Not complying with this request is a major violation of the College's Code of Conduct.

NON-ALCOHOLIC BEER OR ASSOCIATED BEVERAGES

Non-alcoholic beer and other associated beverages are not permitted on any Thaddeus Stevens College campus or residence halls. If you are found with these beverages, you will be asked to dispose of or remove them from the campus. Not complying with this request is a major violation of the College's Code of Conduct.

BEER BOTTLES, LIQUOR BOTTLES, OR SIMILAR CONTAINERS

Thaddeus Stevens College is a dry campus and strives to promote an alcohol-free learning environment. The College also receives grant money exclusively for promoting drug and alcohol-related educational seminars and workshops. With that in mind, it is in the best interests of the College community that empty beer bottles, liquor bottles or associated containers are not permitted anywhere as decorative items. Anyone found to be in possession of these items will be asked to dispose of them or remove them from the campus. If a student chooses not to comply with this request, he/she will be subject to disciplinary action ranging from probation to temporary suspension from the residence halls.

DISCIPLINARY SANCTIONS

The Student Services Office, with substantial input from members of the Thaddeus Stevens College community and with the approval of the President, will determine the charges leading to exclusion (suspension or expulsion) from the College and/or residence halls. Typically, charges resulting in exclusion are major violations indicated under Violations of the Code of Conduct.

Suspension: Defined as exclusion from the College and/or residence halls for one to five consecutive College Days. Suspensions are given by the Vice President of Student Services or the Director of Residence Life. In cases of one to five days of suspension, no student shall be suspended until he/she has been informed of the reasons and given an opportunity to respond to the College official initiating the suspension. Prior notice of the intended suspension need not be given when it is determined by College personnel that the health, safety, or welfare of the College community is threatened. The President of the College will be notified in writing when the student is suspended. In that case, the student is informed in writing of the suspension. The student's parents, guardians, or sponsors may be informed in writing of this action only upon consultation with the student.

Residence Hall Suspension: While a student is suspended from the residence hall, he/she may attend classes; however, the student is not permitted in any residence hall. The student must leave campus after classes during the period of the suspension by 6:00pm or 20 minutes after their last class ends.

College Suspension: While a student is suspended from the College, he/she is not permitted on any of the locations and may not participate in any College-sanctioned extracurricular activities regardless of where they take place (e.g., an away sporting event, student organization activity).

Interim Suspension: The Vice President of Student Services or Director of Residence Life may impose an interim suspension and/or loss of privileges upon any student whose presence on campus constitutes a threat to the safety, welfare, or well-being to himself/herself or to others in the College community. In such cases, a disciplinary hearing shall be scheduled within five College Days if the suspension exceeds ten College Days.

Expulsion: Defined as exclusion from the College and/or residence halls for a period exceeding five College Days and might be permanent expulsion from the College. Prior to the disciplinary hearing and decision of the President, the student may attend classes unless it is determined after an informal hearing that a student's presence in class would constitute a threat to the health, safety, or welfare of others. If it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from the College for more than ten days.

Warning means a student is informed in writing of his/her violation of the Code of Conduct. Further misconduct will result in additional disciplinary action.

Educational Development means a student is assigned a task or project to enhance understanding about College policies.

Loss of Privilege means a student is not permitted to access any College building, facility, or residence halls, or participate in any College-sponsored event or activity.

A student might lose one or more privileges for a period of time determined by the Vice President of Student Services, the Director of Residence Life, or the President of the College.

Loss of Grant potentially happens when a student violates the Code of Conduct.

Probation is when the student is informed in writing that he/she must show a change in behavior over a specified period of time. If the student engages in other violations of the College's Code of Conduct during the probationary period, further disciplinary action will be taken, ranging from loss of services to suspension to recommendation for expulsion. The period of time will not be fewer than fifteen days and might last up to one calendar year.

Restitution is payment for the loss, damage, or other associated costs of the student(s)' behavior, which can include, but is not limited to, medical bills, fines, service fees, or cleanup cost.

Referral is when a student is required to seek an evaluation from a College counselor or other professional on- or off-campus. The student is required to pay all costs associated with the referral and must comply with the recommendations made by the person who conducts the evaluation.

Community Service/Civic Engagement is when a student is required to take part in a special program based on his/her offense. In this case, the student gives time without receiving compensation to an on- or off-campus organization or department. This community service may not be counted for the student's community service as required by the Thaddeus Stevens Grant or other College requirement or expectation.

A cease and desist order can be imposed for an interim period pending hearing by the Vice President for Student Services or his/her designee as a measure to de-escalate a potentially volatile situation between a student and any other party. A cease and desist order carries with it the expectation that formal charges have been or will be filed, or are deemed in the best interest of the student(s) or College. Continuation of a cease and desist order may be included as part of a judicial/student conduct sanction.

Second offense of the College's Code of Conduct within a year following a suspension may result in a five-day residence halls suspension with recommendation for expulsion. If the student is a resident and retained by the College, he/she might be suspended from the residence halls for the remainder of the semester and continue on probation. In addition, the student will be held to the same constraints outlined below for a commuting student. An individual's return to the residence halls at the outset of another semester will be subject to review and approval of the Vice President of Student Services and Director of Residence Life. If the student is a commuter and retained by the College, then he/she will remain on probation for the remainder of the semester and is not permitted on campus after 6:00pm for the same time period. An individual's return to campus after 6:00pm at the outset of another semester will be subject to review and approval of the Vice President of Student Services and Director of Residence Life.

DRUG-FREE CAMPUS POLICY

Policy Purpose: Thaddeus Stevens College of Technology values its students and its reputation, and is concerned with accident prevention and loss protection. It recognizes that student substance abuse negatively impacts student health and jeopardizes the College's resources. Additionally, substance abuse undermines the College's ability to operate effectively and efficiently. As part of its commitment to protect the safety, health, and well-being of its students and employees, to protect College assets, and to deter illegal use of drugs, including alcohol, controlled substances, inhalants, and/or other substances used as alternatives to illicit drugs, the College has established a Drug-Free Campus Policy (the "Policy").

Scope and Applicability: Compliance with this Policy is a continuous condition of enrollment and it applies to all full-time and part-time students of the College in the following instances:

- while on College premises;
- during all College activities regardless of location;
- during lunch and other breaks;
- while operating tools or machinery on any of the campuses or at a College-sponsored event;
- while operating a motor vehicle on College property;
- while attending College-sponsored events; or
- while conducting business on behalf of, or representing, the College.

Contract Disclaimer: This Policy does not create an express or implied enrollment agreement or alter any existing agreements.

Policy Modification: This Policy supersedes any other College policy or practice on the use by students of any drug, controlled substance, inhalant, other substance used as alternatives to illicit drugs, and alcohol use, abuse, and testing. At any time, the College, with or without notice, may amend, supplement, modify or change any part of this Policy. This Policy shall automatically incorporate any changes to satisfy federal or state laws without notice to students. Any failure to implement the Policy or any part thereof, any variation, addition, or omission to the procedures set forth in the Policy shall not confer any contractual or other rights or claims in favor of the student not otherwise conferred by law.

Designated Information Representative (DIR). An individual at the College will be identified as the DIR. This person will maintain confidential records of student test results and record a student's passing of a drug test as "completed Drug Testing" in the applicant's profile. Questions regarding this Policy can be emailed to the DIR, who will forward the emails to Admissions, Counseling, or Student Services Office as appropriate.

This Policy is effective as of August 1, 2014.

STUDENT RESPONSIBILITIES AND DUTIES

This Section outlines the duties of students as part of the Drug-Free Policy. Failure to comply with these duties constitutes a Policy violation.

- Report to campus, class or activities at all times in a fit-for-duty capacity, which includes being free of the influence of drugs (including medical marijuana), alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs and which pose a threat to campus safety.
- Review and understand: this Policy; the negative effects of the use and/or misuse of drugs, alcohol, controlled substances, inhalants, or other substances used as alternatives to illicit drugs; the College's Policy on testing.
- Voluntarily seek help with such problems prior to problems arising at college.

A student who is convicted of a drug law violation must notify the College's DIR no later than five calendar days after conviction or plea of *nolo contendere*.

Whenever a student is legally prescribed drugs or directed to take over-the-counter medication, the student should ask his/her prescribing physician whether the medication, if taken as directed, is likely to pose a direct threat to campus safety and if so, indicate this on his/her College physical. Students in safety-sensitive programs are prohibited from being on campus under the influence of medical marijuana.

A student shall notify the DIR of prescription or over-the-counter medication use that might pose a direct threat to campus safety or significantly impair the student's fitness-for-duty prior to enrollment or participation in campus- or program-related activities. When required to notify, a student is not required or asked to report his/her medical condition, or the drugs used. The student should merely report that he/she is using medication that might pose a direct threat to campus safety. The student shall provide a copy of the physician's statement regarding the student's ability to perform the essential functions of his/her program of study and function safely on the College campus prior to participating in campus- or program-related activities.

If a student is legally using a prescription or over-the-counter drug that poses a direct threat to campus safety, then the College shall determine whether the student may continue to remain on campus or attend class during the course of treatment. The College might seek a second opinion from a medical professional of its choice and might require the student to undergo an examination by the College's chosen medical professional. The College might rely on the second opinion rather than that of the student's prescribing physician.

Students must participate in and support College-sponsored drug education programs.

Students shall cooperate in any investigation and support the College's efforts to eliminate drug, alcohol, controlled substance, inhalant, other substances used as alternatives to illicit drug abuse among students where it exists.

All student medications must be kept in their original containers while on campus.

PROHIBITED CONDUCT

Illegal Drugs: It is a violation of College Policy for anyone associated with the College to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence of, or test positive for controlled substances in contravention of federal or state law (or to attempt any of the foregoing acts).

Controlled substance is defined in this Policy as a drug which has been declared by federal or state law to be illegal for sale or use but may be dispensed under a physician's prescription.

Prescription Drugs: Prescription medications while the student is subject to the terms of this Policy are not prohibited if taken in standard dosage and/or under a physician's written prescription, provided the prescribed drug would not pose a threat to campus safety or render the student unfit for duty. Abuse of prescription drugs is strictly prohibited, including, but not limited to, exceeding the prescribed dosage, using a prescription medication for a purpose not intended, or using medication prescribed to another individual. Students are prohibited from using or possessing medical marijuana on campus.

Over-the-Counter Drugs: Over-the-counter medication is not prohibited when taken in the standard dosage, provided it is taken as directed and does not render a student unfit to perform essential functions of program of study or otherwise negatively impact campus safety. The College prohibits students from being under the influence of mood-altering over-the-counter drugs used contrary to the product's labeling (i.e., misuse of over-the-counter drugs) while subject to the terms of this Policy.

Alcohol: The College prohibits students from illegally using, possessing, selling, buying, distributing or illegally attempting to distribute, manufacture, or being involved in illegal alcohol-related conduct, including, but not limited to, driving under the influence and underage drinking violations, while subject to the terms of this Policy.

For purposes of this Policy, the term "alcohol" includes any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, and includes any medication or food containing alcohol. Furthermore, the College prohibits its students from the following alcohol-related conduct while subject to the terms of this policy:

- Possessing opened containers of alcohol;
- Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol;
- Operating a motor vehicle on campus property while under the influence of alcohol;
- Using or consuming alcohol within four hours before arriving on campus;
- Participating in any campus-related activities or program-related coursework, or operating any tools or machinery on College property while under the influence of alcohol; and
- Consuming alcohol within eight hours following an accident and/or before a post-accident test, as specified in the Policy.

Inhalants and Legal Substances: Students are prohibited from arriving on campus property or participating in campus-related activities or program-related coursework and operating tools or machinery while under the influence of, or using while at the College, any inhalant. An “inhalant” is defined as glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, causes intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

The College also recognizes that certain legal substances can be used as an alternative to illicit substances to create a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses. Students are prohibited from arriving on campus property or participating in campus-related activities or program-related coursework and operating tools or machinery while under the influence of, or using while at the College, any such legal substance for these purposes.

The College shall use the concept of “reasonable suspicion” to determine a Policy violation involving a student’s use of inhalants or other substances used as alternatives to illicit substances. Reasonable suspicion may be based on, but is not limited to, the direct observation of any of the following:

- Physical symptoms of being under the influence of inhalants, alcohol, or drugs such as bad breath, substance odor on breath or clothes, runny nose, watery eyes, drowsiness or unconsciousness, poor muscle activity, mood swings, irritability, anger, agitation, uncontrolled laughter, nausea, loss of appetite, vomiting, hallucinations, convulsions, facial rashes and blisters, constant sniffing and coughing, slurred speech, depressed reflexes, rapid movement of the eyeballs, and dilated pupils. Observation might include indications of the chronic and withdrawal effects of the use of inhalants or other legal substances;
- A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in College-related activities which appears to be related to the use of inhalants or other legal substances;
- The identification of a student as the focus of a criminal investigation into the illegal use of inhalants or other legal substances;
- The admission by the student that he/she is involved in the illegal use of inhalants or other legal substances;
- Repeated violations of the College’s safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to inhalant or other legal substance misuse that may violate the College’s Policy; or
- A report of inhalant or other legal substance misuse provided by reliable and credible sources and which has been independently corroborated.

- Possession of drug paraphernalia. Students are prohibited from bringing paraphernalia related to the illegal use of drugs on to College property at any time.

STUDENT DRUG AND ALCOHOL TESTING

Random Drug Testing: Students enrolled in safety-sensitive programs must participate in random drug testing. Students will be selected for a drug test using computer-generated random numbers. Students selected for random drug testing must agree to be tested within twelve hours or test results will be recorded as positive and treated according to the Policy.

Reasonable Suspicion: The College will require a student to submit to drug and/or alcohol testing on the grounds of reasonable suspicion when, in the judgment of the College and based on information known at the time the decision to test is made, the student is unfit for duty or there is a reasonable suspicion to believe that a student is using drugs or alcohol in violation of the College's Policy or exhibits the physical signs and symptoms of substance abuse. The evidence will be drawn from specific, observable facts and reasonable inferences. Such facts and inferences may be based on, but are not limited to, any of the following:

- Observable behavior, such as direct observation of drug or alcohol abuse, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol such as, but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, dynamic mood swings, etc. Observation may include indications of the chronic and withdrawal effects of the illegal use of drugs;
- A pattern of abnormal conduct, violent or erratic behavior or deteriorating performance in College-related activities which appears to be related to substance abuse or misuse;
- The identification of a student as the focus of a criminal investigation into unauthorized drug possession, use or trafficking;
- The admission by the student that he/she is involved in the illegal use of drugs or misuse of alcohol;
- Repeated violations of the College's Code of Conduct, safety or College rules that pose a substantial risk of physical injury or property damage and that appear to be related to substance abuse or misuse that may violate the College's Policy;
- A report of drug or alcohol use provided by reliable and credible sources, and which has been independently corroborated;
- Evidence that an individual has tampered with a drug or alcohol test; or
- A student's failure to report an accident.

Post-Accident: The College may require a student involved in a campus-related accident or incident to submit to drug and/or alcohol testing following the accident. The College may also test any individual whose performance created a "near miss or unsafe condition" or was a contributing factor to a campus-related accident. This determination shall be based on the best information available at the time of the accident.

The post-accident test will be administered as soon as possible. In no way is this post-accident test requirement intended to delay the necessary medical treatment for an injured person(s)

following an accident or to prohibit a student from leaving the scene of an accident to obtain medical assistance for others or for personal medical assistance. To ensure appropriate application of this policy, students must report the accidents to an instructor, nurse, residence hall director or other assigned staff within 24 hours of the occurrence and thereafter submit to a post-accident test as directed. Failure to report an accident promptly and to submit to a post-accident test will constitute a refusal to test, subjecting the student to discipline up to and including expulsion. It will also constitute reasonable suspicion to test the student once the College receives notice of said accident.

For purposes of this Policy, a campus-related accident is defined as an unplanned, unexpected or unintended event that occurs on, or involves, College property, or occurs while a students or staff member is representing the College off-campus. A campus-related accident is one that results in any of the following:

- a serious violation of a safety rule or the program standards;
- a fatality of anyone involved in the accident;
- a serious bodily injury requiring medical treatment;
- other serious property, vehicular, or equipment damage occurs.

Return-to-College: The College shall require a student who has violated this Policy and desires re-admission to test negative on a return-to-college drug test before returning to the College. Additionally, the College may require a return-to-college alcohol test if the prohibited conduct involves alcohol or a treatment provider recommends an alcohol test. Inclusion of this paragraph in no way obligates the College to make an offer to re-admit a student.

Follow-up: Following a determination that a student needs assistance resolving problems associated with alcohol misuse and/or the illegal use of drugs, the student might be subject to unannounced follow-up drug and/or alcohol testing as directed by a treatment professional. The number and frequency of such follow-up testing shall be as directed by the treatment professional. The student might be required to undergo follow-up testing for alcohol and drugs if the treatment professional determines that testing to be necessary. Follow-up testing shall remain in place throughout the student's enrollment at the College from the date of the student's return-to-college. Inclusion of this paragraph in no way obligates the College to reinstate the student or conduct follow-up testing.

Testing Procedures for Drugs: Testing for illegal use of drugs normally will be conducted through a nine-panel test plus urine specimens collected at a designated site. The collection site will take the necessary steps to assure that the specimen is not adulterated or tampered with and that a strict chain-of-custody is maintained. Normally, the specimen will then be transported to a U.S. Department of Health and Human Services-certified laboratory for screening and confirmation testing for the following drugs and their metabolites: marijuana (including medical marijuana), amphetamines (including methamphetamines), phencyclidine, opiates, cocaine, barbiturates, methadone, benzodiazepines, and propoxyphene.

Testing Procedures for Alcohol: The initial testing for alcohol normally will be conducted through either a saliva or breath specimen. If the Breath Alcohol Content is less than 0.02, the test is considered negative. If the screening test results show an alcohol concentration of 0.02 or greater, a confirmation test will be conducted. The confirmation test shall be performed by using a breath specimen obtained through an Evidentiary Breath Testing device approved for use in the United States Department of Transportation's Drug and Alcohol Misuse Prevention Program. If the confirmation test reads .02 or greater, the test shall be considered positive and the student subject to disciplinary action as specified in this Policy.

Screen and Confirmation Testing: All urine samples will undergo an initial test. If the specimen tests above the screening cut-off levels set by the U.S. Department of Health and Human Services in its Mandatory Guidelines for Federal Workplace Drug Testing Programs, then the test shall be considered positive. The sample shall then undergo a confirmation test. Test results indicating the illegal use of drugs at levels below the confirmation cut-off limits shall be considered negative and those above the confirmation cut-off levels shall be considered positive.

Review of Test Results by Medical Review Officer. All positive drug test results will be reviewed and interpreted by a Medical Review Officer (MRO) before the test results are reported to the College. An MRO is a licensed physician and is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

The MRO review of a positive test result may include a review of the tested student's medical history, or review of any other relevant biomedical factors. If the MRO determines that a legitimate medical explanation exists for the test results, he/she will report to the College that the test result is negative.

If, after making all reasonable efforts and documenting them, the MRO is unable to reach a tested student directly, the MRO shall contact the Designated Information Representative (DIR), who will direct the tested student to contact the MRO as soon as possible. The College will use email and/or phone to contact the student. In such circumstances, the College will, to the maximum extent possible, ensure that the requirement for a tested student to contact the MRO is held in confidence. If the tested student does not contact the MRO within three days after being instructed to do so, the MRO will report the test as positive.

Validity Testing: Validity tests, which might also occur, evaluate a urine specimen to determine if it is consistent with normal human urine; it includes testing for creatinine concentration, specific gravity, pH, and substances that may be used to adulterate a specimen.

Direct Observation/Monitoring: The College reserves the right to have its collection site agent conduct a direct observation or monitoring of the urine specimen collection if the collection site personnel observes an attempt to tamper with the specimen, if its temperature is out of range, if it appears to have been tampered with, if the laboratory reports an invalid test and if the MRO

states no medical reason, the result is positive, adulterated or substituted, canceled, and for return-to-duty or follow-up testing.

Dilute Specimens: If the MRO informs the College that a drug test was positive dilute, the College will treat the test as a verified positive result. The College will not direct the student to take another test based on the fact that it was dilute. For negative-dilute test results, the College will require a student to take another test immediately, but it will not be collected under direct observation unless there is another basis for direct observation. If the College directs another test, then the result of the second test, not the original test, becomes the controlling test result.

Re-collections: When the College directs the student to take another test, the student shall be given the minimum possible advance notice, which could be immediately, that he or she must go to the collection site. The result of the second test, not the original test, is the test of record. Any student required to take another test, which is also negative and dilute, will not be permitted to take a third test. If the MRO directs the College to conduct a re-collection under direct observation, the College must immediately do so. If the College directs the student to take a second test and the student refuses, the test will be treated as a positive result.

Verification Testing: For urine drug testing, one portion of the specimen will be preserved for a limited period of time after the student is told the test results. If the portion originally analyzed (the primary sample) is positive, the student has the right to specify a laboratory certified by the U.S. Department of Health and Human Services to which the preserved portion will be sent for independent analysis. The verification test cost is the responsibility of the student. The verification test result shall determine the outcome.

Refusal to Test and Test Tampering. Any student who refuses to submit to testing, tampers with, manipulates, adulterates, or attempts to tamper with the testing will be treated as having a verified positive test result and as being in violation of this policy. A refusal to submit to testing includes, but is not limited to, when a student:

- Fails to report a campus-related accident as outlined in Section 5.1(c) above;
- Fails to appear for any test within a reasonable time, to be determined by the College, after being directed to do so by the College;
- Fails to remain at the collection site until testing is complete;
- Fails to provide a urine specimen when required for a drug test, or a saliva or breath specimen for an alcohol test;
- Refuses to permit directly observed or monitored collection during a drug test;
- Fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test as directed;
- Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process;
- Fails to cooperate with any part of the testing process; or

- Is reported by the MRO as having a verified adulterated or substituted test result.

DISCIPLINE FOR POLICY VIOLATIONS

Any student who is reasonably believed to have violated this Policy is subject to expulsion.

The College encourages its students who are chemically dependent to voluntarily obtain assistance/treatment for substance abuse problems before they cause problems on campus. A student's decision to voluntarily seek assistance for such problems will not be used as the basis for disciplinary action. Students may not avoid imposition of discipline by requesting such treatment or a leave of absence after being selected for testing or by violating the College's Policy.

To determine the appropriate sanctions for violation of this Policy, the following facts associated with a violation will be considered:

- *The location of the violation.* If the violation occurred in a safety-sensitive area (including but not limited to a program lab/shop, class-related job site, internship placement-related location, and/or at a College event), the student will be recommended for expulsion.
- *The amount of drugs/paraphernalia found.* If the amount of marijuana found is greater than a gram, two joints, or a bundle greater than the size of a quarter (US currency), the student will be recommended for expulsion. If the student is found with paraphernalia including, but not limited to, a needle or needles, the student will be recommended for expulsion. A bong or roach clip alone with no other paraphernalia or violations of the Policy and/or College's Code of Conduct would not cause the student to be recommended for expulsion.
- *Other violations of the Policy and/or the Code of Conduct.* Any violations of the College's Code of Conduct in addition to a violation of this Policy would result in the student being recommended for expulsion.

Examples of drug/alcohol Policy violations and corresponding sanctions:

- Student is found smoking marijuana in a car parked on campus with the engine off and no other drugs, drug paraphernalia, or persons in the car. Pennsylvania State Police are called, and no charges filed on the student.
 - Sanction: Student has committed a **minor** violation of the Policy and would be suspended from the residence hall for five days. He/she would also be required to pay for a drug test, attend counseling, and produce a clean drug test within 45 days of the violation.
- Student appears to be high in shop. He/she is taken for a drug test immediately and fails the test for marijuana.

- Sanction: Student has committed a **major** violation of the Policy and would be recommended for expulsion from the College.
- Staff report that a student was in a fight in the residence hall and appeared to be in an altered state. During the investigation, staff enters the student's room and finds drug paraphernalia (e.g., rolling papers and a scale).
 - Sanction: Student has committed a **major** violation of the Policy and would be recommended for expulsion from the College.
- Student is found to be intoxicated in a residence hall. On his/her desk are three unopened cans of beer.
 - Sanction: Student has committed a **minor** violation of the Policy and would be suspended from the residence halls for three days and required to attend counseling.

Referral to Law Enforcement. In addition to imposing discipline, the College might refer information about criminal activities and transfer any suspected illegal drugs or drug paraphernalia to appropriate law enforcement.

Other Discipline Not Precluded. Nothing in this Policy prohibits a student from being disciplined or discharged for other violations and/or performance problems.

Automatic Suspension. If a student is ordered to submit to a post-accident, random, or reasonable suspicion test, he/she may be suspended until the MRO-verified test result is received. If the verified result is positive, the student is subject to discipline as described herein.

SEARCHES

College Property Searches. The College provides housing, lockers, storage areas, equipment, briefcases, computers, desks, or workstations for use by students in order to perform the essential tasks of their programs of study. All such areas and items, along with the data or materials generated using them, remain College property. The College reserves the right to search any College property at any time, with or without notice or cause. No student shall maintain any expectation of privacy on College-owned property. The College also reserves the right to use other investigative methods when reasonable suspicion exists to indicate Drug-Free campus Policy violations. Refusal to cooperate in a search of College property shall be considered a Policy violation.

Personal Property Searches. The College reserves the right to conduct a search of a student's personal property if a violation of this Policy is suspected. A search may include all personal property located in or brought onto College property such as wallets, purses, bags, briefcases, toolboxes, food and beverage containers, or vehicles. Entry onto College property and continued enrollment constitute consent to search. All searches will be conducted in the presence of two College-trained representatives and the student. Refusal to cooperate in a search of personal property shall be considered a Policy violation.

CONFIDENTIALITY

Test Results. The College will make reasonable efforts to ensure that the testing process is as private and confidential. Test results may be provided to:

- the MRO and his/her staff
- the DIR
- the student tested (upon request)
- any person(s) permitted or required by law or regulation to receive such information
- any individual(s) with a student's written authorization
- law enforcement
- decision-maker(s) in a legal action initiated by or on behalf of the student or placed at issue by the student in any legal, administrative or other proceeding, and
- any governmental agency/agencies as required by federal or state law.

Nonspecific statistical information may be provided upon request to a corporation which requires its vendors or subcontractors to maintain drug and alcohol testing programs in accordance with a contract, or to a governmental agency in accordance with the law.

Separate Files. Testing results will be maintained in a locking file cabinet or a secured file room separate and apart from student educational files.

Costs for Testing. Students in the application process who are enrolling for the first time, or students who are requesting re-admission, must pay for if such testing is required for medical clearance and application to safety-sensitive programs of study.

Students requested to participate in drug testing as a result of an accident, random testing, or reasonable suspicion are required to pay for the testing, unless the results are negative, in which case the College will incur the costs.

Students who test positive and require ongoing testing during their enrollment will pay all costs of the testing.

LOSS OF STEVENS GRANT

Below are the infractions of the College's Code of Conduct which will result in the loss of the Stevens Grant:

- Destruction of property
- Failure to show ID (2nd offense)
- Failure to clean room within College expectations (2nd offense)
- Behavior off-campus when representing the College that results in harm or damage to the College's reputation (e.g., at athletic events, organization trips, community service, business visitations)
- Failure to complete community service obligation
- Visitation violation (2nd offense)
- Four minor violations

- Excessive absenteeism not resulting in expulsion
- Committing a major violation of the Code of Conduct while on probation

OFF-CAMPUS CONDUCT POLICY

It is important that all students recognize their responsibilities within the framework of state and local law. Although the College cannot be held liable for the conduct of its students off campus, it has a strong moral and social responsibility to take appropriate action if unlawful off-campus conduct jeopardizes the good name and reputation of the College.

Students are expected to adhere to the College's Code of Conduct, regardless of whether the student is on or off campus. As a result, the College reserves the right to sanction a student up to and including dismissal from the residence halls, and/or College, if it has been determined that major violations of the College's Code of Conduct or unlawful activities have taken place off campus. Any behavior which jeopardizes the educational atmosphere or security of the College, or the health and welfare of the students and/or its employees will not be tolerated.

WEAPONS POLICY

All weapons are prohibited on College property. This prohibition includes any item altered to be used as a weapon (e.g., broken hockey sticks, broken or altered baseball bats, metal poles). Any student found with such items will be subject to suspension or expulsion from the College. Other items qualifying as weapons include, but are not limited to, guns of any sort, bow and arrows, nunchakus, brass knuckles, blackjacks, machetes, slingshots, and knives (excluding pocketknives such as folding knives with more than one blade or folding knives with blades no longer than three inches). These items, if discovered, will be confiscated by College personnel and turned over to legal authorities where appropriate. Students may carry Mace or any of the various pepper sprays as allowed by the laws of the Commonwealth, but anyone who discharges Mace or pepper spray for any reason other than self-defense will be guilty of the unauthorized use of the same and thereby subject to suspension or expulsion from Stevens.

First Offense: Suspension up to five days and a recommendation for expulsion from the College. If the student is a resident and retained by the College, he/she might be suspended from the residence halls for the remainder of the semester and continue to be on probation. In addition, the student will be held to the same constraints as outlined below for a commuting student. An individual's return to the residence hall at the outset of another semester will be subject to review and approval of the Vice President of Student Services and Director of Residence Life. If the student is a commuter and retained by the College, then he/she will remain on probation for the remainder of the semester and not be permitted on campus after 6:00pm for the same time period. An individual's return to campus after 6:00pm at the outset of another semester will be subject to review and approval of the Vice President for Student Services and Director of Residence Life.

DUE PROCESS

Students will be afforded all appropriate elements of due process if they are to be expelled from the College. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

This hearing will be held before an internal discipline committee composed of three faculty members and two students, with the Vice President for Academic Affairs or his/her designee presiding and with subsequent recommendation to the President.

The following due process requirements are to be observed for a formal hearing:

- Notification of the charges shall be sent to the student.
- Sufficient notice of the time and place of the hearing will be given.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student may have counsel.
- The student may be presented with the names of witnesses against the him/her and copies of statements and affidavits by those witnesses.
- The student may request that witnesses appear in person and answer questions. In most cases, witnesses are questioned in person.
- The student may present his/her case and call witnesses on his/her behalf.
- A record will be kept of the hearing, either by video or by digital recorder. The student is entitled, at his/her own expense, to a copy of the transcript.
- The proceeding will be held with all reasonable speed.
- If a student disagrees with the punishment meted out by a College official or body, he/she may appeal to the next highest authority. If the student finds the punitive action meted out by the Director of Residence Life to be unacceptable, he/she can appeal to the Vice President of Student Services. If the student is not satisfied with the outcome of the ruling, he/she may appeal. The appeal will be heard by the President or his/her designee. The President is the final appeal opportunity for the student.

At any point in the due process, the student retains the right to waive his/her procedural protections.

APPEALS PROCESS

A student may appeal a decision for the following reasons:

- To determine whether the sanction(s) imposed were appropriate for the violation of policy for which the student was found to be responsible;
- To determine the presence of any procedural error which substantially affected the outcome of the case; and
- To determine if newly discovered information not available at the time of the investigative process could have affected the outcome of the case.

Process for Appealing: A student wishing to appeal should submit a written appeal stating the reasons for the request to the Vice President of Student Services within two days of receipt of the original decision. Appeals are due by 4:30pm on the second day following the original decision. Sanctions will be in effect while a case is under appeal. Appeals are heard by the President or his/her designee. The decision of the President is final.

STUDENT RIGHTS AND RESPONSIBILITIES

The responsibilities of the student include regular attendance, conscientious effort in college work, and conformity to College rules and regulations. Most of all, students share with the administration, faculty, and staff a responsibility to develop a climate within the College conducive to wholesome and safe learning and living.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all involved in the educational process. Students should express ideas and opinions in a respectful manner so as not to offend or slander others. Other responsibilities are:

- Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them;
- Be willing to volunteer information in disciplinary cases and cooperate with College staff should one have knowledge of importance in relation to such cases;
- Understand that until a rule is waived, altered, or repealed, it is in full effect;
- Assist College staff in operating a safe environment for all students;
- Be aware of and comply with the federal, state and local laws;
- Protect and care for the College's property; and
- Attend classes daily, except when excused.

The student's rights are:

- The right to see all academic records, including grades, and to retain tests, papers, and work he/she has completed for a specific course;
- The right to privacy;
- The right to live in an atmosphere conducive to studying and learning;
- The right to a hearing, formal or informal, prior to loss of College services;
- The right to file a grievance or appeal; and
- The right to an education free of ridicule or harassment by any member of the Thaddeus Stevens College community.

Thaddeus Stevens College is committed to the principles of free speech and free expression; yet, just as the American people often must subordinate free speech and free expression to the common good, whether voluntarily or legally, the members of the College community have such a responsibility.

COMMITTEES THAT HEAR CASES

Students who have violated any of the rules and regulations of the Commonwealth, Lancaster City, or College are sanctioned by the College according to the nature of the offense committed. All offenses are considered on an individual basis. Disciplinary sanctions range from a warning to suspension for minor offenses, and from restitution, suspension and/or expulsion in cases of serious misconduct.

There are multiple bodies that could hear discipline cases:

- The Vice President of Student Services and/or the Director of Residence Life handles disciplinary procedures for violations of the rules and regulations of the College, or any discipline situations referred by any staff member or student. Either or both may issue appropriate punitive action in accordance with the College's Code of Conduct. This action can include warnings, financial restitution, suspensions, and recommendation for expulsion.
- The Discipline Committee is a body composed of three faculty members and two students. It is organized by the Vice President for Academic Affairs to consider appeals by students who have been involved in major violations of the College's Code of Conduct and are facing expulsion or suspension greater than five College Days.
- Students might be assigned to the restorative justice board if the case does not include police involvement.

The President of the College will receive recommendations from the Discipline Committee. The President can accept the recommendation of the Discipline Committee, reject the recommendation, or issue different penalties. The President acts as the final administrative officer to whom all discipline cases involving student expulsion and/or suspension must be brought.

GRIEVANCE PROCEDURE

Students are encouraged to discuss their grievances informally with the person involved prior to initiating a formal grievance procedure. If the situation cannot be remedied by an informal discussion among the persons involved, then the student is encouraged to discuss the grievance with either the Vice President of Student Services or the Director of Residence Life, or to submit a grievance via the College website. Any student not satisfied with the procedures and/or the results obtained from the meeting with the administrator (appropriate director, Dean, or Vice President) may file a formal grievance in writing to the President of the College.

Students may also make a formal complaint to the state by visiting the Pennsylvania Department of Education at education.pa.gov/

JONES DINING HALL CODE OF CONDUCT

Thaddeus Stevens College is committed to the personal and social development of its students, so the College adheres to a strict Code of Conduct as it relates to behavior in all areas of the campus. The Jones Dining Hall on the Main Campus serves as a focal point for students,

faculty, and prospective students and families. It is essential that students understand the impact of their behavior on peers, staff, and visitors alike. Moreover, as the College is a disciplined community, students must accept their obligation to the group and as such, exhibit behavior that enhances the common good of the larger community. In keeping with that philosophy, the following regulations are in effect for the Jones Dining Hall. All Stevens students should:

- Refrain from language that is lewd, indecent, or obscene and that runs counter to a healthy dining environment;
- Treat each other, dining service staff, security, and other personnel with common decency and respect;
- Refrain from loud or unruly behavior that runs contrary to a wholesome dining experience;
- Understand that no manner of physical confrontation will be tolerated;
- Understand that it is their responsibility to return dining trays, eating utensils, and trash to the appropriate deposit area;
- Understand that “jumping the line” is not an acceptable practice;
- Understand that derogatory comments directed at dining hall personnel as they pertain to the quality of food served or food service delivery will not be tolerated;
- Understand their responsibility to treat dining hall furnishings with respect; and
- Understand their responsibility to present a proper ID upon entering the dining facility. Students must have their College-issued ID card for dining services (e.g., Jones Dining Hall, The Campus Grille, and Orange Street Cafe). A meal pass can be issued in the Student Services Office but only once a semester. After that, a student will be required to purchase a replacement card.

Failure to comply with these regulations can result in disciplinary action as presented below:

First offense: Written reprimand with possible loss of dining hall privileges for a period of time.

Second offense: Loss of dining hall privileges for a period of time, possible suspension from the College for a period of time, or a combination of both.

COMPUTER RESOURCES: ACCEPTABLE USE POLICY

The following policy contains the governing philosophy for regulating the use of the College’s computing/information network facilities and resources. Access to the College’s computing/information network facilities and resources is a privilege granted solely to Thaddeus Stevens College faculty, staff, registered students, and those with special accounts. All users of the computing/information network’s facilities must act responsibly and maintain the integrity of these resources. The College reserves the right to limit, restrict, or extend computing/information network privileges and access to its resources.

Those who do not abide by the policies listed below are subject to suspension of computer privileges and possible referral to the appropriate judicial process.

The Office of Student Services should be notified about potential violations of laws and policies governing information use, intellectual property rights, or copyrights. Computer and Network Services should be notified about potential loopholes in the security of its computer systems and information networks as well as in the investigation of misuse or abuse. Should the security of a computer system information network be threatened, suspected user files may be examined.

- An individual may use only the network ID assigned to him/her, unless multiple accesses have been authorized for the ID.
- An individual may not try in any way to obtain a password for another user's network ID.
- A user may not attempt to disguise the identity of the account or machine he/she is using.
- No individual may use the College's network resources to gain or attempt to gain unauthorized access to remote computers.
- No individual may carry out any act which might seriously impact the operation of computers, terminals, peripherals, or networks. Such acts include, but are not limited to: tampering with components of a local area network (LAN) or the high-speed backbone network, blocking communication lines, or interfering with the operational readiness of a computer.
- No person shall knowingly run or install on any College computer systems, or give to another, a program which could result in damage to a file, computer system, or information network, and/or the reproduction of itself. Such programs include, but are not limited to, the classes of programs known as computer viruses, Trojan horses, bitminers, and worms.
- No person shall attempt to circumvent data protection schemes or uncover security loopholes.
- All persons shall abide by the terms of all software licensing agreements and copyright laws. In particular, unauthorized copying of copyrighted software is prohibited, unless the College has a site license specifically allowing the copying of that software. Furthermore, the copying of site-licensed software for distribution to persons other than Thaddeus Stevens College faculty, staff, and students, or the copying of site-licensed software for use at locations not covered under the terms of the license agreement, is prohibited.
- No individual may perform deliberate acts which are wasteful of computer and/or information network resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, uploading music and large video files, excessive printing, or creating unnecessary network traffic.

The following types of information or software cannot be placed on any College-owned computer system:

- That which infringes upon the rights of another person;

- That which may injure someone else and/or lead to a lawsuit or criminal charges; e.g., pirated software, destructive software, pornographic materials, or libelous statements; and
- That which consists of any advertisements or commercial enterprises.

No person should use the College's computer resources to engage in conduct otherwise prohibited by the College's Code of Conduct.

No person should use the College's computer/information network resources to monitor another user's data communications, or to read, copy, change, or delete another user's files or software, without permission of the owner.

Use of the College's servers, workstations, or information networks must be related to a Thaddeus Stevens College course, research project, work-related activity, departmental activity, or for interpersonal communications. Use of these resources for personal or financial gain is prohibited. If the non-business usage of computer/information services results in a direct cost to the College for any reason, it is the individual's responsibility to reimburse the College.

Existing College policies such as the Sexual Harassment Policy will be enforced as they relate to a violation of the Computer Resources Acceptable Use Policy. Potential violators may also be subject to criminal prosecution under federal or state law, and should expect the College to pursue such action.

Consequences: Violation of one or more of these published policies will result in a loss of access to the College computing/information network systems with possible referral to the appropriate judicial process.

Student Email: Your College-issued email address (example@stevenscollege.edu) is where we send you important information regarding student life at the College as well as the communication platform for you and your instructors. It is important that you activate your College-issued student email and check it frequently.

Student Experience: <https://experience.elluciancloud.com/tscot> is your "one-stop shop" online tool. It is a secured site that introduces single-sign-on access to Thaddeus Stevens College applications, including your College-issued student email. It also offers a variety of customized information and resources to help students track their academic progress and get the most out of their experience at the College. This tool is known as Thad's Pad.

We will regularly send you announcements and reminders essential to your success at Thaddeus Stevens College. Sometimes, we also mail important information to your street address or call your listed phone number.

Social Media: Social media sites can be effective tools for exchanging information. Thaddeus Stevens College embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U.S. Constitution and the Pennsylvania state

Constitution. However, any online behavior that violates the College Code of Conduct which is brought to the attention of any College official may be treated as any other violation of the Code. The College reserves the right to adjudicate such violations when the incident involves endangering the lives of others or self, or incidents of an extreme nature.

Students should remember that any information or behavior exhibited or shared on social media sites could affect membership in clubs, organizations, and campus employment as well as internships and jobs outside of Thaddeus Stevens College.

MOBILE DEVICE POLICY

Students are permitted to carry phones, tablets or other devices. However, mobile communication devices may be used in the classroom only with the permission of the instructor. If a student is found on campus processing, using or selling illegal drugs, along with the disciplinary action as outlined in the College's Code of Conduct, that student will forfeit his/her privilege of carrying mobile communication device on any of the Thaddeus Stevens College locations.

DRESS CODE

An important part of the College's mission is to prepare students for success in the workforce upon graduation. In order to provide a professional and safe atmosphere for all students, the following dress code will be applied. In preparing this code, four factors were considered: safety, health, sanitation, and consideration of fellow students, faculty and staff.

- No undergarments showing or displayed as part of outer garments; and
- No clothing displaying lewd, indecent, or obscene languages or images,
- In lab areas: Conform to all safety standards as determined by the individual major, such as the wearing of safety glasses, long pants, steel-toed boots, etc.

Programs of study are authorized to develop additional dress codes, such as the wearing of professional or distinctive clothing that mirrors the future graduate's workforce environment.

Typical sanction: First offense – verbal warning; second offense – progressive discipline

HYGIENE POLICY

As members of the campus community, students are expected to maintain good personal hygiene to reduce the incidence of illness and disease. Students will be asked to correct any behavior related to hygiene and odor.

Typical sanction for violations of the dress code and hygiene policy: First offense – verbal warning; second offense – progressive discipline

STUDENT GOVERNANCE

Student Government Association: Members are elected each fall. This representative body provides a forum for the expression of student opinion on campus, social, cultural, and academic life. It also serves as a means of communication between and among students, faculty, and administration.

Residence Hall Council: The Residence Hall Council serves as a means of communication among students, residence hall personnel and administration. Each building has a council, and any resident can attend meetings within his/her building. The members of each building will elect officers responsible for the initiation and execution of minor policies governing life in the residence hall. Each council plays an important role in establishing activities for residents.

Members of the councils meet as the Joint Residence Hall Council to discuss common issues. Each of the residence halls is responsible for hosting joint meeting at least once during the combined fall/spring semester sessions.

COLLEGE RESPONSIBILITIES IN STUDENT ACCIDENT, ILLNESS, OR LOSS

- The College does not assume responsibility other than routine dispensary treatment for loss or injury.
- The College does not assume responsibility for loss or injury sustained off College property.
- All students must carry medical insurance. The College cannot be held liable for injury or illness which requires external medical services (e.g., emergency room expenses, dental, vision, orthopedic needs).
- Removable objects a student brings to campus cannot be claimed as damaged if lost or broken unless they are essential to the performance of a College activity, and proper safety equipment was being used.
- On questions requiring a decision, a Vice President and/or ultimately the President will determine which activities are College responsibilities and which are not.