

Erie Institute of Technology
Consumer Information Guide
October 2016



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CONSUMER DISCLOSURES

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for post-secondary education institutions. Disclosures are available to applicants, students, employees, as well as the general public upon request. This guide is designed to provide those disclosures as well as additional pertinent disclosures and information, so consumers are able to make a fully informed decision when choosing a post-secondary institution.

All applicants to EIT are provided with a copy of the School Catalog and the Consumer Information Guide during the admissions process. Additionally, the Consumer Information Guide is emailed to all current students annually.

The consumer information is also available to the general public by request through the admissions department. This guide can also be downloaded from the school's web site at www.erieit.edu/disclosures.

STUDENT FINANCIAL ASSISTANCE

Finances are an important consideration when preparing for an education. Erie Institute of Technology participates in several financial aid programs for eligible students. The Financial Aid Office assists students in completing all applications for aid, and each student's financial arrangements are tailored to the program for which he or she has applied.

For more information on how to contact the Financial Aid office, please call the school at 814-868-9900. Applicants or currently enrolled students can also visit the Financial Aid office at 940 Millcreek Mall, Erie, PA or email financialaid@erieit.edu.

Student Financial Aid Information

The following types of financial aid may be available to students at Erie Institute of Technology. If you are not sure if you would qualify please see our financial aid department.

Pell Grant

Undergraduate and vocational students enrolled or accepted for enrollment in participating schools may apply. Pell Grants are awarded usually only to students who have not earned a bachelor's or a professional degree. To be eligible for a Pell grant, you must also meet the general federal student aid eligibility requirements. To apply for a Pell grant, you must complete the Free Application for Federal Student Aid at www.fafsa.gov.

Federal Direct Loans

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education (the Department) at participating schools.

Direct Stafford Loans include the following types of loans.

- **Direct Subsidized Loans**—Direct Subsidized Loans are for students with financial need. Your school will review the results of your Free Application for Federal Student Aid (FAFSA) and determine the amount you can borrow. You are not charged interest while you're in school at least half-time and during grace periods and deferment periods. Note: If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012 and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.

- **Direct Unsubsidized Loans**— You are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans, your school will determine the amount you can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school and during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

Additional loan types provided under the Direct Loan Program include Direct PLUS Loans (for parents and graduate and professional degree students) and Direct Consolidation Loans (to combine federal education loan debts into a single loan).

SEOG Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

PHEAA State Grant

PHEAA is a grant that has additional requirements beyond financial need. To be eligible you must meet all requirements including being in an approved program. To be considered for a Pennsylvania State Grant, you must demonstrate financial need AND:

- Be a high school graduate as stipulated in the Pennsylvania State Grant law
- Attend a postsecondary school approved by PHEAA for Pennsylvania State Grant purposes
- Be enrolled at least half-time (defined as at least four semester credits but less than eight semester credits per quarter, or the equivalent)
- Be enrolled in an approved program of study of at least 2 academic years in length
- Be enrolled in a program of study where at least 50% of the total credit or clock hours needed for completion of the program are earned through classroom instruction:
- The program itself must be structured to allow you to complete at least 50% of your credits or clock hours in the classroom.
- Your enrollment pattern must also consist of at least 50% classroom instruction (unless you have a medical disability (PDF)).
- Make satisfactory academic progress (as defined by PHEAA)
- Not have already earned a bachelor's degree or its equivalent
- Be a Pennsylvania resident, as stipulated in the Pennsylvania State Grant law
- Be of satisfactory character (for example, not be incarcerated)
- Not have received the maximum number of Pennsylvania State Grants permitted
- Not be in default or pending default on an educational loan. This also applies to any program where the award has been converted to a loan due to failure to meet all eligibility or service requirements and the loan is in a default status.
- File and complete the application process by the appropriate deadlines

Alternative Loan programs

Private Education Loans, also known as Alternative Education Loans, help bridge the gap between the actual cost of your education and the limited amount the government allows you to borrow in its programs. Private loans are offered by private lenders and there are no federal forms to complete. Eligibility for private student loans often depends on your credit score.

Rights and Responsibilities of Receiving Financial Aid

Students who receive financial aid have a right and responsibility to understand the following.

- I understand that financial aid awarded is for one academic year only, that future academic years will be packaged as I progress through school and that I must reapply annually by completing the Free Application for Federal Student Aid (FAFSA).
- I must meet the eligibility requirements mandated by the institution and government, which include maintaining Satisfactory Progress as defined by Erie Institute of Technology.
- I understand that the financial aid package may be adjusted due to changes in funding or other events unknown at this time.
- I shall notify the Financial Aid Administrator in writing of any changes in my or my family's financial situation as well as any aid that I receive from outside resources (other than those shown on the award letter), which may result in an adjustment to the financial aid awarded.
- I am entitled to an explanation of the award process, which includes but is not limited to; the financial aid budget, expected family contribution, and award packaging. Questions regarding any aspect of financial aid should be addressed to the Financial Aid Administrator.

Terms & Conditions of Title IV Loans

The federal government operates William D. Ford Direct Loan (DL) program, authorized by Part D of Title IV of the HEA. This program provides loans to undergraduate and graduate students and the parents of undergraduate students to help them meet the costs of postsecondary education.

Under the DL program, the federal government provides the loans to students and their families, using federal capital (i.e., funds from the U.S. Treasury). The loans in the program are subsidized and unsubsidized Stafford loans for undergraduate and graduate students; PLUS loans for parents of undergraduate students; and Consolidation loans that offer borrowers refinancing options.

Loans made through this programs support students pursuing postsecondary studies on at least a half-time basis at eligible postsecondary institutions. Student borrowers receiving loans through these programs are allowed to postpone loan repayment until they complete their academic programs. Students are also able to defer repaying their loans in order to pursue additional postsecondary studies.

The loans made through the DL program are low-interest fixed rate loans with interest caps that limit the cost to borrowers. Interest rates are determined by statutorily set market-indexed interest rate formulas. Some of the programs' loans are "subsidized" (a reference to the need-based interest subsidies the government provides for borrowers) and others are "unsubsidized," but the same aggregate borrowing limits are extended to borrowers regardless of financial need.

Verification Policies

Verification is a process in which the Department of Education or the school can require certain financial documentation, including tax information, from an applicant or parent before awarding Title IV Financial Aid in order to verify the information on the students FAFSA application.

If a student is selected for verification by the DOE or the school, financial aid is not disbursed until the verification requirements have been met.

At the time that a student's ISIR is received, it is reviewed to determine if the student is selected for verification. If the student is selected for verification the following will take place:

Current students- an e-mail is sent to the student with the appropriate verification worksheet attached. A read-receipt is attached to the e-mail. The e-mail will include all required documents, a deadline to return the documents (typically 2 weeks from notification), student correction procedures, the procedure for notification of any award changes due to verification, and the consequences of not returning verification documents (no aid disbursed). If the read-receipt has not been returned within a week, a phone call is made to the student. If the student cannot be contacted by telephone, a letter will be sent to the address on file detailing the same information.

Prospective students- a phone call will be placed to the student. If the student cannot be reached by telephone, a letter will be sent to the address on file detailing the same information as the current student letter.

Students will be notified of all award changes by receiving a new award letter noted as “adjusted for verification”. If the adjustment creates a balance that is not currently covered, the student will be notified to come to the financial aid office as well. These notifications will be sent within ten days of receiving a clean ISIR.

If information is determined to be in error that a student must correct, (ex. inaccurate Soc. Security #) the student will be directed to use FOWT or their student aid report to correct the information.

Any overpayment determined to be the students responsibility will be referred to the department through NSLDS FAA access.

Applying For Financial Aid

Financial Aid professionals are located on site at Erie Institute of Technology. During the admissions process, applicants are given the opportunity to meet with a Financial Aid Officer, who can provide all the necessary forms to apply for aid. The staff member will also review the applicants’ prior financial aid history and develop an estimated financial aid award package for the applicant. Eligibility requirements vary and are described below. More information can be found by contacting the financial aid office.

General Eligibility Requirements

Individuals must be a U.S. citizen, national or lawful permanent resident alien to qualify for Title IV eligibility. Citizens of associated states of the U.S., such as Palau, the Marshall Islands and the Federated States of Micronesia are also eligible for Title IV benefits. Immigrants granted refugee or asylum status by the Bureau of Citizenship and Immigration Services (BCIS) are eligible for Title IV benefits as long as they have an Arrival-Departure record (Form I-94) that clearly states their refugee or asylum status.

Title IV Ineligibility

Individuals incarcerated at a federal or state prison are ineligible for Title IV benefits. Convicted sex offenders who must register with the National Sex Offender Registry are ineligible for Title IV benefits. Those who are in the U.S. temporarily, such as on a temporary work visa or fiancée visa, are not eligible for Title IV aid. Students convicted of drug-related offenses while receiving Title IV benefits become ineligible to receive additional benefits for up to two years for their first offense and for an indefinite period for subsequent offenses.

PLUS Loan Eligibility

The Federal Direct Parent PLUS loans are the only Title IV benefits program that require applicants to meet a minimum credit history criteria for eligibility. All other Title IV programs do not require credit qualification. To be eligible for Title IV benefits under the Federal Direct PLUS loan program, the applicant cannot have debts exceeding \$2,085.00 that are 90 or more days past due or that have been placed in collection or charged off in the two years preceding the date of the credit report. In addition, they cannot have defaulted on a debt, have been discharged in bankruptcy, or been the subject of a foreclosure, repossession, tax lien, wage garnishment, or write-off of a FSA debt during the last five years preceding the date of the credit report.

Application for Financial Aid

- Student must fill out the Free Application for Federal Student Aid or FAFSA for any Title IV aid (this includes Pell, SEOG, and Stafford Loans)
- For State Grants, students may also need to fill out the State Grant Status notice
- For SEAF Grant application please contact our financial aid office
- For Senior scholarship please contact our admissions department
-

More information can be found by contacting the financial aid office at the school.

Criteria for Selecting Recipients

Federal Supplemental Educational Opportunity Grant (FSEOG)

Priority for funds will be given to all Pell Grant recipients. Pell Grant recipients with the lowest Expected Family Contribution (EFC) will be considered first. Secondary priority will go to students who have the next level of need as determined by the EFC. The institution will make a reasonable portion of its FSEOG funds available to non-traditional students (part-time and independent students). The institution will reserve funds, or if funds remain, award students who along with the above criteria who also experienced a reduction in income, failed to meet the initial deadlines, or are subsequent admits.

Direct Stafford Loans

Any student who qualifies based on Federal and Institutional regulations can receive a Direct Stafford Loan. For more information on if you may qualify please check <http://federalstudentaid.ed.gov/students.html> or see a financial aid administrator. Many factors determine your eligibility for Stafford loans including enrollment status, cost of attendance, and estimated family contribution. While many students qualify for these loans the type of loan and amount can vary.

SEAF Grant (Student Education Assistance Foundation)

Special Groups that may qualify:

- No Pell grant eligibility.
 - EFC over 4041 or Bachelor's Degree
- No state grant eligibility. Must be denied a PA State Grant for reasons other than failure to maintain satisfactory academic progress. (Ex. Non-degree or diploma program / non state resident / bachelor's degree)
- Dependent student whose parent is denied a Parent loan and there is still need
- Independent student who has maximized student loan eligibility and there is still need
- Students who are denied alternative loans and still have need
- Students who have exhausted federal and state grants, and student loans and still have need
- Minimum award is \$100.00
- Maximum award is \$2500.00
- Award will depend on student need

Senior Institutional Scholarship

- Must be a high school senior in the year of application
- Recommendation from high school Guidance Counselor.
- Meet program entrance requirements.
- Evaluation of individual essay.
- Amount is determined based on program cost with an award of 25% of tuition.
- Student must stay for the duration of the program and continue to meet the requirements listed on the application to receive the full award.

How and When Aid Will Be Distributed

Once a student has completed the required applications and met all eligibility criteria aid is disbursed to the students tuition account. All aid is disbursed by EFT (electronic funds transfer). Aid is disbursed by payment period, which is typically once per 12 week term.

- Grants- once per 12 week term
- Loans (New Students) - 30 days after the students start date.
- Loans (Existing Students) – Beginning of term.

Aid is first used to cover tuition and fees that have been billed to the students account. Any additional aid received can then be disbursed to the student. Credit balances from Title IV aid are disbursed to the student within 14 days of receipt of funds.

Repayment of Title IV loans

After you graduate, leave school, or drop below half-time enrollment, you have a period of time before you have to begin repayment. This "grace period" will be six months for a Federal Stafford Loan. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. However, a graduate student PLUS Loan borrower (as well as a parent PLUS borrower who is also a student) can defer repayment while the borrower is enrolled at least half-time, and, for PLUS loans first disbursed on or after July 1, 2008, for an additional six months after the borrower is no longer enrolled at least half-time. Interest that accrues during these periods will be capitalized if not paid by the borrower during the deferment.

Parent PLUS Loan borrowers whose loans were first disbursed on or after July 1, 2008, may choose to have repayment deferred while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after that student is no longer enrolled at least half-time. Interest that accrues during these periods will be capitalized if not paid by the parent during the deferment.

Make Your Payments on Time

Your loan servicer will provide information about repayment and will notify you of the date loan repayment begins. It is very important that you make your full loan payment on time either monthly (which is usually when you'll pay) or according to your repayment schedule. If you don't, you could end up in default, which has serious consequences. Student loans are real loans—just as real as car loans or mortgages. You have to pay back your student loans.

Get Your Loan Information

The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nsls.ed.gov.

If you're not sure who your loan servicer is, you can look it up on www.nsls.ed.gov or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243; TTY 1-800-730-8913). To see a list of Federal Student Aid servicers for the Direct Loan Program and for FFEL Program Loans purchased by the U.S. Department of Education, go to the Loan Servicer page.

Repayment Plans

You have a choice of several repayment plans that are designed to meet the different needs of individual borrowers. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose. If you have specific questions about repaying FFEL, Direct, or Perkins Loans, contact your loan servicer.

For more information on loan repayment plans, contact your financial aid officer. To determine how much you owe in federal student loans, visit the National Student Loan Data System at nsls.ed.gov.

Loan Interest Rates

The following table provides interest rates for Direct and FFEL Program Loans.

Loan Type	First Disbursed between July 1, 2016 and June 30, 2017 (Direct Loans Only)
Direct Subsidized Loans (Undergraduate Students)	Fixed at 3.76%
Direct Unsubsidized Loans (Undergraduate Students)	Fixed at 3.76%
Direct Unsubsidized Loans (Graduate or Professional Students)	Fixed at 5.31%
Direct PLUS Loans (Parents and Graduate or Professional Students)	Fixed at 6.31%

Interest accrues on a daily basis on your loans. Factors such as the number of days between your last payment, the interest rate, and the amount of your loan balance determine the amount of interest that accrues each month.

Trouble Making Payments

If you're having trouble making payments on your loans, contact your loan servicer as soon as possible. Your servicer will work with you to determine the best option for you. Options include:

- Changing repayment plans.
- Requesting a deferment—If you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.
- Requesting a forbearance—If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

If you stop making payments and don't get a deferment or forbearance, your loan could go into default (see Default section below), which has serious consequences.

Default

If you default, it means you failed to make payments on your student loan according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe
- You can be sued.

For more information and to learn what actions to take if you default on your loans, see the Department of Education's Default Resolution Group Web Site.

In certain circumstances, your loan can be cancelled/discharged. Read about cancellation provisions here.

Loan Forgiveness for Public Service Employees

Under the Public Service Loan Forgiveness Program, if you are employed in a public service job, you may have the balance of your loans forgiven if you make 120 on-time monthly payments under certain repayment plans after October 1, 2007. You must be employed full-time in a public service job during the same period in which the qualifying payments are made and at the time that the cancellation is granted. The amount forgiven is the remaining outstanding balance of principal and accrued interest on eligible Direct Loans that are not in default. For additional details, go to the Public Service Loan Forgiveness page on this website.

Loan Consolidation

A Consolidation Loan allows you to combine your federal student loans into a single loan. Visit the Loan Consolidation page to see whether consolidation is right for you.

Title IV Refund Policy

The following refund policy is in compliance with the Department of Education Federal Register 668.22, the Accrediting Commission of Career Schools and Colleges, and with the Pennsylvania State Board of Private Licensed Schools. It will be applied in the case of either withdrawal by the student or termination of a student by the school. Any questions regarding this policy should be addressed to the Financial Aid office.

The first refund calculation performed is the Pennsylvania Private Licensed Schools Code 73.134(a) and 73.135 tuition policies. At any point that the State Tuition Refund Policy is determined to be greater to the student than the Pro-rata Refund policy, the State Refund Policy will apply. In calculating this refund, the term length will not exceed 18 weeks, and is based on the last date of recorded attendance.

The Statutory Pro-Rata Refund calculates the adjustments made to the student's account. It is applied to all tuition, fees, and other charges at the point of withdrawal or termination. The date of determination is identified as the day the student informs the school that he/she wishes to withdraw. If a student fails to inform the school that he/she wishes to withdraw, the date of determination will be 2 weeks after the student's last date of attendance

A refund of institutional charges will be assessed by the Institute to a student of not less than that portion of the tuition, fees, and other charges earned for the payment period for which the student has been charged, rounded to the nearest 10 percent.

Pro Rata Refund Policy:

0-10% completion	=	90% refund
10.1-20% completion	=	80% refund
20.1-30% completion	=	70% refund
30.1-40% completion	=	60% refund
40.1-50% completion	=	50% refund
50.1-60% completion	=	40% refund
Over 60% completion	=	No refund

For credit hour programs, the percentage is calculated by dividing the number of weeks completed by the number of weeks scheduled.

Unused textbooks/kits may be returned for refund provided the textbooks/kits are determined to be re-sellable. Textbooks/kits returned for refund must be returned within seven (7) days of withdrawal.

Any monies due to the student will be refunded within 45 days from the last date of attendance.

Return of Title IV Funds

The Return to Title IV Funds formula as required by the Reauthorization of the Higher Education Act of 1998 provides a return of unearned Title IV aid, if the student received financial assistance in the form of Pell Grant, SEOG, Stafford or Plus loans and withdrew before completing 60% of the payment period for which the student was charged. Refunds will be made in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal Perkins
4. Federal PLUS
5. Direct PLUS Loans
6. Federal Pell Grant
7. Federal SEOG
8. Other Federal, State, private, or institutional student financial assistance
9. Alternative Loans
10. Student

Title IV funds will be returned within 45 days from the date of determination.

Unused textbooks or any other student-issued equipment or supplies may be returned for a full refund, provided they are determined to be re-sellable and in new condition. Intangibles returned for refund must be returned within seven days of withdrawal. Uniforms are non-refundable.

Code of Conduct for Educational Loans

The following is the school's code of conduct that prohibits any conflicts of interests in regard to the institution and educational loan provider.

Erie Institute of Technology (hereinafter called The Institute) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between The Institute's officers, employees or agents and education loan lenders, The Institute has adopted the following:

- The Institute does not participate in any revenue-sharing arrangements with any lender.
- The Institute does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- The Institute does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- The Institute does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. The Institute does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- The Institute does not assign a lender to any first-time borrower through financial aid packaging or any other means.

- The Institute recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The Institute will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- The Institute will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- The Institute will not request or accept any assistance with call center or financial aid office staffing.

Cost of Attendance

The costs associated with attending Erie Institute of Technology can be found in the School Catalog or can be found on the school's consumer information web page at www.erieit.edu/disclosures.

You may also estimate the cost of attendance through the Net Price Calculator located at http://www.erieit.edu/consumer_info

Satisfactory Academic Progress Policy

Erie Institute of Technology has established standards of Satisfactory Academic Progress (SAP) that apply consistently to all full-time and part-time students. These standards are used to evaluate academic progress for all periods of all students' enrollment, even those periods in which the student may not have received federal student aid. Under extenuating circumstances, the School Director or Director of Education may waive interim satisfactory standards for mitigating circumstances outside the control of the student. These circumstances must be documented. No waivers will be permitted for graduation requirements, maximum time frame requirements, or Leave of Absences policies. Students will be evaluated for SAP at the conclusion of each evaluation period. The evaluation period for all students is 12 weeks. In order to be making Satisfactory Academic Progress, the student must meet all three standards.

1. **Cumulative Grade Average.** At the time of evaluation, the student must have a cumulative grade average of 70% (2.0) minimally.
2. **Pace of Completion.** The pace of completion for credit hour programs will be measured by comparing the number of credit hours attempted with the number of credit hours earned. At the time of evaluation, the student must have earned at least 2/3 of all credit hours attempted.
3. **Maximum Time Frame.** A student will be expected to complete his or her program within 150% of the normally established time. The maximum timeframe is 150% of the published length of the program, measured in credit hours. A student failing to complete his or her program within 150% of the established time will be terminated. If at any point the school determines that a student cannot finish the program within the maximum time allowed, the student will be terminated from the program. A grade awarded as Incomplete (I) or Withdraw (W) will have those credits counted as attempted for purposes of determining maximum time frame and the pace of completion. Credits transferred from another institution will be counted both as attempted and completed credits when measuring the pace of completion. For students who transfer or restart in another program at the school, only those credits that apply to the new program will be counted when determining Satisfactory Academic Progress

Students who have met all the requirements of SAP will be considered in Good Standing with financial aid. Students who fail to meet SAP at the end of an evaluation period will automatically be given a Financial Aid Warning (FAW) status for the following evaluation period. The FAW status cannot be appealed. Students may only be placed on FAW for a single consecutive period and will continue to be eligible for financial aid throughout that period. Students who meet SAP after one period of FAW will be returned to Good Standing in financial aid, but will be monitored for progress.

Students who fail to regain SAP after one evaluation period of FAW will be placed on Suspension for the following period. During the Suspension, students are not eligible for financial aid. Students who wish to appeal the determination of Suspension must do so in writing, by completing the Satisfactory Academic Progress Appeal Form. The form can be obtained from the Director of Education. The reasons for the appeal must be the result of mitigating circumstances and documentation must be included which support the claim. Appeals must be made to the School Director or the Director of Education within 1 week of the last day of the evaluation period. An appeal decision will be made within 3 business days of

receiving the appeal and the student will be notified accordingly. A copy of the appeal, documentation, and final determination will be kept in the student's academic record. If the appeal is granted, the student will be placed on Financial Aid Probation (FAP) for one evaluation period and aid will be reinstated. Appeal approvals may require the student to sign a written Academic Plan, indicating what will be required to attain SAP by the next evaluation point. Failure to meet the stated terms of the Academic Plan by the next evaluation period will result in loss of financial aid eligibility.

If the appeal is denied, the student will remain in Suspension for that evaluation period. If the student does not meet SAP at each evaluation period they may remain on suspensions for 3 consecutive terms, after three consecutive terms the student may be terminated, unless SAP is met the student will return to good standing. Students may not appeal a dismissal for violating the 150% maximum time frame rule. Students who are reinstated after a period of suspension will be given an Academic Plan which indicates what steps must be taken to achieve and/or maintain financial aid eligibility. Academic Plans are created on an individual basis and could include weekly academic performance requirements, specific attendance requirements beyond what is stated in the catalog, mandatory tutoring sessions, or regularly scheduled meetings with an academic advisor, program director, financial aid advisor, or student services advisor.

GENERAL INSTITUTION INFORMATION

Catalog and Addenda

All applicants for admissions are provided with a catalog and addenda during the admissions process. Prospective students may also request a catalog at any time by calling the Admissions Office at 814-868-9900. The catalog is available in both print and electronic format.

At any time, a student may request an updated catalog by consulting the school director, admissions office, or financial aid office.

Transfer of Credit Policies

Transfer of credit policies are printed in the school catalog and summarized here, for your convenience.

Credit for Previous Learning

Applicants requesting credit for previous learning must forward an official transcript to Erie Institute of Technology for consideration. The Director of Education will review the transcript for comparable course work and may grant credit for previous learning from an accredited institution. If awarded, the student will be advanced to the appropriate level and a tuition credit will occur.

Requests for credit for previous learning must be made prior to beginning classes, and no credit will be given after the first day of class. A student must have earned the credits within a 10-year period, and only courses with an earned grade of a C or better will be considered. The school has the right to deny or limit the number of the credits accepted.

Transfer credits are not computed in or used to determine grade point average. Credits transferred in to the program are counted as attempted and earned credits for purposes of calculating satisfactory academic progress.

Transfer of Credit

The question of transfer of credit to other institutions cannot be guaranteed. Any coursework completed at EIT may or may not be accepted by other institutions for various reasons, including differences between the school's accrediting agencies and the accrediting agencies of other institutions.

Therefore, prior to enrolling at EIT, students planning on continuing their education at another institution after leaving EIT should make contact with that institution to determine if any credits earned by the student at EIT will be accepted at that institution.

By attending EIT, the student accepts the risk that some or all of the credits and hours earned/completed at the school may not be accepted by any other institution to which the student may later transfer.

Accreditation, Approvals, and Licensure

Erie Institute of Technology, Erie PA, is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org. ACCSC is identified by the U.S. Department of Education as a nationally recognized accrediting agency.

Erie Institute of Technology, Erie, PA, is licensed by the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126, (717) 783-8228.

Erie Institute of Technology is approved by the Ohio State Board of Career Colleges and Schools.

Program Tuition and Fees

The following fees are effective September 2016 and are subject to change. For updated costs, please call the admissions office.

Program	Tuition	Lab Fee	Technology Fee	Books (Estimated)	Equipment / Supplies (Estimated)
Automotive Body Technician	\$18,000.00	\$1,560.00	\$0.00	\$950.00	\$850.00
Business and Information Management	\$12,480.00	\$1,200.00	\$1,350.00	\$2,950.00	\$0.00
CNC/Machinist Technician	\$17,820.00	\$2,160.00	\$1,200.00	\$1,050.00	\$200.00
Electrician	\$19,600.00	\$4,000.00	\$1,000.00	\$2,600.00	\$650.00
Electronic Engineering Technology	\$31,720.00	\$3,050.00	\$2,400.00	\$4,250.00	\$500.00
Electronics Technician	\$17,680.00	\$1,700.00	\$1,200.00	\$2,000.00	\$500.00
HVAC/R Technology	\$15,000.00	\$720.00	\$0.00	\$1,100.00	\$800.00
Industrial Maintenance and Mechatronics	\$13,275.00	\$1,800.00	\$600.00	\$1,750.00	\$550.00
Medical Equipment Technician	\$24,840.00	\$2,300.00	\$1,800.00	\$3,000.00	\$500.00
Multimedia Graphic Design	\$22,950.00	\$3,400.00	\$2,700.00	\$3,200.00	\$150.00
Network and Database Professional	\$25,220.00	\$2,425.00	\$750.00	\$4,700.00	\$500.00
Welding Technology	\$18,480.00	\$1,650.00	\$300.00	\$1,000.00	\$600.00
Additional Fees	Amount				
Application Fee (All Programs)	\$25.00				
Registration Fee (All Programs)	\$100.00				

Terms of Payment

Tuition and fees are due the first day of class. If the student has sufficient financial aid in place, payment is deferred pending receipt of the financial aid. A deferred payment program exists for students who are ineligible for financial aid or

who do not receive sufficient financial aid funds to cover their entire educational costs. A one-year payment schedule may be arranged.

Textbook Information

The school does not publish an internet version of its schedule. Schedules are provided to students during orientation and prior to each term. The school does not operate a bookstore where books are sold individually.

However, a list of textbook names, ISBN numbers, and retail prices of required materials is made available in the bookstore at the beginning of each term. Additionally, this information is available to prospective students upon request of the academic department.

Faculty and Staff Listing

An updated list of staff and faculty can be found in the new student folder, which is distributed to all enrolling students at orientation. Prospective students and consumers wishing to receive a copy of the faculty and staff listing can contact the admissions office at 814-868-9900. Currently enrolled students wishing to receive an updated list of staff and faculty can request one from the admissions office at any time

Voter Registration Forms

Erie Institute of Technology encourages all students to register to vote. The National Mail Voter Registration Form is available at the school's main office (Receptionist) and can be obtained from the U.S. Election Assistance Commission (EAC) website. The school also reviews the voter registration process with all first semester students during the students "Strategies for Success" course. The EAC is a comprehensive resource for information on the federal elections process and includes voting resources for uniformed service members, overseas citizens, the Federal Post Card Application, and voter registration forms for citizens living abroad. Tel.: (800) 438-8683 / Web site: www.fvap.gov

At a minimum, you must be 18 years of age and a U.S. citizen to be eligible to vote. States may also have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form. State and local election offices can also provide information on voter eligibility.

You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may also be used to report a name or address change to the voter registration office or to register with a political party. You can obtain the form in person from the following public facilities: state or local election offices, the department of motor vehicles, any public facility a state has designated as a voter registration agency (such as a public library, public school, and city or county clerk's office). You may also register to vote by using your state's voter registration form.

When can I register to vote? You must register by your state's registration deadline to ensure voting eligibility. Each state has its own registration deadline. You can find this information in the "State Instructions" section of the National Mail Voter Registration Form at www.eac.gov, or by contacting your state or local election office.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the Director of Education, a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school

to amend a record should write to the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted as its agent to provide a service (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901

The school may make the following "Directory Information" available to the public unless the student notifies the Director of Education in writing. Directory information includes: student's name, date of birth, address, email address, field of study, dates of enrollment, and honors/awards received.

Students may opt out of directory information disclosures by submitting a written request to the Director of Education. In all cases, EIT will use all reasonable methods to authenticate information requests in order to reduce the risk of unauthorized or otherwise unintentionally harmful disclosure.

Copyright Policy

Copyright infringement or copyright violation is the unauthorized or prohibited use of works covered by copyright law, in a way that violates the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works.

Unauthorized distribution of copyrighted material, including the use of the school's information technology system for unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. Those penalties for violation of Federal copyright laws include paying either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. For details, please see Title 17, US Code, Sections 504 and 505.

Students who participate in unauthorized peer-to-peer file sharing are subject to disciplinary actions as described in the School Catalog and the student code of conduct.

For more information on US copyright law, please consult the U.S. Copyright Office's web site at <http://www.copyright.gov>.

STUDENT OUTCOMES

Student Right to Know Act

The overall graduate rate is also known as the "Student Right to Know" or the IPEDS graduation rate. It tracks the progress of students who began their studies as first-time, full-time degree- or certificate-seeking students to see if they complete their degree or other award within 150% of "normal time" for completing a program in which they are enrolled. Note that not all students at the school are tracked for these rates. Students who have already attended another postsecondary

institution, or who began their studies on a part-time basis, are not tracked for this rate. Data are for full-time, first-time, degree/certificate-seeking undergraduates.

2015

Overall graduate rate: 64%
 Transfer rate: 0%

Graduation rates within 150% of normal time to program completion:

Men 64 %
 Women 60 %
 White, non-Hispanic 65 %
 Asian or Pacific Islander 67 %
 Black or African American 40%

Additional information relating to retention and graduate rates is available on the IPDES web site.

Source: <http://nces.ed.gov/ipeds/datacenter/Snapshotx.aspx?unitId=adacaecb3ac>.

Graduation and Job Placement Rates

The following Graduate and Employments rates were submitted as part of the 2015 ACCSC Annual Report, submitted in October 2015. The school does not advertise job placement rates as a means of recruiting students.

Program	Number of Students Started	Graduates within Allowable time frame	Graduation Rate	Graduates Available for Employment	Graduates Employed in Related Field	ACCSC Graduate Employment Rate
Automotive Body Technician	0	0	0%	0	0	0%
Business & Information Management	1	1	100%	1	1	100%
CNC Machinist Technician	42	24	57%	24	21	88%
Electrician	9	4	57%	4	3	75%
Electronics Engineering Technology	10	4	40%	4	4	100%
Electronics Technician	1	1	100%	1	1	100%
HVAC/R Technology	15	9	60%	8	8	100%
Industrial Maintenance and Mechatronics	0	0	0%	0	0	0%
Medical Equipment Technician	6	4	67%	4	4	100%
Multimedia Graphic Design	24	9	38%	9	4	44%
Network and Database Professional	31	18	58%	18	15	83%
Welding Technology	59	31	54%	29	25	86%

Employment Opportunities

A selection of employers that have hired graduates in a field closely related to their education can be found in the table below. The list is a sampling of employers only. For a full list of 2015/2016 graduates who found employment in their field, please call the Director's office at 814-868-9900.

Program	2015/2016 Employers
Automotive Body Technician	Greg Sweet Chevrolet, Conneaut PA Bates Collision, Erie PA Lakeside Auto, North East PA

Medical Equipment Technician	Aramark, Buffalo NY Strong Memorial, Rochester NY Fluke Biomedical, Cleveland OH
Business and Information Management	Volt Staffing, Erie PA Agility Marketing, Erie PA Erie Insurance, Erie PA
CNC Machinist Technician	Machining Concepts , Erie PA Meadville Forging Company, Meadville PA South Morgan Technologies, Girard PA
Electronics Engineering Technology	Signal Tech, Erie PA Cyberonics, Erie PA Process and Data Automation, Erie PA
Electronics Technician	Accuspec Electronics , Erie PA Presque Isle Downs and Casino, Erie PA Sunburst Electronics, Erie PA
Industrial Maintenance and Mechatronics	Whirley Drinkworks, Warren Pa Bay Valley Foods, North East PA Scott Enterprises, Erie PA
Multimedia Graphic Design	Lakeside Auto, North East PA Porreco Nissan, Erie PA First Amendment Tees, Erie PA
Network and Database Professional	Erie Insurance, Erie PA Erie County Technical School, Erie PA Perseus House, Erie PA
HVAC/R Technology	Mercyhurst University, Erie PA Vogt Heating and Cooling, Meadville PA Keep Heating and Cooling, Erie PA
Electrician	Altair Real Estate Services, Erie PA Reigel Electrical Services, Erie PA Dunkirk Specialty Steel, Dunkirk NY
Welding Technology	Ridg-U-Rak, North East PA Advanced Welding Technologies, Erie PA McShane Welding, Erie PA

Ohio Students Completion and Placement

The Ohio State Board of Career Colleges and Schools requires disclosure of Completion and Placement Rates for Ohio students. Reporting Period July 1, 2014 to June 30, 2015.

Program	Completion	Placement
Degree Programs	86%	67%
Diploma Programs	60%	100%

Gainful Employment Disclosures

The following information is available for each Gainful Employment program at Erie Institute of Technology, as defined by the US Department of Education, specified in the provision at 34 CFR 668.8(b)(1).

Gainful Employment Disclosure Notes:

1. All programs award a Diploma or Degree upon meeting graduation requirements.

2. Program Costs, including tuition, fees, books, and supply costs are included in guide. Job Placement Rates are also included, as reported in October 2015 ACCSC Annual Report, in this guide. Reported are those graduates who began their program in the range provided.
3. On-time Completion Rate is all graduates who completed the program from 7/1/2015 to 6/30/2016.
4. Median Loan Debt of Graduates from 7/1/15-6/30/16. All loan debt reported is from Federal Loans. Median private educational loan and median institutional loan debt are both \$0.
5. For more information, see the web site at www.erieit.edu/disclosures

Program Name	Medical Equipment Technician	Business & Information Management	CNC/Machinist Technician	Electrician
O*Net SOC Code	49-9062.00 - Medical Equipment Repairers http://www.onetonline.org/link/summary/49-9062.00	43-6011.00 – Executive Secretaries and Administrative Assistants http://www.onetonline.org/link/summary/43-6011.00	51-4041.00 – Machinists http://www.onetonline.org/link/summary/51-4041.00	47-2111.00 - Electricians http://www.onetonline.org/link/summary/47-2111.00
Program Length	18 Months	9 Months	12 months	15 months
On-Time Completion Rate	Graduates: 6 On Time Rate: 83%	Graduates: 4 On Time Rate: 75%.	Graduates: 25 On Time Rate: 93%	Graduates: 17 On Time Rate: 89%
Job Placement Rates	Rate: 100% Range: Graduates who began their studies between 1/12 – 12/12. <u>Job Titles</u> Biomedical Equipment Tech Associate Field Engineer BMET 1 <u>Employers</u> Renovo Solutions Biomedical Inc. Steris Corp	Rate: 100% Range: Graduates who began their studies between 3/13 – 2/14. <u>Job Titles</u> Customer Account Specialist Customer Service Rep. Customer Service Mgr. <u>Employers</u> Agility Marketing Erie Insurance Nuvo Medical	Rate: 88% Range: Graduates who began their studies between 10/12– 9/13. <u>Job Titles</u> Machinist CNC - Machinist/Operator CNC - Operator <u>Employers</u> Machining Concepts Modern Industries ISM	Rate: 75% Range: Graduates who began their studies between 6/12– 5/13. <u>Job Titles</u> Maintenance Electrician Maintenance / Electrician Electrician <u>Employers</u> Mercyhurst University Porreco Nissan Tophand LLC
Median Federal Loan Debt	Federal - \$19,048.00	Federal - \$2,750.00	Federal - \$7,096.00	Federal - \$9,117.00

Program Name	Electronic Engineering Technology	Electronics Technician	Industrial Maintenance and Mechatronics	Multimedia Graphic Design
O*Net SOC Code	17-3023.01 - Electronics Engineering Technicians http://www.onetonline.org/link/summary/17-3023.01	17-3023.03 - Electrical Engineering Technicians http://www.onetonline.org/link/summary/17-3023.03	49-9042.00 - Maintenance and Repair Workers, Gen. http://www.onetonline.org/link/summary/49-9042.00	27-1024.00 - Graphic Designers http://www.onetonline.org/link/summary/27-1024.00
Program Length	24 months	12 months	9 months	18 months
On-Time Completion Rate	Graduates: 1 On Time Rate: 100%	Graduates: 1 On Time Rate: 100%	Graduates: 6 On Time Rate: 67%	Graduates: 4 On Time Rate: 75%
Job Placement Rates	Rate: 100% Range: Graduates who began their studies between 4/11 – 3/12. <u>Job Titles</u> Tester Technician Electronics Technician <u>Employers</u> TechSource Engineering Viking Plastics Accuspec Electronics	Rate: 100% Range: Graduates who began their studies between 10/12 – 9/13. <u>Job Titles</u> Technician/Installer Slot Technician Engineer <u>Employers</u> Liberty Electronics PI Downs and Casino PJ's Auto Sound	Rate: NA Range: NA <u>Job Titles</u> NA <u>Employers</u> NA	Rate: 44% Range: Graduates who began their studies between 1/12 – 12/12. <u>Job Titles</u> Web Developer Graphic Designer Graphic / Web Developer <u>Employers</u> Hallman Chevrolet Fish USA National Tool Grinding
Median Federal Loan Debt	Federal - \$0.00	Federal - \$23,000.00	Federal - \$0.00	Federal - \$3,224.00

Program Name	Network & Database Professional	HVAC/R Technology	Welding Technology	Auto Body Technician
O*Net SOC Code	15-1071.00 - Network and Computer Systems Administrators http://www.onetonline.org/link/summary/15-1071.00	49-9021.01 - Heating and Air Conditioning Mechanics and Installers http://www.onetonline.org/link/summary/49-9021.01	51-4121.06 - Welders, Cutters, and Welder Fitters http://www.onetonline.org/link/summary/51-4121.06	49-3021.00 - Automotive Body and Related Repairers http://www.onetonline.org/link/summary/49-3021.00
Program Length	21 months	12 months	12 months	12 Months
On-Time Completion Rate	Graduates: 15 On Time Rate: 80%	Graduates: 16 On Time Rate: 81%	Graduates: 46 On Time Rate: 93%	Graduates: 10 On Time Rate: 90%
Job Placement Rates	Rate: 83% Range: Graduates who began their studies between 9/11 – 8/12. <u>Job Titles</u> IT Hardware Support Tech Computer System Specialist Program Development Tech <u>Employers</u> Micro Support Center Barber Nat'l Institute LECOM	Rate: 100% Range: Graduates who began their studies between 6/12 – 5/13. <u>Job Titles</u> HVAC Technician HVAC Service Technician Refrigerator Maint. Tech <u>Employers</u> A1 Heating & AC A&B Heating Better Baked Foods	Rate: 86% Range: Graduates who began their studies between 6/12 – 5/13. <u>Job Titles</u> Welder Beam Welder Welding Tech <u>Employers</u> Ridg-U-Rak Northcoast Tool Inc McShane Welding	Rate: NA Range: NA <u>Job Titles</u> NA <u>Employers</u> NA
Median Federal Loan Debt	Federal - \$12,000.00	Federal - \$10,637.50	Federal - \$10,917.00	Federal – \$13,762.00

HEALTH AND SAFETY

Annual Security Report - Main Campus/Satellite Location

Erie Institute of Technology is providing the following information to all of its employees, prospective students, and enrolled students as part of the school's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and subsequent amendments, including the Violence Against Women Reauthorization Act of 2013 (VAWA).

If you should have questions about any of the information provided in the Annual Security Report (ASR), please contact the Director, Paul Fitzgerald at 814-868-9900.

Campus Security and Crime Prevention Policy

Notification

The Erie Institute of Technology Annual Security Report (ASR) is distributed to every student and employee on or before October 1 annually via electronic transmissions, and is available to prospective employees and students at their request. An electronic copy of the report is also located on the school's web site at www.erieit.edu/disclosures as part of the downloadable Consumer Information Guide. A paper copy of the Guide is available upon request by calling the school. As a secondary measure to ensure proper notification, a copy of the Consumer Information Guide and ASR is also distributed to all enrolling students during orientation.

Campus Property

EIT consists of a 40,000+ square foot building containing a reception area, offices, conference rooms, a technical resource library, 28 classrooms and laboratories that are computer ready, book store, student lounge, outside deck areas, and a separate manufacturing educational lab area. Ample parking is available. The school is located in the [Millcreek Mall](#) and is convenient to the I-90 and I-79 interchanges.

The campus hours are:

Monday-Friday	7:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	Closed

The school also operates a Satellite Location located at 122 West 13th Street, Erie PA. This location houses the laboratory portion of the Automotive Body Technician program and consists 4,100 square feet and includes multiple automotive bays, automotive equipment and a student lounge/classroom.

Promptly and Accurately Reporting Crimes and Emergencies

A safe environment is everyone's responsibility. Students and employees should accurately and promptly report all criminal actions, suspicious activities, and emergencies occurring on or around Erie Institute of Technology properties to the Director, Paul Fitzgerald, either in person or by calling (814) 868-9900. If the Director is not available, you may contact the main office at (814) 868-9900 and the Pennsylvania State Police Department by dialing 911.

Students and employees have the right to report these matters confidentially. When the victim of a crime elects or is unable to make such a report, employees and students are encouraged to accurately and confidentially make a report on his/her behalf. Any criminal activity is documented on an Incident Report and is reported to local police authorities. Copies of Incident Reports are kept in a secure location in the director's office. It is the policy of Erie Institute of Technology that all criminal acts or other emergencies be reported to local authorities as required by law.

In the event of fire or medical emergencies, dial 911 first and then immediately notify the Director.

In pursuit of this policy all employees shall be required to:

1. Read and understand the policies and procedures outlined in the Annual Security Report, Consumer Information Guide, Personnel Policy Handbook, and School Catalog
2. Keep all unsupervised and unoccupied areas locked at all times
3. Routinely check the alarm systems, camera systems, and security lighting to ensure their operational effectiveness
4. Report immediately to the Director any suspicious activities that relate to the school or of its properties, regardless of how minor these may seem. If the Director is not available, you may contact the Receptionist at (814) 868-9900 and the Pennsylvania State Police by dialing 911.
5. Notify the Director if a student becomes ill or is injured while at the campus.
6. Be familiar with all the school's procedures regarding the handling of any accidents or criminal activities.
 - a. Immediately determine the condition of any involved employees, students, or other parties
 - b. Notify the appropriate authorities by calling 911
 - c. Accurately and promptly file an Incident Report
 - d. Investigate and report property damage or theft
 - e. Obtain a copy of the police report
 - f. Obtain information from witnesses

All Students are required to:

1. Upon enrollment, report to the school any physical condition that may require immediate medical attention.
2. Read and understand the policies and procedures outlined in the Annual Security Report, Consumer Information Guide, Student Handbook, and School Catalog.
3. Gain knowledge of any announcements, newsletter, emails, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

Relationships with Local and State Police

The campus maintains a close working relationship with the Pennsylvania State Police, City of Erie Police Department, and Millcreek Police Department to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

Programs to Inform Students and Employees about Campus Security

All employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students. All new students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates.

Timely Reports

The school will make timely reports to the campus community on crimes considered to be a threat to other students and employees that are reported to campus officials or local law police agencies. Such reports will be provided to students and employees via email in a timely manner, and will withhold the names of the victims as confidential in an effort to aid in the prevention of similar occurrences. Instructors shall read the contents of the email to their classes and post notices on the bulletin board around the school. When a threat occurs outside of regular business hours and classes must be delayed/cancelled, a notification will be placed using the school's web site

Off Campus Student Activities

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

Campus Crime Statistics

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Erie Institute of Technology compiles the crime statistic annually by gathering all reported data and prepares the report for the employees and students. The report consists of the three most recently completed calendar years statistics. Moreover, local police agencies are contacted by the compliance department to maintain a working relationship and formulate statistics for the annual crime statistics report. The following statistics show the total criminal offenses, including hate crimes, and arrests/referrals for campus disciplinary action that occurred on the School's campus and surrounding public property.

	2013	2014	2015
Part I Offenses			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses-Forcible / Rape, Fondling	0	0	0
Sex Offenses-Non Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes*	0	0	0
Part II Referrals/Arrests			
Weapons Violations	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Part III Additional Data Required October 1, 2014			
Domestic Violence	NA	0	0
Dating Violence	NA	0	0
Stalking	NA	0	0

*Hate Crimes are described as crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to authorities, which data shall be collected and reported according to category of prejudice.

Emergency Response Policy

When an emergency situation occurs, the following people will serve as the Emergency Coordinator(s), in the following order:

1. Paul Fitzgerald, Director
2. Kate Hushon, Director of Education

The Coordinator will be responsible for contacting local authorities or experts in order to report the emergency, assess the situation, and determine an appropriate response. The Coordinator will then determine whether an emergency exists that requires activation of the emergency procedures. The Coordinator will also oversee the emergency procedures, notify and coordinate with outside emergency services, and direct shutdown of utilities or operations, if necessary. It is critical that employees know who the Coordinator is on site at all times and understand that this person has the authority to make decisions during emergencies.

Emergency Notification of Immediate Threats

If the Emergency Coordinator determines that an immediate emergency exists, employees and students will be notified by email. Instructors will read the notification to students in class. The Emergency Coordinator, in cooperation with local authorities and experts, will determine the content of the notification. In addition, when possible or when necessary, notification will also be made using the paging feature on the school's telephone system. A system of codes will be used to determine the type of emergency, which is located on the reverse side of the student ID badges and posted near the exits of each workspace.

Notification of an emergency or dangerous situation will be issued without delay, and taking into account the safety of students, employees, and guests of the institution. The only exception is if doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Evacuation Procedures

If the emergency or threat requires building evacuation, the Emergency Coordinator will lead and coordinate the emergency plan and evacuation. Emergency evacuation routes and exits are posted in each classroom and workspace.

Instructors are responsible for assisting their students in evacuation, particularly those with disabilities. Instructors should follow the evacuation path posted in the classroom. Instructors teaching outside their regularly scheduled classroom should acquaint themselves with the emergency procedures specific to that classroom or workspace. Upon leaving the classroom, the instructor should take the student sign-in sheets. Once evacuated, instructors will perform a head-count of students in their class. The receptionist should take the guest sign-in sheet, and upon evacuation, perform a head-count of all visitors who are signed in to the workplace. Department managers in administration should perform a count of everyone in their department, once evacuated. Names and last-known locations of those not accounted for should be passed on to the Emergency Coordinator immediately.

More detailed information relating to evacuation procedures, including an annual review, can be found in the main office.

Annual Test of Emergency Response

The school will test the emergency response and evacuation procedures at least once annually by conducting an emergency drill and appropriate follow-through activities designed for assessment of the plan. This includes not only testing the notification system but also the overall emergency response procedures. The day and time of the annual drill will be announced to all employees and students. Documentation of the annual emergency drill will include a narrative by the Emergency Coordinator as well as evaluation forms completed by representatives of those involved.

Publicizing the Procedures

Emergency Response Procedures are included in the school's Annual Security Report. This security report will be included in the Consumer Information Guide and distributed to each applicant during orientation. The document will also be provided to new employees as part of the initial employment package. Copies will also be distributed annually to all employees on or before October 1 via the school's email. Copies of the security report are available to guests and other consumers upon request.

Drug and Alcohol Awareness Policy

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Erie Institute of Technology also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, suspension or termination.

As a participant of Title IV student aid programs, the school has a drug and alcohol abuse prevention program available to all students and employees. This "Drug Free School and Community Statement" can be obtained from school officials or by calling 814-868-9900. A copy of this statement is included in the Consumer Information Guide and reviewed during orientation. The Guide is also available on the school's web site at <http://www.glit.edu/disclosures>. Paper copies are available upon request.

Domestic and Sexual Violence Awareness Policy

The school is dedicated to provide a safe learning environment, and as such, has developed the following policies and procedures to comply with the Violence Against Women Reauthorization Act (VAWA). The school also is dedicated to providing a safe and positive environment for any bystander that intervenes to prevent harm when there is a risk of violence. The school prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking on or around school property.

Title IX Coordinator

The school is dedicated to provide a safe learning environment, and as such, has developed the following policies and procedures to comply with the Violence Against Women Reauthorization Act (VAWA). The school also is dedicated to providing a safe and positive environment for any bystander that intervenes to prevent harm when there is a risk of violence. The school prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking on or around school property.

The following individuals have been designated as the Title IX Coordinators:

Paul Fitzgerald, paulf@erieit.edu, 814-868-9900
Kate Hushon, kateh@erieit.edu, 814-868-9900

Title IX Coordinator Responsibilities

- Responsible for monitoring and overseeing school's compliance with Title IX and prevention of sexual misconduct.
- Knowledgeable and trained in school's policies and procedures and relevant state and federal law.
- Available to advise individuals about school and community resources and reporting options.
- Available to provide assistance to school employees regarding how to respond appropriately to report of Title IX-related prohibited conduct and related retaliation.
- Ensures effective implementation of school's sexual misconduct policies and procedures.
- Oversees training, prevention, and education efforts and annual reviews of climate and culture.
- Overseeing the school's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.

Responsible Employees

All managers at Erie Institute of Technology are classified as "responsible employees" for the purposes of taking action to redress sexual violence. This means that any manager who knows or reasonably should know of a possible sexual

violence, the Office of Civil Rights deems the school to have notice of the sexual violence. Any manager who learns of sexual violence has the duty to report the incident or misconduct to the Title IX coordinator. A responsible employee must report to the school's Title IX coordinator, or other appropriate school designee, all relevant details about the alleged sexual violence that the student or another person has shared and that the school will need to determine what occurred and to resolve the situation. This includes the names of the alleged perpetrator (if known), the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, other relevant facts, including the date, time, and location. Prior to revealing information that the victim may wish to keep confidential, the responsible employee should make it known to the student that he/she has an obligation to report the allegations to the Title IX coordinator and that the student has the option to request confidentiality.

Definitions

In this subsection, the terms "dating violence", "domestic violence", and "stalking" have the meaning given such terms in section 4000(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)). The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI. Consent to engage in sexual activity must be deliberate, intentional, and voluntary. Consent must exist throughout the duration of each instance of sexual activity and each form of sexual contact. Consent is established through mutually understandable words and/or actions that distinctly indicate a willingness to engage freely in sexual activity. Consent is active, not passive. In Pennsylvania, the age of consent is 16. If the minor is under the age of 18, the adult can be charged with a misdemeanor of Corruption of a Minor. If the adult is in a position of power (ie. teacher, clergy, police officer) this is felony. Even though the age of sexual consent is 16 in Pennsylvania, it is still a crime until the age of 18. (<http://www.age-of-consent.info/states/Pennsylvania>, retrieved 8/5/2014)

Prevention Program Overview

All students and employees are included in the Domestic and Sexual Violence Awareness prevention program. Students and employees are provided an overview of the prevention program during orientation. In addition, within the first 5 weeks of each term, the school provides students with the following training. Videos and Workshops are held 5 to 7 times per year.

Video:	Sexual Violence Awareness, by the Security Advisors
Workshop:	Sexual and Domestic Violence Awareness, presented by Crime Victim Center of Erie PA

The following topics will be covered as part of an employee or student training:

- Title IX and what constitutes sexual violence;
- The school's definition of consent applicable to sexual conduct;
- Reporting options, including formal reporting and confidential disclosure options and any timeframes set by the school for reporting;
- The school's grievance procedures used to process sexual violence complaints;
- Disciplinary code provisions relating to sexual violence and the consequences of violating those provisions;
- Effects of trauma, including neurobiological changes;
- The role alcohol and drugs often play in sexual violence incidents, including the deliberate use of alcohol and/or other drugs to perpetrate sexual violence;
- Strategies and skills for bystanders to intervene to prevent possible sexual violence;
- How to report sexual violence to campus or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX grievance; and
- Title IX's protections against retaliation.

Reporting a Domestic or Sexual Violence Incident

If you become a victim of any form of domestic or sexual violence, you need to know that you are not alone in dealing with the situation. There are many trained people and organizations available to assist. Simply pick up the phone and call the police or a local crisis center or hot line.

Should a student or employee be a victim of domestic violence, dating violence, sexual assault, or stalking while on campus property, it is the victim's option to notify the appropriate law enforcement authorities or to decline to notify such authorities. At the victim's request, the Executive Director or other employees will assist in notifying the proper authorities.

When you report a sexual violence incident to the police, have all the information concerning the incident ready. If you're reporting harassment, stalking, or peeping incident, you need to have information about dates, times, locations, and what happened, in writing, and ready to tell the police officer or detective taking your report. Any evidence such as e-mails, voice mail messages, photos, notes or letters, phone calls still logged on your phone will need to be made available to the police.

If you know the offender, be prepared to identify them to the police. If you do not know the offender, then try to describe the offender's height, weight, race, sex, hair color, facial hair, distinct tattoos or body piercings, and the type and color of clothing the offender was wearing.

When you report a sexual assault immediately after it happens, it is important to remember to preserve evidence as may be necessary to the proof of criminal activity, or in obtaining a protection order. Do not do anything that would destroy any evidence, like taking a shower or changing your clothes. Provide all information to the police and trust them to guide you through the system. Most law enforcement officers are trained to understand what you are going through and will treat you empathetically. There are also victim advocates available to assist you through the process.

Victims should follow these recommended steps:

1. Go to a safe place following the attack and contact the authorities
2. Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
3. Go to a hospital emergency room for medical care.
4. Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
5. Call someone to be with you; you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 1-877-906-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the assault to the police is up to the victim, but it is important to remember that reporting an assault is not the same as prosecuting. Victims are strongly encouraged to call the police and report the assault.

If requested, Erie Institute of Technology will assist in identifying off-campus counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community. After any campus assaults are reported, the victims of such crimes have the right to request that Erie Institute of Technology personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including assistance in changing academic schedules, regardless of whether the victim chooses to report the crime to local law enforcement.

Any student or employee who reports to the school that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offence occurred on or off campus, will be provided with a written copy of this policy.

Confidentiality

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the school honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. The Title IX Coordinator will make the determination regarding requests for confidentiality. If the Title IV Coordinator determines that the school cannot maintain a victim's confidentiality, the school will inform the victim prior to starting the investigation and only share information with people responsible for handling the school's response. The school will take steps to protect the victim from retaliation or harm and work with the victim in creating a safety plan.

Any student or employee who reports to the school that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offence occurred on or off campus, will be provided with a written copy of this policy.

1. Sexual Violence Education - Student Bill of Rights

This document outlines your rights according to Pennsylvania Sexual Violence Education at Institutions of Higher Education Act, should you become a victim of sexual violence.

Erie Institute of Technology recognizes the trauma connected with being a victim of domestic violence, dating violence, sexual assault, or stalking (further identified as 'sexual violence') and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies, if you so choose.

- You have the right to notify the school administrator and local law enforcement agencies if you are a victim of domestic violence, dating violence, sexual assault, or stalking.
- You have the right to request assistance from the school to make these notifications
- You have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence
- You have the right to request that prompt disciplinary proceeding to be initiated against the accused
- You have the right to be notified in writing of the outcome of any disciplinary actions against the accused
- You have the right to appeal the outcome of any disciplinary actions
- You have the right to be notified of any options in changing your academic situation
- You have the right to have others present during disciplinary proceedings or other related materials
- You have a right to be treated with dignity and for your case to be handled discreetly and confidentially.

Academic Accommodations and Interim Measures

Upon reporting of a sexual violence incident to the Title IX Coordinator, the school will take immediate steps and interim measures to provide for the safety and well-being of the victim such as changing academic/work schedules, granting a leave of absence, or provide academic support/tutoring.

Institutional Disciplinary Action

Institutional disciplinary procedures against students will be in accordance with Erie Institute of Technology published Student Conduct Policy, which can be found in the School Catalog and Student Handbook. Such procedures will provide a fair, prompt, and impartial investigation and resolution and be conducted by individuals who receive annual training on related issues. Both the accuser and the accused are entitled to have others present during any related meeting or proceeding.

Sanctions against students which may be imposed following a final determination of a disciplinary proceeding may include warning, probation, suspension, dismissal, and notification of the proper authorities. Any employee accused of sexual misconduct is subject to the applicable provisions and disciplinary action in accordance with the Employee Handbook. Sanctions include but are not limited to warnings, suspension, or termination of employment.

Information Regarding Registered Sex Offenders

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Pennsylvania State Police, located at: 5950 Meadville Road Route 18 & Lexington Road, Girard, PA 16417. Additional information can be obtained by calling the police department at (814)774-9611. Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.psp.state.pa.us>. On-campus computer labs with internet access are available for you to view the above website during regular business hours.

Additional Resources

Horizon House 27 Second Ave Union City, PA 16438 Office: (814) 438-2675 Hotline: (814) 438-2675	SAFENET PO Box 1436 Erie, PA 16512 Office: (814) 455-1774 Hotline: (814) 454-8161	Crime Victim Center of Erie County 125 West 18th Street Erie, PA 16501 Office: (814) 455-9414 Hotline: (800) 352-7273
Mercy Center for Women 1039 E 27th St Erie, PA Phone: (814) 455-4577 mcwErie.org	Edinboro PD 124 Meadville St Rm 214 Edinboro, PA 16412 Phone: (814)734-1812	Lake City PD 2352 Main St Lake City, PA 16423 Phone: (814)774-8341
Lawrence Park Twp PD 4230 Iroquois Ave Erie, PA 16511 Phone: (814)898-1634	Millcreek Township PD 3608 W 26th St Erie, PA 16506 Phone: (814)833-7777	North East PD 58 E Main St North East, PA 16428 Phone: (814)725-4407
Corry PD 20 E South St Corry, PA 16407 Phone: (814)664-2222	Web Sites National Sexual Violence Resource Center www.nsvrc.org Crime Victim Center of Erie County www.cvcerie.org Rape, Abuse, and Incest National Hotline www.rainn.org Pennsylvania Coalition Against Rape www.pcar.org Sexual Violence Education Resources www.SVE-resources.org	
Wesleyville PD 3421 Buffalo Rd Wesleyville, PA 16510 Phone: (814)899-0681		

Drug-Free School and Workplace Statement

Reviewed 7/2016

Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Community Responsibility

Erie Institute of Technology is committed to providing a safe, drug-free educational and work environment for all students and employees. Students and employees are both citizens and members of the academic community. As citizens they enjoy the same rights and obligations that other citizens enjoy, and, as members of the academic community, they are subject to the rights and obligations which accrue to them by virtue of this membership. Students and employees are expected to be honorable and ethical in every regard and to have consideration for the welfare of others as individuals and for the community as a whole.

This statement was developed to inform the Erie Institute of Technology community of the seriousness of the use and abuse of illicit drugs and alcohol and to set forth the standards of conduct regarding such activity by employees and students of the Institute.

In conference with the law, the Institute will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

Standards of Conduct

The unlawful possession, use or distribution of illicit drugs and alcohol on Institute property or at any other officially sanctioned school activity by any member of the Erie Institute of Technology community is strictly prohibited. Students and employees who violate this regulation are subject to severe disciplinary action by the Institute and may incur penalties prescribed by civil authorities.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on the property belonging to or occupied by the Institute. This includes the grounds, parking areas, anywhere within the buildings, or while participating in school/work-related activities.

As a condition of enrollment or employment, students and employees must abide by the terms of this policy or the Institute will take one or more of the following actions with respect to any student or employee who violate this policy by:

Reporting the violation to law enforcement officials.

Taking appropriate disciplinary action against such student or employee, up to and including probation, expulsion, or termination.

Mandatory participation in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agencies.

Illicit Drugs

Illicit drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in the United States, or demonstrate a lack of accepted safety for use under medical supervision. Controlled substances so defined fall under seven headings: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (acid, PCP); opiates, or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). To be used legally and safely, some of the drugs above must be legally prescribed by a physician.

This list is not comprehensive; omitted substances may be illegal and fall under the designation of controlled substances.

Alcohol

Alcohol, the shortened term for ethyl alcohol, is a depressant that slows the activity of the central nervous system and the brain. Alcohol is a substance regulated by local, state and federal agencies with respect to the purchase, transportation, consumption and possession by individuals under age 21.

Legal Sanctions

City of Erie and Millcreek Township

Public consumption of alcoholic beverages and possession of open containers of alcoholic beverages is prohibited and punishable by law.

State of Pennsylvania

Alcohol - A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverage. Violation of this law is punishable by fines up to \$500, as well as mandatory loss of driving privileges in the State of Pennsylvania. Misrepresentation of age to purchase alcohol is also punishable by fines up to \$500 and loss of driving privileges. Altering, selling, or manufacturing false identification is punishable by a fine of \$1,000 (first offense) and \$2,500 (second offense) plus loss of driving privileges. Selling or furnishing alcoholic beverages to those under 21 is punishable by a mandatory fine of not less than \$1,000 for the first offense and \$2,500 for each subsequent violation. All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor and Penal Code.

Drugs - Pennsylvania State law prohibits, among other things, the unauthorized manufacture, sales, delivery and possession of controlled substances. Penalties and sentences range from a misdemeanor subject to 30 days imprisonment and a \$500 fine for possession of a small amount of marijuana, to a felony subject to a maximum of 15 years imprisonment and a \$250,000 fine for manufacture, delivery or possession of a Schedule I or II controlled narcotic drug such as cocaine, PCP, and LSD.

Federal

Federal law also allows for increased fines and the possibility of loss of property or federal grants as defined by the Controlled Substances Act and Regulation 21CFR 1300.11-1300.15.

Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison. Following are the federal penalties and sanctions for illegal possession of controlled substances:

21 U.S.C. 844(a): 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

21 U.S.C. 853(a)(2) and 881(a)(7). Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack, above).

21 U.S.C. 881(a)(4). Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a. Civil fine of up to \$10,000.

21 U.S.C. 862. Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g). Ineligible to purchase, receive or transport a firearm. Miscellaneous Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Individuals seeking legal advice regarding drug or alcohol related laws should consult legal counsel.

Health Risks

All drugs, including alcohol and tobacco, can produce serious side effects. At the least, drug and alcohol use may limit the normal process of experiencing the breadth of life. Because drugs impair the mind, they increase the likelihood of accidents and violent behavior.

The many health risks associated with alcohol (beer, wine, distilled liquor) are well documented. Small amounts may affect judgment and coordination, impairing an individual's performance of even simple, routine tasks. The repeated use of alcohol can lead to dependence, with myriad physical, emotional and psychological complications. Effects of the prolonged use of alcohol may include the following: (1) damage to the central nervous system; (2) malnutrition and anemia; (3) damage to heart, lungs and liver; (4) mental disorders; (5) death.

The health risks associated with the seven categories of illicit drugs may include the following:

1. Cannabis (marijuana, hashish, grass, pot, weed, dope) - impaired memory, lung and pulmonary damage, chronic emphysema, cancer, and toxic psychosis.
2. Stimulants (cocaine, amphetamine, methylphenidate, Ritalin, hydrochloride, benzidine, other) - paranoia with hallucinations, dizziness, headaches, abdominal cramps, malnutrition, over-stimulation of the central nervous system, seizures, stroke, heart failure, and death.
3. Depressants (barbiturates, tranquilizers, Phenobarbital, Quaalude, Valium, Xanax, other) - initial effects similar to alcohol inebriation, slowed reflexes, unstable mood, loss of memory, coma, and death.

4. Hallucinogenic (LSD, PCP, acid, peyote, mushrooms, angel dust, crystal, mescaline, cernylan, other)- distortion of reality, including illusions and hallucinations, injuring of self or others, convulsions, brain damage, coma, and death.
5. Narcotics (opiates, opium, morphine, codeine, heroin, Demerol, percodan, other) - skin abscesses, respiratory depression, malnutrition, pneumonia and hepatitis, heart disease, diabetes, coma, and death.
6. Inhalants (glue, lighter fluid, aerosols, spray paints, gasoline, poppers, other)) - fatigue, weight loss, permanent damage to the nervous system, hepatitis, and organ failure.
7. Rohypnol (designer drugs, acid, date rape drug, ecstasy, cherrymeth, liquid X, other) - hallucinations, coma, tremors, insomnia, psychosis, instant paralysis and brain damage, and death.

In summary, drug and alcohol abuse can reduce the body’s resistance to infections and bring about malnutrition, organ damage, and mental illness. Overdoses of these substances can cause psychosis, convulsions, coma, hallucinations, heart attack, stroke, insomnia, hyperactivity, blackouts, and possible sudden death.

Counseling and Treatment

Students or employees who use controlled substances or who abuse alcohol are encouraged to seek the assistance of the human resources department at Erie Institute of Technology at 814-868-9900. The staff will assist you or provide an appropriate referral. Many options are available in the Erie and surrounding areas for employees and students in need of substance-abuse counseling.

Drug and Alcohol Related Services

Abraxas Mental Health Services 429 West. 6th St. Erie, PA 16507 814.459.0618	Al-Anon Family Groups 1611 Peach St., Erie, PA 16501 814.454.4730	Alcoholics Anonymous 1611 Peach St., Erie, PA 16501 814.452.2675
Anchor House 310 West Church St, Corry, PA 16407 814.665.7841	Charter Behavioral Health Systems at Cove Forge Outpatient Recovery Centers 1371 West 6th St., Erie, PA 16505 814.452.2991	Community House, Inc. 521 West 7th St., Erie, PA 16502 814.459.5853
Daniel S. Snow Recovery House 414 West. 5th St, Erie, PA 16507 814.456.5758	Greater Erie Community Action Committee (GECAC) 18 West 9th St., Erie, PA 16501 814.459.4581	Hispanic American Council 554 East 10th St., Erie, PA 16503 814.455.0212
Millcreek Community Hospital Detoxification Unit 5515 Peach St., Erie, PA 16509 814.868.8311	Multi-Cultural Health Evaluation Delivery System (MHEDS) 3928 Peach St., Erie, PA 16509 814.868.8311	Esper Treatment Center 25 West 18th St., Erie, PA 16501 814.459.0817
Pennsylvania Substance Abuse Health Information Center 652 West 17th St., , Columbus Square, Erie, PA 16503 814.459.0245	Saint Vincent Serenity Recovery Center 2409 State St., Erie, PA 16503 814.452.5555	Salvation Army Adult Rehabilitation Center 1209 Sassafras St., Erie, PA 16501 814.456.4239
Trinity Center 462 West 18th St., Erie, PA 16502 814.453.2468	Union City Family Support 38 North Main St., Union City, PA 16438 814.438.7550	Veterans Readjustment Counseling Center 1000 State St., Erie, PA 16501 814.453.7955

Immunization Policy

Students are not required to show documentation of immunizations prior to enrolling at Erie Institute of Technology.

Infection Control Policy

Infection control is the responsibility of each student, faculty, and staff member. Everyone should understand the methods of disease transmission and practice standard precautions in order to effectively control types of infections. Since a medical history and examination cannot reliably identify all peoples infected with blood-borne pathogens or other communicable diseases, blood and body-fluid precautions should be consistently used.

All employees and students should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.

- Gloves should be worn for touching blood/body fluids, mucous membranes or non-intact skin, when handling items or surfaces soiled with blood or body fluids, and when performing venipuncture or other vascular access procedures
- Protective eyewear and masks should be worn during procedures that are likely to generate splashes of blood or other body fluids
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids
- When performing life-saving CPR, disposable mouth-piece/Ambubags should be worn to minimize the risk of Transmissions.

Blood borne pathogens can enter your body in a variety of ways. Possible means of transmission are:

- Cutting yourself with contaminated needles, scalpels or broken glass
- Splashing of contaminated secretions onto open cuts, nicks, abrasions and into mucous membranes of the nose, mouth and eyes
- Indirect transmission by touching a contaminated object and transferring the infectious material onto the mouth, skin, etc. Surfaces and objects can be contaminated with Hepatitis B and not show visible signs of contamination

You may not be able to tell for sure which people carry a blood-borne pathogen. Many people carry blood-borne infections without visible symptoms and without even knowing it. It takes just one exposure to become infected. The best way to protect yourself is to follow standard precautions guidelines and treat all blood and body fluids as infectious.

Hepatitis B and Human Immunodeficiency Virus (HIV) may be present in body fluids such as saliva, semen, vaginal secretions, pericardial fluid, pleural fluid or any other body fluids with visible blood contamination. It can also be found in tissues or organs of patient infected with the virus.

Employees and students should follow the medical facility's policy for infection control when attending field trips, job shadows, clinical rotations, and externship offsite.

ADA Non-Discrimination Policy

Erie Institute of Technology does not discriminate against any person because of race, color, religion, sex, disabilities, age, national origin, or ancestry regarding admission to programs or placement activities. Erie Institute of Technology complies with the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973 (Section 504).

The school encourages individuals with disabilities to obtain program information through the Admissions Department. Prospective students are required to meet all Admission Requirements and Procedures as published in Student Information Publication (School Catalog).

During a personal interview with an Admissions Staff Member, all prospective students will review the specific technical standards required for each training occupation. Erie Institute of Technology believes each student has the right to know what physical and emotional demands are required of health professionals in an effort to be successful in the field for which training will be provided. School administration will review each applicants file and required admissions information and will inform the applicant in writing if they have been accepted for enrollment. If an applicant is not accepted, all fees paid will be refunded.

Erie Institute of Technology makes every attempt to accommodate students with disabilities. Students requiring assistance or specific accommodations are directed to present their request to the Director. The school will make every effort to offer all students reasonable accommodations to attend school.