



**COMMUNITY  
COLLEGE**

**2025 - 2026  
Student Handbook**

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### **Accuracy**

We strive to ensure this publication is made as accurate as possible. While it is our practice to be transparent with students and the community, EC3 reserves the right to change and/or modify policies, processes, and procedure without notice.

## WELCOME

Welcome! You've taken an important first step toward your future, and we are thrilled that you've chosen us here at EC3 to help you on your way. EC3 was founded on the philosophy that our students' needs come first; we built this college with our students in mind, and our mission is student success.

We know how big the decision to pursue a college education is, and we know that it can feel overwhelming, confusing, and even scary at times. We are here for you; we are committed to helping you; we believe in you. In choosing EC3, you've already taken the hardest step - the first one. You've started down a path that will change your life as you evolve into the person you were always meant to become.

There will be wins, and we will celebrate with you. There will be challenges, and we will help you rise to meet them. You will emerge a different version of yourself, and we will become a different institution because of you. We will become a part of your story, and you will forever be part of ours here at EC3. Our community. Your college. Always evolving.

We are so glad that you're here!

Best,

Chris Gray, Ph.D.  
Founding President, EC3



## ACADEMIC CALENDAR 2025-2026

The most recent Academic Calendar can be found [at ec3pa.org](http://ec3pa.org) under **Academics**

### IMPORTANT DATES 2025-2026

#### Fall 2025

	<u>16</u>	<u>EA</u>	<u>12</u>	<u>MD</u>	<u>4A</u>	<u>4B</u>	<u>4C</u>	<u>4D</u>
<b>Term Start</b>	<b>8/18</b>	<b>8/18</b>	<b>9/16</b>	<b>10/14</b>	<b>8/19</b>	<b>9/16</b>	<b>10/14</b>	<b>11/11</b>
Last Day to Add	8/24	8/21	9/18	10/16	8/21	9/18	10/16	11/13
Last Day to Drop w/ 100% Refund	8/24	8/21	9/18	10/16	8/21	9/18	10/16	11/13
Last Day to Withdraw w/ 50% Refund	9/8	8/29	9/30	10/24	8/24	9/21	10/19	11/16
<b>Census Date</b>	<b>10/16</b>							
Last Day to Withdraw w/0% Refund	10/28	9/25	11/6	11/20	9/5	10/3	10/31	11/28
End of Term	12/5	10/11	12/6	12/6	9/13	10/11	11/8	12/6
<b>Final Grades Due</b>	<b>12/12</b>	<b>10/18</b>	<b>12/13</b>	<b>12/13</b>	<b>9/20</b>	<b>10/18</b>	<b>11/15</b>	<b>12/13</b>

#### Spring 2026

	<u>16</u>	<u>EA</u>	<u>12</u>	<u>MD</u>	<u>4A</u>	<u>4B</u>	<u>4C</u>	<u>4D</u>
<b>Term Start</b>	<b>2/3</b>	<b>2/3</b>	<b>3/3</b>	<b>4/7</b>	<b>2/3</b>	<b>3/3</b>	<b>4/7</b>	<b>5/5</b>
Last Day to Add	2/9	2/5	3/5	4/9	2/5	3/5	4/9	5/7
Last Day to Drop w/ 100% Refund	2/9	2/5	3/5	4/9	2/5	3/5	4/9	5/7
Last Day to Withdraw w/ 50% Refund	2/24	2/13	3/19	4/17	2/8	3/8	4/12	5/10
<b>Census Date</b>	<b>3/8</b>							
Last Day to Withdraw w/0% Refund	4/27	3/12	5/5	5/14	2/20	3/20	4/24	5/22
End of Term	5/30	3/28	5/30	5/30	2/28	3/28	5/2	5/30
<b>Final Grades Due</b>	<b>6/6</b>	<b>4/4</b>	<b>6/6</b>	<b>6/6</b>	<b>3/7</b>	<b>4/3</b>	<b>5/9</b>	<b>6/6</b>

#### Winter 2025

	<u>8</u>	<u>4E</u>
<b>Term Start</b>	<b>12/9</b>	<b>1/2</b>
Last Day to Add	12/11	1/4
Last Day to Drop w/ 100% Refund	12/11	1/4
Last Day to Withdraw w/ 50% Refund	12/19	1/7
Last Day to Withdraw w/0% Refund	1/15	1/22
End of Term	1/31	1/31
<b>Final Grades Due</b>	<b>2/7</b>	<b>2/7</b>

#### Summer 2026

	<u>8</u>	<u>4A</u>	<u>4B</u>
<b>Term Start</b>	<b>6/9</b>	<b>6/9</b>	<b>7/7</b>
Last Day to Add	6/11	6/11	7/9
Last Day to Drop w/ 100% Refund	6/11	6/11	7/9
Last Day to Withdraw w/ 50% Refund	6/19	6/13	7/12
Last Day to Withdraw w/0% Refund	7/16	6/25	7/24
End of Term	8/1	7/3	8/1
<b>Final Grades Due</b>	<b>8/8</b>	<b>7/10</b>	<b>8/8</b>

#### **Legend**

EA= Early Fall/Spring  
MD=Mid Fall/Spring  
4E= Winter 4 Week

## EC3 MISSION AND VISION STATEMENTS

### Mission Statement

Erie County Community College's (EC3) is to empower individual learners and cultivate a skilled workforce to strengthen Erie County

### Vision

EC3's vision is to transform lives and strengthen communities by providing affordable access to innovative education and workforce training, to foster economic stability of Erie County.

### Values

#### **Welcoming & Collaborative Environment:**

To serve a dynamic region with diverse perspectives EC3 will provide a welcoming environment focused on collaboration and partnership, within the college and throughout the greater community.

#### **Innovative & Excellent Education:**

To develop students to be their most successful, EC3 will pioneer modern, creative curriculum upholding the highest standards in post-secondary education.

#### **Workforce & Economic Impact:**

To strengthen Erie County's workforce and economic development, EC3 aligns curriculum with evolving industry needs to equip graduates with the skills and confidence to achieve their career goals.

#### **Intentional & Sustainable Growth:**

To ensure financial vitality EC3 is dedicated to "growth through excellence", growing at a pace in alignment with planned outcomes while being adaptive to its environment.

### Strategic Priorities ([Full Strategic Plan](#))

- **Ensuring Access and Student Success**

Enhance student enrollment, support services, and completion initiatives to promote access and success for all learners.

- **Advancing Academic Excellence**

Utilize data-driven decision-making, faculty/staff development, and curriculum innovation to improve student learning and program effectiveness.

- **Strengthening Partnerships**

Build strategic collaborations with schools, employers, and organizations to align academic programs with workforce needs.

- **Scaling For Organizational Growth**

With stewardship of resources always in mind, continue to develop EC3 through operational excellence and obtaining MSCHE accreditation.

## GENERAL EDUCATION

### EC3 General Education Goals

EC3 graduates will...

- Break down arguments and recognize that different people see things differently.
- Be able to work with other people and be able to communicate clearly with them.
- Create unique solutions that work.
- Evaluate solutions and plan for the future.

### EC3 general education philosophy

EC3 recognizes the fast pace of societal and technological changes and is committed to developing graduates with an entrepreneurial mindset. Our graduates will be empathetic, nimble, and possess the creativity and innovation required to succeed in the future; they will apply design thinking tenets in their approach to problem solving and the learning process.

## IMPORTANT CONTACT INFORMATION

### [Dr. Keri Bowman](#)

Assistant Vice President  
for Student Affairs

### [Dr. Stuart Blacklaw](#)

Dean of Academics

### [Jennifer Kline](#)

Associate Dean

### [Kimber J. Forrester](#)

Academic Chair/Blackboard  
Administrator

### [Mari Howells](#)

Learning Support Specialist

### [Clarissa Stewart-Baker](#)

Coordinator of Student  
Success

### [Andrea Campbell](#)

Academic & Disabilities  
Counselor

### [Vacant](#)

Registrar

### [Julie Hofmann](#)

Assistant to the Deans

### [IT Help Desk](#)

### [Denise Goodman](#)

Student Finance/Bursar

## **STUDENT BILL OF RIGHTS**

At EC3 the value of the student experience is paramount and must be protected to ensure that each student has the best opportunity to be successful while studying at the institution. The following expectations are being established and agreed upon by all members of the college community.

1. All EC3 students have the right to learn in an environment that is free from harassment and discrimination in any form.
2. All EC3 students have the right to understand how grades are determined.
3. All EC3 students have the right to meet with faculty members during office hours or by appointment to discuss academic progress and specific course information.
4. All EC3 students have the right to receive financial literacy information to better understand the financial impact of attending college and strategies to support positive financial well-being.
5. All EC3 students have the right to address any classroom issue with their faculty member or appropriate administrator in a timely manner.
6. All EC3 students have the right to make a report to any college official or local law enforcement related to any form of harassment or discrimination.
7. All EC3 students have the right to have conduct claims taken seriously and considered by administrative staff.
8. All EC3 students have the right to decide whether to disclose a violation and participate in the conduct process free from pressure from the institution.
9. All EC3 students have the right to be treated with dignity and free from retaliation by the institution, the accused party, any witnesses, or anyone connected to said parties.
10. All EC3 students have the right to receive due process as part of the student conduct code.

## ACADEMIC AND STUDENT AFFAIRS

Welcome to EC3. We are excited and humbled that you have chosen to allow us to join you on your educational journey. Whether you are coming to us right out of high school, or you have been away from the classroom for any amount of time, you have found yourself in the right place at the right time at EC3.

Our mission at EC3 is to develop you into a dynamic learner, ready to take advantage of existing and new career opportunities within Erie County and to be able to earn a salary that will allow you to support yourself and your family.

As a community college, we have three major responsibilities that are always at the forefront of decision-making on campus. First, we understand the importance of connecting you to the currently available employment opportunities within our County. Through partnerships and communication with employers we can develop degrees and certificates that lead directly to the high-need jobs within our community. Secondly, we connect with our four-year educational partners in the region to develop smooth pathways and articulation agreements that allow you to easily transfer to their campus in the best possible situation for you to reach your 4-year goals in a timely manner. Finally, and as important as the first two, is a commitment to building the Erie County community through enhanced education opportunities. We are excited to be able to walk along with the established four-year institutions and many of the institutes that exist in the County to give you another viable option for meeting the community needs for education within Erie County.

Enjoy your EC3 Experience and let me know if I can assist you in any way along your journey.

Be well.

Guy Goodman  
Executive Vice President



# RECRUITING, ADMISSION, AND ENROLLMENT

## ADMISSION

### Admission to EC3

Admission to EC3 is open to the following individuals:

- High school graduates, General Equivalency/Commonwealth Diploma recipients, and transfer applicants from another college or university.
- Any non-high school graduate and non-General Equivalency recipient over the age of 18 who can demonstrate the ability to benefit from post-secondary education.
- Persons not meeting the above criteria may be considered for admission on an individual basis.

Admission to EC3 does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements are established in compliance with institutional expectations, accrediting-body standards, Commonwealth rules and regulations, or federal guidelines and statutes. Applicants for such programs must follow the prescribed steps for admission in each program.

### Application Information

Our applications are free! If you'd like to submit an application to EC3, click this link: [Application](#), fill out the form and someone from our recruiting team will be in touch with you soon with details on how to get registered for classes. All student information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). More information on FERPA can be found later in this handbook.

### Residency Determination

According to EC3 policy, residency for tuition purposes shall be determined based on documentation submitted, with qualitative rather than quantitative emphasis. The determination of residency in each case is one of the subjective intentions of the student to reside indefinitely in this Commonwealth and in the County. More information can be found in the [College Policy Manual](#).

Tuition Rates at EC3 are determined by where a student lives (residency or domicile). Domicile is defined as "the place where one intends to and does, in fact, permanently reside."

An applicant or student under the age of 18 will be presumed to have the domicile of parents or guardian. A minor may prove emancipation and independent domicile through convincing evidence.

- **Change of Residency**

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Any changes made to residency after the last day of the term's refund period will be reflected in the following semester.

- **United States Veterans, United States Military, and Their Dependents**

All eligible veterans of the US Armed Forces and their spouses and dependents will receive the in-county residency rate for tuition. For veterans to be eligible, they must have served in the United States Armed Forces, including reserve component or National Guard, and must have been discharged or released from service under conditions other than dishonorable.

All active US military personnel, including their spouses and dependents, who are assigned to an active-duty station in Pennsylvania and reside in Pennsylvania will receive the in-county residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the permanent duty station of the member to a location outside of Pennsylvania. All active US civilian personnel, including their spouses and dependents, who reside in Pennsylvania or who are employed or transferred to a US Department of Defense facility in Pennsylvania and reside in Pennsylvania will receive the in-county residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the assigned employment of the member to a location outside of Pennsylvania.

All active military personnel, including their spouses and dependents will receive the in-county residency rate for tuition for online courses regardless of current residence. Veterans and active military and civilian personnel must verify their affiliation with the US Armed Services. Spouses and dependents must verify the veteran, military or civilian member's status with the United States Armed Services and provide proof of dependent status.

### **Transfer Information**

EC3 welcomes students who have completed coursework at other institutions and who wish to continue their studies at EC3. If students are transferring from another college, the EC3 Registration Office will evaluate credit to be transferred based on the degree they intend to pursue at EC3.

EC3 will evaluate and accept credits earned at another college or university with an official relationship (accreditation or candidacy) with an institutional accrediting organization that is recognized by the Council for Higher Education Accreditation (CHEA). Credits earned at institutions that are not accredited may be accepted upon consideration of course equivalencies, including expected learning outcomes of the institution's curricula and standards. Credit may be awarded for courses from an institution, whether or not similar courses are offered at EC3. These courses must satisfy both general elective and graduation requirements.

EC3 accepts up to 50% of the credit requirements for a degree or certificate from another institution or through any other credit-awarding process.

Only courses with a grade value of 2.0 (C) or higher will be considered for transfer. Courses with a grade value of "pass" or "satisfactory" will be accepted as transfer credits when the transcript states

that a “pass” or “satisfactory” is equivalent to a C or above. Transfer courses will be awarded credit with no grade value (quality points) assigned.

Specific degree programs may establish additional guidelines for acceptance of transfer credits based on time limitations.

Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies. Find more information at <https://www.ecccpa.org/transfer-information/>.

Foreign educational credentials must be evaluated initially by a recognized evaluation and/or translation service.

Email College transcripts to [Registrar](#) for evaluation.

## ENROLLMENT

### Student Course Load

A full-time student is one taking 12 or more credit hours during one academic semester. Each 16-week fall or spring semester will consist of one 16-week session with additional shorter sessions of 8 weeks (early-session and mid-session). It is not recommended that students take more than two courses, 6-7 credit hours, in 8-week sessions. Students expecting to fulfill the requirements for an associate’s degree within two years should successfully complete 15 to 17 credit hours each semester or complete summer courses. Please contact [advising@ec3pa.org](mailto:advising@ec3pa.org) to schedule a meeting to discuss your schedule, course registration, and requirements.

### Assessment and Testing

Students’ academic preparedness for different courses is assessed using various methods to ensure that students are placed in the level of classes in which they will succeed. The College will include non-cognitive assessments as part of the placement process.

These assessments and measures could include but not be limited to:

- EdReady assessment results
- High School transcripts
- AP exam scores
- GED scores
- SAT scores
- ACT scores
- College transcripts
- CLEP examination scores
- TOEFL examination scores

Students are offered the option to take the EdReady Knowledge Assessment in a non-proctored,

self-paced environment. Students will be permitted multiple attempts at these low-stakes, adaptive assessments to modify their placement. <https://www.ecccpa.org/academic-placement/>.

The following students are exempt from placement testing:

- Students who have prior academic experience such as an earned degree (associate's or higher) from an accredited institution
- Students who are degree candidates at another institution (visiting students)
- Students who have transferred 12 or more credits to EC3 from another institution where they received a GPA of 2.0 or above
- Students who are readmitted to the College and have received a GPA of 2.0 or above upon the completion of 12 or more credits shall be exempt from placement testing

## **Withdrawal Processes**

- **Administrative Withdrawal (Drop for Non-Attendance)**

A student who does not follow the formal withdrawal procedures may be withdrawn by the College. This may occur if the student fails to show up for classes at the beginning of a term, or to return when scheduled from an approved leave of absence or simply stops attending in the middle of a term. A student can appeal the administrative withdrawal or drop for non-attendance. Students appealing this decision will follow the College's approved appeal procedure. Faculty will not initiate an administrative withdrawal in an arbitrary or capricious manner.

Efforts will be made to set reasonable accommodations for the student to be able to remain in the course of program if at all possible.

- **Emergency Withdrawal Process/Academic Leave of Absence**

This process is intended to provide options for students who may have experienced an unexpected extreme event which has interfered with their ability to successfully complete required coursework. A student may request an academic leave of absence at any time after the add/drop date has passed for that term. However, a leave cannot be applied retroactively to previous terms. An academic leave allows the student experiencing extraordinary circumstances to temporarily suspend their academic and any extra-curricular participation at the College without losing any standing they may have at the College.

Students are encouraged to work with an advisor, or other appropriate College personnel to understand their options and make an informed decision as to whether academic leave is in the student's best interest.

Students on approved leave will be treated as enrolled students for the purposes of financial aid repayment and the use of campus resources but will be enrolled in no credit while on leave. Students will not receive financial aid, will not be eligible for student employment, nor will they be able to participate in extracurricular activities.

For limited entry programs, students may not be able to start the program immediately after returning from leave due to the cohort nature of these programs. Students enrolled in programs which have state-mandated Leave of Absence procedures will be required to follow the state-mandated procedures for requesting an academic leave and for re-enrolling.

To qualify for an academic leave, a student must be in good standing.

Academic leave will be granted for up to 180 days within a 12-month period which starts on the day the leave is approved. Leaves may be extended beyond this timeframe if the circumstances of a student's situation warrant. However, due to Federal Financial Aid regulations, leaves of absence greater than 180 days may affect a student's financial aid and loan repayment.

A student should work with advisor or other appropriate College personnel to fully understand the consequences of a leave greater than 180 days. Authorization in writing will be obtained for approved academic leaves. If granted, the withdrawal will be recorded as such on the student's official transcript. Tuition refunds will be issued to students who officially withdraw during the refund period in accordance with College refund policy. If the student disagrees with the decision made regarding their request, they may appeal the decision to appropriate College personnel following the College procedures.

- **Medical Withdrawal**

A medical withdrawal is defined as a withdrawal from courses for medical reasons. While often this results in a withdrawal from all courses, the [Academic and Disabilities Counselor](#), in consultation with the student's physician, may determine a student's ability to maintain some courses while withdrawing from others (for example, a student may need to withdraw from courses on campus due to a medical condition but may be able to maintain online learning courses).

Medical withdrawals received before the end of the drop period will result in a drop of courses (no entry on the student's transcript).

Medical withdrawals received after the drop period until the last day of classes will result in course entries with a "W" grade(s). Adjustment of tuition and fees follow the stated dates in the academic calendar. All documentation, including physician's certification and student request forms, must be received no later than the last day of class. Appeals can be made to the Associate Vice President/Dean of Students.

- **Military Deployment or Training Leave**

During an academic semester, the following options are available to a military student or the student's spouse called to active duty. The student must file a written verification of the activation order as soon as it becomes available with the Registration Office and inform their faculty members.

The Administration will develop and maintain regulations and procedures to implement the requirements of this Policy and to ensure that the military leave, benefit continuation and return to work requirements.

### Grade Options

- The student can take the grade earned to date in class/es provided that more than 75% of class meetings have passed and both student and faculty agree to this option. A student selecting this option will not be refunded any tuition or fees and will have the grade processed in the normal manner at the end of the semester with appropriate credit and grade earned.
- A student can elect to have an incomplete I grade recorded at the end of the semester provided more than 50% of the class meetings have passed and both student and faculty agree to this option. The faculty member and the student must come to agreement on the work to be completed and the faculty member submits an “Incomplete Grade” form to the appropriate Dean. Faculty members must detail the work still to be completed and outline the criteria for the final grading.

A student must complete the work detailed on the “I” grade form in accordance with the college “I” grade policy or within 90 days from completion of active duty, whichever affords the student more time.

If no Change of Grade Authorization is received from the instructor within the agreed upon time, the “I” grade will automatically be converted to the grade earned or to an “F” grade. In the event the faculty member is not available at the time the student completes the work, the appropriate Dean will assume responsibility for reviewing the work and assigning the final grade.

- The student will provide copies of deployment orders and submit a request for withdrawal. Regardless of whether the request is made during or after the Drop/Add period, no charges will be assessed for the term.

If the student does not have deployment orders, the student must follow standard College withdrawal policy and procedures.

## TUITION INFORMATION

### Tuition and Fees

EC3 is among the most affordable institutions of higher education in the state and believes that finances should not be a barrier to advancing along one’s educational journey. The tuition and fees are outlined at <https://www.ecccpa.org/tuition-and-fees/>.

## Payment Methods

To make a payment on your student account, please access your Workday Account and click the “Make a Payment” button on your Homepage.

Please note:

- ACH payments from a checking account = **No Additional Charges**
- Credit card payments = 2.95% of the payment amount with a minimum of **\$3 extra charge**
- Our refund policy is on page 47 of the [College Policy Manual](#)
- To set up a payment plan, please contact the Bursar at 814-413-7008 or [billing@ec3pa.org](mailto:billing@ec3pa.org).

## Payment of Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition may vary based on residency. To fund the cost of student publications, student clubs and organizations, and other special services and activities for students, there shall be a general College fee for credit courses. Some credit courses offered by the College are subject to additional course fees. These may include courses with laboratories, clinical instruction or additional instructional hours. Other fees may be assessed to include but are not limited to fees for credit by examination, prior learning assessment, student identification cards, technology use, and transcript processing.

A schedule of due dates and methods of payment for tuition and fees shall be published annually in the college catalog.

## Refunds

It is the student’s responsibility to submit an official drop form or drop classes via the web, even in cases of non-attendance. Please see the important dates on page 6 for “drop date with refund” deadlines.

The first day of the term marks the beginning of the refund policy regardless of the first scheduled class day for any particular student. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent of tuition and applicable fees and will be financially responsible for the charges incurred.

A full refund of tuition and fees will be made if the College cancels a class.

Students may request an exception to the above refund policies in the case of extenuating circumstances.

## Financial Assistance

EC3 has applied to participate in the Federal Title IV student aid program. During the fall 2025 semester, EC3 continues to offer tuition-free classes. Students remain responsible to pay for all fees associated with enrolling with the College.

For the spring 2026 semester, EC3 will implement the Pioneer Scholarship to assist students in paying their tuition and fees. To be eligible to receive the Pioneer Scholarship, students need to:

- Enroll in a minimum of six (6) credit hours during the winter and/or spring terms and,
- Complete the 2025-2026 Free Application for Federal Student Aid (FAFSA) and upload the FAFSA Submission Summary into Workday

The EC3 Registration Office can provide more information about the Pioneer Scholarship.

## ACADEMIC INFORMATION

### DEFINITION OF COURSE LEVEL AND PREREQUISITES

#### 100-level course designation

- Courses, usually with no prerequisites, survey courses, courses defining basic concepts or presenting the terminology of a discipline.
- Examples are ENG 101, CIS 100, PSY 101
- **Assumptions and Expectations:**
  1. Students possess college-level writing ability sufficient to compose definitions, paragraphs, or essays where appropriate.
  2. Students possess reading skills sufficient to comprehend college-level material in textbook and supplemental material.

#### 200-level course designation

- Courses of intermediate college-level difficulty; courses with 100-level course(s) as prerequisite(s); or survey courses devoted to specific areas or fields within a discipline.
- Examples are HIST 201 (with no prerequisite) and SOC 211 (with SOC 101 prerequisite)
- **Assumptions and Expectations:**
  1. Students possess general skills such as recognition, reading, appropriate quantitative skills, and varying degrees of fluency in writing and articulateness in expression.
  2. Students are acquainted with the basic language, terminology, or methodology of the subject itself.
  3. Students are, in that subject, at a stage of understanding where they can progress towards significant conclusions, experiments, and/or explorations.
  4. Students can successfully complete assignments involving reading and comprehending a specified amount of material and/or preparing organized papers.

5. Students will accomplish a substantial amount of work, for example: study a number of books or work through a textbook, write several papers, or demonstrate an in-depth knowledge of the material covered.

### **Prerequisites**

A prerequisite is a course that teaches the skills, knowledge, and abilities that will be necessary for the successful completion of another specified course.

## **DEGREE INFORMATION**

At EC3 we currently offer 7 associate degrees in both the Liberal Arts and Applied fields as well as 11 Certificate Programs.

### **Associate Degrees:**

- Associate of Arts in General Studies
- Associate of Applied Business in Management and Entrepreneurial Thinking
- Associate of Applied Science in Behavioral Health Services
- Associate of Applied Science in Criminal Justice
- Associate of Applied Science in Industrial Technology
- Associate of Applied Science in Information Technology: Network Systems
- Associate of Applied Science in Information Technology: Software Development
- Associate of Applied Science in Surgical Technology

### **Certificate Programs:**

- Corrections
- CNC Operator/ Programmer
- Industrial Maintenance and Mechatronics
- Industrial Maintenance and Mechatronics – Electrical
- Industrial Maintenance and Mechatronics - Mechanical
- Information Technology: Mobile App Development
- Information Technology: Programming
- Infrastructure Management
- Patient Care Technician
- Technical Support Professional
- Welding

## **ARTICULATION AND TRANSFER AGREEMENTS**

The College will provide students with academic advising and other resources to help them prepare to transfer from the College to another college or university. Please see the “Advising” section below for more information on these agreements.

## ACADEMIC FREEDOM

EC3 fosters an environment for excellence in teaching, learning, and inquiry by sustaining freedom of expression, scholarly pursuit of knowledge, spirited and open debate, and intellectual exchange in a culture of mutual respect.

Academic freedom is essential to the shared goal of the pursuit of knowledge and is fundamental to the exploration of new ideas. Academic freedom encompasses both the individual's and College's right to maintain academic standards and ensure intellectual integrity, while ensuring faculty members' rights to freedom of discussion in the classroom, encourage intellectual integrity, and sustain pedagogical approaches consistent with the discipline taught.

Academic freedom does not involve expression that substantially impairs the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the college community. Academic Freedom also does not provide protection for faculty who demonstrate professional incompetence or dishonesty regarding their assigned discipline.

Members of the College community, as individuals and groups, have the right to exercise their full freedom of expression and association. The College is committed to creating an educational environment that is free from intolerance directed towards individuals or groups. Respect for the rights, privileges, and sensibilities of each other is essential in preserving the College community. The College recognizes that all students are bound by the EC3 Student Code of Conduct relative to freedom of expression and alleged instances of code violations are addressed according to the process outlined within the Student Code of Conduct.

For more information on academic freedom, see the [College Policy Manual](#).

## ATTENDANCE

To benefit from the learning environment, regular class attendance is necessary. Excessive absences result in poor classroom performance, low grades, and possible failure. The attendance process of individual instructors should be communicated on the first day of class and will appear in the course syllabus.

Instructors will complete the attendance verification process during the first week of the - class.. Students not attending during that time will be dropped from the class and tuition and fees will be forfeited. Instructors will also report attendance at the 60% date of the session for federal compliance.

Online Learning Students—Each student should engage with the course through Blackboard during the first week of class or potentially be dropped for non-attendance. The instructor will define and communicate his/her own attendance policy; read the course syllabus prior to the first day of the term for further instructions.

When absence is due to illness or other uncontrollable causes, students should notify the instructor as soon as possible. When the absence is prolonged, students should work with the

faculty who will also contact the Assistant Vice President for Student Affairs to discuss the best supports available for student success.

### Attendance Procedure for Religious Observance for Students

EC3 is committed to creating an inclusive campus community that values and respects all its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment, the college makes good faith efforts to accommodate students' religious practices or beliefs, unless such accommodation creates undue burden on other students or the college. The college will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams to observe a religious holiday or participate in some other form of religious observance. Students will be provided, whenever possible, with a reasonable opportunity to make up academic assignments missed due to such absences, unless doing so creates an undue burden on other students or the college. It will be the students' responsibility to provide written notice to the instructor if they need to miss class for religious reasons.

## GRADING

The following represents grading standards at the College:

A	Academic achievement of superior quality
B	Academic achievement of high quality
C	Academic achievement of satisfactory quality
D	Academic achievement of minimal quality required for course credit
F	Academic achievement below the minimum required for course credit
W	Official Withdrawal
P	Passing Developmental Course
Z	Failing Developmental Course
I	Incomplete

### Incomplete Grades

After 75% of the course session has been completed and prior to the last class meeting, students with satisfactory academic standing who are unable to complete their coursework due to valid, unforeseen circumstances can request an incomplete grade with the permission of the instructor. If the instructor agrees, they will seek formal approval from the Dean via email using the following process:

- The instructor and student will make a written plan that identifies missing assignments and extended final due dates.
- The instructor emails the "Request for Incomplete Grade" to the DEAN, "CC" the student. The email should include:
  - o Course section number and term (i.e. fall 2022 – 1st 8 weeks)
  - o Student name/Instructor Name
  - o The late work that has been extended (Identify the assignments)
  - o An agreed upon plan for submitting the late work
  - o Due date for that work
- The Dean will approve the plan via email – and "cc" the student.

- The instructor should assign the student’s “Incomplete” grade for the final grade in Workday by the regular Final Grades Due deadline.
- Once the work is submitted, follow the grade change process in Workday.

The final changed grade must be submitted in WORKDAY no later than 90 days after the end of the term.

## ACADEMIC HONORS

### President’s List

The President’s List, which recognizes excellent academic achievement, will be handled by the Assistant Vice President of Student Affairs office, and announced at the end of each semester. Students who have earned 6 credits with a Grade Point Average (GPA) of 4.0 and not more than one “W” grade during the semester will be placed on the President’s List. Courses below 100 are not included in the calculations of the President’s List GPA.

### Dean’s List

The Dean’s List, which recognizes academic achievement, will be handled by the Assistant Vice President of Student Affairs’ office, and announced at the end of each semester. Students who have taken 6 credits and earned a Grade Point Average (GPA) of 3.50 -3.99 with not more than one “W” grade during the semester will be placed on the Dean’s List. Courses below 100 are not included in the calculations of the Dean’s List GPA.

## ACADEMIC STANDARDS

A good grade point average speaks volumes about a student’s academic achievement. EC3 encourages students to maintain high academic standards as they progress toward certificate and degree completion. For more information on the academic standards policy involving academic probation and suspension, refer to the Academic Standards Policy under Policies on page 32.

## ACADEMIC INTEGRITY

### Creating a Culture of Trust

EC3 is committed to preparing our students to go into the workforce with the skills necessary to be successful. Our faculty do an excellent job in providing the training and holding students accountable for doing their best work. One method employed by faculty is academic accountability.

Academic integrity is highlighted by responsible and honest decision-making, submission of individual work, and acknowledging the use of the work of other contributors. Students play an integral part in the learning process and are expected to take responsibility for always maintaining academic integrity at EC3.

Faculty members also play a role in the academic integrity process. Helping students to understand academic expectations for submitting individual work, how to identify and avoid plagiarism and

other work citation errors and creating an environment of trust in and outside of the classroom is key to encouraging highly engaged and responsible students.

### **Academic Code of Conduct**

The Academic Code of Conduct at EC3 is established to maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students must honestly represent their personal effort to demonstrate respect for the educational process and support a culture of academic integrity.

It is important for students and faculty to fully understand the Academic Code of Conduct and to uphold its premises throughout the learning process.

Academic honesty includes, but is not limited to, the following:

- Presenting accurate information and respecting documentation in all work and assignments and learning experiences.
- Truthfully conveying the results, data and conclusions for any assignment.
- Avoiding plagiarism in presenting work of one's own while:
  - crediting all sources used to create one's work.
  - accurately representing all sources used with proper citation.
  - accurately reproducing direct quotes from another person's work without altering the meaning.
  - paraphrasing or rewording ideas and concepts found in other sources with integrity.
- Ethically completing one's own exams and assignments.
- Only submitting one's own work.
- Never using unauthorized resources during an exam or while completing assignments.
- Avoiding the aiding the cheating of others in any manner.

### **Academic Dishonesty Definitions**

- **Plagiarism:** Plagiarism (from the Latin for kidnapper) is the presentation of another's work as one's own. The term, "plagiarism" covers everything from inadvertently passing off as one's own, the work of another because of ignorance, time constraints, or careless notetaking, to deliberately hiring a ghost writer to produce an examination or paper. Plagiarism can also extend to buying, borrowing, or stealing data, images, or computer code and presenting it as one's own. There is no acceptable excuse for this behavior, including ignorance. This range of possibilities is spelled out in more detail in the following list of examples.
- **Cheating:** Cheating is the unfair or dishonest acquisition or use of information in order to gain an advantage. This includes but is not limited to unauthorized use of information from another person's paper, quiz, or exam, buying/borrowing, or selling/loaning quizzes, exams, or papers, unauthorized use of opened textbooks, notes, or other devices during a quiz or exam. It is the responsibility of each student to consult with faculty about the study aids and materials that are permissible.
- **False Citation:** Material should not be attributed to a source from which that material was not obtained. That is, one must not pass off primary sources as if they had been consulted when in fact, the material in the oral presentation or written work is based upon a

secondary source. All primary and secondary source material must be properly identified and cited.

- **Inadequate Citations:** As scholarly writers, we are expected to acknowledge the authors of ideas that we use that aren't our own by citing our sources. The information we need to cite can include phrases, sentences, data, computer code, charts, diagrams, figures, images, and longer verbatim quotations. Sources can include, but are not limited to, course readings, lectures, websites, interviews, and other students' work.

### Procedures for Alleged Violations of Academic Integrity

- **Informal Process**

The faculty member may choose to discuss the academic misconduct directly with the student. If the student accepts responsibility or it is found that academic misconduct did not occur, the matter can be resolved between the faculty member and student. If the student accepts responsibility, the faculty member is encouraged to submit the [Violation of Academic Dishonesty Reporting form](#) to the appropriate dean as information only.

- **Formal Process**

If the student denies the allegation of academic misconduct, the faculty must notify the student in writing that the allegation of academic misconduct is being filed with the appropriate academic dean. The faculty member must complete the [Violation of Academic Dishonesty Reporting form](#) and send it to the appropriate academic dean and the student via EC3 official email within **three (3) calendar days** of the completion of the informal process. **Once the formal process to investigate violations of academic misconduct begins, a student may not withdraw or change their course status for the class in question.** The appropriate dean will oversee the conduct proceedings.

Upon receipt of the allegations, the dean will have **five (5) calendar days** to conduct a preliminary review of the evidence. The dean may choose to include the Assistant Vice President for Student Affairs in the investigation as warranted. As part of the review, the dean will schedule a meeting with the respondent to clarify information that has been provided. At the end of the review, the dean may:

- dismiss the allegation(s).
- if the student admits to or is found to be responsible for the violation, impose a sanction as appropriate by the Academic Code of Conduct.
- impose alternative sanctions to those identified in the Academic Code of Conduct.

Once the dean has made the decision of whether the student is found responsible or not and imposed the appropriate sanction, a letter must be sent to the student's EC3 official email address outlining the violation, the decision, and the assigned sanction. This letter should also include steps for the student to follow if they choose to appeal the decision. The letter should also be copied to the Assistant Vice President for Student Affairs and the Executive Vice President.

- **Student Appeals**

All students found responsible for violating the Academic Code of Conduct have the right to appeal the decision in writing using the [Appeals form](#) and emailing the form to the Executive Vice President. This appeal must be received within **three (3) calendar days** of the notice of decision and include the specific reason(s) why the student is challenging the dean's decision and all supporting documentation. The Executive Vice President will review the appeal and provide a decision to the student in writing via EC3 official email within **five (5) calendar days** of the receipt of the appeal. All decisions made by the Executive Vice President will be final.

- **Acceptable Reasons for Appeal**

- The student believes that the investigation process was not followed as written.
- The student believes that the imposed sanction is not in line with the severity of the academic dishonesty violation.
- The student has new evidence that can be substantiated which was not known at the time of the investigation and may have affected the outcome had it been known by the investigator.

- **Sanctions for Academic Misconduct**

Imposed by faculty during Informal Process

- Warning (Verbal or Written): An instructor may determine that the violation was unintentional and will re-educate the student on the examples of academic dishonesty.
- Resubmission/Alternative Submission: An instructor may allow the student to resubmit the assignment or an alternative assignment to support the learning process. This may be for the full grade amount or for a lesser grade.
- Grade Penalty: An instructor may assign a zero or failing grade for the specific assignment, project, or exam.

Imposed by the Dean during the Formal Process

- Written Warning: A written communication of the violation, continued classroom attendance, and warning that future violations will potentially result in more severe sanctions.
- Probation: A written communication of the violation, continued classroom attendance permitted with specific restrictions
- Course Failure: A written communication of the violation, removal from the course with an assigned failing grade
- Recommendation of Academic Suspension: A written communication of the violation and recommendation for removal from all enrolled courses for a specific length of time sent to the Assistant Vice President.

## STUDENT SERVICES

EC3 aims to provide student services which meet the needs of our students and support them to successfully complete coursework. The college is committed to removing barriers to student success and facilitating student connections, to faculty, staff, and to other students. Many different services are offered which are outlined in the next sections.

### ADVISING

Academic and career advising is available to each student upon request. Faculty and staff are aware of course and program requirements for each program offered at the institution and curriculum information is also available on the website.

Advisors work closely with students to develop educational plans, review program requirements, and select appropriate courses. Advisors also assist students with understanding their program of study in terms of personal, academic, and career goals and expectations associated with those goals. Students are strongly encouraged to be an active part of the advising relationship by engaging with their advisor throughout their time at the College. Students work with advisors to plan for the transfer process by understanding policies and procedures, and referrals to college resources.

The ultimate responsibility for making decisions about personal goals and educational plans rests with each student. Advisors support and assist by helping to identify and assess options. Students who request greater emotional, psychological, or other support may be referred to appropriate support services in the community.

It is the student's responsibility, in consultation with appropriate College staff or program faculty, to make certain that any registration choices fulfill the degree requirements.

All student information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). More information on FERPA can be found below.

For questions or concerns please contact [advising@ec3pa.org](mailto:advising@ec3pa.org)

### **Transfer to Other Colleges or Universities**

The College provides students with academic advising and other resources regarding transferring from the College to another college or university.

The College develops and maintains articulation agreements with baccalaureate institutions to support student credit transferability. While advisors and faculty are available to provide valuable information about the transfer process, it is the responsibility of the student to make decisions and take the actions necessary to complete the process.

Assistance for students wishing to transfer to a 4-year college or university is provided by advising staff at [advising@ec3pa.org](mailto:advising@ec3pa.org); however, the student should also be in contact with the receiving institution . EC3 also invites our 4-year partners to come and advise students at different meetings throughout the semester for this purpose and will assist students in contacting their intended university's advising team.

Official transcripts of student records will only be forwarded to a person or organization for whom the College has received an official request in writing from the student or former student and for which any required fees have been paid. Transcripts can be ordered through Parchment. The link is here: <https://www.parchment.com/u/registration/52169133/account>. Unofficial student transcript information can be accessed by students directly at no cost.

### **CLASSROOM ACCOMMODATION STATEMENT**

EC3 is committed to providing a welcoming, supportive, and inclusive environment for students with disabilities. If you anticipate or experience physical or academic barriers based on disability, please contact the Academic and Disability Counselor at [accommodations@ec3pa.org](mailto:accommodations@ec3pa.org), to schedule a confidential appointment to review accommodation requests. The college requires documentation regarding the student diagnosis and recommended accommodations.

Types of documentation can be an IEP, Section 504, Psychological Evaluation, and/or Letter from a certified provider.

Reasonable accommodation(s) will be determined by the College.

### **FINANCIAL AID**

#### **Free Application for Federal Student Aid (FAFSA)**

EC3 has applied to participate in the Federal Title IV student aid program. During the fall 2025 semester, EC3 continues to offer tuition-free classes. Students remain responsible to pay for all fees associated with enrolling with the College.

For the spring 2026 semester, EC3 will implement the Pioneer Scholarship to assist students in paying their tuition and fees. To be eligible to receive the Pioneer Scholarship, students need to:

- Enroll in a minimum of six (6) credit hours during the winter and/or spring terms and,
- Complete the 2025-2026 Free Application for Federal Student Aid (FAFSA) and upload the FAFSA Submission Summary into Workday

The EC3 Registration Office can provide more information about the Pioneer Scholarship.

## **Emergency Assistance**

If you have a need for emergency funds, talk to a member of the Student Affairs team who will work to connect you with campus and community resources. Our Foundation Office has an emergency grant application that can help cover unexpected emergency costs to help you stay focused on your studies and help you continue to attend school. Contact [advancement@ec3pa.org](mailto:advancement@ec3pa.org) for more information.

## **REGISTRATION**

The Registration Office supports EC3 students, alumni, faculty, and staff by maintaining and processing records for the institution. The office is responsible for preserving the institution's records with integrity and ensuring all members of the community are supported. Our goal is to ensure all record maintenance, storage, and processes adhere to policies and are handled within the established standards.

Currently enrolled and previously enrolled students in good academic standing in degree or certificate programs should utilize online registration to enroll in courses. Students may also register in person with support from an academic advisor.

Students will be permitted to attend only those sections of courses for which they have officially registered and paid.

It is the student's responsibility, in consultation with appropriate College staff or program faculty, to make certain that any registration changes will fulfill the degree requirements and when applicable, will not adversely affect financial aid. Veteran students, students who are active military and military dependents are afforded priority registration in accordance with Pennsylvania state requirements.

Students can register for classes through the "add period". Because the College offers several sessions each semester, registration times vary.

## **Graduation**

The College will grant degrees and academic certificates to students who have earned at least 50% of the required credit hours for a degree or academic certificate in-residence at EC3.

To qualify for a degree or certificate a student must attain a minimum G.P.A. of 2.0 and satisfy all requirements of the selected program of study.

The Executive Vice President will certify the list of candidates who have met requirements for graduation.

Students may pursue as many certificates and/or degrees as their circumstances permit. Students must fulfill all prerequisites, program, and related course requirements to earn the associated credential(s).

To earn more than one associate degree at EC3, a student must utilize a minimum of 12 credit hours within one associate degree program that are different from another associate degree program.

A student may be awarded the associate degree and a certificate or awarded multiple certificates at the same time using the same credits so long as the prescribed program requirements for each program have been satisfied.

### Graduation Application

When a student reaches 80% completion, they will be contacted by email to discuss the graduation process. If it is determined that the student will be able to graduate that term, they must complete the application for graduation.

A student can only be certified as a graduate if all requirements are satisfied. If a student record has any in-progress registrations, the registrar will not be able to complete the program completion task until said registrations are complete.

If the student has any outstanding financial commitments, they must fulfill these before being allowed to proceed with graduation.

### Graduation Honors

Students who complete their work with outstanding academic records will be awarded Honors based on the following cumulative GPA.

- With Honor- 3.5 to 3.749
- With High Honor- 3.75 to 3.949
- With Highest Honor- 3.95 to 4.0

### **Commencement**

Formal commencement will take place annually, at the conclusion of the Spring Semester. Students who completed their requirements at the end of the Fall semester or Spring semester or are scheduled to complete their requirements in the upcoming summer semester will be invited to participate in the ceremony.

### **Transcripts**

Transcripts can be ordered through Parchment. Students with outstanding financial obligations may have their official transcripts withheld until all balances have been paid. Here is the link to request a transcript: <https://www.parchment.com/u/registration/52169133/account>.

## **BASIC NEEDS SUPPORT**

EC3 has established connections with area agencies and service providers to help students with accessing assistance with housing and food insecurity. Students can email [advising@ec3pa.org](mailto:advising@ec3pa.org) to be connected to local agencies who will help.

## **PUBLIC TRANSPORTATION**

EC3 students who are currently enrolled and have an active EC3 student identification can ride the EMTA buses for free when the College is in session. Information is available at: <https://ride-the-e.com/university-services/>.

## STUDENT COMPLAINTS

The College has developed a process by which students may submit a concern about the general policies or practices of the college, any issues of alleged discrimination, or any other unfair treatment. Additional information on the process and to file a complaint, complete the EC3 Complaint form found at [www.ecc3pa.org/complaints](http://www.ecc3pa.org/complaints).

Any form of retaliation against a student submitting a complaint in good faith is strictly prohibited and will be addressed by either by the Assistant Vice President of Student Affairs as part of the Student Code of Conduct or the Human Resources Director as part of the Employee Experience Guide.

The College will maintain a fair, equitable, and timely procedure for addressing student complaints and grievances which will ensure that the rights of the students, the College community, and the community-at-large are protected. The student has the right to due process, and all grievances and appeals must be conducted in a manner which ensures the accused student adequate notice and a fair opportunity to be heard.

For more information regarding the formal complaint process, see page 57.

## ACADEMIC SUPPORT

### THE LEARNING CENTER

The mission of the Learning Center at the EC3 is to provide in-person and online academic support for students and faculty. Our goal is to be an essential part of student success by providing research assistance, technology assistance, classroom support, and information literacy instruction.

EC3 has subscribed to e-book databases and general article databases in order to provide trusted sources of information targeted for community college students. The Learning Center also has a collection of reference materials and select physical textbooks in order to support the community college classes.

#### Learning Center Location

EC3 Erie West, Room 213

Mari Howells, Librarian and Learning Support Specialist

[mhowells@ec3pa.org](mailto:mhowells@ec3pa.org)

(814) 413-7020

#### Tutoring

Tutoring and other academic support are available to students as needed. When possible, students will be grouped together to address common academic concerns. Workshops addressing study habits and academic needs are offered on a regular basis, and the library provides classroom visits, lectures, individual consultations as a resource for research and writing. Visit [Tutoring Information](#) or contact the Library and Student Success Specialist at 814-413-7020 for more information.

## Technology Access

EC3 students have access to computer labs at Erie West facility. Assistance accessing appropriate technology for courses will be provided upon request. Workshops on various technological resources and software are provided, and individual IT assistance is also made available.

A limited supply of laptop computers are available for students use for both on-campus and off-campus use.

### On-campus usage:

- Laptops are available to be signed out and should remain on campus and returned to staff before the end of the business day for that location.
- The laptop should remain with the student during their entire time on campus.
- Staff will work with students when laptops are damaged while in their possession.

### Off-campus usage:

- Prior to receiving a loaner laptop, students will meet with a designated staff member to ensure they understand proper sign-in procedures. A signed  [Laptop loaner agreement UPDATED.docx](#) is required to receive a loaner laptop.
- Laptops are available to currently registered students for use during the entire semester and are returned at the end of each semester.
- Students may be responsible for damaged, lost or stolen laptops.

## Erie County Public Library Access

Students will be asked to apply for an Erie County Public Library (ECPL) card if they do not already have one. With the card, they can choose to borrow materials from ECPL's extensive physical collection, and they will have access to numerous electronic databases.

- Access all available print, digital, and audio-visual collections, and materials at public library locations across Erie County.
- Use internet-connected computers. These devices provide access to a range of databases, including POWER Library.
- Participate in interlibrary loan services to gain access to even more materials not available within the ECPL catalog.
- Have study time in study rooms or collaborate with classmates and peers.
- Access printing, scanning, 3-D printing, and fax services (some additional charges may apply).
- Receive assistance from Reference Librarians.

## Branches

Blasco Memorial Library  
160 East Front Street  
Erie, PA 16507  
(814) 451-6900

Millcreek Branch Library  
2088 Interchange Rd., Suite 280  
Erie, PA 16565  
(814) 451-7084

Edinboro Branch Library  
413 W. Plum St  
Edinboro, PA 16412  
(814) 451-7081

Iroquois Avenue Branch  
4212 Iroquois Ave  
Erie, PA 16511  
(814) 451-7082

Lincoln Community Center  
1255 Manchester Rd  
Erie, PA 16506  
(814) 451-7085

Corry Public Library  
117 Washington St  
Corry, PA 16407  
(814) 664-7611

**Additionally, the bookmobile visits EC3's Erie West location biweekly.**

### **University Library Access**

EC3 students can register for library cards at associated universities, which allow them to benefit from the vast print collection available at each library. Students will also have access to all of Penn State's databases when visiting any of their campuses. Additionally, EC3 students can use public and private study areas and spaces at these facilities.

#### **John M. Lilley Library**

4951 Behrend College Dr.  
Erie, PA 16563  
(814) 898-6106

#### **Baron-Forness Library**

200 Tartan Rd.  
Edinboro, PA 16444  
(814) 732-2273

## **STUDENT SUCCESS COACHES**

Every course has an assigned success coach, designed to be a proactive facilitator to assist students in anticipating and preventing academic or personal difficulties that may put them at risk of not succeeding at EC3. The success coach will partner with faculty to pinpoint and become actively involved in mitigating student achievement patterns and classroom issues that may contribute to students dropping out. The success coach will be familiar contact that the student connects with for questions, concerns, and communications. The constant contact with students and faculty members will allow the coach to provide strategies and/or resources to help them succeed at EC3.

## **IT SUPPORT**

If you are having an issue with any of your EC3 Technology, including Workday, Outlook, Blackboard, or a computer please send an email to [Help Desk](#) or submit a ticket at the [EC3 Service Area](#).

## **TEXTBOOKS**

EC3 is committed to keeping costs as low as possible for our students. As often as possible, our faculty choose Open Educational Resources (OER) as the texts/resources for their classes. Faculty are strongly encouraged to select texts that represent the broad spectrum of diverse authors, researchers, and contributors to educational fields to enhance student exposure to a diverse understanding of the field of study. Some courses that cannot use OERs will have textbooks for rent. Faculty of courses using the rental texts will communicate the rental process.

# POLICIES

## ACADEMIC STANDING

For more information on the Academic Standing policy see Policy V.A.2 of page 39 of [College Policy Manual](#).

The College is committed to the academic success of its students. This Academic Standing Policy is designed to ensure that students make adequate progress toward a degree. Students are expected to be in good academic standing to continue at the College. The grading system at the College is a letter system with associated quality points, which are used to compute cumulative grade point averages as follows:

Grade	Description	Quality Points
<b>A</b>	Academic achievement of superior quality	4
<b>B</b>	Academic achievement of high quality	3
<b>C</b>	Academic achievement of satisfactory quality	2
<b>D</b>	Academic achievement of minimal quality required for credit	1
<b>F</b>	Academic achievement below the minimum required for credit	0
<b>W</b>	Official Withdrawal	0
<b>P</b>	Acceptable academic achievement in developmental coursework	NC
<b>Z</b>	Unacceptable academic achievement in developmental coursework	NC
<b>I</b>	Incomplete course work	NC
<b>TR</b>	Transfer credit	NC

Developmental, transfer credit and non-credit courses will not be calculated in the student's cumulative grade point average (GPA). To remain in Good Academic Standing, a cumulative GPA of 2.0 or better must be maintained.

### Academic Probation

At the end of each semester, student academic records are reviewed to determine if satisfactory academic progress is being made. If a student is not making satisfactory progress, they may be subject to an academic penalty as described below. Additionally, students receiving financial aid may have their financial aid impacted by unsatisfactory progress.

**Academic Caution:** If, before a total of nine (9) attempted hours, a student's term GPA is below 2.0, the student will be placed on Academic Caution status. This status serves as an alert, or caution, to ensure that the student is aware that their GPA does not meet EC3's minimum requirements. Students on Academic Caution status are strongly encouraged to meet with academic advising staff to discuss strategies for improving their GPA.

**Academic Warning:** If a student has attended more than one semester and their cumulative GPA is below 2.0, they will be placed on Academic Warning Status. Students on Academic Warning Status are strongly encouraged to meet with an academic advisor to devise a plan to improve their GPA.

To be removed from Academic Warning status, the student must earn a term GPA of 2.0 or higher and a cumulative GPA of 2.0 or higher. If the student earns a term GPA of 2.0 or higher but still has a cumulative GPA of less than 2.0, they will remain on Academic Warning status.

**Academic Probation:** If a student has been on Academic Warning status for at least one semester (cumulative GPA is less than 2.0) and earns a term GPA of 2.0 or less, they will be placed on Academic Probation status. A student on Academic Probation status has two (2) consecutive enrolled semesters, including summer sessions, to raise their GPA to a level above a 2.0. Students on Probation are required to meet with an academic advisor to discuss strategies for improving their GPA and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success before they can register for the next semester.

**Academic Suspension:** A student that fails to meet the cumulative 2.0 GPA minimum after two (2) consecutive semesters will be placed on Academic Suspension from the College for one (1) semester. A student on Academic Suspension may re-enter after one (1) semester but is required to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success. A student on Academic Suspension who has been re-admitted to the College must maintain a term GPA at or above 2.0 to be allowed to enroll in each subsequent semester until such time that their cumulative GPA reaches 2.0 or higher. Students will have the opportunity to appeal for reconsideration of the Academic Suspension requirement to stop out for a semester. If the appeal is granted, the student is still required to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success.

#### *Process for Academic Suspension*

- If the student is placed on Academic Suspension and has not registered for a subsequent term, no other action will be taken.
- If the student has already registered for the summer term, the registration will be cancelled with charges adjusted accordingly.
- If the student has NOT filed an appeal AND has already registered for fall term(s), the registration will be cancelled with charges adjusted accordingly.
- If the student HAS filed an appeal for Fall classes AND has already registered for Fall classes, the registration will be held until the appeal is determined.
- If the student does not appeal the suspension or appeal is not granted, the student must sit out for one term (spring or fall) before being re-admitted to the college for the following semester.
- Upon returning after the suspension, the student must meet with a counselor to review the student's educational goals and academic plan, develop strategies to utilize academic support services, and register for classes. Enrollment will be limited to the credit load set by the counselor.

- The student can only register with a counselor and must maintain a term GPA of 2.0 minimum. If, in the semester in which the student returns, the student's term GPA is less than 2.0, the student will be placed on Academic Suspension and must sit out for one term with no appeal.

### ACCEPTABLE USE POLICY FOR INTERACTIVE SYSTEMS

In support of its mission, EC3 provides access to computing and information resources for students, faculty, staff, members of the Board of Trustees and other parties that may be given access to the College's interactive systems within institutional priorities and financial capabilities. Interactive systems are defined as those devices that are connected to the College network infrastructure whether directly or remotely. This is to include all equipment connected to the College network for the use of data transmission or processing using the College infrastructure. Remote connection may be accomplished via dial-in, VPN or other secure methods.

All members of the College community who use the College's computing and information resources are responsible to safeguard the integrity of these resources, respect the rights of other computing users, and abide by all pertinent license and contractual agreements. It is the policy of EC3 that all members of its community act in accordance with these responsibilities, any relevant laws and contractual obligations, and the highest standard of ethics and integrity.

Social networking services/sites can provide a virtual community external to the College. Members create their own online "profile" with biographical data, pictures, likes, dislikes, and any other information they choose to post. They communicate with each other by voice, chat, instant message, videoconference and blogs, and the service typically provides a way for members to contact friends of other members. Examples include but are not limited to Facebook, LinkedIn, Instagram, etc. The use of information technology must remain in keeping with the philosophy and mission of EC3. Users must abide by this and any other relevant policies, procedures, and guidelines. The College also recognizes federal, state, and local laws regarding copyright, privacy, or any other statutes that relate to the online environment, as binding upon users of the College's interactive system as well as employees identifying an affiliation with the College when using any social networking service.

EC3's interactive systems are intended for use as an educational tool, and as such supports the teaching, learning, research, community engagement and campus activities of the College community and facilitates the management of administrative functions. The College, therefore, provides students, faculty and staff and others with access to the technology, resources, and interactive systems of the College. This policy applies to all users of the College system and any others to whom the College wishes to make the system available. The College makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the College's system will be error-free or without defect. The College will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through the unauthorized use of the system. The College's Director of Information Technology will oversee the

College's system by working with other College officials, government agencies and appropriate regional, state and national organizations as necessary. The use of the College's interactive systems is a privilege, not a right, and inappropriate use can result in the termination or suspension of some or all of those privileges. Users will be expected to abide by generally accepted rules of network etiquette.

## **ANTI-HARASSMENT AND NON-DISCRIMINATION STATEMENT**

The purpose of the Non-Discrimination Policy is to ensure an academic and working environment free of unlawful discrimination and harassment. EC3 does not tolerate discrimination or harassment based on age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other basis protected by law. Such behavior is inconsistent with the College's commitment to excellence and to a community in which mutual respect is valued. The prohibition against unlawful discrimination and harassment applies to all levels and areas of college operations and programs, students, administrators, faculty, staff, volunteers, vendors, and contractors

The College is subject to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Age Discrimination in Employment Act, the Equal Pay Act, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Federal executive Order 11246, Genetic Information Nondiscrimination Act of 2008 (GINA), the Clery Act, the Violence Against Women Reauthorization Act (VAWA), and all other rules and regulations that are applicable.

Under the direction of the President, the Title IX coordinator and Human Resources Director shall ensure compliance with these policies. The Title IX coordinator, Human Resources Director, and all other staff in a supervisory capacity shall implement these policies. As set forth in the Policy Against Sexual Misconduct, Relationship Violence, and Stalking, all College employees have a duty to report claims of sexual misconduct, including sexual assault, domestic violence, dating violence, or stalking to the Human Resources Director or Title IX coordinator.

### **Anti-Harassment Policy**

#### **Definitions**

- Harassment consists of unwarranted or unwelcome conduct, whether verbal, written, physical or graphic, that is based upon an individual's race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law.
  
- Harassment can be (1) is sufficiently severe, persistent, or pervasive that it affects an

individual's ability to perform job functions or creates an intimidating, threatening or hostile working or learning environment; (2) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or education opportunities.

- Sexual harassment is a form of prohibited harassment under Title IX consists of unwarranted or unwelcome sexual advances, requests for sexual favors or other verbal, written, graphic or physical conduct of a sexual nature, when (1) submission to such conduct is either implicitly or explicitly made a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.
- Sexual harassment may take many forms, including deliberate or careless use of offensive, vulgar or demeaning terms connected with a person's gender or sexual orientation; sexually suggestive comments, compliments, jokes, innuendos, questions or flirtations; offensive or sexually suggestive objects, graffiti, pictures, or graphic displays; sexual gestures or unwanted touching; pressuring or asking an individual for dates or sexual favors; or any other conduct that has the effect of unreasonably interfering with an individual's ability to work or learn.

Note: Although this policy prohibits sexual harassment and other sexual misconduct, including but not limited to sexual assault, such conduct is specifically governed by the College's Policy Against Sexual Misconduct, Relationship Violence, and Stalking.

## Non-Discrimination Policy

### Prohibited Acts

- **Discrimination** – any conduct directed toward an individual or group based upon one or more of the following categories or traits: age, color, disability, gender, gender identity, genetic information, national origin, marital status, political affiliation, race, religion, sex, sexual orientation, veteran status that is sufficiently severe or pervasive to a reasonable person that it alters an individual's employment condition, educational environment or participation in a college activity and creates intimidating, offensive or a hostile environment for employment, education, or participation in a College activity.
- **Retaliation** – It is a violation of this policy to retaliate against any party for participating in a discrimination/harassment investigation. Retaliation includes any adverse treatment that is reasonably likely to deter the complainant or others from filing a charge of

discrimination/harassment or participating in a discrimination/harassment investigation. Retaliation can be verbal, written, graphic, electronic or physical.

- **Knowingly Filing False Complaints** – Knowingly filing a false complaint discrimination/harassment is a violation of this policy.

#### Duty to Investigate Discrimination or Harassment Complaints

Allegations of discrimination or harassment require that the College take action to investigate and remedy the situation, if harassment has occurred. The College is legally obligated to take action to eliminate discrimination or harassment that is known or should have been known to anyone in an executive, managerial or supervisory capacity. Employees in supervisory roles must report allegations of discrimination or harassment to the Title IX coordinator or Human Resources Director.

#### Cooperation

Employees have an obligation to cooperate in the investigation of any such complaint. Management at every level has an affirmative responsibility to ensure that recommendations for corrective action are promptly implemented.

#### Confidentiality

The confidentiality of all parties involved in a discrimination or harassment complaint shall be protected as long as it does not interfere with the College's obligations to investigate allegations of misconduct or take corrective action.

#### Withdrawing Complaint

A complainant may, at any time, request to have his/her complaint withdrawn. At its discretion the college may continue to pursue the investigation and seek remedy if the issues brought forth during the investigation have an adverse impact against other employees, students, or the College.

#### Reporting Violations

- Employees, students, third-party vendors and guests may contact the College's Office of Human Resources ([hr@ec3pa.org](mailto:hr@ec3pa.org), 814.413.7007), the Title IX Coordinator ([TitleIX@ec3pa.org](mailto:TitleIX@ec3pa.org), 814.413.7000), or such other officials as designated, to report conduct that is believed to be in violation of these procedures, to request interim measures or support, or to learn more about the College's investigative process. Employees must promptly report acts of harassment that they witness or of which they become aware.
- All complaints and reports of harassment will be promptly investigated, and appropriate and necessary corrective action will be taken to prevent its recurrence. Confidentiality of all parties will be maintained to the fullest extent possible under the circumstances, consistent with the College's legal and investigative obligations.
- The College prohibits retaliation against any person who in good faith makes a report of harassment, provides information in connection with the College's investigation of a report

or complaint of harassment, sexual harassment, or sexual violence, or who otherwise engages in protected activity under the law.

- Substantiated violations of this Policy will result in disciplinary action, up to and including termination of employment or, in the case of students, removal from the College, in accordance with procedures and due process rights provided under applicable law and College policies.

### **Drug and Alcohol-Free Policy**

The college prohibits the unlawful manufacture, distribution, sale, possession and/or use of illegal drugs, unauthorized controlled substances, alcohol, or similar activity at any college facility or college event. Violations of this Policy will result in appropriate corrective and/or disciplinary action up to and including expulsion. For more information on EC3's Drug and Alcohol-Free Workplace Policy, see the [College Policy Manual](#).

### **Tobacco and Vape Free Policy**

EC3 is committed to fostering a healthy and vibrant campus environment for all. With this understanding, the use of all tobacco products, including cigarettes, cigars, smokeless tobacco, electronic nicotine delivery systems (ENDS), and vaping devices, are prohibited within the boundaries of our campus.

- **Accountability**-All employees of the College support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.
- **Applicability**-This policy applies to all students, employees, volunteers, independent contractors, and visitors to the College.

### **Freedom of Expression and Demonstration Policy**

This policy outlines the guidelines and procedures for demonstrations, protests, and other forms of expression at any EC3 location. The purpose of this policy is to ensure that the rights of individuals to express their views are balanced with the need to maintain a safe, orderly, and respectful environment for all members of the college community.

#### **Scope**

This policy applies to all students, faculty, staff, and visitors on college property.

#### **Definitions**

**Demonstration:** Any organized rally, protest, march, sit-in, or similar activity intended to express views on particular issues.

**College Property:** All buildings, grounds, and facilities owned, leased, or controlled by the EC3.

## General Principles

1. **Freedom of Expression:** The college supports the right of individuals to engage in peaceful and lawful demonstrations.
2. **Respect for Rights:** Demonstrations must respect the rights and freedoms of others, including their right to learn, teach, and work without undue disruption.
3. **Safety and Order:** Demonstrations must be conducted in a manner that does not threaten the safety of participants or others and does not result in damage to property.

## Procedures

### Registration

1. **Requirement for Requesting Permission:** Groups or individuals planning a demonstration must notify the Executive Vice President at least five business days in advance. This request must include:
  - The date, time, and duration of the demonstration.
  - The location of the demonstration.
  - An estimate of the number of participants.
  - The purpose and nature of the demonstration.
2. **Approval Process:** The Office of Executive Vice President will review the notification to ensure that the planned demonstration complies with this policy. Approval or denial will be communicated within two business days of receiving the request.

### Locations

1. **Designated Areas:** Demonstrations are generally permitted in designated areas that are visible and accessible but do not interfere with the normal operations of the college. The Office of Executive Vice President will provide a list of these areas.
2. **Non-Interference:** Demonstrations must not block access to buildings, sidewalks, roadways, or disrupt academic or administrative activities.

### Conduct

1. **Peaceful and Non-Disruptive:** Demonstrations must be peaceful and must not involve violence, threats, or other forms of intimidation.
2. **Prohibited Items:** Weapons, fireworks, and other dangerous or disruptive items are prohibited.
3. **Amplified Sound:** The use of amplified sound equipment is not permitted.

### Responsibilities

1. **Organizers:** Organizers are responsible for the behavior of participants and must ensure compliance with this policy. They must also coordinate with campus facilities as necessary.

2. **Participants:** Participants must adhere to the guidelines set forth in this policy and follow instructions from college officials.

### Enforcement

1. **Non-Compliance:** Failure to comply with this policy may result in disciplinary action, including but not limited to suspension or expulsion for students, and termination of employment for staff and faculty. Visitors who fail to comply will be asked to leave the campus property.
2. **Immediate Actions:** The college reserves the right to take immediate action to address any demonstration that poses a threat to safety or significantly disrupts college operations.

## Family Educational Rights and Privacy Act (FERPA)

Student records at Erie County Community College (EC3) are governed by the Family Educational Rights and Privacy Act (FERPA). Under FERPA, students are afforded certain rights regarding their education records. The information below outlines these rights. Students will be sent an annual notification, via email, of their rights under FERPA.

### Definitions

**Student:** Any individual who is currently attending or has attended Erie County Community College (EC3).

**Educational record:** Any record maintained by EC3, which is directly related to the student. An educational record does not include:

- a personal record kept by a staff member, if it is kept in the sole possession of the maker of the record and is not accessible to or revealed to any other person, except a temporary substitute for the maker of the record;
- records created and maintained by the Department of Public Safety for law enforcement purposes;
- an employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment; or
- alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

**EC3 official** includes:

- a person EC3 employs in an administrative, academic, research, or support staff position, whether full- or part-time.
- a person appointed by the Board of Trustees.

- a person employed by, under contract to, or assigned to EC3 to perform a special task for the benefit of the college, such as an attorney or auditor.
- a person whom the EC3 Department of Public Safety employs.
- a person serving on an official disciplinary, grievance, or appeals committee.

**Legitimate educational interest:** Professional interest in the education record if the official is:

- performing a task specified in his or her position description or performing a task related to his or her contract agreement or appointment.
- performing a task related to a student's education.
- performing a task related to the discipline of or grievance by a student.
- providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- maintaining the safety and security of the campus and/or investigating violations of the law that affect the college.
- a contractor, consultant, volunteer, or any entity working for and on behalf of the college.

### **Student Rights under FERPA**

FERPA affords students certain rights with respect to their educational records. These rights include:

1. the right to inspect and review information contained in their educational records;
2. the right to request to amend their educational records;
3. the right to consent to disclosure, with certain exceptions specified in the Act, of personally identifiable information from educational records; and
4. the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Additional information relating to each right is outlined below.

#### **1. The right to inspect and review information contained in their educational records.**

This right should be granted within 45 days of the day the college receives a written request for access. Students requesting access to their records must present proper identification and a signed, formal written request to the registrar, financial aid director, dean, or other EC3 official. The request should identify the record(s) the student wishes to inspect. The appropriate EC3 official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by EC3 to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students may request a copy of their educational records. Students requesting copies will pay the current rate associated with an official transcript and the per-page fee for records that are

copied. If a student would like to inspect and review his/her education records, he/she may make a request in writing to the Office of Student Records identifying which records to review.

There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. EC3 may deny access to the following records: (a) parents' financial statements; (b) letters of recommendation if the student has waived his or her right of access; (c) records filed before January 1, 1975; or (d) records not included in the FERPA definition of educational records.

EC3 reserves the right to deny copies of records, including transcripts, when there is an unresolved disciplinary action against the student or if the educational record requested is an exam or set of standardized test questions.

## **2. The right to request the amendment of their educational records.**

Students may exercise this right when they believe their records are inaccurate, misleading, or otherwise violating the student's privacy rights under FERPA.

A proper request to correct a student's education record must:

1. Be written to the college registrar;
2. Clearly identify the part of the record they want to be changed; and
3. Specify why the record is inaccurate or misleading.

Any written request, which does not include the required information, will not be considered and the requestor will be notified in writing that their request was not made properly.

If EC3 decides not to amend the record as requested, the registrar will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment.

## **3. The right to consent to disclosure of personally identifiable information from educational records, with certain exceptions specified in the Act.**

### **Permission to Release Student Information**

Except for directory information, EC3 must receive written consent from students before disclosing any personally identifiable information from their educational records unless such disclosure without consent is authorized by law. Students wishing to disclose all or portions of their academic record must complete the **Authorization to Release FERPA Protected Information** and return it to the college registrar or to the office where the records are housed.

### **Exceptions**

EC3 may release personally identifiable information from a student's educational record without first obtaining the student's written permission when the disclosure is to:

1. EC3 officials who have a legitimate educational interest in the records.
2. Certain officials of the U.S. Department of Education, the Comptroller General, the Attorney General, and state and local educational authorities, in connection with the audit or evaluation of certain state or federally supported educational programs.
  - state and local officials to whom disclosure is specifically required by state statute adopted before November 19, 1974.
  - Veterans Administration Officials.
  - Officials of other institutions in which a student seeks or intends to enroll.
  - Persons (other than parents) or organizations providing financial aid to students or determining financial aid decisions on the condition that the information is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid, or (d) enforce the terms and conditions of the aid.
  - organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
  - accrediting organizations carrying out their accrediting functions.
  - parents of a student who is claimed as a dependent on a parent's most recent Federal tax statement, as evidenced by inclusion on the Authorization to Release FERPA Protected Information form.
  - Persons in compliance with a judicial order or a lawfully issued subpoena, provided that EC3 reasonably attempts to notify the student in advance of the compliance. **Note:** EC3 is not required to, and should not, notify the student if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders EC3 not to disclose the existence or contents of the subpoena. EC3 is not required to obtain a subpoena to produce educational records of a student if it is sued by the student or takes legal action against a student. The records produced must be needed by the college to proceed with legal action as plaintiff or to defend itself.
  - The Attorney General of the United States or his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.
  - Persons in an emergency, if the knowledge of the information is, in fact, necessary to protect the health or safety of students or other persons.
  - A victim of an alleged perpetrator of a crime of violence or a non forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by EC3 with respect to that alleged crime or offense. The college may disclose the final results of the disciplinary proceeding, regardless of whether or not the college concluded a violation was committed.
    - If EC3 discloses the final results of the disciplinary proceeding where it has determined that (a) the student is an alleged perpetrator of a crime of violence or non forcible sex offense, and (b) with respect to the allegation made against him or her, the student has committed a violation of EC3 rules or policies, the final results must include only: (a) the name of the student, (b) the violation committed, and (c) any sanction imposed by EC3 against the student.

- Parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule, governing the use of alcohol or a controlled substance if: (a) EC3 has determined that the student has committed a disciplinary violation with respect to that use or possession, and (b) the student is under the age of 21 at the time of the disclosure to the parent. This item does not supersede any state law prohibiting EC3 from disclosing this information.

## **2012 Amendment to FERPA Regulation**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases, even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### **4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by EC3 to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

<https://studentprivacy.ed.gov/file-a-complaint>

## Military Recruitment and the Solomon Amendment

The Solomon Amendment (10 U.S.C. § 983) is a federal law that allows military recruiters to access some Personally Identifiable Information from a student's education record--for students age 17 and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. As such, EC3 is obligated to release data when a military recruiter requests it. The following is a list of information that may be released to military recruiters pursuant to the Solomon Amendment:

- full name
- physical address
- telephone
- year of birth
- level of education
- academic major
- degrees received
- educational institution in which the student was most recently enrolled.

Under the Solomon Amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:

- Army, Army Reserve, Army National Guard
- Navy, Navy Reserve
- Marine Corps, Marine Corps Reserve
- Air Force, Air Force Reserve, Air Force National Guard
- Coast Guard, Coast Guard Reserve

If the student has submitted a form through the Registration Office to restrict the release of his/her directory information, then no information from the student's education record will be released as specified in the Solomon Amendment.

### Privacy of Directory (Public) Information

#### Blocking the Release of Directory (Public) Information

By default, EC3 may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a **Request to Withhold Directory Information** form.

Students should carefully consider the consequences of a decision to withhold directory information. This request will cause EC3 to not release directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although EC3 will honor a student's request to withhold directory information, it cannot assume responsibility for contacting the student for subsequent permission to release this information. Regardless of the effect upon the student, the college assumes no liability due to honoring a student's instructions to withhold such information.

A few other notes:

- If a student blocks directory information, it still may be inspected by EC3 officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, or other academic honors organizations.
- Some reasons for considering a restriction on directory information include harassment or the advice of a legal or medical professional.

If a student wishes to remove the restriction, he or she may do so in writing to the Registration Office. When necessary, EC3 may contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

### **Using Social Security Numbers**

While students who submit a FAFSA will need their social security number in Workday to process federal financial aid, due to identity theft concerns and privacy issues, students who are not applying for aid will not be expected to provide a social security number as a personal identifier. Instead, students will be assigned an EC3 student ID number upon enrollment that can be used to access education records as needed.

## **Official Communications Policy**

EC3 recognizes many forms of communication for official college business. College officials may utilize written documentation, text, telephone conversations, and EC3 issued e-mail accounts or Web documents as formal forms of communication. Official college business includes all actions of the college including but not limited to providing general information, course information, student conduct notices, and administrative notices from the college.

EC3 provides e-mail accounts to students; these are recognized as official documents and notification addresses for college communications. All students are responsible for checking their EC3-issued e-mail accounts and are held accountable for the contents of e-mails issued by the college.

## **Policy for Responsible Computing**

In support of its mission of teaching, learning, research, student support and community engagement, EC3 provides access to computing and information resources for students, faculty, and staff, within institutional priorities and financial capabilities. All members of the College community as well as visitors and guests who use the College's computing and information resources are

responsible for the integrity of these resources. All users of college-owned or college-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and abide by all pertinent license and contractual agreements. It is the policy of EC3 that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics and integrity. Access to the College's computing facilities is a privilege granted to college students, faculty and staff and some visitors and guests. Access to college information resources may be granted by the designated administrators of the information based on that administrator's judgment of the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity and the risk of damage to or loss by the College. The College reserves the right to limit, restrict or extend computing privileges and access to its information resources. Designated data owners--whether College units, faculty, students, or staff--may allow individuals other than College faculty, staff and students access to information for which they are responsible, so long as such does not violate any license or contractual agreement, college policy or any federal, state, county or local law or ordinance. If there are any questions about potential violations, contact the Chief Information Officer of the College. College computing facilities and accounts are to be used for college-related activities for which they are assigned. College computing resources are not to be used for commercial purposes or non-college-related activities without written authorization from the College. In these cases, the College may require payment of appropriate fees. This policy applies equally to all college-owned or college-leased computers. Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the College and those on networks to which the college systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of college computing facilities, and intentional corruption or misuse of information resources are direct violations of this Policy and may subject the violator to disciplinary action. Users of the College's computing resources or facilities have the following responsibilities:

1. To use the College computing facilities, and information resources, including hardware, software, networks, and computer accounts, responsibly and appropriately, respecting the rights of other computing users and respecting all contractual and license agreements.
2. To use only those computers and computer accounts for which authorization has been granted.
3. To use College assigned user accounts only for the purpose(s) for which they have been issued, and to use College-owned computers/devices for College related projects only.
4. To refuse to share computer accounts and to take reasonable steps to protect the confidentiality of each account's password, changing it when required and/or once security has been breached.
5. To report unauthorized use of accounts to the appropriate college authority (e.g., project director, instructor, supervisor, system administrator).
6. To cooperate with system administrator requests for information about computing activities. Under certain unusual circumstances, a system administrator is authorized and reserves the right to access individual computer files when it is the administrator's opinion that such an action is necessary.

7. To take reasonable and appropriate steps to see that all hardware and software license agreements are faithfully executed on any system, network or server operated.
8. To take responsibility seriously for one's own work performed on a computer. For example, ensure data is saved on a network drive to ensure that backup has occurred and to provide security of one's data.

Access and use violations of computing facilities, equipment, software, information resources, networks or privileges may result in the loss of privileges, disciplinary action, and prosecution under appropriate laws.

### **Title IX Policy**

EC3 is committed to maintaining an educational and working environment free of unlawful discrimination and harassment. Under this policy, forms of discrimination or harassment based on sex will not be tolerated. This policy prohibits Sexual Harassment, as defined by federal Title IX regulations, by or against any student, faculty, administrator, staff, employee, vendor, contractor, volunteer, or visitor to the College. Sexual Harassment includes Sexual Assault, Dating Violence, Domestic Violence or Stalking. As set forth in this policy, the College will take all appropriate steps to prevent and respond to incidents of sexual harassment in a prompt and equitable manner.

Reports of Sexual Harassment that do not rise to the level of unwelcome verbal or physical conduct based on sex or of a sexual nature that does not rise to the level of sexual harassment under this policy may be covered by the College's Anti- Discrimination and Harassment Complaint Policy.

This policy will:

- Define Title IX Sexual Harassment.
- Explain how to make a report of Sexual Harassment.
- Identify interim measures and support services available for Complainants or Respondents under this policy.
- Provide information on the Sexual Harassment complaint process, including how reports made under this policy are equitably investigated and the hearing process.

For more information see the full [Title IX Policy](#).

## Student Code of Conduct

At EC3, we strive to remove barriers that impede academic and personal success. Part of our commitment to academic and personal success is ensuring an environment that encourages growth, learning, and collegiality. To this end, our student code of conduct guides acceptable behavior. It will be administered with restorative growth as its main objective.

### Definitions

The following are definitions of terms or phrases contained within this Code:

- **Appeal:** the process of requesting a formal change to an official decision. In most circumstances an appeal connotes a review of the written documentation or record of the original hearing.
- **College:** an EC3 campus or location.
- **College premises:** all land, buildings, facilities and other property in the possession of or owned, used, or substantially controlled by EC3.
- **College official:** any person employed by the college who is performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The Executive Vice President shall designate the EC3 official who is responsible for the administration of the Student Conduct Code.
- **Complainant:** any person who submits a complaint alleging that a student violated this Student Conduct Code. When a student believes they have been a victim of another student's misconduct, the student who believes they have been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the college community submitted the complaint itself.
- **Day:** business day when college is in session. This will exclude weekends in which there are no college activities, college closures for emergencies, and college holidays.
- **Disruptive behavior:** conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or lab, which includes educational or professional internships, clinical placements, or other college sponsored experiential learning opportunities. Disruptive behavior also includes conduct that materially interferes with or obstructs EC3 business operation.
- **Due process:** a guarantee that all proceedings related to the student code of conduct will be fair and that students will be given notice of the proceedings and an opportunity to be heard before EC3 takes any action.
- **Evidence:** the use of testimony (e.g., oral, or written statements), exhibits (e.g., physical objects), documentary material, or demonstrative evidence related to the complaint.
- **Faculty member:** any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of the faculty in credit / non-credit courses.
- **Grievance:** an actual or supposed circumstance regarded as just cause for complaint.
- **Member of the college community:** any person who is a student, faculty member, staff member, college official, or any other person employed by the college.
- **Policy:** the written regulations of the college. The EC3 College Policies are found here: <https://www.ecccpa.org/wp-content/uploads/2024/01/College-Policy-Manual-1.24.24.pdf>
- **Respondent:** any student accused of violating EC3's Student Conduct Code. Respondents have the presumption of innocence until such time as the Respondent is adjudicated to have violated the Student Conduct Code.
- **Restorative environment:** a culture of care that creates an environment in which repairing harm and rebuilding trust within the EC3 community is the focus.

- **Sanction:** a penalty that may be imposed after a student has been found responsible for behavior that violates the Student Code of Conduct.
- **Student:** any individual who is or has been registered in credit or non-credit college programs.
- **Student Conduct Administrator:** the EC3 official authorized by the college for the administration of the Student Conduct Code to impose sanctions for violations of this Student Conduct Code.
- **Student Conduct Panel:** any person or persons appointed to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a student has been found responsible for a violation.
- **Threatening behavior:** any written or oral statement, communication, conduct or gesture directed toward any member of the EC3 community, which causes a reasonable apprehension of physical harm to self, others, or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional, or future basis.
- **Witness:** an individual or individuals who have had direct involvement in an incident and/or who were provided with information regarding the incident directly from the accused student, alleged victim, or both. This also includes individuals who in their professional capacity have contributed information which led to charges.

### **Jurisdiction**

The Student Code of Conduct applies to behaviors that take place at the College; in any of its facilities; on any of its grounds, partner sites, or program centers; or at any College related activity regardless of location. This can also include behavior conducted online or electronically via email, social media, or other electronic format.

The College reserves the right to act on off-campus student behavior when such behavior adversely affects the College community, poses a threat to the health or safety of the College community or interferes with the College's pursuit of its objectives and mission.

### **Prohibited Behaviors**

1. Furnishing false information to any EC3 official, faculty member, or office, including falsification of documents, lying, and/or use of deception
2. Stealing or possessing stolen property
3. Misuse of technology as outlined in EC3 College Policy (<https://www.ecccpa.org/wp-content/uploads/2024/01/College-Policy-Manual-1.24.24.pdf>)
4. Unruly, disrespectful, or disruptive behavior inside or outside the classroom
5. Damage to or littering EC3 properties owned or leased by the College
6. Possession of firearms, explosives, other weapons or dangerous chemicals while on campus unless properly authorized
7. Violations of EC3 policy by smoking or vaping in any EC3 facility
8. Fighting, use of violence against any person
9. Creating or contributing to an intimidating or hostile environment for any member of the EC3 community
10. Physical Stalking, or cyberstalking, defined as repetitive, menacing pursuit, following harassment and/or interference with the peace and/or safety of a member of the EC3 community

11. Sexual misconduct, including but not limited to sexual harassment, non-consensual sexual conduct, or sexual exploitation
12. Lewd or obscene conduct including but not limited to public urination, sexual acts performed in public, surreptitiously taking pictures of another person in a locker room or restroom or other location where privacy is expected, possession or distribution of child pornography
13. Use of alcoholic beverages including the purchase, serving, consumption, possession, or sale of such items on EC3 property or any College sponsored event or activity; being under the influence of alcohol or other controlled substances on EC3 property or any College sponsored event or activity
14. Violation of federal, state, or local laws

### **Violations of Law**

If a student is charged with violating state or federal law, proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

### **Process for submitting a complaint (informal/formal)**

- **Informal**- To submit an informal complaint, the complainant may contact the Assistant Vice President's office in person, by phone or email, to set up an appointment to discuss the situation leading up to the complaint, provide a description of the complaint, and what remedies are sought from the action. Informal complaints may also stem from a **C.A.R.E. form** submission.
- **Formal**- Any member of the EC3 community may submit a formal complaint about alleged violations of the Student Code of Conduct. Formal complaint should be submitted to the Assistant Vice President's Office via the **C.A.R.E. form** by indicating you are submitting a formal complaint in the correct field. All reports should be submitted as soon as possible after the event takes place.

**Interim actions** (after the complaint is received but before any meeting occurs) may be necessary to ensure a collegial atmosphere. These interim actions may include separating students by removing one student from a class or campus or mandating no contact. If a student is removed from class as an interim action, EC3 will work with faculty to make sure the removed student's academic opportunity is undisturbed until the investigation process is concluded.

### **Accommodating the Unique Needs of Students**

Students with a documented disability who need accommodation at any stage in the conduct process should notify the Academic and Disability Counselor in writing at least three days prior to the hearing or meeting. The initial contact can be by email to [accommodations@ec3pa.org](mailto:accommodations@ec3pa.org).

### **Conduct Hearing Options**

#### **Step 1: Informal Hearing**

During the Informal hearing the Student Conduct Administrator will advise the respondent (s) of allegation(s) and explain the student conduct process and clarify the rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement through either 1) mediation or 2) facilitated conversation. Administrative disposition can be employed if the two former methods do not resolve the conflict/allegation. In Administrative disposition, the Student Conduct Administrator can take one of the following actions:

- The Student Conduct Administrator may find the student responsible and impose sanctions.
- If there is no basis for the allegation or if it does not warrant further action, the Student Conduct Administrator will dismiss the allegation.
- If the student accepts responsibility, the Student Conduct Administrator can impose sanctions.
- If the student does not accept responsibility and evidence suggests the violating behavior occurred, the Student Conduct Administrator will initiate formal disciplinary charges (See step 2).

### **Step 2: Formal Hearing**

If formal charges are filed, the student with the agreement of the Student Conduct Administrator may choose one of two hearing options:

- A formal administrative hearing by the Student Conduct Administrator; or
- A formal hearing by a Student Conduct Panel.

### Formal Hearing Process

At the hearing, the Student Conduct Administrator or chair of the student conduct panel will explain the charges and provide the respondent with the opportunity to make comments regarding this and all charges. If the respondent admits responsibility for the charges, the respondent will be given an opportunity to explain any mitigating circumstances. If the respondent denies the charges, the hearing will proceed. The burden of proof rests with the complainant. The Student Conduct Administrator or the panel will determine responsibility by the preponderance of the evidence (more likely than not). The hearing will be held whether or not either the respondent or the claimant attends.

The Student Conduct Administrator will impose sanctions when a student found responsible for violating the Code of Conduct. Prior to a sanction decision being made, an accused student may present a written statement of mitigating factors or character references. Complainants may present a written impact statement.

Written notification of the outcome of the hearing or sanction will be sent to both the complainant and the respondent via the EC3 email account within 10 days following the hearing.

The College may extend deadlines at its discretion.

### Hearing Guidelines

The respondent must receive notice at least five days before the scheduled hearing. Notice of the charge(s) and of the time and place of the hearing will be sent to the student and all involved parties via their EC3PA.org email addresses. Upon request, the respondent will be allowed access to any and all known materials to be introduced into evidence against.

Hearings will be closed to the public and press. All proceedings and decisions will be confidential except as permitted or required by law. All decisions of the proceedings will be provided to the complainant and respondent and to College officials on a need-to-know basis. Hearings will be recorded.

Related information including names, contact information, and relevance of witnesses must be submitted to the Student Conduct Administrator in writing at least three days prior to the hearing.

The respondent has the following rights:

- To present an account of their involvement with the incident leading to the charge(s). If the student chooses to present an account of the incident in writing, it needs to be submitted to the Student Conduct Administrator at least three days prior to the hearing. The account may include any information or facts they wish to be considered in the review of the case, whether or not the student chooses to appear for the hearing.
- To remain silent without assumption of responsibility.

All parties have the following rights:

- To present information, witnesses, and evidence on their behalf. Witness statements and evidence must directly relate to the incident in question.
- To question any witnesses or rebut any evidence presented at the hearing. The Student Conduct Administrator or the chair of the panel may require that questions be submitted in writing.
- To have an advisor at the hearing.

Any party who intends to have an advisor present at the hearing must notify the Student Conduct Administrator in writing at least three days prior to the hearing. The notice must contain the advisor's name, contact information, and relationship to the student.

The advisor's role is not to represent the complainant or respondent. The advisor may not speak on behalf of the individual or ask questions of witnesses or other involved parties.

The advisor must agree to sign a confidentiality agreement.

### **Student Conduct Board**

The Student Conduct Board will be a team of faculty, staff and (if possible) students established by the Executive Vice President who agree to serve on the Student Conduct Panel. For each individual hearing, the Student Conduct Administrator will appoint three members from the Board to serve on the hearing panel; a panel may include one student. The Student Conduct Administrator will designate one panel member to serve as the chair.

All prospective panel members will be trained in the hearing processes; training will be coordinated by the Student Conduct Administrator (Assistant Vice President) with support from Executive Vice President.

The role of the student conduct panel is to listen to the incident details, ask questions, determine the facts, and review the evidence presented. The panel is tasked with rendering a determination of responsibility based on a preponderance of the evidence. In the event that the respondent is found responsible for the charge(s), the panel will recommend sanctions to the Student Conduct Administrator, who will make a final determination of sanctions will formally inform the student

and the panel members of the decision. Recommendations for expulsion will be forwarded by the Student Conduct Administrator to the Executive Vice President and/or the President's Cabinet for final approval.

### *Step 3: Due Process and Appeal (if applicable)*

Appeals are not intended to be re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.

Appeals are made to Executive Vice President.

### *Appeal Guidelines*

Sanctions imposed will be in effect while the appeal process takes place. Exceptions may be made on a case-by-case basis when necessary for the integrity of academic programs.

Requests for appeal must be submitted in writing to the Executive Vice President ([@ec3pa.org](mailto:@ec3pa.org)) and received within five days of the written notice of the hearing's decision. Appeals submitted by email must be sent from the student's EC3 email address and have "Student Conduct Appeal" as the subject line. Failure to submit a complete appeal packet within the allotted time will render the original decision final.

The party requesting appeal must show error, as the original finding and sanction are presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:

- A procedural or substantive error occurred that significantly impacted the outcome of the hearing.
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The Executive Vice President reviews the request to see if it meets the limited grounds and is timely. The EVP may:

- Find that the appeal is not timely or substantive and dismiss it. The decision is final.
- Affirm the finding and sanction imposed in the original decision. The decision is final.
- Affirm the finding and reduce, but not eliminate, the sanction. The decision is final.
- Remand the case to the Student Conduct Administrator or the original panel for consideration of new evidence.

The decision of the Student Conduct Administrator or panel is final. In rare cases where the procedural error cannot be resolved by the Student Conduct Administrator or original panel, such as in cases of bias, the Executive Vice President may appoint a new panel to rehear the case. The results of the panel are final.

A student who has exhausted the appeal process has no right to file a grievance related to the case.

### **Sanctions (spectrum and academic consequences)**

When a student is found responsible for behavior that violates the Code of Conduct, sanctions may be imposed. Disciplinary sanctions generally attempt to accomplish the following:

- contribute to the growth and development of the student
- provide fair and just consequences for misconduct
- provide protection for the people and property of the EC3 community
- enhance the learning environment
- discourage future violations of the Code of Conduct.

There are two types of sanctions -- administrative and educational. Administrative sanctions are more formal actions and frequently relate to the status of the student at EC3. Administrative sanctions may be assigned independent of or in conjunction with educational sanctions.

Educational sanctions are designed to include developmental activities related to specific acts of misconduct. The goals of educational sanctions are to reduce the probability of repeat behavior, to give students the opportunity to demonstrate personal growth, and to appropriately challenge students. Educational sanctions may be assigned independent of or in conjunction with administrative sanctions.

Sanctions may include but are not limited to:

#### **Administrative Sanctions**

- **Disciplinary Warning**: A warning to a student that his/her conduct was questionable and/or inappropriate and that further misconduct will result in more severe disciplinary action. Disciplinary warning may include a behavior agreement or contract.
- **Disciplinary Probation**: Disciplinary probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision making. During this period the student is not in good standing with the College. The terms of probation may include restrictions of student privileges and/or set specific behavioral expectations. Misconduct while on probation or failure to comply with any conditions or to complete any assignments related to the probation may lead to more severe disciplinary action, including suspension or expulsion.
- **Disciplinary Suspension**: Disciplinary suspension of the student from the College is assigned for a specified period of time that excludes the student from registration, class attendance, and use of College facilities. During the period of disciplinary suspension, the student will be prohibited from using or visiting College facilities unless special permission is obtained from the Student Conduct Administrator.
- **Expulsion**: Expulsion of a student from the College is permanent and requires administrative review and approval by the Student Conduct Administrator or designee. A student who is expelled from the College is prohibited from using or visiting EC3 facilities unless permission is obtained from the Student Conduct Administrator or designee.

- **No Contact Order:** If needed, a restriction on any contact of any means or modality between anyone relevant to the complaint.
- **Restitution:** May be assigned to students whose behavior reflects damages to or misappropriation of property. Restitution may include, but is not limited to, reimbursements, compensation, and service.

### Educational Sanctions

Include but are not limited to:

- **Apology Letter:** May be assigned to students whose behavior had a negative impact on a particular individual or business more so than the community at large (i.e. theft).
- **Community Service or Service-Learning Experience:** May be assigned to students whose behavior or pattern of behavior disrupted the community in some way.
- **Reaction/Reflection/Research Paper:** May be assigned to students who have engaged in a Code violation as a way of fostering reflection and explanation in a way that will benefit their future decision making.
- **Review a relevant Article, Book, Workshop, Program or Movie and Reflection Paper:** May be assigned to students whose behavior violated the Code as a way of fostering exploration of a particular topic followed by reflection on the topic and how it relates to them.

### Academic Consequences

Violations of the Student Conduct Code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. In such cases, the instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration.

### Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing a student's registration if it is necessary to secure the student's cooperation in the investigation or compliance with an administrative direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

## COLLEGE INFORMATION

### ALERTS AND COLLEGE COMMUNICATION

#### **Emergency Alerts**

In the event of an emergency or urgent campus closure due to weather or other issues, EC3 uses an electronic emergency alerts system to send notifications to students and staff. This alerts system allows EC3 to instantaneously message students and staff via voice, email, and text with important

emergency information and instructions. Please ensure your contact information is correct in Workday to ensure you receive the important emergency information when it is sent.

### **Emergency Closings**

It is the practice of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops that requires the cancellation of classes and activities, the college's closing will be announced through social media and emergency text and email messages sent to all college employees and students. It is important to have updated cell phone information in Workday so you can receive any such notifications.

At times the College may determine that it is appropriate to officially close the campus but continue to serve the community remotely. During these times, faculty are expected to transition in-person class meetings to an alternative modality that can simulate the in-person classroom experience for students. Work with your dean or the Division Chair for information and assistance.

## **FORMAL COMPLAINT PROCESS**

EC3 is committed to providing a fair and respectful environment for all members of the college community. Students have the right to due process, and all complaints and appeals must be conducted in a manner which ensures the accused student adequate notice and a fair opportunity to be heard. All members of the college community are welcome to submit general complaints about college policies and processes or specific instances of unfair treatment.

No one submitting a complaint in good faith will be subject to any form of retaliation from any member of the college community.

In any case where a complaint involves alleged discrimination, including any claim that a student has been subject to discrimination on the basis of race, sex, national origin, age, religion or disability, marital or parental status or status as a veteran, the recipient of the complaint will notify the Title IX Coordinator in writing of the complaint. Claims of discrimination will be investigated using the appropriate policy.

The following procedures will be followed to ensure an appropriate resolution of a student complaint at the lowest possible level:

- The student will attempt to rectify the complaint with the supervisor of the area in which the alleged violation occurred within 10 business days.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform the student in writing of any decision made and the reason for that decision within five business days.
- If the student feels the complaint has not been resolved, he/she may submit a written complaint to the Executive Vice President (EVP) within 10 business days from the time the complaint was filed at the previous level and request a conference. The EVP must, within five business days following the conference, inform the student in writing of any

decision made and the reasons for making that decision. The decision of the EVP is final.

These proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved.

### **Definitions**

- **Informal Complaint:** An informal complaint is defined as an academic or non-academic issue that a student has with a faculty/instructor, staff member, administrator, or department or program of the college.
- **Non-Academic Complaint:** when a complaint form is submitted because a student believes they have been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the college as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student.
- **Academic Complaint:** when a complaint form is submitted because a student believes they have been academically harmed by arbitrary or unfair treatment within the context of a course. To file an academic complaint, the student must demonstrate actual academic harm (grade or learning impact). It does not involve perceived rude treatment, classroom style or general grading policies. The student may, however, use the informal complaint process to talk with an administrator about the perception of inappropriate behavior. The assignment of course grades are at the heart of the faculty member's responsibility. Only the responsible faculty member can judge students' performance in a particular course. Thus, only the responsible faculty member can assign or recommend grade changes.
- **Complainant/Grievant:** an individual who believes their rights have been violated
- **Respondent:** an individual who is alleged to have been responsible for the nature of a complaint
- **Appellant:** an individual who files an appeal
- **Appeal:** an action by either the complainant or respondent as a result of not agreeing with an official decision made as a result of an academic or non-academic complaint

A student may submit a complaint about any matter in which he or she feels unjustly treated by filing the college's complaint form. [Erie County Community College Complaint Form – Fill out form](#)

If a student is found responsible for a violation of the Student Code of Conduct and refuses the administrative decision, the student has the right to request an appeal hearing.

## ON-SITE SAFETY

The College promotes a healthy, secure workplace for students, employees, and visitors, Information regarding safety and health is regularly communicated through various channels, and everyone is expected to adhere to safety protocols. Any unsafe conditions should be reported promptly, and failure to comply with safety standards may result in disciplinary action. Each classroom is equipped with a safety manual for your convenience. Please make sure to familiarize yourself with the safety manual in your classroom.

EC3 also maintains a Safety Team comprising leadership members, dedicated to addressing safety concerns and conducting threat assessments. They aim to reduce incidents and foster a secure environment. In emergencies, individuals should call 9-1-1, and for non-life-threatening situations, notify an EC3 Safety Team member for coordinated support (814) 413-7048.

### **Reporting a Threat**

Any concerned individual should call 9-1-1 for an immediate, life-threatening emergency. If the threat is not immediate, the EC3 Safety Team should be contacted by calling 814-413-7048. If the situation does not require immediate action, it should be documented in writing via CARE form.

### **Behavior Assessment Team (BAT)**

EC3 formed a behavior assessment team composed of faculty and staff to monitor and assess “red flag” behaviors that have been reported to the college using the CARE form. The team uses a structured approach to assess the level of risk to the student and the college community and determines the appropriate response. The main goal of the BAT team is to intervene prior to behaviors being deemed potential student of code of conduct violations. The BAT team may employ a multitude of resources to assist students in addressing underlying issues that may be contributing to the behaviors in an effort to mitigate further concerning behaviors.

EC3 also maintains a Safety Team comprising leadership members, dedicated to addressing safety concerns and conducting threat assessments. They aim to reduce incidents and foster a secure environment. In emergencies, individuals should call 9-1-1, and for non-life-threatening situations, notify an EC3 Safety Team member for coordinated support (814) 413-7048.