

Student Handbook & Academic Catalog

2025 - 2026



Thaddeus Stevens
College of Technology

President's Message

Dear Students,

Welcome to this year's Student Handbook and Academic Course Catalog. I am filled with genuine appreciation for each of you who has chosen to join our vibrant learning community. I deeply admire the courage it takes to pursue higher education, particularly in fields demanding the technical precision and practical mastery our programs require. We come alongside you in this journey, providing the guidance and expertise needed to develop these specialized skills.

Our century-plus history stands as a testament to a singular mission: creating opportunities and access to education that connects directly to high-demand careers while developing leaders who make a positive impact in their communities. The very fact that you are here demonstrates the grit and determination that we not only value but recognize as essential to your future success. That same perseverance that brought you through our doors will serve you well throughout your studies and into your professional life.

At our institution, we believe learning extends far beyond technical skills. Through practical, hands-on training, you will gain expertise that translates directly to family-thriving wages. But equally important is our commitment to developing upstanding citizens and community leaders. We expect all members of our community to conduct themselves in ways that foster belonging and mutual respect. Our campus thrives when everyone feels valued and included, and when we all uphold the highest standards of personal conduct.

I have seen firsthand how education creates enormous ripple effects—not just for individual students, but for families and entire communities. That is why our comprehensive support systems are designed to help you navigate challenges, seize opportunities, and make possibilities a reality. From your first day on campus until graduation, you will find resources and people dedicated to helping you succeed academically, professionally, and personally.

The pages that follow contain important information that will guide your educational journey. I encourage you to use this handbook as a resource throughout your time with us. Remember that you are now part of a legacy of students who have transformed their lives through education at Thaddeus Stevens College of Technology.

Together, we are building and strengthening relationships that will launch your future and contribute to the growth of our region. I am honored to be part of your path forward and remain committed to helping you achieve your goals.



Pedro A. Rivera II, Ed.D.



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Thaddeus Stevens College of Technology (TSCT) Overview

Thaddeus Stevens College of Technology (the “College”) is a two-year technical college and has operated at its original site, 750 East King Street, Lancaster, Pennsylvania, since 1905, initially established as a trade school for indigent orphans.

Today, the College educates Pennsylvania’s economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever-changing workforce and active citizenship. Currently serving approximately 1450 students across twenty-four programs of study, the College prioritizes students with financial need, constituting about 42% of the student body who benefit from the Stevens Grant. This grant assists with tuition, housing, meals, and provides books and tools during their enrollment. The remaining students fund their education through state and federal grants, scholarships, VA Education benefits, and loans. All students, except veterans, must be Pennsylvania residents.

Thaddeus Stevens College of Technology is Pennsylvania’s sole state-owned technical college and is governed by a Board of Trustees consisting of nine members appointed by the governor.

History of the College

The history of Thaddeus Stevens College of Technology begins with one man's vision—a vision of a world where all children, regardless of race or socioeconomic status, would be provided an education that would help them earn a living and succeed in society. Thaddeus Stevens did not live to see his vision come true, but the school he willed into being with the money he left at his death has given thousands of young people exactly what he intended—a chance. The school began almost three decades after Thaddeus Stevens died—it took that long for the claims on his estate to be settled and for the money to be sufficient to build a school. Starting in 1905, the school grew and grew... and has never stopped growing. From its first graduating class of 24 young men in 1913 to this year's parade of several hundred graduates, the school dreamed up by its founder has changed and evolved during those years. It has had 5 different names and has gone from 4 programs to well over 20, and from 6 buildings to 20. During all those years and all that growth, the founder's vision, and the mission to carry that out has never changed. Today, Thaddeus Stevens College of Technology maintains a strong connection to its founder's values and to its original mission—giving young people a chance to succeed by providing an education.

Mission

Thaddeus Stevens College of Technology educates Pennsylvania’s economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever-changing workforce and for full effective participation as citizens.

Vision

Thaddeus Stevens College of Technology will be a leading provider of post-secondary technical Education that transforms lives by graduating students equipped to meet the demands of a global, competitive society.



Core Values

Thaddeus Stevens College of Technology is committed to structuring and maintaining its daily functions around the following core values: integrity, diversity, respect, teamwork, learning and growth, and accountability.

Integrity - We value the commitment to high moral/ethical standards, honesty, and fairness in teaching and learning, social engagements, and professional practices.

Diversity - We value the recognition of the variety of unique individuals within our world and the interdependence upon each other, each other's culture, and the natural environment. We value the differences and respect the qualities and experiences that are different from our own.

Respect – We value the unbiased consideration, treatment, and regard for the rights, values, beliefs, and property of all other people.

Teamwork - We value working cooperatively and collaboratively as part of a group in which there is a shared mission and vision aligned toward a goal.

Life-Long Learning – We value the relentless dedication to increasing the knowledge and competences of all individuals associated with the College. We recognize that human resources are the College's only sustainable competitive advantage.

Accountability - We value the taking of responsibility for actions and the results of those actions; honoring obligations, expectations, and requirements; delivering what is promised; and owning up to shortcomings and mistakes.



College Calendar 2025-2026

The academic year begins with a 6-week summer session with limited course offerings. The fall and spring semesters are each held for 17 weeks. Some courses are offered in subterms, which have different start and end dates embedded within the 17-week semester.

Please note that term start and end dates, refund periods, deadlines for dropping or adding courses without penalty, and deadlines for changing “I” (incomplete) grades vary by term. For full details, refer to the [2025-2026 College Calendar](#).

Summer Semester 2025

| Date | Activity |
|---------|---|
| June 16 | <ul style="list-style-type: none"> • Summer Term Classes • Bridge Program Begins |
| June 19 | <ul style="list-style-type: none"> • Holiday – College Closed • Summer Term Officially Enrolled Census Date |
| July 4 | Holiday – College Closed |
| July 18 | Summer Term last day to withdrawal |
| July 25 | Summer Term classes end |
| July 28 | Summer Term grades due at noon |

Fall Semester 2025

The following sections present key academic guidelines organized by month to help you stay on track throughout the academic year.

| Date | Activity |
|-----------------------|---|
| August 12-14 | New Student Orientation |
| August 14-15 | Faculty Professional Development |
| August 18 | <ul style="list-style-type: none"> • Fall 17 Week Term Classes Start • Fall Sub Term 1 Classes Start |
| August 19 | Fall Sub Term 1 Drop/Add Ends |
| August 21 – October 3 | Pre-Assessment Testing (NOCTI & ASE) |
| August 20 | Fall Sub Term 1 Officially Enrolled |
| August 22 | Fall 17 Week Drop/Add Ends |
| August 25 | Fall 17 Week Term Officially Enrolled |
| September 1 | Holiday – College Closed |
| September 17 | <ul style="list-style-type: none"> • Fall Sub Term 1 Mid-Term Grades Due • Fall Sub Term 1 Grades Due |
| September 26 | Fall Sub Term 1 Withdraw Deadline |
| October 3 | Review/Approval of Spring Schedule |
| October 10 | Fall Sub Term 1 Classes End |
| October 13 | No classes – Faculty/Staff Development Day |



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|--------------------------|--|
| October 14-18 | Homecoming week |
| October 15 | Fall Sub Term 2 Drop/Add Ends |
| October 16 | Fall Sub Term 2 Officially Enrolled |
| October 17 | Fall 17 Week Term Mid-Term grades due Fall 17 Week Term Grades due |
| October 18 | Fall Open House |
| November 11 | Sophomore registration for Spring 2026 |
| November 12 | Freshman registration for Spring 2026 |
| November 13 | PreMajor registration for Spring 2026 |
| November 14 | Fall Sub Term 2 Mid-Term Grades Due Fall Sub Term 2 Grades Due |
| November 17 – December 5 | Student Academic Opinion Survey (SAOS) |
| November 26 – December 1 | No classes – Fall Break |
| December 12 | <ul style="list-style-type: none"> • Fall 17 Week Term Classes End • Fall Sub Term 2 Classes End |
| December 19 | Course Assessment due to PAAIR Office |

Spring Semester 2026

| | |
|-------------------|---|
| January 9 | Spring Orientation |
| January 12 | <ul style="list-style-type: none"> • Spring 17 Week Term Classes Start • Spring Sub Term 1 Classes Start |
| January 13 | Spring Sub Term Drop/Add Ends |
| January 14 | Spring Sub Term 1 Officially Enrolled |
| January 16 | Spring 17 Week Term Drop/Add Ends |
| January 19 | <ul style="list-style-type: none"> • No classes – Martin Luther King’s Birthday • Spring 17 Week Term Officially Enrolled |
| February 12 | Transportation Center Career Fair |
| February 13 | Review/Approval of Summer Schedule |
| February 16 | No classes – Faculty/Staff development |
| February 20 | Spring Sub Term 1 Withdraw Deadline |
| February 25 | Construction Focused Career Fair |
| February 26 | Manufacturing Focused Career Fair |
| March 6 | <ul style="list-style-type: none"> • Review/Approval of Fall Schedule • Spring Sub Term 1 Classes End |
| March 9-13 | No classes – Spring Break |
| March 16 – May 13 | Post-Assessment Testing (NOCTI & ASE) |
| March 16 | Spring Sub Term 1 Grades Due Spring Sub Term 2 Classes Start |
| March 17 | Spring Sub Term 2 Drop/Add Ends |
| March 18 | Spring Sub Term 2 Officially Enrolled |



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| April 6 | No classes – Faculty/Staff Development Day |
| April 7 | <ul style="list-style-type: none"> • Currently Enrolled PreMajor/Freshman to register for Fall 2026 • Currently Enrolled PreMajor/Freshman to register for Summer 2026 |
| April 11 | Spring Open House |
| April 21 | Sports Banquet |
| April 23 | Awards Banquet |
| April 24 | <ul style="list-style-type: none"> • Spring 17 Week Term Withdraw Deadline • Spring Sub Term 2 Withdraw Deadline |
| April 27 – May 8 | Student Academic Opinion Survey (SAOS) |
| May 13 | <ul style="list-style-type: none"> • Spring 17 Term Classes End • Spring Sub Term 2 Classes End |
| May 16 | Commencement |
| May 18 | <ul style="list-style-type: none"> • Spring 17 Week Term Grades Due • Spring Sub Term 2 Grades Due |
| May 22 | Course Assessment due to PAAIR Office |

The following table includes the instructors, instructor credentials, and associate programs.

| Instructor | Instructor Credentials | Associate Degree Program |
|--|---|--|
| Joseph Battle, Instructor | AAS: Thaddeus Stevens College of Technology | Advanced Welding and Fabrication Technology - 1 st yr; Metals Fabrication & Welding Technology - 1 st yr |
| Jim Stewart, Associate Professor | EdD: American College of Education BS: Franklin University AAS: Harrisburg Area Community College | Advanced Welding and Fabrication Technology - 1 st yr; Metals Fabrication & Welding Technology - 1 st yr |
| Christopher Unruh, Assistant Professor | BS: Franklin University AAS: Thaddeus Stevens College of Technology | Advanced Welding and Fabrication Technology - 2 nd yr; Metals Fabrication & Welding Technology - 2 nd yr |
| Jana Belack, Instructor | M. Arch: Boston Architectural College BS: Boston Architectural College AAS: Thaddeus Stevens College of Technology Registered Architect, The Commonwealth of MA Registered Architect, The Commonwealth of PA American Institute of Architects Member NCARB Certified LEED AP BD+C | Architectural Technology – 2 nd yr |
| Tedd Williams, Associate Professor | BS: Eastern Mennonite University AAS: Thaddeus Stevens College of Technology PA L&I: Uniform Construction Code Certification ICC: Accessibility Inspector/Plans Examiner Autodesk: AutoCAD Certified Professional | Architectural Technology – 1 st yr |
| Martin Christian, Associate Professor | AAS: Thaddeus Stevens College of Technology PA Vocational Certificate in Automotive Technology: Penn State University Certificate of State Inspection Instructor PA Certificate of Emission Inspection Instructor PA Certified Emission Repair Technician | Automotive Technology – 2 nd yr |



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| | ASE Certified Master Technician, A1-A8 ASE Certified Adv. Engine Performance Specialist L1 ASE Certified Master Engine Machinist ASE Certified Heavy Truck Technician T2 and T6 ASE Certified Under Car Specialist GM Certified Technician | |
| Allen Fry, Instructor | Certificate in Automotive Technology from Penn State University PA certificate of state inspection ASE certified A4R Suspension and Steering ASE certified A5R Brakes ASE certified A6R Electrical/Electronic System G1R Automotive Maintenance and Light Repair GM Certified Technician | Automotive Technology – 2 nd yr |
| Jeffrey Gieniec, Instructor | BS: Eastern Mennonite University AAS: Reading Area Community College Ford Senior Master Technician General Motors World Class Technician PA Safety Inspector Class 1-4 PA Emissions Inspector PA Emission Repair Technician ASE G1, A1-A-8 and L1 Master Technician ASE ETL Program Evaluator | Automotive Technology – 1 st yr |
| Naaman Hedge, Instructor | AAS: Thaddeus Stevens College of Technology | Automotive Technology – 1 st yr |
| Danielle Fox, Associate Professor | BBA: Temple University MBA: LaSalle University | Business Administration – 2 nd yr |
| Bronwyn Laughner, Instructor | BA: Lycoming College MBA: Bloomsburg University of Pennsylvania PhD: Robert Morris University (Pittsburgh) | Business Administration – 1 st yr |
| Evan Germann, Instructor | BFA: University of Kansas AAS: Thaddeus Stevens College of Technology Lancaster Chapter of the PA Guild of Craftsmen | Cabinetmaking & Wood Technology – 1 st yr |
| Jeremiah Polynone, Instructor | BS: Millersville University AAS: Thaddeus Stevens College of Technology AWI Central PA Chapter Board Member Furniture Society Member Lancaster Designer Craftsmen Lancaster Chapter of the PA Guild of Craftsmen | Cabinetmaking & Wood Technology – 2 nd yr |
| Timothy Draper, Instructor | AAS: Thaddeus Stevens College of Technology Occupational Safety and Health Administration (OSHA): Construction Safety & Health Certificate | Carpentry Technology, 1 st Year |
| Daniel McCord, Instructor | BS: Millersville University | Carpentry Technology, 2 nd Year |
| Daniel Noel, Associate Professor | BS: Lancaster Bible College AST: Williamson Free School of Mechanical Trades NCCER Certified Instructor Carpentry Level 4 Occupational Safety and Health Administration (OSHA): Construction Safety & Health Certificate | Carpentry Technology, 1 st Year |



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| Gary Schmaltz, Instructor | Vocational 1 & 2 Certifications: Temple University Owens Technical College Architectural Drafting | Carpentry Technology – 2 nd year |
| Mitch Kauffman, Instructor | BS: Kutztown University | Civil Engineering Construction Technology – 2 nd yr |
| Steve Simes, Instructor | AAS: Thaddeus Stevens College of Technology | Civil Engineering Construction Technology – 1 st yr |
| Edwin Ortiz, Instructor | BA Digital Marketing - Southern New Hampshire University AAS Collision Repair and Technology: Thaddeus Stevens College of Technology | Collision Repair Technology – 1 st yr |
| Jason Weiler, Assistant Professor | BA: Ashford University AAS: Thaddeus Stevens College of Technology | Collision Repair Technology – 2 nd yr |
| Tim Freund, Instructor | BS: Western Governors University | Computer & Network Systems Administration – 2 nd yr |
| Dr. Jameson McFarlane, Professor | DSc, Towson University MBA, BSc: York College of Pennsylvania Advanced Cybersecurity Certificate: Stanford University Certificate in Music Theory: St. Lucia School of Music Certificate in Teacher Ed. and Ed. Adm.: Sir Arthur Lewis Community College/University of the West Indies | Computer & Network Systems Administration – 2 nd yr |
| Matthew McLaughlin, Instructor | MPS: Central Penn College BS: Central Penn College AAS: Thaddeus Stevens College of Technology | Computer & Network Systems Administration – 1 st yr |
| Rebecca Schultz, Instructor | MS Ed: University of Phoenix BS: Kutztown University AAS: Thaddeus Stevens College of Technology | Computer & Network Systems Administration – 1 st yr |
| Jared Keim, Associate Professor | BS: Millersville University of Pennsylvania AAS: Thaddeus Stevens College of Technology | Computer Integrated Machining – 2 nd yr |
| Kyle Young, Instructor | AAS: Thaddeus Stevens College of Technology | Computer Integrated Machining – 1 st yr |
| Mainul Chowdhury, Instructor | BSS: Economics, University of Chittagong MS: Economics, University of North Texas MS: Information Science, University of North Texas | Computer Software Engineering Technology – 1 st yr |
| Arafat Hassan, Instructor | BS: Computer Science, University of Dhaka MS: Computer Science, University of North Texas MBA: Finance, University of Dhaka | Computer Software Engineering Technology – 2 nd yr |
| Fahim Shams, Instructor | BS: Computer Science, University of North Texas MS: Computer Science, Harrisburg University of Science & Technology | Computer Software Engineering Technology – 1 st yr |
| Mohammad Ashraful Huq, Instructor | BS: Physics, University of Dhaka MS: Physics, University of Dhaka MS: Computer Science, Harrisburg University of Science & Technology | Computer Software Engineering Technology – 2 nd yr |
| Edward Hughes, Instructor | Associate degree in Specialized Technology: Vale Technical Institute NC3 Certified Instructor | Diesel Technology – 2 nd yr |



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| Matthew Herr, Instructor | ASE Master School Bus Technician ASE Automobile Technician ASE Master Transit Bus Technician ASE Advanced Level Specialist | Diesel Technology – 1 st yr |
| Keith Brubaker, Instructor | BA: Western Governors University AAS: Thaddeus Stevens College of Technology Journeyman Electrician Electrical Apprenticeship Program: Associated Builders and Contractors, Inc., Keystone Chapter | Electrical Technology – 1 st yr |
| Frederick Bube, Associate Professor | BS: The Pennsylvania State University Occupational Safety and Health Administration (OSHA) General Industry Certification Trainer | Electrical Technology – 2 nd yr |
| Andrew Jacobs, Associate Professor | MEd: Temple University BS: The Pennsylvania State University Electrical Apprenticeship Program: IBEW, Local 98 Philadelphia Secondary School Counselor: Immaculata University Occupational Safety and Health Administration (OSHA) 10 Trainer, WVU NABCEP Entry Level Solar PV Installer Certification Program Instructor | Electrical Technology – 1 st yr |
| Brian Kochan, Associate Professor | MA: University of Maine BS: Millersville University AAS: Thaddeus Stevens College of Technology | Electrical Technology – 2 nd yr |
| Andrew Friedlund, Instructor | MS: Montana State University BS: Albright College | Electro-Mechanical Technology – 2 nd yr |
| Benjamin Harmuth, Instructor | MEd: Temple University BS: The Pennsylvania State University AAS: Thaddeus Stevens College of Technology | Electro-Mechanical Technology – 1 st yr |
| Caleb Lower, Instructor | BS: Eastern Mennonite University AAS: Thaddeus Stevens College of Technology | Electro-Mechanical Technology – 2 nd yr |
| David Thompson, Instructor | BS: The Pennsylvania State University AAS: Thaddeus Stevens College of Technology | Electro-Mechanical Technology – 1 st yr |
| Thomas Evans, Instructor | AAS: Thaddeus Stevens College of Technology | Electronic Engineering Technology – 1 st yr |
| Bruce Schreiner, Professor | MEd: The Pennsylvania State University BS: Millersville University AAS: Thaddeus Stevens College of Technology | Electronic Engineering Technology – 2 nd yr |
| Donald Hart, Assistant Professor | AST: Thaddeus Stevens College of Technology PCT Technical Committee, Sheet Metal Society of Manufacturing Engineers (SME): Member Technology Students Association (TSA): State Conference Planning Team | Engineering CAD Technology – 2 nd yr |
| James Knapp, Professor | MS: Millersville University BS: Millersville University American Design Drafting Association (ADDA): Member Society of Manufacturing Engineers (SME): Member International Technology and Engineering Education Association (ITEEA): Member | Engineering CAD Technology – 1 st yr |



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| | Technology Students Association (TSA): State Event Coordinator State Conference Planning Team Epsilon Pi Tau (EPT) Honor Fraternity: Laureate Member | |
| Michael Brady, Assistant Professor | BS: Walden University AAS: Thaddeus Stevens College of Technology | Graphic Communications & Printing Technology – 2 nd yr |
| Megan Zettlemyer, Assistant Professor | BFA: Fashion Institute of Technology | Graphic Communications & Printing Technology – 1 st yr |
| Matthew Bixler, Instructor | BS: Eastern Mennonite University AAS: York Technical Institute | HVACR – 1 st yr |
| Ty Christman, Assistant Professor | BS: Eastern Mennonite University AAS: Washtenaw Community College | HVACR – 2 nd yr |
| Bart Heagy, Assistant Professor | BS: Eastern Mennonite University CTE Certification: Temple University | HVACR – 1 st yr |
| Bruce Hyrcek, Instructor | MBA: Trinity University MD HVACR Master 01 | HVACR – 1 st yr |
| John Sweda, Instructor | BS: Temple University MEd: Bloomsburg University PA Instructional II Certification in HVACR and Plumbing | HVACR - Evening |
| Michael T. Gardner, Assistant Professor | AAS: Thaddeus Stevens College of Technology | Masonry Construction Technology – 1 st yr |
| Chad Hummel, Instructor | AAS: Thaddeus Stevens College of Technology | Masonry Construction Technology – 2 nd yr |
| Amy Jo Mumma-Frank, Professor | BA: Elizabethtown College | Mechanical Engineering Technology – 1 st yr |
| Christopher Way, Instructor | BS: The University of Iowa | Mechanical Engineering Technology – 2 nd yr |
| Skyle Major, Instructor | AAS: Thaddeus Stevens College of Technology | Plumbing Technology – 1 st yr |
| Kemon Papadimitriou, Instructor | AAS: Thaddeus Stevens College of Technology | Plumbing Technology - 2 nd yr |
| Loren Bishop, Assistant Professor | BS: Eastern University OSHA Certified Outreach Instructor | Residential Remodeling Technology-1 st yr |
| Joseph Kiely, Instructor | AAS: Thaddeus Stevens College of Technology | Residential Remodeling Technology-2 nd yr |
| Matthew Krupa, Instructor | Darden Executive Business Certificate: University of VA BS: Pennsylvania College of Technology AAS: Thaddeus Stevens College of Technology OSHA: Construction Safety & Health Certificate BCSP: Board of Certified Safety Professionals - Safety Trained Supervisor | Residential Remodeling Technology – 1 st yr |
| Andrew Snavelly, Instructor | BS: The Pennsylvania State University | Residential Remodeling Technology – 2 nd yr |
| Shannon Butler, Instructor | BA Biology - Arcadia University MS Pennsylvania State University PA Certified Wastewater Operator | Water & Environmental Technology – 1 st yr |



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| Heath Edelman, Assistant Professor | BS Pennsylvania State University MS University of New Haven Licensed Professional Engineer PA Certified Wastewater Operator PA Certified Water Operator | Water & Environmental Technology - 2 nd yr |
| Andrea Biesecker, Assistant Professor | AAS: Thaddeus Stevens College of Technology BS: Eastern Mennonite University | Welding Technology – 1 st yr |
| Michael Marino, Assistant Professor | AAS: Thaddeus Stevens College of Technology BS: Eastern Mennonite University | Welding Technology – 1 st yr |
| Joshua Seitzer, Assistant Professor | BA: Eastern University M.ED: Pennsylvania State University | Welding Technology – 2 nd yr |
| Jeffery Swoyer, Instructor | BS.Ed: Temple University | Welding Technology – 2 nd yr |
| Taro Faro, Instructor | MS: The Pennsylvania State University BS: West Chester University | Computer Information Systems Courses |

| Instructor | Instructor Credentials | General Education |
|---|--|--------------------------------|
| Marla Bucy, Associate Professor | MA: Temple University BS: Millersville University | English and Humanities Courses |
| Dr. Sarah D’Stair, Assistant Professor | PhD: University of Massachusetts MA: San Jose State University BA: San Jose State University | English and Humanities Courses |
| Laura Malone, Instructor | Adv. Cert Post Masters: SBL, SDL: Hunter College, C.U.N.Y. MS: Pace University BA: University of Richmond | English and Humanities Courses |
| Patricia Meley, Instructor | MA: The Pennsylvania State University BA: Lynchburg College | English and Humanities Courses |
| Lisa-Marie Middendorf EdD, Assistant Professor | EdD: University of Pennsylvania MA: SUNY Brockport BS: St. John Fisher College | English and Humanities Courses |
| Melissa Weathers, Instructor | MS: Lincoln University BS: West Chester University | English and Humanities Courses |
| Renee Alshouse, Instructor | MEd: Millersville University BS: Drexel University | Mathematics Courses |
| Nasser Bogale, Ph.D., Assistant Professor | PhD - University of the Cumberlands MEd - Millersville University MA - University College Dublin BSc - Addis Ababa University | Mathematics Courses |
| Trina Hess, Professor | MA: Villanova University BS: The Pennsylvania State University | Mathematics Courses |
| Nora Othman, EdD, Professor | EdD; MS: West Virginia University BS: University of Miami | Mathematics Courses |



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| Mary Phillips, Instructor | Med: Millersville University BSEd: Shippensburg University | Mathematics Courses |
| David W. Manning, Professor | MA: The Pennsylvania State University BA: Slippery Rock University | Science Courses |
| Patricia A. McKinney, Ph.D., Professor | PhD: Harvard University Graduate School of Arts & Sciences BS: Eastern Nazarene College | Science Courses |
| Heriberto Arjona, Assistant Professor | MBA: Universidad Inter-Americana de Costa Rica BA: Indiana University of Pennsylvania | Social Sciences Courses; Business and Applied Arts Courses |
| Vincent E. Miles, Ph.D., Professor | PhD, MA: Indiana University of Pennsylvania BA: Mansfield University of Pennsylvania AAS: Thaddeus Stevens College of Technology | Social Sciences Courses |

| Instructor | Instructor Credentials | Certificate Program |
|---|--|--|
| Kyle Young, Instructor | AAS: Thaddeus Stevens College of Technology | Computer Integrated Machining Certificate |
| Michael Dailey, Instructor | Electrical Apprenticeship: IBEW Local Union 743 IBEW Local Union 743 Apprenticeship Instructor Certified Journeyman Electrician Medium Voltage Splice and Termination Certification | Electrical Construction and Maintenance Certificate |
| Evan Ducko, Instructor | AA: Bucks County Community College PDE C&T Instructional I Electrical Occupations Electrical Apprenticeship: BCTHS C-TECH: Fiber Optic/Copper-Based Systems Network Cabling Specialist | Electrical Construction and Maintenance Certificate |
| Michael T. Gardner, Assistant Professor | AAS: Thaddeus Stevens College of Technology | Masonry Construction Technology – 1 st yr |
| Andrea Biesecker, Assistant Professor | AAS: Thaddeus Stevens College of Technology BS: Eastern Mennonite University | Welding Technology Certificate |
| Michael Marino, Assistant Professor | AAS: Thaddeus Stevens College of Technology BS: Eastern Mennonite University | Welding Technology Certificate |



Campus Safety & Emergency Information

Life-Threatening Emergencies

- Call 911 FIRST
- Then, call Campus Security at: 717-391-7225

Emergencies

- Call Campus Security at: 717-391-7225

Urgent Situations Requiring Immediate Medical Attention

- During Office Hours: Contact the Health Services Center at: 717-299-7769
- After Office Hours: Contact Campus Security at: 717-391-7225

Non-Urgent Situations

- During Office Hours: Contact the Health Services Center at: 717-299-7769
- After Office Hours: Contact Residence Life Monday-Friday 10:00 am – 9:00 pm. Visit the [Residence Life](#) online page for Residence Life Staff Information.

Non-Emergency

When issues arise on campus that are not emergencies, contact:

- Campus Security available 24 hours a day / 7 days a week: 717-391-7225
- Pennsylvania State Police: 717-299-7650.



1. CODE OF CONDUCT AND YOUR RIGHTS

1.1 Code Of Conduct

Thaddeus Stevens College of Technology (“the College”) is committed to fostering an educational environment built on respect, integrity, and inclusivity. The College expects all members of its community to conduct themselves in a manner that honors the legacy of Thaddeus Stevens, promotes mutual respect, and upholds the highest standards of civility.

All individuals are expected to refrain from behavior, language, or actions that demean, harass, or harm others. The College strives to create a welcoming atmosphere rooted in empathy, understanding, and an appreciation for people from all backgrounds.

To maintain a safe, respectful, and professional learning environment, the College enforces a Student Code of Conduct that governs student behavior, including attendance, dress, and the use of drugs and alcohol. These standards apply in all campus areas, including classrooms, student organizations, athletic programs, and any situation in which students represent the College, whether on or off campus.

Students are expected to use appropriate language, dress respectfully, and treat College property and facilities with care. The College is committed to nurturing a culture of compassion, professionalism, and mutual respect. All students and student groups are required to adhere to the Student Code of Conduct, which extends to interactions with faculty, staff, peers, industry partners, and the surrounding community.

Violations of this policy may result in disciplinary action. While this policy outlines general expectations and specifically prohibited conduct; it is not exhaustive. The College reserves the right to take appropriate action in response to behavior, that while not explicitly listed, violates the spirit of this policy or undermines the College’s core values. All disciplinary proceedings will be conducted fairly and in alignment with the standards outlined in [Code of Conduct policy](#) and also in Appendix A of this Student Handbook.

1.2 Your Responsibilities

You are expected to attend classes regularly, make a conscientious effort in your academic work, and comply with all College rules and regulations. Together with administration, faculty, and staff, you share a responsibility for fostering a safe and positive learning and living environment. You must respect the rights of others involved in the educational process and express ideas and opinions in a respectful manner, avoiding offense or slander. Do not disrupt the education of others.

1.3 Additional Responsibilities

You are also expected to:

- Be aware of and comply with all rules governing student behavior.
- Cooperate fully and provide relevant information in disciplinary cases.
- Recognize that all rules remain in effect unless officially waived, altered, or repealed.
- Assist College staff maintain a safe environment for everyone.



- Comply with all applicable federal, state, and local laws.
- Protect and care for college property.
- Attend classes daily unless officially excused.

1.4 Your Rights

You have the right to:

- access your academic records, including grades, and retain completed coursework (e.g., tests, papers, and projects);
- privacy;
- a learning and residential environment that supports studying and academic success;
- a fair hearing - formal or informal - prior to disciplinary sanctions or loss of college services;
- file a grievance or appeal decisions that affect your status or rights;
- an educational experience free from harassment, ridicule, or intimidation by any member of the College community.

Thaddeus Stevens College is committed to the principles of free speech and free expression. However, as in broader society, these rights are accompanied by a shared responsibility to exercise them respectfully and in ways that do not compromise the well-being of others.

2. YOUR GUIDE TO GETTING AROUND

[Thad's Pad](#), available through our Ellucian platform, provides secure, single sign-on access to essential tools, personalized academic information, and campus resources.

2.1 Thad's Pad Overview

Thad's Pad includes access to the following key areas:

| Category | Resources & Tools |
|------------------------|--|
| Campus Updates | Campus Bulletin, Jones Dining Menu & Hours, Shuttle Schedule, Vehicle Policy, MAC Hours |
| Quick Links | Email (Outlook), Self-Service Portal, Canvas*, Watermark – Student Success & Engagement, IT Support, Student Handbook & Catalog, RAVE Alerts, Idea Exchange. |
| Campus Resources | Academic Support, Career Services, Counseling Services, Library, Tutor.com (24/7), College Store, Food/Clothing/Hygiene Request Form |
| Microsoft Applications | Outlook, Word, PowerPoint, Teams |

*Canvas is the College's course management platform used for accessing course materials, submitting assignments, participating in discussions, and viewing grades.

2.2 Programs and Campus Locations

Thaddeus Stevens College offers 24 associate degrees, four certificate programs, and a variety of short-term training options lasting from six weeks to six months. These programs are available at our main campus and at four additional locations throughout Lancaster, PA.

With five locations, including our historic main campus, which features athletic facilities, residence halls, and comprehensive support services, we understand that it can take time to navigate the



different spaces. To help you, we have provided detailed information about each building and location on our [Campus Map](#) online page. Below is a brief overview of our main campus and locations.

2.3 Thaddeus Stevens College of Technology Main Campus and Locations

- **Main Campus (Main)**

750 East King Street, Lancaster, PA 17602. (717) 299-7730

- **Greiner Advanced Manufacturing Center (Greiner)**

599 Chesapeake Street, Lancaster, PA 17602.

- **Thaddeus Stevens College at Greenfield Location (Greenfield)**

1812 Colonial Village Lane, Lancaster, PA 17602.

- **Thaddeus Stevens College Transportation Center (Transportation Center)**

400 Ben Franklin Blvd, Lancaster, PA 17601.

- **Griscom Education Center (Griscom)**

1100 East Orange Street, Lancaster, PA 17602. The Residence Hall is located on the upper floors of the building. The following services are available on the lobby level:

- ATM
- Counseling
- Health Center
- House of Champ College Store
- Lactation Room
- Learning Commons
- Orange Street Cafe

2.4 Residence Life

Residence Halls are located on Main Campus, Griscom Education Center, and Reighard Hall at Millersville, PA. For further information, refer to the Residence Life Handbook in this document or the [Residence Life](#) online page.

2.5 Academic and Technology Programs

The following programs are offered at the main campus and four campus locations:

| Program | Campus/ Location | Building | Floor |
|--|---------------------|---------------------|-------------|
| Advanced Welding and Fabrication Technology | Greenfield | Greenfield | 1 |
| Architectural Technology (ARCH) | Griscom | Griscom | 1 |
| Automotive (AUTO) | Transportation Ctr. | Transportation Ctr. | 1 |
| Business Administration (BUAD) | Griscom | Griscom | Lobby Level |
| Cabinetmaking & Wood Technology (CABM) | Main | Snyder | 1 |
| Carpentry Technology (CARP) | Main | Leonard | 1 |
| Civil Engineering Construction Technology (CIVL) | Greenfield | Greenfield | 1 |
| Collision Repair (CORT) | Transportation Ctr. | Transportation Ctr. | 1 |
| Computer & Network Systems Admin (CNSA) | Main | Kreider | 2 |



| | | | |
|---|---------------------|---------------------|-------------|
| Computer Integrated Machining (CIM) | Greiner | South | 1 |
| Computer Software Engineering Tech (CSET) | Griscom | Griscom | Lobby Level |
| Diesel (DETC) | Transportation Ctr. | Transportation Ctr. | 1 |
| Electrical Construction and Maintenance Cert. | Griscom | Griscom | Lower Level |
| Electrical Technology – 1 st Year (ELEC) | Main | Snyder | 1 |
| Electrical Technology – 2 nd Year (ELEC) | Main | Woolworth | 1 |
| Electro-Mechanical Technology (EMT) | Main | Kreider | 1 |
| Electronic Engineering Technology (EET) | Main | Kreider | 2 |
| Engineering CAD Technology (ECAD) | Griscom | Griscom | 1 |
| General Education Lab Classes (Gen Ed) | Griscom | Griscom | 4 |
| Graphic Communications & Printing Tech (GRAPH) | Griscom | Griscom | Lobby Level |
| Heating, Ventilation, Air Conditioning, & Refrigeration (HVACR) | Greiner | South | 1 |
| Masonry Construction Technology (MASN) | Greenfield | Greenfield | 1 |
| Mechanical Engineering Technology (MET) | Griscom | Griscom | 1 |
| Metals Fabrication & Welding (MFWT) | Greiner | North | 1 |
| Plumbing Technology (PLBG) | Main | Woolworth | 1 |
| Residential Remodeling Technology (RMDL) | Main | Snyder | 1 |
| Water & Environmental Technology (WET) | Griscom | Griscom | 4 |
| Welding Technology (WELD) | Greenfield | Greenfield | 1 |

2.6 Service Areas

Below is a chart outlining service areas, locations, and contact phone numbers (717 area code) for various departments. All locations are on the main campus unless otherwise noted. The table also lists programs offered at the main campus and at four additional campus locations.

Key: MAC = Multipurpose Activity Center; Griscom = Griscom Education Center; Schwalm = Schwalm Student Center

| Service Area | Location | Phone Number |
|--|--|--------------|
| Academic Affairs | Mellor Building, 1 st Floor | 299-7611 |
| Academic Center | Learning Resources Center | 391-1375 |
| Accessibility Services | Brenner Hall, 1 st Floor | 299-7408 |
| Act 101/Carl Perkins Programs | Learning Resources Center | 391-7299 |
| Advancement Office | Ayres Alumni Building | 295-9666 |
| Alumni Office & Foundation | Ayres Alumni Building | 295-9666 |
| Planning, Assessment, Accountability, and Institutional Research (PAAIR) | Hartzell Building | 391-3595 |
| Athletic Director | Mellor Building, 1 st Floor | 299-7752 |
| Campus Security | MAC | 391-7225 |
| Career Services | Hartzell Building | 396-7188 |
| Counseling | Brenner Hall, 1 st Floor | 391-7213 |
| Dining Services | Jones Dining Hall, Schwalm, Griscom | 299-7740 |
| Engagement (HR), Equity, and Inclusion | Mellor Building, Lower Level | 396-7188 |
| Admissions | Hartzell Building | 537-0641 |



| | | |
|----------------------------|--|----------|
| Financial Aid | Hartzell Building | 391-3510 |
| Health Services | Brenner Hall, 1 st Floor | 299-7769 |
| Information | Mellor Building, 1 st Floor | 299-7730 |
| Information Technology | Griscom, 4 th Floor | 391-7359 |
| Library | Learning Resource Center; Library | 299-7754 |
| Lost and Found | Mellor Building, 1 st Floor | 299-7730 |
| Maintenance | Maintenance Building | 299-7782 |
| Marketing/Public Relations | Mellor Building, 1 st Floor | 299-7210 |
| Parking (Business Office) | Mellor Building, 1 st Floor | 391-7225 |
| Registrar/Transcripts* | Hartzell Building | 391-7231 |
| Security (Main) | MAC, 1 st Floor | 396-7165 |
| Security (Griscom) | Griscom, 1 st Floor | 391-7225 |
| Student Payroll | Mellor Building, 1 st Floor | 391-3518 |
| Student Services | Mellor Building, 1 st Floor | 299-7752 |
| Veterans Information | Hartzell Building | 391-7206 |

* The College maintains grade and transcript records for a minimum of three years.

2.7 Board of Trustees

The Board of Trustees is responsible for the overall governance of the College. The Board sets institutional policies, approves budgets, and works closely with the President to support the College's strategic direction and long-term success. The table below lists our Board of Trustees and titles.

| Name | Position |
|-------------------------|------------|
| Jeffrey Sterner | Chair |
| Joseph J. Wysock, III | Vice-Chair |
| Patricia Hopson-Shelton | Secretary |
| Thomas Baldrige | Treasurer |
| Christopher Buck | Trustee |
| Michael Maquire | Trustee |
| Barry Schlouch | Trustee |
| Todd Shertzer | Trustee |
| Marshall Snively | Trustee |

2.8 Academic and Administrative Leadership

The table below lists academic and administrative contacts, roles, and duties.



Key: M = Mellor; A = Alumni House; H = Hartzell; Maint = Maintenance; LRC = Learning Resource Center; MAC = Multi-purpose Activity Center; GEC = Griscom Education Center

| Position | Name | Phone | Location | Duties |
|--|----------------------------|----------|-----------------------------|--|
| President | Dr. Pedro A. Rivera II | 299-7722 | M (1st floor) | Oversees operation of the college |
| Vice President of Academic Affairs | Dr. Keshia Morant Williams | 391-1364 | M (1st floor) | Provides leadership and oversight for the college's academic operations |
| Vice President of Finance & Admin | George Longridge | 391-6947 | M (1st floor) | Directs business and administrative function and facilities |
| Vice President of Student Services and Athletic Director | Dr. Chris Metzler | 299-7794 | M (1st floor) | Oversees campus life, dining, health, safety, and athletics |
| Executive Vice President of College Advancement | Pam Smith | 391-1366 | M (1st floor) | Leads and manages Government relations, career services, grants, development, the Foundation, and alumni relations |
| Executive Director of Thaddeus Stevens Foundation | Jenny Germann | 229-7776 | A | Leads and manages Foundation, new home construction project, & fundraising |
| Chief Development Officer | Mary Shaffer | 905-3727 | A | Leads fundraising and builds donor relationships |
| Campus Inclusion and Compliance Officer | Nakia Perry | 391-1365 | M (Ground fl) | Advances diversity, guides leadership, tracks inclusion, and promotes a welcoming campus. |
| Dean of Enrollment Services | Dr. Melissa Wisniewski | 391-7234 | H | Oversees the Offices of Admissions, Financial Aid, and Registrar |
| Dean of Student Success | Dr. Michael DeGroft | 391-3506 | M (1st floor) | Oversees student academic issues & concerns; provides asst to VPAA |
| Director of Academic Center; and PreMajor Program | Sheri Wright | 391-1375 | LRC (3 rd floor) | Oversees Academic Center supports and staff and the PreMajor Program |
| Director of Act 101 & Carl Perkins Program | Dr. Valdijah Brown | 391-7299 | LRC (3 rd floor) | Oversees Act 101 and the Carl D. Perkins Program |
| Director of Alumni Engagement & Development | Elizabeth Valentin | 299-7930 | A | Manages alumni relations, events, & fundraising |
| Director of Career Services | Laurie Grove | 396-7188 | H | Manages career svcs, industry engagement, career fair |
| Director of Comm & Marketing | Holly White | 299-7210 | M (1st floor) | Leads strategy and implementation for external communications, public relations, and marketing |
| Director of Employee Engagement | Heather Burky | 391-6935 | M (ground fl) | Leads Human Resources operations to support employee development, compliance, & a positive workplace culture. |
| Director of Facilities and Operations | Hector Perez | 391-7284 | Maint | Oversees facilities, renovation, fleet ops & shipping/receiving |
| Director of Financial Aid | Emily Smoker | 391-7206 | H | Oversees Office of Financial Aid and student eligibility; Veterans Affairs School Certifying Official |
| Director of K-16 & Strategic Initiatives | Dr. Melissa Day | 299-7682 | M (Ground fl) | oversees K-12 STEM outreach, secondary articulation agreements, and postsecondary articulation |
| Director of Information Technology | Andrew Carson | 391-7359 | GEC (4 th floor) | Oversees information technology policies, practices, and staff |
| Director of Library | Katherine Pennavaria | 299-7754 | LRC (1 st floor) | Oversees library staff, services, and resources plus the College archives |
| Registrar | Amber Duh | 299-7775 | H | Manages student records, enrollment, and registration |
| Director of Residence Life | Dawan Worsley | 299-7681 | Mellor (Ground fl) | Overseas operations for Residence Life and Student Conduct |
| Director of WEDC | Valerie Hatfield | 391-3514 | H | Directs ops of Workforce & Econ Development Center |
| Admin Asst for Academic Affairs | Aida Rodriguez | 299-7644 | M (1 st fl) | Provides administrative support to the Vice President of Academic Affairs |
| Adjunct Faculty Facilitator | Laura Malone | 299-7725 | M (2 nd fl) | The AFF oversees adjunct faculty selection, evaluation, and assignments in the General Education Division. |
| Instructional Coach | Lisa Marshall | 299-7564 | M (ground fl) | Advances teaching and learning through support, collaboration, and effective strategies. |



2.9 College Hours of Operation

2.9.1 In session

During the spring and fall semesters, when college is “in session,” administrative offices are open Monday through Friday, 8:00 A.M. to 4:30 P.M. *NOTE: “In session” refers to the administrative office hours. Class schedules may vary and are determined separately.*

2.9.2 Summer Hours

From mid-May to mid-August, the College operates on a summer schedule: Monday through Friday, 8:00 A.M. – 4:00 P.M.

3. YOUR GUIDE TO ADMISSIONS, ENROLLMENT & REGISTRATION

3.1 Admissions

3.1.1 Admissions Policy

The College does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race, color, ethnic or national origin, religion, sex (including pregnancy), disability, age (as applicable), veterans’ status, genetic information, or any other legally protected classification.

Admissions

Applicants must apply directly to a program of study. The College does not offer an “undecided” major or the option to pursue multiple majors simultaneously. Applicants unsure of what to study should visit the College’s website for information on options.

The College receives many applicants each year. At times, meeting the minimum requirements will not be sufficient for admission. Majors are limited in the seats provided; when a program reaches capacity, applicants will be placed on a waitlist.

Admissions Criteria

Applicants must be Pennsylvania residents for at least one year. An appeal process is available for applicants who have resided in Pennsylvania for less than 1 year.

Exceptions are made for active duty/veterans and their families.

Applicants must have a high school diploma or equivalent.

- Upon transcript evaluation:
 1. Applicants with a minimum 2.8 high school GPA go directly to review.
 2. Applicants with a 2.79- 2.0 high school GPA will need to take the entrance exam.
 3. Applicants with a high school GPA of less than 2.0 will not be considered for admission.
- Upon receipt of the high school equivalent:
 1. Applicants must take the entrance exam.

Transfer Applicants College level English and math courses with a C or higher are required to waive the entrance exam.



Readmit Students

1. Students must complete the application for admission and indicate they are a readmit student.
2. The College will provide an application fee waiver if students reapply within one year of ceasing enrollment.
3. A committee reviews completed applications, and additional steps may be requested from the applicant.
 - The readmit review committee consists of previous program faculty, members of the Student Success Team, members of the Enrollment Services Team and members of the Student Services team.

Second Degree

Current students interested in pursuing a second degree should complete the re-admit application.

Change of Major

Students desiring to change program majors must apply to do so through the Admissions Office. Initial paperwork and discussion should be with the Director of the Academic Center. Requests are reviewed by staff, with final approval by the Dean of Enrollment Services.

Non-matriculating Students Limited to faculty and staff and their dependents on a limited basis as space permits.

3.1.2 First Time Application Procedure

To be considered for admission, all applicants must complete and submit the following:

1. Online Application

- a. Submit your application by following the steps on the [Applications website](#).
- b. Applicants must have been Pennsylvania residents for at least one year prior to applying; proof of residency may be requested. Active duty military members, veterans, and their dependents are exempt.
- c. New Pennsylvania residents may submit a Residency Appeal for upcoming academic year admission. Contact the [Dean of Enrollment Services](#) for the form.

2. Application Fee or Fee Waiver

- a. The \$45 application fee is non-refundable.
- b. Fee Waivers are available for high school students and those affiliated with certain agencies or organizations. The College accepts the National Association for College Admission Counseling (NACAC) fee waiver for current high school students.

3. High School Transcript or GED Scores

Acceptable submission methods include:

- Email: admissions@stevenscollege.edu
- Parchment or Naviance Platform
- Mail: Thaddeus Stevens College of Technology, c/o Admissions Office, 750 E. King Street, Lancaster, PA 17602



4. Evaluation Process:

After submitting the required documents, applicants will be evaluated on factors, such as high school GPA, individual course grades, college transcripts (if applicable), and standardized test scores (if applicable). The Admissions Office will notify applicants of any next steps via email and the applicant portal. Enrollment decisions will also be communicated through the applicant portal and email.

Optional Submissions (These will not delay the review process):

- **SAT or ACT Scores**
 - Official scores from College Board are required if submitted.
 - Unofficial score reports may be emailed to admissions@stevenscollege.edu while you are waiting for the official scores.
- **College Transcripts**

Official transcripts must be sent directly from previous institution to the College for review.
- **Accessibility Documentation**

To disclose a disability and request accommodations, complete the [Accommodations Request Form](#). Early submission is recommended as the review may take several days.

Obtaining More Information

You can complete the [Request Information Form](#) for further details. The Admissions team will follow up accordingly.

- Admissions Office Hours Monday through Friday: 8:00 AM – 4:30 PM
- Admissions Summer Hours: 8:00 AM – 4:00 PM
- **Email:** admissions@stevenscollege.edu
- **Phone:** (717) 299-7701 (option 2)

3.1.3 Admissions Decisions

After all required documents are submitted, enrollment decisions are communicated to the applicant via the applicant portal, email, and notice of offers are also communicated via mail. Admissions decisions include the following:

- **Direct Admit to the Major:** The applicant is accepted directly into the major.
- **Pre-Major:** Pre-major education at Thaddeus Stevens College of Technology is designed to meet the needs of academically underprepared students. Students whose placement evaluation indicates a need to strengthen foundational skills in literacy and math are required to successfully complete Pre-Major courses to progress in the major. Success in a Pre-Major course is indicated by earning a grade of “C” or better. In addition, students are required to retake the entrance exam. Pre-Major students who do not achieve the required entrance test scores may request a waiver for demonstrated academic achievement at the college level.

Pre-Major courses are calculated into the students’ overall course load and applicable in determining full-time or part-time status and meeting financial aid standards. However,



credit hours earned do NOT count toward graduation because the courses are considered foundational. Pre-Major courses have a 0-level designator. Entry into the Pre-Major program is determined by the Office of Admissions.

- **Denials:** The applicant is not accepted directly into the major or as a pre-major. Refer to the [Admissions Policy](#) for more information.

3.1.4 Advanced Placement

The College supports your success by placing learners at the appropriate educational level. Advanced placement allows you to receive credit for prior learning and experience gained through advanced high school work, vocational/technical training, military service, or relevant work/life experience. Refer to the [Credit for Prior Learning Assessment Policy](#) for more information.

If you are interested in advanced placement, consult the College Registrar. Eligibility is based on substantial evidence of prior learning, and credit may be awarded through testing or competency assessments, as determined by the appropriate department.

NOTE: Advanced credit is not calculated into your cumulative grade point average (GPA). Only the course number, title, and credit hours are listed on the transcript, with no grade letter assigned. A maximum of 50% of the program's total requirements may be fulfilled through nontraditional credit (e.g., advanced placement or credit by exam). Credit will be granted if you are a full-time student in good standing after completing one semester, unless otherwise approved by the VPAA.

3.1.5 Ways to Earn Advanced Placement Credit

The following options offer advanced placement credit without a recorded grade:

- **Department Examination**

If you have advanced skills, you may choose to take a final exam for a specific course to earn credit without enrolling.

- **Standardized Exams**

Credit may be awarded for acceptable scores on exams such as AP, CLEP, or Excelsior.

- **Portfolio Assessment (Life/Work Experience)**

If you are a nontraditional student, you may submit a portfolio demonstrating what you have learned through work, training, or professional experience. Faculty will assess your portfolio based on course objectives.

- **Military Training**

Credit may be awarded for technical training completed during military service (e.g., electronics, auto mechanics).

- **Formal Apprenticeship Training**

Credit may be granted for completing recognized apprenticeship program (e.g., machinist, plumber, electrician).

- **Articulation Agreements**

Credit may be awarded for completing approved high school technical programs if a formal articulation agreement exists.



- **Program of Study (POS)**

Credit can be granted through statewide Program of Study (POS) agreements recognized by the College.

3.1.6 PreMajor Program

If your placement evaluation indicates a need to strengthen foundational skills in reading, writing, and/or math must successfully complete PreMajor courses before being admitted to a technical program. Success in a PreMajor course is defined as earning a grade of "C" or better and meeting the required entrance test scores. If you do not meet the test score requirements, you may request a waiver based on demonstrated academic achievement at the college level.

3.1.7 Veterans and Military Information

If you wish to use veterans' education benefits, you must apply at US Department of Veteran Affairs (<https://www.va.gov/education/how-to-apply/>)

- The GI Comparison Tool (<https://www.va.gov/education/gi-bill-comparison-tool/>) can help you explore your benefits.
- If you were awarded post-9/11 GI Bill® Statement of Benefits will show how much of your benefits you have used and how much you have left to use for your education or training.

To determine eligibility, you must:

- Submit a copy of your Certificate of Eligibility (COE) or Statement of Benefits to the VA Certifying Official (SCO). This document is available approximately 30 days after applying for education benefits with VA.
- Complete a VA Education Benefit Certification Form each semester to the SCO.
- Submit a Prior Education and Training Form to the SCO.
- Submit a copy of your member 4 DD214, if applicable to the SCO if you are a veteran.

School-Certified Benefit Programs

- Chapter 30 – Montgomery GI Bill® – Active Duty
- Chapter 31 – Veteran Readiness & Employment (VR&E)
- Chapter 33 – Post 9/11 GI Bill®
- Chapter 35 – Survivors & Dependents Educational Assistance
- Chapter 1606 Montgomery GI Bill® – Selected Reserve (MGIB-SR)
- Chapter 1607 Reserve Education Assistance Program (REAP)

Federal and State Benefit Programs

- **Educational Assistance Program (EAP) & Military Family Education Program (MFEP)**
 - If you, a parent, or a spouse are in the PA National Guard, you may qualify for tuition benefits. If you are a National Guard student, you can apply for EAP. If you are a dependent or spouse of a service member, you can apply for MFEP. Applications can be submitted online at www.pheaa.org.



Military Leave of Absence

If you are a member of the Pennsylvania National Guard or reserve component of the Armed Forces of the United States, and are called or ordered to active duty, a leave of absence must be granted.

When released from active duty, you are entitled to and restored to the educational status previously attained without any loss of credits earned. At your discretion, the College will either refund the tuition and fees you paid or apply them as a credit toward your next semester or term after returning from military leave.

The College will offer you a 100% refund of tuition and fees or a credit for the next semester's tuition and fees. If you receive a refund and return it, the refund will be at the existing rate.

For more information, please visit the Thaddeus Steven's College website at <https://www.stevenscollege.edu/admissions/veterans-and-military-information>.

VA School Certifying Official Contact

VA School Certifying Official (SCO) Contact Information:

Emily Smoker

Phone: 717-391-7206

Email : smoker@stevenscollege.edu

Mail: 750 E King Street, Lancaster, PA 17602

3.1.8 Transfer Credits

If you want to transfer credits to Thaddeus Stevens College, the courses must meet the following criteria under the [Transfer Credit Policy](#).

- The credits must be earned at a college accredited by a recognized accrediting agency.
- Only courses with a grade of "C" or higher are considered for transfer.
- Courses must be equivalent in content and credit hours to those offered at Thaddeus Steven College of Technology.
- Coursework older than 10 years will be evaluated on a case-by-case basis.

To request a credit transfer:

- You must submit an official transcript from the previous institution.
- The Registrar's Office will evaluate the transcript to determine the eligibility and may include a review with faculty.
- Approved transfer courses will appear on your transcript with a "T" (transfer credit) in place of a letter grade. These credits do not affect your GPA.
- You can view approved transfer credits through your Ellucian student portal.

3.1.9 Early Enrollment

The Early Enrollment program is a fully immersive experience for high school seniors from partner schools with a signed Memorandum of Understanding (MOU) with Thaddeus Stevens College. During your senior year, you will attend the College full-time instead of returning to your high school. You will earn college credits in high-demand, high-wage majors.



To apply, you must complete the following steps by March 1 of their junior year:

- Complete the Early Enrollment Application online.
- Provide one teacher and one counselor recommendation
- Submit high school transcript (must have above a 2.5 GPA)
- Complete the College entrance exam.

For more information, you should contact their high school Guidance Office. Also, refer to the [Early Enrollment, Dual Enrollment, College in the High School Policy](#) for more information.

3.1.10 Transferring from Thaddeus Stevens to another college

If you have earned college credit can sometimes transfer those credits to other colleges/universities since Thaddeus Stevens College is accredited by Middle States. You should contact the college/university they are interested in transferring to determine what credits will transfer. For more information, please visit the [Postsecondary Articulation Agreements](#) online page or contact the Career Services office at careerservices@stevenscollege.edu.

3.2 Enrollment

Full-Time Status: Students enrolled in at least 12 credits during a semester.

Part-Time Status: Students enrolled in fewer than twelve credits during a semester.

Maximum Credits Hours: A typical full-time course load is approximately 18 credits. Students who wish to enroll in more than 21 credits are required to complete Course Overload Form prior to registration.

3.3 Your Financial Responsibility Agreement

Before registering for classes at Thaddeus Stevens College of Technology, you must review and agree to the Student Financial Responsibility Agreement. By signing this agreement, you acknowledge and accept full responsibility for the payment of all tuition, fees, and other charges related to their enrollment. This includes situations where payment is expected from third parties such as financial aid, family contributions, or employer reimbursement—you are ultimately accountable for ensuring their account is paid in full.

The College allows you to register for classes without immediate payment in full as a courtesy, based on their agreement to pay by designated deadlines. By registering and accepting the terms, you enter a binding agreement with the College for the provision of educational services. Additionally, you understand that instruction methods may shift due to public health or other considerations (e.g., transitioning to online or remote learning), and such changes do not alter their financial obligations.

3.4 Registration Groups

- a. **PreMajor**
- b. **Academics Only** - Enrollment in general education courses only is at the discretion of Academic Affairs.
- c. **Major**
 - First Year
 - Second Year



Access to course registration is determined by the Registrar's Office. Typically, registration priority will be in reverse order of the student registration groups above. Meaning Second Year Students in the Major have the opportunity to register first, and PreMajors register last. Registration dates are listed on the Academic Calendar.

3.4.1 Credit Hours and Course Numbers

The Credit Hour

In alignment with federal guidelines, a credit hour at TSCT is defined as the amount of work that reasonably approximates:

- One hour (50 minutes) of classroom or direct faculty instruction and two hours of student work outside of class each week for approximately fifteen weeks for one semester hour of credit.
- Equivalently, one semester credit hour may include:
 - **Lecture Courses:** One hour of classroom instruction per week, with two hours of outside study each week in the semester.
 - **General Education Laboratory Courses:** Two hours of lab work per week with one hour of outside study.
 - **Technical Laboratory Courses:** Generally, three hours per week per credit hour or a proportional combination as deemed appropriate by the academic department.
 - **Online Courses:** Workload equivalent to the requirements for credit hours in traditional formats, with documented learning outcomes, activities, and student engagement.
 - **Internships:** One credit per 50 internship hours in a semester.

Delivery Mode

- **Online and Hybrid Courses:** For non-traditional formats, the same credit hour standards apply. Online courses must document student engagement through equivalent assignments, discussions, and other structured learning activities.
- **Accelerated Courses:** Courses offered in a compressed timeframe must still meet the total required instructional and student work hours per credit hour as outlined above.

Refer to the [Credit Hour Policy](#) for more information.

Course Numbers

Each course at the College is assigned a code consisting of letters and numbers (e.g., WELD 125). The letters represent the subject area, while the numbers indicate the academic level. Courses numbered between 001 and 099 are developmental courses, and those numbered 100 and above are considered college-level courses.

3.4.2 Add/Drop General Education Courses

Students may add/drop any courses according to the following schedule:

- Within the first 5 business days of a full semester course (17 weeks)
- Within the first 2 business days of the First Subterm (First 8 weeks)



- Within the first 2 business days of the Second Subterm (Second 8 weeks) Students must use Self-Service to drop or add a course. Assistance is available through academic advisors or the Registrar's Office. Students do not need instructor and/or academic advisor approval to drop or add a course during this period.

3.4.3 Maximum Credit Hours

A typical full time course load is approximately 18 credits. If you wish to enroll in more than 21 credits, you must complete the Course Overload Form prior to registration.

3.4.4 Change in Academic Credential

Students who wish to pursue a different credential in the same major can complete a Change of Credential Form in the Registrar's Office. Students may change from the Associate in Applied Science (AAS) to the Certificate or from the Certificate to the AAS.

- The change in credentials is effective in the next semester.
- Should a student satisfy all graduation requirements for the Certificate, the effective date may be assigned to the last day of the semester by the Registrar.

3.4.5 Change of Program Major

All changes of major requests are managed by the Admissions Office. Refer to the Admission Policy for additional details.

3.4.6 Textbooks, Tools, and Supplies

The process for obtaining textbooks depends on whether you are Stevens Grant or a Non-Stevens Grant student. For more information, visit the [Textbook Purchasing Information](#) online page.

3.4.6.1 Stevens Grant Students

- Textbooks and tools will be loaned to all Stevens Grant Students.
- All General Education (Gen Ed) books must be returned, in good condition at the end of the semester (or at the end of their use if needed beyond one semester).
- Books that are not returned will be charged to you, and a penalty fee will be assessed.
- At the end of the semester, you may choose to purchase your books, at the regular purchase price based on the average value of the book.
- You are required to purchase needed supplies for class.
- If your withdrawal from the College, you are required to return all books and tools prior to leaving campus.

3.4.6.2 Non-Stevens Grant Students

- Textbooks may be purchased:
 - Directly or online from the [HACC Lancaster bookstore](#). Instructions for ordering the textbooks can be found in [Appendix F](#).
 - [Cengage Unlimited](#) is an online textbook service with a yearly fee of \$170, split evenly between the Fall and Spring semesters. The Fall semester charge is \$85, with the remaining \$85 billed in the Spring.
 - PreMajor program are charged \$85 for the full year.



- If you are in technical programs using Cengage Unlimited will receive access instructions on the first day of classes.
 - Note: If you are in MATH 126 will automatically have access to that textbook.
- **Tools**
If you are accepted into a major are required to purchase all necessary tools and supplies. These items must be obtained by the start of the fall semester and can be found on the website under the appropriate course of study for the current semester.

3.4.7 Withdrawal Procedure

Course Withdrawal

- You may withdraw from a course between the end of the Drop/Add period and the 14th week for a full semester course and the end of the 6th week for an 8-week Subterm course.
- Prior to withdrawing, you should meet with your advisors and Office of Financial Aid to discuss the impact the course withdrawal might have on your educational plan and financial aid.
- To formally withdraw from a course, you must complete the Course Withdrawal Form available on Thad's Pad or from the Registrar's Office.
- Course withdrawals within the withdrawal period result in a "W" grade on the transcript and will not impact your GPA.
- Until you formally complete the Course Withdrawal Form, you are considered active and remain on the class roster, and a final grade will be assigned.
- The course withdrawal effective date coincides with the Office of the Registrar's receipt of the Course Withdrawal Form completed with all required signatures.
- Upon withdrawal from a course, you should return any College materials or property to the appropriate parties to avoid being billed for those items.
- If you earn an "F" due to an academic integrity violation, you may not withdraw from that course.

College Withdrawal

- Prior to withdrawal from the College, you should meet with their instructor, advisor, and the Office of Financial Aid to discuss the impact of withdrawal.
- To formally withdraw from the College, you must complete the College Withdrawal Form available on Thad's Pad or from the Registrar's Office.
- Upon withdrawal from college, you are required to resolve any outstanding obligations (return books and tools, pay student account balance).
- Resident Students
 - Resident students are required to notify the Residence Hall Advisor (RHA) of their departure. The room key should be given to the RHA. If the RHA is not available, you can place keys in the dropbox located in the lobby of your residence hall.
 - You have 24 hours to vacate after their withdrawal from the College is confirmed.



- The College withdrawal effective date coincides with the day your signed College Withdrawal Form is received by the Registrar’s Office.

Resident Students

- If you are a resident student, you must notify your Residence Hall Advisor (RHA) of their departure.
- Room keys should be returned to the RHA. If unavailable, keys may be given to the Director of Residence Life or the Vice President of Student Services.
- If your withdrawal, you must vacate campus by 4:30 p.m. the day after notifying the College, unless other arrangements are made with the RHA.
- In certain cases, you may be required to leave immediately or by the evening of the withdrawal notification.
- The official withdrawal date is the day the signed College Withdrawal Form is received by the Registrar’s Office.

4. YOUR GUIDE TO TUITION, FINANCIAL AID AND RELATED COSTS

4.1 Tuition

Thaddeus Stevens College reserves the right to change the tuition and other fees. Contact the Business Office for the most current information. Tuition and related fees are set by the College’s Board of Trustees. If you have outstanding contractual obligation – including unpaid fines, residence hall charges, damages or lost property fees, bookstore balances, or unpaid tuition, housing, or meal fees – will not be permitted to enroll in the following semester.

| 2025-2026 Academic Year Description | Cost/Semester |
|-------------------------------------|---------------|
| Tuition – Full-Time (12+ Credits) | \$4,500 |
| Tuition – 1 year PreMajor Program | \$4,500 |
| Housing (Double Room) | \$3,105 |
| Housing (Single Room) | \$3,623 |
| 5-Day Meal Plan | \$1,915 |
| 7-Day Meal Plan | \$2,417 |

| Summer Session Rates Description | Cost |
|----------------------------------|-------|
| Tuition – Charged Per Credit | \$308 |
| Housing | \$761 |
| 5-Day Meal Plan | \$564 |
| 7-Day Meal Plan | \$709 |

| Per Credit Charge | Cost |
|---------------------|-------|
| Cost Per One Credit | \$308 |



| General Fees | Cost |
|----------------------------|---------------|
| Activity Fee | \$25/semester |
| Application Fee (one-time) | \$45 |

| Meals | Meal Charge |
|-----------|-------------|
| Breakfast | \$5.00 |
| Lunch | \$10.00 |
| Dinner | \$10.00 |

| Optional Fees | Cost |
|---|---|
| Standard Student Parking (Gray) | Free - Grants access to branch campus parking at no cost (Alms House, Griscom, Clark St. Transportation Center and Greenfield). |
| Premium Student Parking Tag (Red, Annually) | \$125 – Grants access to Main Campus, Greiner Advanced Manufacturing Center, and Naval Reserve. |
| WiFi | Free |

| Library Fines | Cost |
|----------------|-------|
| Processing Fee | \$10 |
| Daily (Book) | \$.10 |
| Hourly (Video) | \$.25 |

| Assessed Fees | Cost |
|-----------------------------------|--------------------|
| Bounced Check Fee (Plus Bank Fee) | \$33 |
| Transcript Fee | Starting at \$4.90 |
| ID Card Replacement | \$5 |
| Delinquent Student Bill | \$100 |

4.2 Financial Aid

Each year, Thaddeus Stevens College of Technology’s Office of Financial Aid assists more than 90 percent of students with financial aid. Financial aid is a combination of three key sources of funding: [grants](#), [scholarships](#), and [loans](#).

4.2.1 FAFSA

The U.S. Department of Education uses the Free Application for Federal Student Aid (FAFSA) to assess your eligibility for federal financial aid, considering your income, assets, and household information, including your family’s if you are a dependent.

To be eligible for grants and loans, complete the FAFSA by Thaddeus Stevens College's priority deadline of April 1. The deadline for PA State Grant eligibility is May 1st.

For more information, visit [FAFSA](#) and check [Thaddeus Stevens Financial Aid](#) online page.



You are strongly encouraged to use the IRS Data Retrieval Tool on FAFSA, which allows you and your parents to directly import your IRS tax return information.

4.2.2 Grants and Scholarships

- [Federal Pell Grant](#) are determined by the U.S. Department of Education and are based on demonstrated financial need and full or part-time enrollment at Thaddeus Stevens College of Technology. The College's priority deadline is April 1st of each year. If you are awarded financial aid, you must meet [Satisfactory Academic Progress \(SAP\)](#) standards.
- [Federal Supplemental Education Opportunity Grant \(FSEOG\)](#) is awarded to you if you demonstrate the greatest financial need and complete the FAFSA early. To be eligible for an FSEOG grant, the following criteria apply:
 1. You must be eligible for the Federal Pell Grant.
 2. You must meet Satisfactory Academic Progress (SAP).
 3. You should complete the FAFSA in October of the previous year. Preference is given to Pennsylvania resident students.
 4. Awards are generally \$3,000 per year, and are available until funds are exhausted.
- [Pennsylvania State Grant](#)
The Commonwealth of Pennsylvania offers grants to residents pursuing postsecondary degrees, including associate degrees. To qualify for a PA State Grant, you must complete the FAFSA by May 1 each year, be a PA resident who graduated from a PA high school, be enrolled at least half-time (6 credits) in a two-year program, and be making Satisfactory Academic Progress. The Pennsylvania Higher Education Assistance Agency (PHEAA) will contact you via mail or email for additional information to assess your eligibility.
- [Special Programs through the Pennsylvania Higher Education Assistance Agency \(PHEAA\)](#)
Pennsylvania Higher Education Assistance Agency (PHEAA) special programs include:
 1. [PA Partnerships for Access to Higher Education \(PATH\) Program](#)
If you are awarded a scholarship or grant by a PHEAA PATH (Partnerships for Access to Higher Education) Program Partner, you may be eligible for additional aid.
 2. [Chafee Education and Training Grant \(Chafee ETG\) Program](#)
If you are a Pennsylvania graduate student aging out of foster care and attending an eligible postsecondary institution, you may qualify for this federally funded grant program.
 3. [PA National Guard Educational Assistance Program \(EAP\) and PA National Guard Military Family Education Program \(MFEP\)](#)
In partnership with the Pennsylvania Department of Military and Veterans Affairs, PHEAA administers this tuition assistance program for you if you are a Pennsylvania National Guard member or a dependent who commits to six years of service.
 4. [Pennsylvania Fostering Independence Tuition Waiver \(FosterEd\)](#)
You may receive a waiver for tuition and fees charged by most postsecondary institutions in the Commonwealth if you are, or were, in foster care. This waiver applies only to the



remaining charges after all other gift aid (e.g., federal, state, and other scholarships or grants) have been applied to your account.

- **Thaddeus Stevens Grant**

This grant assist students eligible to receive a Federal Pell Grant. To be eligible for the Thaddeus Stevens Grant, you must:

- Ensure your FAFSA is processed by May 1st. Late applicants may receive a reduced award.
- Complete all required paperwork with the Office of Financial Aid.
- Meet Satisfactory Academic Progress (SAP) standards.
- You must enroll in 12 or more credits and work toward your degree requirements. In some cases, if you are enrolled in fewer than 12 credits but are taking a full load of program courses according to the model schedule and have completed all general education requirements, you may be eligible on a prorated basis.
- Complete all Pennsylvania State Grant paperwork.

Stevens Grant covers remaining costs after Pell and PA State Grant, outside scholarships, and Student Aid Index (SAI) as determined by the FAFSA are taken into consideration. Costs can include tuition, fees, housing, and meal plan. Textbooks and tools are provided by the College to those receiving the Stevens Grant.

Criteria for losing the Stevens Grant:

The following are conditions under which you may lose their Stevens Grant:

- Destruction of property
- Failure to show ID (second offense)
- Failure to clean room according to college expectations (second offense)
- Behavior off-campus, while representing the College, that harms or damages the College’s reputation (e.g., during athletic events, organizational trips, community service, or business visitations)
- Failure to complete community service obligations
- Visitation violation (second offense)
- Four minor violations
- Excessive absenteeism (not resulting in expulsion)
- Committing a major violation of the Code of Conduct while on probation

- **Thaddeus Stevens Foundation Scholarship**

The Thaddeus Stevens Foundation awards over 50 scholarships each year. One application covers all the scholarship you qualify for. Award amounts are determined by the Foundation.

- **Other Scholarship Opportunities**

The Office of Financial Aid is pleased to provide the Scholarship Universe as an additional resource for you to apply for other scholarship opportunities. You will log in using the same login information as their self-service portal and will click on “Qualify for more scholarships.” Complete the filtering questions to assist in matching scholarships. The more questions you answer, the more scholarships and/or refined matches you may receive. [Scholarship Universe](#) online page.



For more information, contact the Office of Financial Aid at Hartzell 105, Main Campus:

- 717-391-3510
- FinancialAid@stevenscollege.edu

4.2.3 Loans

A loan is a type of financial aid that is available to you and/or parents to assist in covering educational expenses that are not covered by grants and/or scholarships. There are two types of student loans: federal and private.

1. Federal Loans

- **Federal Direct Subsidized Loan**

Awarded to students with financial need. While you are in school, the U.S. Department of Education pays the interest on your loan. Loans with first disbursement on or after October 1, 2020, and before October 1, 2025; Fixed interest rate of 6.39% for the loans disbursed on or after July 1, 2025 and before July 1, 2026.

- **Federal Direct Unsubsidized loan**

Interest accumulates while you are in school. It is also a non-need-based loan. Loans with first disbursement on or after October 1, 2020, and before October 1, 2025; Fixed interest rate of 6.39% for loans disbursed on or after July 1, 2025 and before July 1, 2026.

- **Parent PLUS Loan**

Your parents may qualify for a Federal Direct Parent PLUS Loan to help you pay for college. This type of loan enables your parent to borrow up to an amount equal to your total cost of attendance at Thaddeus Stevens College minus any other financial aid you receive. Loans with first disbursement on or after October 1, 2020, and before October 1, 2025; Fixed interest rate of 8.94% for loans disbursed after July 1, 2025, and before July 1, 2026.

2. Alternative (Private) Loans

If you need additional funding after all federal and institutional aid has been applied, you may consider applying for an alternative (private) student loan. These loans are offered by private lenders and typically require a cosigner.

- May have fixed or variable interest rates
- May include variable fees
- Multiple loan programs are available; terms vary by lender. Be a conscientious borrower and compare options carefully.

4.2.4 Credit for Prior Learning

Credit is awarded for comparable prior education and training, which may accelerate academic progress. See the [Credit for Prior Learning Policy](#) for details on eligibility, assessment methods, and the application process.

4.3 Tuition Payment Plan

You may pay tuition in full at the start of the fall or spring semester or in three installments. To qualify for the installment plan, the first payment must be made on time. Exceptions are granted only by the Vice President for Finance and Administration.



The payment schedule is as follows:

- Fall Semester: First payment is due approximately one month before classes begin (at registration).
- Spring Semester:
 - First payment: Due on or before the first day of classes (typically one month after registration).
- Final payment: Due one month after the first day of classes.

4.3.1 Reduction of Charges

In exceptional cases, you may request a retroactive withdrawal (WD) or appeal for the reversal of tuition charges. In the event of withdrawal or dismissal, charges for tuition (non-sub-term), room, and meal plans will be adjusted per the [Refund Schedule](#).

4.4 Related Costs

4.4.1 Damages and Loss of College Property Policy

The Business Office is responsible for billing you for any damages to or loss of college property as they occur, as well as at the conclusion of each academic year. You are required to settle these charges within 30 days from the billing date. If you fail to pay within this period, the Business Office will impose a late payment fee of \$50 per month on the delinquent balance.

4.4.2 Your Records and Delinquent Accounts

In cases of unpaid damages or property losses, the College will place a hold on your records. This hold will prevent you from receiving your diploma until all outstanding balances (including tuition, fees, fines, or institutional) are paid in full. Additionally, any delinquent accounts will be referred to the Pennsylvania Attorney General's Office for further collection actions.

4.4.3 Exceptions for Veterans Affairs Funding

Thaddeus Stevens College recognizes that you may experience delays in receiving funding through the Department of Veterans Affairs under Chapters 31 or 33. In these cases, the College will not impose any penalties, including late fees, denial of access to classes, library, or institutional facilities, or require you to borrow additional funds due to the delayed disbursement of funds.

4.4.4. Impact of Withdrawal on Financial Aid

Refunds to Federal Programs Following Withdrawal

The Higher Education Amendments of 1998 (Public Law 105-244) establishes a formula to determine the amount of Federal Student Aid Funds you have earned if you stop attending classes before completing the semester for which the funds were awarded.

The Registrar's Office notifies the Office of Financial Aid of your withdrawal date. The Office of Financial Aid then recalculates the Title IV financial aid award on a prorated basis, based on the time you attended classes.

Your withdrawal date is determined by:

- The date the College receives the withdrawal form,
- The date you are dismissed from the College, or
- The date the College determines that you are no longer attending.



Exception: For veterans receiving veteran’s benefits, the withdrawal date is the last date of attendance or the date of the last documented academically related activity.

If you attend through 60% of the semester, you are eligible to keep 100% of their aid for that payment period. The Office of Financial Aid will return funds to the Federal aid program or generate a post-withdrawal disbursement based on the Return to Title IV calculation. The Office of Financial Aid will notify you by letter of the calculation results, and the Business Office will inform you if any balance is due to the College.

Post-Withdrawal Disbursement

If the total amount of Title IV funds you are awarded exceeds the total amount of Title IV funds disbursed as of the date you withdraw, the difference will be treated as a post-withdrawal disbursement.

If you are eligible for a post-withdrawal disbursement, the Office of Financial Aid will award the Title IV funds. Post-withdrawal disbursements are made from available grant funds before available loan funds. The Office of Financial Aid will apply all or a portion of any grant or loan funds that make up the post-withdrawal disbursement to your outstanding account charges.

Any post-withdrawal funds not applied to your account will be disbursed directly to you within 45 days of the College determining that you have withdrawn. In the case of Parent Loans to Undergraduate Students, post-withdrawal disbursements will be made directly to the parent.

Post-withdrawal disbursements of Title IV loan funds will occur only after the College has received confirmation from you and/or parent (for Parent Loans to Undergraduate Students) that you still wish to have the loan funds disbursed.

Processing of Financial Aid after Withdrawing from the College

1. Submit a completed withdrawal form with all required signatures to the Registrar’s Office for processing.
2. The Registrar’s Office will notify the Office of Financial Aid of the withdrawal date.
3. The Business Office will provide the Office of Financial Aid with the relevant charges.
4. The Office of Financial Aid must recalculate the “Title IV” financial aid award on a pro-rated basis for the duration of time you are attended classes, using the withdrawal date to determine this length.
5. The Office of Financial Aid will return any funds to the federal aid program, which may result in a bill you owe to the college.
6. The Office of Financial Aid will inform you of the calculation results, and the Business Office will send an invoice if a balance is due.

What Aid is included in the Calculation?

“Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Federal Direct Subsidized and Unsubsidized Loans, Federal Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, and Federal Supplemental Educational Opportunity Grant (FSEOG). The awards will be returned in the following order:



1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant
5. Federal SEOG

Refunds for PA State Grants and private loan are calculated based on the College's refund policy, with the appropriate amounts returned to PHEAA or loan lender.

5. YOUR GUIDE TO ACADEMIC AND STUDENT SUPPORT SERVICES

Our mission is to provide access to higher education for those who might not otherwise have that opportunity. This mission extends beyond admissions and enrollment to encompass your entire experience at Thaddeus Stevens College. Supporting you on campus is just as crucial as helping you prepare for your arrival and after graduation.

Students, families, and mentors can be assured of comprehensive support throughout enrollment. Whether it is through learning accessibility, career pathways, or everyday needs, we have dedicated people, systems, and facilities to ensure your success.

5.1 Academic Advising

5.1.1 Academic Advising Overview

Academic Advising helps you with registration, educational planning, degree requirements, and reaching your career goals. At Thaddeus Stevens College, we use a student-centered approach to foster your academic growth and help achieve your objectives.

Faculty and staff view advisement as essential to your success. Regular meetings with your advisor help you choose the right courses, avoid registration issues, and receive guidance on academic and personal matters. If any academic or personal concerns arise, identifying them early ensures you receive the support you need promptly.

Academic Advisors, assigned faculty members, assist with registration and program requirements. Contact your advisor directly for any questions.

5.1.2 Expectations of Academic Advising

If you participate in academic advising, you will be able to:

- Select and register for appropriate classes.
- Create an academic plan for success.
- Set academic, career, and transfer goals.
- Identify and use campus resources to support academic success.
- Contact an advisor or the Advising Office via email, phone, or in person.
 - **Pre-advising sessions** before registration reduce confusion and help explore academic goals for informed course selections.
 - **Regular sessions** with academic advisors support better course choices and provide a trusted resource for educational and personal guidance. Frequent interactions help



identify academic challenges and personal issues early, ensuring timely assistance.

The advisor-student relationship depends on active participation from both you and your advisor throughout your time at the College.

5.1.3 What You Can Expect from Your Advisor

- Foster an interactive environment of mutual trust and open communication
- Empower you to take responsibility for your academic success
- Help you develop an educational plan and track progress toward completion
- Respond to your emails and other correspondence promptly
- Provide accurate information about curriculum, academic policies, and procedures
- Refer you to academic resources and student services when needed
- Maintain confidentiality in all interactions with you

5.1.4 What Your Advisor Can Expect from You

- Build a professional relationship with your advisor by being on time, prepared, and notifying your advisor if you need to reschedule
- Come prepared and actively engage in discussions
- Communicate openly about any issues affecting your academic goals and performance
- Create and follow an academic plan based on realistic self-assessment
- Take responsibility for your success by using available resources, such as the College Catalog, academic calendar, and college websites
- Keep a personal file of relevant academic materials
- Research internships and extracurricular activities that align with your career goals, using resources like the Learning Labs, Career Center, and Library

5.1.5 Course Planning and Advising

Faculty advisors are required to meet with their advisees at least once during each registration period before course selection.

During this meeting:

Advisors will evaluate your course selections to ensure that:

- The courses chosen are required for your technical program.
- The courses selected will help you meet minimum graduation requirements.
- Advisors will recommend making up any failed or incomplete courses, if the schedule allows, before graduation.

5.1.6 Academic Follow-Up

You are required to meet with your academic advisor at least twice per semester: once at the beginning and again after midterms, to review your academic status and register for the following semester.

5.2 Academic Support and Services

Academic Support and Services are essential resources for your success at Thaddeus Stevens College. We offer support through free tutoring, academic coaching, and academic seminars.



If you are struggling, you are encouraged to seek assistance early. Academic success is most attainable when you recognize challenges and seek help early and consistently throughout the semester.

The Academic Center and Learning Commons, on the third floor of the Learning Resource Center (LRC) of Main Campus, provide essential academic support services, which include free tutoring, academic coaching, creating study plans, determining effective study methods, and academic seminars. We encourage you to take advantage of these resources and seek help throughout the semester. Hours of availability: Monday – Friday 8:00 A.M – 4:30 P.M.

5.2.1 Academic Coaching

- You are assigned an academic coach based on your program of study. The coaches offer personalized support for both academic and personal matters, with the goal of supporting you as a whole person.
- You are encouraged to connect with your coach early and regularly. Services are available in person at the Academic Center, online videoconferencing, or by phone. No appointment is required.

The following table below lists the Program Coaches and their corresponding programs:

| Program | Academic Coach | Contact |
|-----------------------------------|-------------------|-------------------------------|
| MFWT, PLBG, WELD | Yasmine Cooper | coopery@stevenscollege.edu |
| ELEC, WET | Valdijah Brown | brownv@stevenscollege.edu |
| ARCH, CSET, ECAD, ECM, GRPH, MASN | Spencer Harper | harper@stevenscollege.edu |
| BUAD, CABM, CARP, CNSA, RMDL | Paulina Rodriguez | rodriguezp@stevenscollege.edu |
| CIVL, MET | Barbara Starin | starin@stevenscollege.edu |
| AUTO, CIM, CORT, DETC, HVACR | Michelle Williams | williamsm@stevenscollege.edu |
| EET, ELME, PreMajor | Sheri Wright | wright@stevenscollege.edu |

5.2.2 Tutoring Services

Professional Tutoring (English and Math/Science Labs)

- Walk-in tutoring is available during lab hours.
- You may submit papers for review and schedule a time to go over feedback.
- Entrance is just before the front entrance of the LRC (blue door).

| Tutors | | |
|----------------|-------------|----------------------------|
| Name | Lab | Contact |
| Kim Klugh | English Lab | klugh@stevenscollege.edu |
| Judith Sides | English Lab | sides@stevenscollege.edu |
| Loren Goloski | Math Lab | goloski@stevenscollege.edu |
| Barbara Starin | Math Lab | starin@stevenscollege.edu |

| Lab Hours | | | |
|--------------|---------------------|---------------------|---------------------|
| Lab | Monday-Thursday | Friday | Sunday |
| English | 8:00a.m. – 8:00p.m. | 8:00a.m. – 2:00p.m. | 1:00p.m. – 5:00p.m. |
| Math/Physics | 8:00a.m. – 8:00p.m. | 8:00a.m. – 4:30p.m. | 1:00p.m. – 5:00p.m. |



Peer Tutoring Support – available without an appointment

Peer tutoring is available for some programs. You can find the schedule posted on Thad's Pad. Contact your instructor for more details.

Tutor.com Online Tutoring 24/7

You can access up to 10 free hours of live tutoring for General Education courses through Tutor.com, which is available on your Canvas dashboard. For technical assistance or additional hours, email the [Director of Academic Center](#).

5.2.3 Act 101 Program

Thaddeus Stevens College participates in the [Pennsylvania Department of Education's Act 101 program](#) to ensure residents of the state enjoy equal opportunity to pursue higher education. If you meet certain educational and economic criteria, you may be identified as a potential Act 101 student. Act 101 staff will closely monitor your progress and provide academic, career, and personal support to help you succeed in college. Tutors are also available to help you build the academic and technical skills needed for your program. For more information, contact the [Director of the Act 101 Program](#).

5.2.4 PreMajor Support

For academic support or questions regarding the PreMajor Program, email the [Program Director](#).

5.2.5 Academic Seminar

Seminars (live or voice-narrated PowerPoints) on topics like Notetaking, Time Management, Study Techniques, and Test-Taking Strategies are available.

5.2.6 Study Groups

You may form informal study groups using the Academic Center resources. To form a facilitated study group, contact an academic coach.

5.2.7 Testing Accommodations

If you have approved accommodations, you should inform your instructor and use the testing link provided at least three days before your test. For assistance, contact the [Accessibility Office](#) or stop by the office.

5.2.8 General Academic Appointments

For any academic support services not listed above, contact the [Director of the Academic Center and PreMajor Program](#).

5.3 Student Support Services

5.3.1 Accessibility Services

The [Office of Accessibility Services](#) encourages all academically qualified individuals with disabilities to achieve their full potential. In compliance with the [Americans with Disabilities Act, \(Amendments Act of 2008\)](#), [Section 504 and Section 508 of the Rehabilitation Act of 1973](#), the Accessibility Office provides support to help you succeed. We are here to help you develop the



academic, social, and emotional skills necessary for graduation, employment, and managing life challenges.

To receive accommodation, you must register with the Accessibility Office, provide documentation of their disability, and meet with the Accessibility Coordinator.

Disability-related information is confidential and protected by laws such as [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Health Insurance Portability and Accountability Act \(HIPAA\)](#).

This means that information can only be shared with individuals who have a legitimate need to know, or those designated by you through a signed release.

- **Testing Accommodations:** If you have approved testing accommodations through the Office of Accessibility, notify your instructor when you plan to use them. Then, use the provided testing link to schedule your test at least three days before the test date. For help with the testing link, email the [Office of Accessibility](#) or visit the office in person.
- **Disclosure:** It is your responsibility, not the parent or guardian, to disclose your disability. Disclosure can occur at any time; however, accommodation is not retroactive.

To determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act, and the Amendment Act of 2009. For more information refer to the [Office of Accessibility Services](#) online page or the [Accessibility Services Policy](#).

5.3.2 Counseling Services

Counseling Services helps you develop strategies to succeed in college, work, and life. These interventions focus on strengths and encourage healthy lifestyle choices. Counseling and wellness services are located on the first floor of the Griscom Education Center.

Counseling services are available on weekdays and evenings. You can be referred by any campus member or schedule an appointment via the online scheduler, email, or phone. Counseling is free of charge and offered in a confidential setting where you can freely discuss any concerns. When appropriate, the counselor might refer you to community-based providers. You may seek counseling for a variety of issues, including depression, stress, anxiety, family and relationship difficulties, grief and loss, substance abuse, poor academic performance, disabilities, and career guidance. Additional resources and self-help information are available on Thad's Pad.

Contact information: Michelle Marmo, Mental Health Counselor; (717) 391-7213;
marmo@stevenscollege.edu

5.3.3 Health Services

Health Services at Thaddeus Stevens College is dedicated to promoting health education, prevention, and personal responsibility within the College community, while ensuring all services are delivered with strict confidentiality. We encourage all members of the Thaddeus Stevens community to take full advantage of the services offered by the Health Services Center.

Available Services:

- A registered nurse is available Monday through Friday for illness and injury evaluations, medical screenings, health information, and community referrals, all at no charge to you.



- Offsite medical referrals can be arranged if needed.
- You have a confidential electronic medical record. To keep it up to date, please notify the Nurses' office immediately about any daily medications you take or any changes in your health.

Location and Contact:

Melissa Meshey, RN
 Phone: (717) 299-7769
 Fax: (717) 299-7769
 Email: meshey@stevenscollege.edu
 Location: Brenner Building (1st Fl)
 Hours: Monday–Friday, 7:00 am – 3:30 pm

Important Notes:

- You are required to maintain medical insurance, as the College cannot be held liable for any medical costs resulting from injuries or illnesses on or off campus.
- The College assumes no responsibility beyond routine dispensary treatment for loss or injury and is not liable for any loss or injury sustained off College property.
- The College is not responsible for external medical expenses (e.g., emergency room, dental, vision, orthopedic care).
- Removable items brought to campus are not covered for loss or damage unless they are essential for college activities and proper safety equipment was being used.

Medical Accommodation:

- If you have been injured, have ongoing medical conditions, or are experiencing mental health challenges that impact your attendance or ability to complete coursework should notify both Health Services and the Accessibility Office.
- If you miss more than ten consecutive days due to a medical absence, you might be required to complete a medical withdrawal for that semester. Each case will be reviewed individually.

College Responsibilities in Student Accident, Illness, or Loss:

- The College does not assume responsibility for injuries or illnesses requiring external medical services, nor for the loss or damage of personal property unless related to college activities and safety equipment was properly used.
- In the case of any dispute regarding responsibility, a Vice President or, ultimately, the College President will make the final determination.

All medical records are kept confidential and are not released without written authorization from you. Health Services is staffed by registered nurses licensed by the Pennsylvania Board of Nursing and follows the Pennsylvania Nursing Practice Act and guidelines from the American College Health Association.

5.3.4 Career Services

The Career Services office supports you and graduates of Thaddeus Stevens College of Technology through career education, planning, and development. Career Services supports the mission of the College by playing a key role in your overall educational experience. We help you develop, evaluate, and put into action your career plans and opportunities. Career Services can help you in



the cultivation and enhancement of skills to master job search techniques and strategies, as well as research employment opportunities. The office also provides effective and efficient service to employers in recruitment programs and activities.

Career Services offers:

- Resume writing
- Interviewing skills/mock interviewing
- Soft “power/employability” skills
- Social media management
- Professional presentation
- [In-field Work Experience \(IWE\)](#)
- [Job placement](#)
- [Job/Career Fairs](#)
- Student (on campus) Employment
- [College transfer](#) (for those interested in continuing their education after graduating)

Student Employment

If you are interested in on-campus employment, you can apply through the Office of Career Services, located in the Hartzell Building. You are encouraged to submit employment applications as soon as possible upon arrival at Thaddeus Stevens College, as on-campus job opportunities are limited. Some positions may require you to obtain clearances, such as fingerprinting and child abuse history checks, before starting work.

Finding a Job

The College uses the College Central Network (CCN) for job and internship postings. The CCN is the exclusive job search platform for Thaddeus Stevens College students and graduates and is your best starting point for finding a job in your field. New job postings are added daily, and all listings include employer contact information. Follow the User ID and Password guidelines when registering. For more details, visit the [Career Services](#) website or stop by Hartzell 106.

5.3.5 Information Technology (IT) Services

The IT team is here to assist you. We offer a Help Desk ticketing system for submitting specific requests and provide helpful resources, including laptop recommendations for you, instructions for setting up your College email on your phone, steps to reset your password, and emergency alert system (RAVE). These and other resources are available on our internal IT online page.

5.3.6 Thad’s Resource Center

Thaddeus Stevens College offers a resource center designed to address a variety of needs. This includes a clothing closet with professional attire, food pantry, hygiene items, a nurse’s office, and an accessibility office.

Our mission is to provide educational access for those who may not have that opportunity. We understand that you – whether a resident or commuter – may face resource gaps at times.

Accessing these services is completely confidential. For more information, visit [Thad’s Resource Center](#).



Food Pantry

The College maintains a food pantry on the Main Campus accessible by request. About half of our student body are commuters and might not be able to access filling, nutritious options, and we understand the challenges of balancing intense lab and class schedules often with work or internship hours. You can submit a request to Student Services to come to Thad's Pantry, part of Thad's Resource Center in Brenner Hall, and select food items; information is kept confidential.

Thad's Closet

Not everyone has the clothing they need for daily activities or work responsibilities. If you are in need, the College provides Thad's Closet, located within Thad's Resource Center in Brenner Hall. This service is available exclusively to you. To schedule an appointment, simply complete the form available from Student Services. All information is kept confidential. Visit the [Clothing Closet](#) online page to complete the form to request access to Thad's Closet.

5.3.7 Student Emergency Assistance Fund

Through generous donations and the College's commitment to removing barriers to education, the Student Emergency Assistance Fund provides financial support to students experiencing unexpected emergencies or financial hardships. The fund is a partnership between the Office of the President and the Offices of Advancement, Student Success, Student Services, and Academic Affairs.

These funds are not intended to cover recurring expenses. For more information, visit the [Emergency Assistance Fund](#) online page.

5.4 Library

The College library is in the Kenneth W. Schuler Learning Resources Center (LRC) and is open to all members of the College community. Staffed by professional librarians, the library provides you with the information resources needed for your technical training programs and degree completion. The library is also committed to maintaining substantial collections of supplemental and recreational materials. The library collections and resources are accessible to any member of the Thaddeus Stevens community with a valid, legible ID card, as well as authorized guests.

The LRC also houses the Math and English Tutoring labs, the Act 101 program and Perkins grant offices, a computer classroom, private study rooms, the Academic Center, and the Seminar Room.

5.4.1 Hours of Operation during the Academic Year

Monday-Thursday: 7:30 A.M. – 7:00 P.M.

Friday: 7:30 A.M. – 5:00 P.M.

Saturday and Sunday: Closed

(Holiday, interim and summer hours vary and will be posted.)

5.4.2 Library Resources

- **Materials:** The library lends books, DVDs, calculators, headphones, phone and laptop chargers, laptops, and webcams.



- **Renewing Items:** You can renew items by emailing staffLRC@stevenscollege.edu or by stopping by the library.
- **Course Reserves:** Faculty can place materials on reserve for class assignments requiring heavy use. You should request reserve materials at the circulation desk.
- **Online Resources:** The library subscribes to numerous online resources, accessible 24/7 at stevenscollege.libguides.com or through the library online page on Thad's Pad.
- **Reference:** Professional reference assistance is available during most operating hours. You can also request help by emailing staffLRC@stevenscollege.edu.
- **AV Equipment:** The library lends AV equipment for use in presentations.
- **Computer Lab:** Computers are equipped with Microsoft Office and specialized technical software for your use.
- **Print/Copy/Scan:** Black-and-white printing and copying are available for college-related projects free of charge. You may also scan items.
- **Study Rooms:** Group study rooms with AV equipment and whiteboards are available.
- **Lounge Areas:** Several seating and study areas are available throughout the library.
- **Vending:** A vending machine with snacks and drinks is on the main floor of the library.
- **Lockers:** Free storage lockers are available for you in the library.

5.5 Graduation Requirements

5.5.1 Graduation Requirements

Academic advisors assist you in planning course selections, but the final responsibility for meeting graduation requirements rests with you. Departures from these requirements must be approved by the Registrar.

1. To be considered a candidate for graduation, you must achieve the minimum required passing grade in all major and general education courses.
2. You must earn a minimum 2.0 cumulative GPA and a minimum 2.0 technical GPA.
3. Failure in any course must be remedied by repeating and earning the required grade. Refer to the Course Repeat Policy for additional details.
4. Degrees are awarded three times a year, at the conclusion of the Fall, Spring and Summer semesters.

5.5.2 Residency Requirements

1. Associate of Applied Science Degree: You must complete at least 30 credits at the College to be eligible for graduation.
2. Certificate: You must complete at least 15 credits at the College to be eligible for graduation.
3. If you have a minimum 2.00 GPA overall and in the major, you may transfer in remaining general education course requirements from another accredited postsecondary institution. You must earn a "C" or higher for courses to be eligible for transfer. The Registrar will review and apply transfer credits upon receipt of an official transcript



5.5.3 Participation in Commencement Ceremony

You may participate in the Commencement Ceremony even if you have not yet met all degree requirements. Typically, you should have no more than 12 credits remaining. While you are invited to participate in the Commencement Ceremony, degree conferral will not occur until all degree requirements are met.

5.5.4 Withholding Grades/Degrees

You must fulfill all financial and contractual obligations with the College to receive their diploma. The institution reserves the right to withhold your diploma if any tuition, fees, fines, or institutional loans are unpaid.

5.5.5 Graduation Honors

Based on your final GPA, if you have earned exemplary grades, you will be recognized for your achievements with the designation of graduation honors. Your College transcript will carry the appropriate honors designation as follows:

- 3.95 – 4.00 summa cum laude
- 3.65 – 3.94 magna cum laude
- 3.35 – 3.64 cum laude
- 3.25 – 3.34 honors

Refer to the [Graduations Requirements Policy](#) for more information.

6. YOUR GUIDE TO ACADEMIC POLICIES AND GRADES

6.1 Academic Integrity

The College believes that academic integrity is best taught and reinforced by faculty as part of the teaching and learning process. Only in cases where faculty believe both academic and disciplinary sanctions are necessary should the matter be referred to the Dean of Student Success.

6.1.1 Definitions and Expectations

Effective learning, teaching, and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential. All members of Thaddeus Stevens College of Technology are responsible for promoting academic integrity and scholarly activity free from fraud and deception. This policy on academic integrity applies to all students at the College. Academic integrity applies to all courses, regardless of instructional delivery method (face-to-face, hybrid, or online). Additionally, the concept of academic integrity extends beyond the classroom setting to encompass all aspects of student activities and academic endeavors, including experience-based learning opportunities. The examples below are only illustrative, not exhaustive.

Academic integrity is best taught and reinforced by faculty as an element of the teaching and learning process. When faculty believe formal documentation of a violation of academic integrity is required; the process should move to the Dean of Student Success.



6.1.2 Academic Integrity Violations

6.1.2.1 Cheating

Cheating is the possession, use, or distribution of unauthorized assistance or material in completing an academic assignment or examination. A student must not receive or provide any unauthorized assistance with an examination. During an examination, a student may use only materials authorized by the faculty.

6.1.2.2 Copying or Collaborating on Assignments without Permission

When a student submits work, such submission is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports, and completing problem sets.

6.1.2.3 Fabrication of Data or Records

Fabrication is the act of falsifying, inventing, or using information or data in a deliberately misleading or deceptive manner. It is dishonest to fabricate or falsify data in experiments, research papers, or reports and in any other circumstances; to fabricate source material in a bibliography or “works cited” list; or to provide false information on a resume or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present it as one’s own.

6.1.2.4 Facilitating Academic Dishonesty

The facilitation of academic dishonesty includes assisting another with respect to academic duplicity or fraudulence or failing to report a known or suspected violation of academic integrity.

6.1.2.5 Plagiarism

Plagiarism consists of taking someone else’s ideas, words, or other types of work product and presenting them as one’s own. To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement.

6.1.3 Your Responsibility in Reporting Academic Misconduct

1. Students are expected to always comply with this policy.
2. If students observe others violating this policy, they are expected to report the alleged academic misconduct to the course faculty.
3. Upon receiving an Academic Integrity Violation alert in SS&E, the student has three business days to submit a response to the faculty member and acknowledge receipt of the alert and associated sanction(s). If a student believes the sanction is arbitrary, unfair, or in a way that violates College policy, they may request a secondary review. The secondary review will be conducted by three representatives of the Academic Policy and Standards Committee. The review



will be conducted within five business days after the request for a secondary review is made.

6.1.4 Sanctions

6.1.4.1 Policy Violations

If a student is found to have violated this policy, or if a student has admitted to the charges, sanctions may include the following:

1. Verbal reprimand.
2. Issuance of a formal written reprimand.
3. Issuance of a formal written reprimand and meeting with the Dean of Student Success.
4. Educational sanctions, such as coaching to improve Academic Integrity compliance.
5. Resubmission of assignment.
6. Grade reduction for exam or assignment.
7. Issuance of a failing grade for the exam or assignment.
8. Issuance of a failing grade for the course.

6.1.4.2 Sanctions for Repeat Violations

The Vice President of Academic Affairs may impose the following sanctions:

1. Placing the student on disciplinary probation for a specified period or until defined conditions are met.
2. Suspension or dismissal from the College.

6.1.4.3 Additional Notices

1. This list is not intended to be exhaustive, and additional educational sanctions may be imposed.
2. Withdrawing from a course or the College during the review process will not stop the review process.
3. Upon conclusion of the review of the academic integrity violation, the final documentation will be kept on file with the Dean of Student Success.

For more details, please refer to the [Academic Integrity Policy](#).

6.2 Academic Standing and Satisfactory Academic Progress (SAP)

6.2.1 Academic Standing

- Good Academic Standing: You are in good academic standing if you:
 - Earn a “C” (2.0) cumulative grade point average (GPA) AND
 - Earn a “C” (2.0) cumulative GPA in your technical major.

Probation: Students whose cumulative GPA falls below 2.0.

6.2.2 Satisfactory Academic Progress (SAP)

To maintain financial aid eligibility, you must be in good academic standing and make satisfactory academic progress (SAP) in your degree or certificate program, in addition to meeting other eligibility criteria. SAP is reviewed at the end of each fall and spring semester after grades are posted. If a grade change occurs after the review, your progress will be re-evaluated.



If you fail to meet SAP, you will be initially be placed on financial aid warning. If you fail to make progress after a semester on warning, you will become ineligible for financial aid until SAP requirements are met.

You may appeal SAP ineligibility. If the appeal is granted, you will be placed on financial aid probation. However, if you fail to meet SAP requirements while on probation, you will become ineligible for financial aid. This status cannot be appealed.

6.2.3 SAP Requirements for Title IV Funding:

• **Quality of Progress - “Good Academic Standing”**

- If you request aid, you must maintain a 2.0 GPA. This requirement includes PreMajor coursework.
- If you fall below 2.0 GPA, you are placed on financial aid warning for the following semester, during which you must bring their GPA up to 2.0.
- If you do not achieve at least a 2.0 GPA during the warning period, you lose their financial aid until you have met the requirement.

• **Quantity of Progress - “Pace of Unit Completion”**

- You must complete at least two-thirds (67%) of all units in which they originally enroll, starting from the time of first attendance in your program. For example: If you are a first-term student who originally enrolls in 9 units, withdraws from 3, and successfully completes the remaining 6, you would meet the quantitative measure requirement because you passed at least two-thirds (67%) of the units you originally enrolled in.
- If you request aid, you must make progress toward a degree or certificate as follows:
 - Full-time: 12 units per term and/or 24 units per year (complete average of 8 per term)
 - $\frac{3}{4}$ time: 9 units per term and/or 18 units per year (complete average of 6 per term)
 - $\frac{1}{2}$ time: 6 units per term and/or 12 units per year (complete average of 4 per term)
- These grades demonstrate satisfactory course completion: A, B, C, D, T and P.
- These grades do not demonstrate successful course completion: F, I, NP, W, WIP, WF and WP.
- Incomplete grades do not count toward pace of unit completion in the term in which they are received but are evaluated the following term.
- If you fall below the cumulative minimum 67%, you will be placed on financial aid warning. You will be given the following term (semester) in which to raise your pace of unit completion above the required 67%.
- If you fail to meet the requirements during the warning period, you will lose financial aid eligibility until you have met the requirements.
- Transfer credits will be counted as successful completion in the pace calculation, but do not count in GPA calculation.
- Repeat courses count as attempted each time they are part of an enrollment. They count as completed the first time a satisfactory grade is earned for that course.

• **Quantity of Progress - “Maximum Time Frame”**

You must finish their academic program within 150% of the published length of the program. For



example, if you are in a 61-credit hour Associate Degree program, you should be able to complete your degree by taking no more than 92 credits.

- **Appeals Process for SAP-Related Financial Aid Decisions**

You can appeal SAP-related financial aid decisions. This can be done by completing an appeal form and submitting it to the Office of Financial Aid. A committee will review your case to determine whether mitigating circumstances contributed to your academic progress. Mitigating circumstances may include, but are not limited to the following:

- illness or injury of the student.
- death of a close family member.
- other unforeseen extenuating circumstances.

All circumstances must be documented. You will be notified in writing of the outcome of your appeal. If your 150% appeal is approved, you will be placed on an academic plan that outlines the steps you must take to regain SAP. If you do not follow the academic plan, you will lose eligibility for financial aid in future semesters until you meet SAP.

6.2.4 Grievance Procedure

You are encouraged to first address their grievances informally with the person involved before pursuing a formal grievance procedure. If the issue cannot be resolved through informal discussion, you should then discuss the grievance with either the Vice President of Student Services, the Director of Residence Life, or submit the grievance through the College website.

If you are not satisfied with the outcome of the meeting with the administrator (such as the appropriate director, Dean, or Vice President), you may submit a formal grievance in writing to the President of the College.

Additionally, you may file a formal complaint with the state by visiting the Pennsylvania Department of Education at education.pa.gov.

6.2.5 Academic Probation

- If you do not maintain an overall 2.0 cumulative GPA and a 2.0 cumulative GPA in the major at the end of the semester, you shall be placed on academic probation for the following semester.
- If you are on probation, you must adhere to the requirements established by the Dean of Student Success.
- You must achieve a semester GPA of 2.0 or higher.
- If you fail to meet the conditions of probation, you may result in continued probation or dismissal.
- If you earn less than a 1.49 GPA overall or less than a 1.49 GPA in their major during a semester, you may be dismissed without a period of probation.

Refer to the [Academic Standing, Probation, and Dismissal Policy](#) for more information.

6.2.6 Academic Dismissal

- If you fail to meet the conditions of probation, you may be subject to dismissal.
- Course failure may prevent you from continuing in the major and may result in dismissal from the College.



- If you earn less than a 1.49 GPA overall or less than a 1.49 GPA in their major during a semester, may be dismissed without a period of probation.
- Refer to the [Academic Standing, Probation, and Dismissal Policy](#) for more information.

6.2.7 Appeal of Academic Dismissal

- If you wish to appeal an academic dismissal, you must submit that appeal in writing (email is preferred) to the Dean of Student Success within five business days of the dismissal letter. If an appeal is not received in five days, your dismissal is final.
- You will have an opportunity to meet with the Dean of Student Success to discuss the dismissal and grounds for appeal.
- If you wish to move forward with an appeal, the Dean of Student Success will send the appeal to the Vice President of Academic Affairs (VPAA). The VPAA will review the appeal and either support or overturn the dismissal.
- The College will take appropriate steps to address the impact of the dismissal that is overturned on appeal.

6.2.8 Administrative Dismissal

Thaddeus Stevens College reserves the right to terminate your enrollment if, in the College's judgment, further association is not in the best interest of you or the College. The following are potential grounds for administrative dismissal:

- Neglecting financial obligations
- Failing to follow College policies and procedures
- Failing to meet academic requirements
- Exhibiting persistent lack of effort or interest
- Failing to maintain academic integrity

6.3 Attendance and Grading

6.3.1 Attendance

The College offers classroom instruction to prepare you for immediate employment upon graduation. Dependability, punctuality, and productivity contribute to your employability. Therefore, the College has a strict attendance policy to ensure students are prepared for the requirements and expectations of industry standards.

The following are recognized excused absences:

- Death in the immediate family
- Hospitalization
- Illness verified by a doctor's (or nurse practitioner, physician's assistant) excuse or an excuse received by the College's health services office
- College activities and circumstances approved by the Campus Counselor
- Dean of Student Services
- Dean of Student Success
- Vice President of Academic Affairs



College activities as approved by one of the following:

- Vice President of Student Services
- Dean of Student Success
- Vice President for Academic Affairs

For in-person or synchronous online courses:

If you have three unexcused absences from an in-person or online synchronous course, you will receive a warning letter. Once you have five unexcused absences from a course, you will be liable for dismissal from the course and/or the College.

For courses that meet once per week or are an 8-week sub term class, you will receive a warning letter after one unexcused absence and are liable for dismissal after three unexcused absences.

For Asynchronous online courses:

If you fail to engage, turn in work, participate in real-time instruction or who are not responding to communication will be reported to the Dean of Student Success. If you have three unexcused absences from a course, you will receive a warning letter. Once you have five unexcused absences from a course, you will be liable for dismissal from the class and/or the College. The College will attempt to communicate with you and provide you resources and support needed to avoid dismissal.

For Hybrid courses:

Attendance will be monitored as stated above for in person classes and monitored through engagement, as stated above for courses that are asynchronous online. A warning letter will be issued after three unexcused absences, and you will be liable for dismissal after five unexcused absences.

For more information, refer to the [Attendance policy](#).

6.3.1.2 Transcripts

A transcript of student grades is housed in the Registrar’s Office for an indefinite length of time. An official copy of the transcript can be requested by visiting the National Student Clearinghouse website and completing the [Online Transcript Order Form](#).

6.3.2 Non-Attendance

- As of the census date, if you are reported by the instructor as never having attended a class meeting—or, for online courses, never having completed an academic activity—you will be de-registered from that course.
- If you fail to attend any of your registered courses in a semester, you will be administratively withdrawn from the College.

6.3.3 Tracking Progress in Canvas

Throughout the term, you will have the opportunity to track your progress by regularly checking your grades in Canvas. Each course can have its own schedule for when assignments and grades are updated, as outlined by their instructor in the course syllabus, but Canvas will always provide you with access to their current progress. At the end of the semester, you can



view their final grades through self-service, which will include all coursework completed during the term. For your privacy and in compliance with federal law, grades cannot be shared over the phone, ensuring academic information stays secure.

6.3.4. Grading Scale

Grades describe your level of academic achievement at the end of each term. Final grades are recorded on your transcript. This grade scale is established and approved for the College and should be used in all credit-bearing courses.

The College’s grading scale is:

| GRADE | POINT ALLOCATION | % SCALE |
|-------|------------------|------------------------|
| A | 4.0 | 93 and above |
| A- | 3.7 | 90-92 |
| B+ | 3.3 | 87-89 |
| B | 3.0 | 83-86 |
| B- | 2.7 | 80-82 |
| C+ | 2.3 | 77-79 |
| C | 2.0 | 73-76 |
| C- | 1.7 | 70-72 |
| D+ | 1.3 | 67-69 |
| D | 1.0 | 63-66 |
| D- | 0.7 | 60-62 |
| F | 0.0 | 59 and below |
| I | NA | Incomplete |
| W | NA | Withdrawal |
| WS | NA | Withdrawal from School |

Grade Points

Grade points are calculated by multiplying the number of credits earned in a class by the numerical equivalent of the letter grade.

- Example: Three (3) credit course x earned grade of “B+” (3.3) = 9.9 grade point

The grade point average (GPA) is a comprehensive evaluation of a student's academic standing. The GPA is calculated by dividing the sum of grade points earned by the total number of credits. Transfer courses are not calculated into the GPA.

6.3.5 Grading Policy

Each academic year is divided into two semesters. At the end of each semester, instructors submit one grade through Canvas, the College’s learning management system. All scholastic information is recorded on your transcript.

- **Grade and Attendance Tracking Policy**
 - Instructors are required to maintain grades and attendance in accordance with the College’s grading and attendance policy to ensure transparency regarding your progress



throughout the semester. You should generally be able to track your progress in Canvas during the semester.

- Instructors are encouraged to inform you when grades for assignments are updated throughout the term.
- All grades (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, W) are recorded.
- The GPA is calculated by multiplying the number of credits per course by the grade point value, then dividing the total grade points by the total number of credits attempted. Transfer courses are not included in the GPA calculation.

6.3.6 Midterm Grades

Faculty are required to submit midterm grades for all students in both the fall and spring semesters.

6.3.7 Finals Week

Final exams are given in most technical and general education courses during the last week of the semester; the regular class schedule is followed. If you have questions about your final exams or special final projects, you should discuss them with the instructor of the class.

6.3.8 Incomplete Grades

If, for reasons beyond your control, you cannot complete a course within the prescribed time, the final grade may be deferred with approval from both the instructor and the Dean of Student Success. If a deferment is granted, an “I” (Incomplete) will appear on your transcript and will not be calculated into your GPA. The required work must be completed by the end of the fourth week of the following semester or end of the second week after an 8-week sub-term.

This option should not be used to delay an inevitable failing grade. To request an incomplete grade, you must obtain a form from your academic advisor and get the instructor’s approval. If approved, the instructor must submit the completed form to the Dean of Student Success for final approval. All approvals must be completed before the end of the semester.

If an “I” grade is not changed by the end of the fourth week of the next semester or by the end of the second week after an 8-week sub-term, the grade is changed to a failing grade “F” unless an alternative arrangement is made with the approval of the instructor and Dean of Student Success. If the “I” grade is not resolved by the fourth week of the following semester, it will automatically change to an “F” unless an alternative arrangement is made with approval from both the instructor and the Dean of Student Success.

6.3.9 Grade Change

All grade changes for “I” incomplete grades should be completed within one week of the two- or four-week period agreed upon on the Incomplete Grade Form. Any other grade change must be completed before the end of the subsequent semester. Any changes beyond the next semester will need to be discussed with the Vice President of Academic Affairs.

A grade change form must be completed by the faculty member to reflect the earned grade.



6.3.10 General Course Repeat Policy

You may repeat a course to earn a higher or passing grade. Only the highest grade earned will be used in the GPA calculation. The term "repeat" applies when you retake course that where you were previously received a grade, including a "W" (Withdrawal).

- The **first attempt** is the first time you attempt a course for a grade.
- The **second attempt** is the second time you attempt a course for a grade and is considered the first repeat.
- **Developmental Courses**
A developmental course may only be repeated once. That includes taking the course at another college or university. If you cannot successfully pass a developmental course within two attempts (one repeat), you will not be permitted to continue into a program of study. You must pass developmental courses with a C or better.
- **College Courses**
You may repeat college-level courses to improve a grade, including a "W." You may repeat a course only twice (three attempts). If you are unable to successfully complete courses required for graduation in their program, you should discuss alternate graduation plans with your academic advisor.
- **Appeals**
Students can appeal this policy to the Dean of Student Success if they feel they have extenuating circumstances that prevent them from adhering to the policy.

Refer to the [Course Repeat Policy](#) for more information.

6.3.11 Dean's List

If you have a GPA of 3.25 or higher (and no incomplete grades) you are placed on the Dean's List at the end of the semester. At graduation, the following honors are awarded:

- Summa cum laude: 3.95 – 4.00
- Magna cum laude: 3.65 – 3.94
- Cum laude: 3.35 – 3.64
- Honors: 3.25 – 3.34

6.3.12 Grade Appeal

This is the process to appeal an error in the arithmetic computation of the final grade or a failure to follow the course syllabus in a manner that impacted the final course grade.

- If you wish to appeal a grade, you must do so within 30 days when the final grade was due.
- If a student wishes to appeal a grade, they must first meet with the faculty member to discuss their concern.
- If the student and faculty member do not come to a satisfactory agreement, the student may appeal to the Dean of Student Success.



- If the student chooses to appeal to the Dean of Student Success, a written appeal that includes a summary of the grading error must be submitted. The Dean of Student Success will review the appeal and make a decision within three working days.
- Should the student not agree with the decision of the Dean of Student Success, the student may appeal to the Vice President of Academic Affairs within three working days of receiving the decision.
- The Vice President of Academic Affairs will render a decision on the case within three working days of receiving the student appeal. The decision of the Vice President for Academic Affairs will be final.

Refer to the [Grading Policy](#) for more information.

7. YOUR GUIDE TO BEING A WELL-ROUNDED STUDENT

You will find many activities ongoing during both the Spring and Fall semesters at Thaddeus Stevens College. These can include gardening nights, game nights, bonfires, s'mores making, haunted houses, decorating competitions, and scavenger hunts. Dozens of clubs and groups host events to help you connect with others and get involved on campus.

To find information about upcoming events, you can visit my.stevenscollege.edu and click "Campus bulletin" at the top. That space will always feature the current week's events! The internal TVs are also updated weekly with upcoming events, and an ongoing calendar is available at my.stevenscollege.edu in the top right corner by clicking on the calendar icon.

As part of the education and learning process, you are encouraged to be physically active, therefore, enriching personal growth through healthy lifestyle practices.

7.1 Multipurpose Activity Center (MAC)

You can use the Multi-Purpose Activity Center (MAC) for free – it is open to all students, faculty, and staff. You must be registered and actively attending classes to be eligible to use the Fitness Center.

The 61,000 square foot Multipurpose Activity Center (MAC) features a spacious gymnasium with a primary basketball arena, flanked by courts on either side. The MAC also includes two racquetball courts, an elevated 110-meter track, coaching offices, a training center, locker room facilities, and seating for approximately 2,000. Complementing this high-profile facility is the adjoining Stauffer gymnasium with a state-of-the-art cardio theater and an array of free weights with a separate circuit training area and several cardiovascular apparatuses.

- **You are not permitted to bring guests or anyone not registered at the College into the MAC.**
- **You must swipe your ID card each time you enter the building.**
- Rules for the MAC are posted throughout the building. If MAC rules are broken, disciplinary sanctions will be imposed.

The MAC is available to you on the following days/times during the fall and spring semesters:



| Day | Regular Hours | Summer/Holiday Hours |
|-------------------|------------------------|-----------------------|
| Monday – Thursday | 8:00 A.M. – 10:00 P.M. | 8:00 A.M. – 7:00 P.M. |
| Friday | 8:00 A.M. – 9:00 P.M. | 8:00 A.M. – 7:00 P.M. |
| Saturday – Sunday | 8:00 A.M. – 4:00 P.M. | 8:00 A.M. – 4:00 P.M. |

7.2 Athletics

Thaddeus Stevens College offers an athletic program that includes football, men’s and women’s cross-country, men’s basketball, men’s wrestling, and men’s and women’s track and field. Teams compete against other colleges, junior varsity teams, and junior/community colleges in the mid-Atlantic region. The basketball, cross-country, wrestling, and track and field programs are affiliated with the National Junior College Athletic Association (NJCAA), allowing athletes to compete in regional and national competitions upon meeting qualifying standards. These teams also participate in the Eastern Pennsylvania Athletic Conference (EPAC), Region XIX of the NJCAA. The football team is a member of the Seaboard Conference.

Intercollegiate Athletics

More than 100 student-athletes participate in five intercollegiate teams, competing across the commonwealth and tri-state area. Our student-athletes excel both on the field and in the classroom. Beyond graduation, our athletic programs provide invaluable skills that translate to success in the workplace and life.

7.3 Intramurals

Intramural sports are a popular way to stay active, have fun, and enjoy friendly competition on campus. The program offers a variety of recreational activities throughout the academic year.

Sports Offered:

- Fall: Dodgeball and Pickleball
- Spring: Basketball and Volleyball

Participation Guidelines:

- You must show your Student ID each night to participate.
- Your guests are not allowed to participate in intramural sports.
- If you are a student-athlete on an intercollegiate team, you may only participate in intramural sports during your team’s off-season.

Playoffs are held for all sports, and champions are recognized with a trophy and a celebration. For more information on intramural sports, please email [Tony Miller](#).

7.4 Extracurricular Activities

7.4.1 Commuting Students

As a commuting student, you are encouraged to get involved in campus life by joining committees and participating in student activities. You are also welcome to take advantage of the College’s resources, including the library, tutoring, counseling, and medical services.

7.4.2 Expressive Activities



The College supports diverse viewpoints, even if unwelcome or offensive, and expects all expression to respect others and College property. Consistent with the First Amendment, lawful speech will not be restricted, but the College may act to prevent disruptions, protect safety, and preserve others' rights to express opposing views. Expression must not involve violence, property damage, or illegal acts. Protected activities include, but are not limited to, picketing, petitioning, distributing leaflets, speeches, demonstrations, rallies, approved guest speakers, protests, posters, banners, vigils, and other noncommercial activities. Refer to the [Expressive Activities Policy](#) for more detailed information.

7.4.3 Student Clubs and Organizations

Thaddeus Stevens College strongly supports student organizations that provide meaningful experiences to enhance your cultural, social, physical, and spiritual development.

All student organizations are open to the entire student body and are designed to encourage participation without exclusion. You can view the list of student clubs on the [Student Organizations website](#).

Student Groups

Student groups meet casually on a regular basis. If you are interested in joining or starting a group, you should contact Student Services. Active student groups are:

- **The Table:** A weekly Bible study group – meal provided.
- **Trading Card Game (TCG) Group:** Students gather weekly for trading card games and board games.
- **Starting a new club or organization:** The Student Government Association reviews and recommends clubs and organizations.

Existing Student Clubs & Organizations:

- **American Design Drafting Association (ADDA):** The student chapter of the American Design Drafting Association aims to disseminate technical information for improving the science of graphic communications and design, to initiate and encourage a continued program of education for self-improvement and progress, and to foster a spirit of fellowship among its members.
- **Architecture Club:** The Architecture Club was formed to cultivate a vibrant community of passionate individuals who share a common love for architecture. It celebrates the art and science of architecture, embracing its capacity to shape the world. The club thrives on creativity, collaboration, and a shared passion for transforming the built environment.
- **Black Student Union (BSU):** The BSU encourages Black students and students of all races and ethnicities to engage in cultural enrichment and intellectual growth centered on African American culture, lifestyle, and history. BSU raises awareness of issues impacting the African American experience.
- **Boxing Club:** Open to anyone wishing to learn boxing techniques, this club offers an excellent cardio workout. Students practice offensive and defensive skills using bag gloves, heavy bags,



hand wraps, and other equipment. Sparring is strictly prohibited.

- **E-sports:** E-sports offers competitive tournaments and an online community where students can view tournament broadcasts, share clips from their favorite games, and chat with other College gamers.
- **Joint Residence Hall Council:** This organization promotes the general welfare of residence life at Thaddeus Stevens College, facilitates communication between students, residence hall personnel, and administration, and provides experience in democratic government.
- **Latino Scholars:** A representative body of Hispanic students providing a supportive social and academic network while celebrating their cultural heritage on campus.
- **Outdoors Club:** This club is dedicated to outdoor activities like hiking, fishing, kayaking, and camping. It also participates in environmental or conservation service projects each year.
- **Phi Theta Kappa:** Invitation to join the Beta Nu Delta Chapter of the Phi Theta Kappa honor society is extended to full-time students maintaining a GPA of 3.5 or higher. The organization focuses on scholarship, leadership, service, and fellowship.
- **Power Source:** A faith-based student group that meets regularly to fellowship, share faith-based experiences, and support each other.
- **SkillsUSA Competition:** A competition that starts regionally and advances to state and national levels, allowing students to test their skills against peers and industry standards. It empowers students to become world-class workers and leaders, enhancing the careers of students, instructors, and industry professionals. Every major at Thaddeus Stevens College is represented in one or more of the nearly 100 competition areas.
- **Society of Manufacturing Engineers (SME):** A student chapter 228 of the national organization dedicated to inspiring, preparing, and supporting students for the advancement of manufacturing.
- **Spectrum LGBTQ+ Alliance:** The Spectrum LGBTQ+ Alliance provides a safe and supportive community for Thaddeus Stevens College students who identify as lesbian, gay, bisexual, trans, queer, or questioning.
- **Student Government Association (SGA):** A representative body voicing student opinions concerning cultural and academic life and sharing proportionately in the development of College policy.
- **Tech Phi Tech Fraternity:** A fraternity founded in 1986 to encourage and sponsor the development of collegiate activities, community service, brotherhood, and scholarship.
- **Women in Technology and Trades:** A blend of social activities, learning opportunities, and both formal and informal support networks provided for women on campus.



- **Yearbook Staff:** An opportunity for students to participate in the Thaddeus Stevens College yearbook production.
- **Young Lion Mentoring:** A supportive club that nurtures students’ potential. Through mentorship, guidance, and empowerment, the club aims to cultivate leadership skills, personal development, and academic excellence among its members. By providing a platform for mentorship relationships to flourish, the club strives to inspire confidence, resilience, and ambition in young adults as they navigate their educational, professional, and personal journeys.

7.4.4 Student Governance

- **Student Government Association:** Each fall, members are elected to represent you and your peers. This group gives you a voice on campus, offering a forum to share your thoughts on social, cultural, and academic life. It also helps keep communication open between students, faculty, and the administration.
- **Residence Hall Council:** The Residence Hall Council helps keep communication flowing between you, residence hall staff, and administration. Each residence building has its own council, and you are welcome to attend meetings for your building. Residents elect officers who create and manage policies related to residence hall life. Your council also plays a key role in planning fun activities and events for everyone living in the building.
- The councils meet as the Joint Residence Hall Council to discuss common issues. Each residence hall is responsible for hosting at least one joint meeting during the combined fall/spring semester sessions.

7.4.5 Schwalm Student Center

The Schwalm Student Center is a hub of student activity on the Main Campus. Renovated by students, faculty, and alumni, it has three floors featuring The Campus Grille, student lounge areas, and student government meeting hall and offices. Outside of the Schwalm Student Center is a student-built brick fire pit.

8. YOUR GUIDE TO SECURITY AND CAMPUS SERVICES

8.1 Campus Security and Security Services

8.1.1 Overview of Security on Campus

Thaddeus Stevens College Campus Security (Security Guards) protects students, employees, the campus, and residence halls from intruders and theft. Please treat them with courtesy, as they work for you. Be ready to show your ID if requested. The Vice President for Student Services supervises security personnel.

8.1.2 Security Services Five Components

1. Personnel who frequently tour all areas of the main campus for safety purposes.



2. Responsibility for security at Main Campus, Griscom Education Center, Greiner Advanced Manufacturing Center, Transportation Center, and Thaddeus Stevens College at Greenfield Center.
3. Personnel stationed at times in each residence hall for safety purposes.
4. Personnel stationed in the Multipurpose Activity Center (MAC) and Griscom Education Center Lobby.
5. Personnel conducting motor patrols between Main Campus, Griscom Education Center, Greiner Advanced Manufacturing Center, Transportation Center, and Thaddeus Stevens College at Greenfield Center.

8.2 Campus Emergency Communications

The College has an emergency notification system (RAVE) that can email and text information about a College emergency directly to a cell number. On Thad's Pad you can fill out an application to specify how you want to be contacted in case of an emergency.

8.3 Crime Statistics

8.3.1 Annual Safety Report (ASR) and Safety Data

In accordance with the Jean Clery Campus Safety Act, an annual security report is available online to provide both current and prospective students, faculty, and staff with information pertinent to security measures and crime statistics at the College. For additional information, the [Thaddeus Stevens College Crime Statistics](#) website provides:

- Daily Crime and Fire Log
- Annual Security Report (ASR) and Fire Safety Log

The Annual Security Report (ASR) and Crime Statistics brochure is also available in the Office of Finance and Administration, Mellor Building, 1st Floor.

8.4 Campus Fire Safety Report

The [Fire Safety Report](#) contains fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities.

8.4.1 Fire Safety Education and Training

You are required to watch a Fire Safety video. In addition, all residents are required to attend a safety workshop conducted by the residence hall director. Residence hall directors have received additional fire safety training and will share relevant information with you regarding living in a campus residence hall.

8.4.2 Fire Safety Improvements

The campus Fire Safety Report is reviewed regularly and changes made when appropriate. Any recommendations should be reported to Security.

8.4.3 Fire Alarm Procedures

- If a fire occurs sound the building fire alarm by pulling the red alarm pull box and, if possible, call 911 then Security at 717-391-7225.



- Once a fire alarm has been sounded, evacuate immediately using the nearest fire exit door or stairwell.
 - Do not use elevators because they can become inoperative.
 - If you can, assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until security or firefighters arrive.
 - Notify security officers or fire authorities of the location of any disabled persons remaining in the building.
 - Notify security officers or firefighters if they suspect that someone is trapped inside.
- The fire alarm might not sound continuously. Even if the alarm stops, continue the evacuation.
 - Warn others who try to enter the building after the alarm stops.
 - Evacuate to at least 500 feet from the building and out of the way of emergency personnel.
 - Do not return to the building until instructed to do so by security officers or other authorized personnel.
- When a fire alarm has been sounded or a fire is reported to Security, the security officer will initiate the notification procedures for contacting appropriate personnel.

8.5 Vehicle and Parking Policy

To ensure the safety, accessibility, and organization of campus grounds, all students, faculty, and staff who intend to park a vehicle on the Thaddeus Stevens College of Technology campus must comply with the following parking regulations. These rules apply to all motor vehicles, including cars, trucks, motorcycles, and scooters.

8.5.1 General Regulations

1. All students and employees must register their vehicles, obtain a parking permit from the Business Office, and adhere to the College parking regulations.
2. Accessible Parking
 - Students requiring accessible parking should refer to the ADA and Section 504 Policy for Students and register with the Accessibility Office.
 - Employees requiring accessible parking should register with the Campus Inclusion and Compliance Officer.
3. Timing
 - Students must register their vehicle parking sticker within 2 weeks of the first day of classes. They are valid from the beginning of the Fall semester to the end of the Spring semester. Vehicle registration must be renewed each Fall.
 - Employees register vehicles as part of the orientation process.
 - Vehicles must be registered with the Business Office within two weeks of the change.
4. Students and employees must park their vehicles only in designated areas. Designated lots are clearly marked with signage, listed on campus maps, and described



5. Parking in unauthorized areas (e.g., faculty/staff lots, fire lanes, grass areas, sidewalks, or restricted zones) is strictly prohibited.
6. Violators will be subject to disciplinary action, fines, and/or towing at the vehicle owner's expense.
7. Shuttle Services are available to all students for ease of traveling between all campuses and parking lots.
8. The College and the Commonwealth of Pennsylvania are not liable for any damage, theft, or loss of vehicles or personal property while parked on campus grounds.

8.5.2 Registering your Vehicle and Parking Permit Application

1. Every vehicle parked on campus must display a valid parking permit issued by the College. These permits are mandatory for all student and employee vehicles, regardless of whether they park on the main campus or at additional locations.
2. Students and employees must complete the official Parking Permit Application Form to register their vehicle and obtain a permit.
3. Students must maintain current vehicle registration and insurance.
4. Permits are non-transferable.
5. Timing
 - **Students** must register their vehicle parking sticker within 2 weeks of the first day of classes. They are valid from the beginning of the Fall semester to the end of the Spring semester. Vehicle registration must be renewed each Fall.
 - **Employees** must register vehicles as part of the orientation process. Faculty and staff may register each vehicle they own. They will receive one parking tag that is interchangeable amongst their registered vehicles, and they do not expire.
 - **Changes:** Vehicles must be registered with the Business Office within two weeks of the change.
6. There are four types of parking permits available. Except for Premium Student Parking, there is no charge for parking.
 - **Standard Student Parking Permit (Gray)** – Grants access to specific campus locations parking at no cost (Alms House, Clark Street, Transportation Center, and Greenfield)
 - **Premium Student Parking Tag (Red)** – Grants access to main campus, Naval Reserve, and Greiner and all campus locations. These are issued on a first-come, first-served basis and require payment of an additional fee (\$125), which must be renewed annually.
 - **Faculty and Staff Parking Tag (White)** – Grants free access to main campus and all campus locations in Staff parking spaces.
 - **Handicapped Parking Tag (Blue)** – Grants free access to handicapped parking spaces throughout the campus.

8.5.3 Permits and Parking Lots



1. Purchasing a parking permit does not guarantee a specific spot upon arrival; it only allows parking in any available area assigned. Lack of a legal parking space is not an excuse for violating parking regulations. Parking is first-come, first-served.
2. Displaying the Parking Permit
 - Students: Displayed parking sticker on the back window, lower left-hand (driver side) corner.
 - Employees: Display the parking tag on the rearview mirror. In accordance with Pennsylvania state law, employees are strongly encouraged to remove the tag from the mirror while driving to avoid visibility obstructions and potential legal issues.
3. Available parking lots are as follows:
 - Main Campus – Premium, Faculty & Staff, and Handicap
 - Naval Reserve – Premium and Handicap
 - Greiner – Premium, Faculty & Staff, and Handicap
 - Griscom – Faculty & Staff, and Handicap
 - Greenfield – Free Student, Faculty & Staff
 - Clark Street – Free Student
 - Alms House – Free Student, Faculty & Staff, and Handicap
 - Transportation Center - Free Student, Faculty & Staff, and Handicap
4. Students are not permitted to park on adjacent city streets, in fire lanes, or handicapped spaces (unless authorized), or next to dumpsters. The absence of a “No Parking” sign does not permit parking.

8.5.4 Parking Violations, Offenses, and Fines

1. The vehicle registrant is responsible for all parking violations, vehicle towing and/or boot removal. If a vehicle is unregistered, the operator/owner is liable for violations, including boot removal and towing costs.
2. Campus Security will place the parking ticket under the windshield wiper or hand it to the individual.
3. Students must report disabled vehicles to Campus Security immediately; failure to do so is a violation. Any vehicle posing a safety hazard, whether disabled or not, will be towed at the owner's expense.
4. Offenses/violations that may incur a fine or result in the disabling (booting) or towing of a vehicle:
 - Parking on campus without a valid parking permit tag or sticker.
 - Parking a vehicle outside of designated parking areas.
 - Parking in restricted areas.
 - Parking on grass/lawn or other non-parking areas without permission from college authorities.
 - Parking in a reserved handicapped space without displaying a valid handicapped license plate or decal.
 - Parking in a fire lane (the vehicle may also be towed at the owner/operator's expense).



5. Overview of Parking Fines/Penalties:

- 1st Offense: \$10
- 2nd Offense: \$15
- 3rd Offense: \$20
- 4th Offense: \$20
- Subsequent offenses: \$20 fine per violation and subject to towing or booting.
 - Towing and storage charges are the responsibility of the vehicle owner/operator. Violators will incur the cost of towing plus an additional daily fee after 24 hours.
 - A \$25 fee will be charged to remove a vehicle boot, in addition to previous fines.
 - Operators of towed or booted vehicles may lose parking privileges for one semester.

Refer to the [Vehicle and Parking Policy](#) for more detailed information.

8.6 Student ID

8.6.1 Identification and Verification policy

A student ID card is issued to you and serves as your official college identification. It is required for access to the Greiner Campus and MAC facilities. If your ID card is lost or stolen, contact Security located at the MAC.

8.6.2 ID Card Funds

- Funds can be loaded onto your student ID by the cardholder and used for meals. Deposits can be made at the Business Office located on the first floor of the Mellor Building.
- If you are a non-Stevens Grant resident student and do NOT want to upgrade to a 7-Day meal plan, or non-Stevens Grant commuter student who does NOT want a 5-day meal plan, you can purchase meals by adding funds to your student ID card.
- ID Card Funds can be added by completing the bottom portion of the Meal Plan Contract and returning it to Accounts Receivable.

8.7 Food Services and Meal Plans

8.7.1 Jones Dining Hall

Thaddeus Stevens College features a spacious dining hall that offers meals seven days a week. It operates while you are on campus, with adjusted hours during academic breaks. The dining hall is closed during official college recesses and throughout the summer, except for college-level programs running from late June to early August.

Jones Dining Hall offers a variety of breakfast, lunch, and dinner options, including a salad buffet, pizza, a vegetarian venue, and a selection of toppings. You can choose from a range of hot and cold beverages, with the option to dine in or take out.

Visit [Thad's Pad](#) for the dining menu, as well as the latest schedule and hours.

In addition to Jones Dining Hall, you can also enjoy meals and snacks at:

- **Campus Grille**

The Campus Grille is on the first floor of the Schwalm Student Center located on the



Main Campus.

- **Orange Street Café**

The Orange Street Café is located adjacent to the main lobby of our Griscom Education Center location.

- **Vending**

Vending machines with beverages and snacks are located around the campus.

8.7.2 Meal Plans

- Please refer to the Accessibility Office for dietary accommodations.
- Refer to the [Dining Services](#) online page for more information.

- **Stevens Grant Students**

Assigned a meal plan based on their housing status.

- Resident Student = 7-Day Meal Plan
- Commuter Student = 5-Day Meal Plan

- **Non-Grant Resident Students**

- As a Non-Grant Resident Student, you are assigned a 5-Day Meal Plan with the option to upgrade to a 7-Day Meal Plan.
- If you have a Meal Plan your student ID Card will be activated for use in the Dining Hall and Cafes.

- **Non-Grant Commuter Students**

- If you are a Non-Grant Commuter Students you have the option to purchase a 5-day meal plan.

8.8 Your College email and WiFi

Your college-issued email address (example@stevenscollege.edu) is where you will receive important information about student life and communicate with instructors. Please activate your email and check it frequently.

While you can use an alternate email, we do not recommend auto forwarding your stevenscollege.edu emails to it, as all official communications are sent there. You are responsible for keeping updated on all information, deadlines, and requirements.

If you have questions with your college email account, visit the [Information Technology](#) online page.

WiFi

Wireless Availability is available to staff, faculty, students, and authorized visitors with laptops or mobile devices capable of wireless connectivity. Those connected to Thaddeus Stevens College will be able to access Internet and email.

8.9 PSECU

Thaddeus Stevens College has partnered with PSECU (Pennsylvania State Employees Credit Union) since 2015 to provide on-campus banking services and Financial Education to the campus community. PSECU offers full-service banking including:



- Free checking accounts to you, faculty/staff, Alumni, and their families with no money needed to open their membership, no minimum balance, and no monthly service fees
- Competitive loan rates for your borrowing needs

There is a PSECU machine located at Griscom Education Center and over 70,000 other free ATMs you can use as a member, as well as up to \$20 a month in ATM rebates. PSECU also offers free online and mobile banking, free checks, and your credit score monthly for free.

8.10 Student Emergency Assistance Fund

The Student Emergency Assistance Fund is a partnership between the Office of the President and the Offices of Advancement, Student Success, Student Services, and Academic Affairs. Through generous donors and the commitment of the College, funds are provided to support if you experience financial hardship due to an emergency or unanticipated event. These funds are not intended for reoccurring costs that you may have. For more information, visit the [Emergency Assistance Fund](#) online page.

9. YOUR GUIDE TO COLLEGE POLICIES AND PROCEDURES

9.1 Vaping/Tobacco

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

Vaping and tobacco use are prohibited on all College property, including College-owned and operated vehicles, with the following exceptions:

Designated Areas for Tobacco Use:

- **Gazebos:**
 - Griscom Education Center entrance
 - Main campus between Herrington and Armstrong Halls
 - Main campus between Leonard and Woolworth Buildings
 - Main campus between Kreider and Leonard Buildings
- **Smoking Areas:**
 - Hartzell Parking Lot
 - Main campus along Bulldog Drive
 - Greenfield Parking Lot
 - Greiner Campus

- **Disciplinary Sanctions:**

Violations of this policy will typically result in the following sanctions, although the College reserves the right to impose other actions:

- Verbal warning
- Written warning and probation
- Loss of privilege
- Suspension from residence halls and/or the College

9.1.1 Multi-Stemmed Smoking Devices



Hookahs (also known as waterpipes, narghile, shisha, or qualia), multi-stemmed devices for smoking flavored tobacco, are not permitted on the College campus. If found in possession of a hookah or similar device, you will be asked to remove it from the residence hall and campus. Failure to comply is considered a major violation of the College's Code of Conduct.

For further information, refer to the [Tobacco in College Buildings and Facilities policy](#).

9.2 Alcohol and Controlled Substances

Please note that a full version of the [Alcohol and Controlled Substances Policy](#) can be also be found in [Appendix B](#). The summary provided here highlight key points, and we encourage you to review the complete policy for detailed information, including disciplinary action.

9.2.1 Non-Alcoholic Beer or Associated Beverages

Non-alcoholic beer and similar beverages are not permitted on any campus locations or in the residence halls. If found with these items, you will be asked to dispose of or remove them. Failure to comply will be considered a major violation of the College's Code of Conduct.

9.1.2 Beer Bottles, Liquor Bottles, Or Similar Containers

The College is a dry campus committed to maintaining an alcohol-free learning environment. The College also receives funding to support drug and alcohol education through seminars and workshops. To uphold this standard, empty beer bottles, liquor bottles, or similar containers are not allowed as decorative items anywhere on campus. Anyone found in possession of these items will be asked to dispose of or remove them. Failure to comply may result in disciplinary action, ranging from probation to temporary suspension from the residence halls.

All members of the academic community, students, faculty members, administrators and other College employees, share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

Safety Sensitive Programs

If you are enrolled in safety sensitive programs, you may be required to participate in random drug and alcohol testing. In addition, drug and alcohol testing, you may be required "for cause" when you appear to be unfit and/or under the influence, post-accident, or found in violation of this Policy. Refer to the [Drug and Alcohol Testing Policy](#) for more details.

9.2.1 Illegal Drugs and other Controlled Substances Policy

Standards of Conduct

Students are responsible as citizens for knowing about and complying with the provisions of the Pennsylvania Consolidated Statutes which indicate that the manufacture, possession, sale, distribution, and use of illicit drugs is prohibited. The College will not tolerate the use, possession, sale, delivery, and/or manufacture of illicit drugs on campus. Violations of this policy include, but are not limited to:

1. Manufacture/Sale/Distribution (Drugs) – Manufacturing, distributing, dispensing, and/or selling illegal drugs, or prescription drugs prescribed to another person.



2. Aiding/Abetting (Drugs) – Aiding and abetting in the sale/distribution/use/possession of illegal drugs or prescription drugs prescribed to another person.
3. Use/Possession (Illegal Drugs) – Using and/or possessing illegal drugs.
4. Improper Use/Abuse/Possession (Legal Drugs) – Improperly using or abusing over-the-counter or prescription drugs and/or possessing legal drugs prescribed to another individual.
5. Remaining in the Presence (Illegal Drugs) – Knowingly remaining in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus or at a college-sponsored activity.
6. Drug Paraphernalia and/or Recent Use
 - a. Using/possessing drug paraphernalia on campus or at a college-sponsored activity. Examples of items that could be defined as drug paraphernalia include, but are not limited to: scales, rolling papers, bowls, pipes, bongs, grinders, spoofs, hookahs, or any other device that is fashioned for the purpose of drug use.
 - b. Evidence of recent illegal drug use (e.g. odor, smoke, residue, etc.) also constitutes a violation of this policy. Validity of the evidence will be determined by the investigating College official. Measures commonly known to hide illegal drug use (e.g. outward blowing fans, weather-stripping of internal room doors, towel under door, excessive air freshener, incense, etc.) can create reasonable belief of illegal drug use for purposes of investigation and will be documented if discovered in areas of suspected drug use. Such evidence will be considered by college officials during incident reviews when determining likelihood of policy violations.

College Sanctions for Students

A College conduct charge for drugs will be issued to students who violate any of the prohibitions listed in this policy. Charges are based on evidence suggesting a violation has occurred, including witness statements. Students found responsible for repeated drug violations may face more severe penalties, including automatic suspension and/or removal from college housing. For a complete listing of possible sanctions, refer to the “Sanctions” section of the Student Code of Conduct.

Legal Sanctions

In addition to sanctions imposed by the College, drug violations may be referred to the appropriate external authorities. Violations of law may result in penalties ranging from fines to imprisonment. If a student is convicted of offenses involving the trafficking or possession of illegal drugs, the student may be denied student aid.

Health Risks

The health risks caused by drug use vary depending on the drug involved, and the use of legal prescription and nonprescription drugs without a doctor’s supervision, as well as the use of illegal drugs, may cause serious health difficulties. They include cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis B and C, lung disease, and mental disorders. In addition, abuse of any substance can adversely affect relationships, employment, academic and athletic performance, and self-esteem. The acute and long-term health effects of specific drugs can be view on the [National Institute on Drug Abuse](#) website.



Legal Use of Over-the-Counter or Prescription Drugs

A student shall notify Health Services of prescription or over-the-counter medication use that might pose a direct threat to campus safety or significantly impair the student's fitness-for-duty prior to enrollment or participation in campus- or program-related activities.

When required to notify, students are not required or asked to report their medical condition, or the drugs used. Students should merely report that they are using medication that might pose a direct threat to campus safety. The student shall provide a copy of the physician's statement regarding their ability to perform the essential functions of the job or program of study and function safely on the College campus prior to participating in campus- or program-related activities.

If a student is legally using a prescription or over-the-counter drug that poses a direct threat to campus safety, then the College shall determine whether the student may continue to remain on campus, attend class, or perform duties associated with employment during treatment. The College may seek a second opinion from a medical professional of its choice and might require the student to undergo an examination by the College's chosen medical professional. The College might rely on the second opinion rather than that of the student's prescribing healthcare provider. All prescribed or over-the-counter medications must be kept in their original containers while on campus.

Students in safety sensitive programs are prohibited from being on campus under the influence of medical marijuana.

9.2.2 Alcohol Policy

Standards of Conduct

The College is a dry campus. The use, possession, or distribution of alcohol is strictly prohibited on all College-owned, controlled, or affiliated property – regardless of a person's age. This includes residence halls, campus events, and as part of any College activity.

College policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption. Violations of this policy include, but are not limited to:

1. Any person of any age purchasing, possessing, or consuming, or anyone aiding or abetting a person under 21 in purchasing or consuming any alcoholic beverages.
2. Drinking alcoholic beverages or offering a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk or other publicly owned or leased College property or at any College activity.
3. Consuming and/or possessing alcoholic beverages in any public area. Public areas include but is not limited to any public road or street, parking lots, sidewalks or other publicly owned or leased College property, or public areas within the academic and residential facilities.
4. Brewing and/or distilling alcoholic beverages.
5. Possessing empty and/or filled kegs and all its paraphernalia (e.g. tapper) in any form or function; such items may be confiscated by college personnel and become the property of the College.



6. Possessing and using devices designed or intended to be used for the rapid consumption of alcohol (i.e., funnels, beer bong, etc.) and/or engaging in behaviors intended to intoxicate (i.e., races, games, beer pong, etc.). Engaging in such activities will be considered aggravating circumstances when considering appropriate sanctions regardless of age.

College Housing

Alcohol possession, use, or distribution is not permitted in any College housing. Display or storage of empty alcohol beverage containers is not permitted within the residential space. Additional guidelines may be found in the Residence Life Handbook.

College Sanctions for Students

Students who violate any of the alcohol regulations found in this policy may be subject to sanctions. Subsequent offenses will result in more serious action. For a complete listing of possible sanctions, refer to the “Sanctions” section of the Student Code of Conduct.

Violations of Law

In addition to sanctions imposed by the College, alcohol violations may be referred to the appropriate external authorities. Under state and local laws, violations may result in penalties ranging from fines through suspension of a driver’s license and possible imprisonment. See below for additional information regarding legal sanctions.

Health Risks

Use of alcohol may result in mood changes, impulsive action, loss of judgment, and loss of coordination. Excessive use of alcohol may cause heart damage, liver damage, damage to the digestive tract, cancer, brain damage, mental disorders, loss of sexual function, blood disorders, and birth defects. In addition, long-term alcohol use may affect relationships, employment, academic and athletic performance, and self-esteem. Consumption of alcohol while using over-the-counter or prescription medications, where such use is contraindicated, can lead to unintended health consequences. Acute alcohol poisoning, occurring when an individual consumes a large amount of alcohol in a short period of time, may result in changes in breathing and heart rate, the gag reflex, and can lead to coma and death. More information regarding the health risks associated with the consumption of alcohol in college can be found at www.collegedrinkingprevention.gov.

9.2.3 Amnesty/Good Samaritan Policy

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

College students seeking immediate medical assistance for themselves or on behalf of other persons experiencing alcohol or drug-related emergencies may be granted amnesty from formal conduct action by the College for violating alcohol and/or drug policies.



- **Medication Use:**
 - If prescribed medication or taking over-the-counter drugs, you should consult your prescribing physician to determine whether the medication may pose a threat to campus safety.
 - If you are in a safety-sensitive program, you are prohibited from being on campus under the influence of medical marijuana.
 - Notify the DIR about any medications that could impact your fitness-for-duty or pose a direct threat to campus safety. You are not required to disclose your medical condition, only that you are using medication that may affect campus safety.
- **Physician’s Statement:** Provide a copy of your physician’s statement verifying your ability to safely perform the essential functions of your program before participating in campus- or program-related activities.
- **Impact of Prescription Drugs on Safety:** If a prescription or over-the-counter drug poses a direct threat to campus safety, the College will determine whether you may remain on campus or attend class. The College may seek a second opinion from a medical professional of its choice.
- **Support Drug Education:** You are encouraged to participate in and support College-sponsored drug education programs.
- **Cooperate with Investigations:** You are expected to cooperate with investigations and support the College’s efforts to address drug, alcohol, or substance abuse among students.
- **Medication Storage:** All medications must be kept in their original containers while on campus.

9.2.4 Prohibited Conduct

- **Illegal Drugs:** It is a violation of College Policy for anyone associated with the College to sell, manufacture, distribute, dispense, use, possess, purchase, obtain, transfer, convey, be under the influence of, or test positive for controlled substances in violation of federal or state law (or to attempt any of the above actions).
- **Controlled substance** is defined in this Policy as a drug that federal or state law has declared to be illegal for sale or use, even if it is dispensed under a physician’s prescription.
- **Prescription Drugs:** Prescription medications are not prohibited under this Policy if taken as directed in standard dosages and/or under a physician’s prescription, provided the medication does not pose a threat to campus safety or render you unfit for duty. However, the abuse of prescription drugs is strictly prohibited. This includes, but is not limited to, exceeding the prescribed dosage, using medication for unintended purposes, or using medication prescribed to another individual. You are also prohibited from using or possessing medical marijuana on campus.
- **Over-the-Counter Drugs:** Over the counter medication are not prohibited when taken in the standard dosage as directed, provided that does not render you unfit to perform the essential functions of your program of study or negatively impact campus safety. The



College prohibits you from being under the influence of mood-altering over-the-counter drugs that are used contrary to the product's labeling (i.e., misuse of over-the-counter drugs) while subject to the terms of this Policy.

- **Alcohol:** The College prohibits you from illegally using, possessing, selling, buying, distributing, or attempting to distribute or manufacture alcohol, as well as being involved in any illegal alcohol-related conduct. This includes, but is not limited to, driving under the influence and underage drinking violations, while subject to the terms of this Policy. For purposes of this Policy, the term “alcohol” includes any intoxicating agent found in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, and includes any medication or food containing alcohol. Additionally, the College prohibits you from the following alcohol-related conduct while subject to this policy:
 - Possessing opened containers of alcohol.
 - Using, consuming, distributing, manufacturing, dispensing, or being under the influence of alcohol.
 - Operating a motor vehicle on campus property while under the influence of alcohol.
 - Using or consuming alcohol within four hours before arriving on campus.
 - Participating in any campus-related activities or program-related coursework, or operating tools or machinery on college property while under the influence of alcohol.
 - Consuming alcohol within eight hours following an accident and/or before a post-accident test, as specified in the Policy.
- **Inhalants and Legal Substances:** You are prohibited from arriving on campus property, participating in campus-related activities, or program-related coursework, or operating tools or machinery while under the influence of, or using, any inhalant. An “**inhalant**” is defined as glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, causes intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to, chemicals such as toluene, xylene, hexane, acetone, methylene chloride, methanol, Freon(s), benzene, (iso) amyl nitrate, (iso) butyl nitrite, (iso) propyl nitrite, N-butyl nitrite, butane, propane, fluorocarbon, hydrocarbons, ethyl chloride, nitrous oxide, halothane, tetrachloroethylene, trichloroethane, or trichloroethylene.

The College also recognizes that certain legal substances can be used in place of illicit substances to create similar effects (intoxication, euphoria, excitement, exhilaration, stupefaction, and/or dulling of the senses). You are prohibited from arriving on campus property, participating in campus-related activities or program-related coursework, or operating tools or machinery while under the influence of, or using, any legal substance for these purposes.

The College uses the concept of “**reasonable suspicion**” to determine if a Policy violation has occurred involving the use of inhalants or other legal substances. Reasonable suspicion can be based on, but is not limited to, the following observations:



- **Physical symptoms** of being under the influence, such as bad breath, substance odor, runny nose, watery eyes, drowsiness, unconsciousness, slurred speech, poor muscle control, mood swings, irritability, nausea, hallucinations, facial rashes, constant sniffing or coughing, irritability, anger, agitation, uncontrolled laughter, nausea, loss of appetite, vomiting, hallucinations, convulsions, facial rashes and blisters, constant sniffing and coughing, slurred speech, depressed reflexes, rapid movement of the eyeballs, dilated pupils, etc.
- **Pattern of abnormal conduct** or erratic behavior, or deteriorating performance in college activities, linked to the use of inhalants or legal substances.
- **Identification in a criminal investigation** concerning the illegal use of inhalants or legal substances.
- **Admission by the student** of illegal use of inhalants or legal substances.
- **Repeated safety violations** or risks of injury or property damage, linked to inhalant or substance misuse.
- **Reports from credible sources** about the misuse of inhalants or legal substances, which have been independently corroborated.
- **Possession of drug paraphernalia:** You are prohibited from bringing paraphernalia related to the illegal use of drugs onto college property.

9.2.5 Student Drug and Alcohol Testing

Random Drug Testing

If you are enrolled in safety-sensitive programs, you are required to participate in random drug testing. Selections for testing will be made using computer-generated random numbers. If you are selected for random drug testing, you must agree to be tested within twelve hours; otherwise, the test results will be recorded as positive and treated according to the Policy.

Reasonable Suspicion

The College may require you to submit to drug and/or alcohol testing based on reasonable suspicion. The decision will be made in judgment of the College, using information available at the time. Testing will be required if you are deemed unfit for duty, or if there is a reasonable suspicion that you are using drugs or alcohol in violation of the College's Policy, or if you exhibit the physical signs and symptoms of substance abuse. The evidence for reasonable suspicion will be drawn from specific, observable facts and reasonable inferences, which may include, but is not limited to, the following:

- Observable behavior, such as direct observation of drug or alcohol abuse, possession, distribution, or physical symptoms of being under the influence (e.g., slurred speech, dilated pupils, odor of alcohol or marijuana, mood swings, etc.). Observation may also include indications of chronic or withdrawal effects from the illegal use of drugs.
- A pattern of abnormal conduct, violent or erratic behavior, or deteriorating performance in college-related activities that appears to be related to substance abuse or misuse.
- Your identification as the focus of a criminal investigation into unauthorized drug possession, use, or trafficking.



- You admit that you were involved in the illegal use of drugs or the misuse of alcohol.
- Repeated violations of the College’s Code of Conduct, safety, or other rules that pose a substantial risk of physical injury or property damage and appear to be related to substance abuse or misuse that violates the College’s Policy.
- A report of drug or alcohol use from reliable, credible sources, which has been independently corroborated.
- Evidence of tampering with a drug or alcohol test.
- Your failure to report an accident.

9.3 Searches

You are required to sign a Search and Seizure Form to acknowledge their understanding of the Search and Seizure Policy. This form can be found in [Appendix E](#).

- 1. College Property Searches.** The College provides housing, lockers, storage areas, equipment, briefcases, computers, desks, or workstations for your use in performing essential by tasks related to their programs of study. All these items and areas, along with data or materials generated using them, remain the property of the College. The College reserves the right to search any College property at any time, with or without notice or cause. You should not expect privacy on college-owned property. The College also use other investigative methods when there is reasonable suspicion of violations of the Drug-Free Campus Policy violations. Refusal to cooperate with a search of college property will be considered a violation of this Policy.
- 2. Personal Property Searches.** The College reserves the right to conduct a search of your personal property if a Policy violation is suspected. This search may include personal items brought onto college property such as wallets, purses, bags, briefcases, toolboxes, food and beverage containers, or vehicles. By entering College property and remaining enrolled, you give consent to such searches. All searches will be conducted in the presence of two College-trained representatives and you. Refusal to cooperate with a search of personal property will be considered a violation of this Policy.

9.4 Title IX – Sex Discrimination in Education

Thaddeus Stevens College of Technology (the “College”) does not discriminate on the basis of sex and is committed to providing a safe and healthy educational and workplace environment for all members of the College community. All students and employees have a right to be treated with dignity and respect. Consistent with the College’s Non-Discrimination Notice and the U.S. Department of Education’s implementing regulations for Title IX of the Education Amendments of 1972 (“Title IX”) (*see* 34 C.F.R. § 106 *et seq.*), the College prohibits Sexual Harassment that occurs within its Education Programs or Activities.

Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Consistent with Title IX, the College prohibits all forms of sex discrimination as defined by Title IX and Title IX regulations, and as explained in detail in the [Title IX Sexual Harassment Policy](#).



The College is committed to protecting, maintaining, and encouraging freedom of inquiry in teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this Policy or the law. The College will balance the enforcement of this Policy with freedom of speech and academic freedom concerns.

The procedures, including the grievance process, set forth in this Policy apply when an employee, student (or applicant for admission) is either a Complainant or Respondent (as the terms are defined in this Policy).

The complete policy and procedures for resolution can be found on the college's website under [Title IX](#) linked from the homepage.

1. **Title IX Coordinator:** The person responsible for monitoring compliance with all aspects of this Policy. Accordingly, the Title IX Coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office, or if the investigation will be conducted by another individual or office.

The Title IX Coordinator's contact information is:

Nakia Perry
750 East King Street Lancaster, PA 17602
Campus Inclusion and Compliance Officer and Title IX Coordinator
perry@stevenscollege.edu
(717) 391-1365

2. The above contact information shall be provided to all current students and employees of the College, applicants for admission and employment with the College, and must be prominently displayed on the College's website.

The Title IX Coordinator has designated deputy Coordinators to provide assistance with the Title IX process. The Deputy Coordinators are:

Heather Burky

Director of Employee Engagement
750 East King Street, Lancaster, PA 17602
burky@stevenscollege.edu
(717) 391-6935

Dr. Chris Metzler

Vice President of Student Services
750 East King Street, Lancaster, PA 17602
metzler@stevenscollege.edu
(717) 299-7794

Mr. Dawan Worsley

Director of Residence Life



750 East King Street, Lancaster, PA 17602
Worsley@stevenscollege.edu
717-299-7681

Ms. Rosanna Wakley

Engagement, Equity, and Inclusion
750 East King Street, Lancaster, PA 17602
wakley@stevenscollege.edu
717-391-3553

In addition to the procedures in this Policy for reporting to the Title IX Coordinator, individuals may also contact the Office for Civil Rights (OCR):

U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.,
400 Maryland Avenue SW Washington, DC 20202-1100
Phone: (800) 421-3481
Fax: (202) 453-6012
TDD: (800) 877-8339
OCR@ed.gov

9.5 Non Discrimination Policy

Thaddeus Stevens College of Technology (the “College”) does not discriminate in its admissions, employment, or any of its education programs or activities based on race, color, ethnic or national origin, ancestry, religion, sex (including pregnancy), sexual orientation, disability, age, veteran status, genetic information, or any other legally protected classification (“Protected Categories”). Such conduct by or toward any member of the College community will not be tolerated.

The College will conduct a prompt, fair, and impartial investigation of complaints of Discrimination, Harassment, and/or Retaliation. If an individual is found to have violated this policy, the College will take appropriate action to prevent recurrence of the Discrimination, Harassment, and/or Retaliation and take appropriate steps to remedy its effects. Individuals found responsible for engaging in such behavior are subject to the full range of the College’s disciplinary actions, up to and including separation from the College, in addition to any private legal action that may result from such acts.

The College prohibits Retaliation against any individual that files a Discrimination or Harassment complaint or participates in the investigation or resolution process.

The College’s [Nondiscrimination and Harassment Policy](#) applies to Discrimination, Harassment, and Retaliation in all the College’s employment and education programs or activities and applies to all participants in such employment and education programs and activities, including administrators, faculty, staff, students, volunteers, contractors, and guests. It applies to Discrimination, Harassment, and Retaliation that occurs on campus, during or at an official institution program or activity (regardless of location), and to off campus conduct when the conduct impairs, interferes with, or obstructs any College activity or the mission, processes, and functions of the College. This policy also



applies to any off-campus behavior that affects a substantial College interest. A substantial College interest includes:

- Any situation where an employee or student’s conduct may present a danger or threat to the health or safety of others;
- Any situation that significantly impinges upon the rights, property, or achievement of others; or
- Any situation that is detrimental to the educational mission and/or interests of the College.

This policy shall not be construed or applied to restrict academic freedom, nor shall it be construed to restrict constitutionally protected expression.

Procedures for Reporting Discrimination

Students and employees who believe that they have been subjected to Harassment or Discrimination should contact one of the following:

- Office of Engagement, Equity, and Inclusion (717) 391-1365
- Office of Employee Engagement (717) 391-6935
- Office of Vice President of Student Services (717) 299-7794

Reports under this policy should be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or personnel action.

Confidential Employees

Professional licensed counselors, health services professionals, and pastoral counselors who provide health, and counseling services to members of the College community are **not permitted** to report any information without the victim’s permission.

Timing

There is no time limit for reporting Discrimination or Harassment to the College under this Policy; however, the College’s ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the College.

External Reporting Options

Reports of discrimination and harassment may be filed outside the College with the Equal Education Opportunity Officer (717) 787-1953, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. Reports may also be filed with the U.S. Department of Education, Office for Civil Rights: <https://ocrcas.ed.gov/contact-ocr>, (800) 421-3481.

9.6 Information Technology Resources Acceptable Use Policy

Your access to Information Technology resources is a privilege that must be exercised responsibly, ethically, and lawfully. Resources include Thaddeus Stevens College-owned or managed hardware and software, email, web domains, related services, and any use of the College’s network—whether via physical or wireless connection—regardless of the ownership of the device used.

Thaddeus Stevens College strives to respect user privacy, but users do not have an expectation of privacy for communications transmitted or stored on the College’s resources. The President, Vice-President of Finance and Administration, or Director of Technology may authorize designated College officials or agents to access, review, monitor, or disclose computer files related to an



individual's account in response to legal requirements, College policy, or when deemed necessary to protect the College's interests. Such actions may include, but are not limited to, investigating violations of law or College policies or responding to health or safety emergencies.

9.6.1 Use of College Resources and Systems

College-provided IT resources, systems, and WiFi are primarily designated for instructional, research, work-related activity, departmental activity, or for administrative purposes. Employees and students may use these resources for personal purposes if that use does not interfere with the primary use and does not interfere with one's normal duties. Users must not use the College's information systems or data for commercial use or personal gain for their own use at the expense of others or an organization. If the non-business usages results in a direct cost to the College for any reason, it is the individual's responsibility to reimburse the College. For more information, please refer to the [Conflict of Interest Policy](#).

College – Issued Email Address

- Your college-issued email address (example@stevenscollege.edu) is the platform for:
 - important updates related to student life;
 - communications with your instructors;
 - sending essential announcements and reminders; and
 - providing access to most resources at the college.
- It is essential to activate your college email and check it regularly.
- Students can activate their email before classes start.
- Students must also register for Multi-Factor Authentication (MFA) within their accounts, which is required for off-campus access. Refer to Multi-Factor Authentication section below for more details.
- A student's email account is a Microsoft account that provides access to a [student A5 license](#), which includes applications such as Excel, Word, Teams, OneDrive, and PowerPoint.

Network ID Usage

Each individual may only use the network ID assigned to them, unless additional access has been authorized for that specific ID.

Cloud-Based Software Access for Students

- While enrolled at Thaddeus Stevens College, students will have access to cloud-based software to support their studies.
- Access after Graduation or Withdrawal
 - Student access to cloud-based software will remain active for one year after graduation.
 - If a student does not graduate, access will be immediately removed upon withdrawal from the College.
- For employees: upon termination of employment or resignation, employees will no longer have access to any cloud-based software or internal programs affiliated with



Thaddeus Stevens College of Technology (TSCT).

Multi-Factor Authentication (MFA)

- MFA Requirement
 - All logins to your stevenscollege.edu account from **outside** the TSCT campuses will require a second form of authentication for account verification.
- Recommended MFA Setup

We recommend using the Microsoft Authenticator application on your phone via QR Code. To install the Authenticator on your iOS device:

 - [iOS link](#)
 - [Android link](#)
 - Once installed and linked to your stevenscollege.edu account, it will automatically link to your Microsoft applications and most applications.

For the full policy, refer to the [Information Technology Acceptable Use Policy](#).

9.8 Mobile Device Policy

You are permitted to carry phones, tablets, or other devices. However, mobile communication devices may only be used in the classroom with the instructor's permission. If you are found on campus processing, using, or selling illegal drugs, in addition to the disciplinary actions outlined in the College's Code of Conduct, you will forfeit the privilege of carrying mobile communication devices on any Thaddeus Stevens College location.



Thaddeus Stevens College of Technology 2025-2026 Student Handbook & Academic Catalog

Student Handbook Acknowledgment Form

This College handbook and catalog has been compiled to inform students about the policies of Thaddeus Stevens College of Technology (hereafter “Thaddeus Stevens College” or “the College”). The handbook/catalog is available on the website of Thaddeus Stevens College. After reviewing the handbook/catalog, please sign below to acknowledge receipt of the handbook/catalog and your understanding of the policies as stated in this document. The President of the College reserves the right to amend the handbook/catalog as needed.

The provisions and conditions of this handbook/catalog are not to be considered an irrevocable contract between the student and Thaddeus Stevens College. The College reserves the right to change any fees, requirements, and/ or regulations at any time during the student’s term of enrollment. Approved curriculum changes may be implemented in the semester following approval, provided they do not impact the student unfairly.

Key Policies:

- Thaddeus Stevens College of Technology is a dry campus and strives to promote an alcohol and drug-free learning environment.
- Reasonable suspicion of substance or alcohol use could lead to a student being required to take a drug test after enrollment. Random testing may also occur during the academic year.
- Students are expected to attend every class. Any student absent for five days is subject to dismissal.

Please sign and return this page to the Thaddeus Stevens College Student Services Office after you have read the handbook/catalog.

Date: _____

Print Student’s Name: _____

Student’s Signature: _____

The College will not discriminate in its educational programs or employment practices based on race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1991.

Employees and participants who have an inquiry or complaint of harassment or discrimination or who need information about accommodations for persons with disabilities, should contact Nakia Perry, Campus Inclusion and Compliance Officer and Title IX Coordinator for Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602. (717) 391-1365



Appendix A – Student Code of Conduct

Purpose

Thaddeus Stevens College of Technology (“the College”) is committed to fostering an educational environment built on respect, integrity, and inclusivity. The College expects all members of its community to conduct themselves in a manner that honors the legacy of Thaddeus Stevens, promotes mutual respect, and upholds the highest standards of civility.

All individuals are expected to refrain from behavior, language, or actions that demean, harass, or harm others. The College strives to create a welcoming atmosphere rooted in empathy, understanding, and an appreciation for people from all backgrounds.

To maintain a safe, respectful, and professional learning environment, the College enforces a Student Code of Conduct that governs student behavior, including attendance, dress, and the use of drugs and alcohol. These standards apply in all campus areas, including classrooms, student organizations, athletic programs, and any situation in which students represent the College, whether on or off campus.

Students are expected to use appropriate language, dress respectfully, and treat College property and facilities with care. The College is committed to nurturing a culture of compassion, professionalism, and mutual respect. All students and student groups are required to adhere to the Student Code of Conduct, which extends to interactions with faculty, staff, peers, industry partners, and the surrounding community.

Violations of this policy may result in disciplinary action. While this policy outlines general expectations and specifically prohibited conduct; it is not exhaustive. The College reserves the right to take appropriate action in response to behavior, that while not explicitly listed, violates the spirit of this policy or undermines the College’s core values. All disciplinary proceedings will be conducted fairly and in alignment with the standards outlined in this policy.

Scope

This policy applies to all students enrolled at the College, regardless of enrollment status, program type, or location. The standards outlined herein apply on campus, off campus, and in virtual environments where students represent the College or engage in college-affiliated activities.

DEFINITIONS

College Property: College property includes the main campus, and all affiliated locations operated, owned, leased, or otherwise controlled by the College. This encompasses classrooms, residence halls, dining facilities, laboratories, recreational areas, and any off-site locations where students participate in college-sponsored programs, training, or activities.

Preponderance of Evidence: The standard used to determine responsibility for a policy violation. A finding under the preponderance standard means the evidence demonstrates that it is more likely than not (i.e., more than 50% likelihood) that the alleged conduct occurred.



POLICY DETAIL

I. Respect for the College's Mission

The College is dedicated to educating students for skilled employment in a dynamic workforce and effective participation as a citizen. As a trusted member of the Lancaster community, the College upholds high standards of conduct both on and off campus.

To support this mission, students are expected to avoid any behavior, whether on or off campus, which disrupts academic, learning, working, or related functions of the College, or that adversely affects its reputation. Such conduct is prohibited and may result in disciplinary action. The College holds students to the same behavioral expectations off campus as it does on campus.

II. Respect for Professional and Ethical Conduct

The College values professionalism and ethical behavior as essential components of a respectful and effective learning environment. These values promote academic excellence, civic responsibility, and personal development across the entire College community.

Professionalism includes integrity, accountability, respect, teamwork, life-long learning, and inclusive behavior. It also involves honesty; respectful interactions with faculty, staff, and peers; and conduct that reflects positively on the ideals and mission of the College. Respect for diversity of thought, perspective, and experience is an essential element of professional and ethical conduct.

All members of the College community are expected to model, support, and advocate for a culture of professionalism and ethics. Each individual shares responsibility for maintaining an environment where all people are valued, welcomed, and treated with dignity.

Accordingly, it is the policy and expectation of the College that all students conduct themselves in a professional and ethical manner in their interactions with faculty, staff, peers, external partners, and members of the public. Violations of this standard may result in disciplinary action under this policy.

Specific components of professional and ethical behavior include:

A. Professional Demeanor and Dress

Students are expected to demonstrate professionalism and respect in all interactions, whether with faculty, staff, peers, colleagues, or co-workers. Unprofessional behavior, including the use of offensive language, inappropriate gestures, or remarks (particularly those of a sexual nature or based on an individual's membership or perceived membership in a protected category); dishonesty; or a lack of engagement will not be tolerated.

Students should maintain a neat, clean appearance and follow the dress code expectations established by the College or by industry partners during internships, cooperative experiences, or external training. In laboratory or shop settings, students are required to follow specific dress and safety guidelines appropriate to the environment.

Hygiene: Students are expected to maintain good personal hygiene as part of their responsibility for the health and well-being of the campus community. The College reserves the right to address hygiene-related concerns, including issues related to noticeable odor, and may require students to take corrective action.



B. Honesty

Students are expected to uphold honesty and integrity in all aspects of their education and interactions with administration, staff, faculty, and colleagues. They may not cheat, lie, steal, or assist others in the commission of these acts. Students must be willing to acknowledge mistakes and must not knowingly mislead others.

Students are also responsible for understanding, upholding, and preserving professional ethical standards. They have a duty to report any observed breaches of ethical conduct through the appropriate College channels.

C. Behavior Toward Colleagues

Students are expected to interact with faculty, staff, and peers in a respectful, cooperative, and professional manner. Relationships within the College and the broader trade and technology community should be grounded in civility and mutual respect. Each student should acknowledge and support the contributions of others to the learning environment. It is considered unprofessional and inappropriate to make disparaging remarks about the competence, qualifications, or services of others without clear and valid evidence.

D. Off Campus and Online Conduct Policy

Students are expected to always uphold the College's Code of Conduct—whether on campus, off campus, or in online environments. The College reserves the right to hold students accountable for conduct violations that occur in any setting, including behavior involving the attempt, planning, conspiracy, or collaboration to violate College policy, regardless of whether the misconduct is completed.

Students must also comply with the policies and procedures of industry partners or other institutions they visit as part of college-sponsored activities.

The College recognizes a moral and social obligation to respond to student conduct off campus when such conduct negatively impacts the institution's reputation, violates community standards, or threatens the safety and well-being of others. Students may be subject to disciplinary action—up to and including removal from college housing or dismissal from the College—for serious off campus misconduct or unlawful behavior.

The College retains the authority to investigate and adjudicate alleged policy violations occurring off campus in online settings, particularly when the behavior compromises the learning environment or endangers the health, safety, or welfare of students, employees, or the institution.

III. Respect for Others

The following actions, whether committed on or off campus, and directed toward any member of the College Community, are strictly prohibited:

- A. Assault - Conduct that threatens, attempts, or causes physical harm to another person.
- B. Abuse - Verbal comments or actions intended to demean, defame, or degrade another individual.
- C. Harassment - Unwelcome verbal, written, or physical conduct (including conduct using technology) that has the purpose or effect of unreasonably interfering with an individual's



work or academic performance or creating an intimidating, hostile, or offensive living, learning, or working environment. In cases where the alleged harassment is of a sexual nature or based on an individual's membership or perceived membership in a protected category, the Title IX Sexual Harassment Policy and/or Non-Discrimination Policy will govern the investigation and resolution process.

- D. Bullying/Hazing - The use of aggression, coercion, or intimidation intended to harm, humiliate, or control another individual. Bullying and hazing may involve a single severe act or a pattern of repeated behavior. Examples include, but are not limited to:
1. Verbal abuse, including derogatory remarks, insults, or slurs
 2. Slandering, ridiculing, or maligning an individual or their family
 3. Threatening, intimidating, or humiliating verbal or physical conduct
 4. Sabotaging or undermining academic or professional performance
 5. Inappropriate physical contact (e.g., pushing, shoving, kicking, poking, or tripping), or threats or acts of violence or property damage
 6. Misuse of electronic communications (e.g., emails or text messages) in a threatening, intimidating, or humiliating manner

Petty slights, annoyances, or isolated incidents (unless severe or pervasive) do not typically constitute a policy violation. Allegations of bullying or hazing involving discrimination or sexual misconduct will be addressed under the Non-Discrimination Policy and/or Title IX Sexual Harassment Policy. All other bullying or hazing incidents will be addressed under the College's Anti-Hazing Policy.

E. Discrimination

In accordance with college policy, all forms of discrimination and harassment are strictly prohibited. This includes conduct based on race, color, ethnic or national origin, ancestry, religion, sex (including pregnancy), sexual orientation, disability, age, veteran status, genetic information, or other legally protected classification.

Acts of discrimination or bias-motivated misconduct undermine the environment of mutual respect that is essential to the College's mission. Allegations of discriminatory conduct will be addressed through the Non-Discrimination Policy and/or Title IX Sexual Harassment Policy, which governs the investigation and resolution process.

F. Disruptive and Disorderly Conduct

Students are prohibited from intentionally or recklessly causing disruptions that interfere with academic activities or infringe upon the rights, privacy, or privileges of others within the College community.

Disruptive conduct includes, but is not limited to: excessive noise, public intoxication, disorderly behavior, or other actions that disturb the peace on campus or in surrounding neighborhoods. This also includes behavior in classrooms, instructional programs, workshops, or labs that significantly interferes with teaching or impedes the learning experience of others.



Disorderly conduct may also involve behavior that consumes excessive College resources or staff time and detracts from the educational mission of the institution.

G. Harm, Threats of Harm, and Dangerous Behavior

The College is committed to providing a safe, supportive environment where all members of the College community can learn, work, and grow without fear of harm or disruption.

Examples of harm, threats of harm, and dangerous behavior prohibited by this policy include, but are not limited to:

1. Causing or threatening to cause physical harm or injury to any member of the College community.
2. Engaging in, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of others.
3. Interfering with College operations, including instruction, administration, and emergency services such as campus security, fire, police, or medical personnel.

Safety is not only a policy — it is a shared responsibility. These standards exist to protect the well-being of every individual on campus and to uphold the College as a secure place for education, collaboration, and personal development. Dangerous or threatening behavior will not be tolerated.

H. Inappropriate Conduct

Students are expected to maintain standards of conduct that reflect respect for themselves and others. Any act of indecent exposure or behavior that is obscene, lewd, or indecent in nature is strictly prohibited. Such actions violate community standards and undermine the learning environment.

I. Sexual Harassment

Sexual harassment, which includes sexual and intimate partner violence, is prohibited behavior that violates College policy and federal law, including Title IX, which protects individuals from sex-based discrimination in educational programs and activities. All allegations of sexual harassment will be addressed in accordance with the Title IX Sexual Harassment Policy, which governs the investigation and resolution process. Students are expected to uphold these standards and contribute to a campus environment that is safe, respectful, and free from sexual harassment.

IV. Respect for College Officials and Resources

A. Failure to Comply

Students must not interfere with the teaching, administration, disciplinary procedures, or other official activities of the College. Students must comply with the reasonable and lawful instructions issued by College officials. Students must not obstruct or hinder any individual in the performance of their assigned responsibilities. Additionally, students are required to follow all conduct-related procedures and comply with official College instructions, whether communicated via email, website, mail, bulletin, or verbally.

B. Misleading the College or its Representatives

Students must not intentionally mislead or defraud the College or its representatives. This



includes but is not limited to, providing false or misleading information related to the College, its partner organizations, or agencies, refusing to provide identification, or using a false identity.

C. Respect for Facilities

Littering on College property is prohibited. The destruction, damage, or vandalism of college property or the property of any member of the College community or College guests is also prohibited. This includes all property owned, managed, or controlled by the College, whether on or off campus. The use of college facilities, including addresses, mailboxes, phone lines, the College network, or other College property, for illegal, immoral, unethical, or unauthorized purposes, including non-approved business activities, is strictly prohibited.

D. Respect for the Property of Others

Theft, embezzlement, misappropriation, possession without permission, or attempted acts of the same involving the property of another person or the College is prohibited.

E. Unauthorized Entry or Use

Unauthorized entry into, access to, presence in, or use of college or industry partner facilities or grounds - without verbal or written permission from an authorized official -is prohibited.

F. Unacceptable Use of College IT Resources

Use of the College's information and communication technology resources is a privilege extended by the College to its enrolled students, faculty, staff, and authorized users. Any unacceptable use of these resources is prohibited. Refer to the IT Resources Acceptable Use Policy for details.

G. Identification (ID Badge) Non-possession and Misuse

To protect the safety of the College community and the surrounding neighborhood, all registered students are required to always carry the Thaddeus Stevens College of Technology identification card ("student ID" or "ID badge") while on campus or at industry partner sites. Student IDs are issued to individual students and are non-transferable. Failure to present a student ID upon request by college staff is a violation of this policy. Allowing another person to use one's student ID is also prohibited and may constitute a separate violation if used fraudulently.

V. Respect for Self & Safety

A. Alcohol & Drug Policy: Dry Campus

The College is a dry campus. The use, possession, or distribution of alcohol or drugs is strictly prohibited on all College-owned, controlled, or affiliated property—**regardless of a student's age**. This includes residence halls, campus events, and any activity representing the College. Alcohol-related items such as empty alcohol bottles or other containers (even as decorations) and non-alcoholic beer are also prohibited and may not be kept on college property. No student may purchase or provide alcohol for others, regardless of age.

The unlawful use, possession, sale, or distribution of drugs—including misuse of prescription medications and any related paraphernalia—is also prohibited under federal, state, and local law. Violations may result in disciplinary action, including dismissal and loss of financial aid eligibility.



For more information, see the Alcohol and Controlled Substances Policy.

B. Weapons

To maintain a safe campus environment, the College prohibits the possession, use, or creation of weapons on any College property or at college-sponsored activities—**regardless of location**.

Prohibited items includes, but are not limited to:

- Firearms of any kind (including BB guns, pellet guns, paintball guns, toy guns, and replicas)
- Ammunition, explosives, fireworks, and incendiary devices
- Projectile weapons, hunting bows and arrows
- Knives with blades over 3 inches
- Martial arts weapons, ceremonial, or decorative swords
- Tools or equipment modified into a weapon or weapons parts

Violations of this policy may result in disciplinary action, including dismissal from the College and possible legal consequences.

C. Safety and Emergency Systems

- To provide a safe and secure environment for all members of the College community, tampering with or vandalizing safety and emergency systems is strictly prohibited. This policy applies to all College property and any off-site locations where students are participating in college-sponsored activities or representing the College.
- Prohibited actions include, but are not limited to:
 - Tampering with security cameras
 - Disrupting fire alarms or emergency notification systems
 - Interfering with fire extinguishers or fire suppression systems
 - Manipulating electrical panels or breakers
 - Damaging any equipment intended to protect life, health, or property

These rules are in place to protect the safety and well-being of the entire College community. Violations may result in disciplinary action, up to and including dismissal from the College and/or legal consequences.

VI. Respect for Policy and Procedures

- A. Any abuse of, or interference with, the conduct process outlined in this policy, including assisting another person to abuse or interfere with the process, is a violation of the Student Code of Conduct.
- B. Other Applicable Policies
Any violation or non-compliance with other published College policies or procedures, or violation of the policies and procedures of industry partners and placement sites, is prohibited.
- C. Violation of Federal, State, or Local Law
Violations of federal, state, or local law are prohibited. Any such violations will be reported to the appropriate law enforcement agency, which will handle the investigation and determine any legal action.



The College reserves the right to move forward with its own disciplinary process, including hearings or conflict resolution procedures, regardless of ongoing civil or criminal proceedings. In certain cases, the College may also refer to incidents directly for criminal investigation.

VII. Social Media Use and Responsibility

Social media and networking platforms are powerful communication tools that allow individuals to connect, share, and engage with a broad audience. The College supports students to participate in online communities as a means of communication, learning, and professional networking. However, students may be subject to disciplinary action if their personal use of social media violates College policies, including the Student Code of Conduct.

Students should be aware that the content they post on social media may impact future opportunities. Employers increasingly review social media activities during the hiring process.

Because social media is constantly evolving, the expectations set forth below are intended to help students use social media responsibly while protecting both their personal and professional reputations.

A. General Use

1. Students should accurately represent their identity online.
2. Communication should remain respectful, professional, and courteous.
3. The privacy and confidentiality of others must be respected.
4. Proprietary, sensitive, or confidential information must never be shared, even if identifying details are removed.

B. Personal Sites

1. On personal social media accounts, students should clearly state that views expressed regarding the College or College-related topics are their own and do not represent the College or any College-affiliated organization.
2. The use of the College's name, logos, or images on personal accounts is prohibited without prior authorization.
3. Students are personally and legally responsible for the content they post whether on their own or others accounts.
4. Posts that are defamatory, libelous, obscene, violate copyright laws, or otherwise unlawful may result in legal consequences.
5. Students should use discretion when posting photos or media and must obtain consent before sharing images of others.

Failure to follow these expectations may result in disciplinary action. The College also reserves the right to address other forms of inappropriate online behavior not explicitly listed in these guidelines, especially when such conduct violates the spirit of the College's values or policies.

VIII. Process and Procedures for Non-Academic Violations

The disciplinary process is used to address alleged violations of non-academic College policies committed by students. Allegations involving discrimination or sexual harassment are handled separately, in accordance with the College's Non-Discrimination Policy and Title IX Sexual Harassment Policy.



The Vice President of Student Services is responsible for overseeing student conduct matters, ensuring compliance with college policies, and maintaining official student conduct records. A Conduct Administrator, designated by the Vice President of Student Services, facilitates the student conduct and disciplinary process.

IX. Confidentiality in the Disciplinary Process

The College considers all aspects of the Student Conduct process to be confidential for the parties involved. All participants in a Student Conduct investigation or proceeding will be informed that confidentiality is essential to maintaining the integrity of the process, protecting the privacy of the parties, and prohibiting retaliatory or defamatory statements.

At the beginning of the investigation, all parties will be asked to keep information related to the case confidential, to the extent permitted by applicable law. Witnesses and advisors will also be instructed to maintain confidentiality, in accordance with applicable law.

X. Description of Process

A. Report on Alleged Misconduct

Student or student group violations of the Student Code of Conduct Policy, except allegations of sexual harassment, should be reported to the Vice President of Student Services. Reports of sexual harassment should be submitted to the Title IX Coordinator. Any College Community member may submit a report of alleged violation through the Code of Conduct Reporting Form.

B. Notice & Initial Inquiry

Once a report has been received, the Vice President of Student Services will assign the case to a designee (herein referred to as the Conduct Administrator). The Conduct Administrator will gather information about the alleged incident to determine the parties involved.

The Conduct Administrator will notify the responding party (i.e., the individual or student group alleged to have committed the violation) and schedule a meeting. The responding party may provide a written statement and submit any additional information regarding the incident. After meeting with the responding party and reviewing the submitted materials, the Conduct Administrator will determine whether a policy violation has occurred.

If a student fails to meet with the Conduct Administrator and/or fails to provide a written statement or any evidence, the matter will be decided based on the information available to the Conduct Administrator.

C. Interim Action

When urgent circumstances are present, the Conduct Administrator may take immediate and interim action to protect the welfare and safety of the College community while the conduct process is pending. Before taking interim action, the Conduct Administrator will notify the responding party in writing (i.e., to the student's College email account) of the potential interim action and offer the responding party an opportunity to present information that the responding party does not pose a threat to persons or property. The President will be informed before any student is suspended pursuant to this section. When appropriate, the student's parent or guardian may also be notified.



The interim action shall not preclude, render irrelevant, or predetermine the outcome of the conduct process, nor shall the interim action create a presumption that the responding party violated College policy.

D. Standard of Evidence

When determining whether a policy violation has occurred, the College uses a standard called “preponderance of the evidence.” This means the College will decide if it is “more likely than not” that the violation happened, based on the available information and how a reasonable person would view the situation.

E. Resolution

The Conduct Administrator will reach a determination about whether the responding party has violated the Student Code of Conduct after evaluating all information gathered during the conduct process. Once a determination is made, one of the following steps will occur:

1. Responsible/In Violation

If a responding party is found responsible for violating the Student Code of Conduct (i.e., the preponderance of evidence standard has been met), the responding party will receive a resolution letter explaining the violation(s) and the necessary accountability measures to resolve the case.

2. Not Responsible/Not In-Violation

If a responding party is found not responsible for violating the Student Code of Conduct (i.e. the preponderance of evidence standard was not met), the responding party will receive a resolution letter explaining the policies in question and stating that there was insufficient evidence to conclude the responding party’s conduct violated the relevant policies.

F. Appeal

1. Grounds for Appeal

After receiving notice of the outcome, the responding party may appeal the final decision on one or more of the following grounds:

- a. New Information: Relevant new information, not available during the investigation, which could materially affect the outcome.
- b. Procedural Error: A procedural error occurred during the investigation or resolution process that may have affected the fairness of the outcome.
- c. Clearly Unreasonable Outcome: The findings or sanctions are manifestly contrary to the weight of the information presented (i.e., clearly unreasonable, and not supported by most of the evidence).

These are the only accepted grounds for appeals. Appeals are not a reconsideration of the entire case.

2. Submitting an Appeal

- When a decision is appealed, the original decision, including any sanctions—may remain in effect until the appeal decision is issued.
- All appeals must be submitted in writing (by email or letter) to the Vice President of Student Services within two (2) business days of receiving notice of the final decision.



- If the appeal is deemed eligible, it will be forwarded to the Vice President of Academic Affairs, who will review the evidence and determine whether to uphold or overturn the decision.
- If the decision is upheld, a further appeal may be submitted to the President. The President's decision is final.
- The College will take appropriate steps to address any impact resulting from a decision that is overturned on appeal.

XI. Sanctions

A sanction is an educational, developmental, restorative, or deterrent measure assigned to a student or student group who has been found responsible for violating College policy. Sanctions are mandatory, and failure to complete them may result in additional disciplinary action.

The Conduct Administrator will determine sanctions based on the totality of the circumstances, including the nature and severity of the misconduct, any prior conduct history, and whether the behavior was motivated by bias. Mitigating and aggravating factors will be considered. A prior history of misconduct or a finding that the misconduct was bias-motivated may result in more severe sanctions.

Sanctions may include, but are not limited to, the following:

1. **Warning:** The student or student group is formally notified in writing of the violation of the Code of Conduct. Further misconduct may result in additional disciplinary action.
2. **Educational Development:** The student or student group must complete a task or project designed to enhance their understanding of college policies, the impact of their behavior, or strategies for making better decisions.
3. **Referral:** The student is required to seek an evaluation from a qualified professional (on or off campus), such as a counselor. The student must comply with all recommendations and is responsible for any associated costs.
4. **Community Service:** The student or student group must complete a specified number of hours of service to a college department or approved community organization, based on the nature of the violation.
5. **Restitution:** The student or student group is required to pay for loss, damage, or other costs resulting from their actions. This may include medical expenses, repair fees or clean-up costs.
6. **Loss of Privilege:** The student or student group is restricted from access to certain College facilities, services, or events for a designated period. Loss of privilege may also include the termination of Stevens Grant or scholarships.
7. **Probation:** The student is placed on formal disciplinary probation and is required to demonstrate improved behavior over a designated period. Any further violation of college policy during the probationary period may result in more serious sanctions, including loss of privileges, suspension, or recommendations for expulsion. Additional conditions or restrictions may be imposed during this time to support the student's accountability and development.
8. **Residence Hall**
 - a. **Suspension:** The student is temporarily removed from the residence hall but may



continue attending classes. The student must leave campus by 6:00 pm (or 20 minutes after their last class) each day and may not return to the residence hall until the suspension period ends.

b. Contract Termination: Residence Hall contracts may be terminated for violations of the Student Code of Conduct or housing policies. Serious or repeated violations may result in immediate removal, with housing charges applied per the College's refund policy.

9. **Suspension:** The student or student group is temporarily removed from the College for a designated period. When a student is suspended from the College, they are not allowed on campus or in any College activities, whether on or off campus (such as sports events or club meetings).
10. **Expulsion:** Expulsion is the permanent removal of a student or student group from the College. This sanction is used for the most serious violations.

References

[Non-Discrimination Policy](#); [Title IX Sexual Harassment Policy](#); Anti-Hazing Policy; [Alcohol and Controlled Substances Policy](#); Code of Conduct Reporting Form



Appendix B – Alcohol and Controlled Substances Policy

1. PURPOSE

The Alcohol and Controlled Substances Policy (“Policy”) is intended to further the educational mission of Thaddeus Stevens College of Technology (“College”). The fundamental purpose of the College is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use and alcohol abuse. Therefore, all members of the academic community, students, faculty members, administrators and other College employees, share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

SCOPE

Students enrolled in safety sensitive programs may be required to participate in random drug and alcohol testing. In addition, drug and alcohol testing may be required “for cause” when a student appears to be unfit and/or under the influence, post-accident, or found in violation of this Policy (see Drug and Alcohol Testing Policy for more details).

POLICY DETAIL

I. ILLEGAL DRUGS AND OTHER CONTROLLED SUBSTANCES POLICY

A. Standards of Conduct

Students are responsible as citizens for knowing about and complying with the provisions of the Pennsylvania Consolidated Statutes which indicate that the manufacture, possession, sale, distribution, and use of illicit drugs is prohibited. The College will not tolerate the use, possession, sale, delivery, and/or manufacture of illicit drugs on campus. Violations of this policy include, but are not limited to:

1. Manufacture/Sale/Distribution (Drugs) – Manufacturing, distributing, dispensing, and/or selling illegal drugs, or prescription drugs prescribed to another person.
2. Aiding/Abetting (Drugs) – Aiding and abetting in the sale/distribution/use/possession of illegal drugs or prescription drugs prescribed to another person.
3. Use/Possession (Illegal Drugs) – Using and/or possessing illegal drugs.
4. Improper Use/Abuse/Possession (Legal Drugs) – Improperly using or abusing over-the-counter or prescription drugs and/or possessing legal drugs prescribed to another individual.
5. Remaining in the Presence (Illegal Drugs) – Knowingly remaining in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus or at a college-sponsored activity.
6. Drug Paraphernalia and/or Recent Use
 - a. Using/possessing drug paraphernalia on campus or at a college-sponsored activity. Examples of items that could be defined as drug paraphernalia include, but are not limited to: scales, rolling papers, bowls, pipes, bongs, grinders, spoofs, hookahs, or any other device that is fashioned for the purpose of drug use.
 - b. Evidence of recent illegal drug use (e.g. odor, smoke, residue, etc.) also constitutes a violation of this policy. Validity of the evidence will be determined by the investigating College official. Measures commonly known to hide illegal drug use (e.g. outward blowing fans, weather-stripping of internal room doors, towel under door, excessive air freshener, incense, etc.) can create reasonable belief of illegal drug use for purposes of investigation and will be documented if discovered in areas of suspected drug use. Such



evidence will be considered by college officials during incident reviews when determining likelihood of policy violations.

B. College Sanctions for Students

A College conduct charge for drugs will be issued to students who violate any of the prohibitions listed in this policy. Charges are based on evidence suggesting a violation has occurred, including witness statements. Students found responsible for repeated drug violations may face more severe penalties, including automatic suspension and/or removal from college housing. For a complete listing of possible sanctions, refer to the “Sanctions” section of the Student Code of Conduct.

C. Legal Sanctions

In addition to sanctions imposed by the College, drug violations may be referred to the appropriate external authorities. Violations of law may result in penalties ranging from fines to imprisonment. If a student is convicted of offenses involving the trafficking or possession of illegal drugs, the student may be denied student aid.

D. Health Risks

The health risks caused by drug use vary depending on the drug involved, and the use of legal prescription and nonprescription drugs without a doctor’s supervision, as well as the use of illegal drugs, may cause serious health difficulties. They include cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis B and C, lung disease, and mental disorders. In addition, abuse of any substance can adversely affect relationships, employment, academic and athletic performance, and self-esteem. The acute and long-term health effects of specific drugs can be view on the [National Institute on Drug Abuse](#) website.

E. Legal Use of Over-the-Counter or Prescription Drugs

A student shall notify Health Services of prescription or over-the-counter medication use that might pose a direct threat to campus safety or significantly impair the student’s fitness-for-duty prior to enrollment or participation in campus- or program-related activities.

When required to notify, students are not required or asked to report their medical condition, or the drugs used. Students should merely report that they are using medication that might pose a direct threat to campus safety. The student shall provide a copy of the physician’s statement regarding their ability to perform the essential functions of the job or program of study and function safely on the College campus prior to participating in campus- or program-related activities.

If a student is legally using a prescription or over-the-counter drug that poses a direct threat to campus safety, then the College shall determine whether the student may continue to remain on campus, attend class, or perform duties associated with employment during treatment. The College may seek a second opinion from a medical professional of its choice and might require the student to undergo an examination by the College’s chosen medical professional. The College might rely on the second opinion rather than that of the student’s prescribing healthcare provider. All prescribed or over-the-counter medications must be kept in their original containers while on campus.

Students in safety sensitive programs are prohibited from being on campus under the influence of medical marijuana.



II. ALCOHOL POLICY

A. Standards of Conduct

The College is a dry campus. The use, possession, or distribution of alcohol is strictly prohibited on all College-owned, controlled, or affiliated property – regardless of a person’s age. This includes residence halls, campus events, and as part of any College activity. College policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.

Violations of this policy include, but are not limited to:

1. Any person of any age purchasing, possessing, or consuming, or anyone aiding or abetting a person under 21 in purchasing or consuming any alcoholic beverages.
2. Drinking alcoholic beverages or offering a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk or other publicly owned or leased College property or at any College activity.
3. Consuming and/or possessing alcoholic beverages in any public area. Public areas include but is not limited to any public road or street, parking lots, sidewalks or other publicly owned or leased College property, or public areas within the academic and residential facilities.
4. Brewing and/or distilling alcoholic beverages.
5. Possessing empty and/or filled kegs and all its paraphernalia (e.g. tapper) in any form or function; such items may be confiscated by college personnel and become the property of the College.
6. Possessing and using devices designed or intended to be used for the rapid consumption of alcohol (i.e., funnels, beer bong, etc.) and/or engaging in behaviors intended to intoxicate (i.e., races, games, beer pong, etc.). Engaging in such activities will be considered aggravating circumstances when considering appropriate sanctions regardless of age.

B. College Housing

Alcohol possession, use, or distribution is not permitted in any College housing. Display or storage of empty alcohol beverage containers is not permitted within the residential space. Additional guidelines may be found in the Residence Life Handbook.

C. College Sanctions for Students

Students who violate any of the alcohol regulations found in this policy may be subject to sanctions. Subsequent offenses will result in more serious action. For a complete listing of possible sanctions, refer to the “Sanctions” section of the Student Code of Conduct.

D. Violations of Law

In addition to sanctions imposed by the College, alcohol violations may be referred to the appropriate external authorities. Under state and local laws, violations may result in penalties ranging from fines through suspension of a driver’s license and possible imprisonment. See below for additional information regarding legal sanctions.

E. Health Risks

Use of alcohol may result in mood changes, impulsive action, loss of judgment, and loss of coordination. Excessive use of alcohol may cause heart damage, liver damage, damage to the digestive tract, cancer, brain damage, mental disorders, loss of sexual function, blood disorders, and birth



defects. In addition, long-term alcohol use may affect relationships, employment, academic and athletic performance, and self-esteem. Consumption of alcohol while using over-the-counter or prescription medications, where such use is contraindicated, can lead to unintended health consequences. Acute alcohol poisoning, occurring when an individual consumes a large amount of alcohol in a short period of time, may result in changes in breathing and heart rate, the gag reflex, and can lead to coma and death. More information regarding the health risks associated with the consumption of alcohol in college can be found at www.collegedrinkingprevention.gov.

III. AMNESTY/GOOD SAMARITAN POLICY

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

College students seeking immediate medical assistance for themselves or on behalf of other persons experiencing alcohol or drug-related emergencies may be granted amnesty from formal conduct action by the College for violating alcohol and/or drug policies.

IV. EDUCATION, TREATMENT, COUNSELING, AND RESOURCES

The College shall take actions necessary (consistent with state and federal law and applicable College policy) to eliminate illegal drugs and controlled substances and the use of alcohol from the College community. The Health Services and Counseling Services develop educational programs that provide accurate, current information on the health risks and the symptoms of drug and alcohol use and abuse. The College may also:

- Establish relationships between community groups and agencies and the institution for education, treatment, and referral.
- Provide awareness programs for students to enable them to detect problems related to drug or alcohol use and abuse, and to refer persons with these problems to appropriate assistance.
- Include information about alcohol and drug abuse for students and family members in the student orientation programs.
- Support and encourage faculty to incorporate education about drugs and alcohol into the curriculum where appropriate.

The College provides alcohol and other drug abuse counseling and/or referral to members of the College community. Persons who voluntarily avail themselves of college services can be assured that applicable professional standards of confidentiality will be observed. Students needing assistance should contact Health Services or Counseling Service.

V. COMPLIANCE AND ASSESSMENT

In compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, the College has a drug and alcohol abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. The College also sends an annual notification to all students that contains this Alcohol and Controlled Substances Policy. To continually assess the campus environment, the College has the following Committees that provide oversight Health and Safety Committee, Security Committee, and Residence Life Director and Vice President of Student Services.



VII. LEGAL SANCTIONS

Federal Law

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, “liquid ecstasy”), or flunitrazepam (or, “Rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university **(21 U.S.C. § 860)** face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.



For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.campusdrugprevention.gov/sites/default/files/2022-07/Federal Trafficking Penalties Chart 6-23-22.pdf](http://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf).

State Law

| Category | Summary (Pennsylvania Consolidated Statutes) |
|-------------------------|---|
| Possession of Marijuana | <p>In Pennsylvania, marijuana is a Schedule I drug and is unlawful to use or consume except as allowed for medical purposes. 35 P.S. §§ 10231.304, 780-104. Any person who possesses a small amount of marijuana (30 grams or less) is guilty of a misdemeanor and, upon conviction, will be sentenced to imprisonment for a term not exceeding 30 days and/or a fine not exceeding \$500. 35 P.S. § 780-113. As the amount of the marijuana increases, the crime classification becomes more severe and related penalties increase.</p> <p>In Pennsylvania, adults with serious medical conditions may purchase and use up to a 90-day supply of medical marijuana, and possess an additional 90-day supply. Patients must obtain a medical marijuana identification card to lawfully participate. 35 P.S. §§ 10231.301, 10231.303, 10231.405.</p> |
| Controlled Substances | <p>The Controlled Substance, Drug, Device and Cosmetic Act of Pennsylvania covers a wide range of offenses related to controlled substances. 35 P.S. §§ 780-101 – 780-144. Specific prohibited acts and associated penalties, which include prison sentences and monetary fines, are enumerated in 35 P.S. § 780-113. These vary widely by the type of drug, amount confiscated, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug.</p> <p>Distribution to persons under age 18 may result in a term of imprisonment up to twice that otherwise authorized by other related statutes. 35 P.S. § 780-114. Any person convicted of a second or subsequent offense (or of a similar offense) may be imprisoned for a term up to twice the term otherwise authorized, fined an amount up to twice that otherwise authorized, or both. 35 P.S. § 780-115.</p> |
| Alcohol and Minors | <p>A minor who attempts to purchase, or purchases, consumes, possesses, or transports alcohol may be sentenced to pay a fine of up to \$500 for the first violation and up to \$1,000 for each subsequent violation. 18 P.S. § 6308.</p> <p>Selling or furnishing alcohol to a minor is a misdemeanor in the third degree punishable by at least \$1,000 for the first violation and \$2,500 for each subsequent violation. 18 P.S. § 6310.1.</p> <p>Possession or use of an identification card falsely identifying a minor as being 21 years of age or older is not punishable for an initial offense but carries a minimum penalty of \$500 for the second and subsequent offense. 18 P.S. § 6307.</p> <p>A minor possessing a false identification card and/or attempting to obtain alcoholic beverages by using the false identification card is guilty of a</p> |



| Category | Summary (Pennsylvania Consolidated Statutes) |
|-----------------------------------|---|
| | summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation. 18 P.S. § 6310.3. Second and subsequent violations carry a maximum fine of \$500. <i>Id.</i> |
| Driving Under the Influence (DUI) | Driving Under the Influence requires having a blood alcohol concentration of 0.08 percent or more while driving or within 2 hours of having driven. 75 P.S. § 3802. A person may also not drive while under the influence of a Schedule I controlled substance (i.e., marijuana), or an unprescribed Schedule II or III controlled substance. <i>Id.</i> This is a misdemeanor for which an individual may be sentenced to a term of imprisonment of not more than 6 months. 75 P.S. § 3803. Other penalties can include a fine of \$300 and educational programs, with fines increasing for subsequent offenses. 75 P.S. § 3804. |

References

[Drug and Alcohol Testing Policy](#)



Appendix C – Non-Discrimination and Harassment Policy

1. POLICY STATEMENT

Thaddeus Stevens College of Technology (the “College”) does not discriminate in its admissions, employment, or any of its education programs or activities based on race, color, ethnic or national origin, ancestry, religion, sex (including pregnancy), sexual orientation, disability, age, veteran status, genetic information, or any other legally protected classification (“Protected Categories”). Such conduct by or toward any member of the College community will not be tolerated.

The College will conduct a prompt, fair, and impartial investigation of complaints of Discrimination, Harassment, and/or Retaliation. If an individual is found to have violated this policy, the College will take appropriate action to prevent recurrence of the Discrimination, Harassment, and/or Retaliation and take appropriate steps to remedy its effects. Individuals found responsible for engaging in such behavior are subject to the full range of the College’s disciplinary actions, up to and including separation from the College, in addition to any private legal action that may result from such acts.

The College prohibits Retaliation against any individual that files a Discrimination or Harassment complaint or participates in the investigation or resolution process.

2. PURPOSE

This policy and its Procedures provide for the orderly resolution of complaints of Discrimination, Harassment, and/or Retaliation. The purpose of this policy is:

- To promote an education and work environment that is free from all forms of Harassment and Discrimination.
- To emphasize that Harassment or Discrimination in any form is unacceptable and of particular concern to an academic community.

3. SCOPE

This policy applies to Discrimination, Harassment, and Retaliation in all the College’s employment and education programs or activities and applies to all participants in such employment and education programs and activities, including administrators, faculty, staff, students, volunteers, contractors, and guests. It applies to Discrimination, Harassment, and Retaliation that occurs on campus, during or at an official institution program or activity (regardless of location), and to off campus conduct when the conduct impairs, interferes with, or obstructs any College activity or the mission, processes, and functions of the College. This policy also applies to any off-campus behavior that affects a substantial College interest. A substantial College interest includes:

- Any situation where an employee or student’s conduct may present a danger or threat to the health or safety of others;
- Any situation that significantly impinges upon the rights, property, or achievement of others; or
- Any situation that is detrimental to the educational mission and/or interests of the College.

This policy shall not be construed or applied to restrict academic freedom, nor shall it be construed to restrict constitutionally protected expression.



4. DEFINITIONS

Complainant: An individual making a complaint of Discrimination and/or Harassment.

Discrimination: Treating an individual differently because of membership (or perceived membership) in a Protected Category in matters of admissions, employment, services, or any other educational programs or activities of the College. Disparate treatment discrimination occurs when there has been an adverse impact on the individual's work or educational environment, individuals outside of the Protected Category have received more favorable treatment, and there is no legitimate, non-discriminatory reason for the action. Disparate impact discrimination occurs when a college policy, procedure, or rule adversely impacts persons in a Protected Category even though the policy, procedure, or rule is neutral on its face.

Harassment: Unwelcome verbal or physical behavior (including using technology) which is directed at a person because of membership (or perceived membership) in a Protected Category, when these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with the individual's educational or work experience or by creating an intimidating, hostile, or offensive learning or working environment. Quid pro quo harassment occurs where submission to or rejection of prohibited conduct is used, explicitly or implicitly, as the basis for decisions adversely affecting an individual's education, employment, or participation in a college program or activity. In determining whether a hostile environment exists, the College examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved. Conduct that does not meet the definition of Harassment may still violate other policies or expectations for appropriate/professional conduct set by the College and, accordingly, may result in discipline as determined appropriate by the College.

Examples of conduct that can constitute Harassment if based on an individual's membership (or perceived membership) in a Protected Category include but are not limited to:

- Unwelcome comments or jokes (e.g., racial, or ethnic jokes).
- Disparaging remarks (e.g., negative, or offensive remarks or jokes about a person's religion or religious garments).
- Displaying negative or offensive posters or pictures.
- Communications, including those conveyed in person, mail, electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use.

Respondent: An individual who is alleged to have violated this policy.

Retaliation: Taking materially adverse action against a person because the person made a good faith report of Discrimination or Harassment or participated in the investigation or adjudication of a report of Discrimination or Harassment. Examples of conduct that could constitute Retaliation include, but are not limited to:

- An adverse action relating to participation in an educational program.
- Unreasonably interfering with the academic or professional career of another individual.
- Engaging in conduct which constitutes stalking, harassment, or assault.



- Acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not participate, or provide false or misleading information during any proceeding under this Policy.
- Engaging in efforts to have others engage in retaliatory behavior on one's behalf.
- Engaging in efforts that affect or discourage a person from filing a report or complaint of discrimination or harassment or participating in an investigation or other proceedings under this Policy, or reporting to or participating in procedures with any other local, state, or federal complaint process, such as filing a complaint with the Equal Education Opportunity Officer, Pennsylvania Department of Education.

The College will not charge an individual under a separate policy or Code of Conduct for conduct arising out of the same facts or circumstances reported as discrimination or harassment for purposes of interfering with non-discrimination protections.

5. REPORTING DISCRIMINATION AND HARASSMENT

Students and employees who believe that they have been subjected to Harassment or Discrimination should contact one of the following:

- Office of Engagement, Equity, and Inclusion (717) 391-1365
- Office of Employee Engagement (717) 391-6935
- Office of Vice President of Student Services (717) 299-7794

Reports under this policy should be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or personnel action.

5.1 CONFIDENTIAL EMPLOYEES

Professional licensed counselors, health services professionals, and pastoral counselors who provide health, and counseling services to members of the College community are **not permitted** to report any information without the victim's permission.

5.2 TIMING

There is no time limit for reporting Discrimination or Harassment to the College under this Policy; however, the College's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the College.

5.3 EXTERNAL REPORTING OPTIONS

Reports of discrimination and harassment may be filed outside the College with the Equal Education Opportunity Officer (717) 787-1953, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. Reports may also be filed with the U.S. Department of Education, Office for Civil Rights: <https://ocrcas.ed.gov/contact-ocr>, (800) 421-3481.

6. COLLEGE RESPONSIBILITIES

Upon receiving notice of potential Discrimination, Harassment, or Retaliation the College will respond as follows:

1. In situations that require urgent attention, because of safety or other concerns, the College will take immediate administrative actions pending the outcome of the investigation.



2. In situations that do not require urgent attention, the appropriate responder, Campus Inclusion and Compliance Officer, Director of Employee Engagement or Vice President of Student Services will respond.
3. The College will follow the Procedures set forth in this Policy before the imposition of any disciplinary sanctions or other actions against a Respondent.
4. The College will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when responding to alleged Discrimination, Harassment, or Retaliation.
5. The College will investigate Discrimination, Harassment, or Retaliation allegations in a Complaint filed pursuant to this Policy.

The College will respect a Complainant’s wishes with respect to whether it investigates the reported incident wherever possible unless it is determined by the College official that signing a Complaint to initiate an investigation over the wishes of the Complainant is not clearly unreasonable, considering the known circumstances. The College reserves the right to investigate any issues regarding potential violations of College policy or applicable law.

At the time of filing a Complaint, a Complainant must be an employee, a student or attempting to participate in an education program or activity of the College to implicate the College’s nondiscrimination complaint and investigation process.

7. COMPLAINT AND INVESTIGATION PROCESS

7.1 REPORTING DISCRIMINATION OR HARASSMENT

Reports of Discrimination or Harassment may be made by anyone, including anonymously, to the appropriate College officials (Vice President of Student Services; Director of Employee Engagement, Campus Inclusion and Compliance Officer). If that occurs, the College official will promptly review the allegations to determine if they may constitute Discrimination or Harassment in violation of this Policy that may warrant the filing of a complaint.

7.2 COMPLAINT FILING PROCEDURES AND CONTACT INFORMATION

A formal complaint may be filed with the College in person, **by online portal (homepage)**, mail, or by electronic mail, by using the contact information listed in this Policy for the Campus Inclusion and Compliance Officer, Vice President of Student Services, and the Director of Employee Engagement. The College reserves the right to redirect complaints to what it deems to be the appropriate office or department under the circumstances.

7.3 RESPONSE TO COMPLAINT

Upon receiving a Complaint, the College will complete a prompt, fair, and impartial investigation of the allegations. The College’s complaint and investigation process is intended to be an equitable process. **Respondents are presumed not responsible** for the alleged conduct and no determination regarding responsibility will be made until the conclusion of the process. The investigation will be handled by an investigator(s) appointed by the College.

7.4 NOTICE OF ALLEGATIONS

The Respondent and Complainant will be promptly provided with a **“Notice of Allegations.”** At



a minimum, such notice shall include the allegations of conduct potentially constituting Discrimination or Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Such details include the identities of the parties involved in the incident, the conduct allegedly constituting discrimination or harassment, and the date and location of the alleged incident, if known. The notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation process. The notice will also inform the parties that they may each have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

The notice will also inform the parties that knowingly making false statements to college officials during the investigation may be referred for review and result in disciplinary action under the Student Code of Conduct or Employee policies as appropriate.

The Notice of Allegations shall be provided as soon as reasonably practicable, but no more than seven (7) College Days after the receipt of a Complaint.

7.5 INVESTIGATION

An investigation shall be promptly conducted by the College, or as soon as reasonably possible, through one or more investigators who will not have a conflict of interest in the matter. The College may utilize an independent investigator when deemed appropriate and has complete discretion to do so. When investigating a Complaint (and throughout the entire investigation process), the College will:

1. Gather testimonial and nontestimonial evidence related to the allegations contained in the complaint, ensuring that the burden of gathering evidence is on the College and not on the parties.
2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence. The investigator will use their professional judgment to assess the relevance of the information submitted.
3. Share a transcript or summary of each investigation interview with the relevant party or witness to review and confirm its accuracy and completeness.
4. Share evidence submitted by one party with the other party as the investigator deems appropriate.
5. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
7. Permit both parties to be accompanied by an advisor of their choice to all investigation interviews and other meetings under these Procedures. The advisor may not serve as a



witness during the investigation and may not speak on behalf of a party during any investigation meetings.

8. Provide each party with the opportunity to submit relevant questions to be posed by the investigator to the other party or witnesses.
9. Invite each party to submit supplemental written statements and evidence at least seven (7) calendar days before completing an investigation report.
10. Issue an investigation report that includes a statement of, and rationale for, each allegation that constitutes a separate potential violation of this policy, including a determination regarding responsibility for each separate potential incident. The written decision shall articulate findings of fact, made under a preponderance of the evidence standard, that support the determination. The written decision shall also include notice of the procedures to file an appeal.

The investigation shall be completed in no more than sixty (60) College Days, but may be extended in intervals of fourteen (14) College Days, with written notice explaining the reason for the extension.

8 INFORMAL RESOLUTION

An informal resolution process may be used when both the Complainant and Respondent voluntarily agree to participate. If the parties elect to proceed with the informal resolution process, this process would be in lieu of the formal investigation process. No one can be forced to go through the informal resolution process.

If an informal resolution option is offered by the College, both parties, prior to deciding on whether to participate in the informal resolution process, will be provided with written notice describing the process and implications of participating. The notice will describe the allegations against the Respondent. It will also describe the informal resolution process, including the right of either party at any time prior to the voluntary agreement to a resolution to withdraw from the informal resolution process and require the matter to resume under the Complaint and Investigation Process.

If in a particular case expulsion is a proposed sanction, it, like all other potential outcomes, can only occur if both parties agree to it as part of resolution.

Any mediators or other individuals offered by the College to facilitate informal resolution will be trained, including with respect to, among other things, the definition of discrimination and harassment, how to conduct the process, and how to avoid conflicts of interest and bias in discharging their duties.

An informal resolution process shall be completed within sixty (60) College Days of the agreement of all parties to use the informal resolution process unless an extension of time is agreed to by all parties. If either party withdraws from the informal process, or no mutually agreeable resolution can be reached during the timeframe for the informal resolution process, the formal investigation process shall resume. The timeframes applicable to the formal investigation process shall be put on hold during any informal resolution process and shall



restart if the informal resolution process is terminated without an agreed upon resolution.

9 DISMISSAL OF A COMPLAINT

If conduct alleged in the complaint would not constitute Discrimination or Harassment, even if proven, or falls outside the scope of this Policy, the College will dismiss the complaint under this Policy and refer the complaint to the appropriate College official (*i.e.*, the Offices of the Vice President of Students, Director of Employee Engagement or Campus Inclusion and Compliance Officer as appropriate) to be reviewed under the Student Code of Conduct or Human Resources policies.

In addition, the College **may dismiss** a Complaint or any allegations therein, if at any time during the investigation a Complainant notifies the investigator in writing that the Complainant would like to withdraw the Complaint or any allegations therein; the Respondent is no longer enrolled at or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

An **appeal** may be made by either party from a dismissal of a Complaint or any allegations therein within the timeframe and on any of the three grounds specified in the Appeals section of this Policy.

10 DETERMINATION OF RESPONSIBILITY

Following the investigation, the investigator shall issue a **written determination** of responsibility or non-responsibility. The written determination shall be issued as soon as reasonably practicable at the conclusion of the investigation, but not later than ten (10) College Days after the close of the investigation.

The written determination will include at minimum the following items:

1. An identification of the allegations potentially constituting discrimination or harassment;
2. A description of the procedural steps taken from the receipt of the Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the appropriate College policy to the facts in the event that the College exercises its discretion to apply any College policies and procedures not otherwise required under discrimination or harassment;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
6. The applicable procedures and permissible bases for the Complainant and Respondent to appeal (as described below).

11. APPEAL

Either the Complainant or the Respondent may appeal from a (1) determination of responsibility/non-responsibility or (2) dismissal of a Complaint or any allegations therein, by



filing a **Notice of Intent to Appeal** on the following three grounds, and no other grounds:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
3. The investigator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

Any **Notice of Intent to Appeal** must be filed by either party within **two (2) College Days** of the issuance of a determination regarding responsibility/non-responsibility or the dismissal of a complaint.

The Notice of Intent to Appeal must be followed **within three (3) additional College Days** by the filing of a detailed written **Statement of Appeal** identifying grounds for appeal and explain with specificity the facts supporting the basis of the appeal. Failure to timely file either the Notice of Intent to Appeal or the Statement of Appeal will result in the appeal being dismissed.

The College will provide a copy of any Notice of Intent to Appeal and of the appealing party's Statement of Appeal to the non-appealing party. **The non-appealing party will have five (5) College Days** from the date the appeal documents are sent to the party's College email, if desired, to submit a written "**Response to Statement of Appeal.**" If such Response to Statement of Appeal is filed, a copy will be provided by the College to the appealing party, but the appealing party shall not have the right to submit an additional statement.

Notices of Intent to Appeal, Statements of Appeal, and Responses to Statements of Appeal must be submitted in writing to:

Dr. Pedro Rivera, President
Office of the President
Mellor Building
Thaddeus Stevens College of Technology
750 East King Street
Lancaster, PA 17602
riverap@stevenscollege.edu

The President or President's designee will review the appeal, including all party submissions, and issue a written decision to all parties involved within thirty (30) College Days, or as soon as is reasonably possible, but not later than forty-five (45) days after receipt of the written Notice of Intent to Appeal. This is the final step in the College's Formal Complaint procedure.



12. DISCIPLINARY ACTIONS

Employees and students who violate this Policy are subject to appropriate discipline by the College. If an investigation results in a finding of responsibility that this Policy has been violated, the mandatory minimum discipline is a written reprimand.

Upon the finding of a serious violation of this Policy, the College reserves the right to take disciplinary measures, up to and including, termination of employment, expulsion or suspension, removal from campus, cancellation of contract, and any other appropriate actions necessary to address the violation.

Appropriate disciplinary actions shall be taken against any person found to have participated in any acts of retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint regarding a violation of this Policy will be treated as a separate and distinct violation of the Policy. Specifically,

1. A student found to have retaliated in violation of this Policy shall be subject to discipline up to, and including, suspension and/or expulsion.
2. A College employee found to have retaliated in violation of this Policy shall be subject to discipline up to, and including, termination of employment.
3. A College non-employee found to have retaliated in violation of this Policy shall be subject to measures up to, and including, exclusion from a College relationship and College grounds.
4. Persons who violate this Policy may also be subject to civil damages or criminal penalties.

13. SUPPORTIVE MEASURES

Supportive measures by the College may include, but may not be limited to:

1. Providing escorts to ensure that individuals can safely move between classes and activities;
2. Where possible and as appropriate, assure that the Respondent and Complainant do not attend the same classes;
3. Moving the Complainant and/or Respondent to a different residence hall;
4. Providing counseling services for the Respondent and Complainant;
5. Providing academic support services, such as tutoring to the Respondent and Complainant.
6. The College may also provide remedies for the broad College community, including additional training and education.

14. FREE EXPRESSION AND ACADEMIC FREEDOM

The College is committed to protecting, maintaining, and encouraging both freedom of inquiry, teaching, service, and research. However, raising issues of academic freedom and freedom of expression will not automatically excuse behavior that constitutes a violation of this policy or the law. The College will balance the enforcement of this policy with freedom of speech and academic freedom.

15. CONFIDENTIALITY

The College will attempt to keep confidential the identity of complainants, respondents, and witnesses, except as may be required by law, permitted under FERPA, or deemed necessary to conduct the non-discrimination process.

EDUCATION AND PREVENTION

Education is an essential component in the prevention and elimination of discrimination and



harassment. To accomplish an adequate non-discrimination and harassment educational program, the College shall:

1. Educate members of the College community on what constitutes prohibited conduct under this Policy.
2. Inform members of the College community of this Policy and training programs to assure their implementation.

A. TRAINING

The Campus and Compliance Officer shall oversee and coordinate training regarding discrimination and harassment prevention education.

B. DISSEMINATION OF THE POLICY

A copy of this Policy shall be distributed throughout the campus and shall be published on the College's website.

C. PUBLIC NOTIFICATION OF CLERY ACT STATISTICS

To the extent required by law, including the Clery Act, the College shall collect and annually report statistical information concerning discrimination and harassment reports (Hate Crimes) occurring within its jurisdiction. To promote public safety, the College will alert the campus community of incidents and developments of immediate concern.

D. RESOURCES

Information on Counseling and Victim Services: For further information on the counseling services available to student victims of discrimination and harassment, contact:

Counseling Services: 717-299-7408

Health Services: 717-299-7769

Employee Assistance Program: 1-800-692-7459

E. RECORDKEEPING

The College shall maintain for a period of seven (7) years records of:

1. Each discrimination and harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on respondents, and any remedies provided to the complainants designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result of the appeal;
3. Any informal resolution and the results;
4. Any actions, including supportive measures, taken in response to a report or formal complaint of discrimination or harassment, and documentation of the basis for the College's conclusions and measures taken.

QUESTIONS/CONTACT

If you have questions or are concerned that the College has not met its obligation under this Policy, please contact the Office of Engagement, Equity, and Inclusion Office.



**Thaddeus Stevens College of Technology Student/Employee
Discrimination and Harassment Incident Reporting Form:**

Name: _____

Local Address: _____

Work Phone: _____ Local Phone: _____ Cell Phone: _____

Date of Incident: _____ Time of Incident: _____ AM /PM: _____

Location of Incident:

Identify the name(s) of the individual(s) against whom you are submitting this complaint:

Please describe the nature of the incident, providing as much detail as possible to assist with the investigation of this complaint.

Please provide the name(s) and contact information of any witness(es).

Name/Status

Address

Telephone#

Acknowledgement: By signing this form, I understand that this complaint will be investigated, and the alleged harasser(s), any witnesses, and persons of interest will be interviewed. The information provided in this Discrimination and Harassment Reporting Form is true and accurate to the best of my knowledge.

Complainant

Date

Special Note: Discrimination and Harassment should be reported to the Office of Engagement, Equity, and Inclusion in the Mellor Building (lower level) or at: 717-391-1365.



Appendix D - FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the ability of the College from disclosing or releasing student information (including financial and academic records) to anyone who has not been authorized by the student. Without proper authorization, the College is prohibited from disclosing or releasing education records to any third party unless such records are exempt from FERPA or may be released without consent as permitted under the Act. This means that an eligible student must first consent or authorize in writing that the College may disclose to their parent or any other third party their education records or speak with college personnel about such records. Unless the information requested by a parent or third party is exempt from FERPA (for example, medical records used solely for treatment are NOT protected under FERPA, but may be protected under HIPAA) or consent is not required, the College cannot disclose or release information about the student without the eligible student's permission.

In addition to other specific records identified in FERPA, the College may disclose, without consent, "directory" information to a third party. Directory Information includes:

- Name
- Address
- Email address
- Student Identification Number
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Full-time/Part-time status
- Class level
- Enrollment status (graduate/undergraduate)
- Participation in officially recognized activities and sports (including weight and height of members of athletic teams)
- Degrees, honors, and awards received

Eligible students may restrict the disclosure of directory information by notifying the Dean of Enrollment Services in writing within two weeks after the first day of classes of the semester they are starting at the college. Requests for nondisclosure will be honored by the college for only one academic year and must be filed annually in the Registrar's Office. College officials with legitimate educational interests can access student records without student consent.

Student Rights:

1. Right to Inspect and Review:
 - a. Students have the right to inspect and review their educational records within 45 days of submitting a written request to the Registrar's Office.
 - b. The request should identify the specific records the student wishes to inspect.
2. Right to Request Amendment:
 - a. Students have the right to request the amendment of their educational records if they believe



- the records are inaccurate, misleading, or otherwise in violation of their privacy rights.
- b. Requests for amendments should be submitted in writing to the Registrar's Office, clearly identifying the part of the record to be changed and specifying why it is inaccurate or misleading.
3. Right to Consent to Disclosures:
 - a. Students have the right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent.
 - b. Disclosures without consent may include, but are not limited to, disclosures to school officials with legitimate educational interests, other institutions where the student seeks or intends to enroll, and certain government authorities.
 4. Right to File a Complaint:
 - a. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Thaddeus Stevens College of Technology to comply with the requirements of FERPA.

Institutional Responsibilities:

1. Confidentiality and Security:
 - a. The College is committed to maintaining the confidentiality and security of student educational records.
 - b. Access to educational records is restricted to school officials with legitimate educational interests.
2. Annual Notification:
 - a. The College will annually notify students of their rights under FERPA through the Student Handbook and the College website.
3. Recordkeeping:
 - a. The College will maintain a record of requests for and disclosures of personally identifiable information from student educational records, except for disclosures to school officials with legitimate educational interests.
4. Training:
 - a. The College will provide training to school officials and staff on FERPA requirements and the importance of protecting student privacy.

Procedure for Submitting FERPA Permissions

Accessed through Thad's Pad (my.stevens) portal, a student can assign permissions for specific individuals to have access to financial and educational information using the electronic FERPA submission form.

Steps to Submit:

1. Visit Thad's Pad and select the "Self Service" link in the 'Quick Links' tile
2. Log into Ellucian Self-Service.
3. Click on your username in the upper right corner.
4. Select Student Records Release.
5. Enter the name and relationship of each person would like to grant permission for the College to speak with and assign each person a unique PIN. When they contact us, they will need to provide the PIN before we can continue the conversation.
6. Indicate what aspects of your record you give consent to be discussed.



7. Permission can be granted or revoked at any time. All changes to FERPA permission must be made through Self-Service. Please contact registrar@stevenscollege.edu with any questions.

If you have previously submitted permissions and need to make changes or add/remove anyone, please contact the Registrar at registrar@stevenscollege.edu.



Appendix E – Search and Seizure

Search and Seizure

Students, as citizens of the Commonwealth of Pennsylvania, are protected against unreasonable search and seizure. However, this does not prohibit College authorities from conducting searches of residence hall rooms, shop lockers, or vehicles if the College has reason to believe a student is using the room, locker, or vehicle for a purpose that is either illegal or would otherwise seriously interfere with the education of the College or is in violation of the College’s Code of Conduct. After reviewing the handbook/catalog, please sign below to acknowledge receipt of the handbook/catalog and your understanding of the policies as stated in this document.

When a comprehensive room search occurs, two of the following individuals will be present: Residence Hall Director, Director/Assistant Director of Residence Life, Vice President of Student Services, and/or Campus Security. The student(s) of the room being searched should be present if they are available. Such all-encompassing searches are most likely to occur during the week, when most students and the Residence Hall Directors are present.

Searches are completed with discretion in cases where there is reasonable evidence that a person is engaged in illegal activities or behaviors contrary to the College’s Code of Conduct, or in emergency situations. For vehicle or locker searches, Campus Security, the student, and/or the Vice President of Student Services will be present during the search, or their designee.

Understanding Search and Seizure

“Reasonable Cause” or “Just Cause” for a search consists of the following:

- Smoke, whether caused by a fire, a cigarette, incense, candle, or the burning of an illegal substance.
- The strong smell of alcohol or marijuana coming from a residence hall room, vehicle, or locker.
- Considerable evidence, gathered from a variety of sources, regarding possible illegal activity or activity contrary to the College’s Code of Conduct in a residence hall room, or vehicle.
- Considerable evidence indicating the presence of a weapon(s) in a residence hall room, locker, or vehicle.
- Considerable evidence indicating an activity in the residence hall, a classroom, vehicle, or locker that potentially threatens the health, safety, and welfare of fellow students (e.g., possible presence of explosives).

This listing is simply to indicate some of the reasons, once confirmed, that would produce “Reasonable Cause” or “Just Cause” for a search. (Please note: This listing is not all-inclusive.) It is not the intent of the College to do unreasonable and unwarranted searches. The only intent of the College is to ensure a safe and secure environment for all who come to learn and work at the College.

I have read and understand the Search and Seizure Policy of Thaddeus Stevens College of Technology.

Date: _____

Print Student’s Name: _____

Student’s Signature: _____



Appendix F - Ordering Textbooks

Textbooks can be purchased from HACC Lancaster bookstore, Cengage Unlimited, or other suppliers.

- **Procedures for ordering textbooks from HACC:**

1. Books may be purchased directly or online from the HACC Lancaster bookstore at:
<https://bookstore.hacc.edu/>.
 - Under “Textbooks,” click “Buy/Rent Books.”
 - Select the “Select a Campus” link and choose “Stevens Fall 2025” from the drop-down menu.
 - Locate your classes for the Fall 2025 semester. General education classes are listed by subject (e.g., CHEM for Chemistry, ENGL for English).
 - After selecting the appropriate department, course number, and section (choose “ALL”), click “Add Course to List.”
 - Repeat this process for additional courses.
 - Once done, click the red “Get Your Books” tab on the right. A list of all textbooks shows.
 - Choose the books to add to your cart and proceed to purchase.
2. Textbooks can be picked up at the HACC Lancaster Bookstore or delivered to your home address.
3. A credit card is required to pay for your purchase at the time of selection online.
4. The hours for the bookstore can be found on the same webpage.

NOTE: When multiple editions of the same book are listed on the HACC website, it means the instructor has approved several editions. You may choose the edition you prefer.

- **Cengage Unlimited:**

- Cengage Unlimited is an online textbook service. The yearly charge is \$170, split between the Fall and Spring semesters: \$85 for the Fall and \$85 for the Spring.
- Students in the PreMajor program will be charged \$85 for the year.

Students whose technical programs use Cengage Unlimited will receive access instructions on the first day of classes. Students in MATH 126 will automatically have access to the textbook.

Contact Information: If you have any questions or concerns, please contact the Academic Affairs Office via email at: petersen@stevenscollege.edu.



Appendix G – Student Financial Responsibility Agreement

Pre-Registration Activity Guide

Please carefully read the following information. Once you are confident that you understand all the terms and conditions of this Agreement, you may indicate your consent and continue to register for your class(es). You will not be able to proceed with registration activity until you have read and agreed to the terms and conditions of this Agreement.

My Responsibility

By signing this Student Financial Responsibility Agreement ("Agreement"), I understand that when I register for class(es) at Thaddeus Stevens College of Technology ("College"), I promise to take full financial responsibility for the payment of all tuition, fees, and other College charges on my student account relating to my enrollment and/or attendance at the College. I understand and agree that the College is permitting me to register for and attend classes without pre-paying tuition in full, in consideration for this Agreement to pay tuition at a future date described below. I understand that, regardless of any expected reliance on any third-party resources, including, but not limited to, financial aid, family resources, employer reimbursement, government assistance, or any other external resources, I remain personally and solely responsible for paying all outstanding balances. I further understand and agree my registration and acceptance of these terms constitutes a contractual agreement in which the College is providing me with educational services, deferring some or all my payment obligations for these services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date. I understand that because of public health related concerns, government pronouncements, or other considerations, the College may need to modify, alter, or substitute the format, process, or methods of providing educational instruction, services, and assessments of student performance, including using video, audio conferences, online tools, or other remote learning options for classes and course work during the semester or other period of enrollment. I understand and acknowledge that any educational instruction may be presented in a variety of formats, and I agree that I will remain responsible to pay the tuition and fees assessed to my student account notwithstanding such modifications.

Bills

After I register, I understand that my bill will be made available online, and I will be sent notification of its availability at my college (@Stevenscollege.edu) e-mail address. If I do not receive an e-mail notification, I agree that I am still responsible for the required payment. The current published tuition and fees schedules are listed on the College's [tuition](#) online page, which may be amended from time to time without notice to or consent of the Student, and are incorporated herein by reference. Tuition and fees are subject to change every semester or other period of enrollment.

IRS Form 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the College upon request as required by the Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to the College, I agree to pay all IRS fines assessed because of my missing SSN/TIN. I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically each year to my college email from the College or the College's 1098-T provider.



Third-Party Sources of Financial Aid

If I expect third party sources of financial aid to pay all or part of my financial obligation to the College, I understand that it is my responsibility to meet all requirements of grantors, lenders, employers, and other third parties on a timely basis to ensure disbursement of financial aid to my student account. I understand that if my financial aid is reduced or cancelled for any reason, I remain responsible for any outstanding balance and for reimbursing the College any amounts that I am not eligible to receive.

Payment Due Date

I understand there are scheduled due dates for tuition and fees for each semester or other period of enrollment. Due dates are listed on the College's [Financial Aid](#) online page, which may be amended from time to time without notice to or consent of the Student, and are incorporated herein by reference.

Assessment of Finance Charges

I understand the College will assess a \$100 late fee on any outstanding balance owed to the College if I fail to pay in full by the due date.

Tuition Adjustment

I understand if I do not properly **cancel all my classes** before the first day of the semester or other period of enrollment, I will remain responsible for paying tuition and fees assessed to my student account. Information on cancelling registration can be found on the College's [tuition](#) online page, which may be amended from time to time without notice to or consent of the Student, and are incorporated herein by reference. I understand if I withdraw from a semester or other period of enrollment, drop classes after the semester or other period of enrollment begins, or am involuntarily removed from classes under a student conduct process, including, but not limited to emergency removal, exclusion, suspension or expulsion after the semester or other period of enrollment begins, I will be responsible for all, or a percentage of the tuition charged. The adjustments of tuition will be made in accordance with The College's ***Tuition Adjustment Policy***, which is incorporated herein by reference.

Placement of Financial Holds

I understand The College will place a Financial Hold on my student record, to the extent permitted by law, if I fail to pay all charges assessed to my student account by the due date. I also understand this Financial Hold will prevent the release of my academic transcripts and diploma and will prevent me from registration activities such as adding classes for future semesters or other periods of enrollment.

Billing Disputes

I understand that if I believe a charge on my bill is incorrect, it is my responsibility to notify the Office of the Bursar by mailing a letter containing (1) my name and The College student identification number, (2) the dollar amount of the contested charge, and (3) why I believe the charge is incorrect, to: The College Business Office 750 East King Street Lancaster, PA. 17602

Collection Agency Fees

I understand and accept if I fail to pay my student account bill or any monies due and owing the College by the scheduled due date and fail to make acceptable payment arrangements to bring my account current. The College may refer my delinquent account to a collection agency. I further understand if The College refers my student account balance to a third party for collection, whether an attorney or



collection agency, I will be responsible for any costs (including but not limited to collection fees, attorney's fees, and court costs) associated with attempting to collect the monies due and owing. I understand a collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 33.33 percent of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Electronic Communication

I understand and agree the College uses email as an official method of communication with me and that, therefore, I am responsible for reading the emails I receive from the College on a timely basis. I authorize the College and its agents, representatives, attorneys, and contractors (including collection agencies) to contact me at the current or any future mobile phone number, home phone number, and email address I provide, including by way of automated telephone dialing equipment, or artificial or prerecorded voice or text messages, for purposes of collecting any portion of my student financial obligation which is past due.

Updating Contact Information

I understand and agree that I am responsible for keeping the College records up to date with my current mailing addresses, email addresses, and phone numbers by following the procedure at <https://tsct-ss.colleague.elluciancloud.com/Student>, which may be amended from time to time without notice to or consent of the Student, and is incorporated herein by reference. To update my student information at the College, access the ISSS Student Portal and navigate to the "Personal & Program Information" section. Upon leaving the College for any reason, it is my responsibility to provide the College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the College.

Governing Law

This Agreement will be governed by the laws of the Commonwealth of Pennsylvania and any disputes arising from this Agreement shall be determined in accordance with the law of this jurisdiction. Any suit, action, or proceeding arising in connection with this Agreement must be brought in the courts of Centre County, Pennsylvania, or where federal jurisdiction exists, in the United States District Court for the Middle District of Pennsylvania.

Entire Agreement

This Agreement supersedes all prior understandings, representations, negotiations, and correspondence between the student and the College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance.

Severability

If any provision, term, or clause of this Agreement is declared by a court of competent jurisdiction to be illegal, unenforceable, or ineffective, this Agreement shall be deemed severable, and all other provisions, terms, and clauses of the Agreement will remain valid and binding on the parties.



I hereby acknowledge I have read this Agreement in its entirety and understand it. By clicking on the I AGREE button below, I am consenting to be bound by this Agreement, for good and valuable consideration, thereby obligating me to pay my outstanding balance, together with all fees and costs set forth above, due to the College.



Appendix H - Accessibility Services Policy

Thaddeus Stevens College of Technology has a desire and a legal obligation to provide equal access to college resources, coursework, programs, and activities. The Americans with Disabilities Act, as amended (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. This policy is intended to guide the student disability accommodation process once a request for an accommodation has been made.

To receive reasonable accommodations, students must disclose their disability and follow these procedures to receive reasonable accommodations. Applicants and students who have been accepted and who are enrolled for an upcoming semester may also disclose and request reasonable accommodation. Students who disclose their disability directly to a faculty member will be referred to the Accessibilities Coordinator.

Definitions

Academic Accommodations: Any reasonable academic accommodation to policies, practices, procedures, auxiliary aid or service the College is required to make or provide when necessary to avoid discrimination on the basis of disability, unless the academic accommodation or auxiliary aid would fundamentally alter the nature of the service, program, or activity. Examples of potential reasonable accommodations and auxiliary aids include but are not limited to:

- Extended time on tests
- Alternative location for tests
- Lecture recording
- Text to speech software

Accommodations do not include:

- Adjustments, aids, or services that result in a fundamental alteration to an academic program or impose an undue burden.
- Personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Accessibility: For something to be accessible, individuals with disabilities must be able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same time frame as individuals without disabilities, with substantially equivalent ease of use.

Confidential: Disability information is protected information; therefore, the student must disclose and personally request accommodation. Further, individuals within the College community are only informed of a student’s disability on a “need-to-know” basis.

Disability: With respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded by the College as having such an impairment. Under the ADA, the definition of “disability” is to be construed broadly to the maximum extent permitted by the ADA.



Faculty Accommodation Notification Letter: The document provided to students that articulates the academic accommodations, auxiliary aids, and services approved by the Accessibility Office. It is the responsibility of the student to provide this notification to faculty.

Accommodation Notification Letter: The document provided to students that outlines dietary, housing, or emotional support animal accommodations approved by the Accessibility Office. It is the responsibility of the student to provide this notification to dietary, housing, or other appropriate staff.

Temporary Accommodation Letter: A document provided to students that outlines accommodations for limitations generally lasting no more than 6 months approved by the Accessibility Office.

Reasonable Accommodations: Any change to an environment that permits a person with a disability to participate, perform essential skills, and enjoy the benefits and privileges equal to a student without a disability. Reasonable accommodations will not be provided if it causes undue burden. Undue burden means that the accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or goals of the course.

Residential Life Accommodations: Any reasonable accommodations such as single room, room location, parking, or other reasonable requested accommodations that are approved by the Accessibility Office.

Dietary Accommodations: Any reasonable dining modification or meal plan exception that is approved by the Accessibility Office.

Applicants: No questions regarding disabilities will appear on any admissions forms. Students are encouraged during the application process or following acceptance to disclose any disability and request accommodation from the Accessibility Office.

Entrance Exam Accommodations: Students requesting entrance exam accommodation must submit documentation to the Accessibility Office at least two weeks before the preferred testing date. Students sign up for the entrance exam through the Office of Admissions. Once registered for the entrance exam, the students must notify the Accessibility Office of the test date.

Requesting Accommodations:

1. Students requesting accommodations must complete the Accommodation Request Form that can be found on the College's website under the Accessibility Office or on Thad's Pad, the student link page, on the Accessibility Office card.
2. Students are required to provide documentation certifying their disability to the Accessibility Office. Documentation should be within 3 years; however, older documentation may be considered at the discretion of the Accessibility Office.
 - a. Documentation must include the diagnosis (for example a specific learning disability in reading) and must state how the disability substantially limits a major life activity such as learning.
 - b. Types of documentation accepted, include but are not limited to:
 - i. IEP and Evaluation Report
 - ii. Letter from a physician
 - iii. Discharge summary



- c. If a student does not have documentation, they are encouraged to make an appointment with the Accessibility Office. The Office will discuss options for disability documentation. Requests for accommodations cannot be considered without appropriate certification/documentation.
3. An intake meeting with the Accessibility Coordinator is required of all students seeking accommodation. The intake meeting with the student is essential in determining accommodations. The interview process follows the Association on Higher Education and Disability (AHEAD) recommended questions. During the intake, a discussion will include information about the setting in which accommodations are provided, the characteristics of the student's disability, and the student's goals and needs. The students' preference is considered if several accommodations would be appropriate. However, the Accessibility Office reserves the right to select appropriate, effective accommodation based on what the College is able and required to provide.
4. As accommodations are provided through coordination with various offices and individuals on campus, the student signs a service agreement acknowledging their responsibilities and the procedure for obtaining accommodations. Students also sign a release to allow health services and mental health services to share information only if it is related to the student accommodations.
5. The provision of accommodation is confirmed through the signed notification letter that the student can provide instructors and service providers as appropriate at the start of each semester.
 - a. **Faculty Accommodation Notification Letter:** The document provided to students that articulates the academic accommodations, auxiliary aids, and services approved by the Accessibility Office. Accommodations will not be implemented until the faculty member receives a copy of the Faculty Notification Letter from the student.
 - b. **Accommodation Notification Letter:** The document provided to students that outlines dietary, housing, or emotional support animal accommodations approved by the Accessibility Office. Accommodations will not be implemented until the staff member receives a copy of the Notification Letter from the student.
6. If an issue arises concerning the provision of accommodation, the student will seek assistance from the Accessibility Office. Complaints about discrimination based on disability may be submitted to the Accessibility Office. The Accessibility Coordinator will contact the complainant within 15 calendar days after receiving the complaint to discuss the complaint and will respond in writing within 15 days of the discussion. If a student determines that the actions of the Accessibility Coordinator, faculty, and/or staff are not adequate, the student can file a grievance process described in the Non-Discrimination Policy.

Submit complaints in writing to:
Accessibility@stevenscollege.edu
Accessibility Coordinator
Brenner Hall 103
Phone: 717-299-7408 FAX: 717-391-1360



7. Each semester students must renew accommodations for the next semester. Students registered with the Accessibility Office will receive a renewal notification at the end of each semester.

Requesting Temporary Accommodations:

1. Students may contact Health Services or the Accessibility Office to request temporary accommodations. Students can either complete the Accommodation Request Form, meet with the nurse, or meet with the Accessibility Office.
2. Students must provide documentation from the treating professional, certifying a temporary limitation requiring accommodation. The Accessibility Office will evaluate the accommodation request for temporary accommodations. The treating professional must provide documentation on a signed and dated official letterhead, and includes the following information:
 - a. A description of professional relationship with the student as it relates to the recommended treatment plan and rationale (e.g. type of treatment, length/history of relationship).
 - b. List the student's relevant health conditions that rise to the level of disability or temporary disability.
 - c. A statement of support for requested accommodations, estimated return date, follow-up appointment, length of time, and any other recommendations related to the limitations, parameters, or accommodations to support the student's needs.

Requesting Housing Accommodations:

1. Students will follow the policies and procedures for requesting student housing through the Residence Life Office. At approximately the same time, the student should also request a Housing Accommodation Form from the Accessibility Office.
2. Students will complete the Housing Accommodation Form and provide the required documentation referenced above in Paragraph 2 under "Requesting Accommodations" from their treatment professional.
3. Housing requests are not guaranteed. Single rooms are offered on a first-come first-served basis. Students may request a single room when they register for campus housing. If no single rooms are available, students will be placed on a waiting list until a single room is available. Requests made after assignments and during the semester will be considered for the next semester, unless there are extraordinary circumstances.
4. Students may be approved for a housing accommodation, but not all housing accommodations can be met by the College. For example: A student may request a single room with a private bath; however, this is not available at the College. The Accessibility Office will work with the student and residence life staff to find the best option for their needs.

Requesting Dietary Accommodations:

1. Students will follow the procedures for requesting accommodations that are listed above.
2. Students will receive the Dietary Exemption Form to complete. Students will need to provide the required documentation referenced above in Paragraph 2 under "Requesting Accommodations" from their treatment professional.



3. Dining Services and the Accessibility Office will determine if the request can be accommodated.
 - a. If the student's dietary needs can be accommodated, a meeting will be set up for the student to speak with Dining Services to determine the best ways to meet the student's needs.
 - b. If the student's dietary needs cannot be accommodated, the meal plan will be waived. Students who live on campus are required to purchase meal plans unless it is determined that Food Services cannot accommodate.
4. If a student provides documentation from their treating professional and completes an intake with the Accessibility Office, it may be determined that the food plan will be waived, and Food Services will not be involved in the decision.

Emotional support animal or service animal – Refer to Emotional Support and Service Animal Policy

Attendance Accommodations:

1. If a student has a medical condition that requires an attendance accommodation, the student must follow the accommodation request process as set forth by this policy. In addition, once an accommodation is approved, students must adhere to the provisions of that accommodation. For example: If the accommodation states that a student must communicate with the nurse about a flare up and they do not follow these instructions, the instructor will follow the student handbook, syllabus, and the attendance policy. Attendance accommodations will only support absences directly related to the student's disability. If a student is sick and it is not related to their disability, they need to follow the College attendance policy and the instructor's syllabus.
2. The College has a strict attendance policy, and attendance accommodations are based on individual need, with the clear expectations on the student's obligation and responsibility to communicate an absence.
3. If a student accumulates absences that equal missing more than 10% of the course, the Accessibility Office will request a meeting with the student to discuss options for success.

Due Date Extensions:

In general, extending due dates for assignments would fundamentally alter the nature of the service, program, or activity. This accommodation will be denied unless it is determined that the due date extension is directly related to the student's disability, not to a lack of organizational skills. If the extension is denied, students will be given resources to help with planning and organization. If the accommodation is approved, there will be explicit directions on when an assignment due date can be extended [and the modified time-frame for completing assignments]. Due date extensions are fact-specific and it may not include every assignment.

Renewing Accommodations Each Semester:

- It is required by law that students disclose to the Accessibility Office their disability and need for an accommodation each semester.
- Students must complete the Accommodation Renewal Form that will be sent by email and posted on the Accessibility Office SharePoint. The form requires students to answer 4 questions:
 - Are you requesting the continuation your accommodations?
 - Do you have any changes either in your disability status or type of accommodation?
 - Do you need to meet?
 - Other?



- The Accessibility Office will send out renewed or revised accommodations 1-2 weeks prior to the first day of class. If a student requests renewed accommodations a week before classes start, there is no guarantee that the accommodations will be completed by the first day of class. If a student renews accommodations after the semester starts, it will take about one week to review the requests and provided accommodation, if appropriate.

Student Responsibility:

- Students must read all accommodation definitions in the notification letter before signing and confirming that they understand their responsibilities.
- Students must share the accommodation notification letter with their instructor, academic coach, and any other staff on a “need to know” basis. Questions regarding the scope of “need to know” basis should be addressed to the Accessibility Office. (Temporary medical accommodations will be shared directly to instructors from the Accessibility Office.)
- Students must discuss accommodations with the instructor and make sure there is a clear understanding for implementation.
- If using the Accessibility Office for test accommodations, students must sign up at least three days prior to an exam.
- Report any issues with accommodations to the Accessibility Office.

Faculty and Staff Responsibility:

- Meet with student to discuss accommodations, not disability.
- Ensure that employee and the student have a clear understanding about how accommodations will be implemented.
- Maintain all information related to the student’s disability and accommodation as confidential and not subject to disclosure without the student’s permission.
- Information about accommodations can be shared with tutors on a need-to-know basis.
- If a student requesting an accommodation or additional accommodations is not registered with the Accessibility Office, faculty and staff are directed to send the student to the Accessibility Office.

Syllabus Statement

Thaddus Stevens College of Technology welcomes students with disabilities. If you are a student with a disability, chronic illness, or injury, you may disclose to the Accessibility Office and request accommodation. Please contact the Accessibility Office at Accessibility@stevenscollege.edu or in person at Brenner Hall. Faculty and Staff can refer to the Accessibility Office [SharePoint](#) page for further information.

References

Emotional Support and Service Animal Policy

[Non-Discrimination Policy](#)

AHEAD: *interview questions*. AHEAD. (2022, April). <https://www.ahead.org/home>

U.S. Department of Justice Civil Rights Division. (2024). *The Americans with Disabilities Act (ADA) protects people with disabilities from discrimination*. Ada.gov. <https://www.ada.gov/>

Section 504 Handbook. (2025). Fcc.gov. <https://www.fcc.gov/general/section-504-handbook>



Appendix I – Good Neighbor Standard

Purpose

The Good Neighbor Standard aims to foster positive relationships between Thaddeus Stevens College of Technology and the neighborhood residents by promoting mutual respect, understanding and cooperation. It aligns with our College's Mission and Core Values, promoting respect, responsibility, and civic engagement among our students, faculty, and staff.

Scope

This Standard applies to all Thaddeus Stevens College faculty, staff, and students. It is in effect within 400 feet of any College property line and any location where College-related activities occur.

Definition of a Good Neighbor

A good neighbor is an individual who contributes positively to their community through respectful, considerate, friendly, helpful, and law-abiding behavior.

Expectations

Thaddeus Stevens College faculty, staff, and students are encouraged to be a Good Neighbor by demonstrating the following behaviors and expectations:

1. Community Engagement:
 - a) Participate in local community events when possible
 - b) Volunteer for neighborhood improvement projects
 - c) Support local businesses and initiatives
2. Respect for Property and Environment:
 - a) Maintain cleanliness of personal and shared spaces
 - b) Properly dispose of trash and recycling
 - c) Respect private property boundaries
 - d) Participate in College-organized neighborhood clean-up events
3. Noise and Disturbance Control:
 - a) Observe quiet hours from 10:00pm to 10:00am on weekdays and 12:00am to 10:00am on weekends
 - b) Always keep music and other noise at reasonable levels
 - c) College will inform neighbors in advance of planned events that may cause additional noise
4. Traffic and Parking:
 - a) Obey all traffic laws, including but not limited to speed limits and stop signs
 - b) Park in designated areas that state Thaddeus Stevens College Parking and correlate with student parking permits. Parking outside of the designated areas is strongly discouraged and will be subject to municipality ordinances.
 - c) Avoid blocking driveways, fire hydrants, or pedestrian walkways
 - d) Use College shuttle service, public transportation, or carpooling, when possible, to reduce traffic congestion
5. Safety and Security:
 - a) Report suspicious activities to appropriate authorities (campus security 717 391 7225, Manheim Township Police 717 569 6401) or 911 when needed.



- b) Participate in neighborhood watch programs if available.
- c) Ensure proper lighting and maintenance of college-owned properties

6. Communication:

- a) Maintain open and respectful communication with neighbors
- b) Address conflicts or concerns directly and peacefully
- c) Inform College administration of any ongoing neighborhood issues as it is the goal that all members of the community are cooperating to build an environment of respect

Prohibited Behaviors

In accordance with other College policies, such as student code of conduct or behavior policy, Thaddeus Stevens College faculty, staff, and students are prohibited from engaging in the following sanctionable acts and behaviors:

1. Nuisance Activities:

- a) Excessive noise at any time, particularly during quiet hours
- b) Public intoxication or disorderly conduct
- c) Hosting large, disruptive gatherings without proper permits

2. Property Violations:

- a) Littering or improper waste disposal
- b) Vandalism or damage to public or private property
- c) Trespassing on private property

3. Traffic and Parking Violations:

- a) Speeding or reckless driving
- b) Parking in unauthorized areas or blocking access
- c) Excessive vehicle noise (e.g., loud music, modified exhaust systems)

4. Substance Abuse:

- a) Use of illegal drugs
- b) Underage drinking
- c) Public consumption of alcohol or legal drugs

5. Harassment and Discrimination:

- a) Any form of harassment or discrimination against community members
- b) Intimidating or threatening behavior Revised August 8, 2024

Enforcement and Sanctions:

1. Reporting:

- a) Community members can report violations to the College's Office of Student Affairs or Campus Security
- b) An online reporting system will be available for convenient submission of complaints

2. Investigation:

- a) The Director of Residence Life (or their designee if unavailable) will promptly investigate all reported violations.
- b) Investigations may include speaking with both parties, witnesses, and the accusing party.
- c) After the investigation into the claims, appropriate sanctions will be imposed on, any party who is found to be in violation of this standard.



3. Sanctions: In accordance with the College's student conduct and/or discipline policy, violations may result in the following sanctions, depending on the severity and frequency of the offense:

- a) Verbal or written warning
- b) Mandatory educational programs on community living
- c) Community service (e.g., 5-20 hours depending on the violation)
- d) Fines (to be used for community improvement projects)
- e) Loss of privileges (e.g., parking, access to certain campus facilities)
- f) Probation
- g) Suspension from College Residence Halls
- h) Suspension or expulsion from the College in severe cases

4. Appeals:

- a) Students may appeal sanctions through due process outlined in the student handbook

Implementation and Education

1. Distribution:

- Include the standard in student, faculty, and staff handbooks
- Place standard synopsis in welcome package on each bed in residence halls
- Post the standard on the College website and in campus buildings
- Distribute standard information during new student orientation and employee onboarding
- Place reminders of standard in the campus message board rotation
- Review standard during Residence Life building meetings Revised August 8, 2024

2. Education:

- Conduct annual workshops on being a good neighbor and communicate expectations
- Have a poster campaign on campus
- Provide regular reminders through campus communications

3. Community Outreach:

- Host annual town-gown meetings to discuss community relations
- Establish a community advisory board with local resident representation
- Regularly seek feedback from community members on the effectiveness of the standard

4. Monitoring and Review:

- Conduct annual reviews of standard effectiveness
- Track and analyze violation data to identify trends and areas for improvement
- Adjust the standard as needed based on community feedback and changing circumstances

5. Recognition:

- Establish a "Good Neighbor of the Month" program to recognize exemplary community members
- Provide incentives for student organizations that demonstrate outstanding community engagement.



Definitions

Academic Advising: Academic advisors are assigned faculty members who provide information to students regarding registration and the requirements for degree or certification within their program. Email your advisor directly with questions.

Academic Coaching: Academic coaches assist with organization, creating a study plan, determining an effective study method, note-taking, and more. Email your academic coach to schedule an appointment or visit the Academic Center at the LRC.

Academic Seminars: Academic seminars are available on topics such as Note-Taking, How to Study, Time Management, Test-Taking Strategies, and more. Seminars are presented live and are also available in voice-narrated PowerPoints.

Asynchronous Online Courses: Asynchronous courses, delivered through a course management system allowing 24/7 access, do not require students to be online at specific times; instead, students log in regularly at their convenience to keep up with assignments, due dates, etc. The coursework is monitored by the instructor, who provides support as needed. Documented attendance is required for asynchronous online courses.

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

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

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

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

Expulsion

Suspension is defined as exclusion from the College and/or residence halls for more than five College



Days and may result in permanent expulsion from the College. Prior to the disciplinary hearing and the President's decision, the student may continue attending classes unless, after an informal hearing, it is determined that the student's presence in class would pose a threat to the health, safety, or welfare of others. If a formal hearing cannot be held within the suspension period, the student may be excluded from the College for more than ten days.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Death: Any instance in which a person (i) is killed because of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or (ii) dies within one year of injuries sustained because of the fire.

Fire-related Injury: Any instance in which a person is injured because of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

Hybrid Courses: Hybrid courses, combining both in person classroom instruction and asynchronous online instruction, meet in the classroom regularly and are supplemented with online independent study material throughout the week. Classroom and documented online attendance are mandatory for all hybrid courses.

Intentional Fire: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

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

Loss of Privilege means a student is not permitted to access any College building, facility, or residence halls, or participate in any College-sponsored event or activity. A student might lose one or more privileges for a period determined by the Vice President of Student Services, the Director of Residence Life, or the President of the College.

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



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

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

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

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

Synchronous Online Courses: Synchronous courses require students to receive instruction and interact with their professor and classmates online during regularly scheduled days and times listed. Synchronous classes also include online components such as course materials, homework, and assignments. Online attendance is required for synchronous online courses.

Undetermined Fire: A fire for which the cause cannot be determined.

Unintentional Fire: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

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

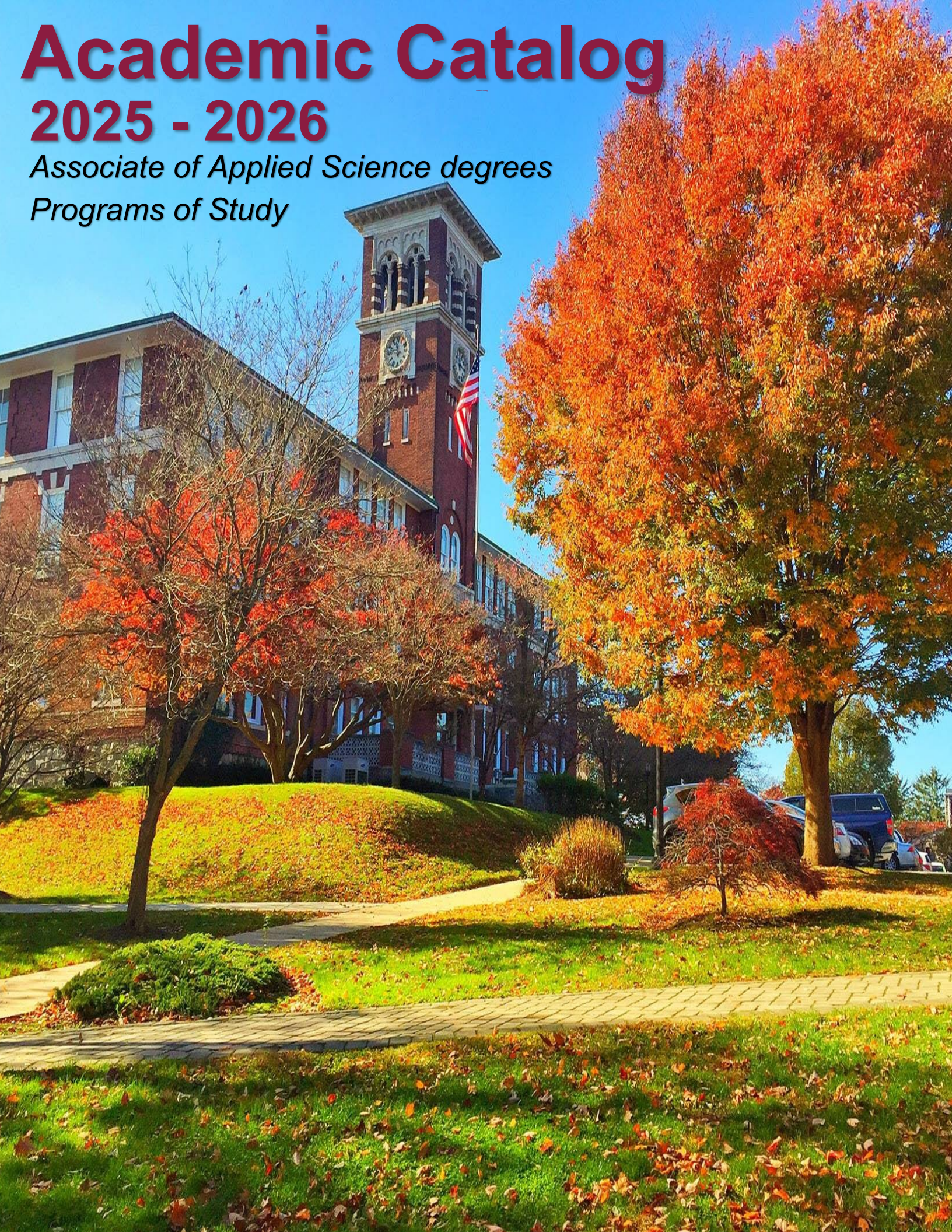


Academic Catalog

2025 - 2026

Associate of Applied Science degrees

Programs of Study



Mission

Thaddeus Stevens College of Technology educates Pennsylvania's economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever-changing workforce and for full effective participation as citizens.

Overview of Programs

As part of our commitment to equipping students with the skills and knowledge needed in today's workforce, Thaddeus Stevens College of Technology offers a wide range of technical programs, along with a focused selection of academic programs that enhance and support our hands-on, career-oriented education. Each program aligns with our Institutional Learning Outcomes and supports our mission to provide high-quality education to all qualified students. Below is an overview of our academic offerings for the 2025-2026 academic year.

Middle States Commission on Higher Education (MSCHE)

Accreditation is a means of maintaining accountability through self-regulation and peer review. The Middle States Commission on Higher Education (MSCHE) reviews institutions in their entirety rather than evaluating individual programs of study. Accreditation means that certain standards of quality and excellence have been met by an institution in areas including, but not limited to, the faculty and academic programs, fiscal planning and processes, and the assessment of students' total educational experience. Simply put, the accreditation process provides assurance that an institution is worthy of the public's trust in producing an educational experience that leads to its stated goals as a postsecondary education provider.

Effectively meeting the MSCHE's standards for accreditation safeguards the College's ability to participate in Title IV Federal Student Aid, which allows our students to access loans and grants issued by the federal government. MSCHE accreditation also permits the transfer of Thaddeus Stevens College's credits to other colleges, along with meeting additional criteria. Further, MSCHE accreditation satisfies employers' requirements for credentials earned from an accredited institution, which serves as an endorsement of the quality of education and training students receive in our programs of study.

Accreditation and Authorization

Thaddeus Stevens College of Technology (the College) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org.

The College was granted initial accreditation in 1991. The most recent action was in 2017 when MSCHE reaffirmed the College's accreditation. The next evaluation visit is scheduled for 2026. The current Statement of Accreditation Status is available [here](#).

Since 1998, the College has been authorized by the Pennsylvania Department of Education to award the Associate of Applied Science Degree.

Institutional Effectiveness

Thaddeus Stevens College of Technology strives for institutional effectiveness through systematic, ongoing assessment. All assessment is grounded in the mission and institutional learning outcomes.

Institutional effectiveness is defined by the College's ability to fulfill its mission through the commitment of every individual and team to meet established goals and outcomes. The College aligns its assessment process with the MSCHE Standards for Accreditation. The College applies a comprehensive assessment process that assures accountability and sustainability. The process includes assessment at the academic program, course, administrative, and institutional levels. It requires input from key stakeholders throughout the College. The purpose of institutional effectiveness is to ensure continuous improvement.

Institutional Learning Outcomes (ILOs)

Mastery of Content: Graduates will exhibit career readiness by demonstrating the critical knowledge and skills required in professional and/or collegiate endeavors.

Effective Communication: Graduates will communicate effectively in verbal and written language, through technology.

Quantitative and Scientific Reasoning: Graduates will apply mathematical and scientific methods and concepts to solve problems and make informed decisions.

Critical Thinking: Graduates will apply prior knowledge to question current situations, pose alternatives, objectively resolve problems, and develop new processes.

Community Engagement: Graduates will develop the skills to work collaboratively and respectfully as members and leaders of diverse teams and communities.

Technological Competency: Graduates will demonstrate technical knowledge and practical application.

Advanced Welding and Fabrication Technology

What is Advanced Welding and Fabrication Technology?

Advanced Welding and Fabrication Technology provides the student with a working knowledge of the various tools, equipment, and modern techniques used in the metals fabrication, mechanical installation, and welding industries. The proper application of various layout, fabrication, and assembly techniques for specific designs in sheet metal, plate, structural metals and pipe will be stressed. Students will design, estimate, fabricate, and install projects relative to air handling systems and structural and miscellaneous fabricated systems. Proper and safe work habits must be developed due to the nature of the equipment necessary to be successful in the industry.

The understanding and mastery of layout techniques is an essential component for success in the metals fabrication and welding fields. Therefore, disciplines in the basic, parallel line, radial line, and triangulation methods of layout are covered. Also, instruction in blueprint reading relative to the manufacturing and construction industries will be required. Included are components in the drafting, orthographic projection, and symbol interpretation. Gas metal arc, shielded metal arc, gas tungsten arc, oxy-acetylene, and flux core arc welding will be studied and practiced to allow students to obtain skills for a total understanding of fabricated projects from design through the final assembly processes.

Graduates of Advanced Welding and Fabrication and Welding Technology program are prepared to work in businesses and industries that design, build, and install products that have been fabricated from sheet, plate, and structural metals. Areas of employment include the following:

- HVAC sheet metal duct systems fabrication & installation
- Precision sheet metal layout and fabrication
- Welding
- Industrial maintenance/millwright
 - Plate layout/fitter for industrial fabrication
 - Mechanical systems estimator/project manager

- Fabrication machinery operator
- Equipment manufacturing and installation
- Structural steel and miscellaneous iron fabrication
- Automated cutting systems operation programming
- Sales - industrial equipment or contractor
- Shop/installation foreperson
- Fabrication of sanitary stainless-steel products
- Food and pharmaceutical processing applications
- Industrial ventilation fabrication and installation

A Graduate of this Program will be able to:

- Perform technical work in welding, structural steel, sheet metal, and plate fabrication, adhering to OSHA and safety standards.
- Mathematical and Scientific Application: Apply geometry, trigonometry, and physics concepts to develop, layout, fit, and weld various metal structures and systems.
- Use hand and power tools correctly and interpret blueprints using orthographic projection practices.
- Project Management and Ethical Business Practices: Maintain accurate project records, estimate costs, and understand ethical business practices in the metals fabrication industry.
- Communication and Leadership: Demonstrate effective oral and written communication skills to foster good business relationships and leadership.
- Quality and Industry Standards: Choose appropriate materials and procedures, understand industry quality standards, and be prepared for the challenges and responsibilities in the metals fabrication industry.

Joseph Battle, Instructor
AAS: Thaddeus Stevens College of Technology

Joshua Miller, Instructor
Voc 1 Certification – Penn State University
OCA Certification

Jim Stewart, Instructor
Ed.D.: American College of Education
BS: Franklin University
AAS: Harrisburg Area Community College

Christopher Unruh, Assistant Professor
BS: Franklin University
AAS: Thaddeus Stevens College of Technology

The Metals Fabrication and Welding Technology (MFWT) program has undergone a name change to Advanced Welding Fabrication Technology (AWFT), effective Fall 2025. As the College transitions to the new name, students entering in Fall 2025 will be initially enrolled in MFWT as a major while following the AWFT model schedule, including AWFT program classes. The full switch to the AWFT major is scheduled to occur during the 2025-2026 academic year. Second-year MFWT students will remain in MFWT during continuous program enrollment. (See page 221 for more information on MFWT).



**Model Schedule for
Advanced Welding and Fabrication Technology**

| | |
|--|-----------|
| Semester 1 | |
| AWFT 106: Gas Metal Arc Welding/Plasma Arc Cutting | 3 |
| AWFT 111: Metals Fab I: Intro to Hand & Machine Processes | 3 |
| AWFT 121: HVAC Duct Design and Fabrication* | 3 |
| AWFT 126: Drafting Fundamentals | 3 |
| MATH 137: Intermediate Algebra (or higher) † | 3 |
| CIS 105: Drawing with Auto Cad* (must take before AWFT 222) | 3 |
| Semester 2 | |
| AWFT 154: Flux Cored Arc Welding/ Oxy-Acetylene Cutting and Welding* | 4 |
| AWFT 162: Metals Fabrication II: Parallel Line Development Machine Processes* | 4 |
| AWFT 167: Industrial Applications I/ Fabrication Blueprint Reading* | 2 |
| AWFT 171: Materials of the Trade and Applied Metallurgy | 2 |
| MATH 132: Elementary Geometry (or higher)* See Physics Elective for Math Requirement | 3 |
| CIS 111: Intro to Computer Applications OR FIN 102 Personal Finance | 3 |
| Semester 3 | |
| AWFT 207: Shielded Metal Arc Welding* | 4 |
| AWFT 212: Metals Fabrication III*: Triangulation Pattern Machine Processes | 4 |
| AWFT 222: Industrial Applications II: CNC Applications and Estimating* | 4 |
| Physics Elective: PHYS 101, PHYS 106, PHYS 207, OR PHYS 213* (must take MATH 141 for PHYS 207 or PHYS 213) | 3 |
| ENG 106: English Composition | 3 |
| Semester 4 | |
| AWFT 257: Gas Tungsten Arc Welding* | 4 |
| AWFT 262: Metals Fabrication IV: Radial Design Development & Machine Processes* | 4 |
| AWFT 267: Industrial Applications III: Print Reading for Welding* | 4 |
| ENG 216: Technical Writing* | 3 |
| Humanities Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |
| TOTAL CREDITS | 73 |

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 132, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Advanced Welding and Fabrication Technology (AWFT)

AWFT 106 (3 credits) Gas Metal Arc Welding/Plasma Arc Cutting

Provides a thorough technical understanding of welding safety, gas metal arc welding fundamentals, gas metal arc equipment adjustments, metal transfer, and shielding gases. Provides training to develop the manual skill necessary to make high-quality gas metal arc welds in all positions on mild steel from 1/16" to 3/8" thickness with single and multiple passes, using short circuit transfer, spray transfer, and pulsed spray transfer. Includes learning how to safely operate and program a collaborative robotic welder.

AWFT 111 (3 credits) Metals Fabrication I: Introduction to Hand and Machine Processes

Introduction to tools, materials, and equipment required to fabricate basic sheet metal projects. Students develop an understanding of seaming, hemming, and fastening techniques. Safety standards according to OSHA are covered.

AWFT 121 (3 credits) HVAC Duct Design and Fabrication
Introduction to designing and fabricating duct systems relative to low-pressure HVAC systems. Machinery, seaming, connecting, and basic layout techniques will be covered. The course includes the interpretation of applicable SMACNA codes for duct construction.

Prerequisite: AWFT 111

AWFT 126 (3 credits) Drafting Fundamentals

Introduction to drafting and sketching techniques. Major topics include geometric construction, drafting equipment, and orthographic projections. Mechanical drawing required.

AWFT 154 (4 credits) Flux Cored Arc Welding/ Oxy-Acetylene Cutting and Welding

Offers a technical understanding of Flux-cored arc welding and oxy-acetylene welding, flame cutting, brazing fundamentals, and welding safety. Training for manual skills necessary to produce high-quality welds on mild steel in all positions. Manual and mechanized flame cutting and brazing mild steel are also included.

Prerequisite: AWFT 111

AWFT 162 (4 credits) Metals Fabrication II: Parallel Line Development and Machine Processes

Introduction to the parallel line method of pattern development for fabricating round elbows, tees, and offsets using sheet metal, pipe, and plate materials is covered.

Prerequisite: AWFT 111

AWFT 167 (2 credits) Industrial Applications I / Fabrication Blueprint Reading

Discusses the equipment used in the various fabrication and welding trades, such as sheet and plate products plus structures, tubing, pipe, and the various alloys of steel, aluminum and stainless steel. The application of metals for industrial, commercial, and manufacturing design will be included.

Prerequisite: AWFT 111

AWFT 171 (2 credits) Materials of the Trade and Applied Metallurgy

Covers the common materials, designations, and methods of measurement used in the various fabrication and welding trades. Sheet and plate products plus structures, tubing, pipe, and the various alloys of steel, aluminum, and stainless steel are discussed.

AWFT 207 (4 credits) Shielded Metal Arc Welding

Provides students with a thorough technical understanding of shielded metal arc welding fundamentals, welding safety, welding machines, and electrode classifications and selections. It also provides training to develop the manual skill necessary to produce high quality shielded metal arc welds in all positions on mild steel from 16 gage to 1" plate with single and multiple passes. The welding process using mild steel electrodes with low hydrogen and iron powder flux coatings while using AC and DC power sources is covered.

Prerequisite: AWFT 106

AWFT 212 (4 credits) Metals Fabrication III: Triangulation Pattern

Developmental and advanced machine processes designed to introduce students to the triangulation method of pattern development. Using this discipline of pattern development, students design, lay out, and fabricate transitions, Y-branches and other irregular fittings related to sheet metal, piping, and miscellaneous plate fabrication according to job specifications. Students also learn advanced machinery set-up techniques relative to the fabrication of components designed using this layout process. Instruction in the use of precision measuring tools, iron workers, press brakes, and saws are also major topics covered.

Prerequisites: AWFT 111 and AWFT 161

AWFT 222 (4 credits) Industrial Applications II: CNC Applications and Estimating

The major objective of this course is to introduce students to aspects of programming and utilizing computer-controlled plasma and oxy-fuel cutting systems. Students use AutoCAD® and MTC ProNest software packages to produce duct, weldment, and miscellaneous profile parts from blueprints, sketches, and field measurements. Programmed parts are then nested and cut on given sheet or plate sizes using state-of-the-art computer numerical control (CNC) systems or plasma cutting system. Layout techniques previously learned for profile programming jobs are utilized. Other topics covered in this course are project management and estimating.

Prerequisites: AWFT 161 and CIS 105



AWFT 257 (4 credits) Gas Tungsten Arc Welding

Provides students with a thorough understanding of gas tungsten arc welding fundamentals, arc characteristics, and welding safety. It provides training to develop the manual skill necessary to make high quality gas tungsten arc welds in all positions on 16- and 11-gage mild steel, 16- and 11-gage aluminum, also 16-gage stainless steel using both alternating and direct current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel, and aluminum. The use of abrasives and other clean-up techniques to produce quality USDA and FDA finishes is covered. Instruction on the use of purging is also given.

Prerequisite: AWFT 106

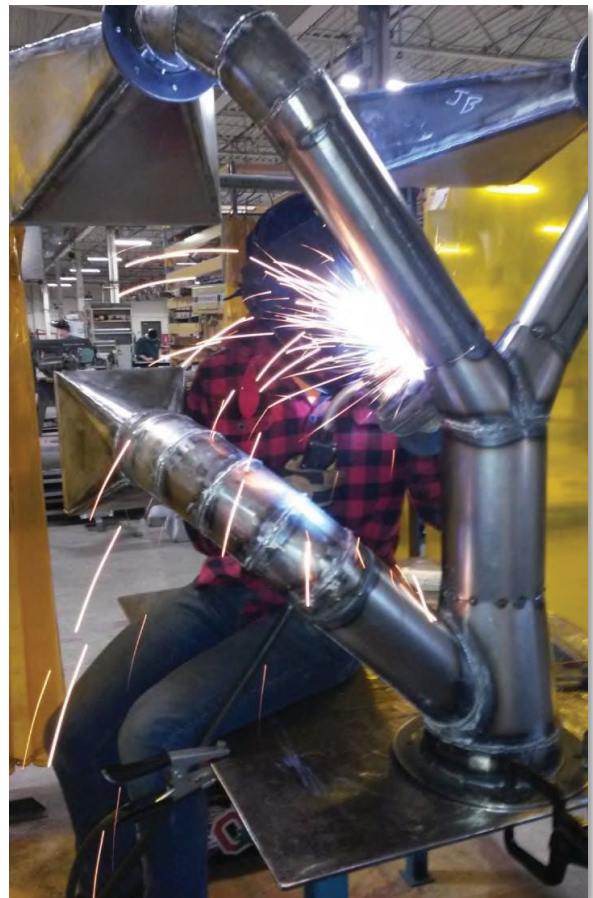
AWFT 262 (4 credits) Metals Fabrication IV: Radial Design Development and Machine Processes

This course is designed to instruct students in the use of the radial line method of pattern development. Students lay out and fabricate various sheet metal and plate fittings such as cones, reducers, and take-off branches using this technique. Fittings are then welded using processes previously learned. *Prerequisite: AWFT 111*

AWFT 267 (4 credits) Industrial Applications III: Print Reading for Welding/ Field Equipment and Rigging

Selected on- and off-campus projects are utilized to reinforce previous instruction. Opportunity to study and to evaluate projects to learn various aspects of industry. Applicable codes and standards are used to ensure proper design and applications of materials and processes are covered. Also included are the interpretation of welding blueprints and applications in field equipment and rigging.

Prerequisite: AWFT 167



Architectural Technology

What is Architectural Technology?

The profession of architecture touches everyone's life and is central to solving problems in the creation of a built environment. Architectural technicians are problem solvers who work with clients on the design of buildings. They also create plans and specifications that direct the construction of a building and coordinate the work of other professional consultants and engineers.

Managing information and responding to the many diverse requirements of governments, building conditions, and society is increasingly important in the construction industry. The architectural profession is rapidly integrating the technology of computers and automation to assist in the management of information and to free up time for creative work.

The instruction in Architectural Technology at Thaddeus Stevens College prepares students to become qualified for employment in the profession and to transfer into architectural programs at accredited colleges and universities. The instruction also provides retraining in technological applications for people currently employed in or reentering the profession.

A Graduate of this Program will be able to:

- Demonstrate technical proficiency in utilizing industry-standard software and tools for architectural design.
- Apply architectural design principles and methodologies efficiently to create innovative and functional solutions.
- Understand fundamental construction materials, methods, building systems, and structural principles applicable to architectural projects.
- Interpret and apply relevant building codes, zoning regulations, and accessibility standards within the architectural design processes.
- Develop communication skills through visual, written, and oral means, producing comprehensive architectural documentation and presentations suitable for various stakeholders.
- Collaborate effectively within multidisciplinary teams, demonstrating the ability to contribute constructively to project planning, design, and implementation.
- Apply problem-solving, critical-thinking, and mathematical reasoning to analyze architectural challenges, propose creative solutions, and make informed design decisions efficiently.
- Understand ethical responsibilities, professional standards, and the societal impact of architectural decisions.
- Demonstrate the ability to manage projects effectively, optimizing time allocation from conceptualization to execution, considering scheduling and regulatory constraints.
- Engage in lifelong learning, keeping pace with technological advancements, industry trends, and sustainable practices to enhance productivity within the field of architectural technology.

Jana Belack, Instructor

M. Arch: Boston Architectural College

BS: Boston Architectural College

AAS: Thaddeus Stevens College of Technology

Registered Architect, The Commonwealth of Massachusetts

Registered Architect, The Commonwealth of Pennsylvania

American Institute of Architects Member

NCARB Certified LEED AP BD+C

Tedd R. Williams, Associate Professor

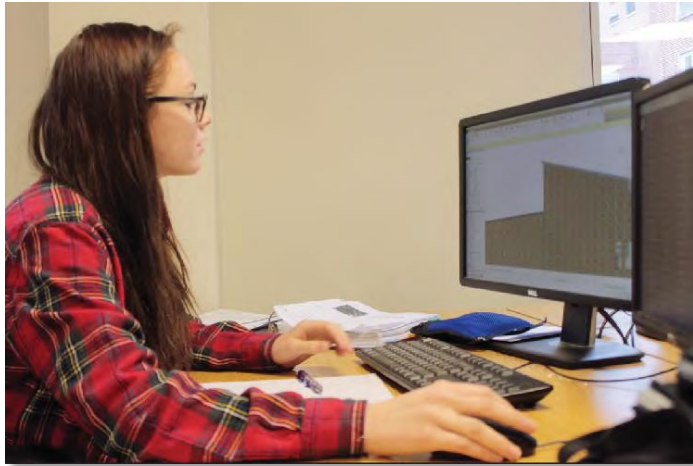
BS: Eastern Mennonite University

AAS: Thaddeus Stevens College of Technology PA

L&I: Uniform Construction Code Certification

ICC: Accessibility Inspector/Plans Examiner

Autodesk: AutoCAD Certified Professional



Schedule for Architectural Technology

Semester 1

ARCH 106: Fundamentals of Architectural Technology 3 ARCH

111: Material of Construction 3

ARCH 124: CAD in Architecture 3

ARCH 157: Construction Specifications 3

MATH 137: Intermediate Algebra (or higher) †^ 3

CIS 111: Intro to Computer Applications 3

Semester 2

ARCH 116: Residential Details 3

ARCH 162: Working Drawings 3

ARCH 167: Rendering and Illustrations 3

ARCH 172: Advanced CAD in Architecture* 3

MATH 141: Trigonometry (or higher) * 3

ENG 106: English Composition 3

Semester 3

ARCH 207: Advanced Methods and 3

Materials of Construction* 3

ARCH 212: Structural Systems 3

ARCH 216: Site and Microclimate Design 3

ARCH 262: Life Safety and Building Codes 3

PHYS 207: Statics and Strength of Materials* 3

ENG 216: Technical Writing* 3

Semester 4

ARCH 257: Environmental Systems 3

ARCH 267: Architectural History and 3

Theories of Design 3

ARCH 272: Individual Design Studio 3

ARCH 277: Group Design Studio 3

Humanities Elective 3

Additional General Education Requirements

Health and Physical Education Elective 1

General Studies Elective 3

TOTAL CREDITS 73

** Prerequisite or Co-requisite Required. See Course Description.*

†Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.

^ Minimum Grade Required. See Course Description.



Architectural Technology (ARCH)

ARCH 106 (3 credits)

Fundamentals of Architectural Technology

Serves as an introduction to architectural technology, which is the application and study of construction technologies, specific to the design of residential building structures.

Focuses on the effective and efficient communication of design concepts to all invested stakeholders. In-depth analysis, exploration, and development of individuals' thoughts, through means of graphic representation, to satisfy performance, production, and procurement criteria.

ARCH 111 (3 credits) Materials of Construction

Presents fundamental aspects of the design profession. Involves the application and technology of materials. An appreciation of the limits and the potential of materials is fundamental to well-executed designs. Investigation and analysis of actual materials and their application to give form and substance to creative ideas.

ARCH 116 (3 credits) Residential Details

Research of specific building elements necessary for construction. Application of knowledge and creativity in the development of details. Typical and standard details applicable to residential construction. Learning how to communicate with the construction crew. Involves sketch details and drafted details. Also requires drawings and exercises showing typical details and drafting skills.

ARCH 124 (3 credits) CAD in Architecture

Intensive introduction to Computer-Aided Drafting (CAD) including computer literacy, hardware, software, input, output, printing, introductory computer drafting skills, and completion of specific drawing exercises. Instruction is based on current industry standard software/applications. Use of CAD to draw architectural elements such as floor plans, building sections, exterior elevations, lighting, furniture, and other related elements.

ARCH 157 (3 credits) Construction Specifications

This course offers an in-depth exploration into the critical role of construction specifications in architectural technology. Students delve into the creation, interpretation, and implementation of detailed construction specifications pivotal in translating design concepts into tangible structures. Students examine the fundamental principles of construction specifications, encompassing materials, methods, and standards utilized in residential construction. Emphasis is placed on industry standards, regulatory compliance, and ethical considerations embedded within construction documentation.

ARCH 162 (3 credits) Working Drawings

Students design their own houses in this capstone course, creating a complete set of working drawings including site plans, floor plans, elevations, building sections, wall sections, details, and schedules. Students prepare preliminary presentation drawings; create a presentation model and a structural model; and prepare a full set of working drawings. CAD is used to prepare all drawings.

ARCH 167 (3 credits) Rendering and Illustration

Students learn how to use perspective, color, shadow, and computer-aided animation and rendering to illustrate architectural design. Work in this course builds on skills explored in previous courses.

ARCH 172 (3 credits) Advanced CAD in Architecture

An intensive follow-up to ARCH 122, this course uses Computer-Aided Drafting (CAD) for efficient production of architectural drawings. Completes the development of a solid foundation of CAD skills, designed to give students an appropriate entry-level skill set.
Pre-requisite ARCH 122

ARCH 207 (3 credits)

Advanced Methods and Materials of Construction

Detailed investigation of commercial construction systems with a more in-depth review of construction materials than introduced in the first year. Materials considered in a systems approach, including floor, wall, roof, glazing, and finish systems. Selected criteria of cost, installation, long-term material performance, limitations, and whole-building integration are identified for individual materials.

ARCH 212 (3 credits) Structural Systems

Historical development of structures. Includes the loads and stability of structures. Identifies various stresses, including tension, compression, shear, and bending. Looks at design requirements, characteristics, limitations, and rules of thumb utilizing wood, steel, and concrete systems; analyzes beams, columns, frames, trusses, and connection components and details in structural design.

ARCH 216 (3 credits) Site and Microclimate Design

Specifies site parameters and impact on building design from site investigation to finished project. Reviews initial design concerns, site vegetation, terrain, winds, waterways, solar access, and seasonal effects. Building design issues are landscaping, grading and drainage, site utilities, paving and roadways, and site amenities.

ARCH 257 (3 credits) Environmental Systems

Theory, history, design, and explanation of systems affecting building environmental quality. Includes review of plumbing, water, and sanitary systems; the options available in the selection of heating, ventilating, and air conditioning systems; and an energy overview (thermal control, heat load analysis, utilization of solar alternatives, and understanding of indoor air quality concerns). Electrical equipment requirements and loads, artificial and natural lighting and illumination criteria and fixtures are covered, as well as acoustical control construction practices and vertical transportation impact on building design.

ARCH 262 (3 credits) Life Safety and Building Codes

Philosophy and approaches to life safety, including fire protection systems and the impact of various types of construction on life safety. Traces evolution of building codes and analyzes the building code compliance of various hypothetical case studies. Covers means of egress and construction system assemblies. Reviews barrier-free design requirements and implication on project design.

ARCH 267 (3 credit) Architectural History and Theories of Design

Overview of architecture, from prehistoric to the 20th century and beyond, including Ancient, Middle Ages, Renaissance, Eastern, Colonial, and Modern. Stylistic characteristics of historical architecture reviewed and analyzed with specific concentration on American architecture. Includes history of urban design and the current changing face of the building environment, from city and suburb to farm.

ARCH 272 (3 credits) Individual Design Studio

Utilization of material learned throughout the previous three semesters. Students select commercial/institutional building type and design the entire building, from initial design concept to completion of construction documents. Students are responsible for building programming, square footage requirements, design concept, and integration of site, architectural, structural, mechanical, and electrical considerations. Finished project includes a written building program, construction drawings, outline specification, and presentation graphics.

ARCH 277 (3 credits) Group Design Studio

Project simulates a real-world approach to professional practice by involving the design of a hypothetical renovation and addition to an existing campus building. Small student teams are responsible for delegating all project tasks and monitoring project deadlines and completion dates. At the end, a group effort includes initial design concept, construction budget estimates, construction drawings, outline specifications, and presentation graphics.

ARCH 320 (3 credits) Understanding Greece: Art, Architecture History, Mythology

A twelve-day guided tour of architectural sites in Greece. The focus is on understanding the contribution of Greece to Western architecture. Studying architecture exposes students to the social, political, economic, and technological history of Greece. Introductory lectures prepare students before the course, which is offered at the end of the spring term.

ARCH 340 (3 credit) Understanding Italy's History through Its Art and Architecture

A ten-day guided tour of architectural sites in Italy. The focus is on understanding the contribution of Italy to Renaissance art and architecture. Studying art and architecture exposes students to the social, political, economic, and technological history of Italy. Introductory lectures prepare students before the course, which is offered during the spring break of the spring term.

ARCH 360 (3 credits) Understanding Spain's History through Its Art and Architecture

A ten-day guided tour of architectural and cultural sites of Spain. The focus is on understanding the contribution of Spain to world of art and architecture. Studying art and architecture exposes students to the social, political, religious, economic, and technological history of Spain. Introductory lectures prepare students before the course, which is offered during the spring break of the spring semester.

Automotive Technology

What is Automotive Technology?

Automotive Technology is designed to give students a basic understanding of automotive construction, theory of operation, and standard industry service and repair procedures. This instruction gives them not only the knowledge to perform vehicle service but to develop the skills necessary to diagnose unit malfunctions. Two of the most important skills that will be developed are problem solving and critical thinking.

A Graduate of this Program will be able to:

- Diagnose and repair common malfunctions of the following automotive systems: engine lubrication and cooling; brake, suspension, steering, wheels and tires, electrical (including wiring, batteries, starting, charging, and ignition), fuel, onboard electronics/computers, and engine assemblies; and power train components including manual and automatic transmissions and transaxles.
- Develop the knowledge and skills to operate the latest generation of computerized test and diagnostic equipment, including digital storage lab scopes, onboard scan tools, and a chassis dynamometer, as well as develop skills in the safe operation of a chassis dynamometer.
- Develop good basic shop habits, including demonstrating a good attendance record, punctuality, a willingness to work, and an ability to work with others as a team.
- Develop sound, basic, and safe automotive shop practice skills, including environmental protection.
- Apply basic laws of physics/scientific principles to automotive systems and components when performing in-shop testing exercises and diagnosing problems. This includes exam questions containing diagnostic questions.
- Record diagnostic testing data and reports using necessary mathematics; solve basic problems using elementary algebra.
- Locate and interpret technical data represented in shop repair manuals, diagnostic charts, and wiring diagrams. This data will be in hard print and/or various electronic media sources.
- Demonstrate good automotive shop management practices, including student management, customer relations, shop procedures, and writing repair orders.
- Prepare to take and pass the ASE automotive tests series after successful completion of this program and having at least one additional year of on-the-job experience in the particular area or areas that will be tested.
- Prepare to accept the challenge of continuous training in the automotive field, that is, learning to learn, which will be necessary to adapt to new technologies and to become a problem solver and a critical thinker.
- Obtain the Pennsylvania Auto Safety Inspection Certificate and the Pennsylvania Emissions tester certificate.

Martin Christian, Associate Professor

AAS: Thaddeus Stevens College of Technology
PA Vocational Certificate in Automotive Technology:
Penn State University
Certificate of State Inspection Instructor
PA Certificate of Emission Inspection Instructor PA
Certified Emission Repair Technician
ASE Certified Master Technician, A1-A8
ASE Certified Advanced Engine Performance Specialist L1
ASE Certified Master Engine Machinist
ASE Certified Heavy Truck Technician T2 and T6
ASE Certified Under Car Specialist
GM Certified Technician

Allen Fry, Instructor

Certificate in Automotive Technology from Penn State University
PA certificate of state inspection
ASE certified A4R Suspension and Steering
ASE certified A5R Brakes
ASE certified A6R Electrical/Electronic System G1R
Automotive Maintenance and Light Repair
GM Certified Technician

Jeffrey Gieniec, Instructor

BS: Eastern Mennonite University
AAS: Reading Area Community College Ford
Senior Master Technician
General Motors World Class Technician PA
Safety Inspector Class 1-4 PA Emissions Inspector
PA Emission Repair Technician
ASE G1, A1-A-8 and L1 Master Technician
ASE ETL Program Evaluator

Naaman Hedge, Instructor

AAS: Thaddeus Stevens College of Technology



Model Schedule for Automotive Technology

Semester 1

| | |
|--|----------|
| AUTO 106: Automotive Service Fundamentals | 2 |
| AUTO 111: Internal Combustion Engine Service* | 4 |
| AUTO 116: Chassis Service/Steering & Suspension | 3 |
| MATH 126: Technical Math I (or higher) | 3 |
| CIS 111: Intro to Computer Applications | 3 |

Semester 2

| | |
|--|----------|
| AUTO 156: Automotive Brake Systems | 3 |
| AUTO 161: Automotive Electrical/Electronic Principles | 4 |
| AUTO 166: Engine Electrical/Electronic Principles* | 4 |
| AUTO 171: Fuel and Emission Systems | 4 |
| PHYS 106: Physics for Everyday Life (or higher) | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---|----------|
| AUTO 206: Advanced Engine Diagnosis* | 3 |
| AUTO 211: Advanced Chassis Service* | 3 |
| AUTO 216: Independent Diagnosis and Repair | 3 |
| AUTO 223: Pennsylvania Safety Inspection/Enhanced Emissions Inspection Certification | 3 |
| ENG 221: Public Speaking OR | 3 |
| ENG 216: Technical Writing* | 3 |
| Humanities Elective | 3 |

Semester 4

| | |
|--|----------|
| AUTO 256: Heating and Air Conditioning | 2 |
| AUTO 261: Drive Train and Manual Transaxle Service | 3 |
| AUTO 266: Advanced Engine Computer Control Analysis | 3 |
| AUTO 271: Automatic Transaxle Service | 4 |
| AUTO 276: Fuel Injection Systems* | 3 |
| General Studies Elective | 3 |
| General Studies Elective | 3 |

Additional General Education Requirements

| | |
|---|----------|
| Health and Physical Education Elective | 1 |
|---|----------|

| | |
|----------------------|-----------|
| TOTAL CREDITS | 76 |
|----------------------|-----------|

** Prerequisite or Co-requisite Required. See Course Description.*

Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.

Automotive Technology (AUTO)

AUTO 106 (2 credits) Automotive Service Fundamentals

This course presents an overview of the automotive industry, including an introduction to the automobile and its systems. Jobs in the automotive service field are covered as are shop work and service information and how to find it. Electronic information systems Mitchell 1 and ALLDATA are utilized. Safety in the auto shop, including the proper use of basic hand and common power tools, is demonstrated. Environmental protection is taught, including recycling and the proper use and approved disposal methods of common automotive shop chemicals are discussed. Demonstrations and hands-on training in common automotive shop practices, such as tube flaring and thread construction and repair. Fasteners, including torque to yield, are thoroughly covered. Measurement systems, USC and metric, are discussed, including hands-on training using all common automotive precision measurement tools like micrometers, dial indicators, and torque wrenches. The theory and servicing of automotive rolling bearings are covered; wheel bearings are emphasized.

AUTO 111 (4 credits) Internal Combustion Engine Service

This course covers the basic theory, design, and operating fundamentals of spark ignition piston engines. Extensive mechanical testing and diagnostic procedures are demonstrated, including compression and vacuum testing utilizing wave form analysis with lab scopes. Power balance, including both intrusive and non-intrusive are demonstrated. Running and snap-throttle compression testing are featured. Methods to check valve timing on pushrod and overhead cam engines are demonstrated. Engine lubrication systems and automotive lubricants are studied; diagnostic and test procedures are performed. Engine cooling systems, theory, and standard service procedures are also included. Machining of engine components and restoring of all tolerances are covered. Cylinder head servicing is performed, and the three-angle cut method is used. Complete disassembly, all precession measurements, component servicing, resealing and reassembly on actual engines takes place.

Prerequisite: AUTO 106

AUTO 116 (3 credits) Chassis Service/Steering and Suspension

The basic theory and operating principles of automotive suspension and steering systems are studied; service, repair and diagnostic procedures are featured. Tire and wheel service and computer balancing are performed by students. The Hunter Road Force wheel balancer and vibration solver, Model 9700 is featured. Even the widest tires mounted on the newest custom wheels will be no problem when learning to use the Hunter Model TS3500 tire changer. The safe and proper method of airbag module handling is taught. Wheel alignment principles are covered, including both the simple basic maintenance wheel alignment and the more complicated diagnostic wheel alignment. Complex alignment factors such as tire scrub radius, included angle and steering axis inclination, is covered in depth. Hands-on tire and wheel servicing, pre-alignment inspections, and wheel alignment measurements are taken on live vehicles.

AUTO 156 (3 credits) Automotive Brake Systems

Modern automotive brake systems and their operating principles are studied and standard repair and service procedures are performed. Drum, disc/drum, and four-wheel disc systems are featured. Power-assist systems and parking brake systems are included. An introduction to the theory and servicing of antilock brake systems, including first generation Bosch type and the newest non-integral systems, are covered. Trouble code retrieval and onboard diagnostics using scan tools is featured.

AUTO 161 (4 credits) Automotive Electrical/Electronic Principles

The theory of electricity—including Ohm's Law, Kirchhoff's Law, series and parallel circuits, AC and DC current flow—is studied. Basic test meter procedures are featured, and solid state devices, integrated circuits, and on-board microcomputers are explained. Automotive wiring and common automotive accessory systems are studied, and servicing and repair procedures are performed. Automotive batteries, their construction, theory of operation, and standard service procedures are also included.

Hands-on extensive electrical system service is performed using digital volt ohm meters and automotive lab scopes. The PDI DVOM, the Fluke 98 Series II, Vetronix Master Tech, and the cutting-edge Vetronix MTS 5100/5200 lab/ignition scopes are all featured. Low resolution amp clamps from Fluke and Vetronix allows students to experience the latest diagnostics using the latest amp-ramping diagnostic procedures. New material has been incorporated into the electrical and fuel and emissions courses after the instructors attended drive ability training/seminars hosted by such nationally recognized gurus as Jim Linder, Linder Technical Services, Indianapolis; Bill Fulton, Ohio; Jerry Truglia, New York; Dan Marrinucci, Motor Magazine; and Mac Vanden Brink, Michigan.

AUTO 166 (4 credits) Engine Electrical/Electronic Principles

Cranking circuits and starter motors, charging systems, alternators and voltage regulators, and ignition systems (DIS & EI, including C.O.P./coil on plug) are studied. Simulators are featured to help students better understand system operation. Construction, theory of operation, standard service procedures, and system malfunction diagnosis are covered using the latest test equipment; the new Vetronix MTS 5100/5200 lab scope/engine analyzers, and the Fluke 98 series II is featured. Hands-on comprehensive testing procedures are performed on live vehicles. One of the major goals of this course is for students to gain skills in problem solving through the use of on-car testing and diagnostic procedures. This course culminates with each student performing comprehensive tests on the engine mechanical condition, battery, cranking system, charging system, and the complete ignition system. This is followed by a report analyzing good/bad results.

Prerequisite: AUTO 111

AUTO 171 (4 credits) Fuel and Emission Systems

The principles of fuel systems are studied. Fuel delivery systems and fuel pump testing are covered. The history of emissions control systems, from their inception up to the present, is included. Control system theory and operating principles are studied. Service and testing procedures are demonstrated, and on-car tests are performed on all the major emissions systems. The latest evaporative leak tester smoke machines that use nitrogen is used for training. Standard and feedback carburetor operating principles are still briefly covered. Introduction to alternative fuels, electric, and hybrid vehicles are presented. Highlights of the latest Pennsylvania Emissions Testing procedures is featured, and the groundwork of 5-gas diagnostic testing is laid.

AUTO 206 (3 credits) Advanced Engine Diagnosis

Covers the use of the Vetronix MTS 5100/5200 Engine Analyzer, Vacutec Leak Detector, and the Mustang Chassis Dynamometer. Theory-related instruction is given on 5-gas analysis and interpreting the results of the analyzer tests with special emphasis on how they relate to advanced diagnosis of ignition, carburetion, fuel injection, charging, cranking, and engine and emission control systems. Demonstrations on hookup and operation are followed by student practice on shop vehicles, and when possible, by repair of client vehicles.

Prerequisite: AUTO 166

AUTO 211 (3 credits) Advanced Chassis Service

The Hunter P611 four-wheel aligner featuring the DSP400 Series Sensors (cameras) and the DSP300 Series Sensors are used in this course. Theory-related instruction is given on alignment with special emphasis on 4-wheel alignment. Disc and drum brake machining along with applying non-directional finishes on the AMMCO brake lathe are covered. On-the-car rotor truing is covered featuring the Pro-Cut PFM-900 Smart Lathe. Demonstrations on hook-up and operation are followed by student practice on shop vehicles, and when possible, by repair of client vehicles.

Prerequisites: AUTO 116 and AUTO 156

AUTO 216 (3 credits) Independent Diagnosis and Repair

Opportunity to diagnose and make repairs on client vehicles in a simulated dealership atmosphere. Experience acting as shop forepersons, using and writing repair orders, ordering parts, and keeping track of hours on the job and using materials. All repairs relate to the courses taken.

AUTO 223 (3 credits) Pennsylvania Safety

Inspection/Enhanced Emissions Inspection Certification Pennsylvania Department of Transportation Vehicle Equipment and Inspection Regulation /Enhanced Emissions Inspector manuals are covered, as per state requirements. A demonstration of the proper procedure for performing a safety inspection on a vehicle is given. Students practice on shop vehicles. Each student is given the opportunity to take the Pennsylvania Safety Inspection written and performance tests along with the Enhanced Emissions written test and computer-based training/tactile test. The Commonwealth, upon satisfactory completion of these tests, will grant a license for each.

AUTO 256 (2 credits) Heating and Air Conditioning

Covers the theory of refrigeration and the operating principles of manual and automatic temperature control systems, with special emphasis on diagnosis, service, and repair. Refrigerant recovery, recycling, identification, and recharging techniques on R-12 and R-134a systems are covered in accordance with federal law. The Sun Air-Kare charging station, Everco EREC Recovery/Recycle station, and the Robinair Enivro Charge Combination are featured. Demonstrations given on hookup, operation, and servicing, followed by student practice on shop vehicles, training aids (clutch and seal replacement) and repair of client vehicles.

AUTO 261 (3 credits) Drive Train and Manual Transaxle Service

Basic operating principles of manual transaxles, differentials, clutches, and universal joints. C-V joints, drive axles, and drive shafts, along with diagnosis and basic service techniques. Demonstrations given on differential set-up, replacing universal and C-V joints, also clutch replacement and adjustment. Students practice disassembly, precision measurements, adjustments and assembly techniques on training aids and work on client vehicles when possible.

AUTO 266 (3 credits) Advanced Engine Computer Control Analysis

Sensor-related theory, testing procedures, and waveform analysis are studied. OBD-II theory and the related testing procedures are covered. How to use shop manuals to follow manufacturers' procedures for troubleshooting engine drivability problems on computer-controlled cars, along with lab scopes (Fluke 98 Series II), break out boxes, and the Master Tech 3100 hand-held scanner are used to recover trouble codes from the computer's memory and reading sensor stream data. Emphasis is placed on the diagnosis and the interpretation of the results. Students practice on shop vehicles and repair client vehicles when possible.

AUTO 271 (4 credits) Automatic Transaxle Service

Basic principles of automatic transmissions, including lock-up torque converters, diagnosis, and basic service techniques. Chrysler 40TE electronic transaxle theory is covered. Demonstrations given on pressure checks and shift points, using gauges and a chassis dynamometer. Students practice disassembly, precision measurements, testing, adjustments, and assembly techniques on training aids. Where possible, repair on client vehicles is included.

AUTO 276 (3 credits) Fuel Injection Systems

The basic operating principles of the Bosch mechanical fuel injection system along with Chrysler and G.M. throttle body and port systems are covered in this course. Special emphasis is placed on diagnosis and service techniques. The EMI-TECH fuel system analyzer is featured. Cleaning a fuel injection system on the vehicle is covered featuring the Bilstein EFI-800 fuel system service center. Students practice on shop vehicles and work on client vehicles when possible.

Prerequisite: AUTO 171

Business Administration

What is Business Administration?

All employers need highly skilled business personnel to keep their operations running smoothly and successfully. Dynamic careers in business are available in virtually every sector of the economy. Job openings are plentiful, working conditions are comfortable, and opportunities for advancement are within reach for those with a two-year degree.

The Business Administration program at Thaddeus Stevens College provides students with the marketable skills, academic background, and experience required to meet the needs of the workforce or transfer to a four-year university. The broad-based curriculum is designed to prepare recent high school graduates or those re-entering the workforce to reach their full potential in many varied business fields. Faculty are focused on training students to manage rapidly changing technology, to lead and motivate others, to prepare and analyze financial information, and to succeed in the global marketplace. Entry-level job titles for recent graduates include sales and service account manager, accounts payable and receivable clerk, administrative assistant, public relations coordinator, operations coordinator, small business owner, human resources assistant/specialist, and facility supervisor.

A Graduate of this Program will be able to:

- Demonstrate excellent communication skills, including the ability to speak and write clearly and effectively, especially for the business setting.
- Demonstrate an understanding of emerging online technologies and trends and their influence on the electronic commerce marketplace.
- Use critical thinking and mathematical skills to analyze and solve accounting and business math problems.
- Demonstrate advanced keyboarding skills as well as spreadsheet, database management, word processing, and presentation applications.
- Assess and influence behavior among peers, subordinates, and managers; work well as an individual, in groups, and on teams.
- Demonstrate an understanding of the marketer's tasks and knowledge in the principles of how those tasks can be accomplished.
- Investigate the basic practices and principles involved in the administration of a modern business, and evaluate various career paths that may be pursued.
- Predict managerial success by studying the primary theories, principles, and processes of management.
- Demonstrate an understanding of the judicial process and business law in areas such as leases, contracts, and employment law, and how they impact various forms of business organizations.
- Display a general knowledge of the social sciences and understand their effect on the workforce and society.

Danielle Fox, Associate Professor

BBA: Temple University

MBA: LaSalle University

Bronwyn Laughner, Instructor

BA: Lycoming College

MBA: Bloomsburg University of Pennsylvania

PhD: Robert Morris University (Pittsburgh)



Model Schedule for Business Administration

Semester 1

| | |
|--|---|
| BUAD 117: Introduction to Business | 3 |
| BUAD 157: Principles of Marketing | 3 |
| BUAD 160: Principles of Management | 3 |
| BUAD 166: Business Computer Applications I | 3 |
| MATH 137: Intermediate Algebra (or higher) | 3 |
| General Studies Elective | 3 |

Semester 2

| | |
|---|---|
| BUAD 180: Intro to Corporate Finance | 3 |
| BUAD 190: Intro to Supply Chain Management | 3 |
| BUAD 257: Electronic Commerce | 3 |
| BUAD 266: Business Computer Applications II | 3 |
| Data Analytics* | |
| Science Elective | 3 |
| ENG 106: Composition | 3 |

Semester 3

| | |
|--|---|
| BUAD 201: Accounting Principles I | 4 |
| BUAD 214: Introduction to Law and Business Law | 4 |
| BUAD 222: Organizational Behavior | 4 |
| BUAD 230: Introduction to Business Ethics | 1 |
| MATH 150: Elements of Statistics | 3 |
| ECON 230: Microeconomics | 3 |

Semester 4

| | |
|---|---|
| BUAD 251: Accounting Principles II* | 4 |
| BUAD 268: Human Resources Management | 4 |
| BUAD 271: Business Skills Lab | 1 |
| BUAD 277: Business Communications | 4 |
| ECON 240: Macroeconomics | 3 |
| ENG 221: Public Speaking | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |

TOTAL CREDITS 75

* Prerequisite or Co-requisite Required. See Course Description.
Students may not take CIS 111 or 211 since this material is covered in BUAD 166 and 266

Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed

Business Administration (BUAD)

BUAD 117 (3 credits) Introduction to Business

This course is designed to introduce students to the primary fields of business and to inform them of the various career paths that they may pursue. The basic principles, forms, and practices involved in the administration of a modern business are examined.

BUAD 157 (3 credits) Principles of Marketing

An interactive approach to guide students in becoming better business people. The skills and responsibilities of planning, producing, pricing, promoting, and distributing are presented as an art and a science through realistic marketing situations and case studies.

BUAD 160 (3 credits) Principles of Management

This course is designed to prepare BUAD students for management success by studying the primary theories, principles and processes of management. Students will gain valuable insight in issues such as leadership, planning and control, problem solving and creativity, organizational culture and change, ethics and social responsibility, and working in and managing groups.

BUAD 166 (3 credits) Business Computer Applications I

Microsoft Office programs (Excel[®], Access[®], PowerPoint[®], and Outlook[®]) are studied in order for students to develop intermediate skills in spreadsheet, database, e-mail, and presentation applications.



BUAD 180 (3 credits) Introduction to Corporate Finance

This course will cover the fundamental principles of Corporate Finance and explore how companies raise funding, structure capital, and manage investments to maximize stakeholder returns. Students will learn about analyzing cash flows, investing in stocks and bonds, evaluating risk and return, and capital budgeting.

BUAD 190 (3 credits) Introduction to Supply Chain Management

Introduction to the principles of Supply Chain and Operations Management underlying business today. This course is designed to provide students with an understanding of product and process design, inventory management, logistic networks, demand planning, sales and operations planning, material planning, project management, and sustainability.

BUAD 201 (4 credits) Accounting Principles I

Introduction to the principles of accounting, the accounting cycle, the interpretation and recording of financial data, and the summarizing and reporting process. Emphasis is on the sole proprietor of a business. This course provides a foundation for further study in the accounting field.

BUAD 214 (4 credits) Introduction to Law and Business Law

Designed to give students an introduction to the sources of law, judicial process, and an overview of laws including criminal law, tort law, property law (including personal property, real estate, and landlord-tenant law), and wills, estates, and trusts. Also provides a basic understanding of contracts, sales and leases of goods, secured transactions, agency and employment law, and forms of business organizations.

BUAD 222 (4 credits) Organizational Behavior

This course is a study of workplace behaviors, structures, and processes. Self-analysis and reflection are practiced in small groups through case studies, surveys, and discussion. Motivational theories and leadership styles are surveyed; decision making and business designs and cultures are investigated.

BUAD 226 (1 credit) Business Skills Lab

Accounting lab for working individually and in groups to complete accounting problems and worksheets. Additional assignments in related business coursework due weekly.

BUAD 251 (4 credits) Accounting Principles II

This course is a continuation of Accounting Principles I. Analysis and discussion of more complex financial concepts and statements are conducted.

Prerequisite: BUAD 201

BUAD 257 (3 credits) Electronic Commerce

Overview of emerging online technologies and trends and their influences on the electronic commerce marketplace. Explores nature and impact of e-commerce on business operations, resources, and management. Upon completion of the course, students will have a firm grasp of global e-commerce business trends and the technologies required to implement them.

BUAD 266 (3 credits) Business Computer Applications II – Data Analytics

Students will learn to examine data, ask the right questions, perform data analysis, and report the results to enhance business decision making. Students will learn data analytics and data visualization skills, along with a mastery of programs such as Microsoft Excel® and Power BI®, and Tableau©. Excel lessons will build on skills learned in BUAD 166 and prepare students to take the Microsoft certification at the intermediate level (MOS Excel©).

Prerequisite: BUAD 166

BUAD 268 (4 credits) Human Resources Management

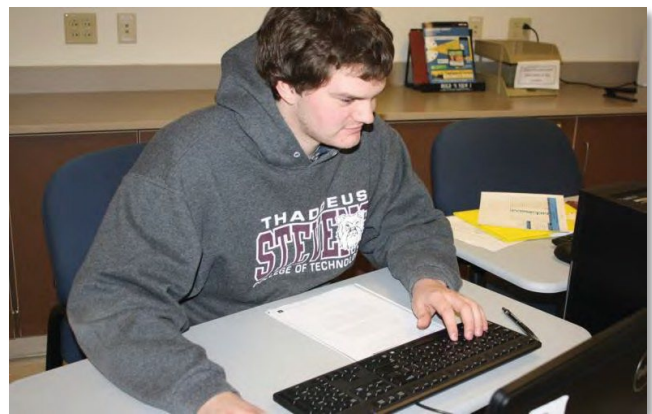
This course prepares students to work in administrative and management positions and serves as a basis of further study in the field of human resources management. In accordance with suggested Society for Human Resource Management (SHRM) guidelines, both personal competencies and business policies are addressed in this course.

BUAD 271 (1 credit) Business Skills Lab

Learn the fundamentals of QuickBooks, a popular accounting software, which is used in many small businesses. This program provides an opportunity to reinforce fundamental accounting principles and to learn a computerized approach to handling business transactions.

BUAD 277 (4 credits) Business Communications

A practice in writing, revising, and editing business communications, including memos, business letters, e-mail messages, reports, web-based information, and job search documents. The ability to convey information in a clear, concise manner is developed along with critical thinking and communication skills.



Cabinetmaking & Wood Technology

What is Cabinetmaking and Wood Technology?

Repeated surveys of the woodworking industry have revealed the number one concern facing the industry for the 21st century is the lack of skilled and motivated workers.

There is a continual need in the furniture, kitchen cabinet, and architectural millwork industries for persons possessing the skills and knowledge required to produce high quality wood products.

The Cabinetmaking and Wood Technology program is committed to continually providing students with the skills and knowledge required for rewarding jobs in the various woodworking industries. Based upon the belief that students learn best by working on projects, this program is strongly project-oriented.

Hence, students will produce several pieces of fine furniture after which they will further develop and display their skills by producing an advanced wood project of their choosing. Through the use of the College's housing project, students will also learn to list and produce all the millwork items required for a residential house. Additionally, students will design, produce, finish, and install a complete kitchen. Through the use of lectures, demonstrations, and the above projects, the program faculty feel they can best prepare students for careers in any of the three major woodworking fields: fine furniture, architectural millwork, and kitchen cabinetry.

A Graduate of this Program will be able to:

- Identify nomenclature and the proper use of hand and portable power tools.
- Apply the knowledge of wood as a material in the proper construction of various fine furniture projects.
- Demonstrate safe practice in the use and setup of trade machinery.
- Demonstrate skill in the use of drafting equipment in order to produce shop drawings.
- Read shop blueprints to develop accurate material lists.
- Demonstrate knowledge of finishing materials along with the skills required for wood finishing including the following: wood preparation, wood coloring using various stains, and top coating using oil finishes, shellacs, varnishes, and lacquers.
- Demonstrate the ability to list and prepare millwork items required for various building projects.
- Demonstrate proficiency in grinding knives for the shaper and moulder and the setup of machines for production.
- Demonstrate the ability to produce jigs and fixtures required for production work.
- Demonstrate the skills and knowledge necessary for kitchen layout, design, construction, and installation.
- Develop the skills and knowledge required for producing various types of countertops.
- Develop a strong work ethic along with the ability to work independently and as a contributing member of a team.

Evan Germann
 BFA: University of Kansas
 AAS: Thaddeus Stevens College of Technology
 Lancaster Chapter of the PA Guild of Craftsmen

Jeremiah Polynone, Instructor
 BS: Millersville University
 AAS: Thaddeus Stevens College of Technology AWI
 Central PA Chapter Board Member
 Furniture Society Member
 Lancaster Designer Craftsmen
 Lancaster Chapter of the PA Guild of Craftsmen



**Model Schedule for
 Cabinetmaking & Wood Technology**

| | |
|--|-----------|
| Semester 1 | |
| CABM 106: Hand Tools and Portable Power Tools | 4 |
| CABM 111: Furniture Construction I | 4 |
| CABM 117: Finishing I | 2 |
| CABM 121: Related Drawing I | 2 |
| †MATH 126: Technical Math I (or higher) | 3 |
| CIS 111: Intro to Computer Applications | 3 |
| Semester 2 | |
| CABM 151: Advanced Machinery* | 3 |
| CABM 156: Furniture Construction II* | 4 |
| CABM 162: Finishing II* | 2 |
| CABM 166: Job Management* | 1 |
| CABM 171: Related Drawing II* | 2 |
| CIS 105: Drawing with AutoCad | 3 |
| MATH 132: Elementary Geometry (or higher)* | 3 |
| Semester 3 | |
| CABM 206: Advanced Wood Project* | 6 |
| CABM 211: Machine Maintenance* | 1 |
| CABM 221: Architectural Millwork* | 4 |
| CABM 226: Custom Woodworking Cutters* | 1 |
| ENG 106: English Composition | 3 |
| Science Elective | 3 |
| Semester 4 | |
| CABM 251: Shop Operations and Management* | 1 |
| CABM 261: Kitchen Cabinet Planning and Estimating* | 3 |
| CABM 263: Kitchen Cabinet Construction* | 4 |
| CABM 265: Cabinet Installation* | 2 |
| CABM 267: Countertop Fabrication* | 2 |
| Humanities Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |
| General Studies Elective | 3 |
| TOTAL CREDITS | 73 |

* Prerequisite or Co-requisite Required. See Course Description.

Cabinetmaking and Wood Technology (CABM)

CABM 106 (4 credits) Hand Tools and Portable Power Tools

Students study the wide variety of hand tools, building a thorough foundation in hand tool usage, maintenance, and sharpening. They will learn the basics of hand joinery and develop an understanding for the capabilities and proper usage of portable power tools. This knowledge will be applied to various projects.

CABM 111 (4 credits) Furniture Construction I

This course provides a foundation for the construction of various types of cabinetry and furniture. The course includes an overview of wood characteristics and joinery methods, assembly, abrasives, adhesives, and veneering basics. Machinery maintenance, safety, and usage is stressed as well. Construction projects will aid in developing an understanding of the subject matter.

CABM 116 (2 credit) Finishing I

This class focuses on surface preparation and the proper use of finish materials. Various methods of application, including wiping, brushing, and spraying, is addressed. During this introductory course, students apply a wax, shellac, and lacquer finish on the projects completed in class.

CABM 121 (2 credits) Related Drawing I

An introduction to basic blueprint reading and drafting techniques applicable to the cabinetmaking profession.

CABM 151 (3 credits) Advanced Machinery

This course teaches the proper set-up and use of the hollow-chisel and slot mortiser, shaper, single-end tenoner, wide-belt sander, and panel saw. The course also provides an in-depth look at the various types of cutters and cutter-heads available for the shaper. Additional machines are added to fit project requirements and available time.
Prerequisite: CABM 106, CABM 111, and CABM 117

CABM 156 (4 credits) Furniture Construction II

Students take a more in-depth look at wood properties, joinery, and construction methods. An emphasis is placed on precision machining techniques and strategies for producing molding and other furniture and case components. Other topics include door and drawer construction and styles, hardware and its applications, and an introduction to furniture styles and types. The construction of various furniture projects help solidify the subject matter.
Prerequisite: CABM 106, CABM 111, and CABM 117

CABM 162 (2 credit) Finishing II

The finishing course involves the final preparation of wood surfaces and the selection and application of appropriate finishing materials. Topics include dyes and pigmented stains, a variety of sealers and top-coating materials, as well as spray finishing techniques.
Prerequisite: CABM 116

CABM 166 (1 credit) Job Management

This course provides an overview of estimating, cost analysis, and methods of job documentation. Students maintain daily time cards as well as job folders for their various furniture projects. Job folders contain drawings; route and cut sheets; time and cost analysis sheets; bill of materials; materials invoice; and a finishing schedule.
Prerequisite: CABM 111

CABM 171 (2 credits) Related Drawing II

A further study into basic blueprint reading and drafting techniques applicable to the cabinetmaking profession as introduced in CABM 121.
Prerequisite: CABM 121

CABM 206 (6 credits) Advanced Wood Project

From an existing plan of their choice, students construct and finish advanced pieces of furniture. This course emphasizes individual planning and problem solving. Students construct their own jigs and fixtures as well as machine set-ups. All projects require an existing set of plans and the approval of the instructor before starting. Students are responsible for supplying the necessary materials, hardware, and finishing supplies required for the project.
Prerequisites: CABM 111, CABM 151, CABM 156, and CABM 162

CABM 211 (1 credit) Machine Maintenance

To develop the skills necessary to grind jointer and planer knives, sharpen shaper cutters, and clean and lubricate a variety of common woodworking machines.
Prerequisite: CABM 151

CABM 221 (4 credits) Architectural Millwork

This course exposes students to the field of custom architectural millwork. Emphasis is placed on students developing an understanding of the Architectural Woodworking Quality Standards as developed by the Architectural Woodwork Institute. A large portion of the course is devoted to live work in which students produce the millwork items required for the housing project and other related campus work.

Prerequisites: CABM 111, CABM 151, and CABM 156

CABM 226 (1 credit) Custom Woodworking Cutters

Students learn how to design, draw, make a template, and grind two matching cutters for the shaper and the moulder.

Prerequisites: CABM 111, CABM 151, and CABM 156

CABM 251 (1 credit) Shop Operations and Management

This course stresses the fundamentals of ordering, purchasing, estimating, scheduling production, and general management techniques.

Prerequisite: CABM 151

CABM 261 (3 credits) Kitchen Cabinet Planning and Estimating

Students learn how to plan, draw, estimate the cost, and list the materials and supplies for the kitchen cabinets and vanities that are used in the housing project.

Prerequisites: CABM 121 and CABM 171

CABM 263 (4 credits) Kitchen Cabinet Construction

As follow-up to CABM 261, this course emphasizes the machining, construction, and finishing of the kitchen cabinets, vanities, and trim used in the housing project.

Prerequisites: CABM 111, CABM 151, CABM 156, and CABM 206

CABM 265 (2 credits) Cabinet Installation

This course involves site preparation and the installation of kitchen cabinets and bathroom vanities. Emphasis is placed on the installation manuals of the National Kitchen and Bath Association (NKBA).

Prerequisites: CABM 106 and CABM 263

CABM 267 (2 credits) Countertop Fabrication

This course involves the fabrication of high pressure plastic laminate and solid surface countertops. Exposure to other types of countertop materials is included.

Prerequisite: CABM 106



Carpentry Technology

What is Carpentry Technology?

The Carpentry Technology program provides carpentry students with a positive and professional experience. By using the most up-to-date equipment and the newest technology, program faculty always strive to run parallel with the present-day building industry. Students receive 2 years of excellent training that sufficiently prepares them for the residential and light commercial construction workforce.

A Graduate of this Program will be able to:

- Write clear, concise, legible, and accurate technical reports and be skilled in oral communication related to the construction industry.
- Demonstrate the basic manipulative skills of the trade that are necessary in laying out work, planning, erecting, and framing.
- Interpret and prepare plans, drawings, codes and specifications, lines, symbols, and abbreviations on working drawings or blueprints.
- Analyze specifications and contract drawings as well as make accurate quantity take-offs and labor estimations to develop an estimated construction cost for a building project.
- Demonstrate the ability to lay out and erect a platform or western frame structure.
- Demonstrate basic knowledge and skill in masonry and in the concrete construction trade.
- Describe various types of materials and methods available to the construction trade.
- Describe business organization, financing, labor relations, selling, pricing, customer service, management, and other business principles.
- Describe the complexity of the building construction industry, the interrelationships of the various trades, and methods of communication and coordination among all trades and professions within the industry.
- Encourage the practice of staying current with any new technology or codes related to the building industry.

Timothy B. Draper, Instructor

AAS: Thaddeus Stevens College of Technology
Occupational Safety and Health Administration
(OSHA): Construction Safety & Health Certificate

Daniel McCord, Instructor

BS: Millersville University of Pennsylvania

Daniel B. Noel, Assistant Professor

BS: Lancaster Bible College
AST: Williamson Free School of Mechanical Trades
NCCER Certified Instructor Carpentry Level 4
Occupational Safety and Health Administration (OSHA):
Construction Safety & Health Certificate

Gary Schmaltz, Instructor

Vocational 1 & 2 Certifications: Temple University
Owens Technical College Architectural Drafting



Model Schedule for Carpentry Technology

Semester 1

| | |
|--|---|
| CARP 106: Hand Tools and Power Tools | 3 |
| CARP 111: Building Materials | 3 |
| CARP 116: Site Work and Foundations I | 3 |
| CARP 182: Construction Drawings and Blueprint Reading | 3 |
| MATH 126: Technical Math I (or higher) † | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|---|
| CARP 157: Floor, Wall, and Ceiling Framing | 3 |
| CARP 161: Stair Construction | 2 |
| CARP 166: Roof Framing and Materials | 3 |
| CARP 178: Exterior and Interior Finish | 4 |
| CIS 111: Intro to Computer Application | 3 |
| MATH 132: Elementary Geometry (or higher)* | 3 |

Semester 3

| | |
|-------------------------------------|---|
| CARP 208: Floor Construction | 3 |
| CARP 209: Wall Construction | 3 |
| CARP 218: Roof Construction | 3 |
| CARP 219: Thermal Insulation | 1 |
| CARP 222: Exterior Finish and Trim | 2 |
| ENG 216: Technical Writing* OR | |
| ENG 221: Public Speaking | 3 |
| BUSN 106: Small Business Management | 3 |

Semester 4

| | |
|---|---|
| CARP 227: Drywall Installation and Finish | 2 |
| CARP 257: Stair Trim | 2 |
| CARP 267: Interior Finish and Trim | 3 |
| CARP 272: Site Work and Foundations II | 2 |
| CARP 276: Residential Remodeling | 3 |
| Humanities Elective | 3 |
| Science Elective | 3 |

Additional General Education Requirements

| | |
|--|---|
| Health and Physical Education Elective | 1 |
|--|---|

TOTAL CREDITS 73

** Prerequisite or Co-requisite Required. See Course Description.*

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 132, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Carpentry Technology (CARP)

CARP 106 (3 credits) Hand Tools and Power Tools

This course is a general introduction to the basic tools that are used by a carpenter with an emphasis on safety, proper usage and procedures, and various applications that are most commonly used in the carpentry trades.

CARP 111 (3 credits) Building Materials

Covering the wide range of building materials used in carpentry, this course examines the many different types of wood products, including engineered lumber and the newest technology of steel framing. Proper procedures for estimating these building materials and the variety of fastening materials are also discussed and practiced.

CARP 116 (3 credits) Site Work and Foundations I

In this course, students learn how to set up and operate the transit level and laser level. Building layout and excavation of residential construction will be explained, with particular emphasis on building stake-off. Types of footers, foundations, and concrete forming are also explored. Students will be challenged to practice proper building site layout, constructing concrete stair and sidewalk forms, and installing the form-a- drain system.

CARP 157 (3 credits) Floor, Wall, and Ceiling Framing

With a strong emphasis on platform framing, students will examine and demonstrate the proper methods of constructing subfloors, walls, and ceilings in the framework of residential and light commercial construction. This includes discussing the basic components and construction methods of light- gauge steel framing.

CARP 161 (2 credits) Stair Construction

Students learn the different types of stairways and all parts pertaining to them. They also learn how to calculate, lay out, and construct stairway stringers with their proper landings, risers, treads, and railings.

CARP 166 (3 credits) Roof Framing and Materials

The different types of roof systems and all the material members that are involved in the different roof types are discussed. Students learn theoretically how to calculate rafters to fit their proper situations and practice laying out and cutting common and hip rafters.

CARP 178 (4 credits) Exterior and Interior Finishes

In this course, students will study and practice installing various types of exterior and interior finish material for residential construction. Exterior finish will include installation procedures for: roofing; siding; soffit; windows and doors; and aluminum trim. Interior finish will include techniques for: hanging drywall; installing prehung doors and door trim; applying trim around a window unit; and other common trim materials.

CARP 182 (3 credits) Construction Drawing and Blueprint Reading

In this course students will learn the proper techniques necessary to dissect a set of residential blueprints and develop a broad understanding of the language of construction drawings. We will also become involved in duplicating, through the process of mechanical architectural drafting, a few select detailed residential section drawings, with each having different drafting scales.

CARP 208 (3 credits) Floor Construction

Covers both dimensional and engineered lumber applications. To meet current building designs and codes, students perform installation from a detailed blueprint for sill plates, joists, joist hangers, stair beams, sub flooring, and stair stringer construction.

CARP 209 (3 credits) Wall Construction

Covers both dimensional and engineered lumber applications. To meet current building designs and codes, students perform installation and layout from a detailed blueprint for wall plates, stud size and spacing, header design and size, and rough opening sizes for window and door schedules.

CARP 218 (3 credits) Roof Construction

Covers engineered trusses and hand-framed rafters with ceiling joists. The students become familiar with the installation and design criteria of an engineered truss including detailed truss drawings for field applications and the codes applying to field modifications. Students perform layout, cutting, and installing roof rafters from a detailed blueprint including proper ceiling joists, collar ties, and gable overhang construction and codes. Students install roof sheeting and fascia boards.

CARP 219 (1 credit) Thermal Insulation

Covers the various types of insulation for thermal, noise, and fire protection. Ventilation baffles, vapor barriers, and types of loose fill insulation are detailed. Students perform installation of insulation for wall, ceiling, and fire-stop applications.

CARP 222 (2 credits) Exterior Finish and Trim

Covers the exterior materials used for siding, roofing, flashing, and aluminum trim. Using accepted methods, students perform siding, soffit, fascia, and fiberglass shingle applications, including proper flashing and counter flashing techniques.

CARP 227 (2 credits) Drywall Installation and Finish

Covers the types and sizes of drywall installed in construction, as well as proper hanging and finishing. Site techniques are covered. Students perform installation and finishing methods for standard applications.

CARP 257 (2 credits) Stair Trim

Covers the variety and designs of interior custom stair trim. Students are instructed in the different stair designs, building codes and the perspective trim applications. Students install custom stair trim for an open stair and box stair designs including over the tread skirt board applications.

CARP 267 (3 credits) Interior Finish and Trim

Covers the various interior painting and staining finishes. The proper wood types and species, finishing methods, and applications are detailed. Details of interior pre-hung doors, window trim including extension jambs and sills are covered. Students perform the installation of a standard trim package.

CARP 272 (2 credits) Site Work and Foundations II

Covers the details associated with site preparation and foundation inspections for a new building. Specifics are for lot size, set back, right of way, and building location. Work includes using various instruments for batter board installations, excavation of foundation, locating footer elevation, and forming and pouring footers. Locating forming, and pouring of sidewalks and exterior porches.

CARP 276 (3 credits) Residential Remodeling

Covers the details and techniques used for residential remodeling and restoration. Students perform demolition, and repair and update existing structures to current building codes. The topics covered can include kitchens, bathrooms, flooring and exterior finishes.



Civil Engineering Construction Technology

What is Civil Engineering Construction Technology?

The heavy civil engineering construction profession is a dynamic industry that has untapped potential for career advancement, including transformational financial growth. If you like to work outside with your hands, with innovative technology and equipment, civil construction will provide you with countless opportunities. In addition, there will be opportunities for field experience with a summer on-the-job internship.

The Civil Engineering Construction Technology (CECT) program is committed to provide students with a broad range of skills necessary to thrive, and work in an industry that has been around since early civilization. This industry sector continues to grow, offering job security in a wide range of positions, a meaningful career, and an opportunity to help build our country's infrastructure. The combination of theory, and hands-on in both a lab and field portions of this program will allow students to develop the skills to work in the construction of roadways, municipal and state infrastructure, underground utilities, energy, horizontal site development, materials production and application, and construction of water and wastewater infrastructures. Students will learn how to use and make the most of today's innovations, so you will be prepared when you enter the industry full time. Upon completion of the program, graduates will find a wealth of employment opportunities to invest your future, to build a better America.

A Graduate of this Program will be able to:

- Identify the different types of heavy civil construction projects that include earth moving operations, transportation, infrastructure, utility installation, material production, transportation, water and wastewater plant work, and site development;
- Learn and describe the regulations that impact employee job site safety;
- Demonstrate the ability to read and interpret construction documents including drawings, details, materials, specifications, quality standards and apply to field work,
- Demonstrate pipe work installation skills using different pipe products;
- Explain the importance of pipe work as it relates to underground infrastructure;
- Interpret blueprints, benchmarks, elevations, scaling, survey, and apply this information in civil construction projects;
- Explain material production and uses for asphalt, concrete, aggregates, and precast as well as modes for transporting these products;
- Acquire leadership skills, business communications, basic construction finance to become both an internal and external leader for an organization;
- Differentiate heavy equipment types based on usage, weight, classification, safety, and maintenance;
- Demonstrate skills in quality control using best practice, inspection methods involving civil construction projects;
- Demonstrate good oral communication skills, speak logically, and use various types of oral and written communication techniques to promote sound business, and employer-employee relationships.

Mitch Kauffman, Instructor
BS: Kutztown University

Steve Simes, Instructor
AAS: Thaddeus Stevens College of Technology



Model Schedule for Civil Engineering Construction Technology

SEMESTER 1

| | |
|---|---|
| CIVL 101: Principles of Civil Engineering Construction Technology | 3 |
| CIVL 105: Job Site & Traffic Safety | 3 |
| CIVL 110: Construction Drawings, Site Plans, Specifications | 3 |
| CIVL 115: Construction Survey I* | 3 |
| ENGLISH 106: English Composition | 3 |
| MATH 126: Technical Math I (or higher) | 3 |

SEMESTER 2

| | |
|---|---|
| CIVL 150: Erosion & Sediment Control | 3 |
| CIVL 155: Utility Installation I* | 3 |
| CIVL 160: GPS Fundamentals* | 3 |
| CIVL 165: Construction Survey II* | 3 |
| MATH 132: Elementary Geometry (or higher) | 3 |
| CIS 105: Drawing with Auto Cad | 3 |

SEMESTER 3

| | |
|---|---|
| CIVL 205: Earthwork Fundamentals* | 3 |
| CIVL 210: Engineering Materials and Processes* | 3 |
| CIVL 215: Utility Installation II* | 3 |
| CIVL 220: Site Grading Designs and Grading Types* | 3 |
| ENGLISH 216 Technical Report Writing OR ENGLISH 222 Public Speaking | 3 |
| Science Elective | 3 |

SEMESTER 4

| | |
|---|---|
| CIVL 255: Leadership, Ethics, and Legal Issues in Construction Management | 3 |
| CIVL 260: Cost Estimating, Project and Field Construction Management* | 3 |
| CIVL 265: Structured Concrete Operations* | 3 |
| CIVL 270: Asphalt Paving Operations Humanities Elective* | 3 |
| General Studies Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |

TOTAL CREDITS 74

* Prerequisite or Co-requisite Required. See Course Description.

Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Civil Engineering Construction Technology (CIVL)

CIVL 101 (3 credits) Principles of Civil Engineering Construction Technology

This course, principles of Civil Engineering Construction Technology, while incorporating scientific principles serves as an introduction to the civil construction industry. The history of the industry's impact on society, past and present has met and will continue to meet our needs well into the future. This acceleration of technology has created one of the most emerging construction career fields in our nation.

CIVL 105 (3 credits) Job Site and Traffic Safety

This course is designed for students to gain knowledge and technical skills related to best practices for jobsite safety. This includes following all personal protective equipment (PPE), Occupational Safety & Health Administration (OSHA), Mine Safety & Health Standards (MSHA), Department of Transportation (DOT), Maintenance of Traffic Control Devices (MUTCD), and underground utility regulations. Applications will include verbal and nonverbal communication, work zone safety, and injury prevention.

CIVL 110 (3 credits)

Construction Drawings, Site Plans, Specifications

This course provides an overview of construction drawings, plans, details, takeoffs, survey, redlines, cut/fills, conflicts, design issues involving a construction project. Emphasis will be placed on applications for reading and interpreting construction drawings in the field, while ensuring materials, scaling, and specifications complying with local, state and federal requirements.

CIVL 115 (3 credits) Construction Survey I

This course introduces the history of surveying, use of state-of-the-art equipment and blueprint reading. Students will use survey equipment to layout the jobsite prior to the start of construction. Applications will include reading and understand blueprint.
Prerequisite: CIVL105

CIVL 150 (3 credits) Soil and Erosion Control

This course introduces the history and evolution of erosion & sediment (E&S) control for construction projects. National standards for earth disturbing construction has been determined by the National Pollutant Discharge Elimination System (NPDES). Students will practice construction standards that have improved the quality of tributary streams, wetlands, environment, water quality, and the Chesapeake Bay ecosystem.

CIVL 155 (3 credits) Utility Installation I

This course introduces the history of utility installation, as well as new technology and advancements. The course introduces the basics of utility installation, materials and tools needed for utility construction. As well as construction including sanitary and storm sewer, water, gas, electric and communication lines.
Prerequisite: CIVL105 and CIVL 110

CIVL 160 (3 credits) Global Positioning System Fundamentals

This course introduces the history and evolution Global Positioning Systems (GPS) technology and its application to civil construction projects. This is an intensive course that builds upon Construction Survey I.
Prerequisite: CIVL105 and CIVL 110

CIVL 165 (3 credits) Construction Survey II

This course builds upon Construction Survey I. Applications includes utilization of construction drawings and equipment including GPS, modeling, drones, total stations, and lasers to layout a construction project.
Prerequisite: CIVL105 and CIVL 115

CIVL 205 (3 credits) Earthwork Fundamentals

This course introduces the history and evolution of earthwork operations. Students will learn differences in soil characteristics, work ability, and treatment for certain soil characteristics. Students will also learn about equipment applications used in earthwork operations.
Prerequisite: CIVL105 and CIVL 110

CIVL 210 (3 credits) Engineering Materials Processes

This course introduces the history and evolution aggregate production, usage and application. Students will also learn usage and manufacturing of aggregate, concrete asphalt, and DOT specifications.
Prerequisite: CIVL105

CIVL 215 (3 credits) Utility Installation II

This course builds on learning in Utility Installation I. Students will learn best practices of safe assembly and installation various types of pipe. Students will understand step-by-step application to assemble pipe per manufacture specifications in excavated trenches.
Prerequisite: CIVL105 and CIVL 155

CIVL 220 (3 credits) Site Grading Designs & Grading Types

This course builds upon Earthwork Fundamentals I. Students will be involved with crew and equipment package setup and planning for efficiency, involved in costs, and production calculations.
Prerequisite: CIVL105, CIVL 110, and CIVL 165

CIVL 255 (3 credits) Leadership in Construction Management, Ethics and Legal Issues

This course will cover a broad range of services construction companies provide to their employees, clients, and general public. The four fundamental principles will include: ethical practice, legal practice, professional excellence, and responsibility to the employee, client, and general public. In addition, students will learn personal leadership styles, good communication and presentation skills, working in a team environment in diverse organizational context.

CIVL 260 (3 credits) Cost Estimating, Project and Field Construction Management

This course is designed to train students the job estimating fundamentals to determine project construction costs. Construction estimating is tedious, time-consuming and requires a high level of skill. In addition, students will learn to impact of quality management systems (QMS) for company profitability.

Prerequisite: CIVL110 and CIVL 210

CIVL 265 (3 credits) Structured Concrete Operations

This course introduces the history and evolution concrete. Students will learn materials in concrete production processes, and, transporting from plant to jobsite, and placement applications in the construction industry. Emphasis will be place on hands-on preparation, formwork, and finishing.

Prerequisite: CIVL105 and CIVL 210

CIVL 270 (3 credits) Asphalt Paving Operations

This course introduces the history and evolution asphalt. Students learn best safety practices when working on an asphalt paving jobsite. This course "introduces" the student to the asphalt paving practices, materials, and evaluation including demolition and site preparation, laying subbase and a binder layer, laying butt joints, compaction of asphalt, and installing the top layer of asphalt. In addition, students will learn the composition of asphalt and manufacturing processes.

Prerequisite: CIVL105 and CIVL 210



Collision Repair Technology

What is Collision Repair Technology?

Students will be instructed in a series of I-CAR courses in Non-Structural ProLevel 1 and Refinishing ProLevel 1, the industry standard for collision repair training. Students graduate with a variety of nationally-recognized platinum certificates from I-CAR. This program aligns with collision repair businesses needing to hire employees to maintain or to become I-CAR Gold Class professionals. This program makes students proficient at entry-level tasks. Students also have the opportunity to become certified as ASE Master Technicians. The Collision Repair Technology program is dedicated to providing the most current and complete information, knowledge, and skills required to perform complete, safe and quality repairs. Thaddeus Stevens College of Technology provides students with comprehensive training and industry recognized credentials for a successful career in collision repair.

A Graduate of this Program will be able to:

- Use collision repair tools and equipment safely and effectively.
- Analyze the structural design of a vehicle and its reaction to an impact.
 - Repair damaged metal.
 - Refinish vehicles.
 - Install panels.
 - Repair frame damage.

Edwin Ortiz

BA Digital Marketing - Southern New Hampshire University
AAS Collision Repair and Technology –
Thaddeus Stevens College of Technology

Jason Weiler, Assistant Professor

BA: Ashford University
AAS: Thaddeus Stevens College of Technology



Model Schedule for Collision Repair Technology

Semester 1

| | |
|---|----------|
| CORT 107: Details of Body Construction | 4 |
| CORT 111: Collision Repair Welding* | 4 |
| CORT 116: Repairing Damaged Panels and Metalworking* | 4 |
| MATH 126: Technical Math I (or higher) | 3 |
| BUSN 106: Small Business Management | 3 |

Semester 2

| | |
|---|----------|
| CORT 156: Introduction to Refinishing Procedures* | 4 |
| CORT 162: Panel Replacement, Adjustment, Corrosion Protection* | 4 |
| CORT 166: Introduction to Frame Alignment and Repair* | 4 |
| ENG 106: English Composition | 3 |
| CIS 111: Intro to Computer Applications | 3 |

Semester 3

| | |
|---|----------|
| CORT 212: Estimating Technology* | 4 |
| CORT 222: Aluminum Technology* | 4 |
| CORT 232: Non-Structural Technology* | 4 |
| MATH 111: Business Math | 3 |
| ENG 216: Technical Writing | 3 |

Semester 4

| | |
|--|-----------|
| CORT 252: Steel Structural Technology* | 4 |
| CORT 262: Refinishing Technology* | 4 |
| CORT 272: Mechanical Technology* | 4 |
| Humanities Elective | 3 |
| Science Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |
| TOTAL CREDITS | 73 |

* Prerequisite or Co-requisite Required. See Course Description.

Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Collision Repair Technology (CORT)

CORT 107 (4 credit) Details of Body Construction

Different types of automobile bodies and how they are made at the factory. The locations of body joints and parts and the proper methods for parts removal and replacement are also covered.

CORT 111 (4 credits) Collision Repair Welding

Designed to prepare students in the use of a MIG welder and the various uses of oxyacetylene equipment for cutting and heating to normalize and shrink metal. Proper use of equipment is stressed.

CORT 116 (4 credits) Repairing Damaged Panels and Metalworking Methods

Use of proper tools and techniques to bend sheet metal. Direct and indirect damage are explained along with ways damage can be corrected.

CORT 156 (4 credits) Introduction to Refinishing Procedures

Refinishing and the use of tools operated by compressed air. Proper use of various finish materials such as primers, sealers, and thinners. Masking and spray painting techniques are also covered.

CORT 162 (4 credit) Panel Replacement, Adjustment, and Corrosion Protection

Proper removal and replacement of panels are stressed as well as the proper alignment of panels. A general overview of determining repair procedures, inspecting areas for hidden damage, removal of damaged panels, and corrosion protection.

CORT 166 (4 credits) Introduction to Frame Alignment and Repair

Frame alignment and straightening is studied, including the use of gauges and frame straightening equipment needed to restore a damaged frame or body to factory specifications.

CORT 212 (4 Credits) Estimating Technology

Estimators inspect and analyze collision-damaged vehicles to create a repair plan. The technician builds relationships with vehicle owners, repairers, and insurance personnel, ensuring satisfaction when repairs are complete.

CORT 222 (4 Credits) Aluminum Technology

An aluminum structural technician restores aluminum structural dimensions and structural integrity to collision damaged vehicles. He or she uses measuring and frame equipment to diagnose, damage, and return damaged frame or uni-body parts to manufacturer's specifications.

CORT 232 (4 Credits) Non-Structural Technology

Non-structural technicians restore damaged vehicles to their original structural integrity, function, and appearance. These technicians use hand tools and power tools to remove or repair damaged parts, weld as needed, and properly install new parts. They work with a variety of metals and plastics, as well as glass, electrical, and mechanical parts.

CORT 252 (4 Credits) Steel Structural Technology

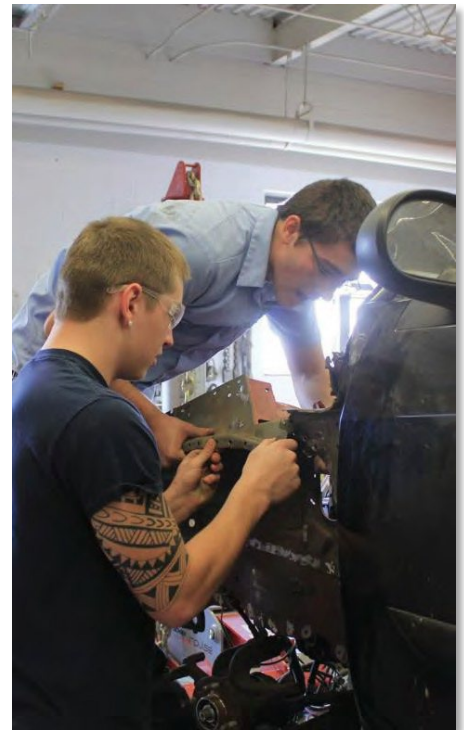
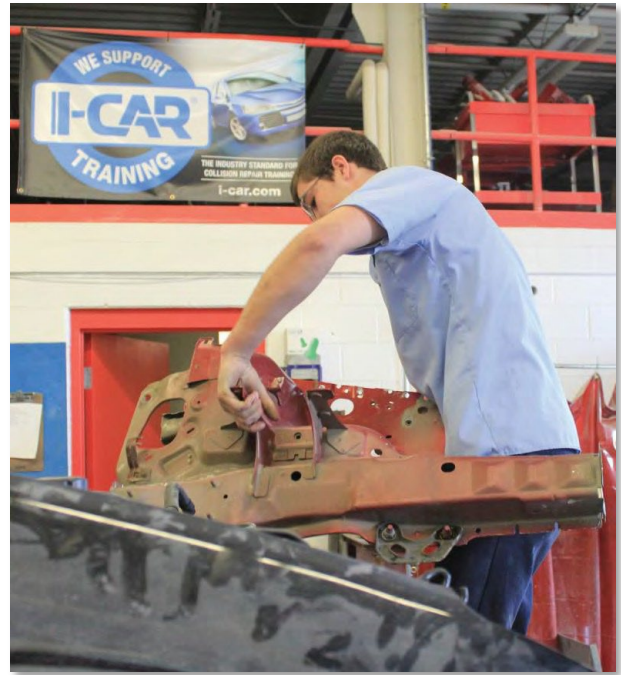
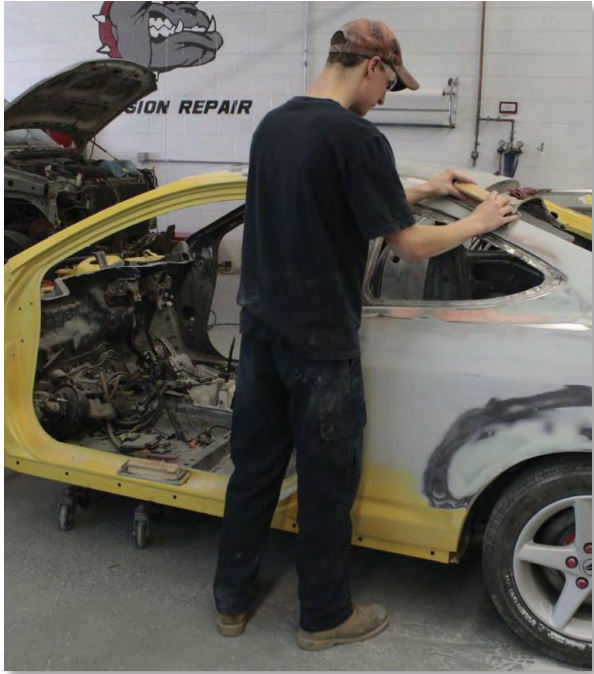
Steel structural technicians restore structural dimensions and integrity to collision damaged vehicles. Technicians use measuring and framing equipment to diagnose damage and return damaged frame or uni-body parts to manufacturer's specifications. Hand tools and power tools are used to remove or repair damaged parts, weld as needed, and properly install new parts. This individual also works with a variety of metals and plastics, as well as glass, electrical, and mechanical parts.

CORT 262 (4 Credits) Refinishing Technology

Refinish technicians prepare and apply paint to repaired vehicles. Duties may include final sanding, masking, color mixing and tinting, operating spray booths, and applying primers, sealers, color, and clear coats. They may need to blend color into adjacent panels for a better color match to existing vehicle paint. These individuals work with potentially hazardous materials, so attention to safety and personal protection are essential. Vehicles must be correctly prepared and refinished to ensure proper adhesion, color match, and overall appearance.

CORT 272 (4 Credits) Mechanical Technology

The mechanical technician diagnoses and repairs collision-related mechanical damage which includes steering and suspension systems. Hand tools and power tools are used to remove or repair damaged parts and properly install new and used parts.



Computer & Network Systems Administration

What is Computer and Network Systems Administration?

The Computer and Network Systems Administration program prepares students for employment in a wide variety of positions in the information technology field. Students work in a live network environment, managing their own servers, clients, routers, and switches by applying concepts learned in the theory classroom. The combination of theory and hands-on lab exercises allows CNSA students to acquire comprehensive skills in the following technical areas: The internal operation of personal and server computer systems; the physical infrastructure of local and wide area networks; the design and management of computer networks; the administration of Microsoft Windows and non-Windows server and client operating systems; the design and development of Windows-based and web-based applications; the management and design of relational databases; and the integration of enterprise software applications to solve business problems.

Upon completion of the program, graduates of the CNSA program have obtained employment in information technology as systems administrators, network administrators, network technicians, PC technicians, help desk analysts, systems engineers, structured data cabling installers, application programmers, web application developers, web administrators, database administrators, and sales engineers. High school prerequisites for this program are Algebra I & II, and a GPA of at least 2.5.

A Graduate of this Program will be able to:

- Solve business problems by applying sound information technology principles.
- Implement and administer a broad range of information technology systems, networks, and applications.
- Manage information technology projects from conceptualization through implementation.
- Make significant contributions as a member of an information technology team.
- Explain with authority current technologies and standards in the field.
- Maintain information technology skills through appropriate industry certifications and/or continuing education.
- Demonstrate a strong professional work ethic.
- Protect and preserve a business organization's critical information assets from all threats.

Tim Freund, Instructor

BS: Western Governors University

Dr. Jameson McFarlane, Professor

DSc, Towson University

MBA, BSc: York College of Pennsylvania

Advanced Cybersecurity Certificate: Stanford University

Certificate in Music Theory: St. Lucia School of Music

Certificate in Teacher Ed. and Ed. Adm.: Sir Arthur Lewis

Community College/University of the West Indies

Matthew McLaughlin, Instructor

MPS: Central Penn College

BS: Central Penn College

AAS: Thaddeus Stevens College of Technology

Rebecca Schultz, Instructor

MS Ed: University of Phoenix

BS: Kutztown University

AAS: Thaddeus Stevens College of Technology

**Model Schedule for Computer & Network Systems Administration
(Option #1)****Semester 1**

| | |
|---|---|
| CNSA 107: PC Hardware and Support Fundamentals | 3 |
| CNSA 108: Operating Systems & Software Fundamentals | |
| CNSA 111: Intro to Networking* | 3 |
| CNSA 117: Analysis of TCP/IP & Local Area Networking* | 3 |
| MATH 137: Intermediate Algebra (or higher) †^ | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|---|
| CNSA 156: Operating Systems I* | 3 |
| CNSA 161: Systems Administration I* | 3 |
| CNSA 166: Internetworking Devices and Concepts* | 3 |
| CNSA 172: Web Technologies and Network Security Fund | 3 |
| ENG 216: Technical Writing* | 3 |
| MATH 141: Trigonometry (or higher)* | 3 |

Semester 3

| | |
|---|---|
| CNSA 212: Programming I* | 3 |
| CNSA 222: Database Management Systems* | 3 |
| CNSA 227: Management Information Systems* | 3 |
| CNSA 256: Operating Systems II* | 3 |
| ENG 221: Public Speaking | 3 |
| Humanities Elective | 3 |

Semester 4

| | |
|---|---|
| CNSA 216: Web Programming* | 3 |
| CNSA 266: Systems Administration II* | 3 |
| CNSA 271: Network Design* | 3 |
| CNSA 276: Practical Applications* | 3 |
| Science Elective | 3 |
| General Education Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.
m Grade Required. See Course Description.**Model Schedule for Computer & Network Systems Administration. (Option #2)****Semester 1**

| | |
|---|---|
| CNSA 107: PC Hardware and Support Fundamentals | 3 |
| CNSA 108: Operating Systems & Software Fundamentals | 3 |
| CNSA 111: Intro to Networking* | 3 |
| CNSA 117: Analysis of TCP/IP & Local Area Networking* | 3 |
| MATH 207: Pre-Calculus† | 4 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|---|---|
| CNSA 156: Operating Systems I* | 3 |
| CNSA 161: Systems Administration I* | 3 |
| CNSA 166: Internetworking Devices and Concepts* | 3 |
| CNSA 172: Web Technologies and Network Security Network Security Fund*^ | 3 |
| ENG 216: Technical Writing* | 3 |
| General Studies Elective | 3 |

Semester 3

| | |
|---|---|
| CNSA 212: Programming I* | 3 |
| CNSA 222: Database Management Systems* | 3 |
| CNSA 227: Management Information Systems* | 3 |
| CNSA 256: Operating Systems II* | 3 |
| ENG 221: Public Speaking | 3 |
| Humanities Elective | 3 |

Semester 4

| | |
|---|----|
| CNSA 216: Web Programming* | 3 |
| CNSA 266: Systems Administration II* | 3 |
| CNSA 271: Network Design* | 3 |
| CNSA 276: Practical Applications* | 3 |
| Science Elective | 3 |
| General Education Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |
| TOTAL CREDITS | 74 |

†Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.

Computer and Network Systems Administration (CNSA)

CNSA 107 (3 Credits) PC Hardware and Support Fundamentals

This foundational course introduces students to essential PC hardware and support concepts. Topics include hardware components of both PCs and laptops, mobile devices, basic networking and troubleshooting. This course covers installation, configuration, and maintenance of PCs, laptops, and related hardware along with basic network principles and mobile device support. This course provides students with theory and hands-on lab experience directly related to the CompTIA A+ Core 1 certification exams.

CNSA 108 (3 Credits) Operating Systems & Software Fundamentals

This course provides students with a comprehensive understanding of operating systems, focusing on core concepts and tasks needed to support current end-user systems. Students will explore installation, configuration, management and troubleshooting of these systems. Emphasis is placed on system maintenance and customer support. This course provides students with theory and hands-on lab experience directly related to the CompTIA A+ Core 2 certification exams.

CNSA 111 (3 Credits) Introduction to Networking

This course provides a foundational introduction to network technology. Students will learn about the essential principles of networking, including network architecture, topologies, and standards. The course will cover current network models, the functions of network devices, protocols, and logical addresses. Through hands-on labs and theoretical instruction, students will develop an understanding of network infrastructure, cabling, and network data transmission.

Prerequisite: CNSA 108

CNSA 117 (3 Credits) Analysis of TCP/IP and Local Area Networking

This course provides an in-depth exploration of the TCP/IP protocol suite and its role in modern networking. The course focuses on analyzing the structure and operation of TCP/IP within local area networks (LANs). Students will study the layers of the OSI and TCP/IP models, data encapsulation, IP addressing, subnetting, and packet analysis. The course also covers LAN technologies, including Ethernet, Wi-Fi, and VLANs, with an emphasis on practical, hands-on lab experience in configuring and troubleshooting LANs.

Prerequisite: CNSA 108

CNSA 123 (3 Credits) LAN Cabling and WAN Technologies
Cabling standards and best cabling practices in the industry are covered. Students practice hands-on cable termination of copper and fiber cables in the lab. This course also provides an overview of telecommunications technologies and the use of telecommunications in wide area networks (WANs).

Prerequisite: CNSA 117

CNSA 156 (3 Credits) Operating Systems I

This course provides a comprehensive introduction to Microsoft's server operating systems, one of the most widely implemented network operating systems in the IT industry. This course combines in-depth lectures with practical, hands-on labs that build foundational skills in server management. Labs and lectures cover essential topics in network administration, such as attended and unattended installations, cloning and imaging, print server configuration, securing files with share and NTFS permissions, disk management (including RAID configurations), and strategies for disaster recovery and backup. This course prepares students to understand and manage key aspects of Microsoft server environments.

Prerequisite: CNSA 108

CNSA 161 (3 Credits) Systems Administration I

This course introduces students to Microsoft Active Directory structure and management. Students will explore essential concepts in user account maintenance, user profiles, and group policy management. Additionally, the course covers critical networking services, including Dynamic Host Configuration Protocol (DHCP) and Domain Name System (DNS) network services. Through both lectures and hands-on labs, students gain practical experience by creating Active Directory domains and configuring DHCP and DNS services. This course provides students with the skills needed to manage and maintain a networked environment using Microsoft's server technologies.

Prerequisite: CNSA 156

CNSA 166 (3 Credits) Internetworking Devices and Concepts

This is a Cisco-centric course on IP routing and switching. Traditional routers and L3 switches are discussed in the classroom and used in the lab. Routing protocols such as RIPv2, EIGRP, and OSPF are covered. In addition to routing, voice-over IP (VoIP) is a significant technology that businesses implement in order to reduce cost and leverage investments in the data network. For that reason, this course provides an overview of VoIP and assigns a lab project to configure a software private branch exchange (PBX) telephone switch that is capable of routing phone calls within the lab environment.

Prerequisite: CNSA 161

CNSA 172 (3 Credits) Web Technologies and Network Security Fundamentals

This course covers web server configuration, maintenance, and security. HTML and CSS for web page creation are introduced. Through lectures and hands-on labs students will build web pages with HTML and CSS, configure web servers to host multiple websites, and explore common network security topics. Security measures used on the internet including threats, defenses, Public Key Infrastructure (PKI), digital certificates, hash codes, and digital signatures will be covered.

CNSA 212 (3 Credits) Programming I

An introduction to the fundamentals of computer programming. Students learn a structured, object-oriented approach to problem solving and automating routine processes using modern programming languages. The programming concepts used emphasize logical thinking and current programming standards and conventions. Students learn to plan, design, compile, debug, and document applications in a visual programming environment using a programming language that is compatible with the Microsoft.NET Framework. In addition, the course introduces the integration of programming applications with databases as well as next generation programming environments.

Prerequisites: CNSA 161

CNSA 216 (3 Credits) Web Programming

A course that builds upon the information learned in CNSA 172, CNSA 212, and CNSA 222, it introduces advanced web programming and development techniques and tools. The primary focus of the course is on the design of dynamic, interactive websites, using current web programming languages and tools, including the technology of the Microsoft.NET Framework. Students integrate the use of relational databases to provide data storage and retrieval for their interactive websites. Students also configure and manage web servers to support interactive web pages.

Prerequisites: CNSA 212

CNSA 222 (3 Credits) Database Management Systems

An in-depth, hands-on survey course in which students develop the skills and the expertise required to design, to implement, and to manage databases using a relational database management system (RDBMS). Students learn concepts of the relational database model, the principles of database design and normalization, and database administration. In addition, the basic commands and functions of structured query language (SQL) are used for data manipulation and extraction, as well as for database administration. Finally, topics are introduced that relate enterprise databases to client/server systems, application programming, web database development, and e-commerce.

CNSA 227 (3 Credits) Management Information Systems

A course that introduces students to the policies and procedures required to administer an enterprise computer network and to support an effective information technology department and users in the enterprise. Students learn how to prepare and to maintain documentation for information technology systems, software, processes, and projects. The skills learned in this course are integrated into the other CNSA courses throughout the sophomore year. An important component of the course is research, readings, and discussion related to ethical practices in the field of information technology.

CNSA 256 (3 Credits) Operating Systems II

The second operating systems course in the CNSA curriculum that introduces students to the design, functionality, and administration of the predominant non-Windows operating system in the current computer industry. At this particular time, the course presents an in-depth examination of Linux, focusing on the proper installation and administration of the operating system. Students explore the wealth of support sites available to administrators of Linux systems, as well as the availability of productivity software applications and system administration tools for Linux systems.

Prerequisite: CNSA 156

CNSA 266 (3 Credits) Systems Administration II

This is a study of programming languages including variables and strings, software development, data types and expressions, selections and loop statements, arrays and lists, state maintenance and management, functions, semantics, implementation, and database connectivity. Students will explore language features such as formal syntax, scoping and binding of variables, higher-order programming, typing, inheritance, type polymorphism and design techniques. Introduces basics of security attacks and software security. Some of the models of languages may include scripting and dynamic languages such as Python, PHP, etc.

CNSA 271 (3 Credits) Network Design

This is the first of two capstone courses in the CNSA curriculum that requires students to rely heavily upon the knowledge and skills acquired from their entire previous course experiences. Project teams manage all accounts (i.e., user, group, computer, security) in their respective domains. In designing their enterprise domains, the teams conduct appropriate research; analyze and evaluate enterprise requirements and specifications; and document the network design. Knowledge of the fundamentals of networking technology, experience supporting a network, or successful completion of a networking essentials course is required.

CNSA 276 (3 Credits) Practical Applications

The second of two capstone courses in the CNSA curriculum that requires students to rely heavily upon the knowledge and skills acquired from their entire previous CNSA course experiences. This course also includes in-depth research and examination of selected network applications and the implementation of those applications in the enterprise. Students learn how to plan, to configure, and to administer the specified application(s); how to implement the application(s); how to document the installation(s); and how to train the appropriate individuals to use and administer the application(s).

Computer Software Engineering Technology

What is Computer Software Engineering?

Computers have become a major factor in the development and operation of modern industry. From providing means of communications, to operating machines, to facilitating international commerce, to systems animation, computers and their related software programs makes things possible.

The Computer Software Engineering Technology program prepares students to design, to develop, and to build customized software programs for specific applications.

Specifically, students will learn basic programming; how to interpret specifications; application of software architecture, verification and validation principles; and software performance standards. Students will create software programs which address known specifications. The program emphasizes a practical hands-on education as software projects are required each semester.

Upon completion of the program, graduates will find a wealth of employment opportunities in a variety of businesses and industries. Unlike some disciplines which are tied directly to a specific technical area, graduates of this program will work in small businesses, large industries, private organizations, software specialty businesses, IT department, government, and other agencies.

Job titles might include the following:

- Software designers
- Software test technicians
- Software maintenance technicians
- Technical writer for software publishing companies
- Customer service technicians for software companies

A Graduate of this Program will be able to:

- Edit and modify existing software programs with the aim of upgrading and correcting errors.
- Improve the performance of software programs or adapt it to new and old hardware and software.
- Analyze the needs of users for project design.
- Design and modify software systems for specific applications.
- Analyze and recommend all necessary system layouts and modifications.
- Train users how to make use of new software

Mainul Chowdhury, Instructor

BSS: Economics, University of Chittagong

MS: Economics, University of North Texas

MS: Information Science, University of North Texas

Arafat Hassan, Instructor

BS: Computer Science, University of Dhaka

MS: Computer Science, University of North Texas

MBA: Finance, University of Dhaka

Fahim Shams, Instructor

BS: Computer Science, University of North Texas

MS: Computer Science, Harrisburg University
of Science & Technology

Mohammad Ashraful Huq, Instructor

BS: Physics, University of Dhaka

MS: Physics, University of Dhaka

MS: Computer Science, Harrisburg University
of Science & Technology



Model Schedule For Computer Software Engineering Technology

Semester 1

| | |
|--|---|
| CSET 105: Intro to Web Applications | 3 |
| CSET 110: Web Development I | 3 |
| CSET 115: Technical Requirements & Data Structures | 3 |
| CSET 120: Software Project I | 3 |
| BUSN 106 Small Business Management | 3 |
| ENG 221: Public Speaking | 3 |

Semester 2

| | |
|--|---|
| CSET 155 Database Design | 3 |
| CSET 160 Web Development II | 3 |
| CSET 170 Security & Professional Ethics | 3 |
| CSET 180 Software Project II | 3 |
| MATH 137: Intermediate Algebra (or higher) | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---|---|
| CSET 205: Advanced Data Integration* | 3 |
| CSET 222: Database Management Systems* | 3 |
| CSET 210: Workplace Communications | 3 |
| CSET 220: Software Project III | 3 |
| ENG 216: Technical Report Writing* | 3 |
| CIS 111 Introduction to Computer Applications | 3 |

Semester 4

| | |
|--|---|
| CSET 265: Software Principles | 4 |
| CSET 270: Mobile Development | 4 |
| CSET 280: Capstone Project OR | |
| CSET 290: CSET Internship | 4 |
| Health and Physical Education Elective | 1 |
| Humanities Elective | 3 |
| PHYS 106: Physics for Everyday Life OR | 3 |
| any CHEM, BIO, SCI, or higher PHYS | |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.
Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.

Computer Software Engineering Technology (CSET)

CSET 105 (3 Credits) Introduction to Web Applications

The course provides an introduction to the basic tools, processes, and workflow in the development of web applications with a focus on the JavaScript language. Students will embark on a comprehensive journey into the exciting world of web development, gaining foundational knowledge and practical skills essential for creating dynamic and interactive web applications. The course meets during the first twelve weeks of the semester.

CSET 110 (3 Credits) Web Development I

The course introduces front end web development concepts including HTML, CSS, and JavaScript, and their role in building web applications. The course meets during the first twelve weeks of the semester.

CSET 115 (3 Credits) Technical Requirements and Data Structures

The course provides information regarding the process of disseminating specifications and managing a project, as well as data structures concepts. Students will cover various concepts of version control, with emphasis on git. The course meets during the first twelve weeks of the semester.

CSET 120 (3 Credits) Software Project I

This course requires the student to complete a computer software project that employs the skills acquired during that semester. Scheduled during the last three weeks of the semester, the specific projects are those suggested by local employers and advisory committee members. Optional challenge projects are available for those students who wish to tackle complex problems.

CSET 155 (3 Credits) Database Design

The course develops skills in the administration of databases. Students learn to organize data and to store the data for use and retrieval. Common systems of data storage are introduced. Students will build a database, script a process to load data, and outline how to retrieve data from that database. The course meets during the weeks of the semester.

CSET 160 (3 Credits) Web Development II

Students will look at server-side development and build more complex web applications using their knowledge gained in CSET 110 (Web Development I). Students will be using Python as their development language for labs and projects in this course. The course meets during the first twelve weeks of the semester.

CSET 170 (3 Credits) Security and Professional Ethics

The course explores issues of security in software development. Students analyze security problems and learn how they can be minimized or controlled. Students will also cover Secure Socket Layer (SSL) protocol and learn how to apply it to their web applications. The course meets during the weeks of the semester.

CSET 180 (3 Credits) Software Project II

This course requires the student to complete a computer software project that employs the skills acquired during that semester and previous semesters. Scheduled during the semester, the specific projects are those suggested by local employers and advisory committee members. Optional challenge projects are available for those students who wish to tackle complex problems.



CSET 205 (3 Credits) Advanced Data Integration

The course is an extension to more complex data operations skills. Students will learn a new programming language called PHP which will be used in creating APIs, interacting with local databases and creating a web application. The course meets during the first twelve weeks of the semester.

Prerequisite: CSET 155

CSET 220 (3 Credits) Software Project III

This course requires the student to complete a computer software project that employs the skills acquired during that semester and previous semesters. Scheduled during the last three weeks of the semester, the specific project is designed by the instructor. Optional features in the project are available for those students who wish to tackle complex problems.

CSET 222 (3 Credits) Data Management System

An in-depth, hands-on course in which students will develop the skills and the expertise required to design, implement, and manage databases using a relational database management system (RDBMS). Students will learn concepts of the relational database model, the principles of database design and normalization, and database administration. In addition, the basic commands and functions of Structured Query Language (SQL) will be used for data manipulation and extraction, as well as for database administration. *Prerequisite: CSET 155*

CSET 265 (4 Credits) Software Principles

Students will be introduced to the most fundamental concepts and principles of software that have been used in practical means throughout this program using Java Programming Language. Course may cover topics including fundamentals of programming, object oriented principles and software design patterns. The course meets 16 weeks (including final exams).

CSET 270 (4 Credits) Mobile Development

In this 16-week project-based course, students will be introduced to mobile application programming concepts and learn to build their own apps. Theory and concepts will be cross-platform, but examples and lab work will focus on one major platform. Topics will include working with Software Development Kits (SDKs), creating user interfaces, and utilizing mobile APIs such as notifications and location-based services.

CSET 280 (4 Credits) Capstone Project

The capstone project is designed to serve as a culminating experience for students, integrating the knowledge and skills acquired throughout their academic journey. Through this project, students will tackle real-world problems within their chosen field, demonstrating their ability to apply critical thinking, problem-solving, and creativity. The objective is to empower students to independently plan, execute, and present a substantial project, showcasing their proficiency and readiness for professional endeavors or further academic pursuits. Additionally, the capstone project aims to foster collaboration, innovation, and interdisciplinary

learning, preparing students to navigate complex challenges in today's dynamic workforce or academic landscape

CSET 290 (4 Credits) Internship

The internship course aims to provide students with practical, hands-on experience in their chosen field of study. Through structured internships, students will develop professional skills, gain real-world insight, and build industry connections. The objective is to enhance students' employability by immersing them in authentic work environments, allowing them to apply theoretical knowledge to practical situations. Furthermore, the course aims to cultivate critical thinking, problem-solving abilities, and effective communication skills, essential for success in their future careers. Ultimately, the internship course endeavors to empower students with the confidence and competence needed to transition smoothly from academia to the professional world.



```
fetchRandom = (min, max) => {
  return Math.floor(Math.random() * (max - mi

st addOrder = (num, list) => {
  return [ ...list, {
    number: num,
    topping: 'pepperoni'
  }];
};

const drawOrders = (list) => {
  const orderList = document.querySelector

  for(let item of list) {
    let liEl = document.createElement('li');
    liEl.className = 'order';
    let liElText = document.createTextNode(item);
    liEl.appendChild(liElText);
    orderList.appendChild(liEl);
  };
};

addTopping = (toppings) => {
```

Computer Integrated Machining

What is Computer-Integrated Machining?

Students in the Computer-Integrated Machining program will spend considerable time in the study and actual operation of industrial equipment and tools to develop skills used by tool and die making companies and production and manufacturing facilities. This includes emphasis on the set up and operation of computer numerical controlled (CNC) lathes and milling machines. Students will also be introduced to computer- controlled measuring machines and computer-aided design/ computer-aided machining (CAD/CAM) software and its applications. A strong project, method-driven curriculum assures both theoretical and practical skill development.

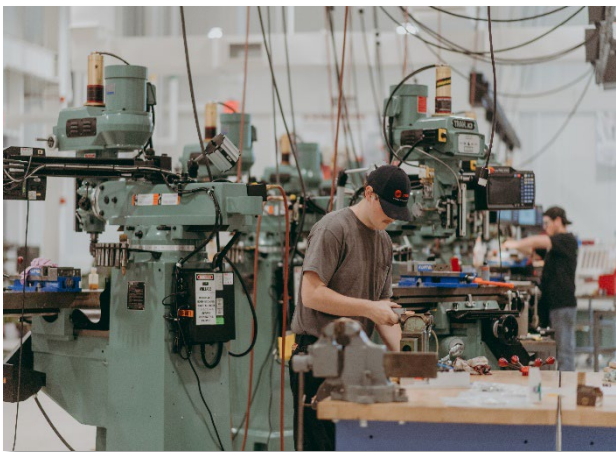
This program prepares students to enter the workforce fields of CNC, CAM, tool making, mold making, machine tool operating, quality control, industrial sales, and production or manufacturing. High school prerequisites for this program are Algebra I & II, and a GPA of at least 2.5.

A Graduate of this Program will be able to:

- Demonstrate safe work habits and be conscious of safety when working with machinery.
- Read blueprints, interpret drawings, understand specifications, and establish tolerances.
- Apply mathematics in the machine tool technology (speeds, feeds, thread measurement, sine bar, etc.)
- Apply the principles of physics and metallurgy to the science of heat treatment operations, including hardening of steel, carburizing, case hardening, tempering, and annealing.
- Operate basic machine tools and demonstrate knowledge of their construction in relation to the metal industry.
- Demonstrate skills on computer numerical control machines and in digital readout.
- Operate abrasive cutting machinery; select and plan machining operations on this equipment.
- Demonstrate skills in quality control, inspection, gauging methods, and production control as they relate to manufacturing design and production.
- Demonstrate basic oral communication skills, speak logically, and use various types of oral and written communication techniques to promote good business relationships, to develop leadership, and to establish good employer-employee relationships.
- Demonstrate understanding of CAD/CAM programs for part design and generation of CNC code.

Jared Keim, Associate Professor
 AAS: Thaddeus Stevens College of Technology
 BS: Millersville University of Pennsylvania

Kyle Young, Instructor
 AAS: Thaddeus Stevens College of Technology



Model Schedule for Computer-Integrated Machining

Semester 1

| | |
|---|---|
| CIM 106: Blueprint Reading and Related Math | 3 |
| CIM 110: Manufacturing Processes | 2 |
| CIM 115: Measurement Systems | 2 |
| CIM 118: Lathe and Vertical Milling Machine I | 4 |
| CIM 161: Metallurgy | 2 |
| MATH 137: Intermediate Algebra (or higher) †^ | 3 |
| CIS 105: Drawing with AutoCad | 3 |

Semester 2

| | |
|---|---|
| CIM 158: Lathe and Vertical Milling Machine II* | 3 |
| CIM 166: Manufacturing Processes II* | 3 |
| CIM 176: Computer Numerical Control I* | 3 |
| CIM 222: CAD/CAM I* | 3 |
| MATH 141: Trigonometry (or higher)* | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---|---|
| CIM 210: CNC Milling* | 4 |
| CIM 211: CNC Turning* | 4 |
| CIM 220: Geometric Dimensioning & Tolerancing* | 3 |
| CIM 272: CAD/CAM II* | 3 |
| ENG 216: Technical Writing OR | |
| ENG 221: Public Speaking | 3 |
| Science Elective: ANY Physics or Chemistry Course | 3 |

Semester 4

| | |
|---|---|
| CIM 228: CAE/CAM* | 3 |
| CIM 229: Automation and Production Lab* OR | |
| CIM 231: Machine Tool Internship* | 4 |
| CIM 259: Advanced CNC Milling and Automation* | 3 |
| CIM 269: Advanced CNC Turning and Automation | 3 |
| Humanities Elective* | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |
| General Studies Elective | 3 |

TOTAL CREDITS **75**

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

^ Minimum Grade Required. See Course Description.

Computer-Integrated Machining (CIM)

CIM 106 (3 credits) Blueprint Reading and Related Math

This course will introduce the student to industrial drawings, basic sketching, and applied mathematics. Interpretation of title blocks, orthographic projection, dimensioning and tolerancing, assemblies, and the elementary application of Geometric Dimensioning & Tolerancing (GD&T) will be covered throughout this course. The skills and knowledge obtained through CIM 106 will prepare the student for application in the machine lab to manufacture machined components.

CIM 110 (2 credits) Manufacturing Processes

Students will learn laboratory safety and material handling. The physics of metal cutting, and the machinability of metals are introduced. Semi-precision and precision measuring instruments are introduced and practiced. Precision layout, bench grinding, surface grinding and power sawing operations will also be introduced and exercised.

CIM 115 (2 credits) Measurement Systems

This course will introduce the student to basic metrology including precision layout. The use of indirect and direct measurement instruments including micrometers, calipers, indicators, and various gages will be utilized. Blueprint reading skills, including elementary GD & T, will be necessary for completion of this course.

CIM 118 (4 credits) Lathe and Vertical Milling Machining I

This course will introduce the student to procedures used on the vertical milling machine and lathe. Course content will include a wide variety of operations including, milling, turning, facing, drilling, reaming, tapping, and calculations related to set up.

Corequisite: CIM 106

CIM 158 (3 credits) Lathe & Vertical Milling Machining II

This course will introduce the student to advanced techniques and procedures used on the vertical milling machine and lathe. Course content will include offset boring, cutting slots and pockets, taper turning, and thread cutting. An emphasis on workholding will be integrated into this course.

Prerequisites: CIM 106, CIM 110, CIM 115 and CIM 118 and MATH 137

CIM 161 (2 credits) Metallurgy

This course covers the basic principles related to metallurgy. Many industrial processes are clarified as the student gains an understanding of quenching, annealing, case hardening, tempering, and crystallization. In addition, students will see how these changes occur through heat treating projects in the lab. Students will also experience real world applications through industry visits.

CIM 166 (3 credits) Manufacturing Processes II

This is a lab intensive course which provides students with extensive hands-on training. Assigned projects aid students in gaining critical experience contributing to a well-rounded machining education.

Prerequisites: CIM 106, CIM 110, CIM 115, CIM 118, CIM 161 and MATH 137

CIM 176 (3 credits) Computer Numerical Control (CNC) I

CIM 176 introduces the student to basic CNC concepts such as word-address programming, machine set-up, and program proofing. This course serves as an introduction to CNC machines and CNC programming methods and techniques.

Prerequisites: CIM 106, CIM 110, CIM 118 and MATH 137

CIM 210 (4 credits) CNC Milling

This course expands upon introductory concepts learned in CNC I and provides for increased hands-on application of learned material. New programming techniques will focus completely on milling and the use of CNC machining centers. Students are required to complete specific laboratory work to gain confidence in working with CNC Machining Centers.

Prerequisites: CIM 158, CIM 166, CIM 176, CIM 222.

CIM 211 (4 credits) CNC Turning

This course expands upon introductory concepts learned in CNC I and provides increased hands-on application of learned material. New programming techniques will focus completely on turning and the use of CNC turning centers. Students are required to complete specific laboratory work to gain confidence in working with CNC Turning Centers. *Prerequisites: CIM 158, CIM 166, CIM 176, CIM 222.*

CIM 220 (3 credits) Geometric Dimensioning & Tolerancing

This course provides the basic elements required to define and apply industry accepted design specifications. The curriculum covers ASME Y.14.5 and associated standards, datum selection, benefits of bonus tolerance, manufacturing and inspection implications when using GD&T. Students will learn the rules, symbolic language and concepts used to define part dimensions and tolerances. As a result, students will increase their productivity due to clear product definition and function based design rationale.

Prerequisites: CIM 106, CIM 110, CIM 115, and MATH 137

CIM 222 (3 credits) Computer-Aided Design and Computer-Aided Machining (CAD/CAM) I

This course introduces the use of Computer Aided Drafting & Computer Aided Manufacturing (CAD/CAM) as a tool for defining part geometry and generating Computer Numerical Control (CNC) machine code. Two-axis and three-axis applications are demonstrated, along with the use of the CAD/CAM applications.

Prerequisites: CIM 106, CIM 110, CIM 115, and MATH 137.

CIM 228 (3 credits) CAE/CAM

This course teaches an intermediate level use of CAE/CAM software for generating code for use on multi-axis machine tools. Parametric modeling will be introduced using Computer Aided Engineering (CAE) software. Students will learn to design and engineer parts for manufacturing and assembly. This course will emphasize the connection between design and machine tool applications.

Prerequisite: CIM 272, CIM 210, CIM 211, CIM 220

CIM 229 (4 credits) Automation and Production Lab

This class focuses on production setups and automation. On the lathe, advanced setups including dual-spindle, Y-axis milling, and the use of live tooling and bar pullers will be studied. On the mill, broaching, 3+2 milling and 5-axis simultaneous milling will be covered and applied. Preparing machined parts for heat-treating and required grinding will be covered in this course.

Prerequisites: CIM 210, CIM 211, CIM 220, CIM 272, and MATH 137

CIM 231 (4 credits) Machine Tool Internship

This course expands upon the intermediate concepts learned in CNC Milling and introduces advanced milling techniques. This course also provides more hands-on experience with those techniques. New milling procedures and cycle time reduction will be the focus of this course. This course will focus on production techniques for CNC Machining Centers, including macro-B programming.

Prerequisites: CIM 210, CIM 211, CIM 220, and CIM 272

Corequisite: CIM 269

CIM 259 (3 credits) Advanced Milling & Automation

This course expands upon the intermediate concepts learned in CNC Milling I and introduces advanced milling techniques. This course also provides more hands-on experience with those techniques. New milling procedures and cycle time reduction will be the focus of this course. This course will focus on production techniques for CNC Machining Centers, including macro-B programming.

Prerequisites: CIM 210, CIM 220, and CIM 272

Corequisite: CIM 269

CIM 269 (3 credits) Advanced Turning & Automation

Provides the student with additional time to perform specific advanced laboratory exercises in both programming and setup operations on CNC Turning Centers. Programming techniques will focus completely on CNC Turning Centers and will include multi-axis programming, live-tooling, and Swiss-style turning. A greater emphasis will be placed on the incorporation of CAM generated code in the production of finished parts. This class introduces Macro B programming techniques.

Prerequisites: CIM 211, CIM 220, and CIM 272

Corequisite: CIM 259

CIM 272 (3 credits) Computer-Aided Design and Computer-Aided Machining (CAD/CAM) II

This course teaches Intermediate-level use of CAM software as a tool for defining part geometry for both lathes and mills. Two axis and three axis application will be demonstrated along with the use of CAD/CAM applications. Three-dimensional surfacing and solids will be taught.

Prerequisite: CIM 222, CIM 176, CIM 158, and CIM 166

Corequisite: CIM 269



Diesel Technology

What is Diesel Technology?

Diesel Technology Program is designed to prepare students to enter the diesel technician career field. This instruction gives an understanding of diesel equipment construction, theory of operation, standard industry service, and repair procedures. This instruction not only provides knowledge to perform equipment repair and service but also develops skills necessary to diagnose malfunctions. Two of the most important skills that will be developed are problem solving and critical thinking.

A Graduate of this Program will be able to:

Diagnose and repair common malfunctions of the following systems:

- Diesel Engine principles and operation, shop operation and tool/equipment usage.
 - Diesel Engine – lubrication, cooling, fuel injection systems, mechanical systems, intake and exhaust including turbochargers.
 - Diesel Engine Troubleshooting, Testing, Repair, and Rebuild.
 - Medium and Heavy-duty Truck and Equipment electrical/electronic systems.
 - Medium and Heavy-duty Vehicle braking systems; hydraulic and air brake systems.
 - Steering and suspension systems.
 - Drive Train Systems – Including automatic, auto-shift, and manual transmissions; driveline and differentials.
 - Preventive Maintenance Inspections
 - Basic Hydraulics and Hydraulic Systems
 - Heavy Duty HVAC Systems
 - Basic welding, oxy-acetylene, plasma, and metal fabrication.
 - PA State Cat 3 Inspection and Federal DOT Safety Inspection procedures.
- Develop sound and safe Diesel Shop practice skills, including environmental protection.
 - Develop good shop habits, including demonstrating a good attendance record, punctuality, a willingness to work as a team, and a positive attitude toward lifelong learning.
 - Apply laws of physics/scientific principles to Diesel Equipment systems and components when performing in-shop testing exercises and diagnostic procedures.
 - Record diagnostic testing data and reports using necessary mathematics; solve basic problems using algebra.
 - Locate and interpret technical data represented in shop manuals, diagnostic charts, and wiring diagrams. This could be hard copy or electronically driven.
 - Demonstrate appropriate Diesel Shop management practices, including management, customer relations, shop procedures, and writing repair orders.
 - Prepare to take and pass the ASE Medium and Heavy- Duty Truck Entry Level Certification test series after successful completion of this program. Professional Level Certification can then be taken after only one year of on-the-job experience.
 - Prepare to become a lifelong learner. The Diesel Equipment Industry is very fast paced with technology changing daily. Technicians will be constantly upgrading their knowledge and skills. A solid fundamental base is crucial for building these skills.

Edward Hughes, Instructor

Associate degree in Specialized Technology: Vale Technical Institute
NC3 Certified Instructor

Matthew Herr, Instructor

ASE Master School Bus Technician
ASE Automobile Technician
ASE Master Transit Bus Technician
ASE Advanced Level Specialist

ASE Master Medium/Heavy Truck Technician
AAS: Thaddeus Stevens College of Technology



Model Schedule for Diesel Technology

Semester 1

| | |
|---|---|
| DETC 105: Diesel Shop Safety | 1 |
| DETC 110: Diesel Service Fundamentals | 3 |
| DETC 115: Diesel Engine, Electrical, and Drive Train Components and Systems Preventive Maintenance* | 3 |
| DETC 120: Diesel Vehicle Brake, Suspension & Steering, and Cab Components Systems Preventive Maintenance* | 2 |
| DETC 160: Basic Electricity* | 3 |
| CIS 111: Intro to Computers | 3 |
| MATH 126: Technical Math I**^ | 3 |

Semester 2

| | |
|---|---|
| DETC 125: Diesel Fuel and Supply Systems* | 3 |
| DETC 150: Diesel Engine Technology* | 4 |
| DETC 155: Diesel Engine Lab* | 3 |
| DETC 165: Introduction to Hydraulics* | 3 |
| MATH 132: Elementary Geometry* or Math 136 Technical Math II* | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---|---|
| DETC 205: Diesel Engine Electronic Fuel Systems, Operation and Diagnostics* | 3 |
| DETC 210: Vehicle Electronic Operation, Diagnostics, and Troubleshooting* | 3 |
| DETC 215: Medium and Heavy-Duty Brake Systems* | 4 |
| DETC 220: Diesel Equipment HVAC* | 3 |
| ENG 216: Technical Report Writing* or ENG 221 Public Speaking* | 3 |
| PHYS 106: Physics for Everyday Life | 3 |

Semester 4

| | |
|---|---|
| DETC 250: Manual, Automatic/Autoshift Transmission* | 4 |
| DETC 255: Steering, Suspension, Alignment* | 3 |
| DETC 260: Basic Welding and Fabrication* | 3 |
| DETC 265: Diesel Equipment Drive Train* | 3 |
| General Studies Elective | 3 |
| Humanities Elective | 3 |

Additional General Education Requirements

| | |
|--|---|
| Health and Physical Education Elective | 1 |
|--|---|

| | |
|----------------------|-----------|
| TOTAL CREDITS | 76 |
|----------------------|-----------|

* Prerequisite or Co-requisite Required. See Course Description.

** Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 132/MATH 136, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

^ Minimum Grade Required. See Course Description.

Diesel Technology (DETC)

DETC 105 (1 credit) Diesel Shop Safety

Diesel Shop Safety presents an overview of safety in the Diesel Industry, including an introduction to OSHA requirements. Safety in the Diesel Shop is stressed. Instructor demonstrations and student hands on training in common shop safety practices, i.e., PPE, Fire Protection and Egress, Flammable and Combustible Liquids, Machine Guarding, Electrical Safety, Lock Out/Tag Out, and Fall Prevention is thoroughly covered. Students will also complete the SP-2 online safety training course.

DETC 110 (3 credits) Diesel Service Fundamentals

Diesel service fundamentals presents an overview of the Diesel Industry, including an introduction to the Diesel Vehicle and its systems. Jobs in the Diesel Service field are covered. Safety in the Diesel Shop, including the proper use of hand and power tools is demonstrated. Instructor demonstrations and student hands on training in common shop practices, i.e., proper vehicle lifting and jacking procedures, thread cutting and repair, fasteners, torque, and torque to yield is thoroughly covered. Measurement systems, including USC and metric are discussed. Students will receive hands on training using most of the common diesel precision measurement tools including micrometers, dial indicators, bore gauges, and torque wrenches. Students will also receive training on common tools and equipment found in a modern diesel shop. This includes: grinders, drill press, hydraulic press, and many more shop tools and equipment.

DETC 115 (3 credits) Diesel Engine, Electrical, and Drive Train Components and Systems Preventive Maintenance

Diesel Engine, Electrical, and Drive Train Components and System Preventive Maintenance presents an overview of the Diesel Systems and how they are inspected and maintained. Industry procedures on maintaining the Diesel Vehicle is discussed and demonstrated. Instructor demonstrations and student hands on training in common shop practices, i.e., Diesel Engine Maintenance and Inspection, Drive Train Maintenance and Inspection, and Electrical/Electronic System Maintenance and Inspection. The tasks included in this Course are entry level Technician skills and designed to introduce the student to correct procedures and practices of vehicle maintenance and inspection in a teaching/learning environment.

Prerequisite: DETC 105, DETC 110

DETC 120 (2 credits) Diesel Vehicle Brake, Suspension, Steering, & Cab Components Systems Preventive Maintenance

Diesel Vehicle Brake, Steering & Suspension, and Cab Components and System Preventive Maintenance presents an overview of the Diesel Vehicle Systems and how they are Maintained. Industry procedures on maintaining the Diesel Vehicle is discussed and demonstrated. Instructor demonstrations and student hands on training in common shop practices, i.e., Diesel Vehicle Air and Hydraulic Brakes Maintenance and Inspection, Steering & Suspension System Maintenance and Inspection, and Cab Maintenance and Inspection. The tasks included in in this Course are entry level Technician skills and designed to introduce the student to correct procedures and practices of vehicle inspection in a teaching/learning environment.

DETC 125 (3 credits) Diesel Fuel and Supply Systems

Diesel Fuel and Supply Systems presents an overview of the Diesel Fuel Delivery Systems. Instruction starts at the supply tank and includes lines, filters, transfer pumps, and injector types and includes Instructor demonstrations and student hands on training in the most common fuel system preventative maintenance, diagnosis, and repairs. Students will also receive training in Shop practices, i.e., inspect fuel tanks and lines, low pressure fuel system components, and high-pressure system components. Students will receive hands on training using most of the common diesel fuel system diagnostic tools including electronic diagnostic equipment.

Prerequisite: DETC 105, 110

DETC 150 (4 credits) Diesel Engine Technology

Diesel Engine Technology presents an overview of the Diesel Engine, Diesel Engine components, Diesel Engine Systems and Operation. Industry procedures dealing with the Diesel Engine are discussed and demonstrated. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Diesel Engine Cylinder Head and Valve Train, Engine Block, Lubrication System, Cooling System, Air Induction and Exhaust Systems, and Engine Brakes. The tasks included in this Course are designed to give the student a thorough understanding of the Diesel Engine, Diesel Engine Systems, and Diesel Engine Components.

Prerequisite: DETC 115

DETC 155 (3 credits) Diesel Engine Lab

Diesel Engine Technology Lab provides hands on training and skill acquisition from the Diesel Engine Course. The Diesel Engine Lab presents an overview of the Diesel Engine, Diesel Engine components, Diesel Engine Systems and Operation. Industry procedures dealing with the Diesel Engines are discussed and demonstrated. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Diesel Engine Cylinder Head and Valve Train, Engine Block, Lubrication System, Cooling System, Air Induction and Exhaust Systems, and Engine Brakes. Each student will disassemble, measure components, diagnose wear and/or failure, and reassemble a Diesel Engine. The tasks included in this course are designed to give the student a thorough understanding of the Diesel Engine, Diesel Engine Systems, and Diesel Engine Components.

Prerequisite: DETC 115

DETC 160 (3 credits) Basic Electricity

Diesel Basic Electricity Course is an overview of the Diesel Electrical System, Battery System, Starting System, Charging System, Lighting System, and Cab & Chassis Electrical System. Industry procedures dealing with the Electrical Systems are discussed and demonstrated. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Basic Electrical Theory, 12- & 24-Volt Battery Systems, Engine Starting Systems, Unit Charging Systems, Vehicle Lighting Systems, and Vehicle Cab & Chassis Electrical Systems. The tasks included in this Course are designed to give the student a thorough understanding of Basic Electrical Principles and specific skills as related to a Diesel Vehicle.

DETC 165 (3 credits) Introduction to Hydraulics

Introduction to Hydraulics Course is an overview of Hydraulic Systems used in Diesel Powered Equipment. Hydraulic power is used to assist the operator to perform tasks otherwise impossible to complete. Fluid power is used to move and lift heavy objects. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Basic Hydraulic Theory, Hydraulic pumps, Filtration/Reservoirs, Hoses, Fittings & Connections, Control Valves, and Actuators. The tasks included in this Course are designed to give the student a thorough understanding of Basic Hydraulic Principles and specific skills as related to Diesel Powered Equipment.

Prerequisite: DETC 105 &110

DETC 205 (3 credits) Diesel Engine Electronic Fuel Systems, Operation and Diagnostics

Diesel Engine Electronic Fuel Systems, Operation, and Diagnostics presents an overview of the Diesel Engine Electronic Fuel Systems. It covers the use of electronic equipment for troubleshooting, diagnosing, and repairing modern computerized fuel systems. Industry procedures dealing with Electronic Fuel Systems are discussed and demonstrated. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Identify Electronic Fuel System components and configuration, perform system performance tests, and repair and service the Electronic Fuel System. The tasks included in this Course are designed to give the student a thorough understanding of the Diesel Engine Electronic Fuel System.

Prerequisite: DETC 160

DETC 210 (3 credits) Vehicle Electronic Operation, Diagnostics, and Troubleshooting

Vehicle Electronic Operation, Diagnostics, and Troubleshooting presents an overview of the Vehicle Electronic Systems. It covers the use of electronic equipment for troubleshooting, diagnosing, and repairing modern vehicle systems. Industry procedures dealing with Vehicle Electronic Systems are discussed and demonstrated. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Identify Vehicle Electronic System components and configuration, perform system performance tests, and repair and service the Vehicle Electronic Systems. These systems include: body controllers, Diagnostic software, multiplexing, and exhaust treatment systems. The tasks included in this Course are designed to give the student a thorough understanding of the Diesel Vehicle Electronic Systems.

Prerequisite: DETC 160

DETC 215 (4 credits) Medium and Heavy-Duty Brake Systems

Medium and Heavy-Duty Brake Systems presents an overview of the Vehicle Braking Systems. It covers both hydraulic and air brake systems. Modern vehicle brake systems, both hydraulic and air, are studied. The course includes standard repair and service procedures for; hydraulic systems, hydraulic system foundation components, air system, air system foundation components, drum and disc brake systems, power assist and parking brake systems. Troubleshooting ABS (antilock braking system), traction control, and vehicle stability are also covered. *Prerequisite: DETC 120*

DETC 220 (3 credits) Diesel Equipment HVAC

Diesel Equipment HVAC presents an overview of the Diesel Equipment Heating, Ventilation, and Air Conditioning System and Operation. Industry procedures dealing with the HVAC System are discussed and demonstrated. This course includes Instructor demonstrations and student hands on training in common shop practices, i.e., Identify HVAC system components and configuration, identify refrigerant types, Perform system performance tests, and repair and service HVAC system controls. The tasks included in this Course are designed to give the student a thorough understanding of the Diesel Equipment HVAC System, and controls.

Prerequisite: DETC 120

DETC 250 (4 credits) Manual, Automatic/Autoshift Transmission

The Manual, Automatic/Autoshift Transmission Course presents an overview of transmissions used in modern Medium and Heavy-Duty Trucks. It covers both maintenance and repair of these transmissions. The course includes standard repair and service procedures for; manual transmissions, automatic transmissions, and autoshift transmissions. Troubleshooting noise complaints and shifting problems, including electronic and air shift are also covered.

Prerequisite: DETC 115

DETC 255 (3 credits) Steering, Suspension, Alignment

The Steering, Suspension, and Alignment Course presents an overview of how these systems are used in modern Medium and Heavy-Duty Trucks. It covers both maintenance and repair of these systems. The course includes standard repair and service procedures for; manual and power steering systems, air and spring suspension systems, and checking and adjusting vehicle alignment. Troubleshooting steering, suspension, and handling complaints and repairing these system problems are also covered.

Prerequisite: DETC 120

DETC 260 (3 credits) Basic Welding and Fabrication

The Basic Welding and Fabrication Course presents an overview of how these skills are used in the modern Medium and Heavy-Duty Truck Shop. The course includes basic blueprint reading, Oxy-fuel heating, cutting, and welding. It also provides training in Plasma Arc Cutting, Stick, and MIG Welding. These entry level skills are utilized in truck repair shops, trailer repair and fabrication facilities, and agriculture/heavy equipment repair shops.

Prerequisite: DETC 115

DETC 265 (3 credits) Diesel Equipment Drive Train

The Diesel Equipment Drivetrain Course presents an overview of how these systems are used in modern Medium and Heavy-Duty Trucks. It covers both maintenance and repair of these systems. The course includes standard repair and service procedures for; clutch, driveshaft and universal joints, drive axles, wheel bearings, and tires and wheels. Troubleshooting and repairing these systems is a key skill needed for today's technician.

Prerequisite: DETC 105 &110

Electrical Technology

What is Electrical Technology?

Electrical Technology provides the opportunity to acquire the theory and skills needed to gain entry-level employment and advancement at an accelerated pace in the electrical field. Students will be able to apply basic electrical theory to all aspects of electrical technology. Skills and safe working habits are developed through construction and maintenance work project assignments. Since electricity has become an integral part of everyday life, an adequate supply of electrical power is necessary, as well as a reliable system for efficient utilization; thus, there is a continuing need for qualified electrical technicians.

Graduates' knowledge and skills are useful in such career areas as electrical engineering technicians, power plant technicians, electrical construction, industrial maintenance, and as technical representatives. High school prerequisites for this program are Algebra I & II, and a GPA of at least 2.5.

A Graduate of this Program will be able to:

- Demonstrate technical skills in a variety of electrical fields, apply these skills to new developments in these fields, and apply accepted safety standards.
- Demonstrate the ability to design, develop, and analyze electrical circuits and systems.
- Complete parts lists and order forms that demonstrate knowledge of catalogs and of coding and numbering systems for devices, hardware, and materials.
- Interpret and develop blueprints, schematic diagrams, and wiring plans and transform them into functioning projects that conform to the National Electrical Code and/ or other specifications.
- Evaluate electrical circuits and systems and communicate the results of such evaluations verbally or in writing.
- Demonstrate basic knowledge of construction procedures and electrical wiring techniques.
- Demonstrate knowledge of the use of test equipment and the electrical theory used in troubleshooting, repair, and operation of circuits, systems, and equipment.
- Demonstrate knowledge of the theory and mechanics of rotating machinery, programmable controllers, transformers, and instrumentation.
- Demonstrate leadership skills.

Keith A. Brubaker, Instructor
 BA: Western Governors University
 AAS: Thaddeus Stevens College of Technology
 Journeyman Electrician Electrical Apprenticeship
 Program: Associated Builders and Contractors, Inc.,
 Keystone Chapter

Frederick F. Bube, Instructor
 BS: The Pennsylvania State University Occupational Safety
 and Health Administration (OSHA)
 General Industry Certification Trainer

Andrew Jacobs, Instructor
 MEd: Temple University
 BS: The Pennsylvania State University
 Electrical Apprenticeship Program: IBEW, Local 98 Philadelphia Secondary
 School Counselor: Immaculata University
 Occupational Safety and Health Administration (OSHA)
 10 Trainer, WVU
 NABCEP Entry Level Solar PV Installer Certification
 Program Instructor

Brian J. Kochan, Instructor
 MA: University of Maine
 BS: Millersville University
 AAS: Thaddeus Stevens College of Technology



Model Schedule for Electrical Technology

Semester 1

| | |
|--|---|
| ELEC 107: Electricity I: Theory and Analysis Lab | 1 |
| ELEC 113: Electricity I: Theory and Analysis | 4 |
| ELEC 117: Electricity I: Practicum | 4 |
| ELEC 120: Electricity I: Systems Design | 3 |
| MATH 137: Intermediate Algebra (or higher) †^ | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|---|
| ELEC 126: Electricity II: Systems Design* | 3 |
| ELEC 157: Electricity II: Theory and Analysis Lab* | 1 |
| ELEC 162: Electricity II: Theory and Analysis* | 4 |
| ELEC 168: Electricity II: Practicum* | 4 |
| ENG 216: Technical Writing* | 3 |
| MATH 141: Trigonometry (or higher) *^ | 3 |

Semester 3

| | |
|--|---|
| ELEC 211: Industrial Electronics* | 4 |
| ELEC 216: D.C. & A.C. Motors and Generators* | 4 |
| ELEC 257: Industrial Motor Control* | 4 |
| PHYS 213: General Physics I* | 4 |
| CIS 111: Intro to Computer Applications | 3 |

Semester 4

| | |
|--|---|
| ELEC 206: Industrial Electricity* | 4 |
| ELEC 263: Advanced Industrial Motor & Drive Control* | 4 |
| ELEC 267: Programmable Logic Controllers* | 4 |
| Humanities Elective | 3 |
| General Studies Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |

TOTAL CREDITS 74

* Prerequisite or Co-requisite Required. See Course Description.

†Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

^ Minimum Grade Required. See Course Description.

Electrical Technology (ELEC)

ELEC 107 (1 credits) Electricity I: Theory and Analysis Lab

Laboratory assignments enable students to demonstrate the theoretical topics covered in ELEC 113. Lab sessions train students to properly connect electrical circuitry and to utilize appropriate metering instruments to take specific measurements to determine voltage, resistance, current, and power, and to troubleshoot various circuit layouts.

Co-requisite: ELEC 113

ELEC 113 (4 credits) Electricity I: Theory and Analysis

This course presents principles, laws, and formulas relating to basic direct current (DC) and alternating current (AC) applications in electricity. Topics include electron theory, magnetism, DC power supplies, Ohm's Law, Kirchhoff's Laws, AC waveform analysis and basic motor design. Resistive and inductive loads and various electrical circuit layouts are analyzed.

Co-requisite: ELEC 107

ELEC 117 (4 credits) Electricity I: Practicum

Workshop projects enable students to develop an understanding of fundamental residential and preliminary commercial circuit design and installation in accordance with the National Electric Code (NEC) and associated building regulations.

Co-requisite: ELEC 120

ELEC 120 (3 credits) Electricity I: Systems Design

This course is an introduction to fundamental residential and preliminary commercial wiring systems design. Topics include Occupational Safety and Health Administration (OSHA) certification; electrical and on-the-job safety; tool and material familiarization; plan design and specifications; wire diagramming; and the use of applicable National Electrical Code (NEC) standards.

Co-requisite: ELEC 117

ELEC 126 (3 credits) Electricity II: Systems Design

This course is an advanced study in commercial and industrial electrical systems design and installation. Sizing various raceway systems for commercial and industrial applications, custom electrical enclosure sizing, and poly-phase distribution systems are reviewed in detail. Industrial process and motor control material, circuit planning and design, and AC motors sizing and wiring methods introduce students to advanced electrical control systems.

Prerequisites: ELEC 117 and ELEC 120

Co-requisite: ELEC 157 and ELEC 168

ELEC 157 (1 credit) Electricity II: Theory and Analysis Lab

Laboratory assignments enable students to analyze AC waveforms and AC circuit characteristics by connecting the appropriate electrical components and utilizing electrical measuring instruments to take specific measurements. Computer software is used to enable advanced circuit analysis and troubleshooting.

Prerequisites: ELEC 107 and ELEC 113

Co-requisite: ELEC 162

ELEC 162 (4 credit) Electricity II: Theory and Analysis

This course presents advanced study in the principles, laws, and formulas relating to alternating current (AC) applications in electricity. Topics include AC waveform analysis, electromagnetism, power generation and distribution, vector diagrams, power factor and correction, single-phase and poly-phase systems, and motors.

Prerequisites: ELEC 107 and ELEC 113

Co-requisite: ELEC 157

ELEC 168 (4 credit) Electricity II: Practicum

This course is a hands-on approach to commercial and industrial electrical systems design and installation. Assignments include schematic and ladder diagramming, commercial wiring and raceway systems installations, process control wiring, troubleshooting single-phase and poly-phase distribution systems, motors, and motor control circuits.

Prerequisites: ELEC 117 and ELEC 120

Co-requisite: ELEC 126

ELEC 206 (4 credits) Industrial Electricity

This course presents principles and industry standards relating to industrial electrical power distribution systems. Students will learn about power distribution equipment including single- and three-phase transformers, power switchgear, switchboards, panelboards, and motor control centers. Student learning is centered on the design and installation of industrial power equipment based on the standards established by the National Electrical Code.

Prerequisites: ELEC 126, ELEC 157 and ELEC 162

ELEC 211 (4 credits) Industrial Electronics

This course presents theory and practice in basic industrial electronic components found in the electrical industry. Students will learn about digital and analog electronic devices including diodes, transistors, SCRs, Triacs and common Integrated Circuits. A laboratory component will provide students with the opportunity to observe the operational characteristics of electronic components and their use in common electrical control devices/circuits.

Prerequisites: ELEC 126, ELEC 162, and ELEC 168

ELEC 216 (4 credits) DC and AC Motors and Generators

This course presents principles and industry standards relating to electric generators and motors. Students will learn about both DC and AC machines and their usage in power generation and industrial environments. Student learning is centered on the operation and performance of DC and AC generators and motors under varying load conditions. Additionally, students will learn installation and troubleshooting practices associated with electric motors. *Prerequisites: ELEC 126, ELEC 162, and ELEC 168*

ELEC 257 (4 credits) Industrial Motor Control

This course presents principles and industry standards relating to the design and installation of basic industrial motor control circuits. Additionally, the theory and operational characteristics of electrical devices utilized in control circuits are covered. Topics include electrical drawings, contactors/ motor starters, basic motor control circuits (two-wire/three-wire/reversing), and control devices. A laboratory component provides students with the opportunity to design, to install, and to operate various motor control schemes/circuits. *Prerequisites: ELEC 162 and ELEC 168*

ELEC 263 (4 credits) Advanced Motor and Drive Controls

This course presents principles and industry standards relating to the design and installation of advanced industrial motor and drive control circuits. Additionally, the theory and operational characteristics of starting/stopping and motor speed control are covered. Topics include reduced voltage starting techniques, motor speed control, and AC/DC drive controls. A laboratory component provides students with the opportunity to design, to install, and to operate various motor control schemes/circuits, as well as opportunities to troubleshoot faulted circuits. *Prerequisites: ELEC 216 and ELEC 257*

ELEC 267 (4 credits) Programmable Logic Controllers

This course presents principles and industry standards relating to the use of PLCs used for the automation of industrial process controls. Additionally, students learn to utilize the proprietary programming software to interact with and program PLCs. Topics include PLC hardware characteristics, Boolean logic, number systems, relay-type, timing, counter and advanced PLC instructions. A laboratory component provides students with the opportunity to design, to install, and to operate various PLC-controlled processes in a simulated and hands-on environment. *Prerequisites: ELEC 211 and ELEC 257*



Electro- Mechanical Technology

What is Electro-Mechanical Technology?

The Electro-Mechanical Technology Associate Degree program prepares students to work at the intersection of mechanical systems, electronics, and automation. Through hands-on training, students develop skills in troubleshooting, system integration, and equipment maintenance using tools such as PLCs, sensors, motors, hydraulics, pneumatics, and robots. The program emphasizes practical application across areas like circuit analysis, industrial wiring, mechanical drives, fluid power, process control, and automation. Graduates are equipped to interpret technical drawings, program automated systems, and maintain efficient manufacturing operations—making this an ideal path for careers in industrial maintenance, automation, and advanced manufacturing.

A Graduate of this Program will be able to:

- Disassemble machinery or equipment to remove parts and make repairs.
- Repair or replace broken or malfunctioning components of machinery or equipment.
- Repair or maintain the operating condition of industrial production or processing machinery or equipment.
- Examine parts for defects, such as breakage or excessive wear.
- Reassemble equipment after completion of inspections, testing, or repairs.
- Observe and test the operation of machinery or equipment to verify the adequacy of repairs.
- Clean, lubricate, or adjust parts, equipment, or machinery.
- Analyze test results, machine error messages, or information obtained from operators to diagnose equipment problems.
- Record repairs and maintenance performed

Andrew Friedlund
 MS: Montana State University
 BS: Albright College

Benjamin Harmuth, Instructor
 MEd: Temple University
 BS: The Pennsylvania State University
 AAS: Thaddeus Stevens College of Technology

Caleb Lower, Instructor
 B.S: Eastern Mennonite University
 AAS: Thaddeus Stevens College of Technology

David Thompson, Instructor
 BS: The Pennsylvania State University AAS:
 Thaddeus Stevens College of Technology



**Model Schedule for
 Electro-Mechanical Technology**

Semester 1

| | |
|---|---|
| ELME 104: Mechanical Systems I | 4 |
| ELME 105: Manufacturing Fundamentals | 4 |
| ELME 107: Electrical Systems I | 4 |
| MATH 137: Intermediate Algebra [†] OR MATH 207: Pre-Calculus [†] (4 credits) | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|---|
| ELME 109: Programmable Logic Controllers I | 4 |
| ELME 116: Mechanical Systems II* | 4 |
| ELME 117: Electrical Systems II* | 4 |
| ENG 216: Technical Writing* | 3 |
| MATH 141: Trigonometry (or higher)* [^] | 3 |

Semester 3

| | |
|--|---|
| ELME 204: Mechanical Systems III* | 4 |
| ELME 208: Programmable Logic Controllers II* | 4 |
| ELME 215: Robotics and Motion Control | 4 |
| PHYS 213: General Physics I* | 4 |
| Humanities Elective | 3 |

Semester 4

| | |
|---|---|
| ELME 214: Mechatronics Seminar & Advanced Project | 4 |
| ELME 218: Process Control & Industrial Instrumentation | 4 |
| ELME 225: Computer Integrated Manufacturing Systems & PLC's III* | 4 |
| General Studies Elective | 3 |
| General Studies Elective | 3 |

TOTAL CREDITS **73**

Prerequisite or Co-requisite Required. See Course Description

[†]Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

[^] Minimum Grade Required. See Course Description.

Electro-Mechanical Technology (Mechatronics) (ELME)

ELME 104 (4 credits) Mechanical Systems I

This course introduces the principles and applications of the most commonly found mechanical drive and fluid power components in an industrial manufacturing environment. Topics include mechanical power transmission devices, hydraulics, and pneumatics through a fundamental level along with related construction and troubleshooting techniques. All course material is supplemented with practical, hands-on exposure to the items described.

ELME 105 (4 credits) Manufacturing Fundamentals

This course provides students with an overview of the various types of manufacturing that take place in the discrete, hybrid, and continuous sectors and of the jobs that must be performed within manufacturing. The course provides an introduction to the techniques and resources that manufacturers employ to improve operations, preparing students for independent investigating and life-long learning. It provides basic knowledge and skills with regard to print/ schematic reading, CAD drawing, measurement, and quality assurance. At least one plant tour is included as part of this course to provide firsthand validation of the topics covered.

ELME 107 (4 credits) Electrical Systems I

This course covers the principles and application of alternating current (AC) and direct current (DC) electricity, industrial sequential control, and electrical controls construction as found in a typical manufacturing environment. Topics include AC and DC circuit analysis and measurement in resistive, capacitive, and inductive circuits; AC fixed-speed motor control; control transformers, relays, timers, and counters; mechanical, pneumatic, and hydraulic input and output devices; sequencing and logic functions; introduction to component and systems troubleshooting; electrical wiring practices; conduit and raceways; and requirements for conductors, disconnects, and raceways as specified by the National Electric Code (NEC). All course material is supplemented with practical hands-on exposure to the items described.

ELME 109 (4 credits) Programmable Logic Controllers I

This course covers the principles and application of programmable logic controllers (PLCs) as found in a typical manufacturing environment. Topics include understanding the physical components that make up a PLC, basic PLC programming, and understanding the components that make up input/output, including AC/DC discrete input modules and analog input and output modules; how these modules connect to the PLC and to output devices such as motor controls, variable frequency drives, valves, and other types of machine controls.

ELME 116 (4 credits) Mechanical Systems II

This course covers the principles and applications of the most commonly found mechanical drive and fluid power components in an industrial manufacturing environment. Topics include mechanical power transmission devices and pneumatics and hydraulics through an intermediate level along with related construction and troubleshooting techniques. All course material is supplemented with practical, hands-on exposure to the items described.

Prerequisites: ELME 104

ELME 117 (4 credits) Electrical Systems II

This course covers the principles, application, troubleshooting, and maintenance of rotating electrical motors and electronic motor drives as used in industry. Topics include various types of single- and three-phase motors, various types of DC motors, reduced voltage starting, braking, DC electronic drives and AC variable frequency drives. The course builds upon the principles and applications covered in ELME 107.

Prerequisites: ELME 107

ELME 204 (4 credits) Mechanical Systems III

This course covers the principles and applications of the most commonly found mechanical drive and fluid power components in an industrial manufacturing environment. Topics include mechanical power transmission devices, pneumatics, and hydraulics through at an advanced level along with related construction and troubleshooting techniques. All course material is supplemented with practical hands-on exposure to the items described.

Prerequisites: ELME 104 and ELME 116

ELME 208 (4 credits) Programmable Logic Controllers II

This course covers the principles and application of programmable logic controllers (PLCs) featuring the IEC 61131-3 programming standard. Topics include how to install PLCs; how to configure modules; how to wire input and output modules, including temperature-sensing devices (thermocouples and resistive temperature detectors) and analog devices featuring 0–10 volts and 4–20 mA standards. The course also includes programming the built-in human-machine interface (HMI) which allows program control and status update through a built-in touch screen.

Prerequisites: ELME 109

ELME 214 (4 credits) Mechatronics Seminar and Advanced Project

This course provides a capstone experience for the associate of applied science degree in Electro-Mechanical Technology by requiring that students—with a teammate(s)—apply skills and knowledge from each of the program areas to an independent mechatronics project. Students develop and implement a project plan and budget approved by the instructor that demonstrates the ability to integrate the skills and knowledge obtained over the previous three semesters of study. Students work with actual industrial equipment and machinery in a realistic application. This course broadens students' knowledge with respect to technology suppliers, equipment, and applications. Students should begin planning for this course during the semester prior to the semester in which the course is completed.



ELME 215 (4 credits) Robotics and Motion Control

This course provides students with a background in the programming and application of industrial robots and general purpose synchronized multi-axis motion control. Expanding upon previously-learned concepts, this course examines the combination of multiple axes of motion to perform useful functions such as creating a flexible manufacturing system utilizing robots and broadens the knowledge of different programming languages to initiate and control motion sequences. Students learn how to implement electronically many of the simple machines introduced in previous courses such as gear drives, belt drives, line shafts, and cams.



ELME 218 (4 credits) Process Control and Industrial Instrumentation

This course covers the fundamentals of process control and instrumentation as applied in industry for the control of level, flow, temperature, and pressure. The concept of a control loop is introduced and each of the loop's components— sensor, controller, and final element—are examined. Design, documentation, operation, performance tuning, and troubleshooting of single-loop systems is discussed.

ELME 225 (4 credits) Computer-Integrated Manufacturing Systems and PLCs III

This course guides students through the processes of interfacing and integrating manufacturing components and unit operations into useful systems. Students work with touch screen displays (HMI) networked to programmable logic controllers. System integration is accomplished using digital input/output, DeviceNet, and TCP/IP Ethernet networking. The course involves working with a flexible manufacturing lab that includes a bar code reader, vision system, servo, and AC drive to manipulate a conveyor and other equipment to sort and fill.

Prerequisites: ELME 109 and ELME 208



Electronic Engineering Technology

What is Electronic Engineering Technology?

Electronic Engineering Technology provides the opportunity to acquire the skills needed to gain employment as an engineering technician in manufacturing and industry. Skills are developed by theoretical analysis and by the use of manipulative practice in the laboratory. The program gives students a broad theoretical and practical background in analog and digital electronic circuits. Graduates of the Electronic Engineering Technology program are prepared to find employment as technicians with the ability to prototype, to test, to program, to integrate, to install, to maintain, and to repair electronic systems. Because of the use of electronics in most industries, many employment opportunities in varied environments exist. High school prerequisites for this program are Algebra I and II, and a GPA of at least 2.5.

A Graduate of this Program will be able to:

- Demonstrate a working knowledge of DC and AC components and circuits.
- Demonstrate a basic knowledge of solid state devices and circuits.
- Analyze, design, construct, and integrate components and circuits of various types.
- Demonstrate a basic knowledge of digital electronics, logic circuits, microprocessors, and programmable logic controls (PLCs).
- Solve math problems related to circuit analysis, digital electronics, and other systems.
- Operate standard test equipment to analyze electronic systems.
- Design and troubleshoot simple microprocessor-based systems and interface peripheral devices.
- Work with robotics and motion control systems at a basic level.
- Understand pneumatics at a basic level.
- Network PLCs and other data acquisition and control systems.
- Interface sensors and control elements to PLCs

Thomas L. Evans, Instructor
 AAS: Thaddeus Stevens College of Technology

Bruce C. Schreiner, Professor
 MEd: The Pennsylvania State University
 BS: Millersville University
 AAS: Thaddeus Stevens College of Technology



**Model Schedule for Electronic Engineering Technology
 Semester 1**

| | |
|--|---|
| EET 108: DC Fundamentals (w/lab)* | 4 |
| EET 118: AC Fundamentals (w/lab)* | 4 |
| EET 128: Combinational Digital Logic (w/lab) | 4 |
| MATH 137: Intermediate Algebra†^ OR MATH 207: Pre-Calculus* (4 credits) | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|---|
| EET 158: Solid State Devices I (w/lab)* | 4 |
| EET 168: Solid State Devices II (w/lab)* | 4 |
| EET 178: Sequential Digital Logic (w/lab)* | 4 |
| ENG 216: Technical Writing* | 3 |
| MATH 141: Trigonometry (or higher)*^ | 3 |

Semester 3

| | |
|--|---|
| EET 217: Microprocessors/Microcontrollers (w/lab)* | 4 |
| EET 222: Interfacing & Programming Microprocessors (w/lab)* | 4 |
| EET 238: Interfacing and Basic Control Circuits (w/lab)* | 4 |
| PHYS 213: General Physics I* | 4 |
| Humanities Elective | 3 |

Semester 4

| | |
|--|---|
| EET 258: Automation & Control Systems with PLCs I (w/lab)* | 4 |
| EET 268: Automation & Control Systems with PLCs II (w/lab)* | 4 |
| EET 278: Data Acquisition and Control Project* | 4 |
| General Studies Elective | 3 |
| General Studies Elective | 3 |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

^ Minimum Grade Required. See Course Description.

Electronic Engineering Technology (EET)

EET 108 (4 credits) DC Fundamentals (w/Lab)

Voltage, current, resistance, conductance, power, and energy are defined. Ohm's law, Kirchoff's laws, Thevenin, Norton, and Superposition theorems are used to analyze resistive circuits.

Components studied include resistors, potentiometers, bridge circuits, comparators, simple timing circuits, switches, circuit breakers, relays, h-bridges, solenoids, photo-resistors, thermistors, voltage sources, and current sources. Students build simple DC circuits based on concepts and components being studied. Electrical measurements are performed to verify proper circuit operation. Circuit construction and measurement techniques are taught. Students are trained in the use of digital multi-meters and DC power supplies as test equipment.

Co-requisites: Math 137

EET 118 (4 credits) AC Fundamentals (w/Lab)

Waveforms, capacitors, inductors, and transformers are studied. Reactance, impedance, phase angles, and power factor are calculated. Pulse width modulation, time constants, and filters are introduced. Students build simple AC circuits based on concepts and components being studied. Wave parameters, capacitance, inductance, impedance, and phase angles are measured to verify proper circuit operation. Students are trained in the use of signal generators and oscilloscopes as test equipment.

Prerequisite: EET 108

EET 128 (4 credits) Combinational Digital Logic (w/Lab)

Basic digital electronic concepts are covered including introduction to digital machines, number systems (binary and hexadecimal), binary arithmetic, digital signals and switching, Boolean algebra, logic gates (AND, OR, NAND, NOR, XOR, XNOR), logic gate specifications, and basic combinational logic circuits. Includes an introduction to and programming of programmable logic devices (PLDs). Circuits are built from schematics and test equipment (DVM, logic analyzer, digital signal generator, and circuit simulation software) is used to learn the operation of the circuits.

EET 158 (4 credits) Solid State Devices I (w/Lab)

Diodes, rectifiers, power supplies, regulators BJT transistors, and transistor amplifiers are studied. Students build and test diode circuits, power supplies, transistor circuits, and amplifiers.

Prerequisites: EET 108 and EET 118

EET 168 (4 credits) Solid State Devices II (w/Lab)

FET transistors, op amps, thyristors, opto-isolators, and solid state relays are studied. Drivers, buffers, interfacing, pre-amps, amplifiers, active filters, mixers, oscillators, and phase controllers are built and tested.

Prerequisite: EET 158

EET 178 (4 credits) Sequential Digital Logic (w/Lab)

Comprehensive coverage of combinational and sequential logic circuits including adders, subtractors, flip-flops, shift registers, counters, digital multiplexors/de-multiplexors, and A/D and D/A conversions. Electronic equipment schematics are reviewed to develop technician-level skills. Circuits are built from schematics and test equipment (DVM, logic analyzer, digital signal generator, and circuit simulation software) is used to learn the operation of the circuits.

Prerequisite: EET 128

EET 217 (4 credits) Microprocessors/Microcontrollers (w/Lab)

This course is an introduction to the basic architecture and instruction sets of microprocessors and microcontrollers. Learning activities include basic assembly language programming, working with programming IDE environment, software simulation tools, hardware emulation tools, and logic analysis of hardware signals. Both Harvard architecture and von Neumann architecture devices are covered.

Prerequisites: EET 128 and EET 178

EET 222 (4 credits) Interfacing and Programming Microprocessors (w/ Lab)

This course involves the interfacing of basic input and output devices at the chip level to microprocessors and microcontrollers and also includes their support ICs and common peripheral devices. Learning activities include interfacing, programming (at assembly language level) and modifying existing assembly and C language code. Test equipment—including DSOs, DVMs, logic analyzers, and data analyzers—is used in support of these activities.

Prerequisite: EET 217

EET 238 (4 credits) Interfacing and Basic Control Circuits (w/Lab)

This course will provide an introduction to common interfacing schemes and foundational control circuits. The student will gain insight into concepts involved in interfacing the outside world to and from a controller. The student will be introduced to basic circuits, ladder diagrams, and GUIs (graphic user interfaces) to create HMIs (human machine interfaces).

Prerequisite: Successful completion of 1st year EET courses

EET 258 (4 credits) Automation and Control Systems with PLCs I (w/Lab)

This course handles electronic topics from an industrial viewpoint and deals with actual control systems utilizing programmable logic controllers (PLCs), IEC-61131 programming concepts, and industrial circuits. It also serves as introduction to process control, industrial process techniques, and instrumentation. During this course, the PLC is used as the control device where possible and therefore PLC knowledge is advanced in both interfacing and programming areas.

Prerequisites: EET 108, EET 118, and EET 128

EET 268 (4 credits) Automation and Control Systems with PLCs II (w/Lab)

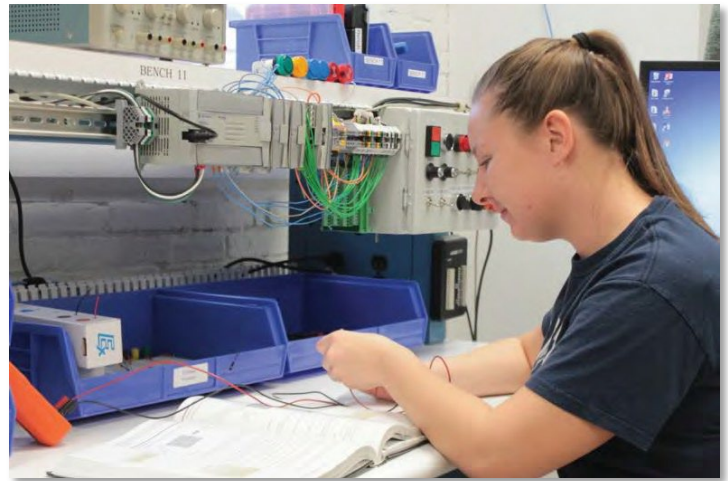
This course introduces mechanical, pneumatic, and photoelectric transducer devices used to convert all types of stimuli to electronic pulses and their use in industrial control circuits. Most activities use the PLC as the control element. Advanced ladder programming skills and higher-level language IEC-61131 programming is also covered. Industrial networking topics for control systems include RS232, TCP/IP, DH+, Modbus, DeviceNet, Asi, and other industrial networks. Motor and motion control topics include AC, DC, servo, and stepper motor operation. Motor and motion control systems are put into practical use and discussed as part of robotic systems.

Co-requisites: EET 258

EET 278 (4 credits) Data Acquisition and Control Project
Students create a control system of their own design. The project incorporates topics from all semesters. Programming and interfacing are implemented with an automation emphasis. Aspects include design, construction, testing, and documentation.

Prerequisite: Successful completion of first three semesters of EET courses.

Co-requisites: EET 258 and EET 268



Engineering CAD Technology

What is Engineering CAD Technology?

The Engineering CAD Technology program prepares graduates for positions as entry-level CAD operators in a wide range of manufacturing and engineering industries. Skills acquired from this program of study will allow students to become an integral part of product design and the manufacturing of those products. Graduates will apply

specialized knowledge and skills utilizing state-of-the-art CAD software to think critically, to solve problems, and to effectively communicate with colleagues and supervisors in today's ever-changing work environment.

From preliminary drawings and sketches, to parametric design, to animated assemblies, graduates will learn how to simplify, enhance and streamline the manufacturing and engineering processes utilizing CAD. Students acquire comprehensive skills in the following technical areas: fundamentals of drafting, technical drawing, process pipe drafting, processes of manufacturing, geometric dimensioning and tolerancing (GD&T), metals fabrication drafting, and power transmission. Students' CAD skills are developed with a comprehensive exposure to the latest software releases of AutoCAD®, Autodesk Inventor®, SolidWorks®, and PTC CREO® (Pro/Engineer®).

A Graduate of this Program will be able to:

- Produce working drawings such as detail, subassembly, and full-assembly drawings utilizing manual, freehand, and computer-aided drafting techniques.
- Recognize and apply the ASME Y14.5 guidelines in the creation of mechanical working drawings.
- Apply industrial standards to the creation of working drawings of sheet-metal components, welded assemblies, electronics drafting, piping systems, and power transmission components.
- Identify and understand basic manufacturing processes as they relate to the dimensioning of working drawings.
- Demonstrate an ability to work independently and to apply interpersonal and technical skills to solve problems as a member of a multi-disciplinary team.
- Demonstrate skills and proficiency in multiple 2D and 3D solid modeling CAD software packages.

Upon completion of the program, graduates will find various employment opportunities in the following fields:

- CAD operator
- Cost estimator
- Drafting manager
- Drafting supervisor
- Mechanical detailer
- Mechanical design technician

Donald Hart, Assistant Professor
 AST: Thaddeus Stevens College of Technology
 PCT Technical Committee, Sheet Metal
 Society of Manufacturing Engineers (SME): Member
 Technology Students Association (TSA):
 State Conference Planning Team

James Knapp, Professor
 MS: Millersville University
 BS: Millersville University
 American Design Drafting Association (ADDA): Member Society
 of Manufacturing Engineers (SME): Member International
 Technology and Engineering Education
 Association (ITEEA): Member Technology Students
 Association (TSA): State Event Coordinator
 State Conference Planning Team
 Epsilon Pi Tau (EPT) Honor Fraternity: Laureate Member



Model Schedule for Engineering CAD Technology

Semester 1

| | |
|---|---|
| ECAD 105: Metallic Manufacturing Processes | 3 |
| ECAD 112: Technical Drawing* | 3 |
| ECAD 120: Intro to AutoCAD Applications* | 3 |
| ECAD 130: Advanced AutoCAD Applications* | 3 |
| MATH 137: Intermediate Algebra (or higher) †^ | 3 |
| CIS 211: Microsoft Excel | 3 |

Semester 2

| | |
|--|---|
| ECAD 150: Intro to AutoDesk Inventor Applications* | 3 |
| ECAD 160: Advanced AutoDesk Inventor Applications* | 3 |
| ECAD 168: Process Pipe Drafting* | 3 |
| ECAD 171: Non-Metallic Manufacturing Processes* | 3 |
| ENG 106: English Composition | 3 |
| MATH 141: Trigonometry (or higher)* | 3 |

Semester 3

| | |
|--|---|
| ECAD 207: Geometric Tolerancing* | 3 |
| ECAD 211: Metals Fabrication Drafting* | 3 |
| ECAD 220: Intro to Solid Works Applications* | 3 |
| ECAD 230: Advanced Solid Works Applications* | 3 |
| ENG 216: Technical Report Writing* | 3 |
| PHYSICS: Any Physics Elective | 3 |

Semester 4

| | |
|--|---|
| ECAD 250: Introduction to Pro/Engineer Applications* | 3 |
| ECAD 260: Advanced Pro/Engineer Applications* | 3 |
| ECAD 266: Working Drawings* | 3 |
| ECAD 271: Power Transmission* | 3 |
| ENG 221: Public Speaking | 3 |
| Humanities: Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.

†Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.

^ Minimum Grade Required. See Course Description.

Engineering CAD Technology (ECAD)

ECAD 105 (3 Credits) Fundamentals of Machining

This course will introduce students to common machine tools and processes. Students will be exposed to the various hand and power tools as well as the Vertical Mill and the Engine Lathe.

ECAD 112 (3 Credits) Technical Drawing

A study of orthographic projection and drawing creation with applications in multi-view drawings including sectioning and auxiliary views. Techniques in pictorial drawing are also used to convey orthographic views as pictorial representations.

Co-requisites: ECAD 105 and ECAD 120 or instructor approval

ECAD 120 (3 Credits) Introduction to AutoCAD® Applications

A practical application of 2D orthographic skills utilizing AutoCAD® integrating knowledge of software commands with drafting standards. Students also experience dimensioning styles, templates, and symbols libraries. During the course, students create a series of mechanical drawings.

Co-requisites: ECAD 105 and ECAD 112 or instructor approval

ECAD 130 (3 Credits) Advanced AutoCAD® Applications

An advanced application of 2D orthographic skills utilizing AutoCAD® integrating knowledge of software commands with drafting standards. Students also experience advanced 2D commands, system variables, symbols libraries, attributes, customization, and macros. During the course, students create a series of mechanical working drawings packets.

Prerequisite: ECAD 120 or instructor approval

ECAD 150 (3 Credits) Introduction to AutoDesk Inventor® Applications

An AutoCAD Inventor® applications course with an emphasis on solid modeling parts and basic assemblies and the transition from 3D solid models to 2D working drawings.

Prerequisite: ECAD 130 or instructor approval

ECAD 160 (3 Credits) Advanced AutoDesk Inventor® Applications

An advanced AutoDesk Inventor® applications course with an emphasis on advanced modeling of parts, advanced assemblies, and working drawings and the generation of 2D working drawings from the solid models. Add-on packages such as pipe and tube, sheet metal, weldments, and wire harness diagrams are explored.

Prerequisite: ECAD 150 or instructor approval

ECAD 168 (3 Credits) Process Pipe Drafting

An intermediate drafting course covering the topics appropriate for reading and creating the working drawings necessary to instruct in the assembly of piping and equipment for industrial processes. Students are also exposed to cable and harness drafting and the process in which drawings are created.

Co-requisites: ECAD 150 and ECAD 160 or instructor approval

ECAD 171 (3 Credits) Processes of Manufacturing

An introduction to the processes commonly employed in the conversion of raw materials into finished products. This course provides students with a solid understanding of the operations necessary to cast, mold, form, separate, condition, assemble, and apply surface finishes to manufactured products.

Prerequisite: ECAD 105

Co-requisite: ECAD 150 or instructor approval

ECAD 207 (3 Credits) Geometric Tolerancing

A study of the American Society of Mechanical Engineers (ASME) dimensioning guidelines including geometric dimensioning and tolerancing (GD&T). This course emphasizes the creation and usage of the drafting symbols necessary to define the form, fit, and function of mechanical components.

Co-requisite: ECAD 211

ECAD 211 (3 Credits) Metals Fabrication Drafting

An intermediate drafting course covering the topics pertinent to reading and creating the working drawings necessary to instruct welders and metal fabricators in the creation of welded assemblies. This course includes a thorough review of industrial welding drafting practices and practical applications of the symbols required to specify them in an assembly.

Prerequisite: ECAD 171

Co-requisite: ECAD 207 or instructor approval

ECAD 220 (3 Credits) Introduction to SolidWorks® Applications

Introduces students to the essential applications with an emphasis on how to use the SolidWorks® mechanical design software to build parametric models of parts and assemblies and how to make drawings of those parts and assemblies.

Prerequisites: ECAD 112 and ECAD 160 or instructor approval

ECAD 230 (3 Credits) Advanced SolidWorks® Applications

Advanced SolidWorks® applications course focuses on developing skills central to the successful use of SolidWorks® parametric software. It is designed for SolidWorks users who have mastered the basics of parametric solid model design but who need to continue building skills for working with imported models, surface modeling, and an introduction to finite element analysis (FEA) using simulation software and model analysis.

Prerequisite: ECAD 220 or instructor approval

ECAD 250 (3 Credits) Introduction to PTC CREO® Pro/Engineer® Applications

Introduces students to the essential applications that focuses on learning core-modeling skills in this comprehensive, hands-on course. Topics include sketching, part modeling, assemblies, drawings, and basic model management techniques. The course also includes a comprehensive design project that enables to practice new skills by creating realistic parts, assemblies, and drawings.

Prerequisite: ECAD 230 or instructor approval

ECAD 260 (3 Credits) Advanced Pro/Engineer® Applications

Focuses on developing skills central to the successful use of PTC CREO® Pro/Engineer® Applications parametric software. It is designed for PTC CREO® Pro/Engineer® users who have mastered the basics of parametric solid model design but who need to continue building skills for working with imported models, surface modeling, sheet metal models and mechanism design which permits users to animate their assemblies in a mechanical fashion. Other skills covered are simplified reps, top-down design, flexible components, shrink-wrap feature, skeleton models, layouts, and advanced drafting commands.

Prerequisite: ECAD 250 or instructor approval

ECAD 266 (3 credits) Working Drawings

An advanced drafting course emphasizing the practices necessary to produce detail, sub-assembly, and full assembly mechanical drawings for industrial applications.

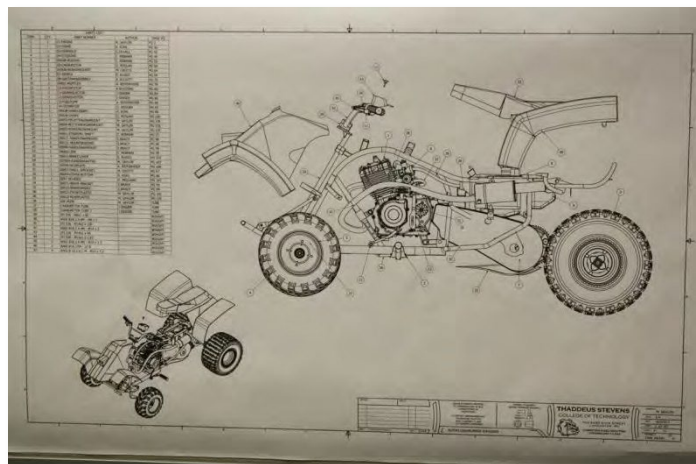
Co-requisite: ECAD 271 or instructor approval

ECAD 271 (3 credits) Power Transmission

A study of power transmission fundamentals, the related computations, and drafting methodologies. Applications include drafting standards for utilizing bushings, keys, sheaves, belts, chains, clutches, and conveyor pulleys in working assembly drawings.

Prerequisites: MATH 137 and MATH 141

Co-requisite: ECAD 266 or instructor approval



Graphic Communications & Printing Technology

What is Graphic Communications and Printing Technology?

The Graphic Communications and Printing Technology program provides a comprehensive understanding of the printing process and related fields. The student receives training in all major areas, with preparation to enter one of several printing fields, depending on interest and ability.

Graduates with technical and mechanical interests find employment in desktop publishing, pre-press, presswork, and bindery operations. Skills in computer operations, electronics, photography, chemistry, and physics will also be useful in these areas.

Graduates with good English and math skills will find employment in proofreading, estimating, production planning, and sales. Those students with artistic talent may enter layout and design, advertising, or commercial art.

A Graduate of this Program will be able to:

- Recognize the major printing processes and their products as well as the advantages of each process.
- Demonstrate the skills needed for entry-level positions (as advanced trainees) in the following areas: layout and design, copy preparation, desktop publishing, plate processing, direct-to-plate applications, press operations, and bindery operations.
- Assess personal strengths and limitations in various areas of the graphic arts.
- Demonstrate good work habits: Promptness to class, willingness to work, and the ability to accept supervision.
- Demonstrate knowledge of equipment and use appropriate safety precautions.
- Understand the various production departments and the contributions each makes to the finished product.
- Write clear, concise, legible, and accurate technical reports using standard grammatical English.
- Demonstrate skill in basic verbal communication.
- Solve basic math problems related to printing operations.

Michael Brady, Assistant Professor
 BS: Walden University
 AAS: Thaddeus Stevens College of Technology

Megan Zettlemoyer, Assistant Professor
 BFA: Fashion Institute of Technology



Model Schedule for Graphic Communications & Printing Technology

Semester 1

| | |
|--|---|
| GRPH 116: Introduction to Desktop Publishing | 4 |
| GRPH 122: Digital Photography | 4 |
| GRPH 126: Printing Processes I | 4 |
| CIS 111: Intro to Computer Applications | 3 |
| MATH 111: Business Math (or higher) | 3 |

Semester 2

| | |
|-------------------------------------|---|
| GRPH 150: Intro to Lithography* | 3 |
| GRPH 155: Intro to Screen Printing* | 3 |
| GRPH 160: Graphic Communications I | 3 |
| GRPH 165: Multimedia and Web Design | 3 |
| CIS 211: Microsoft Excel | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---------------------------------------|---|
| GRPH 207: Bindery and Finishing | 3 |
| GRPH 214: Print Marketing | 3 |
| GRPH 222: Graphics Communications II* | 3 |
| GRPH 228: Printing Processes II* | 3 |
| Humanities Elective | 3 |
| ENG 221: Public Speaking OR | 3 |
| *ENG 216: Technical Writing | |

Semester 4

| | |
|---|---|
| GRPH 258: Advanced Lithography* | 3 |
| GRPH 262: Color Theory | 3 |
| GRPH 267: Graphics Communications Studio* | 3 |
| GRPH 272: Web Design* | 3 |
| Science Elective | |
| General Studies Elective | 3 |
| (May Not Take ARTS 106 Digital Photography) | |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |

TOTAL CREDITS **73**

* Prerequisite or Co-requisite Required. See Course Description.

^ Minimum Grade Required. See Course Description.

Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 141, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Graphic Communications & Printing Technology (GRPH)

GRPH 116 (4 credits) Introduction to Desktop Publishing

Introduction to the hardware and software used in desktop publishing. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging. Students receive hands-on training in the computer environment using current production software. Basic scanning techniques are demonstrated.

GRPH 122 (4 Credits) Digital Photography

An introduction to the processes commonly employed in the conversion of raw materials into finished products. This course provides the student with a solid understanding of the operations necessary to cast, mold, form, separate, condition, assemble, and apply surface finishes to manufactured products.

GRPH 126 (4 credits) Printing Processes I

Covers the various printing processes including offset, screen, flexo, and gravure. Career opportunities, salary potential, and the role each process plays in the industry today are also discussed. Safety procedures and operations are identified. Upon completion, students should be able to demonstrate an understanding of the major characteristics, advantages, and disadvantages of each process.

GRPH 150 (3 credits) Introduction to Lithography

This course introduces students to the basic fundamentals of lithography. Through practical application, students develop a working knowledge of this printing process with a strong concentration into multi-color image reproduction and image registration.

Prerequisite: GRPH 126

GRPH 155 (3 credits) Introduction to Screen Printing

This course introduces students to the basic fundamentals of screen printing. Through practical application, students develop a working knowledge of this printing process with a strong concentration into multi-color image reproduction and image registration.

Prerequisite: GRPH 126

GRPH 160 (3 credits) Graphic Communications I

Covers the history, development, and commercial applications of printing processes. Students learn about the curriculum and the industry including its processes, products, and careers. Emphasis is placed on the attributes which are most desirable for successful entry and advancement.

GRPH 165 (3 credits) Multimedia and Web Design

Introduces the fundamentals of design and production for presentations and the World Wide Web. Basics of hypertext markup language (HTML), the use of authoring software, and making portable data format (PDF) documents for internet downloads and multimedia basics are covered.

GRPH 207 (3 Credits) Bindery and Finishing

Bindery and finishing is an increasingly important part of the printing process as it can provide unique physical characteristics to a finished product. Students develop an understanding of both the physical processes of bindery and finishing, along with understanding the creative application and added value these processes can provide to a final piece. Along with theory, students have the opportunity to operate folding equipment, produce die cuts, and create varnishes.

GRPH 214 (3 Credits) Print Marketing

Commercial printers no longer simply provide a printed piece. They provide various solutions to communicating messages through different techniques along with the management of data. This course looks at how print is used to connect companies to consumers through trends in marketing.

GRPH 222 (3 Credits) Graphic Communications II

This course provides an overview of the history of graphic communications, along with an in-depth analysis of what graphic communications is and how it reflects culture. Typography is a primary focus in this course. Students are challenged to develop creative solutions to problems using different techniques for developing ideas.

Prerequisite: GRPH 160

GRPH 228 (3 Credits) Printing Processes II

In a continuation of GRPH 126, the major printing processes are discussed in greater detail, primarily offset printing. Students are introduced to multiple unit-offset press, press settings, and press troubleshooting. The aspects of paper and ink are discussed. An emphasis is placed on creating print ready files following industry specifications.

Prerequisite: GRPH 126

GRPH 258 (3 Credits) Advanced Lithography

In this course, printing standards and quality control metrics for process color printing are examined. Students continue to expand their knowledge of the inner workings of an offset press using a press simulator program. The use of printing in marketing is also discussed.

Prerequisite: GRPH 228

GRPH 262 (3 Credits) Color Theory

Color theory is the study of the science of color and light as it relates to the printing industry. Several color spaces are discussed, along with the usage for each. A focus is placed on managing color within the printing industry by means of devices, software, and techniques.

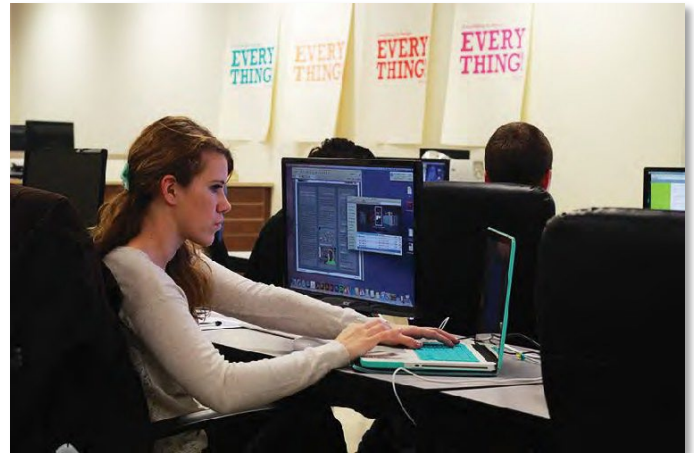
GRPH 267 (3 Credits) Graphic Communications Studio

Communication skills are challenged to create unique solutions for a host of design problems. Emphasis is placed on the design process and working with others to craft a message. The course ends with a cumulative capstone project tasking students to design and produce several products. Students are also tasked with the creation of a portfolio.

Prerequisite: GRPH 222

GRPH 272 (3 Credits) Web Design

The primary languages needed for web development, HTML and CSS, are introduced along with how to design for the web. *Prerequisite: GRPH 165*



Heating, Ventilation, Air Conditioning, & Refrigeration

What is HVACR?

The HVACR program is unique because it treats designing, retrofitting, testing, and balancing on a problem-solving level. This specialized program prepares the technician for the fast-growing, highly technical HVACR field.

The challenge for the service technician is to optimize the service operation of HVACR systems to maximize customer and employer satisfaction. Using computers to replicate various conditions that could be encountered, students develop a plan of action to use with live work.

Students learn current methods of identifying and performing efficiency evaluations on various types of heating, ventilation, and air-conditioning systems as well as adjusting and balancing equipment for maximum performance.

In addition to HVACR classroom theory sessions, students also perform service and installation on numerous live projects on and off campus. The HVACR laboratory includes tools, equipment, computers, and instrumentation typically found in commercial, residential, and industrial settings. The lab also includes ground source heat pumps, gas efficient furnaces, regular heat pumps, oil-fired furnaces, gas and oil boilers, ice machines, walk-in boxes, roof-top equipment, chiller systems, and commercial refrigeration trainers.

Challenging careers abound on a national level with firms offering graduates a variety of positions as service technicians, installation technicians, estimators, and in-plant industrial technicians. High school prerequisites for this program are Algebra I & II, and a GPA of at least 2.5.

A Graduate of this Program will be able to:

- Demonstrate the ability to do technical work in a variety of heating, cooling, plumbing, and refrigeration fields; apply safety standards and understand and work with technical developments in the industry.
- Apply concepts of algebra and physics in the layout, design, development, and analysis of refrigeration and air conditioning equipment and systems.
- Identify and demonstrate correct use of tools, materials, and equipment used in the trade.
- Demonstrate the ability to read and interpret blueprints and use blueprints when installing equipment.
- Troubleshoot heating, cooling, and refrigeration equipment using standard troubleshooting procedures.
- Write clear, concise, legible, and accurate technical reports using technical English and apply verbal communication skills in job-related activities.
- Read and interpret electrical schematics and use schematics when installing and repairing equipment.
- Estimate the cost of an installation and design and lay out an effective system for a specific location and use.
- Demonstrate knowledge of the operation and use of hermetic, reciprocating, and centrifugal compressors.
- Apply basic knowledge of airflow, ventilation, and energy conservation concepts to the design of systems, using modern building design and solar energy technology.

Matthew Bixler, Instructor

BS: Eastern Mennonite University

AAS: York Technical Institute

Ty Christman, Assistant Professor

BS: Eastern Mennonite University

AAS: Washtenaw Community College

Bart Heagy, Instructor

BS: Eastern Mennonite University

CTE Certification: Temple University

Bruce Hrycek, Instructor

MBA: Trinity University MD

HVACR Master 01

John Sweda, Instructor

BS: Temple University

MEd: Bloomsburg University

PA Instructional II Certification in HVACR and Plumbing

Model Schedule For HVACR

Semester 1

| | |
|--|---|
| HVAC 123: OSHA Electrical and Construction Safety | 1 |
| HVAC 135: Electricity for HVACR | 3 |
| HVAC 138: Lab Practice I: Electrical Applications | 2 |
| HVAC 143: HVAC Installation Procedures | 1 |
| HVAC 146: Lab Practice II: Installation Procedures | 2 |
| HVAC 150: Principles of Refrigeration | 3 |
| MATH 126: Technical Math I (or higher) † | 3 |
| Science Elective | 3 |

Semester 2

| | |
|--|---|
| HVAC 157: Residential Heating Systems | 3 |
| HVAC 160: Lab Practice III: Heating Applications | 2 |
| HVAC 167: Refrigerant System Components | 2 |
| HVAC 170: Lab Practice IV: Cooling Applications | 2 |
| HVAC 175: Refrigerant Management | 2 |
| HVAC 180: Mechanical Codes for HVACR | 1 |
| MATH 132: Elementary Geometry (or higher)* | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---|---|
| HVAC 206: Air Conditioning Systems* | 4 |
| HVAC 216: Systems Installation and Start Up | 3 |
| HVAC 256: Load Calculations | 3 |
| HVAC 266: Ventilation | 3 |
| ENG 221: Public Speaking OR | |
| ENG 216: Technical Writing* | 3 |
| Humanities Elective | 3 |

Semester 4

| | |
|--|---|
| HVAC 211: Heat Pump Systems | 3 |
| HVAC 221: Commercial Refrigeration | 3 |
| HVAC 261: Controls of HVACR | 3 |
| HVAC 271: System Servicing and Troubleshooting | 3 |
| General Studies Elective | 3 |
| CIS 105 OR CIS 111 | 3 |

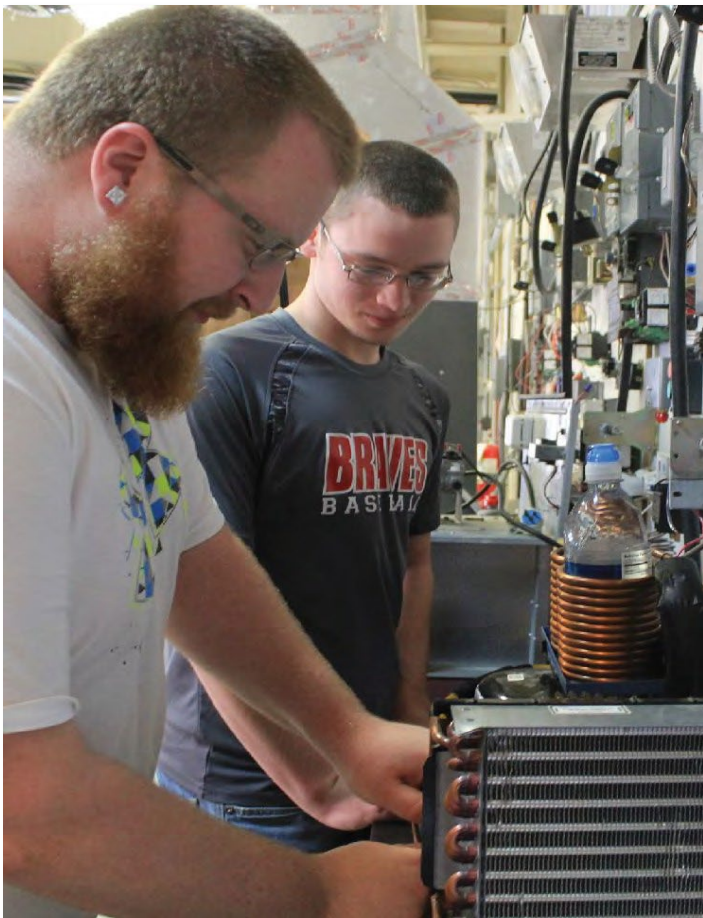
Additional General Education Requirements

| | |
|--|---|
| Health and Physical Education Elective | 1 |
|--|---|

TOTAL CREDITS 74

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 132, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.



Heating, Ventilation, Air Conditioning, & Refrigeration (HVACR)

HVAC 123 (1 credit) OSHA Electrical and Construction Safety

This course is designed to meet the requirements that all service technicians must have for training in the rules and regulations of Occupational Safety and Health Administration (OSHA) Construction Safety and Building Maintenance Electrical Safety. Emphasis is on the requirements for compliance, identifying a proper lock-out/tag-out policy, and procedures a technician should follow for safe electrical work.

HVAC 135 (3 credits) Electricity for HVACR

This course is designed to provide the basic knowledge of electrical theory and application as it pertains to the HVACR industry. The course will emphasize the basic electrical laws and definitions, generation and distribution of electrical power, and the functions of electrical controls and loads, including electrical measurements and testing. Further emphasis is placed on the application of electrical theory as it pertains to the HVACR industry. Wiring diagrams and schematics will be developed and used to wire basic electrical components including testing and troubleshooting electrical circuits.

HVAC 138 (2 credits) Lab Practice I: Electrical Applications

Practical experience is provided to apply the theory learned concerning electrical components and controls of the HVACR industry. Students demonstrate the proper electrical installations for basic A/C and heating equipment. Emphasis is placed on the installation, testing and start-up operation of motors, relays, thermostats, pressure switches, and other basic controls.

HVAC 143 (1 credit) HVAC Installation Procedures

This course introduces the basic methods, tools, and materials needed for the installation of the HVACR equipment to students. A foundational study of the purpose of various tools and skills necessary for their safe use is emphasized. Materials and joining methods of various piping, tubing, wiring, and ductwork systems as used in this industry is studied.

HVAC 146 (2 credits) Lab Practice II: Installation Procedures

This course provides the practical hands-on skill training. Piping practice utilizes various refrigeration trainers and a selection of commonly used A/C and heating equipment. Residential duct systems are installed on working systems. Practice is provided for the development of skills needed for various methods of joining copper tubing, stainless steel natural-gas tubing, plastic, and iron pipe.

HVAC 150 (3 credits) Principles of Refrigeration

This course provides a study of the basic principles of thermodynamics as applied to the refrigeration cycle. The Mollier diagram is used to display the purpose and operation of the various components used in the system at expected standard operating conditions. The lab portion provides practice in measuring various system performances.

HVAC 157 (3 credits) Residential Heating Systems

This course provides a basic understanding of different types of oil and natural gas residential heating systems. Emphasis is on proper installation, sequence of operation, and proper maintenance requirements.

HVAC 160 (2 credits) Lab Practice III: Heating Applications

This lab time provides the hands-on training pertaining to residential heating systems. Typical residential heating systems is utilized in the lab experience to master the skills necessary for proper installation and service. Students practice typical annual servicing, combustion analysis, and efficiency testing of fossil fuel heating systems.

HVAC 167 (2 credits) Refrigerant System Components

Introduction to residential and light commercial A/C system components. This course details the following components of air conditioner and refrigeration systems: Evaporators, condensers, metering devices, compressors, and other safety and servicing system components. Emphasis is placed on applying the knowledge gained in HVAC 150, along with manufacturer specifications, to determine proper installation and operating conditions of these cooling system components.

HVAC 170 (2 credits) Lab Practice IV: Cooling Applications

This lab provides the hands-on training for skills necessary to properly install and start-up comfort cooling systems. Students are required to assemble a refrigeration system and test it for proper operation under various conditions.

HVAC 175 (2 credits) Refrigerant Management

This course is designed to give students the knowledge to understand the laws on venting and handling of the various refrigerants covered in the Clean Air Act—Section 608. A requirement for this course is to take the EPA Technician Certification Exam provided by ARI. Lab practice is provided in refrigerant recovery, recycling, evacuation, and charging various small appliances and high pressure appliances.

HVAC 180 (1 credit) Mechanical Codes for HVACR

This course introduces HVACR students to the current International Code Council (ICC) codes. The emphasis highlights the sections of these codes that are relevant to the technician for proper HVACR equipment installation. A brief overview of other national and local building codes is also provided.

HVAC 206 (4 credits) Air Conditioning Systems

Air conditioning benefits, unitary cooling, unitary combination cooling and heating equipment, central station systems, service and problem analysis, and absorption refrigeration system topics are studied.

Prerequisites: HVAC 150

HVAC 211 (3 credits) Heat pump Systems

Covers basic principles, components, and application of heat pump systems.

HVAC 216 (3 credits) System Installation and Start Up

Codes and standards, heating start-up, heating checkouts, heating operation, AC start-up, AC checkouts, AC operation, heat pump start-up, heat pump checkouts, and heat pump operation are covered.

HVAC 221 (3 credits) Commercial Refrigeration

Discusses system applications, refrigerated storage, and ice machines.

HVAC 256 (3 credits) Load Calculations

Covers refrigeration, psychometrics, heating load, and cooling load calculations.

HVAC 261 (3 credits) Controls of HVAC

Topics include controls, valves, regulators, sensing devices/ fuel controls, residential control systems—heating/cooling, commercial and engineered control systems, and heat pump controls.

HVAC 266 (3 credits) Ventilation

Students learn about air flow principles/duct design, mechanical and electronic filtration, and fans.

HVAC 271 (3 credits) System Servicing and Troubleshooting

Refrigeration system problems, electrical troubleshooting, heating service/problem analysis, heat pump service/ problem analysis, and AC service/problem analysis are covered.

Masonry Construction Technology

What is Masonry Construction Technology?

Masonry Construction Technology provides the opportunity to develop the skills of a proficient mason, from the simple spreading of mortar to the complex construction of an inside fireplace. These skills are developed by practice projects, which are preceded by theory lectures and demonstrations. Faculty members show films on various aspects of the trade, and students take field trips to learn about the manufacture of masonry products.

Since a large part of masonry work is decorative as well as functional, special emphasis is placed on appreciation of the beauty and permanence of brickwork and on the development of pride in good workmanship.

Students find employment in the field as masons and with experience, as forepersons or superintendents. Many masons are self-employed.

A Graduate of this Program will be able to:

- Operate masonry tools and equipment safely and effectively.
- Use masonry terminology.
- Read blueprints to estimate materials quantity and pricing.
- Lay out and construct footings and build a block foundation.
- Apply brick veneering to a structure.
- Construct a masonry arch.
- Lay out and set ceramic tile.
- Construct an inside fireplace and chimney.
- Repair older masonry structures.
- Organize personnel and materials at a construction site.
- Provide all masonry options in current residential construction.

Michael T. Gardner, Instructor

AAS: Thaddeus Stevens College of Technology

Chad Hummel, Instructor

AAS: Thaddeus Stevens College of Technology

Model Schedule For Masonry Construction Technology

Semester 1

Masonry Construction Technology

Semester 1

| | |
|---|---|
| MASN 101: Intro to Tools, Safety, and Equipment | 3 |
| MASN 105: Introduction to Masonry Construction | 3 |
| MASN 110: Development of Masonry Construction | 3 |
| MASN 116: Chimney Construction | 3 |
| MATH 126: Technical Math 1 (or higher) [†] | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|---|---|
| MASN 155: Block Construction, Bearings & Anchoring Systems | 3 |
| MASN 158: Adhered Concrete Masonry Veneer | 2 |
| MASN 162: Masonry Hardscaping Patios & Retaining Walls | 2 |
| MASN 167: Masonry Restoration and Building Maintenance | 3 |
| MASN 171: Concrete Sidewalks | 1 |
| MATH 132: Elementary Geometry (or higher) CIS* | 3 |
| CIS 111: Intro to Computer Applications OR CIS 105: Drawing with AutoCad | 3 |
| HEAL 111: Basic First Aid | 1 |

Semester 3

| | |
|---|---|
| MASN 207: Advanced Masonry Applications | 5 |
| MASN 213: Planning and Management | 3 |
| MASN 216: Blueprint Reading and Estimating | 4 |
| ENG 221: Public Speaking OR ENG 216: Technical Writing | 3 |
| Science : Elective* | 3 |

Semester 4

| | |
|-------------------------------------|---|
| MASN 256: Fireplace Construction | 4 |
| MASN 261: Arch Construction | 3 |
| MASN 266: Tile Setting | 2 |
| MASN 271: Footings and Foundations | 3 |
| Humanities Elective | 3 |
| BUSN 106: Small Business Management | 3 |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.

[†]Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 132, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Masonry Construction Technology (MASN)

MASN 101 (3 credits) Introduction to Tools, Safety and Equipment
Students will be introduced to the tools required for the masonry trade, understand safety standards and practices, and receive training and certifications on various equipment used on a job site.

MASN 105 (3 credits) Introduction to Masonry Construction
This course will teach the fundamentals of the masonry trade. This will include spreading mortar and striking full joints, laying brick and block to the line, bonding the length and height of a wall, building leads, and hanging a corner pole.

MASN 110 (3 credits) Development of Masonry Materials
History and the manufacturing of masonry materials. In the manufacturing of materials, there are many different types of brick and block. Students will learn the various names and where the material should be used in a wall. Portland cement comes in different forms and how to properly mix the different types. Students will learn what the different strengths of cement and where they should be used.

MASN 116 (3 credits) Chimney Construction
Students will understand the difference between and be able to construct properly a single and double flue chimney.

MASN 155 (4 credits) Block Construction, Bearings, and Anchoring Systems
Students will learn terminology; the placement of anchor bolts, bearing plates, setting lintels, cutting in electrical boxes and door ties. They will be working around conduit, duct work and rebar reinforcement. They will also build a composite wall using block and brick.

MASN 158 (2 credits) Adhered Concrete Masonry Veneer
Students will learn to use the tools and equipment for installing veneer stone; to apply hanging wire, scratch coat, flashings, vapor barriers, and drain mats; to hang stone; and to point the mortar joints. Students will learn the different types of patterns stone can be laid in.

MASN 162 (2 credits) Masonry Hardscaping Patios & Retaining Walls
The proper use of masonry products in an outdoor environment. Understand the process to build an outdoor patio and retaining walls using masonry materials.

MASN 167 (3 credits) Restoration and Building Maintenance
Cover the various materials that go along with masonry products. These would be caulking, waterproofing, patching, repointing, cutting out and repairing damaged areas, and cleaning of masonry. This course will focus on preventive maintenance to stop any further damage of the masonry structure.

MASN 171 (1 credit) Concrete Sidewalks
Students will learn how to build forms and how to place concrete for a sidewalk.

MASN 207 (5 credits) Advanced Masonry Applications
Application of skills relative to masonry systems. Includes working on the off-campus housing project. Techniques include firewall construction, brick veneering, porch/patio and step construction, and proper preparation for varying weather conditions.

MASN 213 (3 credits) Planning and Management
Organizing personnel and materials on a job site; planning and coordinating the placement of equipment and materials; and completing a job on time and within budget. Supervisory duties and responsibilities are also covered.

MASN 216 (4 credits) Blueprint Reading and Estimating
Basic skills to interpret residential construction drawings. Emphasis on calculation of materials, labor, and equipment necessary to complete selected projects. Proposals and closed bids required.

MASN 256 (4 credits) Fireplace Construction

Provides history, theory, and function of the fireplace. Students design and construct a fireplace of their choice with emphasis on proper terminology, workmanship, and various components of different fireplaces.

MASN 261 (3 credits) Arch Construction

Provide the skills necessary to build various types of arches. Terminology, different types, and various techniques used in the construction of arches are taught.

MASN 266 (2 credits) Tile Setting

The basics of ceramic tile setting are covered. Emphasis is placed on terminology, tools, safety, and proper layout.

MASN 271 (3 credits) Footings and Foundations

Provides the opportunity to layout and construct a residential concrete block foundation. Topics include blueprint interpretation, materials estimating, installation of anchor bolts, partition construction, and the use of the transit for site layout.



Mechanical Engineering Technology

What is Mechanical Engineering Technology?

The Mechanical Engineering Technology program prepares graduates for entry-level employment in the mechanical engineering field. The skills acquired from this course of study allow the student to visualize objects in three dimensions, describe objects with manual and computer-aided drafting (CAD) techniques, and apply mechanical engineering principles to design products, tools, and equipment for a manufacturing-oriented industry. The program's affiliations with industry are maintained through an advisory committee and the Society of Manufacturing Engineers (SME).

The student's skills are developed with a comprehensive exposure to the concepts of orthographic projection, sectioning, and isometric drawing with an emphasis on instrument drawing techniques. A thorough understanding of geometric dimensioning and tolerancing (GDT) and a demonstrated proficiency with the latest CAD software complement these skills. Additional training in fabrication principles, mechanical design, product design, and manufacturing processes provides a well-rounded experience with mechanical design and manufacturing technology.

The principles of mechanical engineering are mastered by studying the motion of mechanical objects and the underlying concepts required to understand how a machine functions or a manufacturing process is performed. By studying the practical aspects of structured programming, parametric feature-based design, and solid modeling, the student gains the skills necessary to utilize the computer as a design tool. Further studies in fluid mechanics, production design, engineering materials, thermodynamics and heat transfer, machine design, and related engineering topics allow the student to build upon these concepts. Practical applications of these concepts are further realized as the student completes an internship project during the fourth semester. Upon entering the work place, the graduate can expect to assist engineers and scientists in the design and development of new products. As work experience is acquired, the graduate can expect to gain more design responsibility and thereby become a key member of an engineering team.

A Graduate of this Program will be able to:

- Produce detail, subassembly, and full-assembly engineering drawings utilizing manual and computer-aided drafting techniques.
- Recognize and apply the ASME Y14.5 guidelines in the creation of engineering drawings.
- Utilize ASME Y14.5 geometric dimensioning and tolerancing guidelines for establishing and maintaining the functional fit of mating parts.
- Apply industrial practices in the design and fabrication of sheet-metal components, welded assemblies, and piping systems.
- Identify and understand manufacturing processes and their effect on the cost and/or function of manufactured products.
- Analyze and design mechanical parts and systems for static and dynamic loading conditions.
- Apply engineering principles for determining the effects of stationary and moving fluids and the control and transformation of energy.
- Design manufacturing tooling for locating, clamping, forming, piercing, blanking, and/or shaping a given part.
- Employ structured programming techniques and utilize computer software tools to design and analyze mechanical parts or systems.
- Select and apply engineering materials for use in the design and manufacture of mechanical components.
- Analyze and design machine elements such as gears, shafts, bearings, clutches, brakes, flywheels, and related assemblies.
- Apply engineering problem-solving skills to complete a project on time and within budget.



Amy Jo Mumma-Frank, Professor
BA: Elizabethtown College

Christopher Way, Instructor
BS: The University of Iowa

Model Schedule for Mechanical Engineering Technology (Option #1)

Semester 1

| | |
|--|---|
| MET 101: Drafting Fundamentals | 3 |
| MET 106: Engineering Graphics [^] | 3 |
| MET 116: Computer-Aided Drafting [^] | 3 |
| MET 176: Manufacturing Processes [^] | 3 |
| MATH 137: Intermediate Algebra (or higher) ^{†^} | 3 |
| ENG 106: English Composition [^] | 3 |

Semester 2

| | |
|---|---|
| MET 111: Engineering Standards* | 3 |
| MET 161: Fabrication Principles* | 3 |
| MET 166: Mechanical Design | 3 |
| MET 171: Product Design* | 3 |
| PHYS 207: Statics and Strength of Materials* [^] | 3 |
| MATH 141: Trigonometry (or higher) * [^] | 3 |

Semester 3

| | |
|--|---|
| MET 201: Engineering Mechanics* [^] | 3 |
| MET 206: Fluid Mechanics* [^] | 3 |
| MET 211: Production Design* [^] | 3 |
| MET 216: Parametric Solid Modeling* [^] | 3 |
| ENG 216: Technical Writing* [^] | 3 |
| PHYS 213: General Physics I* [^] | 4 |

Semester 4

| | |
|---------------------------------|---|
| MET 261: Engineering Materials* | 3 |
| MET 266: Thermodynamics* | 3 |
| MET 271: Machine Design* | 3 |
| MET 276: Engineering Seminar* | 3 |
| Humanities Elective | 3 |
| General Studies Elective | 3 |

TOTAL CREDITS **73**

Model Schedule for Mechanical Engineering Technology (Option #2)

Semester 1

| | |
|---|---|
| MET 101: Drafting Fundamentals | 3 |
| MET 106: Engineering Graphics [^] | 3 |
| MET 116: Computer-Aided Drafting [^] | 3 |
| MET 176: Manufacturing Processes [^] | 3 |
| MATH 207: Precalculus (or higher) ^{†^} | 4 |
| ENG 106: English Composition [^] | 3 |

Semester 2

| | |
|---|---|
| MET 111: Engineering Standards* | 3 |
| MET 161: Fabrication Principles* | 3 |
| MET 166: Mechanical Design | 3 |
| MET 171: Product Design* | 3 |
| PHYS 207: Statics and Strength of Materials* [^] | 3 |
| General Studies Elective | 3 |

Semester 3

| | |
|--|---|
| MET 201: Engineering Mechanics* [^] | 3 |
| MET 206: Fluid Mechanics* [^] | 3 |
| MET 211: Production Design* [^] | 3 |
| MET 216: Parametric Solid Modeling* [^] | 3 |
| ENG 216: Technical Writing* [^] | 3 |
| PHYS 213: General Physics I* [^] | 4 |

Semester 4

| | |
|---------------------------------|---|
| MET 261: Engineering Materials* | 3 |
| MET 266: Thermodynamics* | 3 |
| MET 271: Machine Design* | 3 |
| MET 276: Engineering Seminar* | 3 |
| Humanities Elective | 3 |
| General Studies Elective | 3 |

TOTAL CREDITS **74**

* Prerequisite or Co-requisite Required. See Course Description.

[†] Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MA

[^] Minimum Grade Required. See Course Description.

Mechanical Engineering Technology (MET)

MET 101 (3 credits) Drafting Fundamentals

An introductory course in the basics of instrument drawing, lettering, geometric construction, and associated manual drafting techniques.

MET 106 (3 credits) Engineering Graphics

A study of orthographic projection and the creation of engineering drawings with applications in sectioning and auxiliary views. This course also includes isometric drawing and practice in freehand sketching.

MET 111 (3 credits) Engineering Standards

A study of the American Society of Mechanical Engineers (ASME) dimensioning guidelines including geometric dimensioning and tolerancing (GD&T) for the design and manufacture of interchangeable mechanical parts.

Prerequisites: MET 106 and MET 116 (Both with final grade of C or higher or instructor permission)

MET 116 (3 credits) Computer-Aided Drafting (CAD)

An introduction to computer-aided drafting and its applications. The student will learn the fundamentals of using the computer operating system and the CAD program. These skills are affirmed with the completion of a series of mechanical drawings.

MET 161 (3 credits) Fabrication Principles

A study of the industrial practices in the design and fabrication of sheet-metal components, welded assemblies, and piping systems.

Prerequisite: MET 116 (With final grade of C or higher or instructor permission)

MET 166 (3 credits) Mechanical Design

A study of power transmission fundamentals and design-related computations. Design applications include sizing and/or selection of belts, chains, gears, bearings, couplings, shafts, cams, linkages, and electric motors.

MET 171 (3 credits) Product Design

The practical implementation of the mechanical design practices, engineering standards, and computer-aided drafting techniques as they relate to the design and fabrication of a manufactured product.

Prerequisites: MET 106 and MET 116 (Both with final grade of C or higher or instructor permission)

MET 176 (3 credits) Manufacturing Processes

A comprehensive study of the processing of materials as it relates to manufacturing. In this course, class lectures and literature review will be combined with machine shop practice and plant visits to form a well-rounded understanding of the intricacies of manufacturing technology

MET 201 (3 credits) Engineering Mechanics

An introduction to the analysis of the static and dynamic forces which govern the behavior of structures and machines. The analytic skills in vector mechanics established in this course are employed for the design of structural components and assemblies as well as machine elements such as cams, gears, and linkages.

Prerequisites: MATH 137, MATH 141 and PHYS 207 (All with final grade of C or higher or instructor permission) Co-requisite: PHYS 213

MET 206 (3 credits) Fluid Mechanics

A study of the effects of stationary and moving fluids as it relates to the analysis and design of mechanical systems. Topics involving the volume and energy transfer of a working fluid are utilized to demonstrate the problems commonly encountered in industry.

Prerequisites: MATH 137, MATH 141 and PHYS 207 (All with a final grade of C or higher or instructor permission) Co-requisite: MET 201 and PHYS 213

MET 211 (3 credits) Production Design

An introductory course in manufacturing engineering and lean production methods. Major topics include manufacturing processes, economics of production design, and design of manufacturing systems.

Prerequisite: MET 176 (With a final grade of C or higher or instructor permission)

Corequisite: MET 216

MET 216 (3 credits) Parametric Solid Modeling

An intermediate computer-aided drafting course in three-dimensional, feature-based, parametric solid modeling with applications in the designing and detailing of mechanical components and assemblies. Applications include structured programming with practical applications in the creation and modification of solid models for complex parts, assemblies, and related engineering drawings.

Prerequisite: MET 116 (With final grade of C or higher or instructor permission)

MET 261 (3 credits) Engineering Materials

An introduction to the selection and utilization of engineering materials as they relate to their mechanical characteristics under various operating conditions. Material strength and failure criteria are utilized to identify design margins of safety for mechanical components.

Prerequisites: MET 176, ENG 106, ENG 216, PHYS 207, and PHYS 213 (All with final grade of C or higher or instructor permission)

MET 266 (3 credits) Thermodynamics

An introduction to the principles which govern the control and transformation of energy. These principles provide a concise description of the processes that are common to boiler, refrigeration, and related systems.

Prerequisites: MET 206 and PHYS 213 (Both with final grade of C or higher or instructor permission)

MET 271 (3 credits) Machine Design

A study of the design of machine elements such as gears, shafts, bearings, clutches, brakes, flywheels, and related assemblies. These concepts will be employed by the student through structural analysis of numerous machine elements.

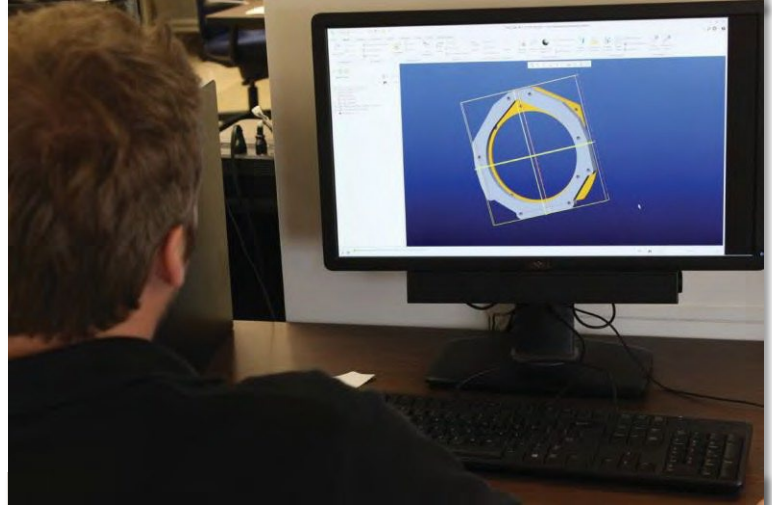
Prerequisites: MET 201, MET 216, and PHYS 213 (All with final grade of C or higher or instructor permission)

MET 276 (3 credits) Engineering Seminar

A review course for the fundamentals of manufacturing including engineering economics and special topics of engineering technology. This course also covers engineering internship projects, technical presentations, and preparation for SME certification examination.

Prerequisites: MET 211 and MET 216 (Both with final grade of C or higher or instructor permission)

Co-requisites: MET 261, MET 266, and MET 271



Metals Fabrication & Welding

What is Metals Fabrication and Welding Technology?

Metals Fabrication and Welding Technology provides the student with a working knowledge of the various tools, equipment, and modern techniques used in the metals fabrication, mechanical installation, and welding industries. The proper application of various layout, fabrication, and assembly techniques for specific designs in sheet metal, plate, structural metals and pipe will be stressed. Students will design, estimate, fabricate, and install projects relative to air handling systems and structural and miscellaneous fabricated systems. Proper and safe work habits must be developed due to the nature of the equipment necessary to be successful in the industry.

The understanding and mastery of layout techniques is an essential component for success in the metals fabrication and welding fields. Therefore, disciplines in the basic, parallel line, radial line, and triangulation methods of layout are covered. Also, instruction in blueprint reading relative to the manufacturing and construction industries will be required. Included are components in drafting, orthographic projection, and symbol interpretation. Gas metal arc, shielded metal arc, gas tungsten arc, oxy-acetylene, and flux core arc welding will be studied and practiced to allow students to obtain skills for a total understanding of fabricated projects from design through the final assembly processes.

Graduates of the Metals Fabrication and Welding Technology program are prepared to work in businesses and industries that design, build, and install products that have been fabricated from sheet, plate, and structural metals. Areas of employment include the following:

- HVAC sheet metal duct systems fabrication & installation
- Precision sheet metal layout and fabrication
- Welding
- Industrial maintenance/millwright
- Plate layout/fitter for industrial fabrication
- Mechanical systems estimator/project manager
- Fabrication machinery operator
- Equipment manufacturing and installation
- Structural steel and miscellaneous iron fabrication
- Automated cutting systems operation programming
- Sales - industrial equipment or contractor
- Shop/installation foreperson
- Fabrication of sanitary stainless-steel products
- Food and pharmaceutical processing applications
- Industrial ventilation fabrication and installation

A Graduate of this Program will be able to:

- Demonstrate the ability to perform technical work related to welding, structural steel fabrication, sheet metal, and plate fabrication, applying OSHA and other applicable safety standards to work safely.
- Apply concepts of geometry, trigonometry, and physics to develop, to lay out, to fit, and to weld various fittings, structures, and systems associated with industrial and commercial metals fabrication.
- Identify and demonstrate correct use of various hand and power tools used in the fabrication industry.
- Demonstrate the ability to develop and interpret blueprints using accepted practices of orthographic projection.
- Determine set-up effectiveness of shop equipment and develop methods of manufacturing various products.
- Keep accurate records of project work, time expended, materials used, and costs incurred associated with a given job.
- Demonstrate a comprehension of business practices related to the metals fabrication industry.
- Estimate the costs associated with design, fabrication, and installation of various structural, sheet metal, or maintenance projects.
- Demonstrate basic oral communication skills, speak logically, and use various types of oral and written communication techniques to promote good business relationships, to develop leadership, and to establish good employer, customer, and employee relationships.
- Demonstrate competency in the simple, parallel line, radial line, and triangulation methods of layout to develop elbows, transitions, and tees in both round and rectangular forms.
- Understand industry standards of quality.
- Demonstrate the ability to choose the proper materials and fabrication and welding procedures for given projects.
- Be prepared to accept the challenges and responsibilities of the metals fabrication industry, knowing the full range of employment and advancement possibilities.

Joseph Battle, Instructor
AAS: Thaddeus Stevens College of Technology

Jim Stewart, Instructor
Ed.D.: American College of Education
BS: Franklin University
AAS: Harrisburg Area Community College

Christopher Unruh, Assistant Professor
BS: Franklin University
AAS: Thaddeus Stevens College of Technology

The Metals Fabrication and Welding Technology (MFWT) program has undergone a name change to Advanced Welding Fabrication Technology (AWFT), effective Fall 2025. As the College transitions to the new name, students entering in Fall 2025 will be initially enrolled in MFWT as a major while following the AWFT model schedule, including AWFT program classes. The full switch to the AWFT major is scheduled to occur during the 2025-2026 academic year. Second-year MFWT students will remain in MFWT during continuous program enrollment. (See page 142 for more information on AWFT).



Model Schedule for Metals Fabrication & Welding Technology

Semester 1

| | |
|--|---|
| MFWT 106: Gas Metal Arc Welding/Plasma Arc Cutting 3 | |
| MFWT 111: Metals Fab I: Intro to Hand & Machine Processes | 3 |
| MFWT 121: HVAC Duct Design and Fabrication* | 3 |
| MFWT 126: Drafting Fundamentals | 3 |
| MATH 137: Intermediate Algebra (or higher) † | 3 |
| CIS 105: Drawing with Auto Cad* (must take before MFWT 222) | 3 |

Semester 2

| | |
|---|---|
| MFWT 154: Flux Cored Arc Welding/ Oxy-Acetylene Cutting and Welding* | 4 |
| MFWT 162: Metals Fabrication II: Parallel* Line Development Machine Processes | 4 |
| MFWT 167: Metals Fabrications II: Parallel Line Development and Machine Processes* | 2 |
| MFWT 171: Materials of the Trade and Applied Metallurgy | 2 |
| MATH 132: Elementary Geometry (or higher)* | |
| See Physics Elective for Math Requirement* | 3 |
| CIS 111: Intro to Computer Applications | 3 |

Semester 3

| | |
|--|---|
| MFWT 207: Shielded Metal Arc Welding* | 4 |
| MFWT 212: Metals Fabrication III: Triangulation Pattern Machine Processes* | 4 |
| MFWT 222: Industrial Applications II: CNC Applications and Estimating* | 4 |
| Physics Elective: PHYS 101, PHYS 106, PHYS 113, or PHYS 213 (must take MATH 141 for PHYS 113 or PHYS 213)* | 3 |
| ENG 106: English Composition | 3 |

Semester 4

| | |
|--|---|
| MFWT 257: Gas Tungsten Arc Welding* | 4 |
| MFWT 262: Metals Fabrication IV: Radial Design Development & Machine Processes* | 4 |
| MFWT 267: Industrial Applications III: Print Reading for Welding* | 4 |
| ENG 216: Technical Writing* | 3 |
| Humanities Elective | 3 |

| | |
|---|---|
| Additional General Education Requirements HEAL 106 or HEAL 111 | 1 |
|---|---|

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 132, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Metals Fabrication & Welding Technology (MFWT)

MFWT 106 (3 credits) Gas Metal Arc Welding/Plasma Arc Cutting
Provides a thorough technical understanding of welding safety, gas metal arc welding fundamentals, gas metal arc equipment adjustments, metal transfer, and shielding gases. Provides training to develop the manual skill necessary to make high quality gas metal arc welds in all positions on mild steel from 1/16" to 3/8" thickness with single and multiple passes, using short circuit transfer.

MFWT 111 (3 credits) Metals Fabrication I: Introduction to Hand and Machine Processes

Introduction to tools, materials, and equipment required to fabricate basic sheet metal projects. Students develop an understanding of seaming, hemming, and fastening techniques. Safety standards according to Occupational Safety and Health Administration (OSHA) are covered.

MFWT 121 (3 credits) HVAC Duct Design and Fabrication

Teaches how to properly design and fabricate duct systems relative to low-pressure HVAC systems. Machinery, seaming, connecting, and basic layout techniques are covered. Course includes the interpretation of applicable Sheet Metal and Air Conditioning Contractors National Association (SMACNA) codes for duct construction.

Prerequisite: MFWT 111

MFWT 126 (3 credits) Drafting Fundamentals

Introduction to drafting and sketching techniques. Major topics include geometric construction, drafting equipment, and orthographic projections. Mechanical drawing required.

MFWT 154 (4 credits) Flux Cored Arc Welding/ Oxy-Acetylene Cutting and Welding

Offers a technical understanding of Flux cored arc welding and oxy-acetylene welding, flame cutting, brazing fundamentals, and welding safety. Training for manual skill necessary to produce high quality welds on mild steel in all positions. Manual and mechanized flame cutting and brazing mild steel also included.

Prerequisite: MFWT 111

MFWT 162 (4 credits) Metals Fabrication II: Parallel Line Development and Machine Processes

Instruction in the use of precision measuring tools and saws. Use of parallel line method of pattern development for fabrication of elbows, tees, and offsets using sheet metal, pipe, and plate materials are covered.

Prerequisite: MFWT 111

MFWT 167 (2 credits) Metals Fabrications II: Parallel Line Development and Machine Processes

Discusses the equipment used in the various fabrication and welding trades, such as sheet and plate products plus structures, tubing, pipe, and the various alloys of steel, aluminum and stainless steel. Included is the application of metals for industrial, commercial, and manufacturing design.

Prerequisite: MFWT 111

MFWT 171 (2 credits) Materials of the Trade and Applied Metallurgy

Covers the common materials, designations, and methods of measurement used in the various fabrication and welding trades. Sheet and plate products plus structures, tubing, pipe, and the various alloys of steel, aluminum, and stainless steel are discussed.

MFWT 207 (4 credits) Shielded Metal Arc Welding

Provides students with a thorough technical understanding of shielded metal arc welding fundamentals, welding safety, welding machines, and electrode classifications and selections. It also provides training to develop the manual skill necessary to produce high quality shielded metal arc welds in all positions on mild steel from 16 gage to 1" plate with single and multiple passes. The welding process using mild steel electrodes with low hydrogen and iron powder flux coatings while using AC and DC power sources is covered.

Prerequisite: MFWT 106

MFWT 212 (4 credits) Metals Fabrication III: Triangulation

Pattern Developmental and advanced machine processes designed to introduce students to the triangulation method of pattern development. Using this discipline of pattern development, students design, lay out, and fabricate transitions, Y-branches and other irregular fittings related to sheet metal, piping, and miscellaneous plate fabrication according to job specifications. Students also learn advanced machinery set-up techniques relative to the fabrication of components designed using this layout process. Instruction in the use of precision measuring tools, iron workers, press brakes, and saws are also major topics covered.

Prerequisites: MFWT 111 and MFWT 161

MFWT 222 (4 credits) Industrial Applications II: CNC Applications and Estimating

The major objective of this course is to introduce students to aspects of programming and utilizing computer-controlled plasma and oxy-fuel cutting systems. Students use AutoCAD® and MTC ProNest software packages to produce duct, weldment, and miscellaneous profile parts from blueprints, sketches, and field measurements. Programmed parts are then nested and cut on given sheet or plate sizes using state-of-the-art computer numerical control (CNC) systems or plasma cutting system. Layout techniques previously learned for profile programming jobs are utilized. Other topics covered in this course are project management and estimating.

Prerequisites: MFWT 161 and CIS 105



MFWT 257 (4 credits) Gas Tungsten Arc Welding

Provides students with a thorough understanding of gas tungsten arc welding fundamentals, arc characteristics, and welding safety. It provides training to develop the manual skill necessary to make high quality gas tungsten arc welds in all positions on 16- and 11-gage mild steel, 16- and 11-gage aluminum, also 16-gage stainless steel using both alternating and direct current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel, and aluminum. The use of abrasives and other clean-up techniques to produce quality USDA and FDA finishes is covered. Instruction on the use of purging is also given.

Prerequisite: MFWT 106

MFWT 262 (4 credits) Metals Fabrication IV: Radial Design Development and Machine Processes

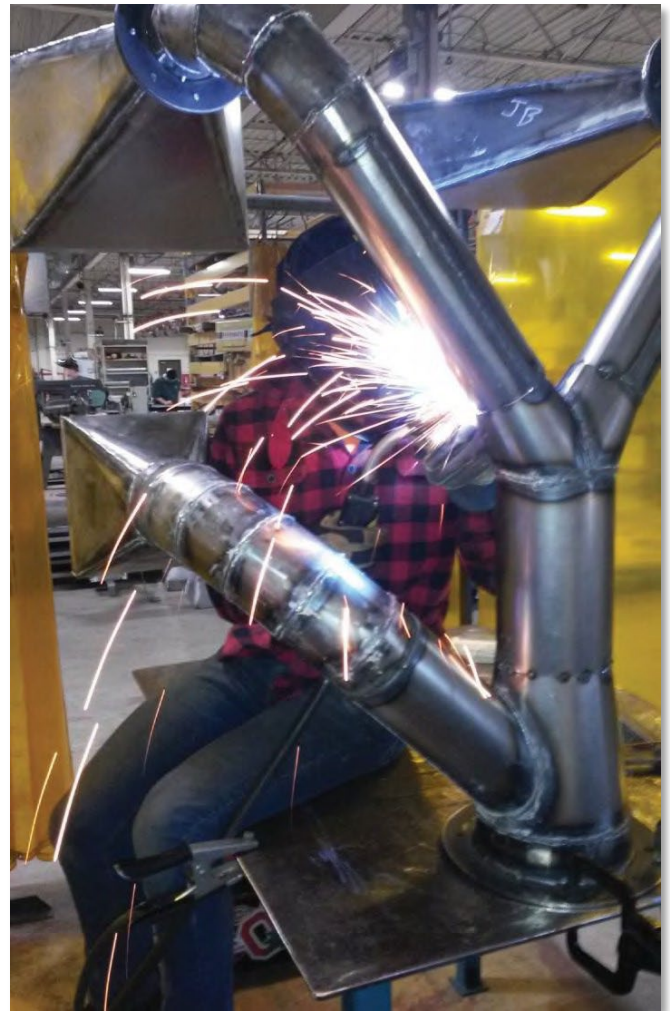
This course is designed to instruct students in the use of the radial line method of pattern development. Students lay out and fabricate various sheet metal and plate fittings such as cones, reducers, and take-off branches using this technique. Fittings are then welded using processes previously learned.

Prerequisite: MFWT 111

MFWT 267 (4 credits) Industrial Applications III: Print Reading for Welding/ Field Equipment and Rigging

Selected on- and off-campus projects are utilized to reinforce previous instruction. Opportunity to study and to evaluate projects to learn various aspects of industry. Applicable codes and standards are used to ensure proper design and applications of materials and processes are covered. Also included are the interpretation of welding blueprints and applications in field equipment and rigging.

Prerequisite: MFWT 167



Plumbing Technology

What is Plumbing Technology?

Students in the Plumbing Technology program learn how to design, install, and repair residential and commercial plumbing systems and hydronic heating systems. Some of the skills acquired are joining different types of piping materials, reading blueprints, and installing and repairing boilers, plumbing fixtures, faucets, and water heaters.

Employment opportunities in the plumbing and pipe-fitting industries include the installation of plumbing and heating systems in new buildings and the installation and maintenance of plumbing, heating, and piping systems for industries, public utilities, or government agencies. Self-employment is another option. Many graduates become self-employed plumbers after completing their apprenticeships.

A Graduate of this Program will be able to:

- Apply safety principles and demonstrate good work habits in the trade.
- Use the hand and power tools of the trade.
- Identify piping materials and install them using proper connections.
- Use and apply trade terms and technical data.
- Read and interpret blueprints, specifications, and codes as they apply to the trade.
- Lay out, estimate, calculate, and use mathematical skills as required in the trade.
- Install, maintain, and repair plumbing, heating, and mechanical systems and equipment.
- Keep abreast of new developments in the field.
- Demonstrate the ability to write letters of application, memos, work orders, reports, and apply communication skills in the world of work.

Skyle Major, Instructor
AAS: Thaddeus Stevens College of Technology

Kemon Papadimitriou, Instructor
AAS: Thaddeus Stevens College of Technology



Model Schedule for Plumbing Technology

Semester 1

| | |
|--|-----|
| PLBG 107: The Plumbing Trade | 3 |
| PLBG 112: Plumbing Design I: Introduction to Plumbing Systems | 3 |
| PLBG 117: Plumbing Installation I (a) Plumbing Materials | 3 |
| PLBG 122: Plumbing Installation I (b) Plumbing Tools | 1.5 |
| PLBG 130: Construction Blueprint Reading | 1.5 |
| MATH 126: Technical Math I (or higher) [†] [^] | 3 |
| ENG 106: English Composition | 3 |
| Health and Physical Education Elective | 1 |

Semester 2

| | |
|--|---|
| PLBG 156: Plumbing Design II: Blueprint Reading* | 3 |
| PLBG 170: Plumbing Installation II (a) Underground/Aboveground Rough In* | 3 |
| PLBG 176: Plumbing Installation II (b) Fixture Installation* | 3 |
| PLBG 167: Plumbing Service I: Introduction to Plumbing Service* | 3 |
| MATH Elective: MATH 136 Technical Math II* (or higher) OR *MATH 132: Elementary Geometry (or higher) | 3 |
| CIS 111: Intro to Computer Applications | 3 |

Semester 3

| | |
|---|---|
| PLBG 207: Plumbing Design III: Plumbing Codes* | 3 |
| PLBG 213: Plumbing Installation III* | 3 |
| PLBG 216: Plumbing Installation IV: Commercial Plumbing Installation* | 3 |
| PLBG 223: Plumbing Service II: Advanced Plumbing Services* | 3 |
| Science Elective | 3 |
| Humanities Elective | 3 |

Semester 4

| | |
|---|---|
| PLBG 256: Plumbing Design IV: Designing Hydronic Heating Systems* | 3 |
| PLBG 262: Plumbing Installation V: Installing Hydronic Heating Systems* | 3 |
| PLBG 267: Plumbing Service III: Servicing Hydronic Heating Systems | 3 |
| PLBG 272: Plumbing Installation VI | 3 |
| General Studies Elective | 3 |
| BUSN 106: Small Business Management | 3 |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.

[†] Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 136 (or MATH 132), must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements

[^] Minimum Grade Required. See Course Description

Plumbing Technology (PLBG)

PLBG 107 (3 credits) The Plumbing Trade

Prepares students for their role in the Plumbing Technology program at Thaddeus Stevens College and for their future in the field. Examines organizational skills, safe work habits, and proper work attitude. Surveys the history of plumbing while also offering an examination of job opportunities and an analysis of steps in career progressions.

PLBG 112 (3 credits)

Plumbing Design I: Introduction to Plumbing Systems

Study of potable water, methods of sewage disposal, components of plumbing systems, and basic physics as related to plumbing.

PLBG 117 (3 credits) Plumbing Installation I(a): Plumbing Materials

Familiarizes students with the proper selection and use of all the materials (cast iron, steel, copper, plastics, and others) of the plumbing and pipefitting trades.

PLBG 122 (1.5 credits) Plumbing Installation I(b): Plumbing Tools

Familiarizes students with the proper selection and use of all the basic tools (hand tools, power tools, and torches) of the plumbing and pipefitting trades, including measurement and other applied math.

PLBG 130 (1.5 credits) Construction Blueprint Reading

Introduces students to construction prints and documents. Basic drawing symbols and line forms are explained, and the course covers the use of basic drawing tools, dimensioning, and single line pipe drawing methods and practices.

PLBG 156 (3 credits) Plumbing Design II: Blueprint Reading

Focus on residential piping system design. Skills covered include the following: designing systems; reading blueprints; making orthographic and isometric pipe sketches and drawings; sizing potable water systems; sizing DWV systems; and sizing natural gas systems.

Prerequisite: PLBG 122

PLBG 167 (3 credits) Plumbing Service I: Introduction to Plumbing Service

Focuses on the selection and use of tools and procedures for servicing and repairing plumbing systems. Skills include troubleshooting and repairing faucets and valve, leaking pipes, clogged drains, and toilets.

Prerequisite: PLBG 170 and PLBG 175

PLBG 170 (3 credits) Plumbing Installation II(a): Underground And Aboveground Rough-In

Introduces the student to the installation of residential potable and DWV (drainage, waste, and vent) piping systems and the support of those systems.

Prerequisites: PLBG 111, PLBG 115, and PLBG 120

PLBG 176 (3 credits) Plumbing Installation II(b): Fixture

Installation Introduces the student to bathroom and kitchen fixtures and water heaters. Discusses the installation of residential piping systems, bathroom/kitchen fixtures, and water heaters.

Prerequisites: PLBG 111, PLBG 115, and PLBG 120

PLBG 207 (3 credits) Plumbing Design III: Plumbing Codes

By examining the 2015 International Plumbing Code, this course prepares students to design, install, and maintain plumbing systems in compliance with this statewide code. The course features the proper use of materials and fittings, correct venting, methods for testing plumbing systems, and the sizing of potable water, drainage waste and vent, storm water drainage, and natural gas piping systems.

Prerequisites: PLBG 107, PLBG 112

PLBG 213 (3 credits) Plumbing Installation III

An advanced residential plumbing course that is basically concerned with the plumbing of the housing project. Shop practice is made available as needed, but most instruction occurs at the housing project.

Prerequisite: PLBG 107

PLBG 216 (3 credits) Plumbing Installation IV: Commercial Plumbing Installation

Covers the design and installation of compressed air piping systems, storm water drainage systems, specification fittings and fixtures, and commercial sanitary drainage and venting, and potable water systems. Students learn to read commercial blueprints and to acquire information from specification literature, applying this information in developing the capstone project, a complete and functioning commercial toilet room facility.

Prerequisite: PLBG 117

PLBG 223 (3 credits) Plumbing Service II: Advanced Plumbing Services An extension of PLBG 166. Covers the tools and procedures to repair flushometer valves, water heaters, frozen pipes, water hammer, and backflow.

Prerequisite: PLBG 167

PLBG 256 (3 credits) Plumbing Design IV: Designing Hydronic Heating Systems

Designing and sizing hydronic heating systems is taught. Includes the calculation of heat loss.

Prerequisite: PLBG 122

PLBG 262 (3 credits) Plumbing Installation V: Installing Hydronic Heating Systems

Students learn the proper installation of residential and commercial hot water heating systems.

Prerequisite: PLBG 117

PLBG 267 (3 credits) Plumbing Service III: Servicing Hydronic Heating Systems

Heating service, including repair of hot water circulation problems, combustion testing, oil burner, and gas burner repair, boiler clean-up, and system troubleshooting are covered.

Prerequisite: PLBG 167

PLBG 272 (3 credits) Plumbing Installation VI

Includes hands-on experience and training in the installation of plumbing fixtures, appliances, and the finished piping in a permanent structure. Work is done on the housing project and other appropriate projects around the campus.

Prerequisite: PLBG 213



Residential Remodeling Technology

What is Residential Remodeling Technology?

Residential Remodeling has become an essential part of the construction industry. Remodelers add living space to existing homes and retrofit homes to modern conveniences and updated building codes. Remodeling can be done not only for cosmetic purposes but also for structural reasons, as well as to increase the energy efficiency of older homes.

Jobs available in the residential remodeling field include but are not limited to carpenters; painters; drywall and ceiling tile installers; roofers; woodworkers; kitchen and bath remodelers; siding, roofing, and aluminum installers; and flooring specialists.

Upon graduation, students of the Residential Remodeling Technology program will have a number of different opportunities available. In addition to working in their field, graduates will also have the chance to continue their education in areas such as project management, technical education, residential designer, vv, and structural engineering degrees. Advanced opportunities as crew leaders, supervisors, assistant supervisors, superintendents and small business owners may also be possible for graduates of the program.

A Graduate of this Program will be able to:

- Understand the history of residential buildings in the 20th and 21st centuries.
- Demonstrate basic carpentry woodworking skills.
- Demonstrate successful use of basic and advanced tools of the profession.
- Read blueprints to lay out projects necessary to complete tasks.
- Calculate material quantities and estimate time allowances for projects using mathematical skills required in the profession.
- Apply remodeling skills necessary for interior, exterior, kitchen, and bathroom projects.
- Operate masonry tools and equipment safely and effectively.
- Complete basic masonry repairs.
- Identify and rectify basic plumbing problems in an existing dwelling.
- Troubleshoot basic electrical circuits found in a dwelling.
- Practice safety in the lab and on-site environments.
- Demonstrate a strong work ethic and the ability to work both independently and as a contributing member of a team.
- Stay current with any new technology or codes related to remodeling.

Loren Bishop, Instructor

BS: Eastern University OSHA Certified Outreach Instructor

Joseph Kiely, Instructor

AAS: Thaddeus Stevens College of Technology

Matthew Krupa, Instructor

Darden Executive Business Certificate: University of Virginia

BS: Pennsylvania College of Technology

AAS: Thaddeus Stevens College of Technology

OSHA: Construction Safety & Health Certificate

BCSP: Board of Certified Safety Professionals -
Safety Trained Supervisor

Andrew Snavelly, Instructor

BS: The Pennsylvania State University



**Model Schedule for
Residential Remodeling Technology**

Semester 1

| | |
|--|---|
| RMDL 106: Hand Tools and Power Tools | 3 |
| RMDL 111: Building Materials | 3 |
| CARP 157: Floor, Wall, and Ceiling Framing | 3 |
| CARP 182: Blueprint Reading | 3 |
| MATH 126: Technical Math I (or higher) † | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|---|
| CARP 116: Building Site and Foundations | 3 |
| CARP 161: Stair Construction and Remodeling | 2 |
| CARP 166: Roofing and Exterior Finishes | 3 |
| CARP 178: Exterior and Interior Finishes | 4 |
| CIS 111: Intro to Computer Application (must take before RMDL 216)* | 3 |
| MATH 132: Elementary Geometry (or higher)* | 3 |

Semester 3

| | |
|--|--------|
| RMDL 206: Remodeling Drafting & Design* | 3 |
| RMDL 210: Demolition & Stabilization* | 2 |
| RMDL 216: Estimating & Scheduling* | 3 |
| RMDL 221: Remodeling Electro-Mechanical Systems | 2 |
| RMDL 250: Insulation and Weatherization Science Elective* | 2 3 |
| ENG 216: Technical Writing OR | |
| ENG 221: Public Speaking* | 3 |

Semester 4

| | |
|--|--------|
| CARP 272: Site Work and Foundations II | 2 |
| RMDL 260: Kitchen & Bath Remodeling* | 3 |
| RMDL 271: Advanced Interior Finishes* | 4 |
| RMDL 280: Advanced Exterior Finishes* | 3 |
| BUSN 106: Small Business Management Humanities Elective | 3 3 |

Additional General Education Requirements

| | |
|--|---|
| Health and Physical Education Elective | 1 |
|--|---|

| | |
|----------------------|-----------|
| TOTAL CREDITS | 74 |
|----------------------|-----------|

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 132, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

Residential Remodeling Technology (RMDL)

RMDL 106 (3 credits) Hand Tools and Power Tools

This course is a general introduction to the basic tools that are used by a carpenter with an emphasis on safety, proper usage and procedures, and various applications that are most commonly used in the carpentry trades.

RMDL 111 (3 credits) Building Materials

This course covers the wide range of building materials used in carpentry, from the many different types of wood products used to the newest technology of steel framing. Proper procedures for estimating these building materials to the variety of fastening methods are also covered. Building anatomy from the 1940s and prior up to and including present is discussed.

CARP 116 (3 credits) Building Site and Foundations

In this course, students learn how to set up and operate the transit level and laser level. Building layout and excavation of residential construction will be explained, with particular emphasis on building stake-off. Types of footers, foundations, and concrete forming are also explored. Students will be challenged to practice proper building site layout, constructing concrete stair and sidewalk forms, and installing the form-a- drain system.

CARP 182 (3 credits) Blueprint Reading

In this course students will learn the proper techniques necessary to dissect a set of residential blueprints and develop a broad understanding of the language of construction drawings. We will also become involved in duplicating, through the process of mechanical architectural drafting, a few select detailed residential section drawings, with each having different drafting scales.

CARP 157 (3 credits) Floor, Wall, and Ceiling Framing

With a strong emphasis on platform framing, students will examine and demonstrate the proper methods of constructing subfloors, walls, and ceilings in the framework of residential and light commercial construction. This includes discussing the basic components and construction methods of light- gauge steel framing.

CARP 161 (2 credits) Stair Construction and Remodeling

Students learn the different types of stairways and all parts pertaining to them. They also learn how to calculate, lay out, and construct stairway stringers with their proper landings, risers, treads, and railings.

CARP 166 (3 credits) Roofing and Exterior Finishes

The different types of roof systems and all the material members that are involved in the different roof types are discussed. Students learn theoretically how to calculate rafters to fit their proper situations and practice laying out and cutting common and hip rafters. In addition, students are introduced to various exterior finishing with a focus on vinyl siding.

CARP 178 (4 credits) Exterior and Interior Finishes

In this course, students will study and practice installing various types of exterior and interior finish material for residential construction. Exterior finish will include installation procedures for: roofing; siding; soffit; windows and doors; and aluminum trim. Interior finish will include techniques for: hanging drywall; installing prehung doors and door trim; applying trim around a window unit; and other common trim materials.

RMDL 206 (3 credits) Remodeling Drafting and Design

This course covers the principles of drafting and design for remodeling purposes. Particular emphasis will be placed on documenting the existing structure where it meets the new construction, including kitchens, baths, utilities, and all mechanicals. Students will create sketches and working drawings that follow design constraints and a systematic renovation sequence.

Prerequisite: CARP 182

RMDL 210 (2 credits) Demolition and Stabilization

This course covers the principles of proper techniques used for demolition and stabilizing structures during the remodeling process. It covers the safe use of tools and equipment and salvaging existing materials for reuse.

Prerequisite: CARP 157

RMDL 216 (3 credits) Estimating and Scheduling

This course covers the principles of fundamental estimating and scheduling skills. Microsoft Excel® is used to establish estimating and scheduling procedures associated with a remodeling project. Cross-disciplinary estimating and inspection processes that will be necessary during the project are both addressed.

Prerequisites: RMDL 111 and CIS 111

RMDL 221 (2 credits) Remodeling Electro-Mechanical Systems

This course provides a general introduction to electro-mechanical systems in a residential structure and how to modify these systems during the renovation process. Students learn how to safely and properly re-route basic electrical, plumbing, and HVAC ducts that are regularly encountered when remodeling a building. Emphasis is placed on when the scope of the work requires a sub-contractor to perform the work.

RMDL 250 (2 credits) Installation and Weatherization

This course covers the various types of products for reducing building heat loss by infiltration and conduction and the use of insulation used for noise and fire protection. Types of ventilation baffles, vapor barriers, infiltration barriers, and types of insulation are covered. Students perform installation of insulation materials for walls, ceilings, floors, and fire stop applications.

Prerequisites: CARP 177 and RMDL 220

RMDL 260 (3 credits) Kitchen and Bath Remodeling

This course covers the details and techniques used for residential remodeling and restoration of kitchens and baths. Students are exposed to a wide variety of products and the appropriate match for existing conditions. Emphasis is on the demolition of existing space and the acceptable design of the new space.

Prerequisite: RMDL 250

RMDL 271 (4 credits) Advanced Interior Finishes

This course covers the details and applications of various interior painting and finishing and materials integrated to match renovation work with the existing building. The proper wood types and species, finishing methods, and applications are utilized. Details of interior pre-hung doors, window stools, extension jambs, and casing are covered. Students perform the installation of a complete custom interior trim package.

Prerequisite: CARP 177

CARP 272 (2 credits) Site Work and Foundations II

Covers the details associated with site preparation and foundation inspections for a new building. Specifics are for lot size, set back, right of way, and building location. Work includes using various instruments for batter board installations, excavation of foundation, locating footer elevation, and forming and pouring footers. Locating, forming, and pouring of sidewalks and exterior porches.

RMDL 280 (3 credits) Advanced Exterior Finishes

This course covers the principles and practices of exterior finishes including roofing, siding, and aluminum trim applications.

Prerequisite: CARP 166



Water & Environmental Technology

What is Water and Environmental Technology?

The Pennsylvania Department of Environmental Protection requires that operators of drinking water and wastewater treatment facilities are certified. Certification is obtained through a combination of exams and operating systems. The completion of an approved associate degree program significantly reduces the number of years of operating experience required for certification. Students in the Water and Environmental Technology program gain the knowledge, skills, and abilities necessary for successful completion of Department of Environmental Protection examinations.

Courses in the Water and Environmental Technology program are designed to meet the knowledge, skills, and ability requirements tested on the Pennsylvania Department of Environmental Protection certification exams. This will include courses covering topics such as water and wastewater treatment; water distribution and wastewater conveyance systems; geographical information systems (GIS); equipment maintenance; solids handling; basic electricity; plant administration; and rules and regulations.

A Graduate of this Program will be able to:

- Describe the major processes, equipment, instrumentation, laws, and regulations associated with the collection and treatment of wastewater.
- Describe the major processes, equipment, instrumentation, laws, and regulations associated with the conveyance and treatment of potable water.
- Perform water and wastewater calculations involving flow, volume, surface area, disinfection, solids removal, retention time, and chemical feed rates.
- Analyze and improve operational procedures at water treatment and wastewater treatment facilities.
- Prepare, analyze, interpret, and report results of water and wastewater sample testing.
- Maintain a safe working environment as outlined by federal and state regulations.
- Describe the Safe Water Drinking Act and its implementation.
- Identify and describe the common diseases associated with water supply and sewage.
- Demonstrate the monitoring duties of water treatment operators.
- Describe the areas of safety to be considered in water treatment, storage, and laboratory testing.
- Describe the operation, components, and troubleshooting procedures for motors and electrical circuits.
- Determine and employ optimization strategies for water treatment and wastewater treatment processes and treatment facilities.

Shannon Butler, Instructor
 B.A. Biology - Arcadia University
 M.S. Pennsylvania State University PA
 Certified Wastewater Operator

Heath A. Edelman PE, Associate Professor
 B.S. Pennsylvania State University
 M.S. University of New Haven
 Licensed Professional Engineer
 PA Certified Wastewater Operator
 PA Certified Water Operator
 Certified Hazardous Material Manager



**Model Schedule for
 Water & Environmental Technology**

| | |
|--|-----------|
| Semester 1 | |
| WET 102: Laboratory Skills | 1 |
| WET 111: Drinking Water Distribution | 3 |
| WET 116: Water Resources | 4 |
| WET 156: Drinking Water I | 4 |
| MATH 137: Intermediate Algebra (or higher) † | 3 |
| ENG 106: English Composition | 3 |
| Semester 2 | |
| WET 106: Wastewater Collection | 3 |
| WET 121: Safety, Health, and Security | 2 |
| WET 161: Wastewater I | 4 |
| WET 168: Utility Management & Administration | 3 |
| MATH 132: Elementary Geometry OR | |
| MATH 150: Elements of Statistics (or higher)* | 3 |
| CHEM 100 – Conceptual Chemistry | 3 |
| Semester 3 | |
| WET 203: Stormwater Management | 1 |
| WET 206: Wastewater II* | 5 |
| WET 211: Print Reading/Geographical Information Systems (GIS) | 3 |
| WET 216: Industrial Waste* | 3 |
| BIO 210: General Biology I OR | |
| SCI 107 Environmental Sciences OR | |
| PHY 106 Physics for Everyday Life | 3 |
| CIS 111: Intro to Computer Applications | 3 |
| Semester 4 | |
| WET 256: Drinking Water II* | 4 |
| WET 261: Advanced Wastewater and Solids Handling* | 4 |
| WET 268: Equipment & Systems O&M | 4 |
| ENG 216: Technical Writing OR | |
| ENG 221: Public Speaking* | 3 |
| Humanities Elective | 3 |
| Additional General Education Requirements | |
| Health and Physical Education Elective | 1 |
| TOTAL CREDITS | 73 |

* Prerequisite or Co-requisite Required. See Course Description.

† Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 137 and MATH 132 (or MATH 150), must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements

Water and Environmental Technology (WET)

WET 102 (1 credit) Laboratory Skills

In this course students will learn the basic math and laboratory skills needed to be successful as environmental professionals. Students will learn basic calculations, unit conversions, laboratory glassware, operation and maintenance of laboratory equipment, and basic laboratory testing used in the environmental field. Select lab methods will be utilized to provide students with a solid understanding of gravimetric, volumetric, and colorimetric methodologies. Basic chemical hygiene and chemical waste disposal will also be presented.

WET 106 (3 credits) Wastewater Collection

Wastewater Collection will provide students with an introduction to the practical aspects of operating and maintaining wastewater collection systems, with a focus on the knowledge and skills operators need to identify collection system problems and select appropriate methods to solve them. Students will learn the components and typical layouts of collection systems, and be introduced to safety procedures for construction, inspection and testing of sewers, inspection of manholes, and underground construction and repair. Students will learn the basics of closed-circuit television inspections, clearing stoppages, cleaning sewers, and controlling roots, grease, odors, and corrosion in collection systems, and will learn to solve arithmetic problems relating to the operation and maintenance of wastewater collection systems.

WET 111 (3 credits) Drinking Water Distribution

Students learn about the practical aspects of operating and maintaining water distribution systems, emphasizing safe practices and procedures, including the role and duties of water distribution system operators, procedures for operating and maintaining clear wells and storage tanks, and components and characteristics of distribution system facilities. The course covers the basics of operating and maintaining distribution systems, maintaining water quality in the system, disinfecting new and repaired facilities as well as water delivered to consumers. Techniques for recognizing hazards and developing safe procedures and programs is also taught.

WET 116 (4 Credits) Water Resources

Water Resources will introduce students to topics such as the properties of water, water resources management, sources of water, management of stormwater, and water quantity and quality requirements. Students will develop an understanding of the characteristics surface water and groundwater sources, and will examine the impacts of urbanization on runoff. Students will discuss the relationship between the hydrological cycle and the treatment of water and wastewater. Students will gain hands on experience through laboratory exercises, case studies, and field trips, as appropriate.

WET 121 (2 credits) Safety, Health, and Security

Water and Wastewater Safety, Health, and Security will provide students with an introduction to Safety, Health, and Security procedures to address the hazards and risks associated with operating and maintaining water and wastewater systems. Students will learn about industry accepted safety practices to provide the workforce a safe working environment. Identify and predict hazards in the work environment. Learn the proper use of personal protective equipment to mitigate the risks and hazards associated with operating and maintaining treatment plants, water distribution systems, and wastewater collection systems. Students will learn about the biological and chemical hazards associated with operating plants. Students will be introduced to security and emergency preparedness and the importance of coordinating activities with other agencies.

WET 156 (4 credits) Drinking Water I

Drinking Water I provides students with an introduction to the equipment and processes used in the treatment of drinking water. The student will be introduced to different sources of water, reservoir management, and intake structures and will learn how to safely operate and maintain coagulation, flocculation, sedimentation, filtration, and disinfection processes. Topics such as the control of tastes and odors in drinking water, the Lead and Copper Rule, and solving arithmetic problems related to water treatment plant operations will also be covered. Students will be introduced to daily operating procedures, regulation of flows, chemical use and handling, records and reports, plant maintenance, safety and security, emergency conditions and procedures, handling complaints, and energy conservation.

WET 161 (4 credits) Wastewater I

Wastewater I provides students with an introduction to the equipment and processes used in the treatment of wastewater. The student will be introduced to the different components of wastewater treatment facilities, including racks and screens, grit removal, sedimentation and floatation, trickling filters, rotating biological contactors, activated sludge, wastewater stabilization ponds, and disinfection. Topics such as why we treat wastewater, the duties of a wastewater treatment plant operator, and NPDES permits will also be introduced.

WET 168 (3 credits) Utility Management & Administration

The Utility Management & Administration course will cover the major areas of responsibility of a utility manager, including legal requirements of federal legislation such as the Americans with Disabilities Act (ADA), the importance of developing policies and procedures for dealing with harassment, grievances, and violence in the workplace. Students will also discuss the financial management of a utility, including assessing the financial strength and stability of the utility, budgeting, and funding capital improvements. The course will also introduce students to Pennsylvania Department of Environmental Protection regulations governing water and wastewater treatment facilities, as well as federal, state, and local environmental regulations that pertain to construction and operation of drinking water, stormwater, and wastewater facilities.

WET 203 (1 credit) Stormwater Management

The stormwater management course equips students with the knowledge and skills needed to address the complexities of stormwater management in Pennsylvania, integrating regulatory compliance, Best Management Practices (BMPs), soil and plant considerations, structural and non-structural approaches, and practical construction and inspection practices of BMPs. Through a combination of theoretical learning and practical applications, students will emerge with a holistic understanding of sustainable stormwater management practices tailored to the local context.

WET 206 (5 credits) Wastewater II

Building upon the topics covered in WET 161, the course covers conventional and modified activated sludge processes, processes used for the removal of phosphorus and nitrogen, coagulation and filtration, and membrane bioreactors. Students will perform laboratory procedures and chemistry, analysis and presentation of data, and records and report writing. Operators also learn to analyze and solve operational problems and to perform mathematical calculations relating to wastewater treatment process control. A laboratory component will allow students to gain hands on experience. *Prerequisite: WET 161 & MATH 137*

WET 211 (3 credits) Print Reading/Geographical Information Systems (GIS)

This course introduces students to blueprint reading, geographical information systems (GIS), and the types of blueprints students may expect to encounter working in the water and wastewater industries. This includes land development prints and water and wastewater treatment facility prints. The GIS portion of the course introduces students to GIS mapping as it relates to municipal services.

WET 216 (3 credits) Industrial Waste

Topics include the operation and maintenance of industrial wastewater treatment facilities, regulations governing industrial waste, types of industrial waste, operation and maintenance of flow measurement equipment, preliminary treatment processes, physical-chemical treatment processes, and physical treatment processes. Students are also introduced to the treatment of metal waste streams.

Prerequisite: MATH 137

WET 256 (4 credits) Drinking Water II

The Drinking Water II course will introduce operators to the practical aspects of operating and maintaining water treatment plants. Topics covered will include drinking water regulations (including the safe drinking water act), iron and manganese control, fluoridation, softening, disinfection by-products, emerging contaminants, nitrate and arsenic removal, corrosion control, handling and disposal of process wastes, maintenance, instrumentation, and advanced laboratory procedures. A laboratory component will allow students to gain hands on experience.

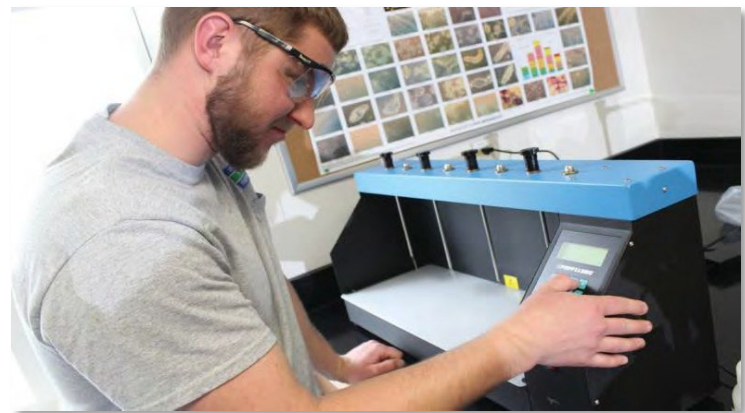
Prerequisite: WET 156

WET 261 (4 credits) Advanced Wastewater and Solids Handling

Advanced Wastewater and Solids Handling builds upon the material covered in Wastewater I and Wastewater II. Students will discuss the equipment and advanced treatment processes used for odor control and residuals solids management. Solids stabilization methods such as anaerobic and aerobic digestion and chemical stabilization will be covered. Additional topics such as sludge types, characteristics, and calculating sludge quantities are covered. Sludge thickening using gravity thickeners, dissolved air flotation units, centrifuges; as well as sludge conditioning such as thermal, wet oxidation, and elutriation are explored. Dewatering with pressure filtration (plate and frame, belt, vacuum), centrifuges and drying beds; and volume reduction using composting, mechanical drying, and incineration will be covered. Disposal methods for dewatered or liquid stabilized sludge, and applicable regulations for beneficial use and land application of biosolids are additional topics. Wastewater reuse, recycling, and reclamation are also explored.

WET 268 (4 credits) Equipment & Systems O&M

The Equipment & Systems O&M course will provide students with an introduction to the operation and maintenance of water and wastewater treatment facilities. Electrical and hydraulic concepts will be applied to water industry equipment. Typical maintenance procedures for pumps, blowers and compressors, valves, gauges and thermometers, and alarms will be covered. Motor control systems for pumps and blowers will be covered. Students will be introduced to maintenance programs and asset management. Topics such as preventive maintenance, emergency repairs, and scheduled repairs will be covered. Students will be given the opportunity to learn maintenance procedures in a laboratory setting. This will include developing some basic mechanical, electrical, and plumbing skills.



Welding Technology

What is Welding Technology?

The Welding Technology program provides the opportunity to develop the skills necessary to be a skilled entry-level welder in the welding industry. There is an increasing demand for welders in a variety of industries including light and heavy construction, automobile, aircraft, gas and oil, railroad, machinery and manufacturing industries. These skills are developed through theory and hands-on application into various welding specialties including blueprint reading and advanced computer-aided design; oxy-fuel welding and related processes; basic shielded metal arc welding; basic gas metal arc welding; and basic gas tungsten arc welding.

Students find employment in a wealth of industries related to construction, machinery, manufacturing oil and gas, and transportation industries. Graduates with entry-level certifications will find challenging jobs with the opportunity for rapid advancement.

A Graduate of this Program will be able to:

- Interpret welding blueprints
- Cut and Weld carbon steel using the Oxy-Fuel torch
- Weld carbon steel with the shielded metal arc welding process
- Weld carbon steel, aluminum and stainless steel with the gas metal arc welding process
- Weld carbon steel, aluminum and stainless steel with the gas tungsten arc welding process

Andrea Biesecker, Assistant Professor
 AAS: Thaddeus Stevens College of Technology
 BS: Eastern Mennonite University

Michael Marino, Assistant Professor
 AAS: Thaddeus Stevens College of Technology
 BS: Eastern Mennonite University

Joshua Seitzer, Instructor
 BA: Eastern University
 M.ED: Pennsylvania State University

Jeffery Swoyer, Instructor
 BS.Ed: Temple University

Model Schedule for Welding Technology

Semester 1

| | |
|---|---|
| WELD 106: Welding Blueprint Reading | 4 |
| WELD 110: Oxy-Fuel Welding and Related Processes ³ | |
| WELD 121: Shielded Metal Arc Welding I | 4 |
| WELD 150: Introduction to Safety | 1 |
| MATH 126: Technical Math I (or higher) † [^] | 3 |
| Science: Elective | 3 |

Semester 2

| | |
|--|---|
| WELD 155: Gas Metal Arc Welding I | 3 |
| WELD 160: Gas Metal Arc Welding II | 3 |
| WELD 165: Gas Tungsten Arc Welding I | 3 |
| WELD 170: Gas Tungsten Arc Welding II* | 3 |
| MATH 136: Technical Math II (or higher)* | 3 |
| ENG 106: English Composition | 3 |

Semester 3

| | |
|---|---|
| WELD 205: Flux-Cored and Submerged Arc Welding* | 3 |
| WELD 220: Shielded Metal Arc Welding II* | 3 |
| WELD 225: Metallurgy | 3 |
| WELD 230: Special Welding Processes* | 3 |
| Humanities Elective | 3 |
| Health and Physical Education Elective | 1 |
| ENG 216: Technical Report Writing* | 3 |

Semester 4

| | |
|---|---|
| WELD 260: Gas Metal Arc Welding III* | 3 |
| WELD 270: Gas Tungsten Arc Welding III* | 3 |
| WELD 275: Pipe Welding* | 3 |
| WELD 280: Non-Destructive Testing* | 3 |
| CIS 105: Drawing with Auto Cad | 3 |
| General Studies Elective | 3 |

TOTAL CREDITS 73

* Prerequisite or Co-requisite Required. See Course Description.
 †Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 136, must take an additional Gen-Ed elective in order to meet their Gen-Ed requirements.

[^] Minimum Grade Required. See Course Description.

Welding Technology (WELD)

WELD 106 (4 credits) Welding Blueprint Reading

A study of industrial blueprints. Emphasis on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry.

WELD 110 (3 credits) Oxy-Fuel Welding and Related Processes

Provides a course that covers the oxygen-acetylene welding/cutting process. Topic includes the assembly and disassembly of an oxy-fuel torch setup, the correct settings required to flame-cut carbon steel as well as a basic introduction to the oxyfuel welding process. Safety around using an oxy-fuel torch is covered extensively to ensure the safe operation of the process. Plasma Arc Cutting (PAC) is reviewed as modern alternative to using oxyfuel to cut carbon steel. The safe and correct operation of the process is covered.

WELD 121 (4 credits) Shielded Metal Arc Welding 1

This course develops skills in shielded metal arc welding. Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

WELD 150 (1 credit) Introduction to Safety

This course provides the fundamentals of safety in conducting welding operations and provides safety training using Organization Safety Health Administration (OSHA) standards that apply to the programs of study at Thaddeus Stevens College of Technology. The training received covers all topic areas required by the OSHA Outreach Training Program for industry recognized ten hour certification in General Industry Safety.

WELD 155 (3 credits) Gas Metal Arc Welding

This course develops skills in gas metal arc welding (GMAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

WELD 160 (3 credits) Gas Metal Arc Welding 2

This course further develops skills in gas metal arc welding (GMAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

Prerequisite WELD 155

WELD 165 (3 credits) Gas Tungsten Arc Welding

The course develops skills in gas tungsten arc welding (GTAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

WELD 170 (3 credits) Gas Tungsten Arc Welding 2

The course develops skills in gas tungsten arc welding (GTAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided in advanced skills.

Prerequisite WELD 165

WELD 205 (3 credits) Flux-Cored and Submerged Arc Welding

This course is an advanced welding application and examines safety, set-up, wire identification, current, shielding gases, operations and troubleshooting techniques of the process. Significant hands-on application designed to provide training in advancement of welding skills using the FCAW and SAW on carbon steels using small and large diameter flux-cored electrodes in all positions on fillet and groove welds.

Prerequisites: WELD 155 and WELD 160

WELD 220 (3 credits) Shielded Metal Arc Welding 2

This course is an advanced welding application and examines safety, current selection, electrode identification, welding methods, operations, and troubleshooting techniques of the process. Significant hands-on application designed to provide training in advancement of welding skills on carbon and stainless steels using various electrodes in all positions on fillet and groove welds.

Prerequisite: WELD 121

WELD 225 (3 credits) Metallurgy

This course develops the understanding of physical characteristics and mechanical properties of metals for welding application. This course is designed to provide training in identifying base metals and selection of weld filler metals and understand how welding heat affects base metals during the welding process.

WELD 230 (3 credits) Special Welding Processes

Significant hands-on application designed to provide training in advancement of welding skills using the submerged arc welding (SAW), stud welding, and tube welding processes on carbon and stainless steels using specialized equipment in various positions.

Prerequisites: WELD 155 and WELD 165

WELD 260 (3 credits) Gas Metal Arc Welding 3

This course is an advanced welding application and examines safety, set-up, wire identification, current, shielding gases, operations and troubleshooting techniques of the process.

Significant hands-on application designed to provide training in development of welding skills on aluminum, carbon and stainless steels on all positions on fillet and groove welds. *Prerequisites: WELD 155 and WELD 160*



WELD 270 (3 credits) Gas Tungsten Arc Welding 3

This course is an advanced welding application, set-up, welding rod identification, current, polarity and high frequency, shielding gases, operations and troubleshooting techniques of the process.

Significant hands-on application designed to provide training in advancement of welding skills on aluminum, carbon and stainless steels using various filler metals in all positions on fillet and groove welds.

Prerequisites: WELD 165 and WELD 170

WELD 275 (3 credits) Pipe Welding

This course develops pipe welding application, preparation and set-up, current, shielding gases, welding techniques and quality inspection of the welds. Significant hands-on application designed to provide training in development of pipe welding skills on carbon steel pipe using various welding processes in all positions on groove welds.

Prerequisites: WELD 121 and WELD 220



WELD 280 (3 credits) Non- Destructive Testing

This course introduces the welder to non-destructive examination methods to determine the physical properties of a weld and to predict the service life of a weld. Students will learn to differentiate between destructive and non-destructive testing methods to identify discontinuities and defects in welds by using various non-destructive testing equipment to various specifications and codes.

Prerequisite: WELD 106



Certificate Programs



Electrical Construction & Maintenance Certificate

What is the Construction Electrician Certificate?

The Construction Electrician certificate program provides students with the opportunity to acquire the theory and skills needed to gain employment as residential, commercial, and industrial construction electricians. Skills are developed through basic electrical theory and practical work project assignments. This program will give students a broad theoretical and practical background in all aspects of electrical construction.

Graduates of the Construction Electrician program are prepared to find employment as residential, commercial, and industrial construction electricians. Because of the continual growth in building construction, there are many employment possibilities.

A Graduate of this Program will be able to:

- Demonstrate appropriate technical skills in the electrical construction field.
- Demonstrate the ability to design, develop, and troubleshoot residential, commercial, and industrial circuitry.
- Complete parts list and order forms that demonstrate knowledge of coding and numbering systems for devices, hardware, and electrical equipment.
- Interpret, develop, and utilize blueprints, schematic diagrams, and wiring plans to perform electrical construction activities.
- Demonstrate the ability to apply OSHA-accepted safety standards as appropriate.
- Demonstrate knowledge of National Electrical Codes that apply to specific occupancies.
- Demonstrate knowledge of test equipment used in troubleshooting and repair of circuits, distribution systems, and electrical equipment.

Michael Dailey, Instructor
 Electrical Apprenticeship: IBEW Local Union 743
 IBEW Local Union 743 Apprenticeship Instructor
 Certified Journeyman Electrician
 Medium Voltage Splice and Termination Certification

Evan Ducko, Instructor
 AA: Bucks County Community College PDE
 C&T Instructional I Electrical Occupations Electrical
 Apprenticeship: BCTHS
 C-TECH: Fiber Optic/Copper-Based Systems
 Network Cabling Specialist

**Model Schedule for Construction
 Electrician**

| | |
|---|-----------|
| Semester 1 | |
| ECM 106: AC-DC Fundamentals | 5 |
| ECM 111: Residential Wiring | 5 |
| ECM 116: Electrical Construction Safety | 2 |
| ENG 106: Composition I | 3 |
| MATH 126: Technical Math I (or higher) | 3 |
| Semester 2 | |
| *ECM 156: Commercial/Industrial Wiring | 5 |
| ECM 162: National Electrical Code | 4 |
| ECM 166: Blueprint Reading: Electrical Elective : | 3 |
| General Studies Elective Elective : General | 3 |
| Studies Elective | 3 |
| TOTAL CREDITS | 36 |

* Prerequisite or Co-requisite Required. See Course Description.

ECM 106 (5 credits) AC/DC Fundamentals

This course presents basic principles, laws, and formulas which relate to alternating (AC) and direct current (DC) circuit applications in electricity. Topics include electron theory, Ohm's Law, series, parallel and combination circuit theory. In addition, capacitive and inductive reactive circuitry (RE, RC, RLC) are discussed.

ECM 111 (5 credits) Residential Wiring

This course is an introduction to residential wiring practices and techniques. Topics cover basic residential symbols, blueprint reading, wire diagramming, and the use of applicable National Electrical Codes (NEC). Lab work and projects enable students to develop an understanding of basic residential circuits.

ECM 116 (2 credits) Electrical Construction Safety

This course presents Occupational Safety and Health Administration (OSHA) general safety requirements for specific electrical and construction environments. Topics include ladders, scaffolds, lockout and tagging, personal protective equipment (PPE), temporary wiring, harness techniques, and confined spaces.

ECM 156 (5 credits) Commercial and Industrial Wiring

Basic theory and laboratory assignments in safety, wiring practices, blueprint reading, and the National Electrical Code (NEC) as it applies to commercial and industrial wiring techniques. Labs enable students to gain practical experience installing and troubleshooting single- and three-phase distribution, transformers, motors, and motor control circuits. *Prerequisite: ECM 111*

ECM 162 (4 credits) National Electrical Code

The student will locate, analyze and interpret National Electrical Code (NEC) tables and codes to determine appropriate distribution equipment, conduit and conductor sizes, overcurrent protection, load demands and branch circuit requirements for residential, commercial and industrial facilities.

ECM 166 (3 credits) Blueprint Reading: Electrical

This course is an introduction to basic blueprint reading skills and techniques. Topics cover lines and symbols, pictorial and orthographic diagrams, specifications, scales, prints, and plans. Classwork enables students to develop a basic understanding of construction drawings.

Computer Integrated Machining Certificate

What is the General Machine Certificate?

The General Machine certificate program offers a broad training experience that prepares individuals for entry-level employment in the machining industry. Through a combination of classroom study and assigned lab activities, students acquire essential background information, develop trade skills, and become familiar with production methods and standards common to the industry. Within the lab setting, emphasis is on the practical application of skills. Students will learn to operate a variety of conventional machine tools and computer numerical control (CNC) machines, interpret industrial drawings/blueprints, and use precision measuring and inspection instruments.

Students enrolled in the certificate program may enroll in the associate degree program upon completion of the certificate program. Graduates of the General Machine certificate program are employed as machine operators, machinists, CNC operators, and quality control inspectors.

A Graduate of this Program will be able to:

- Demonstrate safe work habits and be conscious of safety when working with machinery.
- Read blueprints, interpret drawings, understand specifications, and establish tolerances.
- Apply mathematics in machine tool technology (speeds, feeds, thread measurement, sine bar, etc.)
- Operate basic machine tools and demonstrate knowledge of their construction in relation to the metal industry.
- Operate abrasive cutting machinery; select and plan machining operations on this equipment.
- Demonstrate skills in quality control, inspection, gauging methods, and production control as they relate to manufacturing design and production.

Kyle Young, Instructor

AAS: Thaddeus Stevens College of Technology

Model Schedule for Computer Integrated Machining Certificate

| | |
|---|-----------|
| Semester 1 | |
| CIM 106: Blueprint Reading and Related Math CIM | 3 |
| 110: Manufacturing Processes | 2 |
| CIM 115: Measurement Systems | 2 |
| CIM 118: Lathe and Vertical Milling Machine I CIM | 4 |
| 161: Metallurgy | 2 |
| MATH 137: Intermediate Algebra (or higher) CIS | 3 |
| 105 Drawing with AutoCAD | 3 |
| Semester 2 | |
| *CIM 158: Lathe and Vertical Milling Machine II | 3 |
| *CIM 166: Manufacturing Processes II | 2 |
| *CIM 176: Computer Numerical Control I | 4 |
| *CIM 222: CAD/CAM I | 3 |
| *MATH 141: Trigonometry (or higher) ENG | 3 |
| 106: English Composition | 3 |
| TOTAL CREDITS | 37 |

* Prerequisite or Co-requisite Required. See Course Description.

CIM 106 (3 credits) Blueprint Reading and Related Math

This course will introduce the student to industrial drawings, basic sketching, and applied mathematics. Interpretation of title blocks, orthographic projection, dimensioning and tolerancing, assemblies, and the elementary application of Geometric Dimensioning & Tolerancing (GD&T) will be covered throughout this course. The skills and knowledge obtained through CIM 106 will prepare the student for application in the machine lab to manufacture machined components.

CIM 110 (2 credits) Manufacturing Processes

Students will learn laboratory safety and material handling. The physics of metal cutting, and the machinability of metals are introduced. Semi-precision and precision measuring instruments are introduced and practiced. Precision layout, bench grinding, surface grinding and power sawing operations will also be introduced and exercised.

CIM 115 (2 credits) Measurement Systems

This course will introduce the student to basic metrology including precision layout. The use of indirect and direct measurement instruments including micrometers, calipers, indicators, and various gages will be utilized. Blueprint reading skills, including elementary GD&T, will be necessary for completion of this course.

CIM 118 (4 credits) Lathe and Vertical Milling Machining I

This course will introduce the student to procedures used on the vertical milling machine and lathe. Course content will include a wide variety of operations including, milling, turning, facing, drilling, reaming, tapping, and calculations related to set up. *Corequisite: CIM 106*

CIM 158 (3 credits) Lathe and Vertical Milling Machining II

This course will introduce the student to advanced techniques and procedures used on the vertical milling machine and lathe. Course content will include offset boring, cutting slots and pockets, taper turning, and thread cutting. An emphasis on workholding will be integrated into this course.

Prerequisites: CIM 106, CIM 110, CIM 115, CIM 118 and MATH 137

CIM 161 (2 credits) Metallurgy

This course covers the basic principles related to metallurgy. Many industrial processes are clarified as the student gains an understanding of quenching, annealing, case hardening, tempering, and crystallization. In addition, students will see how these changes occur through heat treating projects in the lab. Students will also experience real world applications through industry visits.

CIM 166 (3 credits) Manufacturing Processes II

This is a lab intensive course which provides students with extensive hands-on training. Assigned projects aid students in gaining critical experience contributing to a well-rounded machining education.

Prerequisites: CIM 106, CIM 110, CIM 115, CIM 118, CIM 161 and MATH 137

CIM 176 (3 credits) Computer Numerical Control (CNC) I

CIM 176 introduces the student to basic CNC concepts such as word-address programming, machine set-up, and program proofing. This course serves as an introduction to CNC machines and CNC programming methods and techniques.

Prerequisites: CIM 106, CIM 110, CIM 118 and MATH 137

CIM 222 (3 credits) CAD/CAM I

This course introduces the use of Computer Aided Drafting & Computer Aided Manufacturing (CAD/CAM) as a tool for defining part geometry and generating Computer Numerical Control (CNC) machine code. Two-axis and three-axis applications are demonstrated, along with the use of the CAD/CAM applications.

Prerequisites: CIM 106, CIM 110, CIM 115, and MATH 137

Masonry Construction Certificate

What is the Masonry Construction Certificate?

The Masonry Construction certificate provides the opportunity to develop the basic skills of a mason and is designed as an introduction to the trade. Students will focus on basic tool skills, trade materials, safety procedures and terminology.

Emphasis is placed on brick and block skill sets. These skills are developed through hands-on projects, which are preceded by theory lectures and demonstrations. Special emphasis is placed on the appreciation of the beauty and permanence of brickwork and on the development of pride in workmanship.

Students successfully completing the Masonry Construction certificate program find employment in the field as mason tenders and masons with experience and further education as forepersons or superintendents. Many masons are self-employed.

All students completing the certificate program may enroll in the associate degree program.

A Graduate of this Program will be able to:

- Operate masonry tools and equipment safely and effectively.
- Use masonry terminology.
- Read blueprints to estimate materials quantity and pricing.
- Lay out and construct footings.
- Lay out and build a block foundation.
- Apply brick veneering to a structure.
- Construct a masonry arch.

Michael T. Gardner, Instructor
AAS: Thaddeus Stevens College of Technology

**Model Schedule for
Masonry Construction**

Semester 1

| | |
|--|----------|
| MASN 101: Intro to Tools, Safety, and Equipment | 3 |
| MASN 105: Introduction to Masonry Construction | 3 |
| MASN 110: Development of Masonry Materials | 3 |
| MASN 116: Chimney Construction | 3 |
| MATH 126: Technical Math I (or higher) | 3 |

Semester 2

| | |
|---|----------|
| MASN 155: Block Construction, Bearings & Anchoring Systems | 4 |
| MASN 158: Adhered Concrete Masonry Veneer | 2 |
| MASN 162: Masonry Hardscaping Patios & Retaining Walls | 2 |
| MASN 167: Masonry Restoration & Building Maintenance | 3 |
| MASM 171: Concrete Sidewalks | 3 |
| ENG 106: English Composition | 1 |
| Health and Physical Education Elective | 3 |
| | 1 |

MASN 101 (3 credits)

Introduction to Tools, Safety and Equipment Students will be introduced to the tools required for the masonry trade, understand safety standards and practices, and receive training and certifications on various equipment used on a job site.

MASN 105 (3 credits)**Introduction to Masonry Construction**

This course will teach the fundamentals of the masonry trade. This will include spreading mortar and striking full joints, laying brick and block to the line, bonding the length and height of a wall, building leads, and hanging a corner pole.

MASN 110 (3 credits)**Development of Masonry Materials**

History and the manufacturing of masonry materials. In the manufacturing of materials, there are many different types of brick and block. Students will learn the various names and where the material should be used in a wall. Portland cement comes in different forms and how to properly mix the different types. Students will learn what the different strengths of cement and where they should be used.

MASN 116 (3 credits) Chimney**Construction**

Students will understand the difference between and be able to construct properly a single and double flue chimney.

MASN 155 (4 credits)**Block Construction, Bearings, and Anchoring Systems**

Students will learn terminology; the placement of anchor bolts, bearing plates, setting lintels, cutting in electrical boxes and door ties. They will be working around conduit, duct work and rebar reinforcement. They will also build a composite wall using block and brick.

MASN 158 (2 credits)**Adhered Concrete Masonry Veneer**

Students will learn to use the tools and equipment for installing veneer stone; to apply hanging wire, scratch coat, flashings, vapor barriers, and drain mats; to hang stone; and to point the mortar joints. Students will learn the different types of patterns stone can be laid in.

MASN 162 (2 credits)**Masonry Hardscaping Patios & Retaining Walls**

The proper use of masonry products in an outdoor environment. Understand the process to build an outdoor patio and retaining walls using masonry materials.

MASN 167 (3 credits)**Restoration and Building Maintenance**

Cover the various materials that go along with masonry products. These would be caulking, waterproofing, patching, repointing, cutting out and repairing damaged areas, and cleaning of masonry. This course will focus on preventive maintenance to stop any further damage of the masonry structure.

MASN 171 (1 credit) Concrete**Sidewalks**

Students will learn how to build forms and how to place concrete for a sidewalk.

Welding Technology Certificate

What is the Welding Technology Certificate?

The Welding Technology certificate program provides the opportunity to develop skills necessary to be skilled entry-level welders in the welding industry. There is an increasing demand for welders in a variety of industries including light and heavy construction, automobile, aircraft, gas and oil, railroad, machinery and manufacturing industries. These skills are developed through theory and hands-on application into various welding specialties including blueprint reading and advanced computer-aided design, oxy-fuel welding and related processes, basic shielded metal arc welding, basic gas metal arc welding, and basic gas tungsten arc welding.

Students find employment in a wealth of industries related to construction, machinery, manufacturing oil and gas, and transportation industries. Graduates with entry-level certifications will find challenging jobs with opportunity for rapid advancement.

A Graduate of this Program will be able to:

- Interpret welding blueprints
- Cut and Weld carbon steel using the Oxy-Fuel torch
- Weld carbon steel with the shielded metal arc welding process
- Weld carbon steel, aluminum and stainless steel with the gas metal arc welding process
- Weld carbon steel, aluminum and stainless steel with the gas tungsten arc welding process

Andrea Biesecker, Assistant Professor
 AAS: Thaddeus Stevens College of Technology
 BS: Eastern Mennonite University

Michael Marino, Assistant Professor
 AAS: Thaddeus Stevens College of Technology
 BS: Eastern Mennonite University

Model Schedule for Welding Technology Certificate Program

Semester 1

| | |
|--|---|
| WELD 106: Welding Blueprint Reading | 4 |
| WELD 110: Oxy-Fuel Welding and Related Processes | 3 |
| WELD 121: Shielded Metal Arc Welding I | 4 |
| WELD 150: Introduction to Safety | 1 |
| †MATH 126: Technical Math I (or higher) | 3 |
| ENG 106: English Composition | 3 |

Semester 2

| | |
|--|-----------|
| WELD 155: Gas Metal Arc Welding I | 3 |
| *WELD 160: Gas Metal Arc Welding II | 3 |
| WELD 165: Gas Tungsten Arc Welding I | 3 |
| *WELD 170: Gas Tungsten Arc Welding II | 3 |
| *MATH 136: Technical Math II (or higher) | 3 |
| *ENG 216: Technical Report Writing | 3 |
| TOTAL CREDITS | 33 |

* Prerequisite or Co-requisite Required. See Course Description.

†Any Student who has taken pre-calculus (MATH 207) or calculus (MATH 213) instead of MATH 126 and MATH 136, must take an additional Gen-Ed elective to meet their Gen-Ed requirements.

WELD 106 (4 credits) Welding Blueprint Reading
 A study of industrial blueprints. Emphasis on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry.

WELD 110 (3 credits) Oxy-Fuel Welding and Related Processes
 Provides a course that covers the oxygen-acetylene welding/cutting process. Topic includes the assembly and disassembly of an oxy-fuel torch setup, the correct settings required to flame-cut carbon steel as well as a basic introduction to the oxyfuel welding process. Safety around using an oxy-fuel torch is covered extensively to ensure the safe operation of the process. Plasma Arc Cutting (PAC) is reviewed as modern alternative to using oxyfuel to cut carbon steel. The safe and correct operation of the process is covered.

WELD 121 (4 credits) Shielded Metal Arc Welding 1
 This course develops skills in shielded metal arc welding. Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

WELD 150 (1 credit) Introduction to Safety
 This course provides the fundamentals of safety in conducting welding operations and provides safety training using Organization Safety Health Administration (OSHA) standards that apply to the programs of study at Thaddeus Stevens College of Technology. The training received covers all topic areas required by the OSHA Outreach Training Program for industry recognized ten hour certification in General Industry Safety.

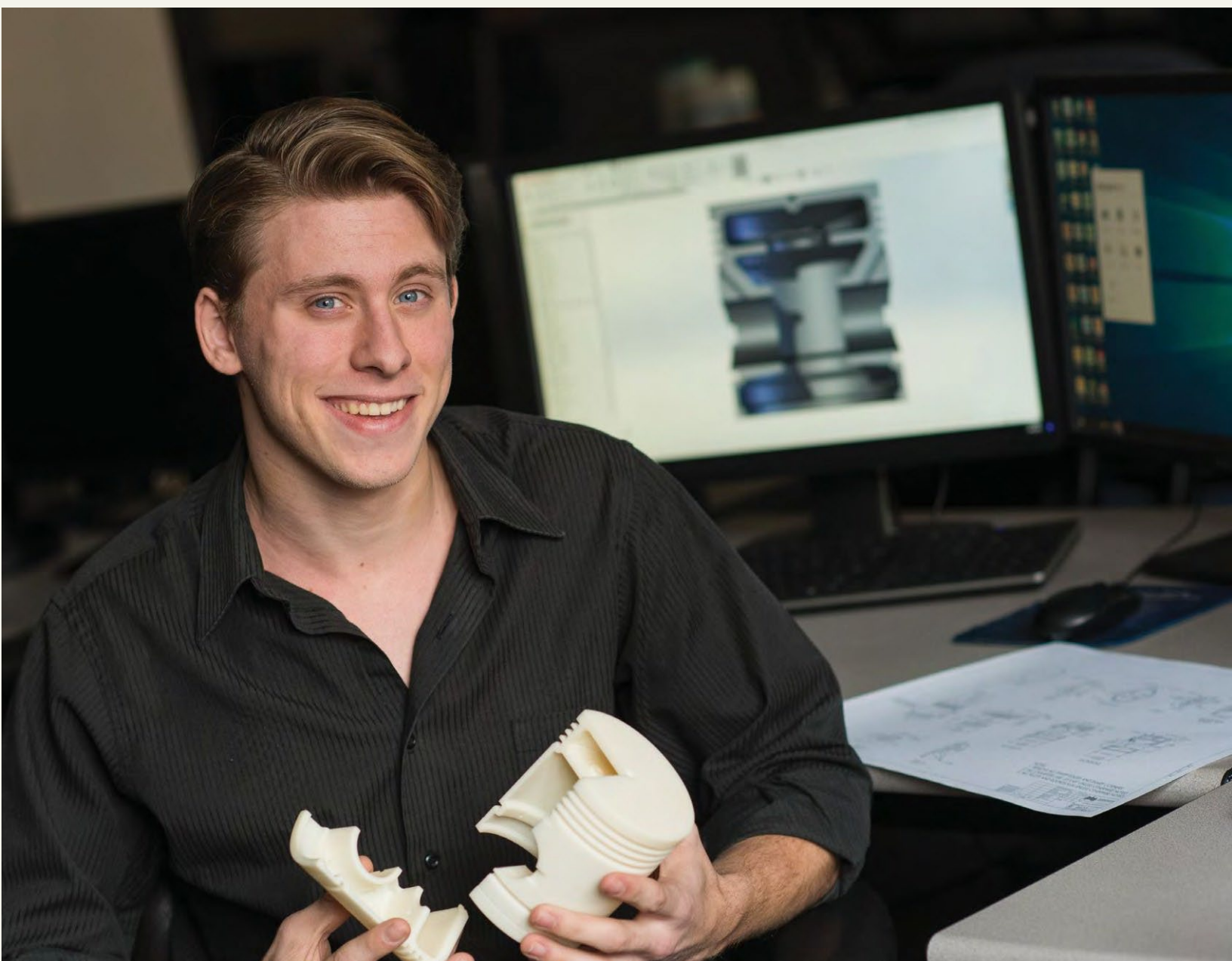
WELD 155 (3 credits) Gas Metal Arc Welding This course develops skills in gas metal arc welding (GMAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

WELD 160 (3 credits) Gas Metal Arc Welding 2
 This course further develops skills in gas metal arc welding (GMAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.
Prerequisite WELD 155

WELD 165 (3 credits) Gas Tungsten Arc Welding
 The course develops skills in gas tungsten arc welding (GTAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided.

WELD 170 (3 credits) Gas Tungsten Arc Welding 2
 The course develops skills in gas tungsten arc welding (GTAW). Students will learn applications, set-ups, operations, and troubleshooting of these processes. Significant hands-on practice is provided in advanced skills.
Prerequisite WELD 165

General Education



General Education Core Curriculum

General education courses are required for all majors at Thaddeus Stevens College. These courses not only support academic work within the major but also enhance employment skills and help prepare students for active, successful lives as citizens.

Students are required to successfully complete 25 general education credits for graduation. These courses include the liberal arts and science core, as well as general education applied courses.

General education courses may be offered in-person, online (either synchronous or asynchronous), or in a hybrid format.

- **Liberal Arts and Science Core**

These courses emphasize theoretical concepts, critical and analytical thinking skills, and both numerical and verbal literacy. Students must successfully complete at least 18 credits from the liberal arts and science core. These 18 credits must include one course from each of the following four core areas:

- Mathematics (MATH)
- English (ENG)
- Science (includes PHYS, CHEM, SCI, BIO)
- Humanities and Social Sciences (includes ECON, HIST, SOC, PSY, some ENG)

NOTE: (HSS) denotes course fulfills Humanities/Social Sciences requirement or may be used as a General Education elective.

- **General Education Applied Courses**

General Education courses focus on the practical application of skills. They are broad in scope (non-major specific) and are designed to support employability, academic achievement, and personal development. These courses are taught in person, online (synchronous or asynchronous), or in hybrid format. Students may apply up to seven (7) credits of general education applied courses toward their graduation requirements. Courses in this category include:

- Business (BUSN)
- Computer Information Systems (CIS)
- Health and Physical Education (HEAL)
- Any student who takes Pre-Calculus (MATH 207) or Calculus (MATH 213) instead of the two required math courses in their program must take an additional three (3) credit general education elective to meet their requirements.
- General education courses are available in-person, online (synchronous or asynchronous), or in a hybrid format

Computer Information Systems Courses

Tara Faro, Instructor

MS: The Pennsylvania State University

BS: West Chester University

CIS 105 (3 credits)* Drawing with AutoCAD®

Provides an introduction to the use of computer software used to draw. Students learn introductory AutoCAD® commands used to create basic geometric shapes and editing functions used to modify geometry. Measuring and distance specifications for objects is taught along with text creation for use in notes and specifications. Students also learn to use image transfer software that converts pictures and images into line geometry.

**ARCH and MET students may not take this course without consent of their respective program faculty members. ECAD students may also NOT take.*

CIS 111 (3 credits)* Introduction to Computer Applications

Introduction to applications for use in the professional and college environment. Students obtain skills in the latest business software. Activities consist of hands-on exercises using the operating system, word processing, spreadsheet, database management, and presentation programs.

**BUAD students may not take. PreMajor students may not take until the completion of DSOC 010 & DSOC 011.*

CIS 211 (3 credits)* Microsoft Excel

This is a comprehensive course in Excel®. It contains everything from basic introductory material to complex business formulas and mapping procedures. Students upon completion will be prepared to take the Microsoft Office User Specialist (MOUS) exam for Excel® certification. *BUAD students may not take.*

English and Humanities Courses

Marla Bucy, Associate Professor

MA: Temple University

BS: Millersville University

Dr. Sarah D'Stair, Assistant Professor

PhD: University of Massachusetts

MA: San Jose State University

B.A: San Jose State University

Laura Malone, Instructor

Adv. Cert Post Masters: SBL, SDL: Hunter College, C.U.N.Y.

MS: Pace University

BA: University of Richmond

Patricia Meley, Instructor

MA: The Pennsylvania State University

BA: Lynchburg College

Lisa-Marie Middendorf EdD, Assistant Professor

EdD: University of Pennsylvania

MA: SUNY Brockport

BS: St. John Fisher College

Melissa Weathers, Instructor

MS: Lincoln University

BS: West Chester University

ENG 100 (1 credit) English Composition Workshop

This 1hr, once weekly workshop aims to compliment and provide a work space for English 106 Composition I. Students who have passed DENG 099 with a C grade (73%) or higher are required to enroll in ENG 100: English Composition Workshop the same semester they are enrolled in English 106. Students will engage in one-on-writing writing tutorials, writing workshops, peer reviews and whole-class writing, grammar, and citation instruction. The work flow will mirror the assignments required in English 106 Composition I.

Prerequisite: DENG 099 with a grade of C or better

Corequisite: ENG 106

ENG 106 (3 credits) English Composition I

This course teaches students to write well-crafted texts through engagement in the drafting and revision process. The course also covers skills for writing effective, precise, and grammatically correct prose. Students also learn to think critically about texts and other media they encounter. **Corequisite: ENG 100 for any student who passed DENG 099.*

ENG 116 (3 credits)* Short Story and Poetry (HSS)

Analysis of a variety of short stories and poems with an emphasis on developing interpretive skills. Special attention given to individual presentations and class discussion. technique, symbolism, irony, style, and social significance. **Prerequisite: ENG 106 with a minimum grade of "C" or instructor permission*

ENG 206 (3 credits)* Reading and Writing Creative Nonfiction (HSS)

This course is an introduction to the genre of Creative Nonfiction and includes a variety of approaches to the genre, both in content and form. Specific content approaches include food writing, travel writing, sports writing, music writing, environmental/place writing, pop culture writing, and immersive journalism. Specific form approaches include vignette, freeform, podcast, blog form, among other non-traditional forms. Students are introduced to these approaches through various shared texts, and students practice these approaches through difference writing activities and assignments.

*Prerequisite: ENG 106 with a minimum grade of "C" or better instructor permission.

(HSS) denotes course fulfills Humanities/Social Sciences requirement or may be used as a General Education elective

ENG 216 (3 credits)* Technical Report Writing

Presents technical subject matter with emphasis on intensive practice in the various methods of expository writing. Attention given to various technical forms, including instruction, proposal, progress, and feasibility reports. *Prerequisite: ENG 106 or instructor permission

ENG 221 (3 credits) Public Speaking

Course includes modes of speech communication, such as demonstration, information, persuasion, and interview.

ENG 222 (3 credits)* African American Literature (HSS) Course includes a survey of African American literature from slave narratives to the pan-African experience of the 21st Century.

*Prerequisite: ENG 106 with a minimum grade of "C" or instructor permission

ENG 238 (3 credits)* Film Appreciation (HSS)

This course introduces students to the art and craft of film. Students will learn about important film genres and become fluent in basic elements of cinema such as narrative style, character development, cinematography, setting, editing, and sound. In addition to studying the technical language of film, students will learn to appreciate film as an art form that expresses a society's values and conflicts. The course is designed to give students who enjoy film the tools to make substantive arguments about the movies they watch.

*Prerequisite: ENG 106 with a minimum grade of "C" or instructor permission

History Courses

Patricia Meley, Instructor

MA: The Pennsylvania State University

BA: Lynchburg College

HIST 106 (3 credits) American History I (HSS)

This course surveys American history from the colonial period to the Reconstruction period following the American Civil War. Students gain an understanding of the major events that have shaped American history; learn how American cultural values and character have developed as a result of these events; understand how myths and stereotypes about American history affect our perception of the past and present; and analyze and understand how economics, politics, society, religion, and geography are interrelated and impact on history.

HIST 111 (3 credits) American History II (HSS)

This course surveys American history from the Reconstruction period following the American Civil War to the Vietnam War. Students gain an understanding of the major events that have shaped American history; learn how American cultural values and character have developed as a result of these events; understand how myths and stereotypes about American history affect our perception of the past and present; and analyze and understand how economics, politics, society, religion, and geography are interrelated and impact on history.



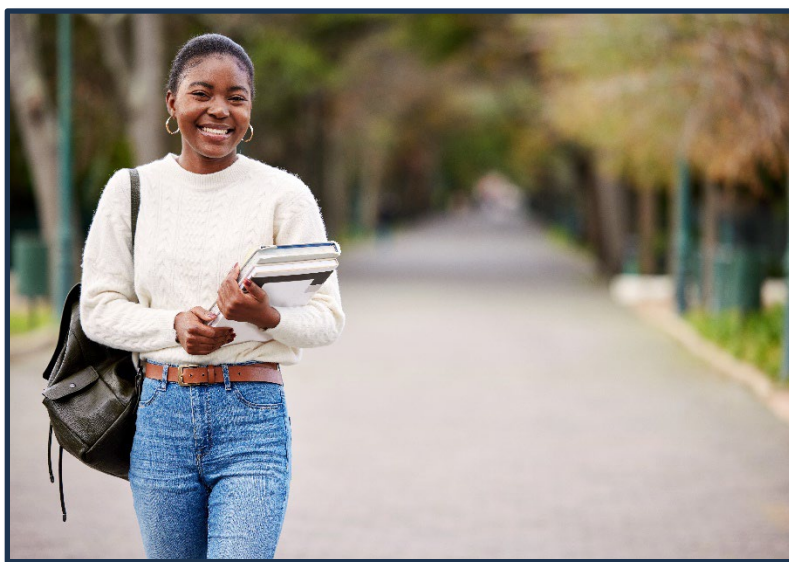
Health and Physical Education Courses

HEAL 106 (1 credit) Fitness and Wellness

Offers information that enables students to take control of their personal health and lifestyle habits so as to make a continuous, deliberate effort to stay healthy and to achieve well-being. Students learn to develop personal lifetime programs that promote fitness, preventative health care, and personal wellness.

HEAL 111 (1 credit) Basic First Aid

Provides individuals in the workplace the knowledge and skills necessary to recognize and provide basic first aid care for injuries and sudden illnesses until advanced medical personnel arrive and take over.



Mathematics Courses

Any student who takes Pre-Calculus (MATH 207) or Calculus (MATH 213) instead of the two required math course in their program must take an additional 3-credit general education elective to meet their general education requirements.

Renee M. Alshouse, Instructor

MEd: Millersville University
BS: Drexel University

Nasser Bogale, Ph.D., Assistant Professor

PhD - University of the Cumberlands
MEd - Millersville University
MA - University College Dublin
BSc - Addis Ababa University

Trina Hess, Professor

MA: Villanova University
BS: The Pennsylvania State University

Nora Othman, EdD, Professor

EdD; MS: West Virginia University
BS: University of Miami

Mary Phillips, Instructor

Med: Millersville University
BSEd: Shippensburg University

MATH 111 (3 credits)* Business Mathematics

Mathematics skills necessary to do calculations and procedures to operate a successful office or small business. Percentage and simple interest, credit, business ownership, compound interest, payroll and taxes, insurance, mortgages, and home ownership are covered.

**Prerequisite: DMAT 010 (C or above) or Satisfactory Score on Math Placement Exam*

MATH 126 (3 credits)* Technical Mathematics I

This course is an introduction to the mathematics required of students in technical programs. Designed for students whose academic background does not emphasize algebra or geometry. Includes a review of arithmetic, signed numbers, basic algebra, plane geometry, and other topics. Emphasis is on problem solving.

**Prerequisite: Satisfactory Score on Math Placement Exam*

MATH 132 (3 credits)* Elementary Geometry

This course is designed for students whose academic background did not emphasize geometry. It covers plane geometry topics, which include basic concepts, parallel lines, triangles, quadrilaterals, and circles. Theorems and postulates are included but emphasis is on measurement and constructions. This course is intended to substitute for Technical Mathematics II for those students who are not required to take General Physics I. It covers the practical geometry that is used in construction majors.

**Prerequisites: MATH 126 (C or above) or MATH 137*

MATH 136 (3 credits)* Technical Mathematics II

This course covers solving linear and quadratic equations, functions, graphing linear quadratic equations, polynomials, solving trigonometric ratios, solving right triangles and interpreting basic statistics.

Prerequisites: MATH 126 (C or above) or MATH 137

MATH 137 (3 credits)* Intermediate Algebra

This course reviews the structure and use of algebra through a combination of topics including polynomials, first-degree equations, quadratic equations, exponents, radicals, and systems of linear equations. Graphing first and second-degree equations is emphasized.

**Prerequisite: DMAT 030 (C or above) or satisfactory score on placement test, or permission of Math Department*

MATH 141 (3 credits)* Trigonometry

This course shows how mathematics can be applied in a physical setting. The theoretical foundations will be established and explored but emphasis will be placed on practical applications. Highlighted are the trigonometric functions used to solve right triangles, solving oblique triangles using the Law of Sines and the Law of Cosines, and the graphs of the trigonometric functions.

Prerequisite: MATH 137 (C or above)

MATH 150 (3 credits)* Elements of Statistics

Covers measures of central tendency and variability; probability and normal curve; and sampling and hypothesis testing. Students need to possess mathematical skills necessary to do calculations and derivation of basic formulas.

**Prerequisite: Math 126 with a C or above or higher*

MATH 207 (4 credits)* Pre-Calculus

Designed to prepare students for continuation into MATH 213: Calculus. Develops the concepts and proficiencies necessary to work successfully in the areas of elementary functions, theory of equations, inequalities, trigonometry and analytic geometry.

**Prerequisites: MATH 137 & MATH 141 (C or above in both)*

MATH 213 (4 credits)* Calculus

Introduces the concepts and techniques of calculus beginning with functions and limits. Major emphasis is on theory and applications of the derivative, antiderivative, indefinite integral and definite integral, including introductory calculus of trigonometric, exponential and logarithmic functions.

**Prerequisites: MATH 137 & MATH 141 (C or above in both) OR MATH 207 (C or above) or instructor permission.*

Science Courses

David W. Manning, Professor

MA: The Pennsylvania State University

BA: Slippery Rock University

Patricia A. McKinney, Ph.D., Professor

PhD: Harvard University Graduate School of Arts & Sciences

BS: Eastern Nazarene College

BIO 210 (4 credits)* General Biology I

This course explores the processes fundamental to life. Laboratory activities reinforce classroom theoretical content. Topics covered include biochemical principles, cell structure and function, intracellular and intercellular transport and communication, metabolic pathways including cellular respiration and photosynthesis, cell reproduction, Mendelian genetics, inheritance patterns and laws, DNA replication and repair, RNA transcription and processing, protein synthesis, regulation of gene expression, biotechnology and key structural and reproductive characteristics of viruses, bacteria, and protists.

**Prerequisites: High school biology and chemistry strongly recommended. Students must be matriculated in an approved TSCF program of study or obtain instructor permission.*

CHEM 100 (3 credits) Conceptual Chemistry

This course explores inorganic chemistry principles at the conceptual level. Intermittent in-class laboratory activities reinforce theoretical content. Special emphasis is placed on relating chemical principles to industry, the environment, and everyday events. Topics covered include the atomic structure and classification of matter, the periodicity of elements and their properties, intramolecular and intermolecular bonding, chemical reactions including oxidation-reduction reactions, thermochemistry, solutions, acids/bases, water chemistry, gases, and nuclear chemistry.

CHEM 110 (4 credits)* General Chemistry I

This course explores the fundamental principles of inorganic chemistry. Laboratory activities reinforce classroom theoretical content. Topics covered include the physical states and properties of matter, scientific measurement, problem solving, periodicity of elements, atomic structure, early and modern atomic theory, electron configuration, nomenclature, chemical composition, chemical equations and stoichiometry, chemical reactions, thermochemistry, chemical bonding and molecular geometry, gas laws, and solutions.

Prerequisites: MATH 137 (C or above) or instructor permission

PHYS 101 (3 credits) How Things Work

This is an introductory physics course that focuses on the ideas, concepts, and engineering behind everyday objects. The history of these objects and their relationships to physical laws are examined. Enrolled students create simple projects to demonstrate their understanding. Only basic mathematical skills are required.

PHYS 106 (3 credits) Physics for Everyday Life

Brief overview of physics. Includes motion, work, power, energy, and properties of matter, sound, and light. Electrodynamics, atomic physics, and nuclear physics are also discussed. Basic mathematical and algebra skills utilized.

PHYS 113 (3 credits)* Statics

Elementary, analytical, and practical approach to the principles and physical concepts of statics. Topics include force systems, principles of equilibrium, structural analysis of trusses and frames, friction, centroids, and moments of inertia.

Prerequisites: MATH 137 (C or above) and MATH 141 or instructor permission.

PHYS 207 (3 credits)* Statics and Strength of Materials

Students will learn how forces and moments acting on rigid and deformable bodies affect reactions both inside and outside the bodies. Students will study the discipline of statics as well as the stresses and strains caused by associated internal forces and deformations, the discipline of strength of materials. Topics include force systems, principles of equilibrium, structural analysis of trusses and frames, centroids, stress and strain, and mechanical properties of materials.

Prerequisites: MATH 137 and Math 141 with a C or higher or MATH 207 or instructor permission

PHYS 213 (4 credits)* General Physics I

This course is a four-credit, algebra-based physics course in which one of the credits is devoted toward lab work. The course is an in-depth study of statics, kinematics, dynamics, work, power, energy, and the properties of matter.

Prerequisites: MATH 137 and MATH 141 (Both with a C or above) or instructor permission

SCI 107 (3 credits)* Environmental Science

This course is a comprehensive, multidisciplinary overview of environmental issues and the integral role humans play in shaping our natural surroundings. Topics covered include energy flow, biotic and abiotic factors in ecosystems, environmental law, terrestrial biomes and aquatic ecosystems, population dynamics, renewable and nonrenewable resources, fossil fuels and alternative energy sources, water resources and pollution, air pollution, ozone depletion, climate change, waste disposal, land and food resources, conservation, and sustainable living.

Prerequisite: ENG 106 or instructor permission

SCI 110 (3 credits) Introduction to Astronomy

Beginning with an understanding of what astronomy studies, the bulk of the course is organized into three main categories: 1) investigating planets in and out of our solar system 2) the life and death of stars and 3) galaxies and black holes/quasars. Students will also learn a few constellations and study the life of the universe and the Big Bang Theory.

Social Sciences Courses

Heriberto Arjona, Assistant Professor

MBA: Universidad Inter-Americana de Costa Rica

BA: Indiana University of Pennsylvania

Vincent E. Miles, Ph.D., Professor

PhD, MA: Indiana University of Pennsylvania

BA: Mansfield University of Pennsylvania

AAS: Thaddeus Stevens College of Technology

ECON 230 (3 credits) Principles of Microeconomics (HSS)

This course introduces students to foundational principles of microeconomic theory, with an emphasis on economic decisions made at the individual or firm level. It describes and analyzes the interaction of supply and demand and the behavior of the prices of goods and services. It explains the determinations of costs, output, strategic pricing, and purchasing decisions under various market structures in a global economy. In addition, it describes the supply and demand for factors of production with an emphasis on graphical formatting.

ECON 240 (3 credits) Principles of Macroeconomics (HSS)

This course covers ideas, models and concepts to give students a better understanding of our nation's and global economies. We will use references from real-world corporations, government policies, and current events, and explore how events and policies change the market equilibrium. Students will analyze macroeconomic data using equations and conceptual graphs.

PSY 116 (3 credits) Introduction to Psychology (HSS)

Students learn the major specialties of the field and assumptions upon which they are based. Techniques used by psychologists are discussed.

SOC 106 (3 credits) Principles of Sociology (HSS)

Provides a systematic interpretation of major elements of sociology, including social dynamics, deviant behavior, social and cultural change, and developing major social trends.

SOC 121 (3 credits) Critical Thinking (HSS)

Provides an introduction to critical reading, writing, and thinking. Encourages students to pose questions at appropriate times and to have a generally critical attitude toward advertising and other aspects of popular culture.

(HSS) denotes course fulfills Humanities/Social Sciences requirement or may be used as a General Education elective

SOC 206 (3 credits) Sociology of Deviant Behavior (HSS)

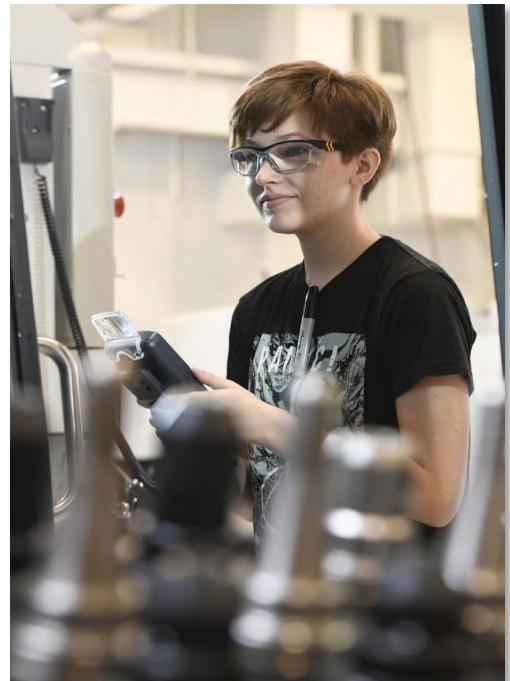
Deviant social behavior are discussed. Topics include development of deviant individual's personality; deviant careers; conflicts between the deviant's and the normative social world. Social techniques and patterns used to resolve such conflicts are also covered.

SOC 216 (3 credits) Multiculturalism (HSS)

Introduction to general issues regarding cultural diversity. A focus on complex and diverse group activities in the contemporary workplace with an emphasis on coping skills with persons from different ethnic, gender, religious, and professional backgrounds and perspectives.

SOC 221 (3 credits) Marriage and the Family (HSS)

Contemporary American marriage and family patterns are discussed. Topics include historical and cross-cultural perspectives, current trends toward urbanization and changing value systems; and cultural, psychological, and social factors involved in the changing American family.



Business and Applied Arts Courses

Heriberto Arjona, Assistant Professor

MBA: Universidad Inter-Americana de Costa Rica BA: Indiana University of Pennsylvania

ART 106 (3 credits) Intro to Digital Photography

An introduction to digital photography using digital single lens reflex cameras and basic image editing software. This course includes print production for making black-and-white and color photographs and studio techniques that include portrait lighting and still life photography. No prior photography experience is required. Students use digital photography for the production of a photographic portfolio.

**Graphics students may not take this course*

BUSN 106 (3 credits) Small Business Management

Focuses on the world of small business, including getting involved as an entrepreneur; selecting business opportunities; and keeping the business afloat.

FIN 102 (3 credits) Personal Finance

The course is primarily concerned with the management of money from the viewpoint of the individual. Topics to be covered include consumer's credit, borrowing, saving and investments, purchase of insurance, real-estate and other major items, the problem of taxation and wills, and controlling expenditures through the use of a budget.

Special Courses

ST 100–105 (1–5 credits) Special Topics

Special topics are selected. The topic to be studied is determined by the instructor and approved by the vice president for academic affairs. Credits earned are applicable either as free electives in the program or as credits used for graduation (with the approval of the vice president for academic affairs.)

TECH 100, 199, 200, or 299 (1–3 credits) Internships

Representing a possibility of four semesters, internships are designed to provide credit for supervised on-the-job work experience directly related to a student's major. Credit varies based upon the total hours worked. The credit-to-work hour ratio is 1 credit = 50 work hours.

These courses include employer supervision and evaluation.



PreMajor Program

Students may need to complete a course or courses at a foundational level before entering a specific program of study. Students in foundational reading, writing, and mathematics courses are required to earn at least a “C” grade. Students must also pass College Success testing requirements or demonstrate academic excellence in required courses with grades of “B” or higher.

These courses may not be used to meet graduation requirements.

CP 011^ (3 credits) Career Preparation I

Students are introduced to eight different areas of technology, drafting, electronics, graphics, woodworking, engineering, plastics, ceramics, and metals. By exposing students to these eight different areas, students gain a better understanding of each area and how it may apply to them specifically.

^Must obtain a grade of “C” or higher for successful completion.

CP 012*^ (3 credits) Career Preparation II

This is a continuation of CP 011, where students apply advanced concepts to eight different areas of technology, drafting, electronics, graphics, woodworking, engineering, plastics, ceramics, and metals.

**Prerequisite: CP 011.*

^Must obtain a grade of “C” or higher for successful completion.

DENG 099 (3 credits) Integrated Reading and Writing

Integrated Reading and Writing, a one semester course, focuses on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, and length of the assignment.



DMAT 010^ (3 credits) Fundamentals of Mathematics

Development and improvement of math skills. Fundamentals of Mathematics covers whole numbers, fractions, decimals, percent, measurement, and various other essential topics. For students whose test scores indicate the need for development and/or improvement in fundamental math skills, course must be taken before MATH 126: Technical Mathematics I or MATH 111: Business Mathematics; students may be required to complete DMAT 010 prior to enrollment in DMAT 030. DMAT 010 may not be used to meet certificate or degree requirements. Fundamentals of Mathematics is a one semester course offered during both semesters and summer terms.

^Must obtain a grade of "C" or higher for successful completion.

DMAT 030*^ (3 credits) Introduction to Algebra

Develops fundamental algebra skills necessary in vocational/technical occupations. Topics include real numbers, solving first degree equations, exponents, polynomials, and factoring. This course may not be used to meet degree requirements.

**Prerequisite: DMAT 010 or by entrance exam*

^Must obtain a grade of "C" or higher for successful completion.

DSOC 010^ (3 credits) Success Strategies

Encourages students to live healthy lifestyles, develop academic skills, foster habits of punctuality, and maintain good attendance records in all classes. Time management, positive attitude, and goal orientation are also covered.

Included in this course is a 2.5 hour lab for developing academic technology skills.

^Must obtain a grade of "C" or higher for successful completion.

DSOC 011^ (1 credit) Success Strategies Lab

Provides students with an opportunity to acquire fundamental computer skills and practical knowledge in applications needed for success in college coursework. Hands-on topics include use of the College portal for access to College and course materials, email guidelines, Internet research methods, file management and organization, and software for assisting in compiling research ideas and notes. In addition, exercises will be completed related to word processing (outlining tools, tables and columns to organize lists, report formatting), spreadsheet fundamentals (calculating GPA, budgets, measurement conversions and formulas, timesheets) and presentation software (developing projects).

^Must obtain a grade of "C" or higher for successful completion.



Residence Hall Handbook: 2025 – 2026 Volume 2



**Thaddeus Stevens College of Technology
Residence Life Handbook 2025 - 2026**

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Welcome Bulldogs!

As you embark on this exciting journey, we want you to know that our team is dedicated to ensuring a safe and academically sound environment for all residents. We achieve this by diligently monitoring our halls, engaging with residents, planning events, and upholding the policies that complement our school's values.

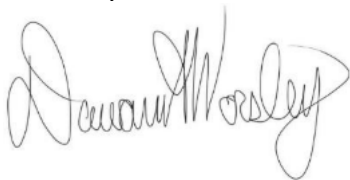
Our approach to supporting residents is rooted in the values of **Respect, Accountability, Integrity, and Teamwork**. Here's how we embody these principles:

- **Respect:** We value the unbiased consideration, treatment, and regard for the rights, values, beliefs, and property of all other people.
- **Accountability:** We value taking responsibility for our actions and the results of those actions; honoring obligations, expectations, and requirements; delivering what is promised; and owning up to mistakes.
- **Integrity:** We value commitment to high moral/ethical standards, honesty, and fairness in teaching and learning, social engagements, and professional practices.
- **Teamwork:** We value working cooperatively and collaboratively as part of a group in which there is a shared mission and vision aligned toward a goal.

Our goal is to help residents become confident in navigating their responsibilities and develop the life skills necessary to excel after graduating from college. We are here to support your college endeavors by encouraging positive connections with your peers, staff, and faculty. We hope these efforts lead to building meaningful relationships and personal development.

Welcome to your new home away from home. We look forward to connecting with you throughout your college journey!

Sincerely,



Dawan Worsley, Director
Office of Residence Life, Student Services



Housing Contract Information

This contract is an agreement between Thaddeus Stevens College of Technology (the "College") and the student, outlining the terms and conditions for on-campus housing. Please read carefully before signing.

Terms and Conditions

1. Contract Agreement

By signing this contract, you agree to follow the rules outlined in the Residence Life Handbook, the Student Handbook, and other official College publications. This contract is legally binding and may be amended by the College at any time. Failure to uphold the terms of this agreement may result in the following:

- Fines starting at \$200.00
- Termination of your Housing Contract
- Expulsion from the College

2. Contract Period

This contract covers both the Fall and Spring semesters (August-May). By signing, you agree to reside in College housing for the full academic year. Housing contracts must be renewed annually unless you are no longer enrolled at the College.

To formally cancel your housing contract, you must send an email from your official Thaddeus Stevens College email address to the Director or the Assistant Director of Residence Life. Charges will continue to accrue until your room key/fob is returned and all personal belongings are removed from your assigned room. The College reserves the right to terminate or amend this contract at any time for any reason, with or without notice.

3. Housing Charges & Payments

Housing charges are set annually by the College. Payments must be made by the deadlines listed on the College's tuition and fee pages: [Tuition - Thaddeus Stevens College of Technology](#) and [Pay Tuition and Fees - Thaddeus Stevens College of Technology](#).

4. Meal Plan

All students living on campus are required to have a meal plan. You will either select or be assigned a 5-day or 7-day meal plan, which is managed jointly by the Office of Residence Life & the Business Office ([Tuition - Thaddeus Stevens College of Technology](#)).

5. Housing Status

On-campus housing is not guaranteed. Priority is given to students residing outside of Lancaster County. You can check your housing status online by logging into Thad's Pad > Student Services > Room Selection.

6. Refunds

Please refer to the [Refund Schedule - Thaddeus Stevens College of Technology](#) for details on housing refunds. **Students removed from housing due to policy violations forfeit any housing refund for the current semester.**



7. Immunization Requirements

All students must meet the College’s immunization requirements before moving in.

8. Residency Requirements

To remain eligible for on-campus housing, students must:

- Maintain full-time enrollment status (minimum of 12 credits)
- Have all financial obligations to the College in good standing
- Comply with all policies outlined in the Residence Life Handbook

Students who do not meet these requirements can be terminated from housing. ***Residents who are removed from housing due to policy violations will forfeit any housing refunds for the current semester.***

9. Housing Assignments

This contract allows you to occupy an assigned room but does not create a landlord/tenant relationship. Students choose rooms during the housing selection process, which is organized based on sex. The College reserves the right to change room assignments or occupancy at any time. Students must vacate their rooms—taking only essential—during Thanksgiving, winter, and spring breaks. For summer, all belongings must be removed. Early arrivals or late departures are not permitted without prior written approval from the Office of Residence Life. Occupying a shared room (double/triple) without approval—by placing personal items on all beds or sides of the room—will result in a minimum \$200 fine. Allowing an unassigned person to live in or move into your room will result in a minimum \$500 fine and/or housing contract termination.

10. Liability

The College is not responsible for theft, loss, or damage to your personal property. Students are strongly encouraged to obtain personal property insurance.

11. Room Entry/Searches

The College reserves the right to enter and, if necessary, search your room for health, safety, or policy reasons. Your presence is not required during entry or search. Items found in violation of law or College policy may be confiscated and removed from the room.

12. Legal Enforcement

This contract is governed by Pennsylvania law. You are responsible for any legal or collection fees the College incurs in enforcing the terms of this contract, including those related to unpaid fees.

Printed Student Name

Date

Signed Student Name



Introduction

Residence Life Handbook Overview

The Residence Life Handbook ('Handbook') is an important resource for understanding life within the Thaddeus Stevens College of Technology (TSCT) community. While it may not cover every situation, the Handbook addresses many common questions that residents often have. For additional information, residents are encouraged to visit the [Residence Life](#) website or contact the Office of Residence Life personnel for further support.

Thaddeus Stevens College of Technology (TSCT)

Thaddeus Stevens College of Technology known as the “College,” educates Pennsylvania’s economically and socially disadvantaged as well as other qualified students for skilled employment in a diverse, ever-changing workforce and for full effective participation as citizens.

The College is committed to meeting the needs of a diverse student population possessing a wide range of goals and academic backgrounds. Some students may initially lack the educational preparation required to perform at the postsecondary level. To properly place students, the College uses multiple assessment measures. Students identified with deficiencies in reading, English, or mathematics, can enroll in a variety of developmental courses. Additionally, Academic Support services are available for these students, as well as for students who do not require developmental coursework but still need to improve their skills. Students are encouraged to consult with their advisor and academic coach to develop their academic plans.

Curricular options at the College begin with a rigorous general education program, the core requirements of which are common to all degree programs. By establishing the same core requirements in all programs, the College is better able to ensure that each graduate develops not only the skills and knowledge required in his or her chosen field but also develops the attributes and learning skills required to be productive citizens.

To ensure that curricula are current and responsive to the needs of business, industry, and professions, the College has organized an occupational advisory committee to assist with program design and oversight. Representatives from business, industry, and the professions serve on these occupational advisories and assist the College in revising and evaluating the effectiveness of current programs.

For more information about Thaddeus Stevens College of Technology, visit the website at www.stevenscollege.edu.

Mission Statement

Thaddeus Stevens College of Technology educates Pennsylvania’s economically and socially disadvantaged and other qualified students for skilled employment in a diverse, ever-changing workforce and for full effective participation as citizens.



Vision Statement

Thaddeus Stevens College of Technology will be the best two-year technical college of its kind by adding value to the lives of our students so that they will find skilled employment, be effective citizens, and reach their full potential.

Core Values

Thaddeus Stevens College of Technology is committed to structuring and maintaining its daily functions around the following core values: integrity, diversity, respect, teamwork, learning and growth, and accountability.

Integrity - We value the commitment to high moral/ethical standards, honesty, and fairness in teaching and learning, social engagements, and professional practices.

Diversity - We value the recognition of the variety of unique individuals within our world and the interdependence upon each other, each other's culture, and the natural environment. We value the differences and respect the qualities and experiences that are different from our own.

Respect – We value the unbiased consideration, treatment, and regard for the rights, values, beliefs, and property of all other people.

Teamwork - We value working cooperatively and collaboratively as part of a group in which there is a shared mission and vision aligned toward a goal.

Life-Long Learning – We value the relentless dedication to increasing the knowledge and competences of all individuals associated with the College. We recognize that human resources are the College's only sustainable competitive advantage.

Accountability - We value the taking of responsibility for actions and the results of those actions; honoring obligations, expectations, and requirements; delivering what is promised; and owning up to shortcomings and mistakes.



1. Residence Life Staff Information

The Residence Life staff is composed of professionals and paraprofessionals who conduct the day-to-day operations within the department. Below is a list and description of the different staff positions.

- **Director of Residence Life**

Professional staff who leads the Office of Residence Life, managing department operations, supervising professional staff, budgeting, housing assignment processes, and facilitating the student conduct processes.

- **Assistant Director of Residence Life**

Professional staff who leads the Office of Residence Life, supporting department operations, supervising professional staff, managing community engagements and student resources, budgeting, and hearing conduct cases.

- **Campus Hall Director (CHD)**

Professional staff who work directly in the Residence Halls and manage administrative operations for supervising student assistants, crisis intervention, building communications, room care reports, coordination of openings and closures, community engagements, resident resources, and enforcing policies.

- **Student Assistant (SA)**

Student staff members live in the residence halls and are knowledgeable about both department and college policies. They are responsible for performing rounds of the residence halls, mail distribution, policy enforcement, and cleaning of common areas.

1.1 Need Assistance?

Office Hours: Monday-Friday 10:00 am – 9:00 pm

[Residence Life website](#) for move-in dates, residence hall openings and closings.

Email: reslife@stevenscollege.edu

2. Residence Hall Security and Safety

Failure to comply with a request from residence life staff, security staff, or College personnel—or to show respect for their authority—will result in disciplinary action. While there is no requirement to carry theft or fire insurance for your belongings, you may want to consider purchasing coverage.

2.1. Fire Safety Compliance

2.1.1 Fire Safety Violations

- **Tampering with Fire Safety Equipment:** Interfering with fire extinguishers, fire alarms, smoke detectors, sprinkler systems, or any other fire safety devices is strictly prohibited. Violations may result in fines of up to \$500 or more.



- **Improper Use of Fire Safety Equipment:** Hanging objects from, covering, or removing batteries from fire safety devices is prohibited. Violations may result in fines of up to \$500 or more.
- **Prohibited Fire Hazards:** The use of open flames (e.g., candles or incense), smoking in the Residence Halls, or engaging in any behavior that increases fire risk is not allowed. Violations may result in fines of up to \$500 or more.
- **Failure to Evacuate:** Students who do not evacuate the building during a fire alarm will face disciplinary sanctions, including possible fines of up to \$500 or more.

2.2 Security and Access Control

- **Get to know your professional staff, neighbors, and building** as soon as possible. Every resident plays a role in maintaining a secure environment by recognizing who belongs in the building and who does not.
- **Always lock your room door when you leave** and encourage your roommates to do the same.
- **Keep external doors always locked. Never prop them open.**
- **Propping doors open is a serious security risk** and one of the most common security breaches on college campuses. It increases the chance of unauthorized access, violates campus security policies, and may breach the [Clery Act](#), which requires institutions to prevent unauthorized entry.
- **Do not allow strangers into the building.** Never let someone “tailgate” behind you when entering with your access card.
- **Face coverings such as hoods, ski masks, or Halloween masks are not permitted** inside residence halls. This ensures individuals can be easily identified by staff and helps prevent unauthorized access.
- **Do not lend your room key or college ID to anyone.** Sharing these items violates your Residence Life agreement.

2.3 Missing Resident Student Notification Policy

In compliance with Section 488 of the Higher Education Act of 2008, this policy outlines the procedures for the Thaddeus Stevens College of Technology (TSCT or "College") community regarding the reporting, investigation, and emergency notification required when a residential student is deemed missing.

2.3.1 Definition of a Missing Student

A Residential student will be considered missing if they are 24 hours overdue in reaching home, campus, or another specific location past the expected arrival, additional factors lead College staff to believe the student is missing, and a check of the student’s residence supports that determination.



2.3.2 Notification to Residential Students

Students residing in on-campus housing have the option, in addition to providing an emergency contact, to identify confidentially an individual or individuals to be contacted by the institution in the event the student is determined missing for more than 24 hours. The missing person contact may, but does not have to be, the same person as the emergency contact. If the student has identified a missing person contact, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students may provide the name and contact information when checking into their on-campus housing facility and are responsible for ensuring that the information is up-to-date and accurate.

2.3.3 Procedures for Reporting and for Investigating Missing Students

Any member of the College community who receives a report that a student is missing, or has independent information that a student is missing for 24 hours, should immediately report the information to Security (717-391-7225, 1100 East Orange Street, Lancaster, PA 17602). A notification may also be made to Director of Residence Life (717-299-7681) or the Vice President of Student Services (717-299-7794) who will immediately report the information to Security.

Any College employee who receives a missing person report should immediately notify Security so that an investigation can be initiated. Security will contact Residence Life to determine if the student is a Residential Student. If the student is not a Residential Student, Security will determine if additional action is needed.

If the student is a Residential Student, the Residence Life staff will work with Security to conduct a preliminary investigation to verify the situation and to determine the circumstances relating to the reported missing student.

Refer to the [Missing Resident Student Policy](#) for more information.

3. Room Management: Assignments, Changes, and Closures

3.1 Room Assignments

The College reserves the right to make residence hall assignments, temporary room assignments, consolidations, and reassignments as needed, or when deemed in the best interest of the student and/or residence hall.

3.2 Room Key

Each resident will be issued either an ID card or hard key for their assigned room.

- **Electronic Card Reader Rooms:** Once activated, your student ID will unlock your room. Any hard keys issued must be returned to the Campus Hall Director. **Lost or damaged ID cards can be replaced for \$10 at the Business Office (Mellor building, 1st floor).**
- **Standard Lock and Key Rooms:** If your room does not have an electronic card reader, you will be issued a hard key. Always keep it with you. If you lose your hard key, the lock core



will be changed with new keys issued (pending availability). **A \$55 fee will be charged to the resident for lost keys.**

- **Lockouts:** If you are locked out, contact your Residence Hall Advisor or Security. Security is available 24/7 and can provide access. **A \$35.00 fee will apply for each lockout.**

3.3 Room Management and Personal Belongings

3.3.1 Personalization

You may decorate your room, provided all items follow residence hall guidelines and reflect good taste and decency. If you are unsure whether an item is appropriate, check with your Campus Hall Director.

3.3.2 Allowable Items

You are permitted to bring the following items to your residence hall room:

- Twin XL bedsheets (*Reighard Hall requires full-size sheets*)
- Pillows and pillowcases
- Laundry bag & high-efficiency detergent
- Shower shoes
- Shower caddy (e.g., soap, toothpaste, toothbrush, washcloth, towels)
- Fan
- Mini-fridge (maximum 5.0 cubic feet)
- TV (42 inches or smaller; note: the College provides internet but not cable TV)
- Lamp (must have metal or steel shade/casing)
- Cleaning supplies (broom, vacuum, Clorox wipes, trash bags, disinfectant spray, air fresheners)
- Wall-safe tape or push pins for hanging décor
- Surge protectors
- Bicycles (must be stored on bike racks only; never inside residence halls)
- Bean bag chair
- Electric water kettle (must have auto shut-off safety feature)
- Desktop computer, laptop, or tablet

If you are unsure about any items, contact the Office of Residence Life before bringing it.

3.3.3 Personal Belongings

- **Security of Personal Items:** Residents are responsible for securing their belongings, especially valuable or easily portable items. Use personal safes, cable locks for laptops, and engrave valuables with unique identifiers.
- **Liability Notice:** The College assumes no responsibility for lost, stolen, or damaged personal belongings. Students are strongly encouraged to obtain personal property, fire, theft, and liability insurance. The College's insurance does not cover student property or personal liability at any time.
- **Move-Out requirements:** Students who withdraw or dismissed from the residence hall must vacate their assigned room within 24-48 hours. The College will make a



reasonable effort to contact the student regarding any belongings left behind via phone, email, or both. Unclaimed items will be stored for up to 7 days. After that, they will be considered abandoned and may be discarded.

3.3.4 Responsibility

- **Furniture**

Residence hall furniture provided by Thaddeus Stevens College of Technology may not be disassembled, stacked, or altered in any way. All College-owned furnishings must remain in the assigned room, and lounge furniture must remain in designated common areas. Students are not permitted to bring additional furniture into their rooms unless it has been approved by the Office of Residence Life. Any changes to the arrangement or configuration of college-provided furniture may only be made with prior approval from Residence Life staff.

- **Room Care**

Residents are expected to always maintain their rooms in a clean and sanitary condition. This includes regularly washing clothing and bedding, properly storing or disposing of food to prevent hygiene issues and ensuring that trash is bagged and taken to designated disposal areas. Hanging food from windows or storing it for extended periods is prohibited. If a room is found to be excessively dirty, the residents will be required to clean the area within a specified timeframe. Failure to comply may result in a minimum fine of \$50 and could lead to removal from campus housing if the condition persists.

3.4 Prohibited Items and Activities

3.4.1 Prohibited Items

The following items and activities are strictly prohibited in the residence halls. This list is not exhaustive. If you have questions about a specific item or activity, consult the Office of Residence Life.

- Microwaves, toasters, grills, skillets, open coil devices, electric cooking appliances, portable heaters, air fryers, irons, coffee makers or water heaters without an automatic shut-off feature, and any other open heat appliances
- Refrigerators larger than 5.0 cubic feet
- Decorations deemed offensive or inappropriate by the College
- Adhesive hanging lights or items (only wall-safe tape or push pins are allowed)
- Any animals, including fish, unless approved through the Office of Accessibilities and the Office of Residence Life
- Lamps with plastic coverings
- Candles, incense, fireworks, or any other open flame devices or flammable liquids
- Live-cut or artificial Christmas trees and other flammable decorations
- Electrically amplified instruments, DJ equipment, or drum sets
- Extension cords and multi-outlet adapters that are not surge protectors
- Personal wireless routers, as they interfere with the campus network



- Weights or fitness equipment exceeding 15 pounds
- Weapons of any kind, including darts/dartboards, firearms or ammunition, toy guns or ammunition, BB or paintball guns, swords, or similar items
- Drug or alcohol paraphernalia, including containers, posters, or advertisements

3.4.2 Prohibited Activities

- The following actions are not allowed in or around residence halls:
- Playing hall sports or outdoor activities indoors (e.g., basketball, football, snowball fights, water balloons, roller skating, bike, or scooter riding, hoverboarding, etc.)
- Playing music or using TV speakers directed out of windows
- Practicing musical instruments in lounges or common areas
- Moving into another room or occupying a vacant space without prior approval from the Office of Residence Life
- Sharing your room key/fob or student ID with anyone else
- Playing loud music in bathrooms
- Entering bathrooms while custodial staff is actively cleaning
- Throwing objects from windows
- Removing or tampering with window screens
- Using windows as entry or exit points
- Sitting on windowsills

3.5 Room Consolidations

The Office of Residence Life will conduct a room consolidation process for residents who do not have a roommate and are not assigned to designated single rooms. This process typically occurs after each room change period or at other times during the semester as needed.

Residents in double rooms without a roommate during these times are required to participate in the consolidation process. Failure to do so will result in being charged the single-room rate for the semester.

During the process, affected residents will have the opportunity to select a new roommate or room from a list of others also required to consolidate. If a resident does not inform the Office of Residence Life of their choice by the assigned deadline, they will be charged the single-room rate for the semester.

3.6 Room Change Process

3.6.1 Fall or Spring Semester (Beginning Week 6)

- Voluntary room changes may begin in the sixth week of the Fall or Spring semester.
- To initiate a room change, contact your Campus Engagement Coordinator.
- The room change period closes at the end of October in the Fall and after Spring Break in the Spring semester.



3.6.2 Outside the Scheduled Room Change Period

- Requests outside the designated room change period will be considered on a case-by-case basis by the Office of Residence Life.
- To request a room change, contact your Campus Hall Director.

IMPORTANT: Residents who move to another room or take over a vacant space without approval from the Office of Residence Life will be fined \$200 and may lose the privilege to participate in future room change opportunities. All room changes are subject to availability and must be approved in advance.

3.7 Residence Hall Closures

The residence halls will be closed during Thanksgiving, Winter, and Spring breaks. They will close at 6 pm on the day before each break period begins. **Residents must vacate their rooms by that time, taking only what they need.** For Summer Breaks, residents must remove all personal belongings from their rooms, regardless of whether they plan to return the following academic year.

3.7.1 Residence Hall Hours During Closure

- Residence Halls will close at 6:00 pm the day before each vacation period.
- Residence Halls typically reopen at 1:00 pm on the day students return from break.

3.7.2 Departures and Non-Returning Residents

Students who are not returning to housing after break must:

- Remove all personal belongings from the room
- Clean the living space and dispose of all trash and food
- Return all keys to the designated Residence Hall drop box or the building manager

Failure to follow these steps will result in charges for improper checkout, cleaning, or damages.

3.7.3 Extenuating Circumstances

Residents with extenuating circumstances during closures should follow all break closing instructions sent via email and have proof of their hardship ready for review. Office of Residence Life personnel will approve or deny any requests to stay during closures.

3.7.4 Residence Hall Deadline or Extended Stay during breaks

Anyone who misses the deadline for submitting a request to stay or who is found staying on campus while not approved by the office of residence life will be charged \$150 per day during breaks.

3.7.5 Meal Hours During Closure

- Meals will be served up to and including lunch on closing days.
- Meals will NOT be served again until dinner the day before classes resume.



- Jones Dining Hall, Campus Grille, and Orange Street Café close at 1PM last day of classes before break.

3.7.6 Storage

The College does not offer storage space to residents. Between the fall and spring semesters, students may leave their belongings in their rooms at their own risk, provided they are returning to the exact same room for the spring semester.

3.7.7 Room Care Inspections

Residence Life staff will begin inspecting rooms after 6pm on the day of closure to ensure that all procedures have been followed. Any rooms that do not meet the requirements will be subject to fines and cleaning charges.

3.7.8 Abandoned Property

Any personal items left in rooms after the end of the semester will be considered abandoned. Residence Life reserves the right to dispose of these items at their discretion, along with charging residents for not removing personal items.

3.8 Summer Housing

Thaddeus Stevens College of Technology offers on-campus housing during the summer term for students who are enrolled in at least one class or an internship. To be eligible, students must complete a summer housing contract after scheduling their summer classes.

3.8.1 Eligibility & Enrollment

Class/Internship Requirements: Students must be enrolled in a summer course or internship through Thaddeus Stevens College of Technology to qualify for housing.

3.8.2 Summer Housing Contract

Charges: Those living on campus during the summer will be charged weekly from the last week of May to the first week of August.

Specific Dates: Students are responsible for knowing the exact weeks they will need housing. These dates must be entered in the contract to ensure proper accommodation and planning.

3.8.3 Relocation for Summer Housing

All students requiring summer housing will be relocated to designated summer housing prior to the start of classes. Information about the housing and move-in dates will be provided by the Office of Residence Life.

3.9 Damages and Charges

3.9.1 Damages

Residents assigned to a room will be charged for any damages, excessive cleaning, or missing College property. Charges will be based on the cost of materials and labor.



All costs are subject to change without notice, depending on the actual price of repairing or replacing damaged property.

If the person responsible for damage in the residence hall is not identified, the cost of repair will be shared by the students living on that floor or, if necessary, the entire residence hall population. Please report any observed room or residence hall damage to the Campus Hall Director immediately.

3.10 Room Entry

The College does not intend to conduct unreasonable or unwarranted room searches. Its sole purpose is to maintain a safe and secure environment that supports students' residence, study, and pursuit of educational goals.

3.10.1 Authorized Room Entry Conditions

Staff will enter student rooms with discretion and only under specific conditions:

1. Maintenance and Repairs

Authorized staff may enter rooms to perform essential maintenance or repairs as needed.

2. Health and Safety Inspections

These inspections occur at least once per semester to ensure the well-being of residents and compliance with health and safety standards.

3. Emergency Situations

Staff may enter rooms during emergencies (e.g., fire, flooding, medical crises, etc.) to ensure the safety of residents.

4. Disruptions to the Community

If unattended items (e.g., stereos, alarm clocks, or other devices) create disturbances, staff may enter to resolve the situation, but only with the approval from Residence Life staff.

5. Regulation Compliance

If Residence Life staff reasonably suspects that a room contains items violating College regulations, or local, state, or federal laws, they may enter to investigate.

3.10.2 Room Inspections

The Office of Residence Life and other authorized personnel reserve the right to enter any room space with or without the resident's permission or presence. These inspections may be scheduled or random, and may occur in the following circumstances:

- Periodically throughout the year
- After any break closure
- When there is a room vacancy
- For reasonable suspicion of policy violations or safety concerns

3.11 Search and Seizure



The College aims to maintain a safe, secure, and supportive environment for all students. While students are protected from unreasonable searches and seizures, College officials may search residence hall rooms, lockers, or vehicles when there is **reasonable or just cause** to believe that:

- Illegal activity is taking place,
- College policies or the Student Code of Conduct are being violated, or
- The health, safety, or welfare of the community is at risk.

Comprehensive searches are conducted discreetly and typically involve two staff members from Residence Life and/or Security. If available, the student assigned to the room will be present during the search. Such searches are most likely to occur during the week when students and staff are present.

Examples of reasonable or just cause include (but are not limited to):

- Smoke or burning odors (e.g., fire, cigarettes, incense, candles, or illegal substances)
- The smell of alcohol from a room, vehicle, or locker
- Evidence of illegal or prohibited activity
- Indications of weapons or explosives
- Any activity threatening the health or safety of others

All students must read and sign the Search and Seizure form before moving into the residence halls, confirming their understanding of this policy.

4. Behavioral Expectations

4.1 Illegal Drugs and Other Controlled Substances

Students are responsible as citizens for knowing about and complying with the provisions of the Pennsylvania Consolidated Statutes which indicate that the manufacture, possession, sale, distribution, and use of illicit drugs is prohibited. The College will not tolerate the use, possession, sale, delivery, and/or manufacture of illicit drugs on campus.

[Refer to the Alcohol and Controlled Substances Policy](#) for more information.

4.2 Alcohol Policy

The College is a dry campus. The use, possession, or distribution of alcohol is strictly prohibited on all College-owned, controlled, or affiliated property – regardless of a person’s age. This includes residence halls, campus events, and as part of any College activity. College policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law regarding their purchase, possession, or consumption.

[Refer to the Alcohol and Controlled Substances Policy](#) for more information.

4.3 Smoking Policy



To maintain a healthy and respectful living environment, all students are expected to comply with the College's smoking policy. Smoking in unauthorized areas or violating these regulations will lead to disciplinary action.

Tobacco products include, but are not limited to, chewing tobacco, snuff, cigarettes, e-cigarettes, cigars, cigarillos, pipes, and bidis.

Vaping/tobacco use is prohibited in and on all College property, including College vehicles, **with the exceptions listed below:**

Gazebos at the following locations:

- Griscom Education Center Pergola
- Pergola between Herrington & Armstrong Hall
- Between Leonard & Woolworth Buildings
- Between Kreider & Leonard Buildings
- Greiner Location

Designated smoking areas at the following locations:

- Hartzell Parking Lot
- Greenfield Parking Lot
- Greiner Location
- Transportation Center Parking Lot

Hookahs, (*multi-stemmed devices used for smoking flavored tobacco*) are banned from all college property and vehicles **without exception**. Refer to the [Tobacco in College Buildings and Facilities](#) for more details.

4.3 Noise/Disturbance Policy

An atmosphere conducive to living and study must be maintained 24 hours a day in the residence halls and surrounding areas. Respect for the rights and freedoms of other residents will be the standard for behavior.

4.4 Quiet Hours

- Sunday night to Friday morning: 10pm to 10am
- Friday night to Sunday morning: 12am (midnight) to 10am
- Finals Week: 24/7, ALL DAY
- No loud music in bathrooms

4.5 Failure to Comply

Students are required to comply with directives from Residence Life, Security, or any College personnel.

4.6 Having A Good Relationship with Roommates

Living with roommates is a significant part of the college experience and can greatly contribute to your time at Thaddeus Stevens College. Successful roommate relationships are built on mutual respect, open communication, and a willingness to compromise. Below are some guidelines to help you navigate your roommate experience:



4.6.1 Set Clear Expectations

When you move in, have a conversation with your roommate(s) about expectations for the living space. Having these conversations early can prevent misunderstandings later. Topics to discuss might include:

- **Quiet Hours and Study Time:** Agree on times when the room should be quiet for studying or resting.
- **Sharing Responsibilities:** Divide cleaning tasks or other responsibilities such as taking out the trash.
- **Guest Policies:** Discuss if or when it is okay to have guests over and set any boundaries for overnight visitors according to the college's guest policies.
- **Use of Personal Items:** Decide whether to share items (such as supplies or food) or keep them separate.

4.6.2 Respect Each Other's Space and Belongings

Respect is key to living harmoniously. Avoid using your roommate's personal belongings without permission and be mindful of keeping common areas tidy. Small actions, like cleaning up after yourself in shared spaces, can go a long way in maintaining a positive environment.

4.6.3 Communicate Openly and Honestly

Good communication is essential to any roommate relationship. If something is bothering you, address it early before it escalates. Be polite and solution-focused when discussing concerns. Also, be open to listening to your roommate's concerns and work together to find a compromise that works for everyone.

4.6.4 Manage Conflicts Constructively

Conflict is normal in any shared living arrangement, but how you manage it makes a difference. If a conflict arises:

- **Stay Calm:** Try to remain calm and approach the conversation without hostility.
- **Address the Issue, Not the Person:** Focus on the behavior causing the problem, not the person's character.
- **Find Solutions Together:** Work together and compromise to resolve the issue.

If you are unable to resolve conflicts after applying the above methods, Residence Life staff can facilitate roommate mediations.

4.6.5 Be Considerate of Each Other's Needs

Everyone has different needs when it comes to things like sleep, study time, and socializing. Being considerate of your roommate's preferences and routines is important for coexisting peacefully. For example, if your roommate is studying for an exam, keep noise levels down, or if they have an early morning, avoid turning on bright lights late at night.

4.6.4 Reach Out for Help



Engage with Professional Staff: For ongoing or complex conflicts, professional Residence Life staff members will assist in exploring further solutions, which may include alternative housing arrangements if necessary.

5. Guest Policies, Residence Hall Community, and Involvement

5.1 Guest Policy

- **Guest Definition:** A guest is anyone not assigned, by contract, to a bed in the Residence Halls they are visiting, including residents visiting rooms other than their own.
- **Responsibility:** Students are responsible for the behavior of their guests. Any guest behavior in your room will be held to your standards.
- **Accompaniment:** Guests must always be accompanied by their host while on campus.
- **Compliance:** Hosts must ensure that guests follow all College regulations, including the Student Code of Conduct.
- **Registration:** Failure to register a guest or provide accurate registration details (e.g., guest age) can result in disciplinary actions.
- **ID and Key Security:** A resident should **NEVER LEND THEIR SCHOOL I.D. or ROOM KEY to ANYONE.**
- **Roommate Consent:** All residents must receive verbal consent from roommate(s) before having guests in the room. If there is a disagreement, the whole room may not have visitors until all contracted residents agree.
- **Moving In/Out Days:** Guests may help the student fully move in or out of their residence hall. During this time, the guests may be under 18 and/or not possess appropriate ID.
- **Guest Restrictions:** **NO GUESTS ARE PERMITTED DURING THE FIRST TWO WEEKS AND THE LAST TWO WEEKS OF CLASSES EACH SEMESTER,** unless the resident is fully moving in or out.

5.1.1 All Guests Must:

- Be 18 years or older
- Possess a valid state ID., Driver's License, or Thaddeus Stevens College ID
- Wait at the front door or lobby of the residence hall for resident to meet them.
- Both the resident and guest register at Residence Hall where the guest will be visiting
- Guest must add the following information to the guest registry:
 - Upload a clear headshot selfie
 - Upload a valid state ID., Driver's License, or Thaddeus Stevens College ID
 - Complete all required fields

Resident and guest must always stay together on campus.

Residents who host a guest that is suspended or banned from campus will have their housing contract terminated or adjusted.

5.1.2 Visitation Hours



- Sunday through Thursday: 10am to 10pm
- Friday and Saturday: 10am to 12am (midnight)
- Residents are allowed to sign in one guest at a time

5.2 Overnight Guest Policy

The standards outlined in the Guest Policy still apply, **in addition to the following:**

- No guests are permitted during the first two weeks and the last two weeks of the semester (excluding move in/out days).
- Residents must have verbal consent from their roommate(s) for overnight guests.
- Only one guest may be signed in overnight per resident.
- Overnight guests:
 - are permitted only on Fridays and Saturdays.
 - must be registered in the guest registry
 - receive a physical guest pass from the MAC or Griscom Security Office.
 - Must always remain with their resident host
 - Must keep their guest pass on them.
 - Guests must sign out of the residence hall by 10pm on Sunday.

5.3 Getting Involved in your Residence Hall

The Office of Residence Life staff may hold mandatory hall meetings to address concerns or share important information. Residents will be notified at least 48 hours in advance, whenever possible, via email and/or flyers posted in the residence hall. If a student cannot attend a mandatory meeting, they should notify their Campus Hall Director at least 24 hours in advance.

If you are interested in meeting new people, advocating for residents, and making a positive impact in your community, consider joining the Residence Hall Council. For more information, email reslife@stevenscollege.edu.

6. Facilities and Amenities

6.1 Parking Permit

All students (living on-campus or commuting) must have a parking permit to bring a vehicle to campus or any TSCT locations. Be sure to display your permit clearly to avoid any parking violations. Your permit is paid through your tuition.

6.1.1 Permit Purchase

Submit the [Student Vehicle Permit Request](#) online.

You will be emailed when your Vehicle Permit is ready to be picked up. When you receive the email, go to the TSCT's Student Services in the Mellor Building.

Be sure to secure your permit on your car before arriving on campus.

6.1.2 Parking Location

Students residing in college housing will have access to designated parking lots.

6.2 Internet Access in Residence Halls



All residence halls offer wired and wireless internet access. The use of personal wireless routers or access points is prohibited in college residence halls.

6.3 Laundry Facilities

Each residence hall is equipped with washers and dryers for student use at no cost. Students are expected to remain with their laundry, as the College is not responsible for any losses or damage. Laundry should be removed promptly when the machine cycle ends. Only high-efficiency laundry detergent or a maximum of two pods should be used in the machines, as other detergents or excessive amounts may damage the machines. Additionally, do NOT overload the machines.

6.4 ATM Location

PSECU ATM is located at Griscom Education Center, 1st Floor.

6.5 Mail & Packages

6.5.1 Incoming Mail & Packages

- Residents will receive a notification email when they have incoming mail and/or packages.
- Incoming mail will be held for **5 days**. If not picked up within this time frame, it will be returned to the sender as unclaimed.
- Students must bring their **Student ID** when picking up their mail.
- Address Details for **Mail & Packages**:
 - **Main Campus & Griscom Education Center** Residents
First and Last Name
750 E. King St
Name of Residence Hall You Reside in
Lancaster, PA 17602
 - **Reighard Hall** Residents
First and Last Name
Reighard Hall
101 Shenks Lane
Millersville, PA 17551
- Address Details for **Food Deliveries**:
 - **Main Campus** Residents
Same Address for Mail/Packages
 - **Griscom Education Center** Residents
First and Last Name
1100 E. Orange St
Griscom Education Center
Lancaster, PA 17602
 - **Reighard Hall** Residents
Same Address for Mail/Packages



6.5.2 Outgoing Mail

Outgoing mail (with appropriate postage) can be dropped off at Mellor Business Office.

Required Format for On-Campus Student Mailing Address:

Student Name
750 East King Street
Lancaster, PA 17602

Security Concerns

Lancaster City Police may be notified in the following situations:

- A package raises suspicion.
- A package requires the signature of someone 21 or older.
- The package is stained, leaking, or contains powder residue.
- The package originates from a munitions or firearms company.

6.6 Disability and Accessibility Resources

Thaddeus Stevens College of Technology has a desire and a legal obligation to provide equal access to College resources, coursework, programs, and activities. The Americans with Disabilities Act, as amended (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against individuals with disabilities. These laws require the College to provide reasonable accommodations for otherwise qualified students with disabilities. Generally, the term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities.

To receive reasonable accommodations, students must disclose their disability and follow these procedures to receive reasonable accommodations. Applicants and students who have been accepted and who are enrolled for an upcoming semester may also disclose and request reasonable accommodation. Students who disclose their disability directly to a faculty member will be referred to the Accessibilities Coordinator.

For more information or to register for services, refer to the [Accessibility Services Policy](#).

6.7 College Health Services

Thaddeus Stevens College is committed to supporting the health and well-being of its students. College Health Services offers a variety of medical and wellness services at no charge. These services are provided by registered nurses at Thaddeus Stevens College campus and locations.

6.7.1 Services Offered:

- **Medical Services:** General care, including diagnosis and treatment of acute and chronic illnesses, injury management, immunizations, and preventative care.
- **Health Education:** Programs and resources on wellness education such as nutrition, exercise, stress management, and substance abuse prevention.
- **Referrals:** College Health Services can refer students to specialized medical professionals or services within the community as needed.



6.7.2 For more information or to access services, contact College Health Services:

- Visit the [Health Services website](#)
- Main Campus: 717-299-7769
- Griscom Education Center: 717-299-7702
- Email Melissa Meshey, RN, Nursing Supervisor at: meshey@stevenscollege.edu

On-Campus Counseling Services

717-391-7213

Suicide Prevention Hotline

1-800-273-8255

6.8 Counseling Services

Thaddeus Stevens College offers Counseling Services to support students' mental health and emotional well-being. These services help students navigate personal challenges, develop coping strategies, and achieve their academic goals.

6.8.1 Services Offered:

- **Individual Counseling:** Students can meet one-on-one with a licensed counselor to discuss personal concerns, mental health issues, or academic stress.
- **Group Counseling:** Group therapy sessions allow students to connect with peers who may be experiencing similar challenges, offering support and shared experiences.
- **Crisis Intervention:** Immediate support is available for students in crisis. Counseling Services provides assistance with urgent mental health needs.
- **Workshops and Programs:** Regular workshops and programs address various topics, such as stress management, mindfulness, and coping skills.

6.8.2 Confidentiality:

All counseling sessions are confidential, adhering to ethical guidelines and legal requirements. Information shared during sessions will not be disclosed without the student's consent, except in cases of imminent harm or as required by law.

For more information or to register for services, contact Michelle Marmo, Counselor at:

- Visit [Mental Health Counseling website](#)
- Phone: 717-391-7213
- Email: mentalhealth@stevenscollege.edu
- Location: Griscom Education Center, 1st floor

Need More Help?

If you still have questions or need assistance, Residence Life personnel can provide additional support. You can email us at Residence Life at reslife@stevenscollege.edu.

We are here to help you make the most of your time at Thaddeus Stevens College. Feel free to reach out.

