



STUDENT HOUSING HANDBOOK 2018

LEARNING | LIVING | COMMUNITY

PTC PITTSBURGH
TECHNICAL COLLEGE

A NONPROFIT INSTITUTION

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HOUSING CONTACT INFORMATION

Pittsburgh Technical College
1111 McKee Road
Oakdale, PA 15071
www.ptcollege.edu
www.students.PTC.edu

Phone: **1-800-784-9675** or **412-809-5100**

FAX: **412-809-5121**

Emergency Alert: www.ptcollege.edu/alerts (online registration)

Public Safety: **412-809-5300** (All incoming calls are recorded for safety and security purposes)
Public Safety is available to escort you on campus from the parking lot to your building, if needed.

Maintenance Requests:

Student Portal → Resident Life → Maintenance Helpdesk (submit request)

HOUSING STAFF

Director of Resident Life
Gloria Ritchie
412-809-5126
Ritchie.gloria@ptcollege.edu

Assistant Director of Resident Life
Shane McGarvey
412-809-5210
Mcgarvey.shane@ptcollege.edu

Resident Life Office Assistant
Donna Riley
412-809-5278
Riley.donna@ptcollege.edu

RESIDENT COORDINATORS

Keystone Hall
Mike Davis, Resident Coordinator
Apartment #101
Phone: 412-216-3864
Email: Davis.MichaelW@ptcollege.edu

Independence Hall
Jaclyn Smith, Resident Coordinator
Apartment #101
Phone: 412-334-9822
Email: Smith.Jaclyn@ptcollege.edu

Steel Hall
Jaden Mauk, Resident Coordinator
Apartment #101
Phone: 412-807-8503
Email: Mauk.Jaden@ptcollege.edu

Westpointe Apartments
Corey Kranak, Resident Coordinator
Apartment #321
Phone: 412-719-4962
Kranak.Corey@ptcollege.edu

Hawthorne Apartments
Miles Bennet, Resident Coordinator
Apartment #1212
Phone: 412-215-5836
Bennett.Miles@ptcollege.edu

HOUSING COMPLEX INFORMATION

PTC ON-CAMPUS HOUSING

Emergency/After Hours: 412-809-5300 (All incoming calls are recorded for safety and security purposes)

Your new mailing address is: "Your Name" ← →
(Must be exactly as shown) 1111 McKee Road
PTC Box # _____
Oakdale, PA 15071

Your mail must be addressed exactly as shown or your mail will be returned to sender.

HAWTHORNE MANOR

Office Hours: Monday – Thursday 8:30 – 5:00
Friday 8:00 – 4:00
Weekends/Holidays Closed

Management Office: 412-788-1155
Fax: 412-788-1422
After Hours Emergency: 412-224-1010
Email: hawthorne@arbuilding.com

Your new mailing address is: "Your Name"
Apt # _____ Hawthorne Circle
Oakdale, PA 15071

MAINSTAY SUITES

Office Hours: Front Desk open daily 24 hours
Management Office 412-490-7343
Fax 412-788-6097
After Hours Emergency 412-490-7343
Email: ms-pittsburgh@concoursehotels.com

Your new mailing address is: Mainstay Suites
1000 Park Lane Drive
Room # - (Your Name)
Pittsburgh, PA 15275

WESTPOINTE

Office Hours: Monday – Friday 10:00 – 6:00
Saturday 10:00 – 2:00
Sunday/Holidays Closed

Management Office 412-787-7611
Fax 412-787-7612
After Hours Emergency 412-787-7611
Email: westpointe3000@aol.com

Your new mailing address is: "Your Name"
1000 Westpointe Drive
Apartment # _____
Pittsburgh, PA 15205

DIRECTIONS FROM PTC TO STUDENT HOUSING

PTC Student Housing Handbook

From PTC to Hawthorne Manor

**900 Hawthorne Circle
Oakdale, PA 15017
412-788-1155**

- From PTC make right onto McKee Road, travel 1 mile to stop sign
- Turn left onto Steubenville Pike
- Go approximately 1 mile and turn right onto Hawthorne Drive. (You will see a fire station on your right. If you get to the carwash, you went too far)
- Go .7 miles and turn right onto Hawthorne Circle
- Make first right into apartment area

From PTC to Westpoint Apartments

**1000 Westpointe Drive
Pittsburgh, PA 15205
412-787-7611**

- From PTC make right onto McKee Road, travel approximately 1 mile
- At stoplight, bear right at ramp onto US-22/30 East towards Pittsburgh
- Merge onto US-22/30 East which becomes PA-60 South/Steubenville Pike
- Continue on for approximately 2.5 miles and look for a McDonald's on your left
- Turn left at McDonald's onto Hightower Blvd. Continue down the hill past swimming pool
- Make the 2nd right into the parking lot directly in front of Building 1 (1000 Westpointe Drive)

Pittsburgh Technical College

1111 McKee Road
Oakdale, PA 15071
412-809-5100

From Hawthorne Manor to PTC

- Turn left out of Hawthorne Manor onto Steubenville Pike
- Travel 7/10 of a mile, turn right onto McKee Road
- Travel approximately 1 mile, turn left into PTC

From Westpointe to PTC

- Turn left onto Hightower Blvd
- Turn right onto PA-60 South/Steubenville Pike
- Steubenville Pike turns into Route 22/30 West (towards Weirton)
- Take Oakdale Exit, turn left onto McKee Road
- Travel approximately 1 mile, turn left into PTC

ON CAMPUS FIRE SAFETY PROCEDURES

FIRE SAFETY EQUIPMENT & PROCEDURES

Each on-campus residence hall is equipped with smoke detectors and all residence halls have fire alarm systems and sprinkler systems. There are also fire extinguishers available throughout each building.

If a student detects a fire, they should use the following procedures:

- Activate the nearest fire alarm.
- Evacuate the building.
- Inform the staff member on duty or Public Safety about the nature and the location of the fire. If you cannot locate the staff member on duty, any staff member will assume responsibility.
- Treat a fire alarm as though a serious condition exists. You may have no indication which is a real alarm and which is a drill. Failure to leave the building for any reason when a fire alarm goes off may result in disciplinary action.

Every Resident must abide the following procedures when a fire alarm sounds.

- Before you leave your room:
 - ✓ Turn on the overhead lights
 - ✓ Close your windows
 - ✓ Put on weather appropriate attire, including shoes
 - ✓ Carry a large towel for head and face protection against flames and smoke
- Close and lock your door as you leave.
- Evacuated students must leave the building and should stand at least 50 feet away.
- Students should not return to the building until instructed to do so by Resident Life, Campus Police, or PTC administration.

Fire Code Occupancy Limits

In order to ensure student safety in the case of fire, and in compliance with fire code, occupancies in rooms and lounges should not exceed the number of students assigned to the apartment.

FIRE SAFETY POLICY

In order to insure safety in PTC Student Housing, residents and their guests are not permitted to:

- Tamper with any fire safety equipment
- Hang any items on or block sprinkler heads
- Intentionally or recklessly cause a fire which damages or could potentially damage PTC, personal property or which causes injury.
- Failure to evacuate a PTC controlled building during a fire alarm.
- Tamper with or improperly engage a fire alarm or fire detection/control equipment while on PTC property.
- Intentionally report a fire or explosive device.
- Candles, candle warmers, and incense are not permitted in PTC Student Housing.

Anyone responsible for Fire Safety violations is subject to immediate dismissal from PTC Student Housing and/or Pittsburgh Technical College.

EVACUATION ROUTE DESIGNATIONS – ON CAMPUS

To promote a timely evacuation the following routes should be taken to ensure an effective exit flow:

- Students in the following apartments should proceed down the main stairwell (STAIRS-1) and use the main entryway, unless this exit is obstructed:
 - ✓ 101, 102, 107 & 108
 - ✓ 201, 202, 207 & 208
 - ✓ 301, 302, 307 & 308
 - ✓ 401, 402, 407 & 408
 - ✓ Once you have exited the building, proceed to the Rally Point.

- Students in the following apartments should exit down the rear stairwell (STAIRS-2) and use the side entryway, unless this exit is obstructed:
 - ✓ 103, 104, 105 & 106
 - ✓ 203, 204, 205 & 206
 - ✓ 303, 304, 305 & 306
 - ✓ 403, 404, 405 & 406
 - ✓ Once you have exited the building through the side entryway, proceed to the Rally Point.

STUDENT & STAFF SAFETY PROCEDURES

To ensure that the students and staff members of Pittsburgh Technical College remain safe and secure during emergency events the following procedure will be followed:

- If you see, smell, or hear anything that could create cause for serious concern pull the building alarm to begin evacuation procedures.
- Once you have reported the issue, leave the building immediately. Find a PTC staff member and inform them of the nature of the situation they will take control of the situation at this point.
- Once evacuation procedures have begun all residents should exit the building in a calm and orderly fashion. You should always treat every fire alarm as though a fire exists.
- Failure to leave the building for any reason when a fire alarm sounds may result in disciplinary action.
- After exiting the building proceed to the rally point in the rear of the parking lot.
- At this point, ensure that your housing unit (this includes all four roommates in the apartment) is present and/or accounted for. If someone is missing and you don't know where they are and cannot contact them, inform the Resident Assistant or Resident Coordinator as soon as they exit the building.
- **NEVER** re-enter the building once evacuation procedures have begun.
- Once the all-clear is given residents may return to the building.

*If there are any questions or concerns regarding the Evacuation Plan, Evacuation Routes or the above Safety Procedure; please contact Public Safety at **412-809-5300** (All incoming calls are recorded for safety and security purposes)*

OFF CAMPUS FIRE SAFETY PROCEDURES

FIRE SAFETY EQUIPMENT & PROCEDURES

Each off-campus PTC apartment building is equipped with smoke detectors and have fire alarm systems. There are also fire extinguishers available throughout each building.

If a student detects a fire, they should use the following procedures:

- Activate the nearest fire alarm (if available)
- Evacuate the building.
- Inform the staff member on duty or Public Safety about the nature and the location of the fire. If you cannot locate the staff member on duty, any staff member will assume responsibility.
- Treat a fire alarm as though a serious condition exists. You may have no indication which is a real alarm and which is a drill. Failure to leave the building for any reason when a fire alarm goes off may result in disciplinary action.

Every Resident must abide the following procedures when a fire alarm sounds.

- Before you leave your room:
 - ✓ Turn on the overhead lights
 - ✓ Close your windows
 - ✓ Put on weather appropriate attire, including shoes
 - ✓ Carry a large towel for head and face protection against flames and smoke
- Close and lock your door as you leave.
- Evacuated students must leave the building and should stand at least 50 feet away.
- Students should not return to the building until instructed to do so by Resident Life, Campus Police, or PTC administration.

Fire Code Occupancy Limits

In order to ensure student safety in the case of fire, and in compliance with fire code, occupancies in rooms and lounges should not exceed the number of students assigned to the apartment.

FIRE SAFETY POLICY

In order to insure safety in PTC Student Housing, residents and their guests are not permitted to:

- Tamper with any fire safety equipment
- Hang any items on or block sprinkler heads
- Intentionally or recklessly cause a fire which damages or could potentially damage PTC, personal property or which causes injury.
- Failure to evacuate a PTC controlled building during a fire alarm.
- Tamper with or improperly engage a fire alarm or fire detection/control equipment while on PTC property.
- Intentionally report a fire or explosive device.
- Candles, candle warmers, and incense are not permitted in PTC Student Housing.

Anyone responsible for Fire Safety violations is subject to immediate dismissal from PTC Student Housing and/or Pittsburgh Technical College.

HEALTH RESOURCES

PTC STUDENT COUNSELING assistance program is available on-site:

24/7 Hotline or to schedule an appointment: 800-647-3327

PTC Office – Room #305: Monday – Friday 10:00 am – 2:00 pm
(Days & times are subject to change)

This program is here to help you be more successful at home and school. Life Solutions provides an on-site counselor to provide confidential support around a wide range of issues such as:

- Anxiety/Depression
- Self-Esteem Difficulties
- Depression
- Relationship Issues
- Time Management
- Addiction

The following services can also be coordinated through the on-site counselor:

- Referral to community resources
- Free 30 minute consultation with a financial professional for issues such as budgeting and credit
- Free 30 minute legal consultation and up to a 25% reduction in attorney fees after consultation
- Access to Beating the Blues US, an online program to help manage stress and anxiety

ULIFELINE

www.ulifeline.org

Student Portal > Resident Life > Local Resources > Healthcare

ULifeline is an anonymous, confidential, online resource center, where college students can be comfortable searching for information they need and want regarding mental health and suicide prevention. ULifeline is available in the Student Portal under “help”.

RESOLVE

www.upmc.com/resolvecrisis

888-796-8226

Resolve is a crisis counseling service.

GREENBRIAR TREATMENT CENTER

www.greenbriar.net

800-637-4673

PITTSBURGH ACTION AGAINST RAPE

www.paar.net

866-363-7273

WOMANS PLACE (Domestic Violence)

www.womansplace.org

866-202-5573

HOSPITALS & CLINICS

Ohio Valley Hospital: 412-777-6161

St. Clair Hospital: 412-942-4000

Sewickley valley Hospital: 412-741-6600

Med Express: 412-787-3508

CVS Minute Clinic: 412-788-39965

UPMC Urgent Care: 412-788-1002

MOVING IN

Living space is reserved and assignments are made based on the date you pay your Housing Deposit.

Housing Deposit must be paid and all Housing forms on the PTC Dashboard must be completed prior to your receiving keys to move in.

Housing assignments are mailed out approximately 2 weeks prior to start date.

You will be notified of the move in date and time. Apartment keys can be picked up on your designated move in day at the main campus. Housing Deposit must be paid and all your Housing forms completed before you will be given keys to move in.

Internet, Cable, and Utilities are included in PTC Student Housing. Please do not attempt to transfer, turn off/on, or make any changes to these services. Upgrades and/or changes are not permitted. Do not move equipment. Report any utility issues or missing equipment problems to the Resident Life Department.

Upon move in, please complete the Apartment Condition Report and return to the Resident Life Department on Level 3 of the main building. You should report any damage or maintenance issues.

Maintenance Requests: Student Portal → Resident Life → Maintenance Helpdesk (submit request)

All PTC students must register their vehicle to receive a tag for parking at PTC. Tag must be hung from your mirror when parked at PTC. Vehicles without a valid parking tag will be ticketed, and/or towed at the owner's expense.

Students should register their vehicles through the MyPTC Portal.

You must register online before you can pick up your Parking Tag at Reception Desk when you move in.

Please note that only On-Campus residents are permitted to park in the lots near the Resident Hall buildings. All On Campus Resident parking tags require an additional sticker that permits you to park in the Resident Hall parking lot near the building. All guests and visitors should park in the main upper main lot.

Be sure to read and follow the Parking Regulations on Page 13.

Prompt removal of all packaging materials and debris used in moving is your responsibility. The cost of removal and disposition will be charged against your security deposit. **A fee of \$250.00 each piece will be charged for removal of appliances left in apartment (TV's, computers, refrigerators, etc.)**

Do not move the cable/internet modem, it is the property of PTC. You will be charged \$50.00 for each piece of equipment removed from apartment.

MOVING OUT

Upon vacating PTC Student Housing you must do the following:

- If you graduate, go on internship, withdraw, take a leave of absence, or are dismissed; you must leave your Housing unit within 24 hours.
- Contact the Resident Life Department at least 1 week before you move out to complete paperwork and receive move-out information and key envelope.
- Update mailing address:
 - ✓ **Hawthorne & Westpointe:** Fill out a Change of Address card with the US Postal Service. This can be done online at www.usps.com (for a minimal fee)
 - ✓ **On Campus:** You **cannot** submit a Change of Address card to change your address. You must notify each individual sending you mail (employer, bank, credit cards, parents, etc) of your new address. If you are having your mail forwarded On-Campus, you must cancel the forwarding order and submit a new one (forms can be obtained in the mailroom).
- **Do not remove the cable/internet modem, it is the property of PTC. You will be charged \$50.00 for each piece of equipment removed from apartment.**
- Clean the apartment, especially the kitchen and bathroom. This includes all appliances and equipment. Please DO NOT turn off the refrigerator, but DO empty it of all contents.
- Move all personal items out of apartment.
- Lock all windows and doors as you leave for the final time.
- Return all keys to the Resident Life Department by 5:00 pm on your move-out date. Charges for keys that are not returned or are lost are as follows:
 - ✓ Student ID \$10.00
 - ✓ Apartment or Room Key \$25.00
 - ✓ Building Key (Hawthorne) \$25.00
 - ✓ Mailbox Key \$15.00
 - ✓ Cable/Internet Modem \$50.00 each
 - ✓ Parking Pass \$5.00

MOVE OUT INSPECTION PROCEEDURE: Students must schedule an appointment with a Resident Coordinator to inspect your apartment/room prior to leaving. Students must be present during the inspection and return all PTC issued keys, ID's, and parking pass to avoid any additional charges.

PERSONAL PROPERTY: Please be aware that PTC cannot be responsible for the safekeeping to value of any items or personal property, including furniture and electronic equipment, left in your apartment after you have moved out. Items uncovered during inspection, cleaning and repair of your unit will be removed and discarded; any associated expenses will be charged against your Housing deposit. Additional charges in excess of your deposit will be billed to you.

APPLIANCE REMOVAL: You will be charged \$250.00 each piece for removal of any appliances left in the apartment (TV, computer, mini fridge, etc.)

TRASH REMOVAL: Please be sure to properly dispose of trash before you leave the apartment. There will be a charge of \$25.00 per bag for trash removal.

SECURITY DEPOSIT: Security Deposits will be processed and returned accordingly within 60 days after you return your keys. Any fines or damages accessed while in PTC Student Housing will be deducted from your Security Deposit. If the family or student has established a payment schedule for educational expenses, the School reserves the right to apply any Housing Deposit to the outstanding balance. All students are charged a \$50.00 Maintenance/Upkeep fee. Security deposits are non-refundable in the event of a breach of the Housing Agreement.

PARKING REGULATIONS

All PTC students must register their vehicle to receive a tag for parking at PTC. Tag must be hung from your mirror when parked at PTC. Vehicles without a valid parking tag will be ticketed, and/or towed at the owner's expense.

Students should register their vehicles through the MyPTC Portal.

You must register online before you can pick up your Parking Tag at Reception Desk when you move in.

Student Parking at On Campus Resident Halls:

All On Campus Housing student tags require an additional sticker on their tag which allows you to park in the Residence Hall parking lot near the buildings. Vehicles without a valid Parking Tag with On Campus Sticker will be ticketed, and/or towed at the owner's expense.

Hawthorne & Westpointe (Off-Campus) Parking:

Free parking is available at Hawthorne and Westpointe Apartments. Parking rules and regulations of each complex must be followed. You must also register your vehicle for a Parking Tag while parked at PTC. Residents of Hawthorne & Westpointe must park in the upper school parking lot only (NOT in the Visitor's Lot or the On Campus Residence Hall Lot).

Guest Parking:

Guests in On Campus Residence Halls are permitted to park in the upper school parking lot only.

Guests in On Campus Residence Halls are **not** permitted to park in the lot around the apartment complex.

Guests of Hawthorne & Westpointe must follow the rules & regulations of each Complex.

Parking Fines:

Parking Fines: \$25.00 and up – Not to exceed \$300.00

Fire/Danger or Illegal Parking in Handicapped Zone: Up to \$300.00

Fines must be paid within 5 days of receipt (fines over \$10.00 that are paid within 5 days will receive a \$10.00 discount). Fines can be paid in the Resident Life Department on Level 3 of the main building.

Parking is not permitted in the Visitor's Parking lot at any time. Unauthorized vehicles will be tagged, fined, and/or towed at the owner's expense.

Note that by receiving a parking permit and bringing a motor vehicle onto campus, the recipient of the parking permit agrees that the Director or Resident Life, any Resident Life staff member, or Public Safety Personnel may have access to the permitted vehicle at reasonable hours (day or night) to determine if there is, or has been, a violation of any school policy or Local, State, or Federal law which has occurred in the vehicle.

Based upon the seriousness of the offense, PTC has the right to revoke any Parking Tag.

Public Safety is available to escort you on campus from the parking lot to your building if needed: 412-809-5300

Honesty, consideration, respect, and compromise are the keys to living with your roommates. The following will be helpful as you establish your living arrangements.

Your Rights as a Roommate:

- The right to read and study free from interference in your room.
- The right to sleep at a reasonable hour without disturbance from noise, guests, and roommates.
- The right to a clean living environment.
- The right to expect that your roommates will respect your personal belongings.
- The right to free access to your apartment without pressure from your roommates.
- The right to personal privacy among roommates.
- The right to be free from fear of physical and/or emotional harm.

If you remember to communicate and respect each other, most problems are easily solved. Having roommates is one of the greatest experiences of living at PTC Student Housing.

Living with Others: A Challenge

While growing up, most of us lived with people very much like us – our families. Living in PTC Student Housing is very different from living with your immediate family. You may not know your roommates very well. You may come from different parts of the country, or even different parts of the world. Your roommates may have different cultures, religions, habits, lifestyles, and customs. While these new experiences may initially seem strange or intimidating to you, they may also offer unique opportunities for greater understanding of others, more effective ways of communicating, and new avenues for personal growth. Living with roommates provides practical preparation for today's worldwide workforce as technology allows for interaction with people with diverse lifestyles, customs, and ways of communicating.

Not getting along with your roommates? Try this:

Talk to your roommates: If you do not tell your roommates that they are doing something that bothers you, how will they know to stop? It may be hard to approach your roommates, but talking will move the problem toward a resolution. If you remain silent, your roommate will likely read your annoyance at a behavior as animosity toward them, further complicating the problem.

Mediation: Mediation is a process where all parties involved in a dispute agree to meet with a third party who listens to all sides of the dispute and attempts to help the parties reach an agreement among themselves. To arrange mediation, contact a member of the Resident Life Department.

CHANGING APARTMENTS:

ALL apartment/room changes MUST be approved by the Assistant Director of Resident Life and Financial Aid PRIOR to moving. Unauthorized apartment/room changes will not be tolerated.

As a general rule, there will be no apartment changes during the first two weeks of a new class. Students may get Apartment Change Request Forms from the Resident Life Department. Unauthorized changes will not be tolerated. When a student requests an apartment change, it must be submitted to the Resident Life Department. After reviewing the available spaces, a Resident Life staff member will make the apartment assignment. PTC reserves the right to cancel or deny a housing agreement to a student or change the assignment of a student, if the student engages in any of the following behaviors:

- Disregards the rights of other residents
- Jeopardizes the safety and/or well-being of other residents
- Disrupts the residential environment
- Violates any school policy

The Resident Life Department makes all apartment assignments and **reserves the right to make apartment changes as it deems necessary**, including consolidating students as vacancies occur.

HOUSING COMMITMENT

At PTC our mission is to promote an atmosphere conducive to growth and learning. Specific obligations must be met by you, your roommates and the personnel of PTC. You are expected to observe all policies of PTC including Resident Life Rules and Regulations, Institutional Policies, Student Code of Student Conduct, Administrative and Disciplinary Procedures, and Title IX regulations as stated in this handbook. Violations of the policies detailed in the following pages may subject you to discipline.

You must read and understand the Housing regulations, policies, and procedures contained in this handbook as they apply to you while you are a student at the School and resident in PTC Student Housing.

Conduct by you or your guests in the Housing Unit, the building or on the grounds, which is in violation of School policies, the Housing regulations, or which is otherwise unlawful, dangerous, or unduly disturbing to other tenants is a violation of your Student Housing agreement for which the School may in such cases subject you to discipline, including fines, probation, or termination of your residency in PTC Student Housing, or dismissal from the School. The procedures in this handbook will be followed.

USE OF YOUR HOUSING UNIT

The Housing Unit and common areas shall be used for residential purposes only and shall be occupied only by residents under a Student Housing Agreement. The Housing unit shall be used so as to comply with all state, county, and municipal laws and ordinances. You shall not use the Housing Unit or permit it to be used for any disorderly or unlawful purpose or in any manner so as to interfere with other residents or building occupants quiet enjoyment of their Housing Unit. You may not conduct, or allow others to conduct, business out of your housing unit.

VIOLATIONS – See Student Code of Student Conduct (page 26)

Since you share control and access to the Housing Unit, you will be held jointly responsible with your roommates for rule and policy violations, unless it can be determined who is responsible. Therefore, you should report to the Resident Life Department any violations which occur or are occurring in the Housing Unit. You may not engage in disorderly, unethical, unlawful, unsafe, violent, or immoral conduct in the housing unit. You may not engage in any behavior in the housing unit, the building, or the grounds that indicate your inability to adjust to group living.

VIOLATIONS MAY RESULT IN FINES, PROBATION, REMOVAL OF GUEST PRIVILEGES, CHANGES IN HOUSING ASSIGNMENT, AND/OR DISMISSAL FROM PTC STUDENT HOUSING AND/OR SCHOOL.

NONDISCRIMINATION POLICY

PTC affords every student all rights, privileges, programs, and activities generally accorded or made available to students at PTC. PTC does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information, or any other protected category under applicable local, state or federal law in the, admission of its students, hiring of its employees, administration of its educational programs, policies, activities, employment, scholarship, grant, and loan programs, placement services, housing, and other PTC administered programs and offerings.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance, may contact PTC's Director of Human Resources for more information:

Nancy Sheppard, SPHR; Director of Human Resources (Title IX Coordinator); 1111 McKee Road, Oakdale, PA 15071; 412-809-5311; 800-784-9675; sheppard.nancy@ptcollege.edu.

RULES AND REGULATIONS

ACCESS

The Resident Life staff or building personnel will have access to your apartment at any time to check for cleanliness, damages or a violation of any school policy, housing regulation, or local, state, or federal law. PTC personnel or appropriate apartment management may enter your apartment at reasonable hours to make any necessary repairs, or at any time to make emergency repairs.

The Apartment Complex will not provide access to enter your apartment in your absence unless you give written authority to the Management Office. The only exceptions are emergencies and required maintenance work, at which times they will still attempt to give you notice before authorizing Apartment Complex personnel to enter your apartment.

ALCOHOL

Alcohol is NOT permitted on any PTC Student Housing property. This includes the use of, being under the influence, possession, sale or distribution of alcoholic beverages or paraphernalia. Any individual on PTC property who is visibly intoxicated will be reported to the proper authorities. Students are not permitted to decorate apartments with alcohol cans, bottles, bottle caps, party balls, kegs, or any other type of alcoholic containers.

AMENDMENT

The School may amend any of these rules, and to make such other and further reasonable "Rules and Regulations" as in its judgment may from time to time be needed. When amended, or when new "Rules and Regulations" are made, when they are posted, given to you or notice thereof published, they shall have the same force and effect as if in effect at the date of your Student Housing Agreement.

APARTMENT USAGE

The apartment shall be used for residential purposes only and shall be occupied only by residents under a Student Housing Agreement. The apartment shall be used so as to comply with all State, County, and Municipal laws and ordinances. You shall not use the apartment or permit it to be used for any disorderly or unlawful purposes or in any manner so as to interfere with other residents or building occupants' quiet enjoyment of their apartment. See also: Disturbances and Noise

APPLIANCES/FIXTURES

Apartments are equipped with refrigerator, stove/oven, microwave oven, dishwasher and garbage disposal, as well as standard bathroom fixtures. No major appliances of any kind may be installed within the apartment, building, or any storage area without the School's consent.

- Dishwashers should not be overloaded. Use only detergents made for automatic dishwashers.
- Students are permitted to have their own mini-refrigerator, which may not exceed 4.3 cubic feet.
- Only toilet paper should be flushed in toilets.
- Notify management of all difficulties with the proper use of your appliances.
- Always run cold water into the garbage disposal when it is in operation and limit usage to the disposal of soft food items. Items such as bones, coffee grounds, seeds, corn husks & cobs, etc. should be bagged and put in the garbage receptacle. If the disposal stops working, let it rest with the power off for approximately 30 minutes, then press the re-set button located on the side or base of the disposal motor. This should start the disposal.
- **A removal fee of \$250 each will be charged for any appliances left in apartment** (TV, computer, mini-fridge, etc).

Misuse or abuse of appliances and fixtures by you or guests is your responsibility to repair. There is a charge for misuse of any electrical appliances in the apartments.

APARTMENT ASSIGNMENTS

The Resident Life Department makes all apartment assignments and reserves the right to make apartment changes as it deems necessary, **including consolidating students as vacancies occur.** Unauthorized moves will not be tolerated.

BALCONIES

You are not permitted to paint the floors, ceilings, and/or railings or install fencing or screens on balconies. Only outdoor furniture is permitted on balconies. No trash, clothes, towels, bird feeders, etc. are to be placed on the balcony. A fine of \$25.00 for garbage placed on balconies can be levied by the Resident Life Department.

For your safety and welfare, the Fire Marshalls **PROHIBIT BARBECUING ON PATIOS OR BALCONIES**. Please be advised that violations are subject to a fine.

Do not throw cigarette butts off the balcony. If you smoke, please dispose of the butt in a safe manner. Do not sit on balcony railings. The railings are not built to support body weight. Please keep door locked for your safety.

BREAKS

Students are expected to vacate the apartments over the **July Break period only**. You must give written notice to the Resident Life Department for permission to remain in Student Housing over the July Break if you are unable to vacate your apartment. You can leave your possessions in the apartment during this time, however, you must follow the instructions as to how to store your possessions so that we have access to the apartment for cleaning and maintenance.

BUS TRANSPORTATION

The following are Rules of Conduct for students on the PTC Shuttle Bus:

- Remain seated while bus is in motion
- Listen to driver at all times
- Use proper language and keep voices at a low level
- No physical or verbal altercations
- Keep all body parts inside the bus
- No smoking or flammable materials (includes e-cigs and vape)
- Keep objects from becoming airborne
- No eating or drinking on the bus
- Display good manners & consideration to fellow students and drivers
- Keep aisle clear

Drivers have orders to report all violations to the Resident Life Department. Misconduct will result in loss of bus privileges.

CANDLES & INCENSE

Candles, candle warmers, and incense are fire hazards and are **NOT PERMITTED** in the apartment at any time, even for display purposes. Students can be fined for candle and incense possession.

CARPET

You are responsible for the cost of damages and/or cleaning/shampooing the carpets in the Housing Unit. Damage to carpet from whatever cause shall be charged to you.

CHANGES IN THE HOUSING UNIT

You may not remodel, structurally change, paint, or remove fixtures from the Housing Unit.

CLEANING

The Housing Unit must be kept in clean and orderly condition. Prior to vacating the Housing Unit, you must clean the entire Housing Unit, including the range, refrigerator, bathroom, kitchen, closets, cabinets, floors, and remove all debris and rubbish. If the Housing Unit is not cleaned when vacated, you must pay for all expense of cleaning, in accordance with a schedule of charges. **There is a \$25.00 per bag charge for trash removal. There is a \$250.00 per piece charge for disposal of any appliances left behind** (TV, computer, mini-fridge, etc).

COMMON AREAS

All common areas, including but not limited to parking lots, stairwells, courtyards, clubrooms, and pool areas must be kept clear at all times of any trash, refuse, and any other obstructions. All items left unattended in the common areas may be removed and disposed of by the Apartment Managers or PTC without notification to the owner.

Common areas are for the use and enjoyment of all residents at the community. Any resident, occupant and/or guest conducting themselves in an unreasonable and/or offensive manner shall be subject to removal from the common areas and such conduct shall further constitute a breach of the Housing Agreement.

CONTACTS WITH FAMILY

You agree that the Resident Life Department may contact your parents or guardians with reference to anything that occurs in or around the apartment or any violation of school policy.

DAMAGE BY FIRE OR CASUALTY

If the Housing Unit is made uninhabitable by fire or other casualty, the Student Housing Agreement shall be terminated.

DAMAGE TO HOUSING UNIT AND/OR COMMON AREAS

You shall be responsible for and pay the cost of repair of any damage, beyond normal wear and tear, no matter who caused the damage.

The following shall be considered damage to the Housing Unit or building for which you are responsible: Damaged or missing furniture, breakage of windows, screens, mirrors, fixtures, glass enclosures, appliances, and garbage disposal; clogging of disposal and plumbing fixtures, excessive wall holes caused by hanging pictures, plants, etc., burned torn or stained areas in carpeting or resilient flooring; application of self-adhesive mirrors, cork wall covering, or paint to walls or ceilings; missing or burned out light bulbs, failure to return all keys, and all other physical damage beyond ordinary and reasonable wear and tear. No additional large furniture is permitted in the Housing Unit.

All students of an apartment/building will be billed equally for the cost of repairs to their apartment or common areas. In the event a student is solely responsible for damage and acknowledges the responsibility, he or she will be billed individually for the damage.

DECORATIONS - ALTERATIONS

You must obtain permission from PTC Resident Life before making alterations of any kind to your apartment.

- It is permissible for you to hang pictures, mirrors, or similar decorations on walls in the apartment, but picture hangers should be used.
- No adhesive back mirrors are to be attached to the walls/doors.
- You must utilize the telephone outlets already in your apartment. The Apartment Manager and Director of Resident Life must approve any additional wiring.
- No wallpaper may be put on the walls.
- No waterbeds in the apartment.
- No signs, exterior lights, or markings may be displayed in windows or on apartment doors.
- No awnings or other projections attached to the outside walls of the building of which the apartment is part.
- Lighting Fixtures – Use the correct light bulb wattage for each outlet. Colored bulbs, black lights, or halogen lights are not permitted in your apartment.
- Candles, candle warmers, and incense are not permitted in your apartment.
- You are not permitted to decorate with any alcohol containers.

DISMISSAL - LEAVE OF ABSENCE - WITHDRAW

If you withdraw from PTC/Student Housing, are dismissed from PTC/Student Housing, or take a Leave of Absence, you must leave your apartment within 24 hours, and your financial obligations will be the following:

- You will pay your housing charges to the end of the current quarter
- You will forfeit your security deposit
- You will be charged a termination fee of \$500.00 for each full quarter remaining in the term of this Agreement (you are in a one-year agreement).

DISTURBANCES & NOISE

Residents shall not make or permit disturbing noises or other disturbing acts in the apartment nor permit the same by family, guests, servants, employees, agents, visitors, nor permit anything by such persons that will interfere with the rights, comforts, or convenience of other residents.

- All apartment doors must be closed at all times.
- Recreational items such as pool tables, ping-pong tables, and other miscellaneous recreational equipment are not permitted in the apartments.
- Residents shall not play, operate, or permit to be played or operated any musical instrument, stereo, television, radio or other electronic device in the apartment or on adjoining property that disturbs others. If there is a continued problem with loud noises coming from the housing unit, the owner of the equipment will be asked to remove it permanently. Continued violation of this policy will result in immediate eviction from the apartment.
- No music or voice lessons may be given in apartments.
- No amplified instruments or amplifiers kept within the apartment.
- No stereo speakers are permitted on the balcony or terrace.
- No babysitting is permitted in your Housing Unit.
- You may not conduct or allow others to conduct business out of your Housing Unit.

Remember, your holiday may be your neighbor's work day. Respect the needs and rights of those around you, and they will do the same. If other residents disturb you because of noise, please inform the Resident Coordinator immediately.

EXTERMINATION SERVICES

Contact your Resident Coordinator if your apartment is in need of extermination services.

FAILURE TO VACATE

In the event your residency is terminated for any reason and you remain in the Housing Unit, the School shall have the right to physically remove you and your possessions from the Housing Unit and take any other such steps whatsoever which are appropriate to regain possession of the Housing Unit.

FURNITURE

Additional large and/or upholstered furniture is not permitted in PTC Student housing. Waterbeds, pool tables, ping pong tables and space heaters are also not permitted in PTC Student Housing. Please check with the Resident Life Department before bringing additional furniture into the apartment.

GAMBLING

Gambling is strictly prohibited by the laws of the State of Pennsylvania.

GARBAGE & TRASH

Areas are designated for garbage and trash disposal. A large container is provided by the complex. After using, be sure to replace its lid. Do not place refuse on the ground around the container. No trash is to be stored on balconies. You will be charged for trash removal, trash left in apartment, or trash not disposed of properly. **A charge of \$25.00 per bag will be assessed. A \$250.00 charge for appliances left behind for disposal (TV, computer, mini-fridge, etc).**

GUESTS

With the consent of others sharing your Housing Unit, you may entertain occasional guests, not to exceed 2 per resident at any time; and not to exceed 3 guests per Housing Unit at any time. Occasional overnight guests are permitted only in Housing (NOT Interim Hotel Facilities) with consent of all others sharing your Housing Unit for no more than 2 consecutive nights.

- Guests must be 18 years of age or older
- You are responsible and liable for the conduct of your family and guests while they are on PTC property
- You must accompany your guests at all times
- Your guests are not permitted in your housing unit unless you are present
- You are responsible to insure that your guests follow all rules and regulations set forth by PTC
- Do not give your guests your ID card or keys to your housing unit
- Students issued a Trespass Notice are not permitted on any PTC Housing facility
- You are not permitted to babysit in your housing unit
- Any unauthorized person living in your housing unit will be evicted immediately and you will be charged \$100.00
- Guests are not permitted to visit and stay in your apartment over Breaks

Resident students who violate this policy will be subject to conduct sanction up to and including dismissal from PTC Student Housing.

HAZING

Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report those acts may also violate this policy. Hazing is strictly prohibited.

HOUSING VIOLATION FINES – SCHEDULE

Residents are required to pay all fines and charges issued by the Housing Staff within 30 days of receiving them. The following fines and charges apply:

✓ Lock-Out Charge	\$10.00 & Up
✓ Trash Removal	\$25.00/bag
✓ Alcohol Fine	\$50.00 & Up
✓ Quiet Hours/Candles/Incense/Trash on Porch/Patio	\$20.00 & Up
✓ Pets (other than fish)	\$50.00
✓ Unauthorized person living in Housing Unit	\$100.00
✓ Smoking (see Smoking Section)	

Additional fines may be applied. In all other cases, the amount of any fine assessed shall not exceed \$500.00. Disciplinary action may be appealed to an Appeals Board.

HOUSEKEEPING

Your apartment is your home, and it is necessary to properly care for your home during your stay. Here are simple guidelines to follow:

- Keep bathroom, kitchen and appliances clean
- Use cutting boards NOT countertops
- Vacuum carpeting weekly and clean spills immediately
- Clean bathroom and kitchen floors weekly
- Run garbage disposal daily
- Dispose of trash daily
- Store all food securely wrapped in proper containers

You will be charged for any cleaning or damages you are found responsible for. Please keep your apartment clean and report any damages or maintenance issues immediately.

PTC reserves the right to employ an outside cleaning service if housekeeping standards are not met. Students are given 24-hour notice to rectify apartment conditions before a cleaning service is employed. If a cleaning service is called, students are responsible for all charges.

ID CARD

You must have your PTC ID Card with you at all times. ID card replacement is available at the Campus Store for a charge of \$10.00.

ILLEGAL SUBSTANCES

Possession, common possession, use, distribution, or sale of any narcotic, dangerous drug, controlled substance, or paraphernalia, which is not legally prescribed to the individual involved, is strictly prohibited. Suspected violators will be reported to the Resident Life Department.

Students may also be subject to criminal prosecution for violation of drug laws. Any student found responsible for participating in the sale or distribution of marijuana, or other drugs, may be dismissed from PTC for a first violation. Students will be held accountable for the conduct of their guests.

INSPECTIONS

Move-In: Upon moving in, please inspect your apartment for damages. Report any damages or maintenance requests to the Resident Life Department.

Apartment Change: Students must schedule an appointment with the Assistant Director of Resident Life to request a room or apartment change. Instructions will be given based upon each request. Students are not permitted to move with approval.

Move-Out: Students must schedule an appointment with a Resident Coordinator to inspect their room/apartment prior to leaving. Students must be present during the inspection and return all PTC issued keys, ID's, and parking passes to avoid additional charges.

A representative from PTC may inspect your apartment at any time to determine housekeeping habits and damages to your apartment. Costs to repair any damages to the apartment will be paid out of your security deposit. **ALL RESIDENTS ARE EQUALLY RESPONSIBLE FOR DAMAGES (unless the responsible person is determined).**

INSURANCE - LIABILITY

YOU are responsible for all damage caused by you and your guests to the Housing Unit, the building, and all personal property of the Housing Unit or building. You are responsible to carry insurance to protect yourself and your property. **YOU waive any right to make claim against the School for any personal injury sustained or loss or damage to any property, caused for whatever reason.**

INSURANCE (Personal Property)

Apartment Management and PTC carry Liability and Fire Insurance to protect itself, its employees, and its property. It is the responsibility of student residents to obtain similar insurance for their own protection and that of their personal property.

We suggest you contact your insurance agent to discuss a Tenant and Homeowner Policy, which we understand is a comprehensive policy covering liability protection, personal property, accidental overflow of water, plus other items of coverage.

Many student residents are covered under their parent's Homeowner's Insurance Policy. Please contact your insurance agent for confirmation of coverage. Flyers are available in the Housing Department.

College Plus: Personal Property Insurance

WORTH AVE. GROUP

1-800-620-2885

<https://www.worthavegroup.com/product/college-student-insurance/>

INTERNET - CABLE

PTC provides Internet and Basic Cable service through Comcast. **NO CHANGES OR UPGRADES ARE PERMITTED TO YOUR CABLE/INTERNET SERVICE.**

To report problems: Contact your RC for information.

DO NOT remove the cable/internet modem; it is the property of PTC. A \$50.00 charge will be assessed for any modems removed from your apartment. **Do not relocate modems from room to room.**

KEYS - DOOR LOCKS

Upon moving in, you will receive 1 or more keys depending on your housing assignment.

Student ID:	To access your building On-Campus or Westpointe and suites On-Campus
Apartment Key:	To access your apartment at Hawthorne or Westpointe
Room Key:	To access your bedroom On-Campus.
Building Key:	To access your building only at Hawthorne.
Mailbox Key:	To access your apartment's mailbox only at Hawthorne and Westpointe

You are not permitted to share or let anyone else use your keys or ID card for access. You are not permitted to use anyone else's keys or ID card for access. You are not permitted to make duplicates of these keys. Any lost keys or ID's should be reported to Resident Life. **Remember to always lock your apartment door.**

You are strictly prohibited from changing or in any way altering locks installed on the doors of the Housing Unit. Resident Life Staff and Apartment Managers must have all keys to apartments in order to perform routine work orders and to handle emergency situations. **NOTE: Hawthorne and Westpointe Apartments do not permit personal locks to be installed in their apartments.**

Any friend, family member, or vendor who requires access to your apartment during business hours will be admitted only with written permission from the resident.

You will be charged for lost keys and/or keys not returned when you vacate the apartment. In the event you shall require services for opening the Housing Unit, you will be assessed a charge of \$10.00 for each occurrence.

LIGHTING

Halogen lights are not permitted in PTC Student Housing.

LOCK-OUTS

In the event that you are locked out of your apartment, call **PTC Emergency Line: 412-809-5300 (All incoming calls are recorded for safety and security purposes).**

Excessive requests will be assessed a \$10.00 charge for this service.

MAIL

You can receive mail at your apartment address. Mail must be addressed properly. You cannot use the school's address for your personal mail.

Off Campus: Each resident mailbox number corresponds with your apartment number.

On-Campus: You will be assigned a Box # which to receive mail while you reside in PTC On-Campus Student Housing. You must use the PTC Box # as your mailing address. Items not addressed properly will be returned to sender.

MAINTENANCE CALLS

To provide both routine and emergency maintenance service, the College and the owner retain passkeys to all Student Housing Units. A service request will be answered in a reasonable time. In case of routine maintenance, the owner endeavors to give prior notice of entry. The owner and the College shall have the right of access to the Housing Unit by use of key for such purposes without being liable to prosecution or damages.

MAINTENANCE - SERVICE REQUESTS

Maintenance requests can be made online. You can request maintenance from your RC or report issues to the Housing Department on Level 3.

Maintenance Requests: Student Portal → Resident Life → Maintenance Helpdesk (submit request)

MOVE REQUESTS

All apartment/room changes **MUST** be approved by the Assistant Director of Resident Life and Financial Aid prior to moving. Unauthorized moves will not be tolerated.

NO WAIVERS

Failure of the School to insist upon strict compliance with the Student Housing Agreement or these housing Regulations shall not constitute a waiver of any violation.

NOTICES

Any notice required between you and the College shall be in writing and shall be deemed to be given if delivered personally or mailed by registered or certified mail (a) if to you, to the Housing Unit; (b) if to the College, to the Resident Life Department, 1111 McKee Road, Oakdale, PA 15071.

PEEP HOLES

The front door of each apartment is equipped with a peep hole. As a safety precaution, you are encouraged to utilize this before opening the exterior door.

PETS

Residents are permitted a small (5 gallon or less) fish tank containing fish only. You are not permitted to have spiders, snakes, lizards, cats, dogs, birds, or other pets in your Housing Unit.

PLUMBING

Toilets, basins, etc, may not be used for any other purpose other than for which they were designed, nor shall any sweepings, rubbish, rags, or any other improper articles be thrown into same. The electrical system shall not be overloaded. Any damage resulting from misuse of these facilities shall be corrected at your expense.

PROPERTY OF OTHERS

You are not permitted to use anyone else's property without their prior permission. You may not misuse, steal, abuse, or destroy School property or the property of another student or guest.

QUIET HOURS

In order to be courteous to your roommates and other complex residents, the following Quiet/Courtesy Hours are to be observed: 10:00 pm – 9:00 am

RECREATIONAL AREAS

You must abide by the "Rules and Regulations" established for use of swimming pools and any other recreational facility provided by the owner. You agree to pay any charges established by the owner for use of recreational areas. Any such facilities or areas shall be used wholly at your risk.

SEARCH & SEIZURE

PTC reserves the right to conduct warrantless searches and inspections of any student's room/apartment or seizure of any prohibited personal property that is located in the apartments, buildings, or outside areas. Resident Life Staff members may conduct searches in order to protect and secure the rights, privileges, and property of students, roommates, neighbors, and the apartment complex. Searches and seizures will not be conducted unless there is reasonable cause for doing so. Property seized will be held until the end of the quarter and returned, if property is not illegal.

SERVICE/ASSISTANCE ANIMALS

PTC's Service/Assistance Animal Policy can be found:

Student Portal → Resident Life → Resident Life Policies → Service & Assistance Animal Policies

SIGNS

You may not display any signs, exterior lights, or marking on the Housing Unit. No awning or other projections shall be attached to the outside walls of the building of which Housing Unit is a part.

SMOKING

PTC Student Housing is 100% non-smoking. Smoking areas are designated as follows:

- **On-Campus:** Behind Steel Hall and the smoking shelter outside Level 2.
- **Hawthorne:** On the balcony with suitable ash container.
- **Westpointe:** Behind Building 1000.

Violators will be subject to judicial sanctions, fines and/or cleaning charges. Resident students are accountable for the behavior of their guests. In other words, if you or your guest smokes inside of a PTC apartment building, you will be considered to be in violation and subject to the below charges, fines, and sanctions:

You will be charged \$100.00 fine and required to complete Judicial Educator Modules. You will also be charged for any cleaning/painting costs incurred as a result of smoking in your apartment. Multiple violations may result in your dismissal from PTC Student Housing.

Smoking and the use of other tobacco products, including chewing tobacco and vapor/electronic cigarettes (vape pens), are not permitted inside any PTC facility or PTC Student Housing location.

SOLICITING

Soliciting is strictly forbidden. You must notify the Housing Office if a solicitor appears, and appropriate action will be taken.

STORAGE

No items are to be stored on balconies, terraces, or in hallway areas. These represent a violation of the Township fire code. Residents will be charged for the removal of such items and must claim them within 30 days, if they are so removed. Gasoline, propane, and other flammables are prohibited.

SWIMMING POOL

It is the responsibility of all residents and their guests to observe and abide by all pool regulations established by Allegheny County and the Apartment Complex and posted at the pool's entrance. Available dates and times are posted at each complex.

Swimming Pool Rules

- For health and safety reasons, children under the age of 12 must be accompanied and supervised by a parent, guardian, or legal custodian at all times.
- Residents must accompany their guest to the pool and fitness center at all times. There may be a charge for guests.
- Please wear only swim attire to the pool. No cutoffs or thong bathing suits.
- No pets or glass objects are permitted in the pool area. This provision does not apply to animal aids used by handicapped persons.
- Alcoholic beverages are not permitted in the pool area at any time.
- The pool will be closed during inclement weather or if a lifeguard is not on duty.

TATTOO EQUIPMENT

Tattoo equipment is not permitted in PTC Student Housing.

UTILITIES

Gas, electric, water, sewage, local phone service, basic cable, and basic cable internet are included in your Housing costs. **Do NOT transfer any utilities into your name or make any changes in service.**

UTILITY OUTAGES

Contact PTC Public Safety at 412-809-5300 (**All incoming calls are recorded for safety and security purposes**)

WALKWAYS – ENTRANCES - LAWNS

Sidewalks, driveways, walkways, public lawns, entrances, hallways, stairs, and other public areas shall not be obstructed or used for any purpose other than ingress and egress to and from your Housing Unit. Leaving bicycles, motor bikes, or other items of personal property in any of the common areas is prohibited. Any such property so left, may be impounded. The hanging or placing of clothes or laundry on or about the building, including windowsills, doors, balconies, and patios are strictly prohibited.

WALLS

No nails, screws, or adhesive hangers, except standard picture hooks, may be placed in walls, woodwork or any part of the Housing Unit. No holes are to be made in the ceilings. No adhesive backed mirrors may be attached to walls/doors. You are not permitted to wallpaper or paint walls, doors, or woodwork.

WEAPONS

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, swords, or knives with a blade longer than two inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on any PTC property are strictly prohibited. Anyone found possessing any type of weapon or hazardous material may be immediately dismissed from PTC Student Housing and/or Pittsburgh Technical College.

WHEELED DEVICES AND DRONES

Skateboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted to be ridden/used inside PTC buildings, residence halls, or on athletic courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to PTC property caused by these activities. Hover boards and drones are prohibited on the PTC campus and at PTC controlled housing properties.

WI-FI – Router Names

Resident students at any PTC controlled property are prohibited from using objectionable names to identify their wireless router. PTC, at its discretion, may require students to rename their router. Students who are in violation of this policy may be subject to conduct sanctions, including dismissal from PTC Student Housing. Students may not restrict the residents of their apartment from using PTC supplied WiFi services.

WINDOW COVERINGS - DRAPES

Window coverings are provided with your apartment. No additional window coverings are permitted.

See Student Code of Student Conduct on page 26 for detailed information.

CORE VALUES AT PTC

- **INTEGRITY:** Pittsburgh Technical College students exemplify honesty, honor, and a respect for the truth in all of their dealings.
- **COMMUNITY:** Pittsburgh Technical College students build and enhance their community.
- **SOCIAL JUSTICE:** Pittsburgh Technical College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **RESPECT:** Pittsburgh Technical College students show positive regard for each other, for property, and for the community.
- **RESPONSIBILITY:** Pittsburgh Technical College students are given and accept a high level of responsibility to self, to others, and to the community.

Pittsburgh Technical College students are responsible for knowing the information, policies, and procedures outlined in this document. Pittsburgh Technical College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online <https://www.ptcollege.edu/about/consumer-information> for the updated versions of all policies and procedures.

The Pittsburgh Technical College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

PHILOSOPHY STATEMENT

The Pittsburgh Technical College (PTC) community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of the PTC community.

A community exists on the basis of shared values and principles. At PTC, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, community, social justice, respect, and responsibility.

Each member of the PTC community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in activity which violates the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at PTC is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to improve students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include all of the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of PTC policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

JURISDICTION

Students at Pittsburgh Technical College (PTC) are provided a copy of the Code of Student Conduct annually through a link on the PTC website <https://www.ptcollege.edu/about/consumer-information>. Hard copies are available upon request from the Office of Student Services. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students and all PTC-affiliated student organizations. For the purposes of student conduct, PTC considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in PTC.

PTC retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate and all sanctions must be satisfied prior to re-enrollment.

The Code of Student Conduct applies to behaviors that take place on the campus, at off-campus housing properties controlled by PTC, at PTC-sponsored events, and may also apply to other off-campus locations when the Vice President of Student Services, Vice President of Education, or Senior Vice President of Academic Affairs (or their designees) determines that the off-campus conduct affects a substantial PTC interest. A substantial PTC interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of PTC.

The Code of Student Conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. PTC does not regularly search for this information but may take action if and when such information is brought to the attention of PTC officials.

The Code of Student Conduct also applies to guests of community members whose host may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers, and others by contractual agreements. Visitors to and guests of PTC may seek resolution of violations of the Code of Student Conduct committed against them by members of the PTC community.

Violations of the Code of Student Conduct should be reported as soon as possible. The longer someone waits to report an offense, the harder it becomes for PTC officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit PTC's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Services and/or to Public Safety.

VIOLATION OF THE LAW

Alleged violations of federal, state, and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which Pittsburgh Technical College (PTC) has jurisdiction, the PTC conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

PTC reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined in Formal Conduct Hearings and Appeals). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Vice President of Student Services, Vice President of Education, or Senior Vice President of Academic Affairs (or their designees) to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is perceived and PTC may be delayed or prevented from conducting its own investigation and resolving the allegation by the pending criminal process. In such cases, PTC will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

THE RULES

Pittsburgh Technical College (PTC) considers the behavior described in the following sub-sections as inappropriate for the PTC community and in opposition to the core values set forth in this document. These expectations and rules apply to all students (including those accepted for admission but not yet matriculated). PTC encourages community members to report to PTC officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Formal Conduct Hearings and Appeals including PTC dismissal.

INTEGRITY

Pittsburgh Technical College students exemplify honesty, honor, and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. **Falsification:** Knowingly furnishing or possessing false, falsified, counterfeit, or forged materials, documents, accounts, records, identification, or financial instruments;
2. **Academic Dishonesty:** Acts of academic dishonesty, including but not limited to:
 - a. **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic assignment, or preventing another from using authorized assistance, materials, or study aids. Examples: Using a cheat sheet in a quiz or exam; altering a graded exam and resubmitting it for a better grade.
 - b. **Fabrication:** Unauthorized falsification or invention of any information or citation in an academic assignment. Examples: Making up data for an experiment, falsifying data, citing nonexistent or irrelevant articles.
 - c. **Plagiarism:** Deliberate adoption or reproduction of ideas, data, or words or statements of another person as one's own without acknowledgment. Examples: Copying another person's paper, article, or computer work and submitting it for an assignment; cloning someone else's idea without reference; failing to use quotation marks where appropriate.
 - d. **Facilitating:** Academic Dishonesty. Knowingly helping or attempting to help another to violate a provision of the institutional Code of Student Conduct.
 - e. **Unauthorized Collaboration:** Sharing of information or working together in an academic assignment when such actions are not approved by the course instructor.
 - f. **Multiple Submissions:** Submitting work, which was already submitted to fulfill another academic assignment.
 - g. **Unfair Advantage:** Unauthorized possession of examinations, answer keys, reserve library materials, computer software, computer codes, or laboratory materials, lying about a need for an extension date for an exam or paper, continuing to write after time is called during an exam, destroying library materials or keeping them for one's own use, and unauthorized purchasing or selling of examinations, computer programs, and/or assignments.

- h. **Misrepresentation of Academic Records:** Unauthorized changing of grades, or attempting to change grades, in any manner, including on an examination, in an instructor's grade sheet, or unauthorized access to academic computer records.
- 3. **Unauthorized Access/Entry:** Unauthorized access/entry or misuse of access privileges to any PTC building/vehicle or unauthorized possession, duplication, or use of means of access (i.e. keys, cards, etc.) to any PTC building/vehicle or failing to timely report a lost PTC identification card or key. Trespassing and propping of doors or unauthorized use of doors for entry into or exit from a PTC building including college controlled on and off-campus housing. Students will be held responsible for their guests who violate trespass notices;
- 4. **Collusion:** Action or inaction with another or others to violate the Code of Student Conduct;
- 5. **Trust:** Violations of positions of trust within the community;
- 6. **Election Tampering:** Tampering with the election of any PTC-recognized student organization;
- 7. **Taking of Property:** Intentional and unauthorized taking or maintaining of PTC property or the personal property of another, including goods, services, and other valuables;
- 8. **Receiving Stolen Property:** Knowingly receiving or maintaining possession of stolen property;

COMMUNITY

Pittsburgh Technical College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- 9. **Disruptive Behavior:** Disruption of PTC operations including obstruction of teaching, research, administration, other PTC activities, and/or other authorized non-PTC activities which occur on campus. Acts that endanger the health or safety of any person or disturbs the peace or orderly process of education or living;
- 10. **Rioting:** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages and/or destroys property;
- 11. **Trademark:** Unauthorized use (including misuse) of PTC or organizational names and images;
- 12. **Damage and Destruction:** Intentional, reckless, and/or unauthorized damage to or destruction of PTC property or the personal property of another;
- 13. **Computer Use and Electronic Communications:** The College has established a policy with regard to the use of the College's computer equipment of all types, software provided by the college, the network, the telephone system, and College provided connections to the internet (together the "System"). This policy covers the general use of the System, including all activity using the internet and the use, access, and disclosure of electronic communication including but not limited to messages, video, and images created, sent, or received using the System. <https://www.students.ptcollege.edu/student-services/policy>.
- 14. **Gambling:** Gambling as prohibited by the laws of the Commonwealth of Pennsylvania;
- 15. **Weapons:** Possession, use, or distribution of explosives (including fireworks, ammunition, and other dangerous materials), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, swords, tasers, stun guns, throwing stars, or knives (other than kitchen knives), including the storage of any item that falls within the category of a weapon in a vehicle parked on PTC property or parked at off-campus housing facilities controlled by PTC;
- 16. **Tobacco:** Smoking (or vape pen or e-cigarette use) or tobacco use (including chewing tobacco, snuff, and other smokeless tobacco) in any area of campus except for designated smoking areas;
- 17. **Fire Safety:** Violation of local, state, federal, or campus fire policies including, but not limited to:
 - a. Intentionally or recklessly causing a fire which damages or could potentially damage PTC or personal property or which causes injury.
 - b. Failure to evacuate a PTC-controlled building during a fire alarm.
 - c. Improper use of PTC fire safety or medical safety (AED, etc.) equipment.
 - d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on PTC property. Such action may result in a criminal fine in addition to PTC sanctions.
 - e. Intentional false reporting of a fire or explosive device. WHEN IN DOUBT - REPORT.

- 18. Animals:** Animals are not permitted on campus except as permitted by law. See Service and Assistance Animal Policy <https://www.students.ptcollege.edu/student-services/policy/>. Exception: Fish (only) in five gallon or less fish tanks are permitted in PTC student housing;
- 19. Wheeled Devices and Drones:** Skateboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted to be ridden/used inside PTC buildings, residence halls, or on athletic courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to PTC property caused by these activities. Hover boards and drones are prohibited on the PTC campus and at PTC controlled housing properties.

SOCIAL JUSTICE

Pittsburgh Technical College students recognize that respecting the dignity of every person is essential for creating and sustaining a healthy campus community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

- 20. Discrimination:** Any act or failure to act that is based upon an individual or group's actual or perceived status (race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information, or any other protected category under applicable local, state, or federal law) that is sufficiently severe that it limits or denies the ability to participate in or benefit from PTC's educational program or activities;
- 21. Harassment**
- General Harassment:** Causing stress and worry to another individual, regardless of location, through continual pestering, teasing, intimidation, or other hostile or offensive conduct that interferes with an individual's work or academic performance, personal comfort, and well-being both on- and off-campus and in his or her living environment.
 - Sexual Harassment:** Any unwelcome verbal, written, online and/or physical conduct that is sexual, sex-based, and/or gender-based.
 - Hostile Environment Harassment:** Severe, persistent, or pervasive harassment that is objectively offensive and unreasonably interferes with, denies, or limits a person's ability to participate in or benefit from college educational programs. Conduct that is nonsexual in nature that is based on actual or perceived status: race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, sex, gender identity, genetic information, or any other protected category under applicable local, state, or federal law.
- 22. Retaliatory Discrimination or Harassment:** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a grievance proceeding or other protected activity under this Code;
- 23. Bystanding:**
- Individuals:** Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;
 - Organizations:** Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members;
- 24. Abuse of Conduct Process:** Abuse or interference with, or failure to engage in, PTC processes involving conduct and academic integrity hearings including, but not limited to:
- Falsification, distortion, or misrepresentation of information.
 - Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation.
 - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
 - Harassment (verbal or physical) and/or intimidation of a participant in the campus conduct process prior to, during, and/or following a campus conduct proceeding.
 - Failure to comply with the sanction(s) imposed by the campus conduct system.
 - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

RESPECT

Pittsburgh Technical College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

25. **Harm to Persons:** Intentionally or recklessly causing physical harm or endangering the health or safety of any person;
26. **Threatening Behaviors:**
 - a. **Threat:** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. **Intimidation:** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
27. **Bullying and Cyberbullying:** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally;
28. **Hazing:** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report those acts may also violate this policy;
29. **Intimate Partner/Relationship/Dating Violence:** Violence or abuse by a person in a relationship with another;
30. **Stalking:** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
31. **Sexual Misconduct:** Includes, but is not limited to, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (see Appendix A: Sexual Harassment & Sexual Violence Policy);
32. **Public Exposure:** Includes deliberately and publicly exposing one's intimate body parts, public urination/defecation, and public sex acts;

RESPONSIBILITY

Pittsburgh Technical College students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to:

33. **Alcohol:** Use, under the influence of, possession, common possession, sale, or distribution of alcoholic beverages or paraphernalia;
34. **Drugs:** Use, under the influence of, possession, common possession, sale, or distribution of illegal drugs and other controlled substances or drug paraphernalia;
35. **Prescription Medications:** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Also prohibited is possession or common possession of prescription medication not prescribed to you;
36. **Failure to Comply:** Failure to comply with the reasonable directives of PTC officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so. Students are required to carry their PTC ID cards when on PTC controlled property;
37. **Financial Responsibilities:** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless or NSF check or money order in payment to the institution or to an official of the institution acting in an official capacity;
38. **Arrest:** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (misdemeanor or felony) to the Director of Public Safety within seventy-two (72) hours;
39. **Other Policies:** Violating other published PTC policies or rules, including all Resident Life (Housing) policies and traffic/parking policies;
40. **Health and Safety:** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.);
41. **Violations of Law:** Evidence of violation of local, state or federal laws, when substantiated through PTC's conduct process;
42. **Aiding, Abetting, or Procuring:** Assisting, coercing, or encouraging another person to engage in prohibited activity(ies).

OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how Pittsburgh Technical College's (PTC) campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of PTC rules. College officials shall complete all investigations as promptly as possible and in most cases within 60 working days. A designated college official may extend this deadline if necessary.

Once notice is received from any source (victim, RA, 3rd party, online, etc.), PTC will proceed by preliminary inquiry with the responding student to explain the conduct process and gather information.

JUDICIAL PROCESS

Classification of Offenses: Offenses are classified as Minor Offenses or Major Offenses. The process of handling of offenses will differ, depending upon their classification.

Minor Offense: Offenses or problems where dismissal is not warranted shall be addressed at a meeting between the student and the Department Chair or Director of Resident Life, as applicable.

Major Offense: Offenses or problems that are cumulative, repetitions of prior minor or major offenses, or ones which are serious enough to consider dismissal from school or PTC sponsored student housing, shall be addressed at a formal hearing attended by the student, the Department Chair or Housing Director, as applicable. A Vice President may be involved.

A violation which represents a threat of bodily harm or death, or which involves the use, possession, common possession, or sale of illicit drugs or drug paraphernalia, or which otherwise may constitute a misdemeanor or felony under Pennsylvania or Federal Law, will be treated as a Major Offense.

PTC ENFORCES A NO TOLERANCE POLICY WITH RESPECT TO ILLICIT DRUGS.

PRELIMINARY INQUIRY

PTC will conduct a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

- A determination that there is insufficient evidence to pursue the investigation because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code).
- A more comprehensive investigation, when it is clear more information must be gathered.
- Cases involving sexual harassment or sexual assault are overseen by the Title IX Coordinator.
- A formal hearing of a violation and/or a conference with the responding student.

FORMAL HEARING

A formal hearing and investigation may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before one or more Hearing Officers. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Title IX Coordinator, who reviews and finalizes the finding. If the finding is that the responding student is not responsible, the process ends. Applicable appeal options are described below.

REVIEW AND FINALIZE SANCTION(S)

If the student is found in violation, sanctions will be assigned by the Hearing Officer(s). The Title IX Coordinator will affirm results when appropriate.

Findings are subject to the PTC appeal process by any party to the complaint. Appeal decisions are to be affirmed by the Title IX Coordinator, when applicable. Appeal decisions are not appealable by any party.

STUDENT CONDUCT AUTHORITY

AUTHORITY

The Vice President of Student Services, the Vice President of Education, and the Senior Vice President of Academic Affairs at Pittsburgh Technical College (PTC) are vested with authority over student conduct by the President as deemed necessary to efficiently and effectively supervise the student conduct process.

The Vice President of Student Services or Vice President of Education (or their designees) appoint Hearing Officers.

The Senior Vice President of Academic Affairs (or designee) serves as Appeal Officer.

The Vice President of Student Services or Vice President of Education (or their designees) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

GATEKEEPING

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

CONFLICT RESOLUTION OPTIONS

The Vice President of Student Services or Vice President of Education (or their designees) have discretion to refer a complaint for internal mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the only institutional response. The Vice President of Student Services or Vice President of Education (or their designees) may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for mediation or other appropriate conflict resolution.

HEARING OFFICER AND APPEAL COMMITTEE MEMBER POOL

Hearing Officers and Appeal Committee members are selected from a pool of faculty and staff members who receive annual training. The Senior Vice President of Academic Affairs (or designee) approves all pool members.

Hearing Officers

The Vice President of Student Services or Vice President of Education (or their designees) will be responsible for assigning a Hearing Officer(s) according to the following guidelines:

- For less serious violations where suspension or dismissal is unlikely, a Resident Coordinator, the Assistant Resident Life Director, the Resident Life Director, or Academic Chair will act as the Hearing Officer (as appropriate).
- For violations where suspension or dismissal is seen as possible outcome, the Vice President of Student Services and/or the Vice President of Education (or their designees) will serve as the Hearing Officer(s).
- The Hearing Officer is not currently instructing the student or otherwise substantively involved with the student (such as coach or advisor).

Appeal Committee

Three-member Appeal Committees are drawn from the pool of faculty and staff members, with the following requirements to serve:

- They did not serve as a Hearing Officer for the initial hearing.
- They were not involved in the investigation in any way.
- They have been properly trained in appeal procedures.
- They are not currently instructing the student or otherwise substantively involved with the student (such as a coach or advisor).

The Senior Vice President of Academic Affairs (or designee), as Appeal Officer, will have final authority to approve all those serving on the committee. The Appeal Officer has responsibility for training the committee, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student. In the event of a resignation from the committee, the Appeal Officer will solicit a replacement from the pool. Decisions made, and sanctions imposed, by the committee will be final and implemented. At the discretion of the Appeal Officer, implementation of sanctions may be stayed pending review.

INTERPRETATION AND REVISION

The Vice President of Student Services, Vice President of Education, or Senior Vice President of Academic Affairs will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Vice President of Student Services, Vice President of Education, or Senior Vice President of Academic Affairs may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Vice President of Student Services, Vice President of Education, or Senior Vice President of Academic Affairs may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the Vice President of Student Services, Vice President of Education, or Senior Vice President of Academic Affairs whose interpretation is final. The Code of Student Conduct will be reviewed annually under the direction of the Vice President of Student Services with a comprehensive revision process being conducted every five years.

FORMAL CONDUCT HEARINGS AND APPEALS

PITTSBURGH TECHNICAL COLLEGE (PTC) AS CONVENER

PTC is the convener of every action under this code. Within that action, there are several roles:

- The responding student is the person who is alleged to have violated the Code.
- The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to participate in the process as fully as the responding student; although the responding student and the party bringing the complaint will not be present together during hearings or appeals.
- There may be witnesses, who may offer information regarding the allegation.
- There is an/are investigator(s) whose role is to present the allegations and share the evidence that PTC has obtained regarding the allegations.
- For hearings, there is a/are Hearing Officer(s) whose role is to determine 1) responsibility and 2) appropriate sanctions (if any) based on the "more likely than not" standard.
- For appeals, there is a non-voting Appeal Officer and three voting Appeal Committee members.

GROUP VIOLATIONS

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit.
- Have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Were known or should have been known to the membership or its officers.
- Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and/or individually and will be proportionate to the involvement of each individual and the organization.

AMNESTY

For Those Who Offer Assistance and for Victims

In cases of intoxication and/or alcohol poisoning and/or drug overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for others who are dangerously intoxicated. No student seeking medical treatment for themselves or others for an alcohol or other drug-related overdose will be subject to college discipline for the sole violation of using or possessing alcohol and/or drugs.

SAFE HARBOR

PTC has a Safe Harbor rule for students. PTC believes that students who have a drug and/or alcohol addiction problem deserve help. If any PTC student brings their own use, addiction, or dependency to the attention of PTC officials outside the threat of drug and/or alcohol tests or conduct sanctions.

And seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated. Some academic programs (e.g., Nursing) have policies that may take precedence over this policy due to accreditation standards and/or health and safety concerns in clinical or similar settings.

NOTICE OF ALLEGED VIOLATION

Any member of the PTC community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code.

Notice may be given to any PTC employee. The notified employee should then immediately notify the Public Safety Office, Director of Resident Living, Vice President of Student Services, Vice President of Education, the Senior Vice President of Academic Affairs, and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the offending event occurs. PTC has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Vice President of Student Services and/or Vice President of Education (or their designees) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

INVESTIGATION

The Vice President of Student Services or Vice President of Education (or their designees) will appoint an investigator(s) for allegations under this Code. The investigator(s) will take the following steps, if not already completed:

1. Initiate any necessary remedial/protective actions on behalf of the victim (if any).
2. Determine the identity and contact information of the party bringing the complaint.
3. Conduct a preliminary inquiry to identify an initial list of all policies that may have been violated and to review the history of the parties, the context of the incident(s), any potential patterns, and the nature of the complaint.
4. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim.
5. Notify the victim of whether PTC intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and their option to become involved if they so choose.
6. Preliminary investigation usually takes between 1-7 business days to complete.
7. If indicated by the preliminary inquiry, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated PTC policy and identify what specific policy violations should serve as the basis for the complaint.
8. Meet with the party bringing the complaint to finalize their statement.
9. Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews (for the party bringing the complaint, all witnesses, and the responding student).
10. Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during, or after the responding student is interviewed, at the discretion of the investigator(s).
11. Interview all relevant witnesses, summarize the information they are able to share, and have each witness sign the summary to verify its accuracy.
12. Obtain all documentary evidence and information that is available.
13. Obtain all physical evidence that is available.
14. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
15. Make a finding whether or not a policy violation occurred based upon the "more likely than not" standard and proceed accordingly.

NOTICE OF HEARING

Once a determination is made that reasonable cause exists for the Vice President of Student Services or Vice President of Education (or their designees) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Vice President of Student Services or Vice President of Education (or designees); mailed or commercial delivery to the local or permanent address of the student as indicated in official PTC records; or emailed to the student's PTC-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered. The letter of notice will:

- Include the alleged violation and notification of where to locate the Code of Student Conduct and PTC procedures for resolution of the complaint.
- Set a hearing date, time, and location for the responding student to meet with a Hearing Officer(s).

INTERIM ACTION

Under the Code of Student Conduct, the Vice President of Student Services, the Vice President of Education, or the Senior Vice President of Academic Affairs (or their designees) may impose restrictions and/or separate a student from the community pending the scheduling of a hearing on alleged violation(s) of the Code of Student Conduct when a student is perceived to present a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve PTC property, and/or to prevent disruption of, or interference with, the normal operations of PTC. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct.

During an interim suspension, a student may be denied access to PTC housing and/or PTC campus/facilities/events, as determined to be appropriate by the Vice President of Student Services or Vice President of Education (or their designees). This restriction may include classes and/or all other PTC activities or privileges for which the student might otherwise be eligible.

HEARING OPTIONS & PREPARATION

The following sub-sections describe PTC's conduct hearing processes. No student may be found to have violated the Code of Student Conduct solely as a result of the student's failure to appear for a hearing. In such instances, conduct hearings will proceed as scheduled without the student and the information in support of the complaint will be presented to, and considered by, the Hearing Officer(s).

A formal hearing will be conducted. Students will be given a minimum of two days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

- Notice of the time, date, and location of the hearing will be in writing and may be delivered by one or more of the following methods:
- In person by the Vice President of Student Services or Vice President of Education (or their designees).
- Mail or commercial delivery to the local or permanent address of the student as indicated in official PTC records.
- E-mail to the student's PTC-issued email account.
- Once mailed, emailed and/or received in-person, such notice will be presumed delivered.

In all cases, PTC administration serves as the party bringing the complaint forward. The student bringing the complaint will not appear at the conduct hearing with the responding student but will be interviewed separately by the Hearing Officer(s) when reasonably practical.

Hearing Officers will only be unseated if the Vice President of Student Services or Vice President of Education (or their designees) concludes that their bias precludes an impartial hearing of the complaint. Similarly, any Hearing Officer who feels they cannot make an objective determination must recuse themselves from the proceedings.

CONDUCT HEARING PROCEDURES

The Vice President of Student Services or Vice President of Education (or their designees) will appoint Hearing Officer(s). It is the responding student's responsibility to notify the Vice President of Student Services or the Vice President of Education (or their designees) prior to the scheduled hearing to arrange for another date and/or time. Except in cases of grave or unforeseen circumstances, if the responding student fails to provide notice prior to the hearing, the hearing will proceed as scheduled.

The Hearing Officer(s) will conduct the hearings according to the following guidelines:

1. Hearings will be closed to the public.
2. The responding student and the student bringing the complaint will meet separately with the Hearing Officer(s).
3. Admission to the hearing of persons other than the parties involved will be at the discretion of the Hearing Officer(s).
4. In hearings involving more than one responding student, the standard procedure will be to conduct separate hearings; however, the Hearing Officer(s) may permit the hearing to be combined. In combined hearings, separate determinations of responsibility will be made for each responding student.
5. The parties have the right to an advisor of their own choosing. Typically advisors are parent(s)/guardian(s), but the parties may select an attorney or whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Hearing Officer, and suggest questions to their advisee.
6. The party bringing the complaint and the responding student will have the privilege of recommending questions for the Hearing Officer(s) to consider asking the other party(ies) or witness(es) involved. Either party may present witnesses to the Hearing Officer(s).
7. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Officer(s). Formal rules of evidence are not observed. The Hearing Officer(s) may limit the number of character witnesses presented or may accept written affidavits of character instead.
8. All procedural questions are subject to the final decision of the Hearing Officer(s).
9. After a conduct hearing, the Hearing Officer(s) will determine, by agreement, whether it is more likely than not that the responding student has violated the Code of Student Conduct. The Vice President of Student Services or Vice President of Education (or their designees) will be available as a resource and to break any tie votes. Once a finding is determined, if the finding is that of a policy violation, the Hearing Officer(s) will determine an appropriate sanction(s). The Vice President of Student Services or Vice President of Education (or their designees) are responsible for informing the Hearing Officer(s) of applicable precedent and any previous conduct violations or other relevant information about a student found responsible.
10. The Hearing Officer(s) will render a decision and inform the responding student and party bringing the complaint (if applicable by law or PTC policy) of the final determination within seven days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Vice President of Student Services or Vice President of Education (or their designees); mailed or commercial delivery to the local or permanent address of the student as indicated in official PTC records; or emailed to the student's PTC-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered. In cases of sexual misconduct and crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.
11. There will not be a verbatim record, such as an audio recording, for conduct hearings. Written notes may be taken by any party. The Hearing Officer will summarize the basis for the decision in writing for sanctions including suspension or dismissal.

CONDUCT SANCTIONS

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

1. **Warning:** An official written notice that the student has violated PTC policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at PTC.
2. **Restitution:** Compensation for damage caused to PTC or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Fines:** Reasonable fines (up to \$500) may be imposed.
4. **Community Service Requirements:** For a student or organization to complete a specific supervised PTC service.
5. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
6. **Confiscation of Prohibited Property:** Items whose presence is in violation of PTC policy will be confiscated and will become the property of PTC. Prohibited items may be returned to the owner or destroyed at the discretion of the Vice President of Student Services and/or the Public Safety Director.
7. **Behavioral Requirement:** Required activities including, but not limited to, seeking academic or personal counseling or substance abuse screening, writing a letter of apology, etc.
8. **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.
9. **Restriction of Visitation Privileges:** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. **PTC Housing Probation:** Official notice that, should further violations of Resident Life or PTC policies occur during a specified probationary period, the student may immediately be removed from PTC housing. Regular probationary meetings may also be imposed.
11. **PTC Housing Reassignment:** Reassignment to another PTC housing facility. Resident Life personnel will decide on the reassignment details.
12. **PTC Housing Suspension:** Removal from PTC housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to PTC housing may be specified. Under this sanction, a student is required to vacate PTC housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Resident Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for PTC housing, the student must gain permission from the Director of Resident Life (or designee). This sanction may include restrictions on visitation to specified buildings or all PTC housing during the suspension.
13. **PTC Housing Dismissal:** The student's privilege to live in, or visit, any PTC housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
14. **PTC Probation:** The student is put on official notice that, should further violations of PTC policies occur during a specified probationary period, the student may face suspension or dismissal from PTC. Regular probationary meetings may also be imposed.
15. **Eligibility Restriction:** The student is deemed "not in good standing" with PTC for a specified period of time. Specific limitations or exceptions may be granted by the Vice President of Student Services or Vice President of Education (or their designees) and terms of this conduct sanction may include, but are not limited to, the following:
 - a. Ineligibility to hold any office in any student organization recognized by PTC or hold an elected or appointed office at PTC.
 - b. Ineligibility to represent PTC to anyone outside the PTC community in any way including: attending conferences, attending field trips, or representing PTC at an official function, event or intramural/intercollegiate competition as a player, manager, or student coach, etc.

16. **PTC Suspension:** Separation from PTC for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Vice President of Student Services or Vice President of Education (or their designees). During the suspension period, the student is banned from college property, functions, events, and activities without prior written approval from the Vice President of Student Services or Vice President of Education (or their designees). This sanction may be enforced with a trespass action as necessary.
17. **PTC Dismissal:** Permanent separation from PTC. The student is banned from college property and the student's presence at any PTC-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
18. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Vice President of Student Services or Vice President of Education (or their designees).
19. **Organizations:** The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:
 - a. One or more of the sanctions listed above and/or
 - b. Deactivation, de-recognition, loss of all privileges (including status as a PTC registered group/organization), for a specified period of time.

PARENTAL NOTIFICATION

PTC reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and/or drug violations.

Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, PTC will inform the party bringing the complaint in writing of the final results of a hearing regardless of whether PTC concludes that a violation was committed. Such release of information may only include the responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses only covered by Title IX, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where PTC determines through the student conduct process that a student violated policy would constitute a "crime of violence" or non-forcible sex offense, PTC may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

- Arson
- Assault offenses (includes stalking)
- Burglary
- Criminal Homicide—manslaughter by negligence
- Criminal Homicide—murder and non-negligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offences
- Non-forcible sex offences

Failure to Complete Conduct Sanctions

All students, as members of the PTC community, are expected to comply with conduct sanctions within the timeframe specified by the Hearing Officer(s). Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension from PTC. In such situations, resident students will be required to vacate PTC housing within 24 hours of notification by the Director of Resident Life, though this deadline may be extended upon application to, and at the discretion of, the Director of Resident Life. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Vice President of Student Services, the Vice President of Education, or the Senior Vice President of Academic Affairs (or their designees).

APPEAL REVIEW PROCEDURES

Any party may request an appeal of the conduct hearing decision by filing a written request (at <https://www.ptcollege.edu/uploads/pages/documents/consumer/request-for-appeal.pdf>) to the Vice President of Student Services, the Vice President of Education, or the Senior Vice President of Academic Affairs (or their designees), subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Grounds for Appeal Requests

Appeal requests are limited to the following grounds:

1. A substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.); and/or
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals must be filed in writing with the Vice President of Student Services, the Vice President of Education, or the Senior Vice President of Academic Affairs (or their designees) within five business days of the notice of the outcome of the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Vice President of Student Services, the Vice President of Education, or the Senior Vice President of Academic Affairs (or their designees) and, when appropriate, the Title IX Coordinator.

The Vice President of Student Services, the Vice President of Education, or the Senior Vice President of Academic Affairs (or their designees) will share the appeal by one party with the other party (parties). The Vice President of Student Services or Vice President of Education (or their designees) will refer the request(s) to the Senior Vice President of Academic Affairs. The Senior Vice President of Academic Affairs will draft a response memorandum to the appeal request(s), based on determination that the request(s) will be granted or denied, and why.

The Senior Vice President of Academic Affairs will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. S/he may consult with the Vice President of Student Services or the Vice President of Education and/or the Title IX Coordinator on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Senior Vice President of Academic Affairs determines whether to refer the appeal to the Appeal Committee, typically within three to five business days. Full re-hearings by the Appeal Committee are not permitted. Where new evidence is presented, the Senior Vice President of Academic Affairs will provide instruction on the parameters regarding institutional consistency and any applicable guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeal Committee must limit its review to the challenges presented.

On reconsideration, the Appeal Committee may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the Appeal Committee are to be made by a majority vote within five days and are final. Appeal decisions are to be affirmed by the Title IX Coordinator, when applicable. Appeal decisions are not appealable by any party.

The Appeal Committee

Three-member Appeal Committees are drawn from the pool of faculty and staff members, with the following requirements to serve:

1. They did not serve as a Hearing Officer for the initial hearing.
2. They were not involved in the investigation in any way.
3. They have been properly trained in appeal procedures.
4. They are not currently instructing the student or otherwise substantively involved with the student (such as a coach or advisor).
5. They are not a currently enrolled student at PTC.

The Appeal Officer will have final authority to approve all those serving on the committee. The parties may challenge a committee member on the basis of potential bias, and any committee member who cannot render an impartial decision must recuse themselves. The Appeal Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the committee, the Appeal Officer will solicit a replacement from the pool.

The Appeal Officer or designee serves as the non-voting advisor to the committee, with responsibility for training the committee, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student.

The presumptive stance of PTC is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Appeal Officer, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeal Officer in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

Other Guidelines for Appeals

All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Witnesses may be called if necessary.

Appeals are not an opportunity for Appeal Committee members to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions and/or policy. Appeal decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

A verbatim record (audio recording) will be made by the Appeal Officer of the appeal hearing.

1. Disciplinary Records

All conduct records are maintained by PTC for seven years from the time of their creation except those that result in separation (suspension or dismissal, including from housing) and those that fall under Title IX, which are maintained indefinitely.

2. Approval and Implementation

This Code of Student Conduct was approved on 09/29/17 by, and implemented on 10/02/17.

APPENDIX A: SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY

Hard copy Location

A hard copy is available from the Title IX Coordinator (Room 322, Human Resources)

Website Location

The policy is also available on the PTC website in the Consumer Information section at:

https://www.ptcollege.edu/uploads/pages/documents/consumer/Sexual_Harassment_and_Sexual_Violence_Policy.pdf

APPENDIX B: SEXUAL ASSAULT PREVENTION HANDBOOK

Hard copy Location

A hard copy is available from the Title IX Coordinator (Room 322, Human Resources)

Website Location

The policy is also available on the PTC website in the Consumer Information section at:

https://www.ptcollege.edu/uploads/pages/documents/consumer/Reducing_the_Risk_of_Sexual_Violence.pdf

APPENDIX C: CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHT

Website Location

The policy is also available on the PTC website in the Consumer Information section at:

<https://www.ptcollege.edu/uploads/pages/documents/consumer/campus-assault-victims-bill-of-rights.pdf>

TITLE IX – Campus Sexual Assault Victims’ Bill of Rights

CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS

President George Bush signed the Campus Sexual Assault Victim’s Bill of Rights into law in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. School found to have violated this law can be fined or lose their eligibility to participate in federal student aid programs.

CAMPUS SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

REDUCE THE RISK OF COMMITTING A SEXUAL ASSAULT

- Listen carefully. A student should take the time to hear what the other person has to say. If a student feels they are receiving “mixed messages,” they should ask the person for clarification.
- A student should not fall for the cliché that, “if they say no, they really mean yes.” If a person says “no” to sexual contact, they mean no. The student should believe them and stop.
- Sexual assault is a crime. It is never acceptable for a student to force sexual activity on another person, no matter what the circumstance.
- A student should never make assumptions about a person’s behavior. Do not assume that a person wants to have sex because of the way that they dress, or because they drink too much or because they agreed to be alone with the student.
- Consent for kissing, or another sexual activity, does not equal consent for any other type of sexual activity.
- If a person has previously had sex with a student, it does not mean that person is willing to have sex with that same student again.
- If a person is mentally or physically incapable of consenting to sexual activity, by law, it is rape if sexual relations occur with that person.
- Students participating in a group situation should be careful and resist pressure from friends to participate in violent acts.
- If a student witnesses someone at risk of sexual assault, he/she should get involved. The student should not be afraid to intervene if it is safe. If not, the student should alert authorities.

PREVENTION

- All students have the right to say “NO” to any unwanted sexual contact.
- Communicate sexual limits firmly and directly.
- Drinking and drug use can impair judgment
- Decisions made under the influence of alcohol may differ from those made when sober.
- Do not drink from an open container provided by another person. The drink might contain a drug.
- Do not go somewhere alone – go with an acquaintance.
- Leave uncomfortable or risky situations immediately and go to a safe place. Trust your gut feelings.
- Do not be afraid to create a stir if feeling threatened.
- Students should attend parties with people they trust. Agree to look out for one another. Leave with the group, never alone.
- Students should be aware of their surroundings and walk with someone after dark.
- Attend SHARP Training (Sexual Harassment/Assault Response and Prevention).

BYSTANDER INTERVENTION

If a student witnesses someone at risk of sexual assault, he/she should be involved. The student should not be afraid to intervene if it is safe. If not, the student should alert authorities.

- Watch for behaviors and situations that appear to be inappropriate, coercive, and harassing.
- Consider whether the situation needs attention.
- Pay attention to situations that may put friends or acquaintances at risk.
- Decide if there is a need to act.
- Formulate a plan with safety as a priority. Have an exit strategy.
- Try to interrupt or delay the situation before it becomes an emergency. Call 911 if needed.

REPORTING

Choosing whether to report an assault is the victim's right and option, and the victim is never at fault. Victims should seek support from someone they trust.

Victims may report sexual harassment or assault to any agency listed including PTC Public Safety, Title IX Coordinator, or CSA (Campus Security Authority) which includes Resident Coordinators, Resident Assistants, Academic Chairs, Program Directors, Team Leaders, Resident Life Staff, Student Activities Staff, Student Advisors, Reception and more.

A CSA can assist the victim in notifying law enforcement or contacting a professional counselor if requested. The victim has the right to decline contacting law enforcement or authorities.

Visit www.PTCCollege.edu/consumer-information for a complete list.

GETTING HELP

All victims of sexual violence are encouraged to seek medical attention as soon as possible after an incident to ensure physical well-being. First, even if there is no physical injury, testing for STD's, pregnancy, and internal trauma is very important.

Prior to receiving medical attention, do not shower, douche, urinate, change clothes, or bedding as this may damage evidence. If oral contact was made during the incident, do not smoke, brush teeth, or eat.

Consider having a rape kit done at the hospital. If you decide to press charges, preservation of evidence is important to the successful prosecution of cases involving sexual violence.

Medical procedures are confidential.

INTERIM PROTECTIONS

Upon request, PTC will impose reasonable and appropriate interim protections designed to eliminate a hostile environment and protect the parties involved. This request can be made whether or not the victim chooses to report the crime to Public Safety or to law enforcement. Interim Protections may include:

- Changing class schedules, transferring course sections, or withdrawing from a course without penalty.
- Changing a student's college-owned or managed housing.
- A voluntary leave of absence.
- Access to counseling and medical services; PTC can assist with setting up appointments.
- Providing academic support services, such as tutoring.
- Changing work schedules or job assignments.
- Upholding all court orders, please bring court orders to Public Safety.

PTC Public Safety: 412-809-5300 (**All incoming calls are recorded for safety and security purposes**)

Title IX Coordinator: 412-809-5311

Confidential Counseling available in Room #305 on Level 3 of the PTC Academic Building

Pittsburgh Action Against Rape: 888-363-7273

PTC security and safety report, sexual harassment and sexual violence policy, and the sexual harassment and sexual violence prevention handbook are on the PTC website at the following link:

<http://www.PTCCollege.edu/about/consumer-information>

EMERGENCY SERVICES

Police/Paramedics	911
Ohio Valley Hospital	412-777-6161
Sewickley Valley Hospital	412-741-6600
Mercy Hospital	412-432-8222
Magee Women’s Hospital	412-647-4933
North Fayette Police	412-787-8900
St. Clair Hospital	412-942-4000
Robinson Police	412-788-8115
Resolve.....	888-796-8226
Pittsburgh Action Against Rape ...	888-363-7273

PTC Student Counseling available in Room #305

FIRE..... 911

Evacuate if you hear the fire alarm. Check your property for Fire Exit locations.
See Fire Safety Procedures and Evacuation Route Designations.

PTC PUBLIC SAFETY412-809-5300

Public Safety is available to escort you on campus from the parking lot to your building if needed.
(All incoming calls are recorded for safety and security purposes)

ON-LINE ASSISTANCE

Maintenance Requests: **Student Portal → Resident Life → Maintenance Helpdesk** (submit request)

ULifeline: www.ulifeline.org

Resolve: www.upmc.com/resolvecrisis or 1-888-796-8226

Gateway Rehab: 1-800-472-1177 or www.gatewayrehab.org

PTC Links:

- [PTC Code of Student Conduct](#)
- [Campus Sexual Assault Bill of Rights](#)
- [Sexual Harassment and Sexual Violence Prevention](#)
- [Sexual Harassment & Sexual Violence Policy](#)
- [Appeal Instructions](#)
- [Appeal Request Form](#)

EMERGENCY ALERT SYSTEM

Register at www.ptcollege.edu/alerts for Blackboard Connect to receive messages about emergencies, school cancellations and delays, and/or student activities. Please contact the PTC Help Desk at 412-809-5397 if you have difficulty with registration.