



Student Handbook

2026 - 2027

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412-521-6200 – fax 412-521-2520
www.RosedaleTech.edu**

School Philosophy

Mission: Building lives of purpose, passion and power through our profession.

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.

Funding Agency Reporting Responsibilities: Students receiving financial assistance or participating in programs administered by external agencies (such as Workforce Innovation and Opportunity Act (WIOA), Vocational Rehabilitation (OVR), Veterans Affairs (VA), employer-sponsored programs, or other third-party funding sources) are responsible for complying with all reporting requirements established by their funding agency.

It is the student's responsibility to obtain and submit any required attendance, progress, or training verification forms to the College, notify the appropriate College personnel of reporting deadlines, ensure all required documentation is completed and submitted to the funding agency in a timely manner.

While the College will make reasonable efforts to complete and return required documentation promptly, the College is not responsible for missed deadlines, interrupted funding, or loss of benefits resulting from a student's failure to provide required forms or sufficient notice. Students are encouraged to submit reporting forms as early as possible to allow adequate processing time.

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.

Student Responsibility for Reviewing Academic Records: Students are responsible for regularly reviewing their grades, attendance records, course progress, and other academic information maintained within the College's LMS. Students should promptly notify their instructor or the Student Success Center of any suspected errors, discrepancies, or missing information. Failure to review academic records does not relieve a student of responsibility for attendance requirements, assignment deadlines, academic standing, or graduation requirements. Suspected errors or discrepancies should be reported promptly in accordance with the Grade and Attendance Dispute Policy.

Official Communications Policy: Rosedale Technical College communicates important information to students through a variety of official channels. Because the College does not issue student email accounts, students are responsible for regularly monitoring and responding to communications delivered through the College's approved communication methods.

Official College communications may be delivered through the College's Learning Management System (Moodle), text messages sent to the student's phone number on record, classroom announcements made by faculty or staff, individual communications from College employees, printed notices or postings on campus, and Official College websites and social media platforms when applicable

Students are responsible for maintaining current contact information with the College, including mailing address and telephone number. Changes to contact information should be reported promptly to the Student Success Center.

Students are expected to regularly review Moodle for grades, attendance records, course materials, announcements, assignments, deadlines, policy updates, and other important information. Students are also responsible for reviewing and responding to text messages and other communications from the College in a timely manner.

Information distributed through official communication channels is considered delivered and received on the date it is sent, posted, announced, or otherwise made available. Failure to review or receive communications due to outdated contact information, failure to access Moodle, failure to review text messages, or failure to monitor other official communication channels does not excuse a

student from complying with College policies, attendance requirements, assignment deadlines, financial obligations, graduation requirements, disciplinary actions, or other institutional responsibilities.

Students experiencing difficulties accessing Moodle or receiving College communications should immediately contact the Student Success Center for assistance.

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

Learning & Disability Accommodations Policy: Rosedale Technical College is committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Students who received accommodations in high school through an Individualized Education Program (IEP) or Section 504 Plan should understand that postsecondary institutions operate under different legal requirements than K-12 schools. While prior IEPs or 504 Plans may help document a history of accommodations, they do not automatically transfer to college. As a postsecondary institution, Rosedale Technical College is required to provide reasonable accommodations to qualified students with documented disabilities but is not required to provide special education services, implement high school IEPs or 504 Plans as written, lower academic standards, or modify essential program requirements.

At the college level, students are responsible for self-identifying as a student with a disability and requesting accommodations through the Academic Services Coordinator. Students must provide appropriate documentation from a qualified professional, engage in the interactive process, obtain approval for accommodations, communicate approved accommodations to instructors as directed, and notify the Academic Services Coordinator if additional assistance or modifications are needed.

Students are encouraged to submit accommodation requests and supporting documentation as early as possible, preferably before the start of a term or immediately upon enrollment. Early submission allows sufficient time to review documentation, engage in the interactive process, and coordinate approved accommodations. However, requests may be made at any time during enrollment. Accommodations are not retroactive and will be implemented only after approval through the established process.

Accommodations are determined on an individualized basis. The College is not required to lower academic standards, alter learning objectives, course outcomes, essential program requirements, or technical and safety standards necessary for successful program completion. Because all programs are

designed to prepare students for entry-level employment in specific career fields, students must be able to meet program competencies and essential requirements, with or without reasonable accommodation.

In programs that include laboratory, shop, clinical, driving, or hands-on technical training, students must be able to safely perform essential functions and meet all applicable safety requirements. Additionally, the College may be limited in the accommodations it can provide for examinations or assessments governed by external agencies, licensing boards, certification organizations, or regulatory authorities, including but not limited to Commercial Driver License (CDL) examinations, Pennsylvania State Inspection examinations, EPA certification examinations, and similar credentialing assessments.

All disability-related documentation and accommodation records are maintained confidentially in accordance with applicable federal and state laws. Information will not be disclosed without the student's written authorization except as permitted or required by law. Students should not assume that information shared with a funding agency, faculty member, staff member, or another College representative has been communicated to other employees or departments.

Rosedale Technical College is approved to train individuals referred to and funded by the Pennsylvania Office of Vocational Rehabilitation (OVR) and Veterans Rehabilitation programs.

Students seeking accommodations or additional information should contact:

Academic Services Coordinator

Rosedale Technical College

412-521-6200 ext. 121

studentservices@rosedaletech.edu

English Language Assistance and Translation Policy: Rosedale Technical College is committed to supporting student success while preparing graduates for employment in their chosen fields. Because many local employers conduct business primarily in the English language, students are expected to develop and demonstrate the English language skills necessary for academic and workplace success.

Students whose primary language is not English are encouraged to strive to complete coursework, assignments, assessments, and classroom activities without the use of translation assistance devices whenever possible. Developing English language proficiency is an important component of career readiness and employability.

Course requirements, grading standards, learning outcomes, attendance requirements, and program competencies will not be modified based solely on a

student's language proficiency or language barriers. All students are expected to meet the same academic and performance standards established for their program of study.

Students who require limited language assistance may utilize the following resources:

1. Learning Management System (LMS) Translation - Students may use the translation feature available through the Google Chrome browser to translate content within the College's Learning Management System (LMS), currently Moodle. To access this feature, students may select the Translate option from the browser menu. Availability and accuracy of translations may vary by language.
2. Cengage eBook Translation - Students may use the translation feature available within Cengage eBooks. To access this feature, students may highlight or right-click selected text and choose the Translate option. Not all languages may be supported by the platform.

The use of translation devices, translation software, dictionaries, interpreters, or other language assistance tools may be restricted or prohibited during quizzes, examinations, practical assessments, certification testing, licensing examinations, or other evaluations as determined by the College, instructor, testing organization, accrediting body, or regulatory agency. Students are responsible for complying with all testing rules and requirements applicable to a specific assessment.

Students who require translation assistance beyond the resources outlined in this policy must formally request an accommodation through the College's established accommodation process. Requests will be reviewed on an individual basis and must be approved before additional language assistance may be provided.

Approval of an accommodation request does not guarantee modification of course requirements, learning outcomes, licensing requirements, certification standards, or employer expectations.

Students enrolled in the Truck Driving Program must comply with all applicable Federal Motor Carrier Safety Administration (FMCSA) English language proficiency requirements. Students are responsible for meeting any English language standards required for obtaining and maintaining a Commercial Driver's License (CDL) and for operating a commercial motor vehicle in interstate or intrastate commerce, as applicable.

Failure to meet FMCSA English language requirements may affect a student's ability to complete program requirements, obtain employment, or maintain eligibility for commercial driving positions.

Advising: Any School Director, staff member, or faculty member can assist students with the identification and resolution of academic and personal concerns.

All active students have free access to Encase EAP, a confidential employee assistance and student support program provided through an external organization contracted by the College. Students who contact Encase EAP remain confidential. The College receives only aggregate usage information, such as the number of students utilizing services. Encase EAP can help students locate local resources and obtain assistance with concerns including finances, childcare, family issues, medical needs, time management, housing, transportation, and other personal challenges.

In addition, the College partners with a third-party licensed social worker who maintains regular in-person office hours on campus. The social worker assists students with accessing community resources and support services related to childcare, healthcare, transportation, housing, financial hardship, mental health concerns, and other personal barriers that may affect student success.

Through the College's Student Success Coach Program, each student is assigned a dedicated Student Success Coach who serves as their primary point of contact from enrollment through graduation. Student Success Coaches provide academic support, monitor attendance and academic progress, connect students with campus and community resources, and assist students in addressing challenges that may impact their educational goals. Students are encouraged to communicate with their assigned Coach whenever assistance is needed.

Students with personal needs or accommodation requests while on campus should contact the Student Success Center, which can coordinate support services and referrals as appropriate.

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 at the College, but also in developing the professionalism, dependability, and work habits expected by employers. Students are expected to attend all scheduled classes, arrive on time, remain for the entire class session, and actively participate in both classroom and laboratory instruction.

Attendance is also a component of each student's course grade. Each instructional day is assessed out of four (4) attendance points using the following designations: Present: 4.0, Excused Absence: 3.0, Tardy/Early Departure: 3.5, Unexcused Partial Absence: 2.0, and Unexcused Absence: 0.0.

Students are expected to report to class on time each day. Classrooms may be locked after instruction begins, and late-arriving students may be required to wait until a scheduled break before entering. A Tardy/Early Departure is defined as missing up to fifteen (15) minutes at the beginning or end of a scheduled class. Students who miss the majority of a scheduled class session may be recorded as absent. Attendance designations are determined at the instructor's discretion. In addition to reductions in attendance grade points, absences may also affect laboratory, shop, assignment, quiz, examination, and participation grades.

The attendance point values listed above represent the College's standard attendance grading scale. Individual instructors may assign a different overall weight to attendance within the course grading policy based on the learning objectives and instructional requirements of the course. Students should refer to the course syllabus for the specific percentage or point value assigned to attendance. Regardless of the grading weight, attendance records and

attendance policy violations will continue to be tracked and enforced consistently in accordance with the College's Attendance Policy.

All courses may include some online instruction. Asynchronous learning consists of instructional activities that students complete independently without being present at a scheduled class time. Attendance for asynchronous learning is determined by student participation, including login activity, engagement with course materials, and timely completion of required coursework as established by the instructor. Synchronous learning consists of instructor-led learning activities that occur at a scheduled date and time, whether delivered in person or through an online platform. Attendance for synchronous learning is based on the student's presence and participation during the scheduled instructional session.

A student may be subject to disciplinary action, up to and including termination, if they exceed the maximum attendance violations within any semester as follows: 10 Absences, 10 Tardy/Early Departures, 10 Partial Absences, or 4 Excused Absences.

Students who are consecutively absent for two (2) school weeks may be terminated from the College.

Truck Driving students must maintain a minimum of 97% attendance to successfully complete the program and remain eligible for CDL testing. Attendance for Truck Driving students is calculated based on the number of instructional minutes missed from scheduled training.

Truck Driving students may visit the Student Success Center to discuss make-up time opportunities. Make-up time may not be completed on the same day time was missed or during regularly scheduled class time. Students are responsible for completing assigned coursework associated with missed instruction; however, behind-the-wheel training cannot be made up. Completion of make-up time does not restore attendance points or attendance records but may satisfy program requirements. Students with excessive or recurring attendance issues may be denied make-up opportunities.

The College may excuse an absence for reasons including, but not limited to, personal illness, quarantine under the direction of a health official or College official, personal medical appointments or appointments for a custodial child, funeral services for an immediate family member, required court appearances, approved employment-related activities, religious observances, military obligations, or other circumstances approved by College administration. The College reserves the right to require documentation supporting any request for an excused absence and may deny requests that are incomplete, unsupported, or excessive.

Students requesting an excused absence for a planned extended or special circumstance (such as a vacation, military obligation, extended medical procedure, religious observance, or other qualifying event) must submit a Student Absence Request Form at least one (1) week prior to the anticipated absence. Supporting documentation must be attached for the request to be considered. This request process is intended only for planned extended or special circumstance absences and does not apply to routine absences, such as a doctor's appointment, a one-day illness, or a one-day funeral. Approval of an excused absence request is not guaranteed.

If the amount of excused absences exceed (4) within a semester, attendance will be recorded as absent.

Students remain responsible for all coursework, assignments, assessments, and laboratory activities missed during an approved absence. Due to the hands-on nature of the College's programs, not all laboratory activities, shop experiences, demonstrations, assignments, or supplemental assignments can be replicated or made up. As a result, missed work may receive a grade of zero when course requirements cannot be reasonably completed.

Students should make every effort to schedule appointments, personal commitments, and vacations outside of regularly scheduled class time.

Grade and Attendance Dispute Policy: Rosedale Technical College is committed to maintaining accurate academic and attendance records. Students are responsible for regularly reviewing their grades, attendance records, and course progress through the College's Learning Management System (Moodle).

Students who believe a grade, attendance designation, or attendance calculation has been recorded incorrectly should promptly notify the appropriate instructor. Students are encouraged to review Moodle regularly and report concerns as soon as possible.

Students who believe an attendance record is inaccurate must notify the instructor within five (5) business days of the attendance record being posted in Moodle. The student may be required to provide supporting documentation or information relevant to the dispute. After review, the instructor will either correct the record or explain the reason the attendance designation remains unchanged.

If the student disagrees with the instructor's decision, the student may submit a written appeal to the Student Success Center within five (5) business days of the instructor's response. The Student Success Center will review the matter and issue a determination. The decision of the Student Success Center may be appealed to the Director of Education, whose decision shall be final.

Students who believe a grade has been calculated incorrectly, entered in error, or assigned inconsistently with the course syllabus or grading criteria should first discuss the matter with the instructor within ten (10) business days of the grade being posted in Moodle.

The instructor will review the concern and provide a response. If the matter is not resolved, the student may submit a written appeal to the Director of Education within five (5) business days of the instructor's response. The appeal must include the reason for the dispute and any supporting documentation.

The Director of Education will review the information, consult with the instructor as appropriate, and issue a written decision. The decision of the Director of Education may be appealed to the College President within five (5) business days. The decision of the College President is final and represents the College's final institutional determination.

Disputes may be submitted only for alleged clerical errors, calculation errors, inaccurate attendance designations, or failure to follow established grading policies. Academic judgment regarding the quality of a student's work, instructor evaluations, or discretionary grading decisions will generally not be subject to appeal unless evidence exists that grading policies were applied inconsistently or unfairly.

Failure to review grades and attendance records in a timely manner does not relieve students of responsibility for academic progress, attendance requirements, financial aid implications, satisfactory academic progress requirements, or graduation eligibility.

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 and will receive the grade of "W" (withdraw).

Re-Admission After Withdraw: Students who withdraw from the College, or who are administratively withdrawn or terminated for any reason, must wait a minimum of twelve (12) weeks from the date of determination before reapplying for admission. Reapplication does not guarantee acceptance, and all applicants

will be reviewed in accordance with the College's admissions standards and policies.

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 at least two (2) weeks 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.

Disputing the Non-Issuance of Transfer Credits to RTC

Students who are denied transfer credits may request a review of the decision if they believe their prior learning, training, certifications, examinations, military experience, or other qualifying credentials were not evaluated in accordance with College policy.

A written request for review must be submitted to the Student Success Center within ten (10) business days of receiving notification that credit was denied. The request must identify the specific course(s) for which credit is being requested, explain the basis for the appeal, and include any additional supporting documentation not previously submitted.

Supporting documentation may include, but is not limited to: course descriptions and detailed course syllabi, training outlines or curriculum guides, industry certifications or licenses, official examination score reports (e.g., CLEP, AP, or other recognized examinations), portfolio materials demonstrating achievement of course learning outcomes, or other documentation that demonstrates the student's prior learning is equivalent to the learning outcomes of the requested course.

The Student Success Center will review the original evaluation, all supporting documentation, and any additional information submitted by the student. The College may request additional documentation if necessary to complete the review.

The College will provide a decision within five 5 business days after all required documentation has been received.

Credit for Prior Learning will only be awarded when the documentation provided demonstrates that the student's prior learning is substantially equivalent to the course learning outcomes established by the College. The burden of providing sufficient documentation rests with the student.

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.

Students **MUST** have a netbook or laptop with a *Windows operating system*. Students are unable to utilize Apple products due to limitations of capability.

Students enrolled in Construction Electricity, Electrical Technician, Industrial Electricity, HVAC Technology, or HVAC Technician 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.)

Rosedale Technical College utilizes Microsoft Office products, including Word, Excel, and PowerPoint, as part of classroom instruction, coursework, and student assignments.

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 environment 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. Student 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 worn over eyes in designated areas. Safety glasses are not permitted to have dark tint. 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 fail to comply with the College's dress code or required personal protective equipment (PPE) may be denied participation in class or lab activities, sent home, and receive attendance or grade penalties for missed instruction. Repeated violations may result in disciplinary action.

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.

Industry Certifications & Licensure:

Rosedale Technical College is committed to preparing students for entry into their chosen profession through quality instruction and hands-on training. Certain

programs may include opportunities for students to prepare for industry-recognized certifications or licenses; however, **the College does not guarantee that any student will earn, obtain, or qualify for any certification, credential, or professional license.**

Eligibility to participate in certification or licensure examinations is subject to the requirements established by the applicable licensing board, regulatory agency, or certifying organization, as well as College policies. Students must satisfy all applicable academic, attendance, conduct, financial, and program requirements before being authorized to participate in any certification or licensure examination sponsored or coordinated by the College.

Where a certification examination is included as part of a student's program, the College will cover only the examination attempt(s) included within the initial examination fee or expense provided for that certification. Once the allotted attempt(s) associated with the initial examination fee have been exhausted, **any additional examination fees, retesting costs, or related expenses required to obtain further testing opportunities are the sole responsibility of the student.**

In addition, Rosedale Technical College provides eligible students with one complimentary opportunity to complete the OSHA 10-Hour General Industry online, self-directed certification course. Students who wish to participate must register through the Student Success Center before their program graduation date. Complimentary access is available only prior to graduation. Students who do not register before graduating may be responsible for any associated costs if they choose to complete the certification after graduation.

The College makes every effort to provide students with information regarding certification and licensure requirements that are known at the time of publication. Because regulatory, licensing, and certification requirements may change without notice, students are responsible for reviewing the current requirements of the applicable licensing authority or certifying organization before seeking certification or licensure.

Nothing in this notification shall be interpreted as a guarantee of certification, licensure, employment, or continued eligibility under the requirements of any governmental agency, licensing board, or third-party certifying organization.

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.

Video Surveillance and Security Camera Policy: The College utilizes video surveillance systems to promote and maintain a safe, secure, and orderly environment for students, employees, and visitors. The use of surveillance

cameras supports the College's commitment to campus safety, protection of property, and compliance with applicable laws and regulations. Members of the campus community should be aware that when they are in public areas of College property, they should not expect privacy regarding actions that are observable by others.

Recording Policy (Audio, Video, and Photos): Rosedale Technical College wants everyone to feel respected and comfortable in class and on campus. To protect privacy and create a positive learning environment, there are rules about recording. You may not record (audio, video, or photos) anyone on campus or during any College activity unless you get permission in advance. This includes class lectures and shop demonstrations, labs and hands-on training, meetings or advising sessions, student activities and events, any College-sponsored activity (in person or online). Recording may be allowed if your instructor gives you permission ahead of time, you have an approved accommodation through Disability Services, or the College authorizes the recording for official purposes.

The following is not allowed: secretly recording someone, posting or sharing recordings online (including social media) without permission, recording in private areas like restrooms, recording in a way that disrupts class or shop instruction.

If you record without permission, you may face disciplinary action under the Student Code of Conduct. In some cases, unauthorized recording can also violate state law.

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

Rosedale Technical College is committed to advancing knowledge, supporting student learning, and fostering the development of responsible, ethical, and skilled professionals. In fulfilling this commitment, the College is obligated to maintain a safe, respectful, inclusive, and secure environment for all members of the campus community.

Students are expected to conduct themselves in a manner that respects the rights, dignity, safety, and property of others. The Student Code of Conduct applies to all students and to all College-related activities, whether occurring on

campus, off campus, online, in a College-owned or leased vehicle, at employer or clinical sites, at housing partner locations, or at any College-sponsored event or function.

Students are regarded as responsible adults and emerging professionals. The College emphasizes accountability, integrity, and mature decision-making rather than unnecessary restriction. However, students who fail to meet community standards or who engage in behavior that disrupts the learning environment or endangers others may be subject to disciplinary action, up to and including suspension or termination from their program.

The College expects all students to uphold the highest standards of academic honesty and personal integrity. Academic dishonesty, including cheating, plagiarism, fabrication, or facilitating dishonesty, is a serious violation because it undermines trust within the academic community.

If alleged criminal conduct occurs on campus or during a College-sponsored activity, the College may report such conduct to appropriate law enforcement authorities as required by law. Students may be subject to both criminal prosecution and disciplinary action under this Code.

The College reserves the right to seek restitution or reimbursement for damage to or theft of College property, equipment, or resources. Individuals responsible for such damage or loss may be held financially accountable in addition to being subject to disciplinary action.

The following behaviors are examples of misconduct for which a student may be subject to disciplinary sanctions. This list is illustrative and not exhaustive.

- Disruptive behavior that interferes with teaching, learning, administrative functions, or other normal College activities, including conduct occurring in classrooms, laboratories, shops, offices, public areas, online learning environments, employer or vendor locations, or housing partner sites.
- Threats, physical violence, verbal abuse, intimidation, bullying, harassment, coercion, or any conduct that endangers or threatens the health, safety, or well-being of any person.
- Discrimination, harassment, or retaliation based on protected characteristics including, but not limited to, sex, gender, gender identity, sexual orientation, race, color, national origin, ethnicity, religion, age, disability, or any other status protected by law.
- Derogatory, demeaning, or hateful comments, slurs, jokes, gestures, or conduct directed toward an individual or group based on sex, race,

religion, gender identity, sexual orientation, or other protected characteristics.

- Sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, or any conduct prohibited under the College's Title IX Policy.
- Retaliation against any individual who reports misconduct or participates in an investigation under Title IX or other College policies.
- All behaviors prohibited under the College's Title IX Policy are incorporated into and enforceable under this Student Code of Conduct.
- Possession or use of weapons, including but not limited to firearms, knives, cutting instruments, explosive devices, or any object capable of causing serious bodily injury. Certain tools or equipment required for instructional purposes are not considered weapons when used appropriately and for their intended educational purpose.
- Theft, attempted theft, vandalism, defacement, or destruction of College property or the personal property of others.
- Failure to promptly report damage to College property or to the personal property of another person when the student knows or reasonably should know that such damage occurred.
- Unauthorized entry to, misuse of, or damage to College facilities, equipment, vehicles, technology systems, or electronic resources.
- Forgery, alteration, misuse, or unauthorized distribution of College records, documents, credentials, or identification.
- Providing false, misleading, or incomplete information to the College.
- Possession, distribution, sale, use of, or being under the influence of alcohol, illegal drugs, or controlled substances on campus or at College-sponsored activities.
- While Pennsylvania law may permit the use of medical marijuana, marijuana or any products containing THC remain prohibited on campus and at College-sponsored activities due to federal regulations and the College's compliance obligations under the Drug-Free Schools and Communities Act. Students may not possess, use, distribute, or be under the influence of marijuana on College property or during College-related activities, regardless of medical authorization.

- Misuse of prescription medications is also prohibited.
- Gambling in violation of applicable laws. Approved fundraising activities conducted by recognized student groups may be permitted with prior administrative approval and in accordance with local statutes.
- Use of tobacco products, including cigarettes, cigars, pipes, smokeless tobacco, and electronic nicotine delivery systems, except in designated areas in accordance with campus policy.
- Failure to comply with reasonable instructions from authorized College personnel acting within the scope of their responsibilities.
- Insubordination or refusal to follow safety protocols, classroom/shop procedures, or College policies.
- Repeated or excessive violations of parking or traffic regulations on College property.

The College reserves the right to address behaviors not specifically listed in this Code that are inconsistent with the values, safety standards, nondiscrimination commitments, or orderly operation of the institution.

Disciplinary procedures will be administered in a fair, equitable, and consistent manner in accordance with College policy, including applicable Title IX grievance procedures where relevant.

Appeal of Disciplinary Action or Administrative Withdrawal: Students have the right to appeal disciplinary actions, suspensions, terminations, or administrative withdrawals if they believe the action was taken in error, inconsistent with College policy, or without appropriate consideration of the facts.

Students are encouraged to first discuss the matter with the appropriate department director to attempt to resolve the concern informally.

If the issue is not resolved, the student may submit a written appeal to the College President within five (5) business days of receiving notice of the disciplinary action or withdrawal. The appeal must include: the decision being appealed, the reason for the appeal, and any supporting documentation or information.

A minimum of three administrators will review the appeal, any supporting documentation, and relevant institutional records. Additional information may be requested from the student or involved parties if necessary. The College President will issue a written decision within a reasonable timeframe. The

decision of the College President is final and represents the College's final institutional determination.

Parking & Vehicle Policy: All vehicles regularly parked on College property must display a valid College-issued parking permit in the designated location. Vehicles without a valid permit may be subject to warning, citation, or towing at the vehicle owner's expense.

Vehicles may not be left on College property overnight without prior approval and issuance of an Overnight Parking Permit by College administration or another authorized College representative. A standard College parking permit does **not** authorize overnight parking. The Overnight Parking Permit must be obtained before the vehicle is left on campus overnight.

No vehicle may be towed, transported, or delivered to College property without prior permission. This includes disabled vehicles, project vehicles, vehicles intended for student training, and vehicles being brought to campus for repair or other purposes.

All vehicles parked or located on College property must be in operating condition unless specifically approved for instructional or other College-authorized purposes, be capable of being moved from College property when requested, not create a safety hazard, leak fluids, block traffic, or interfere with normal College operations, not be used for the storage of excessive personal property, parts, materials, or other items, and not be stored or abandoned on College property.

College parking areas are not intended for long-term vehicle storage. Vehicles that remain on campus for an extended period without authorization may be considered unauthorized.

The College reserves the right to have vehicles removed or towed when they are parked without a required permit, left overnight without authorization, abandoned, disabled, or not in operating condition without prior approval, parked in a restricted, fire, loading, accessible, or otherwise unauthorized area, creating a safety concern or interfering with College operations, brought or towed onto College property without prior permission, or otherwise in violation of this policy.

When circumstances permit, the College may attempt to contact the vehicle owner before towing; however, prior notice is not guaranteed when immediate removal is necessary.

Any towing, storage, impoundment, or related charges resulting from a violation of this policy are the responsibility of the vehicle owner. The College is not responsible for costs or damages associated with the towing or removal of an unauthorized vehicle.

Exceptions to this policy must be approved in advance by an authorized College representative.

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.

School Delay & Cancellation Notice: Rosedale Technical College remains open during most weather and emergency situations, and delays or cancellations are not typically implemented. However, in rare circumstances where a delay or closure is necessary, the College will decide as early as possible. As soon as a decision is made, students will be notified immediately via text message, with updates also listed with KDKA, WPXI, and WTAE news channels and official social media channels (Facebook and Instagram).

Because students commute from a wide range of geographic areas, individual travel conditions may vary. Students who experience commuting challenges due to weather or emergency conditions should contact the Student Success Center to request attendance leniency. Students are also responsible for contacting their faculty to discuss coursework, assignments, or missed instructional time.

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.

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.

"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.

We care about each student and their individual personal & professional journeys. As an added service, President Dennis Wilke is offering free personalized career/life coaching for any interested student. A selection of pre-work activities is required before coaching sessions can be scheduled. Please see a member of our Student Success team to get started.

We care about each student and their individual personal & professional journeys. As an added service, President Dennis Wilke is offering free personalized career/life coaching for any interested student. A selection of pre-work activities is required before coaching sessions can be scheduled. Please see a member of our Student Success team to get started.

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

