



Student Handbook

2025 - 2026

**215 Beecham Drive – Pittsburgh, PA 15205
412-521-6200 – fax 412-521-2520
www.RosedaleTech.edu**

School Philosophy

Mission: The mission of Rosedale Technical College is to enable students to obtain employment in positions related to the trade industries using hands-on training programs aligned with industry needs and effective student services designed to promote student success.

Vision: We are the engine of our regional economy by providing genuinely valuable hands-on training which adapts to meet the needs of employers. We unlock the energy of our students and provide the spark of knowledge which gives our students the confidence to change their lives.

Values: RTC values a student-centered approach in everything we do. We also value continuous improvement and self-development along with honesty, humility, and enthusiasm.

Catalogs, Addenda and Consumer Information and Disclosures

Information about the College's accreditation, licensing facilities, programs offered, admissions requirements, financial aid services, and other institutional standards and requirements are available in the College Catalog. The catalog is published annually and updated throughout the year with addendums as needed.

Consumer information and disclosures related to the following can be found by visiting <https://rosedaletech.edu/consumer-information/>. Student-Right-To-Know Act – Graduation Rates, Retention Rates, and Placement Rates, Drug and Alcohol Abuse Prevention Information, CLERY (Campus Security) Act – Annual Campus Crime Statistics and Security Report, Timely Warning and Emergency Notifications, Emergency Response and Evacuation Procedures, Family Education Rights and Privacy Act (FERPA), Title IX, VAWA, & Act 16, College Navigator Website, Code of Conduct for Education Loans, Student Diversity College Navigator Website and Net Price Calculator.

Availability of Employee for Dissemination Purposes: Additional consumer information can be requested via email, phone, or in-person at the College to the responsible department or College President.

Financial Aid

Rosedale Technical College is committed to providing students and their families with the best financial aid information and processing alternatives available regarding student borrowing. In support of this, and to rule out any perceived or actual conflict of interest between Rosedale Tech officers, employees or agents and education loan lenders, Rosedale Technical College has adopted a Code of Conduct which is available from any Financial Aid Officer. For additional information on Financial Aid matters such as: Awarding of Title IV Funds, Credit

Balances, NSLDS, Rights & Responsibilities of Students Receiving Financial Aid, Terms & Conditions for Title IV Student Loans, Verifications, etc., see the Financial Aid Department.

Rosedale Technical College defines an academic year as two (2) semesters.

Student Success Center

The Student Success Center coordinates and monitors each student's program progression and offers students support services to aid in their success while attending school and entering into career fields such as relevant coping skills, general development, retention strategies, academic and attendance monitoring and advising, testing and tutoring services, career advising, student safety and well-being, and information concerning housing, transportation, child care, and any other personal obstacles that may interfere with schooling.

An Academic Services Coordinator is available to assist students in arranging tutoring, academic support, and disability accommodations. Additionally, the Academic Services Coordinator monitors student progress and offers access to a Mentor Program. This optional program provides a one-on-one relationship where faculty or staff (Mentor) can offer guidance to a student (Mentee), helping support the student's educational journey. Mentors may serve as role models and resources, offering strategies for academic success and referring mentees to other appropriate school resources when needed.

Learning Management System: Rosedale Technical College utilizes Moodle as its official Learning Management System (LMS) to support student learning, faculty instruction, and overall educational experience. Moodle serves as a centralized online platform where students can access course content, submit assignments, and engage with academic resources—anytime, anywhere. Student's grades and attendance are tracked in this system.

The Rosedale Tech Student Info page on Moodle is your go-to hub for essential student resources and campus information. Designed to keep you connected, informed, and supported throughout your time at Rosedale Technical College, this page offers quick and centralized access to the tools and services you may need.

Learning Resources: The Learning Resource Hub serves as a centralized location designed to support student academic success. It provides access to a variety of educational resources. Students can find subject-specific resources, access computers, and have a quiet area to study and complete assignments. This area is also used to administer certification instruction and exams. The hub aims to foster independent learning and supplement in-class instruction. In addition to physical resources, students have access to electronic databases. Links to these databases can be found on the Rosedale Tech Student Info page

of Moodle. Students can access Cengage Unlimited directly through Moodle. Cengage Unlimited is a comprehensive digital learning platform that provides access to a vast library of course materials, including textbooks, study tools, interactive learning resources, and research support.

Career Services: Rosedale Technical College provides career services to all students and graduates. These services are designed to assist in the job search process but are most effective when students actively engage and collaborate with the Student Success Center. While Rosedale cannot guarantee employment, we are committed to supporting students through coaching, job leads, and professional development resources. To maximize the benefit of career services, students are expected to:

1. Acknowledge Employment Responsibility
 - Understand that securing employment is ultimately the student's responsibility. While the Student Success Center offers guidance, resources, and leads, it is the student's role to market themselves effectively to employers.
2. Communicate Important Information
 - Notify the Student Success Center immediately of any changes to your mailing address, phone number, or employment status. Accurate records are essential for continued support and communication.
 - Disclose Potential Barriers to Employment Early - Students with the following concerns are encouraged to begin career advising as early as possible: Violations on their motor vehicle record, Criminal background, Inability to pass a drug screen. Early disclosure allows the Student Success Center to provide tailored guidance and identify suitable opportunities.
3. Engage Consistently in the Job Search Process
 - If you are actively searching for employment, in addition to referencing the Job Boards posted in Moodle, check in with the Student Success Center at least once per week to: request updated job leads, report submitted applications or resumes, discuss interview feedback and outcomes.
 - Sign the release of information required for the College to communicate with employers regarding perspective opportunities and send information such as transcripts and resumes.
 - If you secure employment independently, notify the Center so your records can be updated.
 - Notify the Student Success Center of off-campus job interviews. Absences due to these interviews will be excused as interview related. However, the student is still responsible for any missed coursework.

- Do not rely solely on career services. You are expected to pursue job opportunities proactively, including networking, researching employers, and submitting applications on your own initiative.
4. Participating in Employer Engagement Activities in a Professional Manner
 - Students are expected to participate in career-related opportunities offered through Rosedale, such as: Career fairs, Employer presentations, Mock Interviews, Site visits/field trips, and other career exploration activities. These events provide valuable networking, exposure to industry expectations, and insight into career pathways.
 - All employers visiting campus must be treated with courtesy and professionalism.
 - Students traveling to employer sites must conduct themselves as professionals during both transit and the interview itself.
 5. Maintain Professional Conduct During Placement Process
 - The following actions may result in the suspension of career service support:
 - Deliberately sabotaging interviews
 - Failing to start a job after accepting an offer
 - Engaging in frequent job changes (leaving multiple positions within short time) without prior consultation with the Student Success Center may result in limited or suspended career services support
 - Being terminated for misconduct or unprofessional behavior
 6. Participating in Student Success Interviews
 - A Student Success Center interview is required for all students prior to graduation. This interview may be conducted in person or via email/text.
 - Students will receive a text notification when their interview is scheduled.
 - Students do not need to wait for this scheduled interview to request career assistance—they are encouraged to begin working with the Student Success Center as early as possible.
 7. Provide Required Documentation for Re-engagement
 - Graduates seeking career assistance after initial employment must provide an updated resume that includes current references with accurate contact information and full employment history with contactable employers

Disability Services: At the college level, students are expected to advocate on their own behalf in a timely manner to the Academic Services Coordinator, (412-521-6200 x 121). Students must request specific accommodation, provide recent documentation completed by a recognized authority, engage in interactive

process, obtain approval letters for approved accommodations, notify faculty about approved accommodations, notify the Academic Services Coordinator if there are problems or additional needs. All information shall remain confidential unless the student provides written authorization. Students should not assume information discussed with a funding agency, staff member, and/or faculty member has been relayed to each faculty member or Student Success team member. Rosedale Technical College is approved to train individuals who are referred to and funded by the Pennsylvania Office of Vocational Rehabilitation and is also approved for Veterans Rehabilitation enrollees.

Since the outcome of each program is to prepare the student for entry level employment in specific fields, learning objectives, outcomes, and assessments cannot be altered. Academic standards will not be altered, but the mission of disability services is to create equal opportunity for access. In some instances, the College is limited on the services or accommodations it may provide in specific instances of assessments regulated by outside agencies, for example, Commercial Driver License examinations, State Inspection examinations, EPA tests, etc.

Advising: Any school Director, staff member, or faculty members can assist with the identification and resolution of academic and personal concerns. Also, all active students have free access to Encase EAP services, a confidential advising program that provides professional assistance with personal issues. Encase EAP which is an external firm contracted by the College to provide various kinds of support services to Rosedale students. Students contacting Encase EAP remain confidential. The College receives only summary information from Encase EAP, such as how many students have used the service. Encase EAP can help locate local resources to assist students in dealing with various issues including finances, childcare, family, medical, time management, and more. Personal advising is also available.

Students with personal needs while on campus can direct accommodation requests to the Student Success Center.

Code of Ethics: While technical skills are a must, the way you use your skills is just as important as your ability to perform them. To this end, the staff and students of Rosedale Technical College have developed Rosedale technical acronyms to enable you to have a successful career. PRIDE encompasses the following:

Professionalism: Professional performance is that type of behavior that produces confidence in your abilities from your employer, your customers, and co-workers. Doing the job right the first time, in a reasonable amount of time, and communicating clearly to customers and employers of the repairs needed or completed are all part of being a professional. A professional is respectful of his customer's concerns and acts responsibly.

Resilience: Have mental, emotional, and behavioral flexibility to adapt and overcome personal and professional difficulties and obstacles. Persevere to change your thoughts and behaviors to grow your intellectual and personal self. Do not let setbacks make you lose sight of your goals, instead you them for motivation

Integrity: Be honest when dealing with your employer and your customers. Of the five attributes, integrity reflects your moral code more than any of the others. You have chosen a career where applying your skills and good decision making is a must. Performing your duties in an ethical manner that conforms to professional standards can not only increase your own pride but will gain for you the respect of your employer and your customers.

Diligence: Work to the best of your ability and develop a constant pace with which you and your employer are comfortable. That pace should allow for careful and skillful application of your knowledge and skills. Remember that careless work can not only cost you your job but can also be a factor in causing accidents and perhaps loss of life. Your customers trust you to keep their equipment in safe operating condition.

Enthusiasm: Enjoy working in your profession and show it. If you have chosen the right career, then the eagerness and willingness to cooperate with the people that you will encounter will come easily. Consideration of others and their property will be second nature.

To support students in self-reflection and personal growth, students will participate in personal assessments throughout the program providing self-evaluation on soft skills associated with PRIDE. Faculty and staff will have the opportunity to provide feedback and may implement these assessments into other course activities and assignments.

Student Activities: The College offers a wide variety of activities that support the student's efforts at the College and provides motivation for success. On average there is an activity scheduled once a month, most of which could be considered seasonal activities. However, there are dedicated reoccurring activities that focus on students' success and fulfilling their career objectives. All the College policies are in effect for any school related activities held off campus grounds.

Some of these activities include Career fairs, graduation ceremonies, orientation activities, monthly in-house student activities, student focus groups, and tool agent activities.

Voter Registration: Rosedale Technical College encourages everyone to register to vote. Each year during Constitution Day activities, the College encourages students who have not registered to vote to complete a voter registration form. The National Mail Voter Registration Form can be obtained from the U.S.

Election Assistance Commission (EAC) website. The EAC website is a comprehensive resource for information on the federal elections process and includes voting resources for uniformed service members, the Federal Post Card Application, and voter registration – 800-0438-8683. Additionally, these forms are available from the Student Success Center and the National Mail Voter Registration Form is available at their website by visiting www.eac.gov/voterresources or by calling ECA at 866-747-1471.

Lost & Found: Property found on campus should be turned in to the Student Success Center or tool room. Individuals who have lost property on campus can check with the Student Success Center or tool room to see if it has been recovered.

Educational Policies

Attendance: Attendance is vital to student success, not only in achieving academic success while enrolled in school, but also in developing good work habits and appealing to prospective employers. Students are expected to be punctual and attend all scheduled classes in their entirety.

A student may be subject to disciplinary actions up to and including termination if they exceed maximum attendance violations within any semester as follows, 10 Absences, 10 late/early departures, and 10 Partial Absences. Truck Driving students must have a minimum of 97% attendance to complete the program and be eligible for testing. For Truck Driving students, attendance will be assessed based on minutes absent from scheduled courses.

Truck Driving students may visit the Student Success Center to discuss make-up time. Make-up time cannot be done on days when time is missed or during regularly scheduled class time. Students must complete work for their courses or will be assigned work. Behind-the-wheel time is not available for make-up time. Make-up time does not affect grades but is reflected in overall attendance. Students who regularly miss class can be denied the opportunity to make-up time.

The College may excuse a student absence. The College can request documentation to justify an excused absence and can deny an absence to be excused if excused absences become excessive. An absence may be excused for the following reasons: Personal illness, quarantine under the direction of a health officer or College official, personal medical appointment or appointment of a custodial child, funeral services for a member of the immediate family, personal court appearance, prior College approval for employment related absences, observance of a religious holiday or ceremony with advance notice to the College, personal military obligations or other reasons that are within the discretion of school administrators. Students should communicate special circumstance needs ahead of time by completing a Student Absence Request Form or in the event of an unforeseen circumstance immediately following the

absence. Students should strive to schedule appointments, commitments, and vacations outside of regularly scheduled class time.

Attendance is also a factor of a student's grade. Each day is assessed out of 4 points. A student is awarded points based on the following designations: Present – 4/4, Unexcused Absence – 0/4, Unexcused Partial Absence – 2/4, Excused Absence – 3/4, Tardy/Early Out – 3.5/4

Students are expected to be present and on time for class every day. Classrooms may be locked after the class begins. Late students may need to wait for a scheduled break to enter the classroom. Tardy/Early Out is missed time within 15 minutes of a class start or end time. Students absent the majority of a scheduled class may receive an absent designation. A student's attendance designation is marked at the discretion of the instructor. In addition to losing attendance grade points due to an absence, other grades may also be impacted such as lab/shop grades or assignments/assessment grades.

Attendance for asynchronous learning will be assessed based on student login history and work completion. Attendance for synchronous learning activities will be assessed by student presence.

Students consecutively absent for 2 weeks without communication to a member of the Student Success Center will be administratively withdrawn from school.

Student Withdraw: To officially withdraw, a student must notify a representative of the Student Success Center and complete the exit process which includes finalization of the student's record with the College. The College encourages the student to withdraw in person and meet with financial aid but accepts written or verbal notification. The official withdrawal date will be the date the College receives notification of the withdrawal or the last day of attendance.

Upon official withdrawal, grades will be recorded on the transcript as "W" (withdraw). RTC does not consider absence from class an official notice of withdrawal. A student who stops attending class for 2 consecutive weeks without communication will be administratively withdrawn will receive the grade of "W" (withdraw).

Transfer of Credit Policies and Articulation Agreements:

Transferring Credits to Other Institutions

Rosedale Technical College measures all programs on a credit hour basis except for Truck Driving, which is a clock hour program. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer. However, the College does not guarantee transferability of credits to any other college, university or institution, and it should therefore not be assumed

that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Transferring Credits to Rosedale Technical College

Applicants with previous education and/or training will be considered for advance standing. The amount of advance standing will be determined by the College. The College may request examination, written or tactile, to verify knowledge retention. This also pertains to students who desire to re-enter the College. The maximum allowable transfer credit from an outside organization is 75% of the total program. To receive credit, the student must have earned a minimum grade of "C". Official transcripts must be received prior to the start of the program.

Credit by Examination

Students who feel prior learning experiences and/or employment have given them the ability to demonstrate knowledge equivalent to the course objectives may submit a request to take an examination to fulfill the course requirement. Students will be required to show documentation of evidence of previous coursework or experience, such as a transcript of similar college-level credits, record of military study, certification or license, or written statements from employers regarding training or directly related work experience that qualify them for advance standing. Examinations may include written, oral, tactile, or any combination of these methods deemed appropriate for the course being challenged. Credit-by examinations are not available for every course. Advance standing exams cannot be given for courses already attempted and may only be attempted once. Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of credit by examination. Requests for advance standing exams and examinations must be complete prior to starting a program.

Perkins Statewide Articulation Agreements

Articulation for advanced credit is made possible through Perkins-allocated post-secondary institutions, such as Rosedale Tech. Students who satisfy the state requirements can acquire postsecondary credits, which can be applied towards Rosedale Tech's diploma programs, or specialized associate degree programs. To view current advanced credit opportunities articulated with Rosedale Tech and secondary institutes, please see CollegeTransfer.net. Please contact Rosedale Tech's admission department with questions regarding the statewide articulation agreements.

Advanced Credit Agreements

An Advanced Credit Agreement is an official agreement between Rosedale Tech and a secondary institute, such as a high school, or a career and technical

educational center. The purpose of these agreements is to offer the opportunity for high school students to earn course credit at Rosedale Tech. Applicants must meet the criteria spelled out in the individual postsecondary agreements. An Advanced Credit Agreement promotes a smooth transition from secondary education to postsecondary education and can reduce the cost of the student's education. Please see Rosedale Tech's admission dept. to see what secondary schools have with agreements with Rosedale Tech.

BYOT: Bring Your Own Technology:

Students enrolling in all programs, except Truck Driving, are **required** to have a reliable electronic device, such as a laptop, netbook, or tablet with keyboard. Apple products are not always compatible with programs utilized in some courses and are not recommended. Collision Repair Technology students are unable to utilize Apple products for required training materials.

Students enrolled in electrical programs (Construction Electricity, Electrical Technician, and Industrial Electricity) must have a device with a Windows operating system (PC or Surface).

The device for all programs needs to include the following:

The device needs to include the following: Keyboard, Headphones/ear buds, Wi-Fi connectivity, Internet browser, Ability to view PDFs, Camera/video capability, Minimum 4 GB RAM, USB ports for accessories & flash drives, Mouse (if not comfortable with touch pad), Minimum 10" screen, Protective Case, Battery life that should last the majority of the class day, Microsoft Word, Excel, and PowerPoint (Students with devices that do not have these programs will be able to request free access to Microsoft 365 through the Student Success Center.)

Training is not provided for the use of individual devices. One of the goals of BYOT is for students to use devices that they are comfortable with and accustomed to using under a variety of circumstances. The College is unable to assist students with technical issues related to properly operating their own smart device/computer. In the event a student's device is in disrepair, a student may utilize the Student Success Center's computers onsite to complete course material. Device security is the responsibility of the owner. This includes malware, viruses, device theft, password security, damage from environmental hazards and dropping. Students should not leave their devices overnight.

The College network system provides access to the Internet. Access is a privilege and requires that individual users act responsibly. Users must respect the rights of others: respect the integrity of the system and related physical resources; and observe all relevant laws, regulations and contractual obligations related to their use. Misuse of computing, networking, or information resources may result in disciplinary action, up to and including the loss of internet

privileges, termination, or legal action. Misuse can be prosecuted under applicable statutes. Additionally, instructors may prohibit the use of devices in a particular situation, misuse, or distractions arise.

Students will utilize their devices to access the College's online learning management system, complete program specific certification training, complete course assignments, utilize programmatic web-based software or applications, refer to course materials such as textbooks or instructor resources, and complete assignments for general education courses. Students must regularly have access to reliable Internet when outside of the College.

Students who encounter issues with the online learning management system or accessing course materials should contact the Student Success Center.

Equipment Use: Computer hardware, software, training equipment, and other resources are the property of Rosedale Technical College and are intended for academic-related purposes only. College computer resources shall not be used for personal gain or profit or to access offensive or obscene material.

Plagiarism & AI Policy: Plagiarism is the act of presenting someone else's work, ideas, or words as your own without proper acknowledgment. The following actions constitute plagiarism and are strictly prohibited: copying text or rephrasing ideas or concepts from another source without crediting the original author, collaborating with others on assignments or projects without explicit permission from the instructor, or submitting work created by someone else, whether purchased or freely obtained, as your own.

Students may use AI tools for academic purposes only if they comply with the College's guidelines. Permitted AI uses include generating ideas or brainstorming, conducting initial research to understand a topic, proofreading and enhancing grammar or style in personal drafts. Submitting AI-generated content as your own work is considered plagiarism. Students must disclose the use of AI tools in their work by including a note or citation indicating the specific tool(s) used and their purpose. For example: "This assignment used ChatGPT for brainstorming and Grammarly for proofreading."

Some instructors may allow or prohibit AI usage entirely for specific assignments. It is the student's responsibility to verify and adhere to assignment-specific guidelines.

Violations of this policy, including plagiarism or misuse of AI tools, will result in disciplinary action as outlined in the institution's Academic Integrity Policy. Consequences may include receiving a grade of zero for the assignment, academic probation or suspension, and potentially termination.

Copyright Infringement Policy: It is the policy of the College to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998.

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. This can be in the form of text (including email and web information), graphics, photography, video and other media types, and software are examples of types of works protected by copyright. The creator or sometimes the person who hired the creator, is the copyright owner. Copyright infringement (violation) is the unauthorized or prohibited use of works covered by copyright law.

It is against the policy of the College for any student, faculty, staff member, or any worker at the College to copy, reproduce, share, or distribute any software, music, games, or movies on School computing equipment except as permitted under federal law. Willful infringement may subject a student or employee to discipline and can impact the privilege to use computing/information resources at the College.

Anyone found to have infringed copyrighted work may be liable for statutory damages for each work infringed. Penalties for copyright infringement include civil and criminal penalties of not less than \$750 and not more than \$30,000 per work. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to 5 years and fines of up to \$250,000 per offense.

Dress Code: Rosedale Technical College maintains an appearance code that encourages the professional development of our students, prevents disruption to the learning process and avoids safety hazards for our students. Safety shoes, long pants, and shirts with sleeves must be worn each day when a student is in school regardless of class assignment unless enrolled in the Truck Driving program. Safety glasses must be always worn when in shop/lab areas.

Shirts: All students are required to always wear official Rosedale Technical College attire on campus. Shirts must be clean without excessive holes, tears or frayed edges and tucked (preferred) in to avoid injury and project a professional image. Each student is issued, during the first week of the classes, uniform items from the College and additional apparel is available for purchase through the Gear Store. Students are permitted to wear long sleeve shirts under their uniform shirt. Any article of clothing over a uniform shirt is acceptable if the student is wearing an official Rosedale hat or tossle cap. Students **MUST** always have a uniform shirt on and cannot wear only a hat.

Workpants: Workpants and jeans need to be clean and presentable without excessive holes, tears or frayed edges and worn in an appropriate manner at the natural waistline with no revealing undergarments. Shorts, leggings, yoga/pajama/stretch pants and sweatpants are not acceptable. Pant length must

be, at the minimum, to the ankles. Excessively long pant legs which drag on the floor are a safety hazard and not acceptable.

Footwear: All students must wear properly laced and tied steel toe/composite safety shoes. Students enrolled in the Truck Driving program are not required to wear safety shoes but must be wearing close-toed shoes and are not permitted to enter shop/lab areas unless wearing safety shoes.

Headwear: Safety glasses must be properly always worn in designated areas. Safety glasses are not permitted to have dark tint unless. Long hair should be tied back in a ponytail, tucked inside the shirt collar or confined under a hat. Hair should not be worn in front of the eyes. There are serious safety concerns with jewelry being worn in any lab area. Rings and earrings that dangle are never to be worn and all chains must be confined inside clothing. Earphones/buds are not permitted to be used as ear protection. Use of earphones/buds is prohibited during class or lab unless authorized by faculty.

Safety: Students may be required to utilize additional personal protective equipment (PPE) during certain activities or in addition to the school's uniform.

Students who do not comply are subject to disciplinary actions.

Assessments: Any student scoring below 65% on an assessment can retake the assessment with a maximum score of 65%. Missed assessments with a valid excuse are scored deducting 10% for each day late and must be taken within 5 days. Assessments that are missed without a valid excuse when will receive an initial grade of zero with the opportunity to retake the test with the maximum score of 65%. Retakes must be completed within 5 days. Retaking assessments may differ from the original assessment but will evaluate the same material. If a student is missing assessments, the retake opportunity may be revoked.

Vaccination Policy: The College does not require any vaccinations.

Independent Study: As part of Rosedale's values, we strive to have a student-centered approach while maintaining integrity and standards in our learning environment. While the College has structured and traditional methods to course and scheduling, we understand there are occasionally unique situations and opportunities for the College to work outside of normal procedures to assist students in completing their educational goals.

In these extenuating circumstances, a student can request opportunities and accommodation to display competencies of course objectives. A student may submit their requests via email or in writing to the Director of Education. Students who request special accommodation will need to explain the circumstances leading to their request along with expressing the confidence to demonstrate proficiency of course work and objectives in specified timelines and

criteria with little to no assistance or supervision. Students should have an academic record to support this. Students will need to have access to technology or materials required to complete course work. Additionally, students are responsible for seeking assistance as needed and should do so without disruption to regularly operating courses or demands outside of normal instructor workdays. The College cannot guarantee approval of requests and needs to ensure standards are upheld. Written approval or denial will be provided to the student within 1 week of the initial request. Approval will be accompanied by an action plan that requires student acknowledgment.

For technical courses, hands-on proficiencies will require a student scheduling time to demonstrate their practical application of course objectives and outcomes. Due to the nature of some courses and course materials, not all courses may be eligible for independent students or alternative options.

Students may be required to complete assessments in-person at designated times. Specific certifications included in courses may not be obtainable to students who are taking courses in alternative manners.

Students may still incur tuition and lab fees while earning course credits through alternative manners. Students who receive funding through various agencies may be limited in accommodations.

Personal Property: The College is not responsible for damage or theft of any personal property. Upon graduation, withdraw, or termination arrangements must be made to remove any personal property from the College within 30 days, or the property will be considered abandoned and become property of the College.

Rosedale Property: Any student that damages, misuses, or loses any of the College's property can be held financially responsible for repair and/or replacement as well as face disciplinary actions up to and including termination.

School Publications: Students will receive copies of the College Catalog, Sexual Violence and Sexual Harassment Misconduct Policy, Drug & Alcohol Policy, Enrollment Agreement, and if applicable the CDL Disclosure. Students are subject to guidelines and policies outlined in those publications as well as this handbook.

Student Code of Conduct: The College is committed to the advancement of knowledge and learning and the development of responsible individuals. In meeting this commitment, the College has an obligation to provide a secure environment. Students are expected to respect the rights and property of others and to uphold appropriate standards of integrity and behavior. The Student Code

of Conduct applies to any College activity, function, or event on or off campus or in a college-owned vehicle.

Each student is a responsible adult. As such, emphasis is placed on standards of mature conduct rather than on restrictions. However, any student who demonstrates an inability to conform to acceptable social conduct through disruptive behavior will be subject to disciplinary measures, up to and including termination from the program.

The College believes that every student is honor bound not to cheat or act dishonorably in or out of the classroom. Academic dishonesty is a serious offense because it undermines the bonds of trust among members of the campus community.

Should any criminal violations occur on campus or at College sponsored events off campus, the College has a legal obligation to report those violations to the appropriate law enforcement agency. In addition to being subject to possible criminal liability, a student violator may be sanctioned via the Student Code of Conduct.

The College will not waive its right to restitution or reimbursement for damages to its property or equipment. Therefore, prompt action will be taken to prosecute any claim against any person damaging or stealing school property.

Any student engaging in the following misconduct may be subject to disciplinary sanctions:

- Disruptive physical behavior or verbal interference with normal activities of the college community including classroom, offices, shop, and public areas along with employer, vendor, or housing partner locations.
- Threats, physical or verbal abuse, obscene conduct, intimidation, harassment, or any conduct which threatens or endangers the health or safety of another person
- Possession of any weapon including but not limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. As part of training, students have access and may be required to utilize some items listed above. Those items, when used for their intended purposes, are not deemed weapons.
- Theft, defacement or destruction of College property or another's personal property on College premises
- Unauthorized entry to or use of College facilities, electronic resources, or equipment
- Alteration or unauthorized use of College documents.
- Intentionally supplying false information to the College

- Possession, sale, use, or being under the influence of alcohol, or illegal or controlled substances on campus or at College sponsored off campus activities. See College Drug & Alcohol Policy and Campus Crime Report.
- Gambling in any form, including the use of playing cards and dice. Subject to local statutes, activities such as raffles or drawings that benefit recognized campus organizations are permitted with the approval of the College Director
- Use of tobacco products, including cigarettes, e-cigarettes, pipes, and cigars, except in designated outdoor locations
- Failure to respond to reasonable instructions or requests by identified school personnel
- Serious insubordination towards any identified College personnel
- Excessive violations of school parking regulations

Personal Property Service Policy: Rosedale Technical College believes that students learn best when they have opportunities to engage with real, live projects. To support this hands-on learning approach, we have established the following policy regarding the use of personal property—including but not limited to motor vehicles, small engines, tools, appliances, and other mechanical or electrical equipment—for instructional purposes. This policy applies to all members of the College community wishing to bring personal property onto campus to be serviced or repaired by students.

General Guidelines

- A student may have only one (1) personal item on campus for service at any given time. This includes, but is not limited to, motor vehicles, power equipment, or other repairable items.
- To bring any personal property onto campus for work, an instructor must provide authorization. A Service Agreement must be obtained from and returned to a tool room. The form must be completed prior to the item being brought onsite.
- For motor vehicles or other items requiring registration, a copy of the current registration and proof of insurance must be submitted along with the Service Agreement.

Compensation and Materials

- No labor charges may be assessed for work performed by students. All labor must be offered free of charge in accordance with the College's instructional purpose.
- Any parts, materials, or supplies necessary for the repair or service must be paid for by the property owner.
- Students may accept small tokens of appreciation—such as baked goods or pizza—so long as they can be consumed on campus and by the end of the same day.

Liability and Security

- The College assumes no responsibility for lost, stolen, or damaged personal property. Owners are advised to remove all valuables before leaving items on campus.
- For motor vehicles or equipment that remain overnight, keys must be left with the Tool Room Coordinator for security and access.
- Items not actively being worked on daily may be moved outside or into storage areas at the discretion of the program instructor or College staff.
- Property must be removed from school property within 72 hours of any Rosedale official's request. Failure to comply authorizes Rosedale to dispose of the property at my expense, with no liability to Rosedale for any resulting loss or damage.

Eligibility and Restrictions

- Students' ability to bring personal property for service may be restricted based on the scope or complexity of the project, the student's academic performance, attendance, or disciplinary issues.
- Approved work may be cancelled for any reason at any time.
- There is no timeframe in which work can be required or expected to be completed.

Feedback & Communication

Surveys: Student surveys are conducted on a regular basis and designed to give the students an opportunity to share feedback regarding various departments and their educational experience. It is important for students to give honest, constructive feedback to assist the College in continual improvements. Students do not need to wait for a survey to share feedback and may do so at any time with any College Director.

Text Messages: Students can elect to receive text messages from RTC and its employees regarding school events, information, and personal communications. Students should notify the Executive Assistant or Student Success Center of any phone number changes. Students can opt out of this service at any time.

General Complaint Procedure: The College is committed to providing the best educational experience possible. To this end, we are always open to discussing all issues, problems or concerns with any student or group of students. While the College is willing to communicate with authorized individuals about a student, it is best for students to self-advocate any complaints or grievances.

Students should be timely when expressing concerns with a faculty member or course to provide sufficient time to take corrective action. The College values continuous improvement and humility as core values and as such employees are

prohibited from taking retaliatory action and are encouraged to take criticism constructively.

Students who have concerns with staff or faculty member are encouraged to have conversations with that employee or the Student Success Center to attempt to clarify any misunderstandings, come to resolutions, or work at proposed solutions to issues.

If issues continue or are related to fellow classmates, the student should seek assistance from the Student Success Center, a department director, or College President.

The President of the College is the individual to whom questions or concerns may be directed regarding the college's satisfying the terms of the enrollment agreement.

Additionally, questions, concerns, or complaints may be sent to the attention of the: Pennsylvania Department of Education, State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120 or RA-HigherEducation@pa.gov

The Middle States Commission on Higher Education (MSCHE) provides opportunities for students, faculty, staff, and members of the public to submit different types of complaints if they do not feel the College has adequately addressed a complaint or concern. Information regarding the types of complaints, processes, or complaint forms can be found at <https://www.msche.org/complaints/>

Title IX: Title IX is a federal civil rights legislation that prohibits sex discrimination in any education environment. Our college is fully committed to a culture that prevents sexual harassment & violence and any form of discrimination.

Please refer to the College's Sexual Violence and Sexual Harassment Misconduct Policy for comprehensive information including information on anonymous reporting. Information can also be found by emailing help@rosedaletech.edu or visiting <https://rosedaletech.edu/title-ix>

To learn more, please contact the Title IX Coordinator by calling 412-521-6200, and asking for the Title IX Coordinator or emailing help@rosedaletech.edu.

Students who are more comfortable speaking to another Rosedale Technical College employee in lieu of the Title IX Coordinator are permitted to do so.

Discrimination Complaint Procedure: This procedure is limited to those complaints which allege discrimination based on race, color, creed, religion, national origin, sex, sexual orientation, handicap, disability, or any other

protected status. Harassment based on any of these characteristics is a prohibited form of discrimination and is a violation of college policy.

A complaint should include the name, address, and telephone number of the person filing the complaint, a brief description of the complaint and/or alleged violation of policy, law or regulation, and the date of the incident(s). It should be delivered to the College Director in written form.

This complaint procedure is available and applicable to any person who, at the time of the act(s) complained of, was a member of the school community. The college community includes, but is not limited to, students and any other individual enrolled or employed at the College. This would include full-time, part-time, or temporary administrators, faculty and staff, and all users of the college's services.

No individual shall be subject to a penalty or retaliation in any way by a member of the college's community for his or her participation in this complaint procedure.

Drills: It is the College's policy to conduct periodic drills practicing emergency evacuations and lockdowns. Please refer to the College's Emergency Response Manual for more information.

Clubs & Programs

Tech Vets is Rosedale Tech's Veterans club. The organization is open to any students, faculty and staff members that have served our country. Meetings occur every other month during lunch. Typically, there is a guest speaker sharing information that will benefit Veterans. For additional questions about Tech Vets please contact Student Services.

Rosedale Riveters is Rosedale Tech's female organization. The organization is open to all female students who are interested in helping encourage and support young women in the trades. The Rosedale Riveters represent and symbolize a positive image of women in the trades. Meetings occur every other month during lunch. For additional questions about the Rosedale Riveters please contact Student Services.

"Our greatest weapon against stress is the ability to choose one thought over another." – William James

Blue Collar Mindfulness is a discussion group designed for participants to help each other lead happier, more productive, lives. The group discussion topics vary from session to session, and President Dennis Wilke typically serves as moderator. Conversation starters are drawn from inspirational thought leaders spanning the centuries from ancient Greece up to the modern day.

Tech Tokens are an employee reward system used to recognize an employee that has gone above and beyond their typical job duties. Tech Token nominations can be made by students or faculty and staff members by alerting any Director of the notable action.

Student Ambassadors are students who are positive representation of the College's Mission, Vision, and Values. These students may participate in the following types of activities: campus tours, orientations, mentorships, networking events, focus groups, and event participants.

Have a Question?

School Director

- The College Director is interested in your success and wants to know how you feel about your school. You may contact the College Director on any issue.

Your Instructor

- Questions about your grades and attendance
- Arranging extra help outside of class hours
- Arranging time to make up assignments

Student Success Center

- Questions about graduation requirements
- Problems that might interfere with your training
- Questions about the College rules and regulations
- Questions about your education, grades, or make up time
- Problems not solved by your instructor
- Questions about your job search
- Part-time work while attending classes
- Questions about parking permits or carpools
- Questions about books

Financial Aid

- Questions about your financial aid status
- Information on educational loans
- When you will receive your tools and safety shoes
- Questions about training agencies (i.e. TRA, WIB, OVR, Veterans)

Student Accounts

- Clarifying tuition and fees due to the College
- Payment Information
- Refund Checks

Admissions

- Clarifying the program as explained by your admissions representative
- To get College information for interested friends
- Questions about housing
- Interest in taking a second program

Marketing

- Ideas, projects, and articles for publication
- Public Relations or community service opportunities

