

**Erie Institute of Technology**  
**Consumer Information Guide**  
**October 2018**



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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 [https://www.erieit.edu/consumer\\_info](https://www.erieit.edu/consumer_info)

## 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 in Erie or email [FinancialAid@erieit.edu](mailto:FinancialAid@erieit.edu).

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.

### Federal Student Aid

#### **Eligibility Requirements for Federal Student Aid**

To be eligible for Federal Student Aid students must file a Free Application for Federal Student Aid (FAFSA). In addition they must be a U.S. Citizen or an eligible noncitizen; have a valid Social Security Number; satisfy the Selective Service registration requirement; have a high school diploma or recognized equivalent; maintain satisfactory academic progress; not be in default or owe an overpayment on a federal student loan; not have loans that exceed the annual or aggregate maximum amounts; provide a statement of educational purpose, and, for Pell grants and FSEOG funds, not have a bachelor's degree. While income is taken into consideration, it does not prevent you from receiving federal student aid. If you are incarcerated, have a conviction for a drug offense, or are subject to an involuntary civil commitment after completing a period of incarceration for a sexual offense, your eligibility for federal student aid may be limited. More information regarding ineligibility can be found at: [studentaid.ed.gov/sa/eligibility/criminal-convictions](http://studentaid.ed.gov/sa/eligibility/criminal-convictions).

#### **Federal Student Grant Programs**

The U.S. Department of Education (DOE) provides grant funds to participating schools to be awarded to eligible students. Grants, unlike loans, are sources of free money and do not have to be repaid\*. The Federal grant programs available to students attending Erie Institute of Technology are briefly described below. More information can be found by visiting [StudentAid.gov/grants](http://StudentAid.gov/grants).

Federal Grant Program	Program Details	Annual Award (subject to change)
Federal Pell Grant	<ul style="list-style-type: none"><li>• Awarded to undergraduate students who have exceptional financial need, have not earned a bachelor's or graduate degree, and meet the general federal student aid requirements.</li><li>• Eligibility depends on students' financial need, cost of attendance, enrollment status, and length of enrollment.</li><li>• Federal Pell Grant eligibility is limited to 12 semesters or the equivalent.</li></ul>	Up to \$6,095 for the 2018-19 award year.  In certain situations, eligible students may receive up to 150% of their scheduled award for an award year.

Federal Supplemental Educational Opportunity Grant (FSEOG)	<ul style="list-style-type: none"> <li>• Awarded to Federal Pell Grant recipients demonstrating the most financial need.</li> <li>• The school's annual fund amount is determined by the DOE. Once funds have been exhausted for the award year, no more awards can be made.</li> </ul>	Up to \$200 per academic period for the 2018-19 award year.
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\*Occasionally a student may have to pay back all or part of a grant if, for example, he/she withdraws from school before finishing an enrollment period.

### Federal Student Loan Programs

Federal Student Loans are low-interest loans available to eligible students enrolled at least half-time and their parents, to help cover the costs of post-secondary education. Student loans must be repaid with interest. Information regarding Federal Student Loan repayment plans and other available options can be found at [studentaid.ed.gov/sa/repay-loans/understand/plans](http://studentaid.ed.gov/sa/repay-loans/understand/plans).

Federal Student Loans include the following types of loans:

**Federal Direct Subsidized Loans** are available to undergraduate students with financial need. The school will determine the amount you can borrow, and the amount may not exceed your financial need. Additionally, if you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time you can receive Direct Subsidized Loans equaling 150% of your published program length. For Subsidized loans, the DOE pays the interest while you are in school at least half-time, during your 6 month grace period\*, and during periods of deferment.

\*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.

**Federal Direct Unsubsidized Loans** are available to undergraduate and graduate students. There is no need to demonstrate financial need. The school will determine the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on Direct Unsubsidized Loans during all periods. If you choose not to pay the interest while you are in school and during grace periods and periods of deferment or forbearance, your interest will accrue and be capitalized.

**Federal Direct PLUS Loans** at Erie Institute of Technology are available to parents (biological, adoptive, or in some cases, stepparents) of dependent undergraduate students enrolled at least half-time. Parent borrowers must not have an adverse credit history and must meet the general eligibility requirements for federal student aid. (Parents with adverse credit history may still receive a PLUS Loan by obtaining an endorser who does not have adverse credit or by documenting, to the satisfaction of the DOE, that there are extenuating circumstances relating to your adverse credit history.) The maximum PLUS loan amount you can borrow is the cost of attendance (determined by the school) minus any other financial assistance received.) More information regarding Direct PLUS Loans can be found by visiting [studentaid.ed.gov](http://studentaid.ed.gov).

**Federal Direct Consolidation Loans** allow all eligible federal student loans to be combined into a single loan with a single servicer.

### Annual and Aggregate Limits for Subsidized and Unsubsidized Loans:

Year in school	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduates whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500 – No more than \$3,500 of this amount may be in subsidized loans	\$9,500 - No more than \$3,500 of this amount may be in subsidized loans
Second-Year Undergraduate Annual Loan Limit	\$6,500 – No more than \$4,500 of this amount may be in subsidized loans	\$10,500 – No more than \$4,500 of this amount may be in subsidized loans
Third-Year and Beyond Undergraduate Annual Loan Limit	\$7,500 – No more than \$5,500 of this amount may be in subsidized loans	\$12,500 – No more than \$5,500 of this amount may be in subsidized loans

Subsidized and Unsubsidized Aggregate Loan Limit (for Undergraduates only)	\$31,000 – No more than \$23,000 of this amount may be in subsidized loans	\$57,500 – No more than \$23,000 of this amount may be in subsidized loans
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**Interest Rates and Loan Fees for Federal Student Loans:**

Loan Type	Interest Rates for loans disbursed after July 1, 2018 and before July 1, 2019	Loan Fees* for loans disbursed after Oct. 1, 2018 and before Oct. 1, 2019
Subsidized and Unsubsidized Undergraduate Loans	5.05% Fixed	1.062%
PLUS Loans	7.60% Fixed	4.248%

\*The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement.

**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 this information, go to [www.nsls.ed.gov](http://www.nsls.ed.gov).

**Loan Counseling**

In addition to completing a Master Promissory Note, first-time student loan borrowers will also be required to complete Entrance Counseling before they will be able to receive their loans. Likewise, all federal student loan borrowers must complete Exit Counseling before they graduate or leave school. Counseling can be completed by logging into [studentloans.gov](http://studentloans.gov).

**Repayment Plans**

Federal Student Loans offer several repayment plans. Your loan servicer will contact you to choose a plan. If you do not select one, you will be placed on the Standard Repayment Plan, which will have your loans paid off in 10 years. Information on this and other repayment plans can be found at <https://studentaid.ed.gov/sa/repay-loans>

**Trouble Making Payments**

If you're having trouble making payments on your federal student loans, contact your loan servicer as soon as possible. Your servicer will work with you to determine the best option for you. If you're not sure who your loan servicer is, you can look it up on [www.nsls.ed.gov](http://www.nsls.ed.gov) or call the Federal Student Aid Information Center at 1-800-4-FED-AID (TTY 1-800-730-8913). Options may include:

- Changing repayment plans – information about the various repayment plans available can be found at [studentaid.ed.gov/sa/repay-loans/understand/plans](http://studentaid.ed.gov/sa/repay-loans/understand/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 without a deferment or forbearance, your loan(s) could go into default 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, visit [studentaid.ed.gov/sa/repay-loans/default/get-out](http://studentaid.ed.gov/sa/repay-loans/default/get-out). In certain circumstances, your loan can be cancelled/discharged.

#### **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.

#### **PHEAA State Grant**

PHEAA State Grant is a grant that has additional requirements beyond financial need. To be considered for a Pennsylvania State Grant, you must demonstrate financial need and meet requirements as listed:

- File and complete the application process by the appropriate deadlines ([aessuccess.org](http://aessuccess.org))
- 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 six semester credits but less than 12 semester credits per semester, 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).
- 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.

#### **Pennsylvania Targeted Industry Program (PA-TIP)**

PA-TIP is funded and administered by PHEAA and provides awards to student enrolled in specific programs of study, as determined by PHEAA. PA-TIP provides need based awards up to the equivalent of the maximum State Grant Award, or 75% of the student's total direct education costs after gift and employers aid, whichever is less. Awards can be used to cover tuition, books, fees, supplies, and specific living expenses. To qualify for PA-TIP at Erie Institute of Technology students must:

- Be a U.S. Citizen, or eligible noncitizen as described on the FAFSA.
- Be a domiciliary (resident) of Pennsylvania.
- Have received a high school diploma, GED or recognized homeschool certificate.
- File a FAFSA.
- Complete and return to [PHEAA the PA-TIP student application](#).
- Must not be in default or have a claim of default pending on a federal Title IV educational loan, or owe a State Grant refund.
- Not be receiving a Pennsylvania State Grant for the PA-TIP program of study.
- Have financial need as determined by the program guidelines and certified by the school.
- Attend an eligible federal Title IV postsecondary institution.
- Be enrolled in a Title IV eligible program of study that is at least 10 weeks but less than 2 academic years in length.
- Be enrolled on a full-time basis. Full-time is defined as at least 12 credits per term or at least 24 clock hours of continuous enrollment per week.
- Must supply a copy of the DD214 Form if the applicant is a veteran of the U.S. Armed Forces, and was honorably discharged.

**Institutional Aid - Student Education Assistance Foundation (SEAF) Grant** is an Institutional Grant ranging from \$100 to \$4,000 per student per academic period. It is available to students who demonstrate unmet financial need, meet all eligibility requirements, and fall into at least one of the required criteria categories. Application is available from the financial aid department.

Eligibility Requirements:

- Be a US Citizen, national or permanent resident, or other eligible non-citizen
- Have a high school diploma, GED, or recognized equivalent,
- Maintain Satisfactory Academic Progress as defined by the institution's catalog
- Not be in default on a Federal Loan or owe a refund on Federal Grant funds
- Not have borrowed in excess of any loan limit
- Be registered with Selective Service if male of 18 years of age
- Have completed a SEAF grant application
- Be denied at least one alternative source of funding, besides Title IV.

Required Criteria Categories (must meet at least one):

- Have exhausted federal and state grants, student loans, parent loans, and alternative loans and still have unmet need.
- Dependent student whose parent is denied a Parent loan or are denied alternative loans and still have unmet need.
- Independent student who has exhausted federal grants, state grants, and student loans and have been denied alternative loans and still have unmet need.

**Institutional Senior Scholarship** is applicable by high school seniors or recent high school graduates who will be starting class within one year of graduating from high school. Applications are available, depending on program of study, through the admissions department.

- Deadlines to apply is May 1.
- Amount is determined based on program cost with a maximum award of 25% of tuition.
- Must meet program entrance requirements.
- Student must stay for the duration of the program and continue to meet the requirements listed on the application to receive the full award.
- Evaluated based on submitted application, including essay.

### **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.

### **Verification Policy**

Verification is a process in which the Department of Education or the school requires certain financial documentation, including tax information, from an applicant or parent in order to verify the information on the students FAFSA application is accurate and complete. If a student is selected for verification by the DOE or the school, Title IV aid is not disbursed until the verification requirements have been met. 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.

After verification is complete, students will be notified of all award changes by receiving a new award letter noted as "adjusted for verification". 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. Should the institution have any credible evidence that an applicant for Title IV, HEA program assistance may have engaged in fraud or criminal misconduct in connection with his/her application, the Financial Aid office will forward the information to the Office of Inspector General (OIG) at

<http://www.ed.gov/about/offices/list/oig/hotline.html>. Anyone who suspects fraud or misuse may make a confidential report by contacting the OIG.

### **Code of Conduct for Educational Loans**

The following is the school's code of conduct that prohibits any conflicts of interest in regards to the institution and educational loan providers. 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.

### **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 typically disbursed per 12 week 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, by form of check, within 14 days of receipt of funds.

### **Rights and Responsibilities of Receiving Financial Aid**

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

- Financial aid awarded is for one academic year only, that future academic years will be packaged as students' progress through school and that they must reapply annually by completing the Free Application for Federal Student Aid (FAFSA) and any other required applications.
- Eligibility requirements mandated by the institution and government must be met, including maintaining Satisfactory Progress as defined by Erie Institute of Technology.\*
- The financial aid package may be adjusted due to changes in funding or other events.
- They should notify the Financial Aid Administrator in writing of any changes in my or my family's financial situation as well as any aid that is received from outside resources (other than those shown on the award letter), which may result in an adjustment to the financial aid awarded.
- They are 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.

## **Cost of Attendance**

The costs associated with attending Erie Institute of Technology can be found in the Catalog.

## **Refund Policy**

In the case of withdrawal, the school will calculate an institutional refund of charges on a prorated basis. Charges are calculated by dividing the number of days of the term completed by the total number of days in the term. Number of days completed is based on the student's last date of attendance in the term. The following proration is applied to the tuition and fee charges for the term from which the student withdrew.

00.0-10% 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

When a student withdraws from school, the amount of Title IV assistance earned by the student must also be determined. Students are entitled to retain or receive only that portion of federal student aid they earned based on the time in attendance. In the event that earned Title IV assistance does not cover all unpaid institutional charges, the student may be responsible for those costs.

If the amount of Federal Student Aid disbursed to the student is greater than the amount earned, all unearned funds will be returned by the school, according to the Return of Title IV policy.

If it is determined that the student has Federal Pell Grant or FSEOG that has been earned but not yet received, the school will disburse the earned amount. Federal Loan funds that are earned but not received require borrower acceptance before a post-withdrawal disbursement (PWD) can be made. PWD eligibility notification will be mailed to the student and/or parent offering them the option to accept or decline any/all of their earned loan funds. The student and/or parent must return the PWD form to the school within 14 days of the date of notification. If no response is received within this time frame, no loan disbursements will be made.

## **Return of Title IV**

The Return of Title IV formula provides a return of unearned Title IV aid if the student withdraws before completing 60% of the term or payment period from which the student withdrew. Earned Title IV aid is calculated by dividing the number of days of the term completed by the total number of days in the term, based on the student's last day of recorded attendance. If a student fails to inform the school that he/she wishes to withdraw, the date of determination will be 14 calendar days after the student's last date of recorded attendance. All unearned Title IV funds will be returned by the school within 45 days from the date of determination.

Refunds of unearned Title IV aid will be made by the school in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal SEOG

## **Satisfactory Academic Progress Policy**

Erie Institute of Technology has established standards of Satisfactory Academic Progress (SAP) that apply consistently to all students. Please see an updated Student Catalog for the full SAP policy.

## **Net Price Calculator**

Net Price Calculator is posted on the EIT website ([www.erieit.edu/disclosures](http://www.erieit.edu/disclosures)) as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 111 which amended HEA Title I, Part C: added HEA Sec. 132 (a), Sec. 132 (h) (20 U.S.C. 1015a (a), 20 U.S.C. 1015a (h)). The Higher Education Opportunity Act defines net price as the net price for full-time, first-time degree/certificate-seeking students. Title IV institutions that do not enroll full-time, first-time students are not required to have a net price calculator under the HEOA.

## **Gainful Employment Disclosures**

Please see the schools web page for up to date Gainful Employment Disclosures. All links can be found at [www.erieit.edu/disclosures](http://www.erieit.edu/disclosures).

# **GENERAL INSTITUTION INFORMATION**

## **Catalog and Addenda**

All applicants for admissions are provided with a catalog and addenda during the admissions process. Prospective students can download the most recent catalog at [www.erieit.edu/disclosures](http://www.erieit.edu/disclosures). 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.

## **Textbook Information**

The school does not publish an internet version of its schedule. Schedules are available to students via the Student Portal, once they are cleared through financial aid. The school does not operate a bookstore where books are sold individually. All required books and supplies are ordered for the individual student unless the student opts out. A list of textbook names, ISBN numbers, and retail prices of required materials is made available to students in the bookstore at the beginning of each term. Additionally, this information is available upon request of the academic department.

Students who opt out of purchasing textbooks and/or supplies through the bookstore may be eligible to obtain funds through the school in order to purchase their own books/supplies by the seventh day of the term or payment period. Any Title IV recipient may request funds be provided to them for books and supplies if, 10 days prior to the start of the payment period, the school could disburse Title IV funds to the eligible student; and, if the Title IV funds were disbursed, the student would have a credit balance once institutional charges were satisfied.

## **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](http://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](http://www.eac.gov), or by contacting your state or local election office.

## **Notification of Rights under FERPA**

Erie Institute of Technology strictly adheres to federal legislation regarding the release of education records in accordance with the Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 1232g; 34 CFR Part 99). 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 are 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. While you may request a listing of all of the exceptions, the two most common of these exceptions to the prior consent rule are as follows:

(a). 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.

(b). Unless directed otherwise in writing by students, the school may disclose without consent "directory information." Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school defines directory information to include, but not necessarily be limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attendance.

Students may opt out of the school's disclosure of directory information. If you do not want the school to disclose directory information from your education records without your written consent, you must so notify the school in writing to the Great Lakes Director of Education within 10 days of the first date of attendance.

(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

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**

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

Students who engage in illegal downloading, unauthorized peer-to-peer file sharing, or unauthorized distribution of copyrighted materials using the school's information technology system are subject to disciplinary actions, up to and including probation or termination. For more information on the Student Code of Conduct, see the school's catalog.

### **Constitution Day**

September 17 is Constitution Day, in place to commemorate the September 17, 1787 signing of the United States Constitution. Each educational institution that receives Federal funds is required to hold an educational program about the U.S. Constitution for its students. On September 17 each year, the school provides a video presentation which describes the purpose of the Constitution, the three branches of government, and the evolution and fluidity of the document.

## **STUDENT OUTCOMES**

### **Graduation and Employment Rates**

The following graduate and employment rates were submitted as part of the ACCSC Annual Report in October 2017. The school does not advertise job placement rates as a means of recruiting students. Rates are calculated using the ACCSC recommended formula. Exclusions to the "Students Available for Graduation" include death, incarceration, or active military service deployment. Exclusions to the "Graduates Available for Employment" include furthering education, death, incarceration, active military service deployment, the onset of a medical condition that prevents employment, or international students who have returned to their country of origin. The reporting period used is determined by the length of the program, measured in months. For more up to date data, please contact the main office

Program	Timeframe Start Dates	Students Available for Graduation	Graduates Within Allowable Time Frame	ACCSC Graduation Rate	Graduates Available for Employment	Graduates Employed In Related Field	ACCSC Graduate Employment Rate
Automotive Body Technician	10/14-09/15	16	12	75%	11	8	73%
Business & Information Management	03/15-02/16	8	6	75%	6	6	100%
CNC Machinist Technician	10/14-09/15	30	17	57%	16	15	94%
Electrician	06/14-05/15	25	18	72%	17	13	76%
Electronics Engineering Technology	04/13-03/14	4	2	50%	2	2	100%
Electronics Technician	10/14-09/15	1	1	100%	1	1	100%
HVAC/R Technology	10/14-09/15	25	16	64%	15	11	73%
Industrial Maintenance and Mechatronics	03/15-02/16	2	2	100%	1	1	100%
Medical Equipment Technician	01/14-12/14	8	6	75%	6	5	83%
Multimedia Graphic Design	01/14-12/14	9	5	56%	4	3	75%
Network and Database Professional	09/13-08/14	24	14	58%	14	11	79%
Welding Technology	10/14-09/15	67	46	69%	44	31	70%

## 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.

Program	Employers
Automotive Body Technician	Bonnell's Collision, Erie PA Dave Hallman Chevrolet, Erie PA Dick Deutsch Auto Body, Erie PA
Medical Equipment Technician	St. Vincent Health Center, Erie PA UPMC Hamot, Erie PA Eriez Magnetics, Erie PA
Business and Information Management	Mission Empower, Erie PA Agility Marketing, Erie PA TWC, Erie PA
CNC Machinist Technician	Machining Concepts , Erie PA Modern Industries, Erie PA PHB Corporation, Fairview PA
Electronics Engineering Technology	Great Lakes Automation Services, McKean PA Matric., Seneca PA Mobile Communication Services, Meadville PA
Electronics Technician	Tech Source Engineering , Erie PA Industrial Sales and Manufacturing, Erie PA Electrical and Mechanical Systems, Erie PA
Industrial Maintenance and Mechatronics	Erie Forge and Steel, Erie PA Smith Provisions, Erie PA Essentra, Erie PA
Multimedia Graphic Design	Brink Ink, Edinboro PA 5Fish Creative, Erie PA AG Print Promo Solutions, Cuyahoga Falls OH
Network and Database Professional	Micro Support Center, Fairview PA CMI Energy, Erie PA Community Blood Bank, Erie PA
HVAC/R Technology	RABE Environmental, Erie PA Keep Heating and Cooling, Erie PA Lindsey Refrigeration, Erie PA
Electrician	Fralo Industries, Erie PA UEI Electric, Erie PA Simonian Electric, Erie PA
Welding Technology	Ridg-U-Rak, North East PA Corry Manufacturing, Corry PA Steamfitters, Pittsburgh PA

## Ohio Residents Outcome

The Ohio State Board of Career Colleges and Schools requires disclosure of Completion and Placement Rates for Ohio students. Completion rates are calculated using the number of graduates divided by number enrolled in the year, less the number of students still enrolled at the end of the year. Placement rates are calculated using the number of graduates placed in related fields divided by the number of graduates available for placement. (Reporting Period July 1, 2014 – June 30, 2017)

	2016/17	2015/16	2014/15
Completion	60%	75%	71%
Placement	83%	83%	80%

## **Student Body Diversity**

Federal requirement 20 U.S.C. §1092 (a)(1)(Q) requires institutions to disclose student body diversity information. Data is from the 2017/2018 IPEDS survey collection and part of the school's College Navigator data found at: <https://nces.ed.gov/collegenavigator/?q=erie+institute&s=all&id=212434>

### Fall 2016 Undergraduate Enrollment

Male 93%  
Female 7%

### Pell Grant Recipients

Full time beginning students 2016/17 22%  
All undergraduate students 36%

### Self-Identified Member of a Major Racial or Ethnic Group

American Indian or Alaskan Native 1%  
Asian 2%  
Black or African American 4%  
Hispanic/Latino 4%  
White 90%

## **Retention and Graduation Rates**

In compliance with the Student Right to Know Act, schools must disclose the completion and graduation rate as calculated and reported in the IPEDS (Integrated Postsecondary Education Data System) report. Erie Institute of Technology uses a full year cohort for first time, full time students who started between September 1<sup>st</sup> and August 31<sup>st</sup> of the following year.

Data is from the 2017/2018 IPEDS survey collection and part of the school's College Navigator data found at: <https://nces.ed.gov/collegenavigator/?q=erie+institute&s=all&id=212434>

### **First-to-Second Year Retention Rates.**

Retention rates measure the percentage of first-time students who began their studies in fall 2015 and returned in fall 2016.

- Retention Rates for First-Time Full Time Students: 73%

### **Overall Graduation Rate and Transfer-Out Rate.**

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

- Overall Graduation Rates for Students Who Began Their Studies in 2014-2015: 74%

### **Disaggregated Graduation Rate.**

Percentage of Full-time, First-time Students Who Began Their Studies in 2014--2015 and Graduated Within 150% of "Normal Time" to Completion for Their Program

- Male 64%
- Female 71%
- Black or African American: 33%
- Hispanic/Latino: 100%
- White: 67%

### Graduation Rates by Time to Completion.

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2-year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2-year program).

Time Frame	Began in 2013-14	Began in 2014-15
Within "Normal time"	54%	65%
Within 150% of "Normal time"	63%	65%
Twice as Long as "Normal time"	N/A	N/A

## HEALTH AND SAFETY

### Annual Security Report - Main Campus/Satellite Location

Revised 9/24/2017

Updated 10/1/2018

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.

#### **School Property**

For purposes of collecting statistics on reportable crimes for submission to the US Department of Education and for inclusion in the school's Annual Security Report, Clery Geography includes buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus

The Campus Property of Erie Institute of Technology is defined as the building located 940 Millcreek Mall, Erie PA 16165. The adjacent parking lot and surrounding sidewalks are also part of the Campus Property

The Non Campus Property includes the schools Satellite Location, located at 122 West 13<sup>th</sup> Street, Erie PA 16501.

#### **Campus Crime Statistics – Main Campus**

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 statistics consist of the three most recently completed calendar years. 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:

	2015		2016		2017	
	Campus	Non Campus	Campus	Non Campus	Campus	Non Campus
<b>Offenses</b>						
Criminal homicide, including murder, non-negligent manslaughter, and negligent manslaughter	0	0	0	0	0	0
Sex offenses including rape, fondling, incest, and statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Unfounded Offenses	0	0	0	0	0	0
<b>Hate Crimes*</b>						
Total Hate Crimes*	0	0	0	0	0	0
<b>Additional Data Required October 1, 2014</b>						
Domestic Violence	NA	NA	0	0	0	0
Dating Violence	NA	NA	0	0	0	0
Stalking	NA	NA	0	0	0	0
<b>Arrests and Referrals for Disciplinary Action</b>						
Weapons violations	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Referred for campus disciplinary action for liquor law violations	0	0	0	0	0	0
Referred for campus disciplinary action for drug law violations	0	0	0	0	0	0
Referred for campus disciplinary action for illegal weapons possession.	0	0	0	0	0	0

<b>Hate Crimes – 2015/2016/2017 – Campus and Non Campus**</b>								
	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses including rape, fondling, incest, and statutory rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

\* Hate crimes must be recorded by category of bias. For each hate crime recorded in the above chart, the school will identify the specific crime, the category of bias that motivated the crime, the location, and the year. For the purposes of this report, the categories of bias include the victim's actual or perceived biases identified in the chart below.

\*\* In 2015, 2016, and 2017, no hate crimes have been reported. In the event any hate crimes are reported, they will be further broken down and disclosed by year and by location.

### **Procedures for Reporting Criminal Actions and Emergencies**

A safe environment is everyone's responsibility. In the event of fire or medical emergencies, dial 911 first and then immediately notify the campus administration. 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 campus administrators either in person or by calling (814) 868-9900 for purposes of making timely warning reports and inclusion in the annual statistical disclosure.

Individuals should be notified in the following order.

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

School administrators will take appropriate action to address all reports in a timely, efficient, and confidential matter.

### **Confidentiality**

Victims and bystanders/witnesses have the right to report these matters voluntarily and confidentially either in person or by calling the main office. 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 either in person, via phone, or via email. Names of the reporters will not be recorded, unless the reporter has partaken of any criminal activities, but the criminal offense will be included in the statistics.

If a victim/bystander discloses an incident to the school 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 Coordinator will make the determination regarding requests for confidentiality with collaboration by the school administrators. If the Coordinator determines that the maintaining a victim/bystander's confidentiality would place others at risk, the school will inform the victim/bystander 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.

The institution will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures;

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 business office at the main campus. It is the policy of Erie Institute of Technology that all criminal acts be reported to local authorities as required by law.

### **Annual Disclosures**

The Erie Institute of Technology Annual Security Report (ASR) is prepared and 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](http://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 schools' office. 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. The school's Safety Committee reviews the Annual Security Report annually and compiles statistics each August.

### **Access to Campus Property**

Access to school facilities is limited to authorized personnel, students, and invited visitors. Visitors are expected to register at the reception desk upon arrival, and are at all times subject to the school's policies and code of conduct. Students and employees are responsible for the conduct of their guests.

The campus hours are:

Monday-Friday	7:30AM – 6:00PM
Saturday	8:00AM – 2:00PM
Sunday	Closed

The school does not have campus residences.

### **Law Enforcement and Local and State Police**

The school does not use campus law enforcement or security personnel. The school does not employ counselors. 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.

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. Ensure that entrance to the building in the evening is restricted to the south entrance.
  - d. Accurately and promptly file an Incident Report with the main campus
  - e. Investigate and report property damage or theft
  - f. Obtain a copy of the police report
  - g. 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.

### **Off Campus Student Activities**

Should a student or employee be a victim of injury or crime during an off campus, 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. The school does not have any non-campus locations of student organizations officially recognized by the institution.

### **Emergency Response Policy**

When an emergency situation occurs, the following people will serve as the Emergency Coordinator and are responsible for carrying out the actions as described.

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

### **Determination and Notification of Immediate Threats**

The Coordinator will be responsible for contacting local authorities or experts in order to report an 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.

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 and/or Portal in a timely manner. Notifications will withhold the names and other identifying information of the victims as confidential in an effort to aid in the prevention of similar occurrences. When a threat occurs outside of regular business hours and classes must be delayed/cancelled, a notification will be placed using the school's Portal and notice will be posted on the schools website and social media page.

If there is an immediate threat, the school will follow its emergency notification procedures. The school may or may not be able to issue a timely warning based on the circumstances; however, the school will provide adequate follow-up information to the campus community as needed.

The institution will, without delay, and taking into account the safety of the students, employees, and guests, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, 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. Upon leaving the classroom, the instructor should take the student attendance 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. 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.

The school will document the effectiveness of the annual evacuation procedures test, including a description of the exercises, parties involved, the date and time, and whether it was announced or unannounced. The documentation will be used to evaluate and improve future emergency response procedures.

### **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 may or may not 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.

Emergency Response Procedures are included in the school's Annual Security Report, which is distributed to all new students at orientation, new employees upon initial hire, and to all current student and employees each October 1.

### **Drug and Alcohol Statement of Policy**

Local, federal and Pennsylvania laws regarding the possession, use, and sale of alcoholic beverages are strictly prohibited. Alcoholic beverages are prohibited on campus or during campus-sponsored activities. Students caught drinking on campus under the age of 21 will be referred to the local police for disciplinary actions. Any student, regardless of age, who is caught under the influence or in possession of alcoholic beverages on campus or during campus sponsored activities will be subject to disciplinary actions up to and including probation and termination.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. 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. The Student Services department is available to provide more information about drug and alcohol policies.

### **Drug/Alcohol-Abuse Education Program**

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.erieit.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 following individuals have been designated as the Title IX Coordinators:

Paul Fitzgerald, [paulf@erieit.edu](mailto:paulf@erieit.edu), 814-868-9900

Kate Hushon, [kateh@erieit.edu](mailto: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 for Purposes of this Report**

**Dating violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic violence.** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this report, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; substantial emotional distress means significant mental suffering or

anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual assault.** An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI, including rape fondling, incest, or statutory rape.

**Consent.** 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.

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. In addition, you may contact the school's Title IX coordinator for assistance at 814-868-9900.

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.

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.

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.

### **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.

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.

### **Academic Accommodations and Interim Measures**

Upon reporting of a sexual violence incident to the school, the Coordinator will take immediate steps and interim measures to provide for the safety and well-being of the victim and other necessary parties, such as changing academic/work schedules, granting a leave of absence, or provide academic support/tutoring. The school will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;

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.

### **Institutional Disciplinary Proceedings**

Institutional disciplinary procedures in cases of alleged dating violence, domestic violence, sexual assault, or stalking will be in accordance with Erie Institute of Technology published Student Conduct Policy, which can be found in the School Catalog. Such procedures will provide a fair, prompt, and impartial investigation and resolution and be conducted by individuals who receive annual training on related issues.

If the school determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the school will need to issue a timely warning while protecting the identity of the victim.

Proceedings includes all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Proceedings are to be completed within reasonably prompt timeframes, typically within 7 calendar days of being reported. Extension of timeframes for good cause can be made with written notice to the accuser and the accused of the delay and the reason for the delay. Proceedings will be conducted in a manner that is consistent with the institution's policies and transparent to the accuser and accused, include timely notice of meetings at which the accuser or accused, or both, may be present; and provide timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused and who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The accuser and the accused have the opportunity to have others present during any institutional disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor for purposes of providing the accuser or accused with support, guidance, or advice. The school reserves the right to restrict the extent to which the advisor may participate in the proceedings.

The school will provide simultaneous notification, in writing, to both the accuser and the accused of the results of any institutional disciplinary proceedings that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, that include sanctions imposed by the school, including the rationale for the results.

The school may impose sanctions following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking up to and including probation, expulsion, or termination. The results of an institutional decision made final immediately up disseminating the results and not subject to appeal.

#### **Prohibition on Retaliation**

An institution, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.

#### **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.

#### **Notification of Additional Resources**

EIT does not employ professional, licensed counselors, but managers of the school are able to assist a victim of sexual misconduct by obtaining support services from local groups or agencies. The school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

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

## **Drug-Free School and Workplace Statement**

Reviewed 06/2018

Drug-Free Schools and Communities Act Amendments of 1989, Part 86, 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” both on the institution’s premise and as part of its activities. Erie Institute of Technology is committed to providing a safe, drug-free educational and work environment for all students and employees. This statement was developed to inform the Institute, students, and employees of the seriousness of the use and abuse of illicit drugs and alcohol and to set forth the standards of conduct regarding such activity.

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.

### **1. Standards of Conduct and Disciplinary Sanctions**

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.

### **2. Legal Sanction**

A student or employee who violates the alcohol and other drug policy is subject to both the institute’s policies and to criminal sanctions provided by federal, state, and local law.

**FEDERAL PENALTIES FOR TRAFFICKING AND POSSESSION OF A CONTROLLED SUBSTANCE**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Ana-logue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or mixture		50 grams or more pure or mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		500 grams or more mixture 100 gm or more pure or 1 kg or more mixture	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

**FEDERAL TRAFFICKING PENALTIES—MARIJUANA**

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.

Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regard-less of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

## 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.

### PENNSYLVANIA PENALTIES FOR POSESSION AND TRAFFICKING

OFFENSE	PENALTY	INCARCERATION	MAX FINE
<b>POSSESSION</b>			
30g or less	Misdemeanor	30 days	\$ 500
More than 30g	Misdemeanor	1 year	\$ 5,000
First possession conviction is eligible for conditional release. Subsequent conviction can lead to a doubled penalty			
<b>SALE OR DISTRIBUTION</b>			
30g or less for no remuneration	Misdemeanor	30 days	\$ 500
More than 30g	Felony	2.5-5 years	\$ 15,000
Within 1000 ft of a school or within 250 ft of playground punishable by 2-4 years in prison. To a minor or after a previous drug conviction, brings doubled penalties. Courts are authorized to increase the maximum fine to exhaust all proceeds from drug sales			
<b>CULTIVATION</b>			
Any number of plants	Felony	2.5-5 years	\$ 15,000
Hash & Concentrates			
Possession of 8g or less	Misdemeanor	30 days	\$ 500
Possession of more than 8g	Misdemeanor	1 year	\$ 5,000
<b>MANUFACTURE</b>		<b>FELONY</b>	<b>\$ 15,000</b>
Penalties are listed for hashish. Concentrates are not further defined. Penalties for selling or trafficking hashish are the same as the trafficking penalties for marijuana. Please see the marijuana penalties section for further details			
<b>PARAPHERNALIA</b>			
Possession or sale of paraphernalia	Misdemeanor	6-12 mo	\$ 2,500
To a minor at least 3 years younger	Misdemeanor	2 year	\$ 5,000
<b>MISCELLANEOUS</b>			
Suspension of driving privileges upon receiving a conviction of any offense involving the possession, sale, and delivery of any controlled substance			
Sentencing for marijuana crimes in PA vary by the weight of the plant matter seized. In PA all first time drug convictions have the possibility for probation for a first offense. A second or subsequent drug related conviction makes the offender eligible for double penalties.			
<b>MEDICAL MARIJUANA</b>			
PA has medical marijuana laws enacted which provides access to medical marijuana for patients with a serious medical condition. Doctors may prescribe a 30 day supply of cannabis infused pills, oils, topical ointments, tinctures, or liquids for one of 17 diagnosed conditions. Patients are permitted to vaporize herbal cannabis but are still prohibited under law from smoking. Home cultivation is prohibited.			
<b>ERIE PA</b>			

In January 2018, Erie Pennsylvania decriminalized simple possession of marijuana. However, law enforcement can still enforce state law and impose criminal penalties and possible jail time. Because marijuana laws in Pennsylvania are relatively new, it is strongly advised that individuals do their own research to ensure laws and sanctions have not changed since the time of this publication.

### **3. 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, cherry meth, 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.

### **4. Drug and Alcohol Prevention Programs**

Students or employees who use controlled substances or who abuse alcohol are encouraged to seek the assistance of the human resources department at Great Lakes Institute of Technology at 814-864-6666. 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

Al-Anon Family Groups 1611 Peach St., Erie, PA 16501 814.454.4730	Alcoholics Anonymous 1611 Peach St., Erie, PA 16501 814.452.2675	Cove Forge Behavioral Health System 1921 W 8th St, Erie, PA 16505 814.452.2991
Corry Memorial Hospital 965 Shamrock Lane, Corry, PA 16407 814.664.4641	Drug Rehab Centers Erie 1001 State St #1400, Erie, PA 16501 (814) 651-9437	Erie County Office of Drug and Alcohol Abuse 140 West 6th St Erie, PA 16501 (814) 451-6000
Erie Drug & Alcohol Rehab Center 3822 Schaper Ave, Erie, PA 16508 (814) 420-2071	Erie Outpatient Drug & Alcohol Rehab - White Deer Run 1921 W 8th St, Erie, PA 16505 (814) 452-2991	Esper Treatment Center 25 West 18th St., Erie, PA 16501 814.459.0817
Gateway Rehabilitation Center 1928 Wager Rd, Erie, PA 16509 (814) 825-0373	Gaudenzia of Erie 414 W 5 <sup>th</sup> St, Erie, PA 16507 814.459.4775	Gaudenzia Erie; Satellite Office 45 East Washington St, Corry, PA 16407 814.459.4775
Gaudenzia Erie; Girard Office 259 East Main St, Girard, PA 16417 814.459.4775	Glenbeigh Center of Erie 4906 Richmond St, Erie, PA 16509 814.864.4226	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) 2928 Peach Street, Erie, PA 16508 (814) 453-6229	Pennsylvania Substance Abuse Health Information Center 652 West 17th St., , Columbus Square, Erie, PA 16503 814.459.0245
Pyramid Healthcare Erie Outpatient Treatment Center 2409 State St, Erie, PA 16503 (814) 456-2203	Saint Vincent Serenity Recovery Center 1910 Sassafras Street Erie, PA 16503 814.452.5555	Salvation Army Adult Rehabilitation Center 1209 Sassafras St., Erie, PA 16501 814.456.4239
Solutions Drug and Alcohol 150 E 8 <sup>th</sup> St, Suite 4, Erie, PA 16501 814.838.2282	Stairways Behavioral Health Outpatient Drug and Alcohol 2911 State St, Erie, PA 16508 814.864.4226	

### 5. Distribution of Policy

A copy of this policy is distributed annually to all employees and current students via the school's email system. The policy is distributed and reviewed with incoming students each orientation session. New employees are given a copy of this policy upon hire.

### 6. Biennial Review

Every two years, the institute reviews this program in order to determine the effectiveness of, and to implement any needed changes to the prevention program, as well as to ensure that the institute is consistently enforcing the disciplinary sanctions for violating the standards of conduct. Reviews are conducted on or around June 1 of even numbered years.

## Vaccination and Infection Control Policy

Erie Institute of Technology cares about the health and well-being of all students and employees. The school encourages all students to schedule an appointment with a physician prior to beginning classes. The school recommends that all students have a physical examination and ensure they are current on all immunizations as recommended by their physician.

The Center for Disease Control (CDC) highly recommends that traditional aged college students (age 17-24) receive both the Hepatitis B and Meningococcal immunizations. For more information on diseases and the vaccines associated with them, please visit the CDC website.

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 patients 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 patients 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.