Post-Secondary Student Handbook
2026-2027



Sponsored by
Schuylkill Technology Center
Schuylkill Intermediate Unit #29
and
Approved by
Pennsylvania State Board of Nursing
Accredited by
Pennsylvania State Board of Vocational Education,
Bureau of Career and Technical Education

North Campus
101 Technology Drive
Frackville, PA 17931

South Campus
15 Maple Avenue
Mar Lin, PA 17951

570-874-1412 Enrollment
570-874-1412 Ext 4810 Financial Aid
https://adult.stcenters.org

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Welcome to Schuylkill Technology Center Adult Education

Welcome to Schuylkill Technology Center (STC) Adult Education. We are dedicated to preparing adult learners for rewarding careers across technical, healthcare, business, and industrial trades. STC utilizes a competency-based instructional model, delivering curriculum that balances essential classroom theory with intensive, hands-on application in laboratory, clinical, and work-based environments. Modern industries demand adaptable, high-level technical skills. To ensure your competitive edge in the workforce, STC maintains training laboratories equipped with industry-standard machinery, diagnostic tools, and technology that are continuously updated to reflect modern workplace expectations.

This Student Handbook serves as your guide to the policies, academic standards, safety guidelines, and support services that govern your educational journey. Please review these policies carefully, as they are established to foster a safe, civil, and professional environment dedicated to your success. We commend your commitment to advancing your career and look forward to partnering with you as you achieve your professional goals.

Mission Statements

STC Postsecondary / Adult Education Mission Statement:

The mission of the STC Postsecondary Programs is to enable the adult student to acquire the attitudes, knowledge, skills, and values necessary to become a lifelong learner and a productive citizen of a global economy by developing an educational pathway for excellence driven by a partnership with education, business, industry, government, family, and the community.

Practical Nursing Program Mission Statement:

The mission of the STC's Practical Nursing Program is to empower the Practical Nursing student with the knowledge, skills, diversity, attitude, and values required to promote healthy lifestyles and to deliver high-quality patient – centered care to all persons along the healthcare continuum. The administration, faculty, and staff recognize and value the role of the Practical Nurse within the health care community. The program faculty will encourage the Practical Nursing student to continuously pursue the acquisition of knowledge throughout their nursing careers.

Administration

Executive Director of CTE	Dr. Shannon Brennan	sbrennan@stcenters.org
Assistant Director of CTE	Chris Groody	grooc@stcenters.org
Executive Director of IU 29	Dr. Anthony Serafini	aserafini@iu29.og

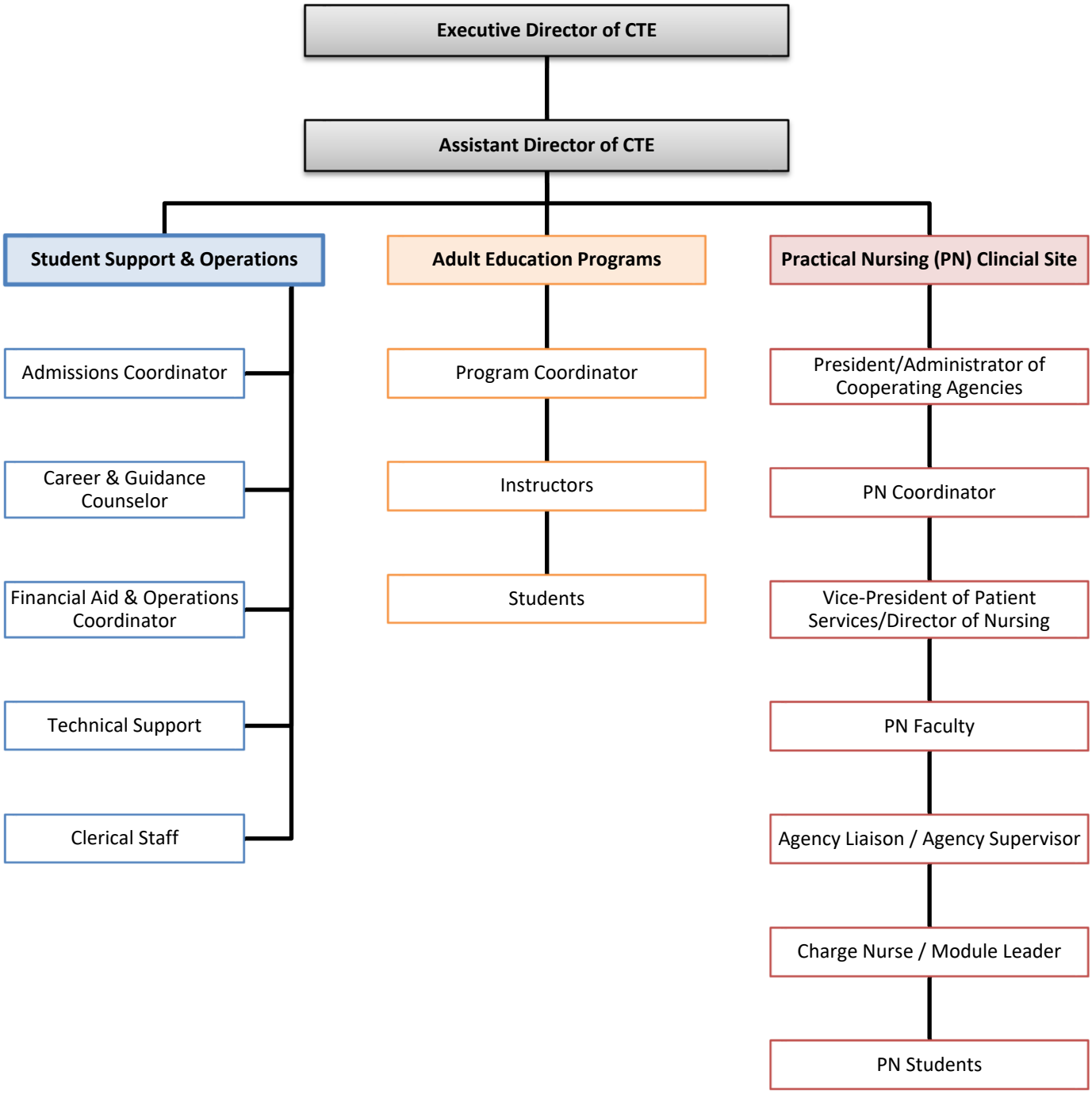
Post-Secondary Staff

Admissions & Marketing Coordinator	Lori Kane	kanel@stcenters.org
Financial Aid & Ops Coordinator	Melissa Frie	friem@stcenters.org
PN Program Coordinator	Kimberly O'Neill MSN, RN, CSN	oneik@stcenters.org
PN Secretary	Michelle Yasenchak	yasem@stcenters.org
Vehicle State Inspection Secretary	Theresa Holley	hollt@stcenters.org

Instructors

PN Instructors		
	Amanda Gallagher MSN, RN	galla@stcenters.org
	Pamela Barrett, RN	barrp@stcenters.org
	Sarah Ford, BSN, RN	fords@stcenters.org
	Stacie Herring MSN, RN	herrs@stcenters.org
	Lorraine Kirchmeier	kircl@stcenters.org
	Sherry Whitecavage MSN, RN	whits@stcenters.org
Massage Therapy Instructors		
	Amber Hunter	hunta@stcenters.org
	Rebecca Hepler	heplr@stcenters.org
Medical Assisting Instructors		
	Savannah Williams	wills@stcenters.org
	Megan Schaeffer	scham@stcenters.org
	Beverly Riegel	reigb@stcenters.org
CDL Instructor (Day)	William Picht	pichw@stcenters.org
CDL Instructor (Night)	John McElhenny	meclj@stcenters.org
Welding Instructors		
	William Picht	pichw@stcenters.org
	Kyle Morgan	morgk@stcenters.org
Automotive Technology & Vehicle State Inspection Instructors		
	Steve Homola	homst@stcenters.org
	Thomas Buff	trb@stcenters.org
HVAC Instructor	In Process	
Electro-Mechanical Instructor	In Process	

STC ORGANIZATIONAL CHART



Revised: 10/4/2023

Program Approvals, Accreditation & State Authorizations

Schuylkill Technology Center Adult Education operates under the authority and approval of the following regulatory agencies:

Pennsylvania Department of Education (PDE)

- Bureau of Career and Technical Education (BCTE)

Pennsylvania State Board of Nursing

- Full approval for the Practical Nursing Program

United States Department of Education (USDE)

- Approved for Title IV Federal Student Aid programs, including the Federal Pell Grant and the William D. Ford Federal Direct Loan Program

Pennsylvania Department of Education – Division of Veterans/Military Education

- Approved by the Pennsylvania State Approving Agency (SAA) for veterans' educational training and GI Bill® benefits

Pennsylvania Department of Labor & Industry

- Office of Vocational Rehabilitation (OVR) training provider
- PA CareerLink® eligible training provider (WIOA / Workforce Innovation and Opportunity Act)

Non-Discrimination Statement

Schuylkill Technology Center (STC) does not discriminate in its educational programs, adult training offerings, activities, admissions, or employment practices on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, ancestry, union membership, or any other legally protected classification.

This policy is established in accordance with state and federal laws, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and the Pennsylvania Human Relations Act. STC's commitment to non-discrimination extends to enrolled students, prospective students, employees, clinical/training affiliates, and the community.

Student Right to Know

In compliance with the federal Student Right to Know Act and the Higher Education Act (HEA), STC publishes institutional consumer disclosures annually.

Prospective and enrolled students may review official information regarding:

- Program completion, retention, and graduation rates
- Institutional job placement rates
- Annual Campus Safety & Security Reports (Clery Act crime statistics)
- Median Title IV student loan debt of program completers

These disclosures are accessible online at **adult.stcenters.org** or in hard copy upon request through the Adult Education Office.

Request For Accommodations

STC is committed to providing reasonable accommodation for students with documented disabilities. Documented disabilities may include, but are not limited to, a learning disability; attention deficit disorder; a visual, hearing, or physical mobility impairment. A reasonable accommodation is one that is consistent with the academic standards of the STC Practical Nursing program and does not require substantial course or program alteration. STC is committed to working with students directly and individually throughout the accommodations process. Final authority to determine the most appropriate and effective accommodation rests with STC and is based on the nature of the course or program and the individual student's disability-related need.

Students may request accommodations to the technical standards of STC's relevant documentation of a disability that meets the qualifying disabilities under the Pennsylvania Human Relations Act http://www.phrc.pa.gov/Resources/Law-and-Legal/Pages/The-Pennsylvania-Human-Relations-Act.aspx#.V2q0bfkrLIU

Because the laws guiding eligibility for accommodations in grades K – 12 and post-secondary education differ, documentation that includes recommendations corresponding to collegiate – level demands is highly recommended to ensure the proper type of accommodation is implemented to help the student transition into post-secondary education. Request for Accommodation Form.

Such accommodation will be provided in accordance with, STC Policies and state and federal laws.

STC does not discriminate against individuals with disabilities and will make every effort to make reasonable accommodation for the applicant or student with a disability. If you have a disability and do not require special accommodation, you are not required to disclose your disability.

After a request for accommodation is made by a student, the Assistant Director of CTE at STC will determine what accommodation may be appropriate and necessary. The Assistant Director of CTE will communicate with the faculty members to determine whether the suggested accommodation is appropriate in the context of their course design and evaluation. The student should meet with the course instructor during the first week of class to discuss the accommodations request. If a student is dissatisfied with an instructor's decision or the implementation of accommodations, it is the student's responsibility to notify first the Practical Nursing Coordinator who can intervene to attempt to address a student's concerns.

If you have a disability and require accommodation, you are required to submit documentation about the disability including recommendations for the accommodation. This should be done as soon as possible after admission to the program and before enrollment. A licensed physician or licensed psychologist/psychiatrist must complete the documentation. It should verify the disability and suggest appropriate accommodation appropriate for collegiate-level learning. It is the student's responsibility to obtain the documentation and to pay the provider's fees.

All students, including those with disabilities are responsible to meet the requirements of the program.

Documentation should be typed on letterhead stationery and include the following:

- Diagnosis of the disability explains the impairment or limitation created by the disability and the type of accommodation being requested.
- Explanation of the applicant's limitation for which the applicant is requesting accommodations to successfully participate in an academic/clinical environment of the practical nursing program.
- The accommodation that you are requesting along with an explanation why the accommodation is necessary for the student to participate in the program.
- The name, title, professional credentials, and signature of the health care provider that is treating the student.

STC cannot guarantee that the same accommodation can or will be provided when a student takes the NCLEX-PN examination.

(See **Appendix I – Request for Accommodation Form**)

ACADEMIC & OPERATIONAL CALENDARS

Academic Calendar

Closings 2026-2027

July 06	Independence Day
September 04	Office Closed
September 07	Labor Day
November 26, 27 & 30	Thanksgiving Recess
December 24 through January 01	Winter Break
February 15	President's Day
March 25, 26 & 29	Spring Break
May 31	Memorial Day

Note: Offices are closed on Fridays during the summer. Starting the first Friday in June, continuing through mid-August

School Weather/Emergency Closings

In case of a snow emergency or any other disaster, closure announcements will be made on the local Radio/TV stations by 7:00 A.M. for "Schuylkill AVTS North Campus". When STC is closed, the Adult Programs are automatically closed to in-person instruction.

Announcements will be made on:

AM RADIO STATIONS:	WMBT, WPPA
FM RADIO STATIONS:	WPAM, T102, WMGH
TELEVISION STATIONS:	WBRE - CHANNEL 28; NBC
	WNEP - CHANNEL 16; ABC
	WYOU - CHANNEL 22; CBS
	WGAL - CHANNEL 8

Students must always use good judgment and follow safety procedures when traveling in bad weather.

Make-Up Time due to emergency closures: Time lost because of school closure will be made up to ensure all students comply with the program's required hours. Lost class or clinical time may be recovered by:

- An alternative assignment.
- An online assignment.
- Adding hours to the scheduled class/clinical day.

Make-up days may be scheduled on holidays or vacation days if necessary. Hours lost due to delays will be made up at the discretion of the coordinator.

Operational Calendar

Practical Nursing Day Program
Schedule: Classroom - 8:00am – 2:30pm; Clinical - 6:45am – 2:15pm Monday to Friday

0525D
Term 1 – May 19, 2025 – November 18, 2025
Term 2 – November 24, 2025 – June 10, 2026
Term 3a – June 15, 2026 – September 18, 2026
Term 3b – September 22, 2026 – December 16, 2026

0326D
Term 1 – March 9, 2026 – September 15, 2026
Term 2 – September 21, 2026 – April 6, 2027
Term 3a – April 12, 2027 – July 16, 2027
Term 3b – July 19, 2027 – October 15, 2027

Practical Nursing Evening Program
Schedule: Classroom - 4:00pm – 9:00pm Monday, Wednesday & Thursday; Clinical - 6:45am – 2:15pm Saturday & Sunday

0325E
Term 1 – March 10, 2025 – October 20, 2025
Term 2 – October 27, 2025 – June 8, 2026
Term 3a – June 15, 2026 – October 1, 2026
Term 3b – October 5, 2026 – February 2, 2027

0227E
Term 1 – TBD
Term 2 – TBD
Term 3 – TBD
Term 4 – TBD

Automotive Technology Evening Program – 3:00pm – 8:00pm
Medical Assisting & Welding Evening Program – 4:00pm – 9:00pm
Schedule: Tuesday & Thursday with 2 hours per week of virtual instruction

July 2026
Term 1 – July 7, 2026 – September 30, 2026
Term 2 – October 1, 2026 – December 24, 2026
Term 3 – January 5, 2027 – March 31, 2027
Term 4 – April 1, 2027 – June 24, 2027

January 2026
Term 1 – January 6, 2026 – April 1, 2026
Term 2 – April 7, 2026 – July 2, 2026
Term 3 – July 7, 2026 – September 30, 2026
Term 4 – October 1, 2026 – December 22, 2026

July 2027
Term 1 – July 6, 2027 – September 29, 2027
Term 2 – September 30, 2027 – December 23, 2027
Term 3 – TBD
Term 4 – TBD

January 2027
Term 1 – January 5, 2027 – March 31, 2027
Term 2 – April 1, 2027 – July 24, 2027
Term 3 – July 6, 2027 – September 29, 2027
Term 4 – September 30, 2027 – December 23, 2027

Massage Therapy Evening Program – 4:00pm – 8:00pm
Schedule: Monday, Tuesday & Thursday

July 2026
Term 1 – July 13, 2026 – October 5, 2026
Term 2 – October 8, 2026 – January 7, 2027
Term 3 – January 11, 2027 – April 5, 2027
Term 4 – April 8, 2027 – July 1, 2027

January 2026
Term 1 – TBD
Term 2 – TBD
Term 3 – TBD
Term 4 – TBD

CDL Class A & Class B Day Program – 8:00am – 4:00pm
Schedule: Monday through Friday
Capacity: Strictly limited to three (3) students per cohort to ensure optimal behind-the-wheel (BTW) instructional time and road driving practice.
Continuous Rolling Starts: CDL classes operate year-round on a continuous, sequential schedule. New training cohorts launch immediately at the conclusion of the preceding class. Because start dates fluctuate based on student progression and yard availability, fixed dates are not published in advance. Please contact the STC Adult Education Office at (570) 874-1412 for upcoming cohort availability, registration deadlines, and orientation schedules.
Licensing Examination: Official PennDOT CDL examinations are scheduled and conducted only after all required instructional clock hours (160 hours for Class A; 140 hours for Class B) are completed in full.

Vehicle State Inspection Evening Program – 5:30pm – 9:30pm
Schedule: Monday & Thursday

CAT I (Car) CAT II (Motorcycle) CAT III (Commercial Truck) CAT IV (Test Only)

Course Hours & Credit Overview

Programs at STC North Campus – 101 Technology Drive Frackville, PA 17931

Practical Nursing

Length in Months	**19 or 21**
Theory Hours	**756**
Skills Hours	**744**
Total Hours	**1500**
Total Credits	**112.8**

Automotive Technology

Length in Weeks	**50**
Theory Hours	**342**
Skills Hours	**258**
Total Hours	**600**
Total Credits	**47.1**

HVAC

Length in Weeks	**50**
Theory Hours	**TBD**
Skills Hours	**TBD**
Total Hours	**600**
Total Credits	**TBD**

Massage Therapy

Length in Weeks	**50**
Theory Hours	**330**
Skills Hours	**270**
Total Hours	**600**
Total Credits	**46.5**

CDL Class A

Length in Weeks	**7** (*approx.*)
Theory Hours	**40**
Skills Hours	**120**
Total Hours	**160**
Total Credits	**10.0**

Vehicle State Inspection

Length in Weeks	**2.5**
Total Hours	**20**

Medical Assisting

Length in Weeks	**50**
Theory Hours	**364**
Skills Hours	**236**
Total Hours	**600**
Total Credits	**48.2**

CDL Class B

Length in Weeks	**6** (*approx.*)
Theory Hours	**40**
Skills Hours	**100**
Total Hours	**140**
Total Credits	**9.0**

Programs at STC South Campus - 15 Maple Ave, Mar Lin, PA 17951

Welding

Length in Weeks	**50**
Theory Hours	**280**
Skills Hours	**320**
Total Hours	**600**
Total Credits	**44.0**

INSTITUTIONAL ADMISSIONS & REGISTRATION

Admission Requirements

To secure a seat in any STC postsecondary program, applicants must meet all general admission requirements and any program-specific criteria. A student may have the option of deferring enrollment for a period of **no more than one year** from the date of application. Students who defer past one year will be required to restart the entire admission process from the beginning. Apart from completing a new application.

General Admission Requirements (All Programs)

- **Application & Fee:** Submit a complete application along with the non-refundable registration fee to reserve a seat.
- **Age Requirement:** Applicants must be at least 18 years of age prior to the program start date.
- **Transportation:** Maintain dependable personal transportation to and from all scheduled classroom sessions, hands-on labs, and off-campus clinical sites.

****The following items must be submitted no later than ten (10) school days prior to the program start date****

- **High School Credential Verification:** Submit an official, certified high school transcript or official GED transcript. Transcripts must be received directly from the issuing institution with an official seal and/or authorized signature. STC reserves the right to verify diploma validity; if a diploma cannot be authenticated, a GED will be required for admission.
- **Financial Clearance:** Secure & submit all funding source(s) documentation (financial aid, third-party agency sponsorships, or approved payment plans).
- **Background Clearances:** Submit all required background checks (PA State Police Criminal Record Check, PA Child Abuse History Clearance, and FBI Fingerprinting, as mandated by program). Background records are evaluated by STC administration on a case-by-case basis to determine program eligibility and clinical/externship placement feasibility.

Program-Specific Admission Requirements

Practical Nursing (PN), Medical Assisting, and Massage Therapy:

- **10-Panel Drug Screen:** Submit documentation of a negative 10-panel urine drug screen completed through LVHN Schuylkill Occupational Medicine. A voucher is given on or about 30 days prior to the start of the program. The panel screens for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, phencyclidine (PCP), propoxyphene, and methaqualone (Quaaludes).

PN

- **Entrance Examination:** Successfully complete the Test of Essential Academic Skills (TEAS). Official TEAS scores are valid for up to five (5) years from the test date.
- **Immunizations & Health Documentation:**
  - **Tuberculosis (TB) Screening:** Proof of a negative test in the form and manner required by the provider.
  - **Seasonal Influenza:** Proof of the current seasonal influenza vaccine containing the student's name, date of vaccination, and provider verification.
  - **Measles, Mumps, & Rubella (MMR):** Proof of two (2) documented doses of the MMR vaccine OR quantitative laboratory serology (titer) demonstrating positive immunity. Medical exemptions must be documented by a licensed physician.
  - **Varicella (Chickenpox):** Proof of two (2) documented doses of the Varicella vaccine OR quantitative laboratory serology (titer) demonstrating positive immunity.
  - **Tetanus, Diphtheria, & Pertussis (Tdap):** Proof of a Tdap booster administered within the past ten (10) years.
  - **Hepatitis B Series:** Proof of a completed 3-dose Hepatitis B vaccine series and/or a post-vaccine surface antibody titer verifying immunity.
  - **COVID-19:** Proof of COVID-19 vaccination as required by clinical affiliation agreements.

Commercial Driver's License (Class A & B)

- **Language Proficiency:** Must be able to read, write, and speak the English language sufficiently in compliance with Federal Motor Carrier Safety Regulations (49 CFR § 391.11(b)(2)).
- **Enrollment Deposit:** Submit a non-refundable, non-transferable $250.00 enrollment deposit. (This deposit is credited directly toward program tuition once the student begins training).
- **DOT Drug Screen & Physical:** Must pass an official DOT physical examination and Federally mandated DOT drug screen administered through LVHN Schuylkill Occupational Medicine to obtain a valid DOT Medical Card. A voucher is given at orientation.
- **Motor Vehicle Record (MVR):** Provide an official 3-year driving history record from PennDOT reflecting an acceptable driving record.
- **Entry-Level Driver Training (ELDT):** Successfully complete the PennDOT mandated ELDT theory curriculum. Access to the platform is given at orientation.

TUITION, FEES & PAYMENT POLICIES

Tuition and Fees

Effective July 1, 2026

Note: Tuition and Fees are subject to change at any Joint Operating Committee (JOC) meeting throughout the year

Practical Nursing	
Tuition	$23,250.00
Program Fees	$5,550.00
Tuition & Fees Total	**$28,800.00**

Automotive Technology	
Tuition	$10,000.00
Program Fees	$1,077.00
Tuition & Fees Total	**$11,077.00**

HVAC	
Tuition	$10,000.00
Program Fees	TBD
Tuition & Fees Total	**TBD**

Massage Therapy	
Tuition	$10,000.00
Program Fees	$1,650.00
Tuition & Fees Total	**$11,650.00**

Medical Assisting	
Tuition	$10,000.00
Program Fees	$1,650.00
Tuition & Fees Total	**$11,650.00**

Welding	
Tuition	$10,000.00
Program Fees	$2,010.00
Tuition & Fees Total	**$12,010.00**

CDL A	
Tuition	$4,640.00
Program Fees	$760.00
Tuition & Fees Total	**$5,400.00**

CDL B	
Tuition	$4,060.00
Program Fees	$760.00
Tuition & Fees Total	**$4,820.00**

Vehicle State Inspection	
CAT 1	**$200.00**
CAT 2 (if an add-on is only $60)	**$260.00**
CAT 3 (if an add-on is only $60)	**$260.00**
CAT 4	**$60.00**

Electro-Mechanical Technology
Corporate Training Costs Vary

CDL Testing Fees and Retest Policy

STC utilizes York County School of Technology as our official CDL Testing Site. The cost of one CDL Driving Test ($260) is incorporated into the STC program fees. If a student fails any portion of the initial examination, the cost of all subsequent retests is the **sole responsibility of the student** and must be paid directly to the testing site.

- **Retest Cost Structure:**
  - **Full Retest:** $260 (if the entire driving test must be repeated).
  - **Partial Retest:** $90 per individual section (if only one or two parts are required).
- **Payment Method:** Students must provide payment (Credit Card accepted) to York County School of Technology on the day of their scheduled retest.

Payment Plan Policy

STC Adult Education requires all enrolled adult students to maintain good financial standing. Prior to the first day of class and prior to the start of each subsequent financial aid award year or term. A student's tuition obligation may be satisfied using any approved combination of Federal Title IV Financial Aid, state grants, agency sponsorships, VA education benefits, employer tuition assistance, and personal payments.

Payment Options

Students whose third-party funding or financial aid does not fully cover their institutional balance must select one of the following payment arrangements prior to enrollment:

1. **Payment in Full:** Settle the remaining account balance in full prior to the first day of instruction.
2. **Employer Tuition Reimbursement Deferment:** Submit a fully executed STC Tuition Deferment Form signed by the student's employer verifying participation in an eligible employer-sponsored tuition assistance program.
3. **Approved Institutional Payment Plan:** Establish a formal, scheduled monthly installment agreement through the Financial Aid Office.

Payment Plan Terms & Guidelines

- **Installment Schedules:** The Approved Payment Plan establishes specific monthly installment amounts and strict due dates based on the student's remaining out-of-pocket balance.
- **Term Finality:** Installment schedules must be structured so that the account balance is paid in full no later than ten (10) calendar days prior to the conclusion of the course or term.
- **Director Approval:** Any proposed installment arrangement exceeding $500.00 per month requires prior written review and approval by the Director of CTE.
- **Administrative Discretion:** STC reserves the right to deny, modify, or revoke payment plan privileges based on prior delinquent payment history or unresolved financial obligations.

Delinquency, Non-Payment & Sanctions

Failure to make scheduled installment payments or resolve an outstanding balance in accordance with the signed agreement will result in the following administrative and academic sanctions:

- **Classroom & Clinical Suspension:** Students with delinquent accounts will be barred from attending classes, laboratories, and clinical rotations until the past-due balance is brought current. Any instructional time lost due to financial suspension will be recorded as unexcused absentee time against the student’s clock-hour requirements.
- **Credential & Transcript Holds:** Official transcripts, grades, completion certificates, diplomas, nursing pins, and authorization to sit for third-party industry or state licensing examinations (including the NCLEX-PN) will be withheld until the account is settled in full.
- **Program Termination:** Persistent non-payment will result in administrative withdrawal from the program. A student dismissed for financial default may petition for readmission into a subsequent cohort once all outstanding balances are satisfied, subject to space availability and the institutional Readmission Policy.
- **Future Enrollment Block:** Delinquent students remain ineligible for registration or re-enrollment in any STC adult education program until all prior debts are satisfied.

Veterans Benefits Protection

In compliance with federal statute, STC will not impose any penalty; including assessing late fees, denying access to classes, libraries, or other institutional facilities, or requiring a student to borrow additional funds; on any covered individual utilizing Veterans Grants, provided the student has submitted a valid Certificate of Eligibility (COE) or Statement of Benefits.

Past Due Balance Policy

All tuition and fees must be paid in full before a student is issued a certificate of completion or diploma. The student’s name will not be submitted for any licensure and CDL student’s will not be permitted to test if their account balance is not fully paid.

If a student leaves STC, either through withdrawal or completion, with a balance due, the following procedures will apply:

- STC will attempt to contact the student via mail, email, and phone to collect the balance.
- If a payment is not made within 90 days, it will be referred to STC’s collection agency, Commercial Acceptance Company. Past due balances will incur a finance charge of 0.5% per month. Failure to pay may result in the balance being reported to credit bureaus.

Refund Policy

If a student withdraws or is terminated by the school, the following tuition refund policy is applicable after the first full class day of each term:

REFUND SCHEDULE (Based on Class Days Attended in Term)

Refund Eligibility	Student Liability (Amount Owed)	Program Length: 301–600 Hours	Program Length: 601–1500 Hours
75% Refund	**You Owe 25%**	Days 2 – 4	Days 2 – 10
50% Refund	**You Owe 50%**	Days 5 – 7	Days 11 – 15
25% Refund	**You Owe 75%**	Days 8 – 12	Days 16 – 30
NO REFUND	**You Owe 100%**	After Day 12	After Day 30

Short Courses (<300 Hours): Tuition is **100% Non-Refundable** once the first class has begun.

Students receiving Pell or Loan money will be subject to additional refund policies set forth by each respective agency. The major factor in determining Title IV Funding is class attendance. Any money returned to these agencies will be charged to the student when applicable. Application fees are non-refundable.

Policies are set by the Board of Education. Regulations are set by the Administration. Students are expected to know the policies and regulations. Infractions of a policy or regulation may result in disciplinary action. Disciplinary action could result in suspension or permanent expulsion, and/or criminal or civil prosecution.

Title IV Refund Policy

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or is terminated, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws or is terminated from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined using a Return to Title IV Funds (R2T4) form. The U.S. Department of Education (USDE) requires STC to determine the aid earned by the specific Title IV formula in the R2T4 form. Once you have completed more than 60% of the payment period, you earn all your assistance.

In the event of an overpayment of aid, the return amounts will be repaid using the following sources, in order listed, up to the total net amount disbursed in each source: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS, PELL Grant, Student assistance. The funds will be returned to the USDE within 10 days of the withdrawal.

If a credit balance occurs the student can elect to have the money returned to the USDE to reduce loan debt or refund to the student. If the credit balance is refunded to the student, it will be in the form of a check from the school. Refunds to students will be processed through the school's Business Office. All refund checks will be mailed to students.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return.

Overpayment of Federal Student Aid

Overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Over awards are one cause of overpayments; overpayments can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments more than grant or loan maximums.

In the case where the school is liable for the over award, the school will immediately restore an amount equal to the overpayment to the appropriate FSA account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for the overpayment, the student will be notified by writing requesting full reimbursement of the overpayment. If, after notification, the student has not repaid or made satisfactory arrangements to repay the overpayment, the school will refer the overpayments to the USDE Debt Resolution Services Department and

notify NSLDS of the overpayment. At this point, the student becomes ineligible to receive Title IV funds until the overpayment is resolved.

Credit Balance Refunds

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the USDE to reduce loan debt, held on account for a future tuition bill or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to either return the money to a lender or hold the balance on account. Refunds to students will be processed through the school's Business Office no later than 14 days after the disbursement. All refund checks will be mailed to students.

FINANCIAL AID APPLICATION PROCESS

Financial Aid Policies & Procedures

The STC Financial Aid Office assists eligible students in securing federal, state, and institutional funding to meet their educational expenses. Federal student aid is applied for online at studentaid.gov.

- **Federal School Code:** 015888
- **Direct Loan / MPN School Code:** G22512

1. How to Apply

1. **Create an FSA ID:** All students and required contributors (spouse or parent/stepparent) must create a StudentAid.gov account (FSA ID) prior to completing the application.
2. **Complete the FAFSA:** File at studentaid.gov using School Code **015888**. When prompted for the program type, select *Certificate/diploma (occupational/technical/educational program of less than 2 years)*.
3. **Provide FA-DDX Consent:** All contributors must provide consent and approval to retrieve Federal Tax Information (FTI) directly from the IRS via the FA-DDX. Failure to provide consent renders the student ineligible for Title IV aid.
4. **Complete Loan Requirements:** First-time Direct Loan borrowers must complete **Loan Entrance Counseling** and a **Master Promissory Note (MPN)** at studentaid.gov.

2. Student Eligibility Requirements

To receive Title IV federal financial aid, a student must:

- Possess a high school diploma, recognized equivalent (GED), or approved home-school credential.
- Be enrolled as a regular student in an eligible clock-hour certificate or diploma program.
- Be a U.S. citizen or eligible non-citizen with a valid Social Security Number.
- Not be in default on a federal student loan or owe a Title IV overpayment.
- Maintain Satisfactory Academic Progress (SAP) and meet clock-hour completion standards.

3. Determination of Financial Need & Packaging

Financial aid eligibility is calculated using the federal formula:

$$\text{Cost of Attendance (COA)} - \text{Student Aid Index (SAI)} = \text{Financial Need}$$

- **Cost of Attendance (COA):** Established annually by STC administration, reflecting estimated tuition, fees, books, supplies, and reasonable living/transportation costs.
- **Student Aid Index (SAI):** Calculated by the federal processor and reported to the student on their **FAFSA Submission Summary (FSS)**.

Award Notifications:

- **New Students:** Financial aid offer letters are distributed prior to or during program orientation.
- **PN Term 3 / Second Academic Year:** PN students progressing into their second academic year (600 clock hours) will receive an updated offer letter once Term 2 hours are evaluated and any necessary subsequent-year FAFSAs are processed.
- **FAFSA Crossover (July 1):** Students enrolled in programs crossing over the July 1 award year boundary must complete the upcoming award year's FAFSA to ensure uninterrupted disbursements.

4. Available Federal Aid Programs

Program	Description	Annual/Program Limits
Federal Pell Grant	Need-based grant that does not require repayment. Unavailable to students who already hold a bachelor's degree.	Determined by SAI and clock-hour enrollment intensity.
Direct Subsidized Loan	Need-based loan; the U.S. Department of Education pays interest while the student is enrolled in school.	Up to $3,500 for the first academic year (900 hours).
Direct Unsubsidized Loan	Non-need-based loan; interest accrues from the date of disbursement.	First Year: Dependent $2,000; Independent $6,000. (Prorated for programs < 900 hours).
Direct Parent PLUS Loan	Credit-based loan available to parents of dependent undergraduate students.	Cost of Attendance minus all other financial aid received.

Direct Loan limits for Practical Nursing students advancing to Grade Level 2 (remaining 600 hours) are prorated up to $3,575 for dependent students and $5,775 for independent students. Programs less than 900 clock hours (Automotive, HVAC, Massage, Medical Assisting, Welding) have their annual loan eligibility prorated accordingly.

5. Satisfactory Academic Progress (SAP) & Attendance

Because STC operates as a clock-hour institution, federal aid disbursements require both academic mastery and physical clock-hour completion. SAP is evaluated at the end of each payment period.

1. **Qualitative Standard (GPA):** Students must maintain a minimum cumulative course average of **75%** (or the higher standard required by their specific program). Transfer credits, advanced placement, and test-out grades are excluded from cumulative GPA calculations.

2. **Quantitative Standard (Pace & Attendance):** Students must complete 100% of the scheduled clock hours in the payment period before the next disbursement can occur. Excessive absenteeism directly postpones loan and grant disbursements.
3. **Maximum Timeframe (150%):** Students must complete their program within 150% of the published clock-hour program length. A student who exceeds 150% becomes permanently ineligible for Title IV aid for that program.

SAP Warning, Suspension, and Appeals:

- **Warning Status:** A student who fails to meet SAP at the end of a payment period may be placed on Financial Aid Warning for one evaluation interval if permitted by policy, during which aid eligibility continues.
- **Suspension & Appeals:** A student who fails to regain satisfactory standing is suspended from financial aid. A student may appeal suspension by submitting a written *Suspension Review Request* with documented extenuating circumstances (e.g., serious illness, injury, bereavement). Approved appeals place the student on an **Academic Rehabilitation Plan (ARP)**. Failure to meet the conditions of the ARP results in immediate aid termination.

6. Repeated Coursework

Federal Title IV funds **cannot** be disbursed to cover repeated clock hours or repeated terms. If a student fails a course or term, financial aid disbursements are suspended during the repeat period and cannot be reinstated until the student successfully completes the necessary clock hours and advances into the next eligible payment period. The student is solely responsible for all tuition charges incurred for repeated coursework.

7. Verification Policy

Students selected for federal verification by the U.S. Department of Education or the institution must submit all requested documentation to the Financial Aid Office within **30 days** of notification.

Required documentation may include tax return transcripts, signed federal tax forms, proof of non-filing, family size worksheets, and/or the identity and statement of educational purpose verification. Aid will not be originated or disbursed until verification is complete and processed. Failure to supply required documents will result in cancellation of aid and balance reassessment.

8. Professional Judgment (PJ)

Under Section 479A of the Higher Education Act, STC's Financial Aid Administrator exercises Professional Judgment on a case-by-case basis:

- **Special Circumstances:** Financial adjustments to COA or SAI components based on recent, documented changes (e.g., job loss, death of a wage earner, catastrophic unreimbursed medical expenses). PJ requests require verification completion and official third-party documentation.
- **Unusual Circumstances:** Dependency overrides adjusting a student from Dependent to Independent due to documented extenuating environments (e.g., abandonment, unsafe domestic conditions, human trafficking).

The Financial Aid Administrator's determination on Professional Judgment is final and cannot be appealed to the U.S. Department of Education.

9. Disbursements, Credit Balances & Cancellations

- **Disbursement Schedule:** Financial aid funds are credited directly to the student's STC institutional tuition account. Pell Grant first installments post within the initial 30 days of the program. First-time, first-year undergraduate student loan disbursements are subject to the federal 30-day delay requirement. Subsequent disbursements require successful completion of both the clock hours and instructional weeks in the preceding payment period.
- **Credit Balances:** If financial aid disbursements exceed institutional tuition and required fees, the resulting credit balance is issued to the student via refund check mailed within 14 calendar days, unless the student has provided written authorization to hold funds or return them to the lender.
- **Right to Cancel Loans:** Students have the right to cancel all or part of a Direct Loan by submitting a written cancellation request to the Financial Aid Office within **10 business days** of disbursement notice.

Student Lending Code of Conduct

STC is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and to rule out any perceived or actual conflict of interest between STC officers, employees or agents and education loan lenders, STC has adopted the following:

- STC does not participate in any revenue-sharing arrangements with any lender.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than nominal value from any lender, guarantor or servicer.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- STC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. STC does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- STC does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- STC recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. STC will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- STC will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- STC will not request or accept any assistance with call center or financial aid office staffing.

Policies for Veterans & Beneficiaries Receiving VA Educational Assistance

Schuylkill Technology Center (STC) is approved by the Pennsylvania Department of Education – State Approving Agency (SAA) for the training of veterans and eligible dependents under Title 38 and Title 10 of the United States Code. STC complies with all applicable regulations enforced by the U.S. Department of Veterans Affairs (DVA).

Standards of Academic Progress & Probation (DVA Notification)

Enrolled beneficiaries must maintain Satisfactory Academic Progress (SAP) to remain eligible for VA educational benefits:

- **Minimum Academic Standards:** Beneficiaries must maintain the minimum cumulative grade average established for their program of enrollment:
  - **Practical Nursing:** Minimum cumulative average of **80%**.
  - **Trade & Technical Programs:** Minimum cumulative average of **70%**.
- **Probationary Period:** A student whose academic average falls below the required standard will be placed on formal Academic Probation for one evaluation period. The student must meet with the instructor and administration to execute an Academic Rehabilitation Plan (ARP).
- **Mandatory DVA Reporting:** In accordance with federal guidelines, the DVA will be officially notified through VA Enrollment Manager if any student's probationary period exceeds two (2) consecutive terms/semesters or 25% of **the total clock-hour length of the program**, whichever is shorter. If a student fails to satisfy the terms of probation, benefits will be terminated for unsatisfactory progress.
- **Re-Entrance Following Dismissal:** Re-enrollment for students dismissed for unsatisfactory progress will be evaluated on an individual basis by the Admissions Committee in strict accordance with the institutional Readmission Policy.

Clock-Hour Attendance, Tardiness & Make-Up Requirements

Attendance at STC is measured in certified clock hours. To maintain benefit eligibility and qualify for state licensing or course completion certificates, attendance is mandatory across all classroom, lab, and clinical instruction:

- **Class Cuts & Tardiness:** Class cuts are strictly prohibited and are logged as unexcused absences. Late arrivals and early departures are tracked in 15-minute increments against the student's cumulative clock hours.
- **Unsatisfactory Attendance:** A student who exceeds the maximum allowable absence hours (10% of total program hours) will be placed on attendance probation or suspended.
- **Make-Up Clock Hours & Fees:**
  - All missed clock hours must be completed in an approved instructional setting prior to program completion.
  - **VA Benefit Exclusion:** The VA pays educational benefits based on scheduled program clock hours; make-up hours are not certifiable for additional VA training time, stipend, or Monthly Housing Allowance (MHA).
  - **Make-Up Fees:** The mandatory institutional make-up fee (**$50.00 per hour**) is not covered by the VA and is the sole financial responsibility of the student.

Evaluation of Previous Education & Military Training (Credit Evaluation)

STC maintains an active policy for evaluating prior educational transcripts and military service training for all individuals receiving VA education benefits:

- The student must submit official transcripts from all previously attended postsecondary institutions and a Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript.
- STC will review appropriate, program-relevant prior training, grant credit where applicable, proportionally shorten the training time and tuition costs, and formally notify the student and the DVA of credit granted.

Title 38 U.S.C. § 3679(e) Compliance (Protection from Late VA Payments)

In accordance with Title 38 U.S.C. § 3679(e) (as enacted by the Veterans Benefits and Transition Act of 2018), STC adheres to the following protections for any Covered Individual utilizing Chapter 33 (Post-9/11 GI Bill®) or Chapter 31 (Veteran Readiness and Employment – VR&E) benefits:

1. **Permitted Participation:** A covered individual is permitted to attend and participate in all coursework, laboratories, and clinical rotations beginning on the date the individual provides an official Certificate of Eligibility (COE) or Statement of Benefits (obtained from VA.gov), or an approved Chapter 31 authorization (Tungsten / VAF 28-1905), and ending on the earlier of:
   - The date the VA issues payment to the institution; or
   - Ninety (90) calendar days after the date STC certified tuition and fees following receipt of eligibility documents.
2. **Prohibition of Penalties:** STC will not impose any penalty; including assessing late fees, denying access to classes, libraries, laboratories, clinical sites, or other institutional facilities, or requiring the covered individual to secure

alternative or additional loan financing; due to the delayed disbursement of funding by the U.S. Department of Veterans Affairs under Chapter 31 or 33.

Distribution of Policies & Consumer Inquiries

Every veteran, reservist, and eligible dependent will receive a copy of these institutional policies upon enrollment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). Additional information regarding education benefits offered by the VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

ACADEMIC & ATTENDANCE REGULATIONS

Academic Requirements

Grading Scale

A = 100 – 90 B = 89 – 80 C = 79 – 70 Failure = 69 – 0

Students may check their current academic progress by contacting the office or logging in through the Student Portal.

Grade Rounding Policy

- Grades are NOT rounded.
  (Example: A final grade of 79.9% is recorded as 79% and therefore does not meet the 80% requirement.)

Minimum Grade Requirements

- **Medical Programs**: students must achieve a final grade of 80% or above in each of the four modules
- **Non-Medical Programs**: students must achieve a final grade of 70% or above in each of the four modules

Attendance Policy

Because Schuylkill Technology Center (STC) Adult Education operates clock-hour vocational and healthcare programs, regular attendance and punctuality are mandatory. Students must physically complete all required clock hours to remain eligible for Title IV financial aid disbursements, program certificates, and authorization to sit for state or national licensure/certification examinations. The student's attendance record becomes an official part of their permanent institutional transcript.

Program Allowable Absence Banks

STC recognizes that emergencies and illnesses occur. Students are allotted an institutional bank of allowable absence hours per term before make-up fees are assessed. Missed instructional hours that remain within this bank do not incur hourly fees, but all instructional and clinical hours must still be made up physically to satisfy program completion requirements.

- **PN:** Maximum of **22.5 clock hours** per term.
- **600 Hour Programs:** Maximum of **10.0 clock hours** per term.

*Once a student exceeds their allotted term absence bank, an institutional make-up fee of **$50.00 per hour** will be charged for all subsequent missed hours that must be scheduled and completed. Accumulating absences beyond the program's maximum allowable limit (10% of total hours) will result in attendance probation or program termination.*

Attendance on Scheduled Examination Days

Examination dates are published/announced in advance. Attendance on exam days is strictly enforced:

- **Tardiness on Test Days:** Instructors reserve the right to deny entry once an exam has commenced. A student arriving late without prior documented approval and extenuating circumstances will receive a grade of zero (0) for that test.
- **Missed Regular Exams:** An unexcused absence on an examination day will result in a recorded score of zero (0) unless the student provided the required advance notification and submits official third-party documentation of an emergency.
- **Final Examinations:** Any student who misses a final comprehensive course examination without obtaining prior written approval from the instructor and Program Coordinator will receive a failing grade for the course, resulting in immediate academic dismissal.

Attendance Reporting Standards

Because STC Adult Education operates clock-hour programs, physical attendance is mandatory to achieve occupational competencies, satisfy state licensing boards, and maintain Title IV financial aid eligibility. All missed instructional time, regardless of reason, accumulates toward program clock-hour limits and must be accounted for.

Absence & Tardy Notification Protocol

Students unable to report to class, laboratory, or clinical assignments on time must adhere to the following reporting protocol:

- **One-Hour Advance Notification:** The student must send an email notification no later than one (1) hour prior to the scheduled start time:
  - **All Programs:** Email the course instructor and the Adult Education Main Office.
  - **PN:** Email the clinical/theory instructor, the Practical Nursing Coordinator, and the Adult Education Office.
- **Phone Backup:** If internet access is unavailable or receipt cannot be confirmed, the student must call the STC Adult Education Office at (570) 874-1412 and leave an official attendance voicemail stating their full name, program, instructor, and reason for absence or delay.

- **Facility Calling Ban:** Students must **never call the clinical partner hospital or agency** to report an absence or tardiness. All communication routes through STC personnel only.
- **Status Updates:** If a student initially reports a delay but subsequently determines they cannot report at all, a second notification must be submitted immediately.

Tardiness & Early Departures

- **Tracking:** Instructional time is logged in 15-minute increments. Any arrival after the scheduled start time or departure prior to dismissal will be recorded and deducted from cumulative clock hours.
- **Classroom:** Late arrivals must enter quietly without disrupting lecture and wait until the next scheduled break to request missed instructional handouts.
- **PN Clinical Rotations (6:45 AM Start):**
    - **Arrival 6:46 AM – 8:00 AM (With Prior Notice):** The student is marked tardy in 15-minute increments.
    - **Arrival After 8:00 AM:** The student will be dismissed from the clinical unit, marked absent for the entire clinical shift (7.5 hours), and receive a clinical Unsatisfactory rating for the day.
    - **Unexcused Tardy (No Prior Email/Call):**
        - *1st Offense:* Formal written warning; missed time deducted.
        - *2nd Offense:* Dismissed from the clinical site for the day; 7.5 hours deducted from attendance; clinical Unsatisfactory issued.

Failure to Report (No-Call, No-Show)

Failure to provide timely notification prior to an absence is a severe violation of professional standards. Offenses are cumulative across the entire program:

- **1st Offense:** Formal verbal warning documented and recorded as a classroom or clinical Unsatisfactory.
- **2nd Offense:** Written administrative reprimand; student is placed on Attendance/Clinical Probation; recorded as a clinical Unsatisfactory.
- **3rd Offense:** Administrative suspension and immediate review for program termination.

Absence Classifications

Protected Excused Time

Protected Excused Time covers mandatory civic, military, family, or statutory absences. These absences **do not** count toward disciplinary attendance sanctions (warning, probation, or termination) and carry **no hourly make-up fees**. However, because STC programs are clock-hour based, missed curriculum competencies and clinical hours must be completed before graduation.

- **Jury Duty & Court Subpoenas:** Requires submission of official court documentation or subpoena verification within 48 hours of return.
- **Military Service Obligations:** Absences resulting from short-term military drill or active-duty orders require official military orders submitted in advance.
- **Bereavement Leave:**
    - *Immediate Family (Spouse, Child, Parent, Sibling, Grandchild, Grandparent, Parent-in-Law):* Up to three (3) consecutive scheduled class/clinical days. Official documentation (obituary, memorial folder, or service program) is required.
    - *Extended Family (Aunt, Uncle, Niece, Nephew, In-Law):* Up to one (1) scheduled class day with documentation.
- **Pregnancy, Childbirth & Related Conditions:**
    - Absences medically necessitated by pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery will be excused for the duration certified as necessary by the student's healthcare provider.
    - A pregnant or postpartum student may not be penalized for taking medically necessary leave. Upon return, the student will be reinstated to the exact academic and clinical standing held when leave commenced.
    - The student and faculty will establish a reasonable timeline to complete missed educational content, practical labs, and clinical clock hours without charging make-up fees.

Excused Time (Documented Medical / Personal Illness)

- **General Illness:** An absence of up to two (2) consecutive days does not mandate a physician's excuse unless the student has exhausted their allowable absence bank.
- **Three (3) or More Consecutive Days:** Requires a signed medical clearance from a licensed healthcare provider specifying that the student is safe to resume full academic, shop, or clinical activities with no physical restrictions.

- **Hospitalizations, Surgeries & Acute Medical Events:** Emergency room visits, inpatient hospital stays, communicable diseases, or motor vehicle accidents require written medical clearance prior to returning to class, shop, or clinical units.
- **Make-up Fees & Hours:** Documented excused medical time must be made up physically. If the missed time causes the student to exceed the program's allowable absence threshold, the standard hourly make-up fee applies.

Unexcused Time
Any absence that lacks required advance notification, lacks valid third-party medical/legal verification, or exceeds established policy limits is classified as an unexcused absence. Unexcused absences count against the program's cumulative maximum absence threshold and require clock-hour make-up sessions at the published hourly fee rate.

Make-Up Time Policy

Cost: Any time missed more than the programs allotted hours will need to be made up. A fee of **$50.00/hour** will be charged to the student. The make-up fee must be paid prior to the end of the current term/program. If it is necessary to meet PN program objectives, an evening or weekend clinical rotation may be scheduled.

Notification/Confirmation: Once a make-up session is requested, a confirmation will be sent to the student's school email address containing the specific date, time, and location. This email serves as the official record of the scheduled session.

No Show: Failure to follow the scheduled make-up plan will result in the following actions:
- **Tests & Assignments:** Students who fail to attend a scheduled make-up session for a test or assignment will receive a grade of zero (0).
- **First No-Show:** The student has exactly two weeks from the missed date to reschedule and complete the missed time.
- **Second No-Show:** The student will forfeit all fees previously paid for that make-up session. A new fee must be paid, time rescheduled and completed within two weeks.
- **Third No-Show:** Failure to attend the third scheduled attempt will result in immediate termination from the program.

Attendance Probation & Termination

Excessive absences will affect a students' enrollment status as follows:

Program	Total Hours	Payment Periods (Clock Hours)	5% Absentee Hrs. (Written Warning)	8% Absentee Hrs. (Attendance Probation)	10% Absentee Hrs. (Termination)
Practical Nursing (PN)	1500	450 / 450 / 300 / 300	22.5 / 22.5 / 15 / 15	36 / 36 / 24 / 24	45 / 45 / 30 / 30
Trade & Technical Programs *(Auto Tech, HVAC, Massage, Medical Assisting, Welding)*	600	300 / 300	15 / 15	24 / 24	30 / 30
CDL Class A	160	160	8	12	16
CDL Class B	140	140	7	11	14

Automatic Termination Due To Absenteeism (*This includes unexcused, excused and protected excused absences*)
- After a period of 13 consecutive days of no attendance
- When a student reaches 10% of absenteeism in any payment period
- When a student reaches 8% of the total hours in the entire program

Attendance Probation
Any student who misses 8% of the current payment period will be placed on attendance probation, regardless of the student's grade point average. A student placed on attendance probation will be notified and counseled within one school week following the absence that triggered the 8% threshold. The student's status will be evaluated at the end of the current term to determine eligibility for the following term.

While on attendance probation, the student must meet the following three conditions:
1. Not miss more than 9% of the current payment period
2. Maintain at least a 2.5 GPA
3. Complete all classes attempted

Extenuating Circumstances & Make-Up Assignments

If a probationary student misses any class or clinical time due to extenuating circumstances and can provide appropriate documentation (such as medical documentation or bereavement verification), they may be considered eligible for a make-up assignment. Any approved make-up assignment must be completed within one (1) week of the absence. If a student is deemed ineligible or fails to provide documentation, the missed time will remain recorded as absent in accordance with policy.

Evaluation and Outcomes

At the end of the probationary period, the student will be re-evaluated. The outcome will be determined as follows:

Passes all three conditions → Removed from attendance probation
Fails only one of the conditions → Remain on attendance probation for the next period
Fails more than one of the conditions → Dismissal for violation of attendance probation

Dismissal may be waived only with approval from the Executive Director of Adult Education. To gain approval, the student must provide evidence of mitigating circumstances, evidence of academic improvement, and a plan to maintain Satisfactory Academic Progress.

Re-Entry and Financial Aid

If a student re-starts the program after dismissal for attendance violations, or if they withdrew while on probation, they will remain on attendance probation for the entire term of their return.

Students on attendance probation will remain a regular student and eligible for Title IV Federal Student Aid and courses will be certified for Veterans Benefits.

Leave Of Absence Policy

(for students receiving Title IV Funding)

Leave of absence is granted only to students who wish to interrupt their training for hospitalization, bereavement, emergency, and medical reasons. Approval for leave of absence will be granted only when the proper form is signed and after a conference with the program instructor, Postsecondary Program Specialist, and Financial Aid Office.

A student who takes an approved LOA must return to the program **at the same point in the academic program** that they began the LOA. If the program structure requires the student to wait for a specific module or term to rotate back in, the LOA will be extended to that date, provided it does not exceed the 180-day maximum.

Re-entry to a program will occur when:

1. There must be an approved written request with documentation to support the reason for the LOA
2. A written request for re-entry is received by the Postsecondary Program Coordinator
3. Tuition balances from **ALL** prior training are paid in full
4. There will be no disbursements made during the LOA
5. A LOA may not exceed 180 days in a 12-month period
6. A student may be approved for multiple LOAs
7. A student must return to the program at exactly the end of the LOA
8. If the student does not return at the end of the LOA, financial aid must be calculated based on the date that the student last attended

***Notification of termination, withdrawal and/or leave of absence from programs must be submitted in writing to the immediate supervisor or financial aid coordinator.**

Warning, Probation, Suspension, and Termination

Educational programs at Schuylkill Technology Center (STC) Adult Education are built upon rigorous behavioral, academic, and clinical competency standards. Students are provided with written course syllabi, attendance requirements, and program competencies at the start of each course. When a student demonstrates substandard academic achievement, excessive absenteeism, or unprofessional conduct, progressive disciplinary intervention will occur.

Students are responsible for monitoring their own academic standing and attendance hours. Students experiencing academic difficulty must promptly seek remediation with their course instructor.

Academic & Behavioral Warning

A formal written warning and mandatory advising conference alert a student to borderline academic performance, irregular attendance, or emerging conduct issues that jeopardize program completion.

Criteria include, but are not limited to:

- **Academic Deficiency:**

- Falling below **80%** in the Practical Nursing Program.
- Falling below **75%** (or the published passing standard) in Trade & Industrial/Allied Health programs.

- **Attendance Irregularities:** Frequent tardiness, unexcused early dismissals, or accumulating absence hours nearing the institutional threshold.
- **Professionalism Issues:** Strained interpersonal relationships with peers, instructors, preceptors, or clinical patients.
- **Deficient Technical Performance:** Substandard laboratory practical skills or behind-the-wheel (CDL) deficiencies as evaluated by instructional faculty.

Probation

Probation is an active remediation period designed to correct specific academic deficiencies or behavioral misconduct. The student must meet with the Course Instructor and Program Coordinator/Administration to sign a structured **Remediation Plan for Success / Academic Rehabilitation Plan (ARP)**.

- **Timing:** Academic probation is initiated at the midpoint of a course/term or at any point thereafter when cumulative averages fall below the required standard (80% for PN; 75% for general adult programs).
- **Conditions:** The student must actively fulfill all remediation milestones, tutoring schedules, or behavioral objectives outlined in the agreement.
- **Outcome:** Failure to satisfy the terms of the remediation plan within the designated timeframe will result in immediate suspension or program termination.

Suspension

Suspension is a temporary mandatory separation from instructional, lab, or clinical settings, imposed when student conduct warrants immediate disciplinary reprimand or safety intervention.

- **Authority & Duration:** Imposed by the Program Coordinator or Assistant Director of CTE for a period **not to exceed three (3) consecutive scheduled class days** per incident.
- **Attendance & Financial Impact:**
  - All instructional time lost during suspension is classified as an **unexcused absence**.
  - Suspended hours count directly against the program's cumulative maximum allowable absence limit.
  - Students must pay the mandatory institutional make-up hourly rate (as published in the Attendance Policy) and successfully make up all missed clock hours before progressing to the next payment period.
- **Criteria for Suspension include, but are not limited to:**
  - Repeated disregard for campus rules (tobacco/vaping policy, parking regulations, ID badge protocols).
  - Unsafe, negligent, or unprepared conduct in an active lab, shop, clinical floor, or commercial vehicle.
  - Disruptive, unprofessional, or uncivil behavior toward students, faculty, or staff.

Termination (Dismissal)

Program termination constitutes formal, permanent dismissal from STC Adult Education. The Assistant Director of CTE issues recommendations for termination, followed by a formal administrative conference with the student and written notification of dismissal.

Criteria for Program Termination include, but are not limited to:

1. Failure to meet the terms and benchmarks outlined in an active Probation Remediation Agreement.
2. Second occurrence of misconduct or academic failure that warrants suspension.
3. Academic failure (inability to achieve passing grades at the conclusion of a course or term).
4. Accumulating absences that exceed the maximum allowable percentage/clock hours allotted per program (e.g., exceeding the 10% / 30-hour limit).
5. Possession, use, distribution, or being under the influence of alcohol, illegal drugs, or unauthorized controlled substances on STC grounds, in school vehicles, or at clinical partner sites.
6. Possession of weapons, firearms, or explosives on school property or partner facilities.
7. Physical violence, credible threats of harm, harassment, or severe civility infractions against any person.
8. Theft, intentional destruction, or vandalism of STC, student, or clinical property.
9. Conviction of a felony while actively enrolled.
10. Repeated or egregious violations of the Honor Code (cheating, plagiarism, falsification of documentation) or Civility Policy.

Practical Nursing & Healthcare Specific Grounds for Immediate Dismissal:

- Administering medications without direct verification and presence of the clinical instructor.
- Any clinical action or gross negligence that compromises patient physical safety or well-being.
- Violation of patient privacy, confidentiality, or federal HIPAA regulations (including taking unauthorized photos or posting clinical information online).
- Clinical partner exclusion: Affiliating healthcare agencies reserve the absolute right to demand the immediate removal of any student for unsafe performance, policy infractions, or behavioral misconduct. If a clinical facility

restricts or denies a student site access, and an equivalent clinical placement cannot be provided, the student will be dismissed from the program for failure to satisfy clinical competencies.

Appeals & Readmission

- **Appeals:** Terminated students have the right to appeal dismissal decisions in accordance with the **Student Grievance Procedure** outlined in this handbook (Appendix V).
- **Readmission:** Readmission following academic or disciplinary termination is neither automatic nor guaranteed. Petitions are evaluated on an individual basis by the Faculty and Admissions Committee in strict accordance with the **Readmission Policy**.

Graduation Requirements

To be eligible for graduation, students must:

1. Complete all theory assignments and tests.
2. Complete all skills training requirements.
3. Earn the minimum overall grade required for their program.
4. Be in full compliance with the program's attendance policy.
5. Have all tuition and fees paid in full (**ZERO balance**) at least 10 days prior to program completion.

Upon meeting all graduation requirements, students will receive a certificate of completion as prescribed by the STC Joint Operating Committee (JOC), along with the following program-specific items:
Licensed Practical Nursing – Eligibility to sit for the NCLEX Exam and apply for PA PN Licensure
Automotive Technology – Vehicle State Inspection License & EPA 608
Medical Assisting – Eligibility to sit for the NHA Exam
Massage Therapy – Eligibility to sit for the MBLEX Exam and apply for PA Massage Therapy Licensure
Welding – Eligibility to sit for the AWS D1.1 Structural Steel Welding Exam
HVAC – Eligibility to sit for the EPA 608 Industry Certification Exam
CDL Class A & B – Eligibility to take a Commercial Driver's License Exam
Vehicle State Inspection – Certification from the PA Department of Transportation for State Inspection Mechanics

Graduation Ceremony

STC holds formal graduation ceremonies twice each year. Students will receive an invitation and tickets approximately 30 days prior to the event. **Graduation is held in July & January**

Graduation Statistics

Full statistics can be found on our website. The employment rates are based on unduplicated graduates and their latest placement record following their completion. (students are surveyed at graduation and again 6 months after graduation)

Job Opportunity And Placement

STC provides students with several job opportunities and industry connections during the training period. The most current job placement rate for each program is listed on the STC website.

We offer comprehensive placement assistance, including having recruiters visit the class and make presentations about their companies. However, STC cannot guarantee employment upon graduation; successfully gaining employment is ultimately the responsibility of the student.
Placement opportunities with our industry partners are contingent upon (but not limited to) the following requirements:
Professionalism: Must possess the character and attitude necessary to meet high industry standards for professionalism and teamwork.
Compliance: Must meet any legal or company-specific hiring requirements (e.g., background checks, drug screenings, etc.).
Licensed Practical Nursing: Must pass NCLEX to obtain licensure.
Medical Assisting: Must pass NHA exam
Massage Therapy: Must pass MBLEX to obtain licensure
Welding: Must pass the AWS D1.1 Structural Steel Welding test to meet industry certification standards.
CDL: Must pass all required CDL knowledge and skills tests to be legally eligible for employment.

CAMPUS CONDUCT & PROFESSIONAL STANDARDS

Civility Policy

STC Adult Education is committed to maintaining a learning and working environment founded on mutual respect, civility, and professional integrity. All students, faculty, and staff have the right to study, work, and learn in an atmosphere free from harassment, intimidation, and disruption.

This policy applies to all individuals on STC property (including classrooms, labs, common areas, and parking facilities), at clinical and externship partner facilities, on school-sponsored transport, and across all institutional electronic platforms (such as email, learning management systems, and messaging apps).

1. Core Principles

Every member of the STC Adult Education community is entitled to:

- A safe, civil, and supportive educational environment free from discrimination and harassment.
- The freedom to express ideas and opinions constructively, provided such expressions do not infringe upon the rights of others or disrupt instructional activities.
- Professional, equitable treatment regardless of race, color, national origin, religion, creed, sex, sexual orientation, gender identity, age, or disability.

2. Definitions

- **Harassment:** Any verbal, visual, written, electronic, or physical conduct that demeans, intimidates, coerces, or creates a hostile or offensive educational or clinical environment. This includes, but is not limited to:
    - Derogatory comments, racial or ethnic slurs, sexual innuendos, or offensive stereotypes.
    - Bullying, cyberbullying, taunting, stalking, or inappropriate messaging via text, social media, or institutional communication tools.
    - Intimidating physical conduct, aggressive posturing, or non-verbal gestures designed to demean or cause discomfort.
- **Academic Incivility & Classroom Disruption:** Speech or behavior that interferes with instructional delivery, faculty authority, or peer learning in educational, lab, or clinical settings. This includes, but is not limited to:
    - Unauthorized use of cell phones, smart devices, or wearable electronics during class, lab, or clinical assignments.
    - Habitual tardiness, unexcused early departures, or sleeping during instruction.
    - Lewd, profane, or hostile language directed at instructors, staff, clinical supervisors, or classmates.
    - Refusal to follow direct faculty instructions or clinical preceptor protocols.

(Note: Acts of cheating, fabrication, and plagiarism are governed separately under the Academic Integrity Policy.)

3. Unacceptable Conduct Violations

The following behaviors constitute serious violations of STC standards and are strictly prohibited:

1. **Physical Abuse or Threats:** Committing, attempting, or threatening physical assault, fighting, or battery against any individual.
2. **Harassment and Discriminatory Conduct:** Engaging in any discriminatory harassment or offensive conduct in violation of state or federal law.
3. **Program Disruption:** Obstructing, delaying, or substantially interfering with classes, laboratory procedures, clinical rotations, or administrative operations.
4. **Property Damage or Theft:** Damaging, defacing, misusing, or unauthorized possession of STC property or the property of clinical affiliates, staff, or students.
5. **Substance Use or Possession:** Possessing, using, being under the influence of, or distributing alcohol, illegal narcotics, or controlled substances without a valid prescription while on STC property or at clinical sites.
6. **Weapons Possession:** Possessing firearms, knives, explosives, dangerous chemicals, or any instrument designed or used to cause bodily harm on STC property or at clinical facilities.
7. **Academic Misconduct:** Engaging in academic dishonesty, falsification of records, or unauthorized collaboration.
8. **Breach of Confidentiality:** Violating patient privacy, including HIPAA non-compliance, unauthorized photography, or improper disclosure of medical or student records.

4. Disciplinary Action & Due Process

Civility violations are addressed in accordance with the **Warning, Probation, Suspension, and Termination Policy** outlined in this handbook:

- **Progressive Discipline:** Minor infractions may initially be addressed through formal administrative counseling and written warnings.
- **Immediate Dismissal:** Severe violations—including physical violence, possession of weapons, drug or alcohol infractions, or gross clinical misconduct—will result in immediate emergency suspension and potential program termination without prior warning.

(See **Appendix VI – Civility Policy Disclaimer Form**)

Campus Conduct, Safety & Facility Use Policies

Electronic Devices & Personal Communications

- **Classroom & Laboratory Setting:**
  - Cell phones, smartwatches, and personal electronic devices must be silenced or turned off during scheduled instructional time.
  - Devices may only be used during class when explicitly directed by an instructor for an educational activity.
  - Personal calls, texting, and unauthorized web browsing are prohibited during class.
  - Instructors reserve the right to dismiss any student from the learning area for unauthorized device use. Any time missed outside the classroom will be recorded as unexcused absentee time against the student's clock-hour requirements.
  - Audio/Video Recording: Students must obtain prior written consent from the instructor before recording any lecture, laboratory demonstration, or presentation.
- **Clinical & Externship Facilities (Allied Health Programs):**
  - Personal devices must remain turned off and secured with personal belongings; they are strictly prohibited on patient care units and clinical floors.
  - Personal calls and messaging may occur only during authorized meal breaks in designated break areas.
  - HIPAA & Photography Prohibition: Taking photos, videos, or audio recordings anywhere within a clinical affiliate facility or on affiliate grounds is strictly prohibited. Violating patient privacy or facility confidentiality protocols will result in immediate program termination and potential legal prosecution.
- **Emergency & Facility Telephones:**
  - School and clinical affiliate telephones are reserved strictly for official business.
  - For urgent emergencies during STC class hours, callers should contact the Adult Education Office directly at (570) 874-1412. Staff will immediately relay emergency messages to the student.

Meals & Break Areas

- **STC Facilities:** Students may bring their lunch or utilize campus vending amenities. All meals must be consumed in designated student lounges or cafeteria areas. Desks and work areas must remain clean and free of food and trash. Students are permitted to leave STC grounds during their scheduled lunch period only; late returns will be logged and deducted as absentee time.
- **Clinical Sites:** Students may bring lunch or purchase food in designated cafeteria areas if permitted by the facility. **Students are strictly prohibited from leaving clinical affiliate premises during breaks or lunch periods.**

Tobacco, Nicotine & Vapor Products (Smoke-Free Campus)

In accordance with Pennsylvania state law (Act 145) and Joint Operating Committee (JOC) policy, the possession, use, distribution, or sale of tobacco and nicotine products is strictly prohibited at all times in all STC buildings, school vehicles, and on all campus grounds, walkways, and parking lots.

- **Covered Products:** Cigarettes, cigars, pipes, smokeless tobacco (chew, dip, snuff, pouches), electronic cigarettes, vaporizers, and all nicotine-delivery systems.
- **Scope:** This prohibition applies to all postsecondary students, visitors, and staff across all STC properties, including inside personal vehicles parked on school grounds.
- **Clinical Compliance:** Allied Health students must strictly adhere to the smoke-free/tobacco-free regulations of each clinical partner facility.
- **Disciplinary Progression:**
  - **1st Offense:** Mandatory conference with the Program Coordinator; formal verbal warning documented in the student's institutional file.
  - **2nd Offense:** Administrative conference with the Adult Education Director/Administration; formal written warning placed in file.
  - **3rd Offense:** Immediate dismissal from the program. *(Note: The institution reserves the right to issue citations and notify law enforcement/Office of Safe Schools as required by law.)*

Weapons & Dangerous Materials

The possession, carry, storage, or use of firearms, knives, ammunition, explosives, fireworks, or any object, chemical, or instrument designed or utilized as a weapon is strictly forbidden on STC property, in school parking facilities, or at any clinical/field site. Violations will result in immediate emergency suspension, permanent dismissal, and mandatory reporting to law enforcement.

Theft & Vandalism

- **Theft:** Unauthorized removal or possession of tools, diagnostic equipment, supplies, computer hardware, clinical assets, or personal belongings of another individual will result in immediate program termination and referral to local law enforcement for criminal prosecution.
- **Vandalism:** Willful destruction, defacement, unauthorized alteration, or damage to school buildings, machinery, fixtures, clinical equipment, or textbooks will result in disciplinary action up to dismissal, as well as full financial restitution for repair or replacement.

Copyright Infringement & Peer-to-Peer Software Use

STC complies with the federal Copyright Act (Title 17, U.S. Code). Unauthorized copying, distribution, downloading, uploading, or digital sharing of copyrighted material including commercial textbooks, instructional software, diagnostic software, and multimedia files—without proper authorization or statutory Fair Use exemption is strictly prohibited.

- Using the STC campus network (wired or wireless) or institutional loaner devices to engage in unauthorized peer-to-peer (P2P) file sharing or piracy will result in immediate revocation of network privileges and disciplinary action under the Acceptable Network and Internet Use Policy.
- Full policy details are accessible online via https://go.boarddocs.com/pa/iu29/Board.nsf/Public?open&id=policies# (Policy 814 – Copyright Material).

(See **Appendix IV – CIS Policy Acknowledgment & Consent Form**)

Dress Code Policy

Automotive Technology

- **Classroom & Lab Attire:** Short or long-sleeved shirt (of appropriate length); sturdy work pants (denim jeans or Dickies-style); oil-resistant, leather-upper work boots.

Commercial Driver's License (Class A & B)

- **Classroom Attire:** Short or long-sleeved shirt (of appropriate length); pants or shorts (of appropriate length); closed-toe/closed-heel shoes or boots with non-slip soles.
- **Outdoor Range & Road Training:** Sturdy pants/jeans and supportive, closed-toe/closed-heel shoes or boots with non-slip soles.

Note: **Training takes place outdoors in all seasons and weather conditions; students must arrive prepared in weather-appropriate outerwear** (such as thermal layers, winter coats, rain gear, and cold-weather boots).

Massage Therapy

- **Classroom & Lab Attire:** Short or long-sleeved shirt (of appropriate length); lightweight, flexible pants; closed-toe, closed-heel shoes with non-slip soles.
- **Practical/Hands-On Sessions Attire:** Program scrub top and scrub pants (a short or long-sleeved undershirt may be worn beneath scrubs); closed-toe, closed-heel shoes with non-slip soles.

Note: Students are provided with an STC uniform consisting of one scrub top and one pair of scrub pants.

Medical Assisting

- **Classroom & Lab Attire:** Scrub top and scrub pants (a short or long-sleeved undershirt may be worn beneath scrubs); closed-toe, closed-heel shoes with non-slip soles.
- **Extern Attire:** Program scrub top and scrub pants (a short or long-sleeved undershirt may be worn beneath scrubs); closed-toe, closed-heel shoes with non-slip soles.

Note: Students are provided with an STC uniform consisting of one scrub top and one pair of scrub pants at the beginning of Term 3.

Practical Nursing

- **Classroom & Lab Attire:** STC nursing t-shirt or Scrub top (solid or printed patterns allowed) and scrub pants (a short or long-sleeved undershirt may be worn beneath scrubs); supportive closed-toe, closed-heel shoes with non-slip soles.
- **Clinical Attire:**
  Program warm-up jacket; when leaving the specialty nursing units it must be buttoned to protect the uniform.
  Program scrub top that is clean and pressed; a solid white, black, navy blue or grey colored long sleeve t-shirt or turtleneck can be worn under uniforms
  Program scrub pants that are clean, pressed, and hemmed so they are not touching the floor
  Shoes that are neat, clean, neutral color, leather or simulated material (no canvas) with non-skid soles.
  * Shoes/nursing sneaker type (Nurse Mates) or any sneakers that meet all the above criteria will be acceptable.
  * Shoes are an important part of a nurse's uniform and should provide good firm support. They should also protect the feet from contamination from spills and injury by accidentally dropping needles or other instruments.

  Plain white, pantyhose must be worn with dress uniforms
  Student identification badge
  Watch with second hand
  Stethoscope
  Worksheet
  Writing Utensil

Note: Students are provided with an STC uniform consisting of one warm-up jacket, two scrub tops, and two pairs of scrub pants.

- The Practical Nursing Faculty has the authority to make any necessary decision regarding uniform or dress code violations when at the clinical site(s). Any violation of the dress or uniform code will result in the student being sent home for the clinical day.
- Only qualified nursing students may wear the approved student uniform. Wearing the student uniform by unauthorized individuals could be a danger to health care clients.
- Students are discouraged from wearing their clinical uniform while doing personal errands or while visiting other places when traveling to and from the clinical site.
- An instructor may refuse to allow a student to report to a clinical unit unless professional appearance is satisfactory. Time lost will be added to accumulated absenteeism.

Welding

- **Classroom Attire:** Short or long-sleeved shirt (of appropriate length); sturdy work pants (denim jeans or Carhartt-style only); closed-toe, closed-heel shoes with non-slip soles
- **Lab & Booth Attire:** Short or long-sleeved shirt (100% cotton or flame-retardant recommended); sturdy work pants (denim jeans or Carhartt-style only); leather work boots (with heat-resistant soles recommended). Welding smocks, gloves, and helmets must also be worn when working in the welding booth.

Note: Students are provided with a smock, gloves and helmet.

Clothing NOT Permitted

Items include, but are not limited to crop tops, tank tops, sleeveless shirts. Sheer, patterned, or printed leggings (only solid, opaque leggings are permitted where program policy allows). Ripped or distressed clothing, swimsuits, and any clothing featuring suggestive, profane, or offensive language or graphics.

Footwear NOT Permitted

Items include, but are not limited to open-toe shoes, sandals, flip-flops, crocs/clogs with holes, moccasins, and bedroom slippers. Students should refer to the program specific requirements.

Identification Photo Badge

Students must wear and visibly display their school-issued photo identification badge at all times while on campus and participating in program activities.

- If a badge is lost, stolen, or damaged, the student is responsible for purchasing a replacement badge for a non-refundable fee of $25.00.
- Identification badges are the property of STC and must be returned to the office on the student's final day. Graduation packets, certificates, or transcripts will not be released until the badge is surrendered.

Hair

Hair must be clean, well-groomed and away from the face. Hair accessories must be neat, moderate in size, functional, and safe.

- **For Medical/Clinical Programs:** Hair must be secured off the uniform collar and pulled back away from the face.
- **NOT Permitted for Medical/Clinical Programs:** Extreme hair styles and colors are prohibited. Extreme hair colors include, but are not limited to pink, green, blue, or purple.

NOT Permitted: Hair, beards, and moustaches that interfere with safety, standard precautions, or sterile techniques in the work environment are prohibited.

Fingernails

NOT Permitted: Artificial nails, wraps, tips, or gel overlays of any kind are prohibited in clinical settings.

- **For Medical/Clinical Programs:** Fingernails must be clean, trimmed short, and free of polish in clinical areas. This standard is strictly enforced for patient safety, accurate assessment of pulse rate, and medical asepsis.

Jewelry

Earrings and visible facial/body piercings (including nose, eyebrow, lip, and tongue) are limited to small, discrete studs only.
NOT Permitted: Hoops, dangling jewelry, and open-gauge tunnels or plugs are prohibited for safety reasons. Jewelry displaying lewd, vulgar, profane, or offensive content is strictly prohibited.

- **For Medical/Clinical Programs:** When in uniform, allowable items are limited to a functional wristwatch, a plain wedding band, and medical identification tags/bracelets.
- **NOT Permitted for Medical/Clinical Programs:** Only 2 studs per earlobe may be worn on multi-pierced ears. Permanent jewelry must be covered or removed. If a student has a gauge in the ear upon admission it may NOT increase in size during the duration of the program.
- **NOT Permitted for PN Program:** Visible body pierced jewelry (i.e. nose, eyebrow, lip, tongue).

Tattoos

Tattoos displaying offensive, lewd, or profane imagery/text must be covered at all times.

- **For Medical/Clinical Programs:** Tattoos must be covered while in clinical uniform or at partner clinical sites, in accordance with affiliation agreement policies.

Personal Hygiene

All students are expected to maintain high standards of personal cleanliness and professional hygiene.
NOT Permitted: Strong perfumes, colognes, scented lotions, aftershaves, or lingering chemical/smoke odors that may adversely affect peers, patients, instructors, or clinical environments are prohibited.

Substance Abuse, Drug & Alcohol Policy

STC Adult Education is committed to maintaining a drug- and alcohol-free environment to ensure the safety, health, and well-being of all students, faculty, patients, and the community. The unlawful possession, use, distribution, dispensation, or manufacture of illicit drugs, controlled substances, or alcohol is strictly prohibited on all STC properties, in school-owned or leased vehicles, and at all affiliated clinical, externship, and training sites.

Students enrolled in safety-sensitive occupational fields—including Practical Nursing, Allied Health programs, and Commercial Driver's License (CDL) training—are subject to pre-enrollment, reasonable suspicion, post-accident, and random testing in compliance with institutional policy, clinical affiliation agreements, the Pennsylvania State Board of Nursing, and Department of Transportation (DOT/FMCSA) regulations.

Pre-Enrollment Drug Screening

- **Healthcare Programs (Practical Nursing, Medical Assisting, Massage Therapy):**
  - Applicants must complete a mandatory 10-panel urine drug screen through LVHN Schuylkill OccMed (or an STC-approved SAMHSA-certified collection facility).
  - Practical Nursing applicants must complete screening at least thirty (30) days prior to mandatory orientation.
  - The screening panel evaluates for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana (THC), methadone, opiates, phencyclidine (PCP), propoxyphene/methaqualone, and tricyclic antidepressants.
- **Transportation Programs (CDL):**
  - Enrollees must complete required DOT drug and alcohol screenings and register with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse prior to behind-the-wheel instruction.
- **Prescription Exceptions & MRO Review:**
  - If a screening tests positive for a prescribed medication, the student must provide verifiable documentation from the prescribing healthcare provider confirming that the medication was legitimately prescribed and does not impair the student's safety or cognitive functioning.
  - An unverified positive screen without valid medical documentation will result in immediate denial of admission.
  - Secondary split-specimen re-testing costs are the financial responsibility of the student and will be billed directly to the student's institutional account.

Medical Marijuana Policy

While the Commonwealth of Pennsylvania permits the use of medical marijuana under the Medical Marijuana Act (Act 16), marijuana remains classified as a Schedule I controlled substance under federal law.

- STC complies with federal statutory mandates, including the Drug-Free Schools and Communities Act and DOT/FMCSA safety regulations.
- Clinical affiliation sites and commercial motor vehicle operating standards mandate zero tolerance for THC metabolites.
- Holding a Pennsylvania Medical Marijuana registry card **does not exempt** any student from drug screening mandates, nor does it provide legal accommodation in safety-sensitive allied health or transportation programs.
- Any confirmed positive test for THC/cannabis metabolites will result in denial of admission or immediate dismissal from the program.

Reasonable Suspicion Testing

Any student who demonstrates behaviors or physical symptoms indicating substance or alcohol impairment while on school property, operating equipment, or at a clinical site will be removed immediately from the instructional area.

- **Indicators:** Slurred speech, odor of alcohol or marijuana, pupillary changes, motor unsteadiness, marked cognitive disorientation, irrational behavior, or acute safety infractions. Reasonable suspicion determinations must be documented by at least one faculty member or designated supervisor trained under 49 CFR § 382.603 guidelines.
- **Testing Protocol & Safe Escort:**
  - The student must report to an approved outpatient testing facility within **three (3) hours** of removal.
  - **Driving Prohibition:** An impaired student is strictly prohibited from operating a motor vehicle. The student must arrange safe transport with a family member, friend, rideshare service, or designated emergency contact. If an impaired student insists on driving, local law enforcement will be notified immediately.
  - All testing fees are the responsibility of the student.
- **Outcomes:**

- The student is suspended from class, lab, and clinical activities pending official Medical Review Officer (MRO) results.
- **Confirmed Positive:** Results in immediate termination from the program and referral to certified community substance evaluation resources.
- **Confirmed Negative:** The student may resume classes and clinical rotations immediately. Missed instructional hours will be excused and made up with no academic penalty.

Transportation Cluster Post-Accident Testing (CDL)
Any student enrolled in a commercial driving program involved in an accident while operating an STC vehicle or during instructional drive time must immediately undergo post-accident testing if:

- The accident involved a fatality, or
- The student received a moving traffic citation and any vehicle required towing from the scene or any individual received off-site medical treatment.

Breath alcohol tests must be administered within **two (2) to eight (8) hours**, and urine drug testing within **thirty-two (32) hours** following the accident. Failure to notify school officials or unexcused delays in testing will be treated as a positive test result and a refusal to test.

Refusal to Test
Refusal to submit to an authorized drug or alcohol test is treated as a confirmed positive result and will result in immediate program dismissal. Refusal includes:

- Direct verbal refusal to submit a specimen.
- Failure to appear at the collection site within the designated three-hour window.
- Providing an adulterated, substituted, or tampered specimen.
- Obstructing collection procedures or failing to cooperate with collection personnel.

Readmission Following Substance-Related Dismissal
Students dismissed for substance violations may petition for readmission under the institutional Readmission Policy after satisfying all disciplinary remediation criteria:

1. Complete an evaluation by a certified Substance Abuse Professional (SAP) or licensed addiction specialist, and successfully complete all recommended treatment.
2. Submit formal documentation of program completion and a recommendation for readmission from the treatment provider or professional monitoring program (e.g., Pennsylvania Nurse Peer Assistance Program - PNAP).
3. Undergo a complete readmission physical examination, including a verified negative 10-panel drug and alcohol screen.
4. Readmission remains subject to faculty review, seat availability, and clinical affiliate acceptance.

TECHNOLOGY & NETWORK USE

Technology & Digital Policies

Online Learning & Virtual Classroom Conduct

Online classroom sessions are held to the same professional behavioral and academic standards as in-person instruction at STC. Any student violating this policy may be removed from the virtual session and marked absent for that instructional period.

1. **Dedicated Learning Space:** Attend class from a quiet, well-lit indoor location with minimal distractions. Sit upright at a desk or table and remain in one location for the duration of the session.
2. **Camera Requirement:** Webcams must remain on, unobstructed, and framed on the student's face during all active instructional hours.
3. **Dress Code:** Professional, modest attire is required. Sleepwear, loungewear, and undershirts are prohibited. Attire must comply with standard STC classroom dress codes.
4. **Microphone & Chat Etiquette:** Mute microphones upon entering the meeting and remain muted unless actively speaking. Chat functions (public or private) are restricted to instructional questions and coursework; unauthorized side conversations are considered disruptive behavior.
5. **Technical Disruptions:** Students experiencing technical difficulties or hardware/connectivity failures must notify their instructor immediately via email or phone.

Internet Access Off Campus: Students enrolled in hybrid or tech-assisted programs are responsible for maintaining reliable high-speed internet access outside of school hours.

STC Student Email: Students enrolled in programs over 300 hours are issued an official STC student email account at the start of their program.

- This account is the official line of communication for administrative notices, schedule adjustments, weather delays, and program updates.
- Students must check their STC email at least once every 24 hours, and prior to morning departures on clinical/field days.

Chromebook & Laptop Loaner Policy

STC-issued devices and accessories remain the property of Schuylkill Technology Center and are loaned solely for educational coursework. The student borrower assumes full responsibility for the care, security, and proper use of the assigned equipment.

- Authorized Use: Devices are issued exclusively to the assigned student for academic purposes and must not be loaned, transferred, or shared with third parties.
- Prohibited Modifications: Students may not download, install, or run unauthorized software, file-sharing platforms, media downloads, or games.
- Inspection & Return: Equipment must be returned upon request or on/before the student's final day of attendance in the same condition as received, normal wear excepted.
- Financial Liability & Replacement Fees: The borrower assumes full financial liability for any damage, loss, or theft resulting from neglect, abuse, or improper handling:
  - Power Charger Replacement: $25.00
  - Chromebook Replacement: $350.00
  - Laptop Replacement: Current actual replacement cost
  - Repairs: Actual cost of parts and labor as assessed by STC IT services.

Acceptable Network & Internet Use Policy

A. General Terms & Administrative Authority

Access to STC network infrastructure, hardware, and internet resources is an educational privilege, not a right, and may be suspended or revoked for non-compliance.

- STC utilizes commercial content filtering to block inappropriate materials; however, no filter is 100% effective. Users bear personal responsibility for ethical and professional conduct online.
  - **No Expectation of Privacy:** STC reserves the right to monitor, review, log, and inspect all network traffic, files, and communications transmitted via school-owned networks, devices, and email accounts.

B. Prohibited Network Activities

Students using STC networks, devices, or accounts are strictly prohibited from:

1. **Security & Account Violations:** Sharing accounts/passwords, using another individual's credentials, or attempting to circumvent network firewalls, security protocols, or administrative controls.
2. **Inappropriate Content:** Accessing, possessing, displaying, downloading, or transmitting obscene, pornographic, sexually explicit, defamatory, harassing, or hostile materials.

3. **Commercial & Personal Gain:** Conducting commercial business, fee-based transactions, advertising, or gambling using school resources.
4. **Unauthorized Purchases:** Ordering or purchasing any merchandise or service in the name of STC or utilizing STC funds without written administrative authorization.
5. **System Interference & Malicious Activity:** Introducing viruses, malware, unauthorized remote-access utilities, or intentionally altering, damaging, or destroying STC hardware, software, or network data.
6. **Copyright & Legal Violations:** Violating copyright laws, pirating software or media, or utilizing STC technology to facilitate any illegal activity.

C. Violations & Consequences

Violations of this Acceptable Use Policy will result in immediate disciplinary review, which may include revocation of digital access, course suspension, formal termination from the adult education program, financial restitution for damages, and referral to law enforcement when applicable.

HEALTH, SECURITY & FACILITIES

Safety, Facilities & Security Policies

Parking Permit & Regulations

Any student driving to school is required to purchase a parking permit. Permits must be displayed on the vehicle's rear-view mirror. The cost is $10.00 (cash only). This fee will be fully refunded when the permit is returned to the office in good condition at the end of the program.

- **Campus Speed Limit:** The maximum speed limit on all campus roads and parking lots is **15 MPH**. Reckless driving or parking in unauthorized zones (handicapped spaces without a placard, fire lanes, or visitor spots) will result in revocation of parking privileges.

Electronic Building Access & Student ID Badges

To maintain campus security and protect students and staff, exterior doors remain locked at all times.

- **Badge Regulations:** Badges must be worn and clearly visible at all times while on campus. Badges may not be loaned or transferred to any other individual. Replacement badges incur a **$25 replacement fee**
- **Student Entry - Programs 600 Hours or Greater**
  Students receive a Student ID Badge for building access. Your badge unlocks the Adult Education Wing at the North Campus (or the Welding Wing and Breezeway Gate at the South Campus). Badge access begins 30 minutes before your scheduled class and ends when class concludes.
- **Student Entry - Programs Under 600 Hours**
  Students will have access to ONLY the Adult Education Wing of the North Campus. Students needing to see administration in the main building will need to be buzzed in.

Learning Facilities & Housekeeping Standards

Maintaining clean, professional educational facilities is a shared responsibility between students, faculty, and institutional staff.

- **Classroom Care:** Desks and lab workstations must be cleared of all trash, materials, and debris prior to dismissal, and chairs must be pushed in neatly.
- **Practical Nursing Facilities:** PN amenities include two dedicated lecture classrooms, a student study lounge, and the Nursing Simulation Learning Resource Center/Library. Students have access to digital resources through the Pennsylvania Power Library. Mobile computer carts are stationed in each classroom; students must return and plug in all laptops to charging stations immediately following each class session.
- **Refrigerator & Break Area Sanitation:**
  - All stored food and beverage containers must be clearly labeled with the student's initials and current date. Any unlabeled item will be discarded immediately.
  - **PN Student Study Lounge:** Student cohorts rotate monthly cleaning duties to sanitize refrigerator interiors and discard outdated items.
  - **Adult Education Wing:** Students are responsible for daily upkeep. Custodial staff conducts a thorough sweep on the first day of each month; all unlabeled, expired, or unattended food items will be discarded.

Campus Security Act (Clery Act)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, STC publishes an annual Campus Safety Report. The report is published on the STC website, distributed via student email annually, and available in hard copy from the Adult Education Office upon request.

Emergency Numbers

PA State Police (Frackville Barracks – Non-Emergency): (570) 874-5300
Police / Fire / EMS: 911

Evacuation Plan

In the event of an emergency or whenever the fire alarm sounds, evacuate immediately using the emergency exit routes posted in each classroom and office. Do not use elevators, and do not return to classrooms for personal items if you are elsewhere in the building. Once outside, assemble at least 100 yards away from the building ensuring all roadways and fire hydrants remain clear for emergency responders.
Approved assembly sites include the **STC North Campus parking lot** and the **Frackville Elks** (307 S. 3rd St., Frackville, PA 17931).

Student Health, Immunization & Injury Policies

Practical Nursing Health & Immunization Standards

Enrolled Practical Nursing students must maintain optimal physical and emotional health to safely deliver patient care and comply with clinical affiliation agreements.

- **Annual Influenza Immunization:**
  - Annual influenza vaccination is mandatory for all Practical Nursing students during the defined flu season (typically October through March).
  - Verification of vaccination must be submitted to the Nursing Department by the published program deadline.
  - **Medical/Religious Exemptions:** Students with documented medical contraindications must submit formal documentation signed by a licensed healthcare provider. The exemption request must be submitted to the clinical affiliate for review. Because clinical affiliates establish their own health and safety prerequisites, STC cannot override a partner facility's decision. If an affiliate refuses site entry or masking accommodation to an unvaccinated student, STC cannot guarantee alternative placement, which will jeopardize the student's ability to satisfy required clinical hours and continue in the program.
- **Mandatory Health Insurance:**
  - Practical Nursing students must maintain continuous health insurance coverage throughout their enrollment. Proof of active primary health insurance (copy of health insurance card) is required prior to participating in any clinical rotation, including experiences at Lehigh Valley Hospital–Schuylkill, Geisinger Shamokin Area Community Hospital, and associated healthcare partners.
  - Students must report any lapse, termination, or change in coverage to the Program Coordinator immediately.

Student Financial Responsibility for Medical Expenses

Students bear full financial responsibility for all medical costs incurred throughout the duration of their enrollment, including:

- Pre-entrance physical examinations, titers, diagnostic lab screenings, and immunizations.
- 10-panel drug screenings and follow-up Medical Review Officer (MRO) testing.
- Routine medical care, sick visits, and preventive health screenings.
- Emergency medical evaluation, outpatient treatments, diagnostics, hospital fees, ambulance transport, and medications resulting from injuries or exposures sustained on STC premises or during clinical/off-campus instructional activities.

Campus Injury & First Aid Protocol

1. **Immediate Notification:** All injuries, accidents, or acute illnesses occurring on STC property—regardless of severity—must be reported immediately to the classroom or lab instructor.
2. **First Aid & Emergency Response:**
   - Basic first-aid supplies are maintained on-site for minor cuts and abrasions.
   - For moderate or serious injuries, staff will dial 911 for emergency medical service (EMS) dispatch.
3. **Incident Documentation:** The instructor and student must complete an official STC Student Accident / Incident Report within twenty-four (24) hours of the incident. Completed reports are routed directly to the Adult Education Director.

Clinical Site Injury & Bloodborne Pathogen Protocol

When an injury or occupational exposure occurs at a clinical or externship site:

- **Needlestick / Bloodborne Pathogen (BBP) Exposure:**
  1. **Immediate First Aid:** Immediately wash needle sticks and cuts with soap and water. Flush splashes to the nose, mouth, or skin with water. Irrigate eyes with clean water or saline for at least 15 minutes.
  2. **Notify Preceptor/Instructor:** Report the exposure immediately to the clinical instructor and the charge nurse/clinical supervisor.
  3. **Post-Exposure Evaluation:** Report immediately to the facility's Employee Health service or Emergency Department for post-exposure evaluation and baseline testing. Timely intervention (within 1 to 2 hours) is critical for post-exposure prophylaxis (PEP) protocols.
- **General Clinical Injuries:**
  - Emergency care will be rendered at the clinical site's Emergency Department or the nearest medical facility of the student's choice.
  - Any medical fees, emergency bills, and laboratory testing charges incurred are the direct responsibility of the student and their private health insurance carrier.
- **Mandatory Clinical Incident Reports:**

- The student and clinical instructor must complete the clinical affiliate's institutional incident report prior to departing the unit.
- An official **STC Student Incident Report** must also be submitted to the Practical Nursing Program Coordinator within **twenty-four (24) hours** of the incident.

STUDENT RIGHTS, PRIVACY & LEGAL PROTECTIONS

Family Educational Rights and Privacy Act (FERPA)

All students have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Program Coordinator manages educational records. Students may request a review of their records by writing to the Director or his/her designer and identifying the record(s) they wish to review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school. A copy of the records may be obtained for $1.00 per page. When grades are included, the transcript charge applies. A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Director and identify the part of the record he or she wants to change and specify why it is inaccurate. The Director, together with other school personnel involved, will review the written request and confer with the student to decide. If the student is not satisfied with the result of the conference, the school will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent.
- A school official who has a legitimate educational interest and needs to review an educational record to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Directors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31,1974, the Act permits students to waive their right to access if the letters are related to admission, employment, or honors;
- School security records;
- Employment records for school employees who are not current students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to people providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and Records requested through court order or subpoena.
- Officials of Pennsylvania State Board of Nursing for the purpose of compiling licensure requirement data.
- Those professionals directly provide instruction to the student or responsible for provision of support services, guidance counseling, health, etc.
- State and local officials or authorities to whom information is specifically required to be reported or disclosed as U.S. Comptroller General or specified representative, HEW, PDE.
- Appropriate authorities in a health or safety emergency.

The school will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the school in writing within ten (10) days after the first date of attendance if the student does not wish to have any or all such information released by the school. Such directory information includes some or all the following data: student's name, address(es), telephone number, email address, program, dates of attendance, photograph, specialized degree or diploma awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

These records are confidential. Complete records are retained for five (7) years after the student leaves or completes the program. Minimal vital statistic records will be kept indefinitely. Permanent records are retained in file cabinets in the school office.

Students have the right to request amendment of their own educational records that they believe are inaccurate. A student must write to the coordinator, clearly identify the part of the record they want changed and specify why it is inaccurate. If the coordinator decides not to amend the record, the coordinator will notify the student of the decision and advise the student of his/her right to file a formal grievance regarding the request for amendment.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by STC Practical Nursing Program to comply with the requirements of FERPA. The name and address of that government office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC20202-4605
(See **Appendix II – Student Records Release Form**)

Administrative, Academic Records & Employment Policies

Employment Policy

Some students enrolled in STC require employment to meet financial obligations or to supplement the family income. If employment is necessary, current Federal and State Laws would apply in addition:

Students employed in Health Care Delivery will NOT:

- Wear the uniform of the school or any part thereof.
- Perform functions normally assigned to an PN or SPN.

Student employment shall be on a voluntary and personal basis and the student will be required to:

- Plan for adequate rest within a 24-hour period.
- Maintain satisfactory performance during the program.

It is the expectation that the student practical nurse's first priority is to the academic program. Therefore, missing clinical or class time due to work schedules is considered an unexcused absence.

**Make up time due to class cancellation or student absentee may be made up on scheduled off days for break or holiday. Students are required to attend mandatory make up days.

Procedure For Change Of Residency

Report your change of residency to the Postsecondary Program Specialist and instructor immediately.

STC Transcripts

A fee of $10.00 is charged for a transcript. Students must complete a request for an official transcript to be sent from the admissions office.

Record Retention

It is the policy of the STC that its records, including both paper and electronic records, be retained as long as determined necessary to meet legal, audit, educational and business requirements. In each case, the official retention periods must be as short as possible in order to reduce the risk of identity theft and/or breaches of privacy, computer fraud and related harms, to minimize the use of valuable space, to promote efficiency, to assist in the day-to-day operations of STC, and to reduce the cost of storage and unneeded records inventory. STC employees must take reasonable measures to protect against unauthorized access to or use of records and information/data and properly retain and dispose of paper and electronic records, information and data.

Student records are retained for a minimum of three years. These records include attendance records, copies of tests, payment receipts, orientation documents, driving logs, warning letters, probation letters, remediation records, accommodation records, and disciplinary documents.

Criminal Background Review for Postsecondary Students

As part of the admissions process, all prospective postsecondary students are subject to a criminal background review. Any criminal record identified through the background screening process will be reviewed by the Director of Career and Technical Education (CTE) or designee for a final determination regarding admission.

In evaluating criminal history information, STC's primary consideration is the health, safety, and welfare of its secondary students, staff, and school community. Each applicant's record will be reviewed individually, taking into account the nature of the offense, the time elapsed since the offense, evidence of rehabilitation, and any applicable legal requirements.

A criminal matter will only be considered a conviction if there has been a guilty plea or a finding of guilt by a court or jury, followed by sentencing. Dispositions that do not constitute convictions, including participation in Accelerated Rehabilitative Disposition (ARD) programs, will not be treated as convictions for admission purposes.

The following convictions may result in denial of admission:

1. **Permanent Disqualifications**
    - Serious violent offenses, including but not limited to murder, aggravated assault and burglary.
    - Sexual offenses, including but not limited to rape and related sexual crimes.
    - Crimes involving children, including but not limited to kidnapping and similar offenses.
    - Felony drug convictions.
    - Other offenses that are disqualifying under Section 111 of the Pennsylvania Public School Code.
2. **Felony Convictions**
    - Any felony conviction not listed above may result in disqualification unless at least ten (10) years have elapsed since the date of conviction.
3. **Misdemeanor Convictions**

- Certain first-degree misdemeanors (M1 offenses) may result in disqualification if fewer than five (5) years have elapsed since the date of conviction.
- A second or subsequent Driving Under the Influence (DUI) conviction graded as a first-degree misdemeanor (M1) may result in disqualification if fewer than three (3) years have elapsed since the date of conviction.
- Any applicant on active probation may be disqualified from enrollment.

Criminal convictions not specifically identified above generally will not result in denial of admission. However, STC reserves the right to evaluate all criminal history information on a case-by-case basis to determine whether admission would pose a risk to the health, safety, or welfare of students, staff, or the school community.

Title IX

Contact information of their Title IX Coordinator(s) - Dr. Shannon Brennan, Director (570) 544-4748 ext. 3115
or titleixcoordinator@stcenters.org

- URL http://go.boarddocs.com/pa/iu29/Board.nsf/goto?open&id=BAXRZZ5CF452

Training material used by their Title IX personnel (Training Sheet, Fact Sheet, Presentation)
(Key Personnel) needed for each LEA team to be trained... (All faculty and Administrators will be trained on in-service day)

- Title IX Coordinator: Dr. Shannon Brennan, Director of CTE
- Investigators: (4) One HR personnel and others to cover schools in the footprint

Amanda Ward - HR Director
Chris Groody - Assistant Director
Stacey Minahan - Assistant Director
Kimberly O'Neill - PN Coordinator

- Decision Maker: Dr. Shannon Brennan, Director of CTE
- Appeal Decision Maker(s): Scott Jacoby, STC Board President

Grievance Policy

Purpose

The purpose of this procedure is to provide students with due process and to resolve grievances equitably at the earliest administrative level possible. A grievance is defined as a formal complaint regarding an alleged violation, misinterpretation, or misapplication of institutional or program policies and procedures.

Step I: Informal Resolution (Instructor Level)

1. **Filing:** The student must submit a written grievance to the appropriate instructor(s) within **five (5) school days** of the incident or policy application in question.
2. **Meeting:** The instructor will meet with the student within **five (5) school days** of receiving the written notice to discuss, clarify, and attempt to resolve the issue. The student may bring one support representative of their choice to this meeting.
3. **Documentation:** Both the instructor and the student must sign a written record of the meeting. One copy is provided to the student, and one is placed in the student's official file.

Step II: Administrative Review (Coordinator Level)

1. **Filing:** If the issue is not resolved at Step I, the student may appeal in writing to the **Coordinator of Post-Secondary Programs** within **five (5) school days** of receiving the Step I written documentation.
2. **Review & Meeting:** The Coordinator will investigate the matter and convene a meeting within **five (5) school days** of receipt. Attendees will include the Coordinator, the instructor(s), the student, and the student's chosen representative.
3. **Documentation:** Within **five (5) school days** following the meeting, the Coordinator will provide a written decision outlining any corrective actions. A signed copy will be given to the student and placed in their file.

Step III: Formal Review (Director Level)

1. **Filing:** If the Step II decision does not resolve the grievance, the student may appeal in writing to the **Director of CTE** within **five (5) school days** of receiving the Step II decision.
2. **Review & Meeting:** The Director will investigate the situation and may schedule a meeting with the student and relevant parties within **five (5) school days** of receipt.
3. **Documentation:** The Director will issue a written, signed decision detailing findings and outcomes within **five (5) school days** of the review or meeting. A copy will be provided to the student and retained in their file.

Step IV: Final Appeal (Executive Director Level)

1. **Filing:** If the grievance remains unresolved, the student may submit a final written appeal to the **Executive Director** within **five (5) school days** of receiving the Step III decision.
2. **Final Disposition:** The Executive Director will review the record and, if necessary, hold a meeting with the student. A final, binding decision will be issued in writing within **five (5) school days**. A copy will be delivered to the student and archived in their file.

Overall Timeline

To ensure prompt resolution, the entire grievance process shall not exceed **sixty (60) calendar days** from the initial date of the incident to the Executive Director's final disposition.

*(See **Appendix V – Grievance Policy Form** to initiate this process.)*

PROGRAMS OF STUDY

Post-Secondary Program Objectives

Automotive Technology
The objective of this program is to prepare students for entry-level employment in the Automotive Technology Repair Field. Students will demonstrate competency in diagnosing and repairing systems, engines, electricity, engine performance, transmissions, transaxles, suspension, steering, brakes and passenger controls. The program emphasizes safety.

Commercial Drivers' License Class A & B
Our main objective is to train and test student drivers to obtain a Class A or B Commercial Driver's License (CDL). At completion, students will be licensed to drive all commercial Class A and/or B trucks, e.g. tractor-trailer, tanker trailers, cement and dump trucks, and utility vehicles.

HVAC (Heating, Ventilation, Air Conditioning)
This program prepares students with the skills necessary for entry-level employment in the HVAC Industry. Students will demonstrate competency in refrigeration, tools, installation, electricity for HVAC system, air conditioning and heating systems. The program emphasizes safety, knowledge of tools and equipment needed for servicing and troubleshooting. Students will sit for the EPA 608 examination.

Massage Therapy
The Massage Therapy program provides training for an entry-level career as a professional massage therapist. Students develop knowledge of Anatomy & Physiology, Massage Therapy, Kinesiology, Pathology, Ethics, and a variety of massage modalities. The program is designed to prepare students to sit for the MBLEX Examination and obtain massage therapy licensure in the state of PA. **NOTE:** Graduates must successfully pass a State Board approved examination to apply to become licensed to practice massage therapy in the State of Pennsylvania. The Massage Therapy curriculum is designed to prepare students to be successful in passing the MBLEx (Federation of State Massage Therapy Boards' Licensing Examination).

Medical Assisting
The program is designed to train students in the general clinical skills needed to work in a medical office, including patient intake, vital signs, phlebotomy, and assisting the medical provider in a medical environment. Students are prepared to take the NHA CCMA Certification.

Practical Nursing Program
Upon completion of this program, the graduate practical nurse will:

- Assist in assessing the basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
- Collaborate with health care team members to coordinate the delivery of nursing care.
- Contribute to development of Nursing Care plans for health care consumers with defined health problems.
- Integrate critical thinking in meeting the needs of health care recipients and their families.
- Deliver nursing care based on principles from the psychosocial and biophysical sciences.
- Utilize effective communication while working with health care consumers, families, and significant others.
- Evaluate the effectiveness of nursing interventions while maintaining accountability for your nursing actions as well as care delegated to unlicensed health care personnel.
- Complies with the scope of practice as outlined in the nurse practice act of the state in which licensed.

Welding Program
The Welding Programs offer instruction in welding rods, striking the arc, basic manipulative techniques in oxyacetylene cutting, plasma cutting, oxyacetylene welding and brazing in four major joints. Students also learn oxyacetylene cutting, construction, setup and welding in flat, vertical, horizontal, and overhead positions and an introduction to MIG welding. Students prepare to sit for AWS D1.1 Structural GMAW Weld Certificate Exam.

Automotive Technology

Course Breakdown Key:

Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Term 1

Automotive Technology – (40/4.0) (30/1.5)

Introduces foundational automotive trade concepts, technical service information retrieval, precision measurement instruments, and fastener identification. Students learn general shop procedures, customer service order workflow, vehicle lifting and hoisting safety, and basic scheduled maintenance routines in classroom and practical shop environments.

Engines – (40/4.0) (30/1.5)

Covers the operating principles, internal construction, and service requirements of four-stroke internal combustion engines. Students perform basic engine mechanical diagnostics, cylinder block and cylinder head evaluation, cooling and lubrication system services, and top-end disassembly and reassembly in the hands-on lab.

Safety – (10/1.0) (0/0.0)

Focuses on foundational automotive shop safety standards, regulatory guidelines, personal protective equipment (PPE), hazard communication, and chemical safety data sheets (SDS). Students examine fire prevention, chemical handling protocols, shop equipment hazards, and emergency response procedures.

Term 2

Brakes – (40/4.0) (35/1.8)

Covers the principles of automotive hydraulic braking systems, disc and drum assemblies, power-assist units, and mechanical parking brakes. Students inspect, measure, resurface, overhaul, bleed, and service brake components using specialized industry tools in the automotive shop.

Steering Systems – (30/3.0) (20/1.0)

Explores manual and power-assisted steering mechanisms, rack-and-pinion assemblies, steering columns, and linkage systems. Lab sessions emphasize steering gear inspection, component replacement, fluid flushing, and fundamental diagnostics of steering wander and play.

Suspension Systems – (15/1.5) (10/0.5)

Examines front and rear suspension geometry, coil and leaf springs, MacPherson struts, shock absorbers, ball joints, and stabilizer bars. Students practice component inspection, suspension wear diagnosis, strut/spring replacement, and wheel alignment fundamentals in the practical lab.

Term 3

Electricity – (35/3.5) (30/1.5)

Focuses on electrical theory, Ohm's Law, circuit design, and wiring schematics. Students practice testing automotive batteries, starting and charging systems, lighting circuits, and basic wiring repairs using digital multimeters (DMM) and diagnostic test equipment.

Engine Performance – (40/4.0) (33/1.7)

Introduces engine management systems, ignition circuits, fuel delivery networks, and emissions controls. Students utilize scan tools, interpret diagnostic trouble codes (DTCs), analyze live sensor data, and troubleshoot common drivability and fuel trim concerns in the lab.

Safety – (12/1.2) (0/0.0)

Covers safety practices tailored to intermediate shop operations. Instruction emphasizes electrical safety, high-energy ignition precautions, pressurized fuel line handling, and the safe containment and disposal of automotive solvents and fluids.

Term 4

Passenger Comfort Systems – (40/4.0) (30/1.5)

Explores the principles of automotive heating, ventilation, and air conditioning (HVAC) systems. Topics include refrigeration cycles, system evacuation, recovery, recharging, leak detection, and climate control electronics in both classroom study and supervised shop application.

Safety – (0/0.0) (10/0.5)

An applied lab safety course verifying field readiness and practical safety protocols in the shop. Students demonstrate safe recovery and handling of refrigerants, hazardous waste protocols, safe powertrain hoisting, and general shop safety compliance.

Transmissions & Transaxles – (40/4.0) (30/1.5)

Covers the operating principles, power flow, and servicing of manual and automatic drivetrains, transaxles, clutches, differentials, and drive axles. Lab activities include fluid and filter servicing, drivetrain seals and axle replacement, and basic mechanical and electronic shift diagnostics.

CDL Class A Enhanced Training Program

Course Breakdown Key:

Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Student Ratio: 3 Students / 1 Truck: One Student Operating, One Student Observing, and One Student Surveying Project

Safety – (10/1.0) (0/0.0)

Covers foundational highway safety principles, federal regulatory compliance, and risk management for commercial motor vehicle drivers. Instruction focuses on defensive driving strategies, extreme weather navigation, hazard perception, railroad crossing protocols, skid control, and emergency incident management.

Vehicle Systems – (10/1.0) (0/0.0)

Examines the mechanical components, operational systems, and functional dynamics of Class A tractor-trailer combinations. Students study pneumatic air brake systems, powertrain components, coupling mechanisms, electrical circuits, and advanced driver assistance systems (ADAS).

Non-Driving Activities – (10/1.0) (0/0.0)

Addresses essential professional and administrative duties required of commercial drivers outside of vehicle operation. Topics include hours of service (HOS) regulations, electronic logging devices (ELD), cargo securement standards, weight distribution, trip planning, shipping documentation, and Department of Transportation (DOT) compliance.

Pre-Trip – (10/1.0) (0/0.0)

Instructs students in the comprehensive inspection procedures required before operating a commercial motor vehicle. Students learn systematic internal and external vehicle inspection protocols, air brake check sequences, component identification, defect reporting, and Driver Vehicle Inspection Report (DVIR) documentation.

Range – (0/0.0) (80/4.0)

An intensive hands-on maneuvers course conducted on the closed training range. Students master vehicle control skills, coupling and uncoupling tractor-trailer units, straight-line backing, offset backing, and alley dock parking maneuvers in preparation for state licensing skills examinations.

Public Road – (0/0.0) (40/2.0)

Provides behind-the-wheel instruction on public roadways and highways under direct instructor supervision. Students apply visual search techniques, speed and space management, lane control, intersection navigation, right and left turns, shifting techniques, and bridge clearance evaluations during live traffic operations.

CDL B

Safety – (10/1.0) (0/0.0)

Covers highway safety standards, federal safety regulations, and defensive driving principles specific to straight trucks and large single-chassis commercial motor vehicles. Instruction focuses on hazard perception, visual scanning, stopping distances, adverse weather driving, rollover prevention, railroad grade crossings, and emergency response procedures.

Vehicle Systems – (10/1.0) (0/0.0)

Examines the major mechanical assemblies and operating systems of Class B commercial vehicles. Topics include single-vehicle powertrain mechanics, heavy-duty pneumatic air brake systems, suspension and steering components, electrical systems, and modern instrument panel warning indicators.

Non-Driving Activities – (10/1.0) (0/0.0)

Instructs students in the administrative, legal, and operational responsibilities required of professional drivers outside the cab. Areas of study include hours of service (HOS) rules, logbook/electronic logging device (ELD) management, cargo handling and securement, weight limits, route planning, and Department of Transportation (DOT) roadside inspection compliance.

Pre-Trip – (10/1.0) (0/0.0)

Teaches systematic inspection procedures required before putting a Class B vehicle into service. Students study under-the-hood fluid and belt checks, vehicle lighting, tire and wheel assemblies, frame integrity, exhaust systems, complete in-cab air brake tests, and Driver Vehicle Inspection Report (DVIR) procedures.

Range – (0/0.0) (50/2.5)

Delivers hands-on control and maneuvering training on a dedicated, closed skills range. Students develop precision single-unit vehicle control through straight-line backing, forward stop line accuracy, parallel parking, offset backing, and 90-degree alley docking maneuvers to prepare for the state CDL Class B practical examination.

Public Road – (0/0.0) (50/2.5)

Provides behind-the-wheel driving instruction on secondary streets, urban intersections, and highways under direct instructor supervision. Students apply speed and space management, lane positioning, smooth braking, progressive shifting, intersection navigation, right and left turn mechanics, and overhead clearance awareness in real-world traffic conditions.

Heating, Air Conditioning, Ventilation

Course Breakdown Key:

Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Curriculum is still being developed.

Massage Therapy Program

Course Breakdown Key:

Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Term 1

Anatomy & Physiology – (40/4.0) (10/0.5)

Students study the structural organization and physiological principles of the human body to understand how organ systems maintain homeostasis. Emphasis is placed on the integumentary, skeletal, muscular, and nervous systems, covering structural relationships, functions, and foundational pathologies. Laboratory practice reinforces anatomical landmarking and palpation skills.

Massage Theory & Body Work – (30/3.0) (20/1.0)

Introduces foundational concepts of intentional touch, grounding, rhythm, and appropriate pressure in bodywork. Students begin translating theoretical body mechanics and range-of-motion principles into structured hands-on lab practice, focusing on foundational touch techniques and practitioner posture.

Massage Theory & Practice – (30/3.0) (20/1.0)

Introduces the history, fundamentals, and contemporary scope of the massage therapy profession. Students examine indications, contraindications, client intake evaluation, foundational draping protocols, and basic professional hygiene standards, applying introductory techniques in a supervised lab setting.

Term 2

Anatomy & Physiology – (10/1.0) (15/0.8)

Continues the study of human anatomy and physiology, exploring the endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Clinical lab sessions integrate systemic functions with hands-on palpation and relevant massage considerations.

Kinesiology – (10/1.0) (15/0.8)

Focuses on the functional relationship between the musculoskeletal and nervous systems, emphasizing upper body biomechanics: the head, neck, shoulder girdle, arms, and hands. Lab work develops practical skills in locating bony landmarks, tracing muscle attachments, and assessing upper-extremity movement.

Massage Theory & Body Work – (10/1.0) (40/2.0)

An intensive hands-on lab course focused on full-body massage routines. Students synthesize body mechanics, seamless transitions, intentional touch, and professional table management into complete, timed therapeutic sessions.

Massage Theory & Practice – (30/3.0) (20/1.0)

Advances core Swedish massage strokes, client positioning, and active draping methods. Students expand client communication skills, assessment strategies, and customized session planning in classroom and practical lab environments.

Term 3

Ethics, Business & Legal Matters – (25/2.5) (0/0.0)

Explores professional standards, Pennsylvania massage therapy laws, scope of practice, and ethical boundaries. Topics include client-therapist communication, informed consent, therapeutic boundaries, marketing strategies, basic financial record-keeping, and operational requirements for running a professional massage business.

Hygiene/Safety for the Body Worker – (25/2.5) (25/1.3)

Focuses on infection control, standard precautions, sanitation protocols, and workplace safety specific to bodywork environments. Students master sanitation and disinfection techniques, injury prevention, self-care strategies, and long-term ergonomic body mechanics in both lecture and hands-on lab applications.

Kinesiology – (25/2.5) (25/1.3)

Continues structural and functional kinesiology with an emphasis on the trunk, pelvis, spine, and lower extremities. Students analyze joint actions, gait, and postural patterns while applying targeted palpation, origin/insertion tracing, and range-of-motion techniques in practical lab sessions.

Pathology – (25/2.5) (0/0.0)

A comprehensive survey of human disease processes and their clinical implications for massage therapy. Students examine common systemic diseases, tissue healing, inflammation, and medical terminology, learning to distinguish between absolute contraindications, local contraindications, and conditions requiring specialized session adaptations.

Term 4

Aromatherapy & Hydrotherapy – (5/0.5) (20/1.0)

Covers the therapeutic application of hot and cold treatments, moist heat, and contrast therapies in bodywork. Students explore the safe blending and physiological benefits of essential oils, practicing hydrotherapy and aromatherapy modalities directly in the skills lab.

CPR – (10/1.0) (0/0.0)

Prepares students to recognize and respond to life-threatening emergencies. Coursework covers basic life support, adult/child CPR techniques, automated external defibrillator (AED) operation, and emergency first aid protocols required for industry certification and professional practice.

Fund. of Warm Stone Massage – (10/1.0) (40/2.0)

Introduces the principles, thermal dynamics, and techniques of warm stone therapy. Students master stone heating and sanitation equipment, temperature safety, placement protocols, and the integration of basalt stones into full-body therapeutic treatments during intensive lab sessions.

Medical Massage – (40/4.0) (0/0.0)

Focuses on outcome-based clinical bodywork for specific musculoskeletal dysfunctions, chronic pain, and rehabilitation. Students evaluate clinical client assessment, advanced neuromuscular techniques, trigger point therapy, deep tissue protocols, and SOAP charting documentation.

Prenatal Massage – (5/0.5) (20/1.0)

Prepares students to safely perform bodywork for pregnant clients across all trimesters. Topics include maternal anatomical/physiological changes, gestational contraindications, specialized side-lying positioning, and safe draping protocols, with direct hands-on practice in the skills lab.

Medical Assisting

Course Breakdown Key:

Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Term 1

Anatomy & Physiology – (33/3.3) (0/0.0)

Introduces the structural organization and physiological principles of the human body. Students examine cellular biology, tissue types, and body systems, exploring anatomical terminology, directional terms, and how organ systems work together to maintain homeostasis.

Clinical Procedures – (0/0.0) (49/2.5)

A foundational clinical skills laboratory course emphasizing patient-centered care and infection control. Students learn and demonstrate medical asepsis, hand hygiene protocols, sanitization and sterilization techniques, patient positioning and draping, and the accurate measurement of baseline vital signs (blood pressure, pulse, respiration, temperature, and pulse oximetry).

Medical Orientation – (20/2.0) (0/0.0)

Introduces the medical assisting profession, modern healthcare delivery systems, and professional expectations in ambulatory care settings. Topics include interprofessional team roles, workplace communication, patient advocacy, professional boundaries, and facility policies.

Medical Terminology – (10/1.0) (0/0.0)

Covers the fundamental structure of medical language through prefixes, suffixes, root words, and combining forms. Students learn standard medical abbreviations, anatomical directions, and clinical terminology essential for effective medical documentation and professional communication.

Principles of Medical Assisting – (38/3.8) (0/0.0)

Focuses on the administrative and front-office duties of a medical facility. Instruction covers professional telephone triage, appointment scheduling, patient intake, written correspondence, medical record maintenance, and basic principles of healthcare billing and compliance.

Term 2

Anatomy & Physiology – (30/3.0) (0/0.0)

Continues the comprehensive study of human organ systems, focusing on functional relationships, systemic physiology, and common disease states. Students explore how pathology alters normal bodily functions and impacts patient clinical presentations.

Clinical Procedures – (0/0.0) (62/3.1)

An intensive hands-on clinical lab focused on diagnostic testing and minor office procedures. Students practice assisting healthcare providers with routine and specialty examinations, administering screening exams, preparing and maintaining sterile fields, performing capillary punctures, venipuncture techniques, and running basic Clinical Laboratory Improvement Amendments (CLIA)-waived point-of-care laboratory tests.

Medical Terminology – (12/1.2) (0/0.0)

Expands medical vocabulary into specialized clinical disciplines and pathology. Students translate diagnostic terms, operative reports, lab test descriptions, and physician clinical notes into accurate professional terminology.

Principles of Medical Assisting – (46/4.6) (0/0.0)

Deepens operational and financial management in the medical practice. Topics include electronic health records (EHR) navigation, medical insurance verification, claims processing fundamentals, diagnostic and procedural coding basics (ICD-10 and CPT), and regulatory financial documentation.

Term 3

Anatomy & Physiology – (14/1.4) (0/0.0)

Provides an integrated review of complex systemic interactions and specialized organ systems. Instruction emphasizes clinical applications, homeostatic imbalances, and pathophysiological conditions commonly encountered during outpatient clinical care.

Clinical Procedures – (0/0.0) (45/2.3)

Advanced clinical lab practicum preparing students for full ambulatory responsibilities. Skills include performing 12-lead electrocardiograms (ECGs), pulmonary function tests, ear and eye irrigations, suture and staple removal, medication administration calculations, and parenteral injection techniques (intramuscular, subcutaneous, and intradermal).

Emergency Procedures – (19/1.9) (0/0.0)

Instructs students in emergency preparedness and outpatient crisis intervention. Topics include recognizing medical emergencies, basic life support (BLS), managing shock, diabetic emergencies, anaphylaxis, seizures, poisoning, workplace safety protocols, and clinic disaster response plans.

Medical Law & Ethics – (24/2.4) (0/0.0)

Examines legal principles, regulatory mandates, and ethical standards governing healthcare professionals. Topics include medical jurisprudence, scope of practice for medical assistants, the Health Insurance Portability and Accountability Act (HIPAA), patient confidentiality, informed consent, medical negligence, malpractice liability, and ethical dilemmas in modern patient care.

Pharmacology – (22/2.2) (0/0.0)

Introduces foundational pharmacokinetics, pharmacodynamics, drug classifications, mechanisms of action, and common therapeutic uses of medications. Students learn prescription interpretation, dosage calculation methods, drug references, controlled substance schedules, and patient education regarding side effects and adverse reactions.

Principles of Medical Assisting – (26/2.6) (0/0.0)

Focuses on medical practice operations, quality improvement, and risk management. Students examine clinical workflow optimization, compliance auditing, workplace leadership, interprofessional coordination, and preparing for the clinical externship experience.

Term 4

Externship (Medical Assisting) – (0/0.0) (80/4.0)

A supervised off-campus clinical practicum in an affiliated ambulatory care clinic or physician's office. Under the guidance of clinical preceptors, students synthesize and apply front-office administrative skills and back-office clinical competencies directly in real-world patient care environments.

Prep for Certification (NHA) – (34/3.4) (0/0.0)

A comprehensive review course designed to prepare students for the National Health Career Association (NHA) Certified Clinical Medical Assistant (CCMA) national credentialing examination. Students complete targeted domain reviews, practice examinations, critical-thinking case studies, and test-taking strategies.

Principles of Medical Assisting – (36/3.6) (0/0.0)

A capstone professional development course preparing students for employment in the healthcare industry. Topics include resume preparation, professional portfolio development, clinical interview techniques, credential maintenance, and career advancement strategies within ambulatory medical facilities.

Practical Nursing
Program History & State Licensure Notice

Initiated in 1966 with its inaugural class entering on January 9, 1967, the STC Practical Nursing Program prepares adult learners to deliver essential nursing care across diverse healthcare settings. Upon successful completion of all didactic clock hours, laboratory competencies, and clinical rotations, graduates receive the institutional diploma and become eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Statutory Licensure Notice (Pennsylvania Practical Nursing Law – Section 5):

The Pennsylvania State Board of Nursing will not issue a license or certificate to any applicant convicted of a felonious act prohibited by the *Controlled Substance, Drug, Device, and Cosmetic Act* of April 14, 1972, or convicted of a felony relating to controlled substances in any court of law of the United States, another state, territory, or country. Convictions may permanently bar an individual from taking the NCLEX-PN exam or obtaining state licensure.

Faculty Educational Philosophy & Conceptual Framework

The STC Practical Nursing curriculum is grounded in Sister Callista Roy's - Roy Adaptation Model, which views the individual as a holistic adaptive system constantly interacting with internal and external environments.

Our conceptual framework is built upon two main components, which are:
1. The Practical Nurse functions as an integral member of the health care team.
2. The Practical Nurse utilizes the nursing process to promote client adaptation in health and illness

Curriculum objectives synthesize nine core sub-components:

Biopsychosocial Concepts	Professional Communication	Role of the Practical Nurse
Pathophysiology	Nutrition	Legal & Ethical Standards
Nursing Interventions	Drug Therapy	Personal & Vocational Potential

Instruction progresses logically from normal to abnormal body processes and from foundational to complex nursing interventions.

Program Schedule, Hours & Course Descriptions

Program CIP Code: 51.3901
Total Clock Hours: 1500 (743 Theory / 757 Clinical & Lab) = 112.2 Total Credits

- *Theory Conversion:* 10 hours = 1.0 Credit (74.3 Credits)
- *Clinical/Lab Conversion:* 20 hours = 1.0 Credit (37.9 Credits)

Program Length: (*both have rolling start dates*)

- **Day Cohort:** 12-months
- **Evening/Weekend Cohort:** 18-months

Course Breakdown Key:
Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Term 1

Anatomy & Physiology – (81/8.1) (0/0.0)
Anatomy and Physiology is the study of the structures and functions of the human body. This course is the first of two courses that cover the basics of human anatomy and physiology, including anatomical terminology, principles of chemistry and microbiology, cells, tissues, integumentary system, skeletal system, muscles, central nervous system, sensory system, endocrine system, and reproductive system. This course includes examining changes in structure and function as they relate to the disease process.

Clinical – (0/0.0) (117/5.9)
Students are introduced to nursing care in a geriatric/long-term care setting. This rotation provides an opportunity to practice communication skills, basic hygienic care procedures, socialization, and teamwork skills. Under close faculty supervision, students practice fundamental nursing care measures, including vital signs, hygiene, patient transfers, and medical asepsis.

Fundamentals of Nursing – (126/12.6) (84/4.2)
Provides students with the foundational knowledge to deliver basic and advanced nursing care to patients across the lifespan utilizing the nursing process. Principles of assessment, vital signs, comfort measures, positioning, transferring, nutritional requirements, aseptic and sterile technique, death and dying, and effective communication are covered. The course emphasizes the theory behind procedures, development of skills in therapeutic measures, and preparation of

patients for diagnostic tests. Transcultural nursing concepts are introduced. Related clinical lab experiences correlate theory and practice.

Pharmacology – (30/3.0) (12/0.6)

Students learn the fundamental principles of medication administration and develop the skills to administer specific drugs used in the treatment, prevention, and diagnosis of disease, as well as the ability to implement appropriate nursing actions to maximize therapeutic outcomes. Instruction covers safe and effective drug administration, drug calculations, systems of measurement and conversions, appropriate assessments, documentation, and evaluation in a controlled laboratory setting.

Term 2

Anatomy & Physiology – (54/5.4) (0/0.0)

The second of two courses covering the structures and functions of the human body. Topics include the gastrointestinal, urinary, cardiovascular, hematologic, respiratory, and lymphatic systems. This course includes examining changes in structure and function as they relate to the disease process.

Clinical – (0/0.0) (222/11.1)

Students function under faculty supervision in long-term care and acute care facilities to deliver safe, effective nursing care utilizing the nursing process. Students perform procedures using medical and surgical aseptic techniques and are introduced to medication administration. In acute care settings, students care for stable, acutely ill clients, prepare patients for diagnostic and therapeutic procedures, and observe specialized hospital departments and outpatient clinics.

Medical/Surgical Nursing – (93/9.3) (0/0.0)

The study of specific diseases and disorders affecting the central nervous system, sensory system, musculoskeletal system, endocrine system, reproductive system, and integumentary system of adults and children. The course covers symptoms, diagnostic studies, treatment regimens (including diet therapy and related pharmacology), and nursing care related to specific disorders. Mental health concepts and the nursing process are emphasized.

Pharmacology – (69/6.9) (12/0.6)

Continues the principles of safe and effective drug administration in high-quality patient care. Focuses on mechanisms of drug action, specific therapeutic classifications, nursing interventions, and observational skills to monitor patient response. This course includes the basic principles and practices for the implementation of IV therapy as mandated by 49 PA Code Regulations § 21.145 and § 21.203.

Term 3

Clinical – (0/0.0) (162/8.1)

An intermediate to advanced clinical rotation in acute care and long-term care facilities. Students apply the nursing process to clients with increasingly complex medical-surgical conditions, administer scheduled medications under supervision, perform complex treatments, and collaborate effectively within the interprofessional healthcare team while adhering to legal and ethical practice boundaries.

Medical/Surgical Nursing – (93/9.3) (0/0.0)

Builds upon the study of specific diseases and disorders affecting adult and pediatric body systems, including the respiratory, cardiovascular, gastrointestinal, urinary, and immune systems. Covers symptoms, diagnostic studies, treatment regimens (including diet therapy and related pharmacology), and nursing interventions based on the nursing process. Basic leadership, management concepts, cultural aspects, and community resources are introduced.

Pharmacology – (45/4.5) (0/0.0)

Advances safe drug therapy and nursing process integration specific to disorders of the cardiovascular, respiratory, gastrointestinal, and urinary systems. Students examine advanced drug interactions, therapeutic monitoring, dosage adjustments, adverse effect management, and patient education.

Term 4

Clinical – (0/0.0) (148/7.4)

An advanced clinical practicum designed to prepare the student practical nurse for entry into professional practice. In long-term care and acute care settings, students gain experience with leadership roles (including charge nurse, treatment nurse, and medication nurse duties under supervision), care coordination for complex patient assignments, and transition into independent practice.

Family Centered Health Care – (62/6.2) (0/0.0)

Examines physical, psychological, and social patterns of growth and development across the lifespan. Includes theory and care of mothers and newborn infants, reproductive physiology, pregnancy, antepartum, parturition, and postpartum care. Psychosocial aspects of patient care, the family unit, applied pediatric and maternal diet therapy, and related pharmacotherapy are emphasized.

Medical/Surgical Nursing – (70/7.0) (0/0.0)

A culminating medical-surgical course synthesizing nursing care across multi-system disorders, complex chronic illnesses, and urgent medical interventions. Instruction emphasizes critical thinking, clinical judgment, delegation principles, and prioritization utilizing the nursing process.

Personal & Vocational – (20/2.0) (0/0.0)
Focuses on professional role transition and preparation for the workforce. Topics include professional accountability, ethical and legal standards, healthcare trends, leadership skills, job interviewing, resume development, the PA State Board of Nursing licensure application process, and preparation for the NCLEX-PN examination.

Clinical Standards, Clearances & Affiliation Requirements

Clinical Clearances & Employment History Disclosures
Clinical placement is contingent upon meeting the compliance mandates of external affiliate healthcare institutions:

- **OIG List of Excluded Individuals and Entities (LEIE):** Pursuant to Sections 1128 and 1156 of the Social Security Act, individuals excluded from participation in federal healthcare programs (Medicare/Medicaid) are ineligible for admission or clinical placement. Any student appearing on the LEIE will be denied entry or immediately dismissed.
- **Prior Employment Discipline / Dismissals:** Clinical affiliates maintain the legal right to bar any student previously terminated from their employment. Applicants must disclose any prior employment discharge from any cooperating agency prior to orientation. If an affiliate denies site access to a student based on prior employment history and an equivalent alternate clinical rotation cannot be secured, the student will be dismissed from the program for failure to meet clinical learning objectives.

(See **Appendix X – Background Check Disclosure Form**)

Clinical Site Code of Conduct & Patient Privacy

- **HIPAA Compliance:** Patient confidentiality is strictly enforced under federal law. No patient identifiers (names, dates of birth, MRNs) may be removed from the facility or included in clinical paperwork.
- **Zero-Tolerance Recording & Social Media Ban:** Students may not carry or use any recording, photographic, or smart device (including smartphones) in clinical patient areas or on facility grounds. Capturing images, recording audio, or referencing clinical experiences on social media results in immediate, permanent dismissal from the program.
- **Personal Belongings & Units:** Students must remain strictly on their assigned clinical unit. Visiting hospitalized relatives or other units during shift hours is prohibited. Valuables, purses, and excess cash must not be brought to clinical sites; STC and affiliates assume no liability for lost or stolen property.

Official Clinical & Observational Affiliate Directory
Students are responsible for their own transportation to and from all instructional sites:

Practical Nursing Cooperating Agencies	**Location**
Aveanna Healthcare	Schuylkill Haven, PA
Broad Mountain Nursing & Rehabilitation Center	Frackville, PA
Child Development Incorporated	Minersville, PA
DaVita Dialysis	Frackville, PA
Geisinger Shamokin Area Community Hospital	Coal Township, PA
Greenwood Center for Nursing & Rehabilitation	Hometown, PA
Lehigh Valley Health Network Schuylkill	Pottsville, PA
Mount Carmel Senior Living Community	Mount Carmel, PA
Shenandoah Senior Living Community	Shenandoah, PA
Silver Pines Treatment Center	Mahanoy City, PA

In-House Practical Nursing Contracts	
Schuylkill IU 29 School Nurse	Mar Lin, PA
STC School Nurse	Frackville, PA
STC School Nurse	Mar Lin, PA

Academic Standards

Grading Standard

- Practical Nursing courses require a minimum passing grade of 80% in all theory courses and a Satisfactory (S) grade in all clinical components.
- Grades are strictly maintained to one decimal place; grades are never rounded up (e.g., 79.9% is failing).
- Any student whose cumulative average falls below 80% at midterm or at any point during a term is placed on Academic Probation and must sign a formal academic remediation agreement.
- If a student fails to achieve an 80% average in theory or receives an Unsatisfactory in clinical, the student is dismissed from the cohort. A failed term may only be repeated once with committee approval. Failing the same term a second time results in permanent program termination.

Examination Policies & Retesting Protocol

Exam Room Environment:

- Exams occur promptly at scheduled times. All cell phones, smartwatches, hats, and hoodies must be removed and surrendered to the proctor before testing starts. Desks must remain completely clear of notes, papers, and drink containers.

Term Retesting Allowance:

- Students with a course average below 80% may retest up to two (2) failed regular unit exams per term:
    1. The student must file a formal *Request for Retesting Form* with the instructor within 48 hours of grade posting.
    2. The original exam score and the retest score are averaged together to compute the final recorded exam grade.
    3. Retests must be taken during scheduled faculty proctoring windows and cannot occur during scheduled class hours.

Critical Safety Competency Exams (Dosage & Solutions):

- In Term 1, students must achieve 80% on both the Dosage & Solutions and Medication Administration competency examinations prior to clinical drug administration.
- Students may retake these safety exams until mastered; these attempts do not count against the standard 2-exam term limit.
- Failure to achieve 80% on dosage calculations by the conclusion of Term 1 prevents clinical medication pass participation. Inability to safely pass clinical medications by the conclusion of Term 2 results in clinical failure and program dismissal.

ATI Comprehensive Assessment Program & Proctored Testing

ATI proctored and online assessments are integrated across the curriculum to ensure NCLEX-PN readiness.

Online Practice Assessments

Faculty establish opening and closing windows for each assigned practice assessment and will notify the students. No deadline extensions are granted. Assessments are completed independently off campus. Students may complete practice assessments multiple times prior to the closing date to achieve mastery and optimize their score.

Mandatory Focused Review: To receive credit, students must complete the required ATI active-learning focused review:

- Medical-Surgical & Pharmacology Courses: Minimum of three (3) hours of focused review.
- All Other Nursing Courses: Minimum of one (1) hour of focused review.
- Failure to complete the required review hours results in a score of zero (0).

Practice Assessment Scoring Rubric (*Weighted as a Quiz Grade / 10 Points Max*)**:**

95% - 100%	=	10 points
90% - 94%	=	9 points
85% - 89%	=	8 points
80% - 84%	=	7 points
79% or below	=	0 points

Proctored Standardized ATI Content Mastery Series (CMS) Assessments

ATI CMS Proctored Assessments are administered on campus under faculty proctoring during scheduled class periods. Absences must be excused and rescheduled through the Program Coordinator. Proctored ATI CMS assessments account for **10% of the overall course grade**.

Proctored Assessment Scoring Rubric (*20 Points Max*)**:**

Level 3	=	20 points
Level 2	=	18 points
Level 1	=	16 points
Below Level 1	=	14 points

Students scoring at or Below Level 1 are required to complete mandatory documented ATI focused remediation and retake the assessment.

Clinical Evaluation, Warning & Termination Protocol

Clinical performance is graded on a **Satisfactory / Unsatisfactory** basis utilizing daily clinical progress notes and summative term rubrics.

Needs Improvement (NI) Evaluation

If an instructor issues a "Needs Improvement" (NI) rating, the instructor will review the specific deficiency verbally with the student and provide written remediation steps on the Daily Clinical Progress Note. The conference must be documented on an anecdotal summary form signed by both parties.

Progressive Disciplinary Stages for Clinical Deficiencies

- **Step 1: First Clinical Unsatisfactory (Verbal/Written Warning)**
  A mandatory counseling conference is held within twenty-four (24) hours of the shift. The instructor creates a targeted Plan of Action on the PN Counseling Summary Form detailing corrective behaviors required.
- **Step 2: Second Clinical Unsatisfactory (Formal Clinical Contract)**
  A second Unsatisfactory rating (in any clinical objective) triggers a formal **Clinical Contract**. The student, clinical instructor, and PN Program Coordinator meet to establish mandatory performance conditions. The student may be placed on formal institutional probation.
- **Step 3: Third Clinical Unsatisfactory (Clinical Failure & Dismissal)**
  A third clinical Unsatisfactory rating or failure to fulfill the terms of the Clinical Contract results in an immediate faculty review meeting. The faculty committee submits a formal recommendation for program termination to the Director of CTE.

Immediate Grounds for Clinical Dismissal (Zero Tolerance)

A student may be terminated immediately from the Practical Nursing Program without prior warnings or contract steps for any of the following critical safety infractions:

1. **Unverified Medication Administration:** Administering any medication, injection, or IV solution without the direct physical presence and authorization of the clinical instructor.
2. **Gross Negligence & Patient Endangerment:** Any act, omission, or unsafe practice that jeopardizes the physical or psychological safety of a patient.
3. **Falsification of Records:** Documenting care, vital signs, or treatments not performed, or altering medical/educational records.
4. **Impairment or Substance Violations:** Reporting to clinical under the influence of drugs, alcohol, or unauthorized controlled substances.
5. **Breach of Confidentiality:** Violating patient privacy rights under HIPAA or photographing/recording in clinical spaces.
6. **Affiliate Agency Removal:** If a cooperating hospital or long-term care facility demands a student's removal due to misconduct or unsafe practice, and no equivalent rotation is available, the student will be terminated.

Specialized Practical Nursing Policies

Readmission Requirements & Procedures

Students who took an approved Leave of Absence (LOA), withdrew, or were academically dismissed due to an unsuccessful term may request readmission into the PN Program. Readmission is contingent upon space availability and is not guaranteed.

1. **Formal Request:** Submit a written petition for reentry to the Program Coordinator and Admission/Faculty Committee at least thirty (30) days prior to the desired term start date.
2. **Course Retakes:** Students must repeat all failed nursing theory, lab, and corresponding clinical courses during the term before advancing to the next consecutive term. Clinical hours are mandatory components of each nursing course and must be repeated in full.
3. **Financial Clearance:** If approved for reentry, the student must meet with the Financial Aid Office. All prior financial obligations must be settled before registration. Tuition will be assessed at the current prorated rate for the remaining term(s).
4. **Compliance Clearances:** Background checks, drug screenings, health physicals, immunizations, TB screenings, and BLS certification must be updated and approved prior to the start of the term to satisfy clinical affiliate requirements.
5. **Time Limitation:**
   - The elapsed time between departure (last date of attendance) and readmission may not exceed **three (3) calendar years**.

- Exceptions exceeding three years are granted for students returning from Active Military Duty in accordance with federal guidelines. Active-duty students must contact the Program Coordinator to initiate readmission.

6. **Clinical Skills Verification:**
   - Readmitted students (excluding those repeating *Fundamentals of Nursing*) must complete a mandatory Skills Verification practical exam.
   - Practice lab time will be provided prior to the evaluation.
   - Students receive up to **two (2) attempts** to pass. A second failure results in the revocation of readmission.
7. **Medication Administration Verification:**
   - Students readmitted into Term II or Term III who previously completed *Pharmacology I* must complete a Medication Administration Verification exam.
   - Practice lab time will be provided prior to evaluation.
   - Students receive up to **two (2) attempts** to pass. A second failure results in the revocation of readmission.

Technical Standards & Essential Functions

All practical nursing candidates and enrolled students must demonstrate physical, sensory, cognitive, and professional stamina to deliver safe care (with or without reasonable accommodations under the ADA):

- **Sensory/Communication:** Read fine calibrations on syringes/unit-dose packages, auscultate faint heart/lung sounds, and comprehend spoken English through surgical masks.
- **Physical/Motor:** Lift and transfer patients up to 50 lbs. unassisted utilizing proper body mechanics; stand/walk for 8–12 hour shifts; execute sterile fine-motor tasks.
- **Cognitive/Emotional:** Exercise sound clinical reasoning under acute stress, manage changing clinical priorities, and maintain professional composure with difficult behaviors.

Facilities, Resources & Student Leadership

Nursing Simulation & Learning Resource Center:

Open Monday – Thursday (8:00 AM – 9:00 PM) and Friday (8:00 AM – 5:00 PM).

- Please check with the PN Office for summer hours.
- Closed Holidays and Weekends

Mannequins and high-fidelity simulators are delicate diagnostic instruments; students must never turn on equipment, manipulate controls, or remove mannequins from hospital beds without an instructor present.

Pennsylvania Power Library:

Access online nursing research databases and 24/7 live reference services at powerlibrary.net.

Practical Nursing Student Organization:

- Cohorts elect class representatives and alternates during the first 20 days of enrollment to serve as liaisons to administration. Elections will be held within each class during the first week of each subsequent term
- The representative and/or alternate will represent members of the student body at selected meetings with the faculty and administration.
- Faculty will invite one student per class to serve on the Curriculum Committee and Handbook.

Organization Purposes & Objectives:

1. Establish group interrelationships.
2. Encourage group directed projects through the stages of selection, promotion, and completion.
3. Participate in review and/or development of policies, which affect students.
4. Develop cooperative functioning skills with classmates as a forerunner to good co-worker and employer/employee relationships.
5. Provide a prelude to participation in professional organizations after graduation and licensure.
6. Provide an atmosphere for leadership skill development.

Welding

Course Breakdown Key:

Course Name – (Classroom Hours / Classroom Credits) (Lab Hours / Lab Credits)

Term 1

Intro to Welding – (6/0.6) (0/0.0)

Provides an orientation to the welding industry, manufacturing environments, and shop expectations. Students explore career pathways, professional work habits, introductory metallurgy concepts, and foundational American Welding Society (AWS) standards.

Safety – (22/2.2) (0/0.0)

Covers general welding shop safety standards, hazard identification, and OSHA compliance. Topics include electrical shock prevention, burn avoidance, eye protection, radiant energy hazards, ventilation requirements, compressed gas cylinder handling, and personal protective equipment (PPE) selection.

Shielded Metal Arc Welding – (36/3.6) (80/4.0)

Focuses on the theory, setup, and operation of Shielded Metal Arc Welding (SMAW / "stick" welding). Students learn power source setup, electrode classification and selection, arc length, travel speed, and work angle controls while executing pad beads, butt joints, lap joints, and tee joints in flat and horizontal positions.

Tools & Equipment – (6/0.6) (0/0.0)

Introduces hand and power tools commonly used in metal fabrication. Instruction emphasizes safe operating procedures, maintenance, and inspection of angle grinders, cut-off saws, chipping hammers, wire brushes, and measuring instruments.

Term 2

Mathematics of Welding – (8.5/0.9) (0/0.0)

Applies practical trade mathematics to welding and fabrication tasks. Students practice fractional and decimal conversions, standard and metric linear measurement, joint geometry, angular calculations, and bill-of-materials estimations.

Oxyfuel Welding – (28/2.8) (65/3.3)

Covers oxyfuel cutting, welding, and heating processes. Students study gas properties, cylinder manifold systems, pressure regulator operation, and torch assembly. Hands-on lab work emphasizes flame adjustments, manual and mechanized torch cutting, beveling, hole piercing, and fusion welding on carbon steel.

Principles of Welding – (13.5/1.4) (0/0.0)

Examines underlying metallurgical principles, weldability of metals, thermal expansion, and mechanical properties of welded joints. Instruction introduces weld symbols, joint design configurations, and technical blueprint interpretation.

Safety – (12/1.2) (0/0.0)

Delivers intermediate shop safety instruction with an emphasis on thermal cutting hazards. Students examine fuel gas storage, flashback arrestor function, fire watch duties, hot work permits, and confined space atmospheric hazards.

Tools & Equipment – (8/0.8) (15/0.8)

Deepens practical shop equipment competencies in classroom and lab settings. Students set up, calibrate, and safely operate metal preparation machinery, including plate shears, ironworkers, horizontal band saws, and pneumatic tools.

Term 3

Brazing & Soldering – (14.5/1.5) (50/2.5)

Covers the principles, equipment, and filler metal selection for brazing, braze welding, and torch soldering. Students practice capillary action techniques, flux application, surface preparation, and joining ferrous and nonferrous assemblies in the skills lab.

Gas Metal Arc Welding – (36.5/3.7) (30/1.5)

Explores Gas Metal Arc Welding (GMAW / "MIG" welding) principles and applications. Coursework covers wire feed systems, shielding gas mixtures, power supply characteristics, and metal transfer modes (short-circuit, spray, and globular), with lab practice on fillet and groove welds.

Safety – (12/1.2) (0/0.0)

Focuses on electrical and gas shielding safety specific to continuous wire-feed welding. Topics include high-amperage duty cycles, shielding gas toxicity/asphyxiation risks, wire pinch hazards, and ventilation controls.

Tools & Equipment – (7/0.7) (0/0.0)

Covers maintenance, troubleshooting, and component replacement for wire-feed welding systems. Students learn drive roll alignment, contact tip and nozzle servicing, gun liner replacement, and flowmeter maintenance.

Term 4

Gas Tungsten Arc Welding – (27/2.7) (15/0.8)

Covers the principles, setup, and precision operation of Gas Tungsten Arc Welding (GTAW / "TIG" welding). Students learn torch assembly, tungsten selection and grinding, high-frequency arc stabilization, shielding gas flow, and manual filler rod manipulation on carbon steel, stainless steel, and aluminum.

Inspecting & Testing Welds – (9/0.9) (0/0.0)
Introduces non-destructive (NDT) and destructive testing methods used in quality control. Students study visual inspection criteria, weld discontinuity identification (porosity, undercut, lack of fusion, cracking), liquid penetrant testing basics, and guided bend test procedures.
Prep for Certification (AWS) – (8/0.8) (60/3.0)
An intensive lab-centered practicum preparing students for American Welding Society (AWS) structural welder performance qualification testing. Students prepare test coupons, execute multi-pass open-root or backing-bar welds to code standards, and self-evaluate test plates under simulated certification conditions.
Principles of Welding – (16/1.6) (5/0.3)
An advanced synthesis course focusing on fabrication sequence planning, distortion control, and code compliance. Students apply structural blueprint specifications, determine welding procedure specifications (WPS), and complete layout projects in both lecture and lab environments.
Safety – (10/1.0) (0/0.0)
A capstone safety review reinforcing comprehensive industrial welding protocols. Students review workplace compliance, personal accountability, hearing preservation, high-frequency electrical safety, and pre-operational safety audits for certification testing and employment entry.

Vehicle State Inspection

This is a self-study certification program. STC provides instructional materials, coordinates administrative registration, and proctors the required state written and tactile examinations.

Safe Operating Practices

Covers personal safety standards and shop hazard recognition within an automotive inspection facility. Topics include personal protective equipment (PPE) requirements, appropriate shop clothing, lifting equipment safety, and safe operating practices during vehicle evaluations.

Category I: Passenger Cars & Light Trucks

Covers Pennsylvania Department of Transportation inspection regulations, procedures, and safety criteria for passenger cars, light trucks up to 17,000 lbs. Gross Vehicle Weight (GVW) and trailers up to 10,000 lbs. GVW.

Category II: Motorcycles

Covers state inspection requirements, safety protocols, and mechanical evaluation standards specifically for motorcycles and motor-driven cycles.

Category III: Heavy Trucks & Buses

Focuses on state inspection regulations, braking system verifications, frame integrity, and safety compliance for commercial trucks over 17,000 lbs. GVW, trailers exceeding 10,000 lbs. GVW, and all passenger transit/school buses.

Category IV: Enhanced Vehicle Safety Inspection

Prerequisite: Current Pennsylvania Certified Inspection Mechanic credential. Specialized certification covering inspection standards, structural integrity, and documentation requirements for reconstructed, modified, specially constructed, collectible, and street rod vehicles.

Electro-Mechanical Technology

This program is offered exclusively as contract corporate training tailored to industry partners.

Instructional content:

Safe Operating Practices

Focuses on industrial workplace safety standards, regulatory compliance, and hazard communication. Training covers lockout/tagout (LOTO) procedures, arc flash safety awareness, electrical shop safety protocols, personal protective equipment (PPE) selection, and proper industrial attire.

Advanced Operating Practices (Customizable Modules)

Training modules can be configured to focus on specific industrial maintenance proficiencies:

- **Electrical Wiring & Schematics:** Commercial and industrial wiring methods, circuit tracing, print reading, and safe electrical troubleshooting.
- **Motors & Transformers:** Operating theory, installation, maintenance, and diagnostics of AC/DC single- and polyphase motors and step-up/step-down transformers.
- **Motor & Electronic Controls:** Contactors, overloads, relay logic, control circuits, and variable frequency drive (VFD) parameters.
- **Fluid Power Systems:** Component operation, circuit troubleshooting, and schematic symbols for industrial pneumatic and hydraulic systems.
- **Programmable Logic Controllers (PLCs):** Hardware architecture, digital/analog I/O wiring, communications, troubleshooting, and ladder logic programming—focusing primarily on Allen-Bradley platforms.

APPENDICES

APPENDIX I
Request For Accommodation Form

Student Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Please provide a brief description of the disability/special circumstances for which you are requesting accommodation:

_____

_____

_____

_____

☐ Documentation attached to support this request **(REQUIRED)**

Recommended accommodation(s):

_____

_____

_____

_____

Student Signature: _____ Date: _____

Dir. Of Career & Technical Ed. Signature: _____ Date: _____

☐ The school provided the following accommodation(s)

_____

_____

_____

_____

☐ The school was unable to provide the requested accommodation.

Please attach all appropriate paperwork to this form and place it in the student's file

APPENDIX II
Student Records – Release Form

In accordance with the State Board of Education on Pupil Records, and the Family Educational Rights and Privacy Act, I hereby grant permission to the officials of STC to release the following record/information from my file:

1. _____

2. _____

The above listed record/information should be sent to:

_____

The purpose for the release of this record/information is to:

_____

There is no charge for the first official transcript issued to graduates with their certificate at graduation. Graduates will receive an unofficial transcript (no school seal affixed) for their personal records. Each additional transcript must be requested in writing and will require a fee of $10.00 for processing. Money order should be made payable to: STC and returned to: STC (Graduated Program) Transcript, 101 Technology Drive, Frackville, PA 17931

_____

Name (Please include name while attending program and any name change)

_____

Current Address State Zip Code

Phone Number (____) _____ Year of Graduation _____ Class Number_____

Fee Enclosed $_____

_____

Signature of Student

_____

Date of Signature

APPENDIX III
Student Counseling Summary

Student Name: _____

Class: _____ Date: _____

DATE/TIME COUNSELOR/STUDENT	**SIGNATURE:**

APPENDIX IV
Cis Policy Acknowledgment and Consent Form

Acceptable Use of the Communications and Information Systems (CIS) Policy #815

- Students will be sent the policy via STC email. Students will be taken to the Wilkes Computer Lab during their mandatory orientation day and given time to read the policy. The students will be required to sign the CIS Acknowledgment and Consent Form after reading the policy. The form will be placed in the student's file

Schuylkill Intermediate Unit
17 Maple Ave
Mar Lin, PA 17951

Acceptable Use of the Communications and Information Systems (CIS) Policy

CIS Acknowledgment and Consent Form

Students

I have received, read, and understand the Acceptable Use of Communications and Information Systems (CIS) Policy #815, and will comply with it. Someone from the Intermediate Unit has also reviewed the Policy with me and my parents and my parents have reviewed it with me. In addition, I have been given the opportunity to obtain information from the Intermediate Unit and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask the principal/guardians. If I need a copy of the Policy, I understand that I can access it on the Intermediate Unit's website. Additionally, I understand that if I violate this Policy, other Intermediate Unit policies, regulations, rules, and procedures I am subject to the Intermediate Unit's discipline, and could be subject to Internet Service Providers rules, as well as local, state, and federal rules and procedures.

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX V
Grievance Form

Step I

Grievance Initiated by: _____

Class Number: _____

Date Filed: _____

Instructor(s) Involved: _____

Date and Nature of Alleged Grievance: _____

_____

_____

Action Desired: _____

_____

_____

_____

Student Signature: _____ Date: _____

Date Reviewed with Instructor(s): _____

Disposition by Instructor: _____

_____

_____

Instructor Signature: _____ Date: _____

Position of Grievant: _____

_____

_____

Signature: _____ Date: _____

Step II: (If grievance is not resolved.)

Date Received by PN Coordinator: _____

Disposition of PN Coordinator: _____

_____

_____

Signature: _____ Date: _____

Position of Grievant: _____

Step III (If grievance is not resolved.)

Date Received by Director of Post-Secondary Education or Designee: _____

Disposition by Director of Post-Secondary Education or Designee: _____

_____

_____

_____

Signature: _____ Date: _____

Position of Grievant: _____

Signature: _____ Date: _____

Step IV: (If grievance is not resolved.)

Date Received by Executive Director or Designee: _____

Disposition and Final Action by Executive Director or Designee: _____

_____

_____

_____

Signature: _____ Date: _____

Position of Grievant: _____

_____

_____

_____

Signature: _____ Date: _____

APPENDIX VI
Civility Policy Disclaimer

Students will demonstrate civility and respect in both words and actions toward faculty, peers, staff, patients, and families. Students will verbalize positive statements about the profession of nursing and the nursing program in the classroom, clinical, and community settings.

While it is understood that disagreement will occur in the educational setting, open communication, academic integrity, mutual respect for differing points of view, freedom from unnecessary disruption and a climate of civility are values that must be upheld by all individuals associated with the nursing program.

I have read and understand the STC Practical Nursing Program Civility Policy. I realize that failure to comply with this policy will result in disciplinary action in accordance with the policies of the STC Practical Nursing Program.

_____

Name of Student (Print)

_____

Signature of Student

_____

Date of Signature

APPENDIX VII
Honor Philosophy

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Students have the responsibility to create an atmosphere of trust and support through academic integrity. It is within this atmosphere that students are empowered to make decisions, develop regard for the system through which they learn, and achieve a sense of personal and professional integrity. Students have the responsibility to adhere to this Honor Code.

Violation of the Honor Code includes but is not limited to:

- **Cheating**
- **Plagiarism**
- **Fabrication of information**
- **Facilitating acts of academic dishonesty by others**
- **Unauthorized possession of examinations and/or contents**
- **Submission of another person's work**
- **Submission of work previously used without authorization by the instructor**
- **Tampering with academic works of other students**
- **Falsifying documentation**

A student charged with an Honor Code violation will be given written notice of the charge by the instructor. The procedures for warning, probation, suspension, and termination will then be initiated as outlined in the student handbook

_____
Program Attending

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX VIII
Photo Release Form

As part of our documentation on Vocational Services, we would like to have a pictorial record of the individuals participating in the various activities of the program. We are planning to take pictures for press release and to present them at in-service training meetings and professional conferences – to acquaint business, industry, and other relevant personnel with our services.

We would greatly appreciate your cooperation, and we are asking that you please sign this RELEASE FORM.

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX IX
Background Checks – Post-Secondary Programs

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in a secondary program and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions prior to the start of the program for which I am applying. I understand that failure to disclose information prior to the start of the program or while enrolled may result in immediate termination from the program.

_____
Program Attending

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX X
Disclosure – PN

Background Checks – Previous Employment for Student Clinical Placement

I acknowledge that having a previous criminal record containing a felony may prohibit my participation in clinical and may create a barrier to program completion. I agree to a private meeting to disclose any previous felony convictions as well as any previous employment termination from any of the listed cooperating clinical agencies prior to the start of the Practical Nursing program for which I am applying. I understand that failure to disclose prior to the start of the program or while enrolled, as new cooperating agencies are added to the list, may result in immediate termination from the Practical Nursing program.

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX XI
Past Due Balance

All tuition and fees on student ledger must be paid in full prior to the end of the program for a student to be issued his or her certificate of completion/diploma. If a student leaves STC, either through withdrawing from or completion of the program; with a financial balance due on the student account the following procedure will be followed.
STC will attempt to contact the student via mail, email and phone to collect the debt. If the account is not paid in full within 90 days, the student's account will be sent to our collection agency. STC contracts with Commercial Acceptance Company. Any past due balances will incur a finance charge of 0.5% per month. Failure to pay may result in a student's past due balance being reported.

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX XII
Student Handbook Disclaimer – PN

It is our policy to have students fully informed of their responsibilities, rights, and privileges during the tenure of enrollment in the Practical Nursing program at STC. This Student Handbook clarifies the Program of Study and all applied policies and guidelines. The following form is to be completed with the student retaining one copy and the other placed in the student file.

I, _____, have read and do understand the contents of the Practical Nursing Student Handbook issued to me.

As a student, I agree to abide by all the policies herein defined. I have had an opportunity to review and question the contents of this handbook.

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature

APPENDIX XIII
Student Handbook Disclaimer
Post-Secondary Education

The STC Postsecondary Student Handbook will answer many of the questions you may have about the rules and activities here at STC. We hope that this will be helpful to you throughout the program.

During orientation we will review the handbook. If necessary, we ask that you re-read the student handbook so that you are familiar with the rules.

By signing this form, you are verifying the receipt of access to the handbook and acknowledge your understanding of our policies and procedures as outlined within the handbook.

As a student, I agree to abide by all the policies herein defined. I have had an opportunity to review and question the contents of this handbook.

_____
Program Attending

_____
Name of Student (Print)

_____
Signature of Student

_____
Date of Signature