



ERIE INSTITUTE OF TECHNOLOGY

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1-866-868-3743**

Student Handbook

Dear Student

It is my pleasure to welcome you to Erie Institute of Technology. I am sure that your experience here will be exciting, challenging, and rewarding as you take the first steps towards your new career. I hope the time you spend with us will be one of both academic and personal growth.

The faculty and staff of Erie Institute of Technology are committed to helping you reach those goals. Our programs, emphasizing hands-on experience, provide the practical knowledge and skills you need in a short period of time, enabling you to enter the career of your choice as quickly as possible.

Again, welcome to Erie Institute of Technology and best wishes for your future success.

Sincerely,

Kate Hushon

Kate Hushon
Director of Education
Erie Institute of Technology

Academic Assistance / Tutoring

Erie Institute of Technology faculty and staff are committed to helping you succeed. Tutoring and additional assistance is available to any currently enrolled student. Students wishing to use this service must contact either their Program Director or the Director of Education to make arrangements. It is the policy of the education department to provide every opportunity available to assist students who request academic assistance. We handle each case individually, working with the student's needs, schedule, and specific challenges.

General Assistance

Erie Institute of Technology is committed to the success of each and every student, regardless of the situation which may present itself. The office of the *Student Services Coordinator* is here to assist all students faced with various "issues" during their enrollment. Specifically, if a student has an "issue" pertaining to, but not limited to, transportation / daycare / financial hardship / part time employment / personal / academic / attendance / etc. they are encouraged to contact the *Student Services Coordinator* and together we will work towards a solution.

Attendance

Erie Institute of Technology has a high expectation that students will attend all class sessions. The classroom experience is a vital component of the learning experience, and interaction with instructors and other students is a necessary component of the learning process.

Students are expected to attend all classes regularly and promptly. Students who are absent or tardy from class bear the responsibility of notifying their instructor and keeping up with assignments according to the instructor provisions on the course syllabus. Students missing class will be docked accordingly. Student's attendance will be reflected as a grade, not to exceed 10% in each course.

Student Code of Conduct

In order to provide the student with the best education possible, the following Code of Conduct has been implemented. This code was designed to protect the rights, integrity, safety, property, and health of all members of the school as well as to promote the orderly operation of the facility. This code is based on the principle that each student assumes his or her individual responsibility to abide by it. In addition to maintaining good academic standing and integrity, the school expects students to be law-abiding citizens, to respect the rights of others, and to refrain from behavior that could impair the school's purpose or its reputation in the community. Students who fail to follow this code of conduct will be disciplined up to and including termination.

Specifically, students are expected to refrain from:

- Disruptive behavior that interferes with the education process or could cause harm to another individual or school property.
- Verbal or physical abuse or threats.
- Conduct that constitutes sexual harassment, abuse, or assault.
- Refusing to comply with school policies.
- Falsifying records.
- Academic dishonesty, including but not limited to cheating, fabrication, plagiarizing, or helping to attempt an academically dishonest act.
- Theft or vandalism of school property.
- Unauthorized use or possession of any chemical, weapons, or explosives on school property.
- Unauthorized possession, distribution, use, or consumption of alcohol or controlled substances, including but not limited to illegal drugs.
- Unauthorized or improper use of school property, facilities, or equipment, including electronic resources, Internet access, or laboratory equipment.
- Copyright infringement including unauthorized peer-to-peer file sharing.

Other behavior may be equally inconsistent with the standard of conduct expected of a student enrolled at Erie Institute of Technology. The school reserves the right to terminate any student whose conduct is deemed unsatisfactory.

Dress Code

Erie Institute of Technology requires all students to dress appropriately and maintain a professional image at all times. Accordingly, all students are expected to present a clean and professional appearance, whether inside or outside of the school (field trips, etc.), and must also exert a certain amount of judgment in their choice of clothing worn to school. Please note that clothing deemed offensive (offensive language, etc.) will not be tolerated.

Finally, students with program specific dress code requirements will be informed of all requirements by their instructor, when needed.

School Closing Policy

The following policy is intended to establish an efficient method of determining school closings due to inclement weather or other unforeseen emergency. Common sense must prevail in determining whether to attend classes during inclement weather.

Students are urged not to take unnecessary risks in attending classes when local road conditions are hazardous. In order to ensure a uniform method of informing students of a school closure due to inclement weather, EIT will use the same school closures as the Millcreek School District. If the district announces a school closing due to inclement weather, all classes at EIT will be closed for the day.

Occasionally, Millcreek School District may announce a “delayed opening” or “early closing.” EIT does not participate in the district’s delayed openings or early closings, and classes will be conducted as scheduled.

All classes cancelled due to inclement weather must be made up in the current semester.

Student Lounge

Students may use all of the facilities in the student lounge. The facility is equipped with vending machines, microwaves and a refrigerator. The lounge is shared by all students, so please be courteous to others. Please note that the refrigerator is emptied and cleaned weekly and all contents are discarded.

Public Transportation

Erie Institute of Technology does not offer transportation services to students. However, the school is conveniently located on the EMTA bus line and many students take full advantage of this choice of transportation. Please find listed below further information regarding public transportation for EIT students.

Erie Metropolitan Transit Authority (EMTA) / Schedule Information / 814- 452-3515
Erie Yellow Cab Company / 814- 455-4441

Student Housing

Erie Institute of Technology does not offer student housing. However, the admissions department maintains a current list of available housing and said list is available upon request.

Identification Badge

Photo ID badges are issued to all students who attend EIT. Anyone who does not receive an ID card or who loses one, please contact the front office for a replacement. ID cards must be worn and visible at all times. ID cards may also be used at local community functions, libraries, and businesses and may enable the student to receive discounts.

Parking and Parking Permits

Parking is available for all students who commute to school. There is no fee for parking. Parking permits will be issued to all students at orientation and must be displayed on your vehicle at all times. EIT is not responsible for damages incurred to any vehicle while parked in the school parking lot.

Lockers

All students will be issued a locker at orientation. Students are responsible for providing their own lock.

Graduation

Graduation ceremonies are held quarterly for students graduating from Erie Institute of Technology. The ceremony includes graduates from our sister schools, Great Lakes Institute of Technology and TONI&GUY Hairdressing Academy. The ceremony is held at

the Erie First Assembly of God, on Oliver Road in Erie PA. Invitations are mailed approximately one month prior the ceremony. Graduates are permitted up to 6 guests. Graduation ceremonies are typically scheduled in January, April, July, and October.

Academic Awards and Certifications

Perfect Attendance Award / Month

All students who have perfect attendance for a calendar month will be recognized and issued a *Perfect Attendance Certificate / Month*. In order to qualify for the perfect attendance award, a student must attend all hours of each scheduled class for the entire month.

Perfect Attendance Award / Semester

All students who have perfect attendance for the semester will be recognized and issued a *Perfect Attendance Certificate / Semester*. In order to qualify for the perfect attendance award, a student must attend all hours of each scheduled class for the entire semester.

Outstanding Attendance Award / Graduation

All students who have missed less than 1% of scheduled class time during their enrollment will be recognized and issued an *Outstanding Attendance Award / Graduation*.

Academic Distinction / Semester

All students who have obtained a GPA of 3.00 – 3.49 for the semester will be recognized and issued an *Honors Award / Semester*. All students who have obtained a GPA of 3.50 – 4.00 for the semester will be recognized and issued a *High Honors Award / Semester*.

Academic Distinction / Graduation

All students who have obtained a GPA of 3.50 – 4.00 cumulatively during their enrollment will be recognized and issued an *Academic Distinction Award / Graduation*.

Student of the Month

Each month, EIT recognizes an outstanding student who has exhibited qualities of excellence while enrolled. The student selected will have positively influenced the school through their commitment, service role, model behavior, academics, attendance history, leadership and/or involvement. Nominations are collected each month and the Student of the Month committee determines which of the nominee's best exemplifies the ideal EIT student. Student of the Month is chosen from programs on a rotating basis. The Student of the Month receives gift cards from Walmart and a local fast-food restaurant, as well as a Student of the Month pin and front-row parking privileges for the month.

Outstanding Student Award

At the graduation ceremonies, a graduate is chosen from EIT to receive the *Outstanding Student Award*. This award is similar to the Student of the Month qualifications, but is expanded to represent the student's entire period of enrollment. The student is honored at the graduation ceremony.

Academic Adjustments for Students with Disabilities

1. Policy

In keeping with the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, Erie Institute of Technology ("EIT") is committed to providing equal access to educational opportunities for qualified students with disabilities. EIT shall provide reasonable academic adjustments as defined in Section 3.3 of this Policy, to qualified students with disabilities as necessary to ensure equality of access to the courses, programs, services, and facilities of EIT. However, students with disabilities are still required to adhere to all EIT policies, including policies concerning conduct and performance.

The student is responsible for demonstrating the need for an academic adjustment by providing the Accessibility Resource Officer with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). EIT is responsible for all costs of academic adjustments. The following sections provide procedures for students, faculty, and staff on academic adjustment requirements.

Academic Adjustments for Students with Disabilities - Continued

2. Procedures for Requesting and Determining Academic Adjustments

The first step in the process for a student who seeks academic adjustment because of a disability is to register with the Accessibility Resource Officer and submit documentation of the disability and submit documentation of the disability from a licensed or certified professional in order to become eligible for services. Documentation evidencing the prior receipt of services during the student's primary or secondary school education, standing alone, is not sufficient to demonstrate a student's current disability. Once a student establishes that he or she has a disability, EIT will work with the student to determine what academic adjustments are appropriate and reasonable in accordance with Section 3.3 of this Policy.

The name and contact information for EIT's Accessibility Resource Officer are listed at the end of this Policy.

2.1. Student Responsibilities

It is the student's responsibility to demonstrate the need for an academic adjustment by providing the Accessibility Resource Officer with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). The Accessibility Resource Officer can provide information on the kind of documentation that is required. If the initial documentation is incomplete or inadequate, the Accessibility Resource Officer will consult with the student regarding additional documentation the student may provide at the student's expense.

The Accessibility Resource Officer will determine a student's eligibility and, in consultation with the student, will determine effective and appropriate academic adjustments in accordance with Section 3.3 of this Policy. The Accessibility Resource officer may consult with other EIT departments or personnel, as necessary, in order to make a determination of eligibility and what academic adjustments are appropriate and reasonable. The Accessibility Resource Officer will send a letter, per the student's request, to faculty, with a copy to cognizant department chairs, informing the faculty members of what adjustment(s) the

Academic Adjustments for Students with Disabilities - Continued

student is to receive. EIT is responsible for costs relating to academic adjustments that are part of instructional courses.

Once the student has established his or her eligibility for academic adjustments, The Accessibility Resource Officer will provide appropriate adjustments as expeditiously as possible. Generally, adjustments will be in place within fifteen (15) working days; however, some adjustments can require a longer period of time to arrange. Therefore, students are encouraged to pre-register with the Accessibility Resource Officer before classes begin so that adjustments can be in place when needed at the start of the academic term. If pre-registration is not possible, students should register at the start of the term or as soon as the need for an adjustment becomes known, and the Accessibility Resource Officer will make every effort to accommodate the student's needs as soon as possible. Requests received right at or after the start of a term may result in the student being without the adjustment for part of the term. Students should be aware that an academic adjustment does not apply retroactively, so that grades earned on exams, assignments, or other classroom activities before the adjustment takes effect normally will not be changed.

2.2. Faculty Responsibilities

Faculty members must provide students with the academic adjustments identified in the letter from the Accessibility Resource Officer. If the faculty member has questions or concerns, or needs help with making the modifications called for, he or she should contact the Accessibility Resource Officer. If a student discloses a disability to a faculty member and requests an academic adjustment but the student does not have a letter from the Accessibility Resource Officer, the faculty member should direct the student to the Accessibility Resource Officer. It is not the faculty member's responsibility to decide whether the student has a disability and what adjustments are appropriate. Faculty can help EIT meet its obligations to provide students with academic adjustments in a timely manner by stating on their class syllabus that students should inform them of any special needs as soon as possible. Students who do so should be referred to the Accessibility Resource Officer.

Academic Adjustments for Students with Disabilities - Continued

2.3. Appeal

In most instances the academic adjustment determination made by the Accessibility Resource Officer will be acceptable to the student and faculty. However, if that is not the case, the determination is subject to appeal. In addition, the student can appeal a determination by an academic unit that an adjustment would result in a fundamental alteration of a course or program. The Executive Director, or designee, will convene an ad hoc committee to consider the appeal. Members of the ad hoc committee will include representatives from relevant EIT departments as determined on a case-by-case basis. The ad hoc committee will make a recommendation to the Director, or designee, whose decision on the appeal is final for EIT. Every effort should be made to arrive at a determination of the appeal as expeditiously as possible.

3. Criteria for Determining Academic Adjustments

EIT shall make academic adjustments for the known physical or mental limitations of a qualified student with a disability, unless EIT can show that providing an adjustment would result in:

- a fundamental alteration of the service, course, program, or activity;
- an undue financial, administrative, or academic burden, and/or;
- a direct threat to the health or safety of the student or others.

3.1. Individual with a Disability

An individual with a disability is a person who has, or has had a record of, or is regarded as having a physical or mental impairment that substantially limits a major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working.

3.2. Qualified Student with a Disability

A qualified student with a disability is a student with a disability who meets the academic and technical standards required for admission and participation in the programs and activities of EIT.

Academic Adjustments for Students with Disabilities - Continued

3.3. Academic Adjustment

An academic adjustment is a modification or adjustment to instructional methods and/or to a course, program, service, or facility of EIT that enables a qualified student with a disability to have equal access and opportunity to attain the same level of performance and to enjoy equal benefits and privileges as are available to similarly-situated students without a disability. Determining reasonable academic adjustments must be done on a case-by case basis and in consultation with the student. EIT is not required to provide the specific adjustment requested, but the adjustment must be effective to enable a qualified student with a disability to enjoy equal opportunity and access. All offers of adjustments are subject to applicable EIT policies.

3.3.1. Course or Program Modifications

EIT shall provide such modifications to courses, programs, or educational requirements as are necessary and appropriate to enable a qualified student with a disability to enjoy equal opportunity and access. However, EIT is not required to fundamentally alter the essential nature of a course or academic program. Reasonable academic adjustments may include, but are not limited to, extended time on an examination or paper, and oral instead of written examinations, where appropriate.

3.3.2. Auxiliary Aids and Services

Reasonable academic adjustments in the form of auxiliary aids and services may include, but are not limited to: note-takers, readers, Braille or large print materials, and sign language interpreters. However, EIT is not required to provide devices or services of a personal nature such as personal attendants or personal devices utilized in activities of daily living.

4. Americans with Disabilities Act (ADA) Coordinator

The Americans with Disabilities Act (ADA) Coordinator for EIT is the Director of EIT's Office of Equal Opportunity. Students who believe that they have been discriminated against on the basis of a disability may contact the Office of Equal Opportunity to file a complaint.

Academic Adjustments for Students with Disabilities - Continued

5. Contact

Accessibility Resource Officer:

Paul Fitzgerald, Director
Erie Institute of Technology
940 Millcreek Mall, Erie PA 16565
Email: paulf@erieit.edu
Telephone: 814-868-9900

Americans with Disabilities Act (ADA) Coordinator:

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