S. Paul Mazza III, President
Mark Maggs, Director
Carolyn Hettich, Assistant to the Director
Susan Vidmar, Director of Education
Sandy Gibble, Director of Regulatory Affairs
Jennifer Palmer, Assistant to the Director of Education
Ellen Spinelli, Career Services Coordinator
Lora Beamenderfer, Career Services Assistant
Rachel Yoder & Ingrid Thompson, Academic Affairs Officers
Jackie Edwards, Student Attendance Manager/Counselor
Joan Andrews, Advisor Program and Public Relations Coordinator/Library Assistant
Maryann Lingenfelter, Student Services Coordinator
Joshua Lee, Student Services Assistant and Student Store Manager
Anne Falk, Director of Financial Aid
Andy Ritzman and LeRoy Spicer, Financial Aid Assistants
Robin Weikel, Bursar
Trudy Musser, Assistant to the Bursar
Jean Cole, Student Services
Anja Lucas, Receptionist
Vickey Warshaw, Dave Andrus and Brittany Bell, Admissions Representatives
Ann Davis, Admissions Coordinator
Dennis Lingenfelter, Director of Student Outreach and Recruitment
Cole Hons, Director of Marketing
Matthew Musser, IT & Facilities Manager
Ralph Catherman, Network Administrator
Michele Lucas, Systems Administrator
Jodie LeMaster, Webmaster
Jeff Stachowski, Community Outreach Director
Peggy Reams, Assistant – Learning Solutions Center

PARKING
Parking permits are required to be visibly hung from all parked vehicles. See Maryann Lingenfelter for a parking permit. Parking is available in the student parking lot, in the parking area adjoining the YMCA, and on surrounding streets. Larger vehicles please use the back rows. Students are not permitted to use the faculty/staff/visitor parking lot in the front of the school. Note: Cars parked overnight will be towed.

SMOKING
Smoking is permitted in the designated area only.
Altoona

508 and 541 58th Street, Altoona, PA 16602
Phone: 814-944-6134
Fax: 814-944-4684

Holly Emerick, Director
Joan K. Grassi, Director of Financial Aid
Todd Estright, Financial Assistant
James Swope, Admissions Representative
Courtney Kantoski, Recruiter
Patty DeRosa, Academic Affairs
Hope Ray, Career Services Coordinator/Library Assistant
Jodi Jeffries, Network Administrator
Cheyenne McIntyre, Office Assistant

PARKING
Parking is available in the lots located next to each location building. Please keep the visitor, permit, and handicap spots open for guests.

SMOKING
Please comply with designated smoking area regulations as stated in the student handbook.
Barbara Harer, Director
Gloria Kline, Office Manager and Assistant to the Bursar
Brenda Fike, Admissions Coordinator
Christine Sulouff, Academic Affairs Assistant
Steve Russell, Financial Aid Assistant

**PARKING**
Parking is available for students on Dorcus Street, Water Street, and slow-pitch parking lot located by Rec. Park on South Dorcus Street.

**SMOKING**
Please use the designated smoking area which is located 15 feet from the back door entrance.
# 2015-2016 School Calendar

## FALL TERM 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25, 2015</td>
<td>New Student Orientation and Freshman Classes (All locations)</td>
</tr>
<tr>
<td>August 26, 2015</td>
<td>Returning Student Orientation and Fall Term Begins (All locations)</td>
</tr>
<tr>
<td>September 3, 2015</td>
<td>Advisory Meetings, First-Year Students (All locations)</td>
</tr>
<tr>
<td>September 7, 2015</td>
<td>Holiday</td>
</tr>
<tr>
<td>September 9, 2015</td>
<td>Rush Day (All locations)</td>
</tr>
<tr>
<td>September 10, 2015</td>
<td>Advisory Meetings, First-Year Students (All locations)</td>
</tr>
<tr>
<td>September 15, 2015</td>
<td>Constitution Day (All Locations) and Fall Picnic/Bring-A-Friend Day (Altoona and State College)</td>
</tr>
<tr>
<td>September 17, 2015</td>
<td>Advisory Meetings, First-Year Students (All locations)</td>
</tr>
<tr>
<td>September 22, 2015</td>
<td>Fall Picnic/Bring-A-Friend Day (Lewistown)</td>
</tr>
<tr>
<td>October 8, 2015</td>
<td>Mid-Term and Career Day (All locations)</td>
</tr>
<tr>
<td>October 16, 2015</td>
<td>In-Service/Study Day (All locations)</td>
</tr>
<tr>
<td>October 20, 2015</td>
<td>Mid-Term Advisory Meetings (All locations)</td>
</tr>
<tr>
<td>October 22, 2015</td>
<td>Mid-Term Advisory Meetings (All locations)</td>
</tr>
<tr>
<td>October 29, 2015</td>
<td>Halloween Activities (All locations)</td>
</tr>
<tr>
<td>November 5, 2015</td>
<td>Career Day (All locations)</td>
</tr>
<tr>
<td>November 12, 2015</td>
<td>Student Bookstore Book Buy Back (State College)</td>
</tr>
<tr>
<td>November 17, 2015</td>
<td>Student Bookstore Book Buy Back (Altoona)</td>
</tr>
<tr>
<td>November 19, 2015</td>
<td>Fall Term Ends and Student Bookstore Book Buy Back (Lewistown)</td>
</tr>
</tbody>
</table>

## WINTER TERM 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 23, 2015</td>
<td>Orientation for New Winter Starts (All locations)</td>
</tr>
<tr>
<td>November 30, 2015</td>
<td>Winter Term Begins (All locations)</td>
</tr>
<tr>
<td>December 10, 2015</td>
<td>Advisory Meetings for Winter Starts Only (All locations)</td>
</tr>
<tr>
<td>December 15, 2015</td>
<td>Student Holiday Refreshments (All locations)</td>
</tr>
<tr>
<td>December 17, 2015</td>
<td>Advisory Meetings for Winter Starts Only (All locations)</td>
</tr>
<tr>
<td>December 24, 2015</td>
<td>Holiday Break Begins</td>
</tr>
<tr>
<td>January 4, 2016</td>
<td>Classes Resume (All locations)</td>
</tr>
<tr>
<td>January 18, 2016</td>
<td>In-Service/Study Day (All locations)</td>
</tr>
<tr>
<td>January 20, 2016</td>
<td>Mid-Term</td>
</tr>
<tr>
<td>February 2, 2016</td>
<td>Mid-Term Advisory Meetings (All locations)</td>
</tr>
<tr>
<td>February 3, 2016</td>
<td>Mid-Term Advisory Meetings (All locations)</td>
</tr>
<tr>
<td>February 4, 2016</td>
<td>Career Day (All locations)</td>
</tr>
<tr>
<td>February 17, 2016</td>
<td>Student Club Appreciation Luncheon (Altoona and State College)</td>
</tr>
<tr>
<td>February 25, 2016</td>
<td>Student Bookstore Book Buy Back (State College)</td>
</tr>
<tr>
<td>March 1, 2016</td>
<td>Student Bookstore Book Buy Back (Altoona)</td>
</tr>
<tr>
<td>March 3, 2016</td>
<td>Winter Term Ends and Student Bookstore Book Buy Back (Lewistown)</td>
</tr>
<tr>
<td>March 4, 7, 8, and 9, 2016</td>
<td>Possible Snow Days, if needed</td>
</tr>
</tbody>
</table>

## SPRING TERM 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15, 2016</td>
<td>Spring Term Begins (All locations)</td>
</tr>
<tr>
<td>March 25, 2016</td>
<td>Holiday</td>
</tr>
<tr>
<td>March 31, 2016</td>
<td>Career Services Career Fair (All locations)</td>
</tr>
<tr>
<td>April 6, 2016</td>
<td>Career Day (All locations)</td>
</tr>
<tr>
<td>April 19, 2016</td>
<td>Career Services Career Fair (Altoona only)</td>
</tr>
<tr>
<td>April 26, 2016</td>
<td>Mid-Term (All locations)</td>
</tr>
<tr>
<td>April 27, 2016</td>
<td>In-Service/Study Day (All locations)</td>
</tr>
<tr>
<td>May 11, 2016</td>
<td>Mid-Term Advisory Meetings (All locations)</td>
</tr>
<tr>
<td>May 12, 2016</td>
<td>Student Club Appreciation Luncheon (Lewistown)</td>
</tr>
<tr>
<td>May 24, 2016</td>
<td>Spring Picnic/Bring-A-Friend Day (Altoona and State College)</td>
</tr>
<tr>
<td>May 26, 2016</td>
<td>Spring Picnic/Bring-A-Friend Day (Lewistown)</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>Holiday</td>
</tr>
<tr>
<td>June 1, 2016</td>
<td>Internship Luncheon (Altoona and State College)</td>
</tr>
<tr>
<td>June 2, 2016</td>
<td>Student Bookstore Book Buy Back (State College)</td>
</tr>
<tr>
<td>June 4, 2016</td>
<td>School Trip (All locations)</td>
</tr>
<tr>
<td>June 7, 2016</td>
<td>Student Bookstore Book Buy Back (Altoona)</td>
</tr>
<tr>
<td>June 9, 2016</td>
<td>Spring Term Ends and Student Bookstore Book Buy Back (Lewistown)</td>
</tr>
<tr>
<td>June 23, 2016</td>
<td>Graduation Rehearsal 4:00 p.m.; Commencement 6:30 p.m. (All locations)</td>
</tr>
</tbody>
</table>
SUMMER TERM 2016
June 14, 2016..........................................................Summer Term Begins
July 4, 2016 ..............................................................Holiday
July 19, 2016 ..............................................................Mid-Term
August 9, 2016 .........................................................Internship Luncheon (State College)
August 10, 2016 .......................................................Internship Luncheon (Altoona and Lewistown)
August 23, 2016 ...........................................................Summer Term Ends
September 6, 2016 ........................................................12-Week Summer Term Ends
September 26, 2016 ....................................................Graduation Rehearsal 4:00 p.m.; Commencement 6:30 p.m. (All locations)

Class Schedule for 2015-2015 Academic Year

<table>
<thead>
<tr>
<th>Standard Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule – 4 Days Per Week</strong></td>
</tr>
<tr>
<td><strong>Period</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td><strong>Common Hour</strong></td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

Two-Hour Delay

| **Period** | **Time** |
| 1 | 10:00 am to 10:40 am |
| 2 | 10:45 am to 11:25 am |
| 3 | 11:30 am to 12:10 pm |
| **Common Hour** | 12:10 pm to 12:40 pm |
| 4 | 12:40 pm to 1:20 pm |
| 5 | 1:25 pm to 2:05 pm |
| 6 | 2:10 pm to 2:50 pm |
| 7 | 2:55 pm to 3:35 pm |
| 8 | 3:40 pm to 4:20 pm |

Three-Hour Delay

| **Period** | **Time** |
| 1 | 11:00 am to 11:35 am |
| 2 | 11:40 am to 12:15 pm |
| 3 | 12:20 pm to 12:55 pm |
| 4 | 1:00 pm to 1:35 pm |
| 5 | 1:40 pm to 2:15 pm |
| 6 | 2:20 pm to 2:55 pm |
| 7 | 3:00 pm to 3:35 pm |
| 8 | 3:40 pm to 4:15 pm |
**ACADEMIC HONESTY POLICY**

It is the policy of South Hills School to respond to academic honesty violations during the student’s academic study with the following procedure:

1. **First Offense**—an “F” (0%) will be given for the exam or assignment.*

2. **Second Offense**—the student will be given an “F” in the particular course.**

3. **Third Offense**—the student will automatically be expelled from school.

*Note: Failure may result in not passing a prerequisite course. This may lengthen the time for program completion.

**Note: DMS, DMP, DPP programs—Failure for an exam/assignment may result in a grade lower than 77% for the course which would result in the dismissal from the program.

** Note: Failure may result in not passing a prerequisite course. This may lengthen the time for program completion.

** Note: DMS, DMP, DPP programs—Failure for a course will result in dismissal from the program.

Academic honesty violations include cheating, plagiarism, and other forms of academic dishonesty. When a student violates the honesty policy, he/she will sign a document to acknowledge understanding of the violation and consequences. This document will be kept in the student’s academic file.

**ACADEMIC HONOR AND EXCELLENCE**

South Hills School of Business & Technology is fully committed to the highest standards of academic honor and excellence. We at SHSBT expect the same commitment from our students, staff, and faculty. Following is a list of expectations that we must adhere to in order for us to achieve our goals of academic honor and excellence. Although this list is not exhaustive, it does provide guidelines for everyone to follow.

1. Everyone (staff, faculty and students) will arrive on time for work, class, meetings, etc.

2. All students are required to attend all classes. In the event of emergencies, students are required to contact their instructors in advance if an absence is expected to occur. If it is impossible to convey advance notice, the instructor is to be notified ASAP. Emergencies will still be viewed as an absence.

3. Students will demonstrate respect for others while communicating a point of view and while allowing others to do the same, ensuring that the campus is free from intimidation and harassment.

4. Students of all races, colors, genders, ages, religions, national origins, marital status, sexual orientation, ancestry, political beliefs, ethnicities, abilities, socio-economic backgrounds or veteran status are welcome to study and prepare for their career and lifelong learning.

**ACREDITATION**

South Hills School of Business & Technology is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780, to award diplomas, associate in specialized business and associate in specialized technology degrees.

**Lewistown Location.** Students have the opportunity to complete the following associate degree programs at the Lewistown Location: Business Office Specialist, Business Administration - Management & Marketing, Criminal Justice, Medical Assistant and Information Technology.

**Altoona Branch Campus.** Students are able to complete associate degree programs at the Altoona Campus. Students may enroll in the following programs: Business Administration – Accounting, Business Administration – Management & Marketing, Information Technology, Business Office Specialist, Administrative Medical Assistant, Criminal Justice, Health Information Technology, and Medical Assistant.

**ACREDITATION, DMS PROGRAMS**

The Diagnostic Medical Sonography AST degree program, the Diagnostic Medical Sonography Professional, and the Diagnostic Medical Sonography Professional Plus programs are all accredited by the Commission for Accreditation of Allied Health Education Programs (CAAHEP).

**ACREDITATION, HIT PROGRAM**

The Health Information Technology program is accredited by the Commission of Accreditation on for Health Informatics and Information Management (CAHIIM). This program is offered in State College and Altoona.

**ACREDITATION, MA PROGRAM**

The Medical Assistant program at our State College and Altoona locations is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

**ADVISING**

Personal attention and advising are an important part of your South Hills experience. We care about you and your concerns when you join our school. Your time at South Hills School should be fruitful—time dedicated to the acquisition and sharpening of skills and knowledge. The problems which come up should not be yours alone. For this reason, the faculty and staff make themselves available to you.

Advising and/or referral are available in the following areas:

**Career Services.** South Hills School has a Career Services staff who will assist you in finding your first job as well as with any changes you may wish to make later in your employment career.

**Financial.** Financing your education is another crucial area that makes your education possible. Our Financial Aid staff is available to assist you with your application for grants and loans, and the Bursar can answer any questions you have about your finances at South Hills School.
Academic. Students should see the Academic Affairs Officer at the main campus; the program advisor, Academic Affairs Coordinator or the Director in Altoona; or the Director, Student Services Assistant, or the Program Advisors at the Lewistown Location. Students having concerns about their major (program) may also see their advisors.

Personal. Staff members are available for you to talk to about personal concerns or problems and to provide referral information. Students should see the Student Attendance Manager/Counselor at the main campus, the Director and Student Services Assistant at the Lewistown location, or the Director at the Altoona location.

ADVISORS

Each student will be assigned an advisor who will be available to meet with and advise the student throughout his/her time at South Hills. In addition, if the student is enrolled in an ASB/AST degree program, the student will be assigned an internship supervisor, who will be responsible for assisting the student in finding an internship, keeping abreast of the student’s progress, and supervising the student while on internship. Often the student advisor will also be the internship advisor.

ANNOUNCEMENTS AND BULLETINS

Main Campus. Announcements will be communicated through each student’s South Hills email account, on the desktop, TV monitors, and by notices posted on bulletin boards throughout the building. Announcements over the loud speaker are given on a limited basis. Students are responsible for checking their South Hills email account or for updated school information.

Lewistown Location. Announcements will be posted on the student message board and announced every day.

Altoona Branch Campus. Announcements will be communicated through each student’s South Hills email account, on the desktop, and by notices posted on bulletin boards throughout the building. Announcements over the loud speaker are given on a limited basis. Students are responsible for checking their South Hills email account or for updated school information.

APPEAL PROCESS

Should the student or his/her parent(s) or guardian(s) have questions or concerns or wish to counteract a decision at South Hills School of Business & Technology, he/she/they may go through the following appeals process: (1) the teacher, (2) the Director of Education, (3) the school Director, (4) the President of South Hills School of Business & Technology.

The school is licensed by the State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved through the appeals process listed above may be brought to the attention of the State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333 or to our accrediting agency, Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780.

ATTENDANCE

In order to assure the best possible training, prompt and regular attendance is expected. All students must be present for tests and examinations.

A student should notify the school of his/her absence and the cause preferably before the first class in the morning. If the student must leave the school early or arrives late, he/she is required to sign in or out at the main desk.

Repeated absences or late arrival for class will necessitate the student to meet with the school Director, the Director of Education, the Student Attendance Manager or an Academic Affairs Officer to discuss the student’s willingness to continue in the program. Excessive absences could result in dismissal.

If a student is absent from school for ten (10) consecutive calendar days before the ninth week of the term without a legitimate excuse and has not notified the school of such circumstances, the student will be withdrawn from school and receive a WD (withdraw, no grade) for all classes he/she was enrolled in that term. If the tenth day of his/her absence falls after the ninth week of the term, the student will be withdrawn from school and receive a “WF” (withdraw failing) for all classes he/she was enrolled in that term.

Students who earn “WF” in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student's academic status to determine whether they will be able to achieve satisfactory academic progress. If it is determined that the student will be able to achieve satisfactory academic progress as well as the graduation requirements by the end of the quarter, they will be permitted to continue with classes. If the student will not be able to achieve satisfactory academic progress, the student will be dismissed from his/her program and will lose all student financial aid. They may, however, continue training as a certificate student and the policy for reinstatement will apply. The student will not be eligible for financial aid during this period and will be responsible for the cost of these certificate credits.

Course Registration Cancellation. To be considered registered for a course, the student must attend within the first five days of the term. After the fifth day, a student's registration for any course(s) will be canceled, unless the student contacts the school to get approval for extenuating circumstances.

BRUSH-UP PRIVILEGES

Brush-up privileges for all courses taken at South Hills School are offered without charge to all South Hills School of Business & Technology graduates who at some future time may need refresher training. This offer is only for courses that the graduate has previously taken and passed and is subject to the limitations of space, priority going to those who are enrolled at the time the graduate applies.

BUS SERVICE

Main Campus. CATA buses are available throughout the day at the bus stop on Waupelani Drive. Bus schedules may be found in the main lobby.
Altoona Branch Campus. The AMTRAN public bus service stops one block from the school at the corner of 6th Avenue and 58th Street, and at the corner of Boyce Avenue and 58th Street.

CAMPUS CRIME & SECURITY REPORT

South Hills School of Business & Technology publishes an annual campus crime and security report, which includes the school’s policies and procedures regarding crime, drug and alcohol use, and harassment.

This report is required by Federal law (Clery Act). Students and employees are notified each fall as to the availability of the report on our web site.

CAREER SERVICES

South Hills School offers career assistance to all South Hills School of Business & Technology graduates without cost to the graduate or the employer.

Our Career Services staff makes every effort to identify the qualities and skills of each graduate and to recommend graduates for positions requiring such attributes. South Hills School of Business & Technology cannot guarantee employment to graduates, but every attempt is made to help the graduate find a position that will offer both personal satisfaction and the greatest opportunity for growth.

The Career Services Center staff provides job search assistance to students seeking fulltime, part-time, and temporary employment. Job openings and employer relations are developed through on-campus career and internship fairs, outreach efforts by the Career Services staff, and by the employers’ ability to place job postings on the school website.

The State College Career Services staff also provides/shares job referrals and internship requests with the Lewistown location.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are not permitted to be used during class time. They must be turned off or placed on “manner mode”. You should not transmit or receive any calls or text messages during class.

In addition, no electronic music devices or earphones should be used or visible during class time unless specifically authorized by the instructor.

If you have a personal situation that may require you to be reached by someone, then you should give the caller the South Hills phone number. Our front desk attendant will deliver emergency messages immediately, and other messages will be delivered as we are able. It is a good idea to share your class schedule with your “regular” callers so that they can avoid calling you during class time.

The school expects full compliance with this policy. Offenders will be addressed by a school administrator.

CHANGING PROGRAMS OR DROPPING & ADDING COURSES

A student may contact the Academic Affairs Officer with a request to change programs at any time. The Academic Affairs Officer (Main and Altoona Campuses) or Student Affairs Coordinator (Lewistown) will develop a projection of courses and the time which will be necessary to complete the new program. The change of program will become effective at the start of the following term.

A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the 75% time frame of the duration of the course will receive the notation, “WD” (withdraw, no grade), on the transcript. The 75% time frame of the duration of a course falls as follows:

<table>
<thead>
<tr>
<th>COURSE LENGTH</th>
<th>75% DROP POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks</td>
<td>9th week</td>
</tr>
<tr>
<td>10 weeks</td>
<td>7th week</td>
</tr>
<tr>
<td>6 weeks</td>
<td>4th week</td>
</tr>
</tbody>
</table>

Following that period of time, a student withdrawing from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

To officially make any changes, the student must complete the official Drop/Add/Change of Program/Withdrawal form, obtainable from the academic affairs office. The Drop/Change of Program/Withdrawal form is not effective until all signatures have been obtained on the form and the white form has been returned to Academic Affairs. In the case of dropping a course, the student is to continue to report to class until the form has been completed.

COMMON HOUR

Common Hour was established to allow a time when all students would have the same hour off so that they may take part in student activities and so that outside speakers could be invited to speak to the entire student body.

Common hour occurs every day and also serves as the lunch hour.

CODE OF CONDUCT

South Hills School of Business & Technology considers each student to be a responsible person and is expected to uphold appropriate standards of behavior. In the event that a violation to the Code of Conduct occurs, South Hills will strive to utilize the incident as a teachable moment, imposing fair sanctions. However, should an individual commit an egregious violation of the Student Code of Conduct, South Hills has the responsibility to impose the strictest sanction upon the student. The types of behavior subject to disciplinary sanctions include, but are not limited to:

Academic Dishonesty—Dishonesty or deception in the fulfillment of academic requirements. It includes cheating, plagiarism, unpermitted collaboration, using advantages not approved by the instructor, or knowingly allowing another student to plagiarize or cheat from one’s work. Academic honesty violations will follow the Academic Honesty Policy procedures.

Representation Dishonesty—Provision of false information to the institution by forgery, alteration or misuse of documents or records, falsifying a written or oral statement or submission of false identification to the institution.
Mental or Bodily Harm to Self—Conduct that causes harm or has the potential to cause harm to one’s self including the intentional infliction of mental or bodily harm upon one’s self.

Mental or Bodily Harm to Others—Conduct that causes harm or has the potential to cause harm to another individual, including:

- Behavior that intentionally inflicts mental or bodily harm on another person
- Behavior that attempts to inflict mental or bodily harm on another person
- Causing another individual to believe that the offender may cause mental or bodily harm to them
- Sexual misconduct
- Any act that demeans or degrades another individual
- Coercion of an individual to inflict mental or bodily harm to another person

Discrimination—Unequal treatment of a person based upon race, color, gender, age, religion, national origin, marital status, sexual orientation, ancestry, political beliefs, ethnicity, ability, socio-economic background or veteran status.

Disruption/Obstruction—Obstructing or interfering with instruction within a physical or virtual classroom.

False Report of Emergency—Causing, making or circulating a false report or warning of fire, explosion, crime or other threat to safety.

Destruction of Property—Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with School property including internship sites or the property of any person associated with the School.

Theft or Possession of Stolen Property or Service—Taking an item or utilizing a service without consent of a school administrator/instructor, or possessing property that can reasonably be determined to have been stolen from South Hills from an employee or student.

Trespassing—Forcible or unauthorized entry into the School.

Possession of Weapons or Dangerous Materials—Possession of a weapon or dangerous materials, including firearms, compressed-air guns, pellet guns, BB guns, knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous materials on school property.

Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol—Manufacture, distribution, sale, offer for sale, possession or use of any illegal drug or narcotic, or possession or use of alcohol while on campus or engaged in any school related activities.

Use of Tobacco Products or Electronic Cigarettes in Unapproved Locations—Smoking or use of tobacco products or electronic cigarettes in locations other than those approved for that purpose.

Misuse or Abuse of Computers or Computer Networks—Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, or network, including telephone or computer lines and wireless networks. Abuse includes utilization of school computers or Internet access in order to access pornographic web sites or to distribute pornographic material.

Stalking—Engaging in conduct that is directed at a specific person that would cause a reasonable person to experience fear. Stalking may include non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, e-mail messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other undesired communication that elicits fear.

Sex Discrimination and Harassment—Conduct that discriminates, interferes with an individual’s academic performance, or creates an intimidating, hostile or offensive environment in which to learn on the basis of an individual’s gender.

Disciplinary Sanctions

In the event that a violation to the Code of Conduct occurs, South Hills will strive to utilize the incident as a teachable moment, imposing fair sanctions. However, should an individual commit an egregious violation of the Student Code of Conduct, South Hills has the responsibility to impose the strictest sanction upon the student. It is the policy of South Hills School to respond to Code of Conduct violations during the student’s academic study with the following procedure:

1. Written Reprimand
   - A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will become a permanent document in the student’s file. Any further misconduct may result in more serious disciplinary sanctions up to and including termination/expulsion.

2. Expulsion
   - Expulsion is the termination of enrollment at South Hills and prohibits the student from being present without permission on school property. The student will be unable to complete his/her program of study with the institution. The student is responsible for payment of tuition and fees and/or repayment of financial aid. The notification of expulsion becomes a permanent part of the student record.

CODE OF CONDUCT FOR CRIMINAL JUSTICE AND MEDICAL PROGRAMS

Students in the CJ, DMS, DPP, DMP, HIT, AMA, and MA programs are required to report any arrest and/or conviction
of a non-summary offense to their program coordinator at South Hills within seven days of its occurrence. Failure to report the arrest or conviction will result in expulsion from the program. Once reported, the arrest or conviction will be reviewed by the administration. The student will be advised as to the course of action to be taken by the school which may result in disqualification from the program, depending on the nature and severity of the offense.

COMPLETION RATES

Program completion rates may be obtained by contacting the Academic Affairs Office or by checking the Disclosures section of the school's web site. The rates are available to all students.

CONDUCT IN BUILDING

The school expects all students to behave in an acceptable, businesslike manner and to devote their school hours to preparing for a profitable career. (Also see Weapons.)

The school reserves the right to drop from its rolls any student whose conduct is unsatisfactory.

COPIER

Main Campus. Students may use the coin-operated copier located in the student commons area.

Altoona Branch Campus. Students may use the coin-operated copier located in the second-floor lobby of the 508 building or the coin-operated copier located in the library of the 541 building.

Lewistown Location. Students may use the coin-operated copier located in the student commons area.

CORPORATE OFFICER

South Hills School of Business & Technology was incorporated in 1970 under the name of South Hills Secretarial School, Inc. The corporate officer is S. Paul Mazza, III, President.

COURSE REQUIREMENTS

Each instructor will hand out a syllabus and course outline in each course. This syllabus will list specific course requirements and grading criteria.

CREDIT STRUCTURE, OUTSIDE PREPARATION, CREDIT TRANSFER, AND EXEMPTION CREDIT

To adequately comprehend content and achieve success in South Hills courses, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. The number of credit hours assigned to a traditionally delivered course is defined by Federal regulation for purposes of financial aid is based on the following definition.

In compliance with criteria outlined by the Department of Education, South Hills defines one quarter credit as either:

- A minimum of 14 direct faculty instruction periods (lecture) with not less than two hours of out-of-class work per hour of lecture
- Or 28 laboratory hours
- Or 42 internship hours
- Or an appropriate combination of all three per 10-12 week session

The credits for each course are determined by the following calculation: Lecture/14 + Lab hours/28 + internship hours/42. The resulting course credit is rounded down to the nearest 0.5 credit.

As courses are developed, instructors from the content area meet to determine the number of hours of lecture and the number of hours of lab for that course, based on content. Homework is then developed to meet the number of hours required by Federal regulations. South Hills uses the following guidelines for time spent on homework.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook reading</td>
<td>@10 pages per hour (skimming, careful reading, review)</td>
</tr>
<tr>
<td>End-of-Chapter Questions</td>
<td>@1 hour per 10 questions</td>
</tr>
<tr>
<td>Article Reading and Analysis</td>
<td>@6 pages per hour (study guides, workbook assignments, etc.)</td>
</tr>
<tr>
<td>Non-Critical Reading</td>
<td>@20 pages per hour</td>
</tr>
<tr>
<td>Study for Quizzes</td>
<td>@2 hours</td>
</tr>
<tr>
<td>Study for Tests</td>
<td>@4 hours</td>
</tr>
<tr>
<td>Group Project</td>
<td>Variable time depending on project</td>
</tr>
<tr>
<td>Individual Project</td>
<td>Variable time depending on project</td>
</tr>
<tr>
<td>Creating Formal Paper</td>
<td>@2 hours per page</td>
</tr>
<tr>
<td>Homework Practice</td>
<td>@1/2 hour per lecture hour (math, accounting, grammar, etc.)</td>
</tr>
</tbody>
</table>

Note: A quarter 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.

Transfer credit from a business school, college or university accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) to South Hills School of Business & Technology is considered on an individual basis. No more than 5 percent of program credits can be transferred into a student’s program. Technical (computer) courses or core program courses shall be considered for credit if they have been completed within the last five years (may be extended if an academic award was received or the student is working in the field). Specific or required math and science courses have a ten-year age limit. General education credits have no age limit.

In order to be considered for transfer credit, the student must supply an official copy of his/her college transcript, along with a copy of the course description(s) no later than the start of his/her first term. Transfer credits will not be considered once the student has attended classes for the course he/she is attempting to apply the transfer credits to.

Transfer credit may be granted: (1) if the course taken at another post-secondary institution was successfully completed with a grade of “C” or better, (2) meets the age of credits requirement, and (3) is comparable to the course given at South Hills School of Business & Technology. Students can choose to decline any transfer credits they have been granted should they decide to take the class at South Hills.
Prior Learning Assessment credit (PLA) is available to students under certain circumstances. If PLA credits are granted, the credits will be counted within the 50 percent transfer rule.

No quality points will be awarded for credits received as transfer credits from another accredited school or through Prior Learning Assessment credit. Transfer credits or exemption credits will not be used in calculating the student’s GPA, but will count as credits completed.

South Hills School of Business & Technology reserves the right to require the student to take an exemption examination. There is a standard $25 fee.

Exemption tests are available for students to take for a limited number of classes. A $25 fee is required for all exemption tests except Keyboarding.

A $25 per-credit charge will be assessed when a new test is developed for an individual request.

Exemption tests must be taken prior to the beginning of the term in which the student is scheduled for the class. The Director or Director of Education will decide any exceptions to this policy.

If a student is eligible to be exempt from a course or receives transfer or PLA credits, that student may take a reduced course load. The student is responsible to check with financial aid to determine what consequences, if any, this reduction in credits will have on his/her financial aid.

DEAN’S LIST

In 1979 a Dean’s List was established to honor those students in all curricula who receive a grade-point average of 3.5 or better in any term. A list of those students to be so honored is posted at the school at the end of each term. At graduation, the students will be further honored for maintaining high academic excellence for all terms attended. Students must be taking 6.0 credits (half-time) to be eligible for the Dean’s List.

DISMISSAL

South Hills School of Business & Technology reserves the right to require a student to withdraw for cause at any time.

DRESS CODE

In keeping with the businesslike environment of South Hills School of Business & Technology, it is expected that students will be neat, clean and dressed appropriately at all times. Short shorts, halter-tops, and muscle shirts are not permitted.

The school expects all students to behave in an acceptable, businesslike manner and to devote their school hours to preparing for a profitable career. The school reserves the right to drop from its rolls any student whose conduct is unsatisfactory.

ENROLLMENT

The three types of enrollment at South Hills School of Business & Technology are:

Degree students take and complete a two- or three-year course of study and receive an associate in specialized business (ASB) or an associate in specialized technology (AST) degree upon successful completion of the program and achievement of the school standards.

Diploma students take and complete a 15-month to two-year course of study and receive a diploma upon successful completion of the courses and achievement of school standards.

Certificate students take one or more of the listed diploma/degree classes and receive, when school standards are achieved, a “certificate of achievement” stating that proficiency has been attained.

EXEMPTIONS

If a student is eligible to be exempt from a course, that student may take a reduced course load. The student is responsible to check with financial aid to determine what consequences, if any, this reduction in credits will have on their financial aid.

FERPA

The Family Education Rights and Privacy Act (FERPA) states that a student must authorize in writing the release of his/her educational records.

DIRECTORY INFORMATION

Under FERPA, South Hills is permitted to disclose directory information for all students. Directory information is listed below:

- Name, address, phone number, e-mail address
- Date and place of birth
- Program, enrollment status, dates of attendance
- Degree/diploma, honors and awards
- Graduate’s employers and job titles

Directory information is released for the following reasons:

Financial Aid/Bursar—tuition, disbursement of funds, financial eligibility, vouchers

Academic—transcripts, grades/GPA, transfer credits, dean’s list, enrollment verification

Career Services—employment, resumes, potential employers

Financially Dependent Student

Under FERPA, South Hills is permitted to disclose information from your educational records to your parent(s) if they claim you as a dependent for federal tax purposes.

Financially Independent Student

Under FERPA, South Hills is permitted to disclose directory information for all students. South Hills is not permitted to release additional information from your educational records to anyone without your permission.

Non-Disclosure of Directory Information

Students who request non-disclosure of directory information prevent South Hills from:

- Scheduling/answering questions with you via the telephone
• Forwarding resumes to potential employers
• Printing names in the commencement program
• Sending transcripts to future transfer colleges
• Verifying enrollment for insurance or employment

FINANCIAL AID

The following information describes the types of financial aid available to those who qualify. Please call our Financial Aid office so that we may answer your questions and make an appointment to assist you with your financial aid package.

All questions regarding financial aid should be directed to the Financial Aid office at South Hills School.

Academic Year. For financial aid purposes an academic year consists of three quarter terms (10-12 weeks in length). A full-time student must complete 12 quarter credits per term or 36 quarter credits per year.

Please keep in mind dropping/adding courses and changing programs during enrollment may affect financial aid eligibility.

Applying for Financial Aid. Students may be eligible for grants and loans provided he/she file a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA online at www.fafsa.ed.gov.

Filing Dates. For the fall term 2015-2016, the application may be filed as early as January 1, 2015.

FSA ID (Federal Student Aid ID). The FSA ID is created at https://fsaid.ed.gov. The FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the Free Application for Federal Student Aid (FAFSA®).

The security of the FSA ID is important. It can be used to:
• Electronically sign Federal Student Aid documents,
• Access personal records, and
• Make binding legal obligations.

Dependent students will need a parent to obtain an FSA ID to sign the student’s FAFSA. The parent can use the same FSA ID for multiple children.

General Correspondence. The Financial Aid office will correspond with students via his/her email account. It is important that each student access his/her school e-mail account to stay informed on the latest financial aid information.

AID AVAILABLE

Title IV Aid

Federal Pell Grant. Pell grants are awarded to students who demonstrate exceptional financial need as defined by the Federal government. Grant amounts are determined by the student’s “Expected Family Contribution” (EFC), which is indicated on his/her Student Aid Report (SAR).

Eligibility requirements include:
• Having earned less than a Bachelor’s degree.
• Having graduated from high school or earned a GED.
• Enroll at least half-time in a program of study.

• EFC is within eligible ranges.
• Maintaining satisfactory academic progress.

William D. Ford Federal Direct Loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education (USDE). The lender is the USDE and will be throughout the life of the loan.

Direct Subsidized Loans. These loans are awarded on the basis of financial need. No interest is charged while a student is enrolled at least half-time.

Effective July 1, 2013, first-time student loan borrowers (no outstanding student loan balance) may borrow up to 150% in Direct Subsidized Loans measured by the published length of his/her current program. For example, if the student is enrolled in a two-year associate degree program, the maximum period for which a Direct Subsidized Loan is potentially available is three years (150% of 2 years = 3 years). Changing programs of study does not restart the clock. Time already used is subtracted from the maximum time allowed.

For additional information on the 150% Direct Subsidized Loan Limit, please refer to the following website: http://studentaid.ed.gov/types/loans/subsidized-unsubsidized.

Direct Unsubsidized Loans. These loans are not based on financial need. Interest is charged during all periods, including while the student is in school and during grace and deferment periods. The student may choose to defer interest payments while in school and the interest will be added to the unpaid principal amount of his/her loan. This is called “capitalization” and this could substantially increase the total amount of repayment. Making interest payments while in school are advantageous and will save the student money overall.

Direct Subsidized and Direct Unsubsidized Loans are made to eligible students attending school at least half-time in a program of study that are making satisfactory academic progress. Repayment begins six months after graduation or six months after the student ceases to be enrolled at least half-time in a program of study.

Before a loan will be certified by the Financial Aid office, the student must sign and return an enrollment agreement indicating his/her intention to attend school, complete a disclosure statement, entrance counseling and a master promissory note (MPN). Also, the student cannot be in default and must not have reached their aggregate loan limits (see Loan Limits Table).

Entrance counseling and MPN completions should be done by going to www.studentloans.gov and should be signed using the same FSA ID as used to sign the FAFSA.

The actual loan amounts and types of loans (Subsidized, Unsubsidized or a combination of both) that students are eligible to receive each year are determined by the Financial Aid office, based on such factors as the cost of attendance, EFC, 150% Subsidized Loan Limit, other financial aid and the length of a program. The actual amounts that a student is eligible to borrow may be less than the maximum amounts shown (see Loan Limits Table).
Loan Limits Table

<table>
<thead>
<tr>
<th>Level</th>
<th>Completed Credits</th>
<th>Independent Undergraduate Students</th>
<th>Independent Undergraduate Students*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>0-35</td>
<td>$5,500 (maximum $3,500 subsidized)</td>
<td>$9,500 (maximum $3,500 subsidized)</td>
</tr>
<tr>
<td>2nd Year</td>
<td>36-71</td>
<td>$6,500 (maximum $4,500 subsidized)</td>
<td>$10,500 (maximum $4,500 subsidized)</td>
</tr>
<tr>
<td>3rd Year</td>
<td>72-134</td>
<td>$7,500 (maximum $5,500 subsidized)</td>
<td>$12,500 (maximum $5,500 subsidized)</td>
</tr>
</tbody>
</table>

*Dependent students whose parents are denied a PLUS Loan are eligible to receive the independent undergraduate loan limits.

Aggregate Loan Limits: Maximum Total Outstanding Loan Debt

<table>
<thead>
<tr>
<th>Dependent Undergraduate Students</th>
<th>Independent Undergraduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31,000 (maximum $23,000 subsidized)</td>
<td>$57,500 (maximum $23,000 subsidized)</td>
</tr>
</tbody>
</table>

Direct Subsidized and Unsubsidized Loans have a fixed interest rate. Fixed rates are a set rate for the life of the loan. Please refer to www.studentloans.gov for current rate information.

The student receives a disclosure statement that gives specific information about any loan that the school plans to disburse under his/her MPN, including the loan amount and loan fees. The disclosure statement also explains how to cancel the loan if the student doesn’t want it or choses to cancel a portion of it.

Loan monies are to be used only to pay for educational expenses at the school that is certifying the loan. Education expenses include such school charges as tuition, fees and such indirect expenses as books, supplies, equipment, living expenses, dependent child care expenses, transportation, and rental or purchase of a personal computer.

**Plus Loans.** These loans are also administered through the USDE and are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow up to the cost of attendance minus all other financial assistance that the student is awarded. Eligibility for a Plus Loan is based on credit worthiness of the parent borrower.

Interest is charged during all periods. For current interest rate and origination fee information, refer to www.studentloans.gov. Repayment begins 60 days after the funds are fully disbursed, and the repayment term is set to 10 years. Parents have the option of deferring repayment on Parent PLUS Loans while the undergraduate student on whose behalf they borrowed the PLUS Loan is in-school and for a six-month grace period after the student graduates or drops below full-time enrollment.

Plus applications should be completed online at www.studentloans.gov and should be signed with the FSA ID the parent used to sign the FAFSA.

**Loan Disbursements.** Loan proceeds are sent directly to the Bursar’s office at South Hills School and are credited to the student’s account. Generally, two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the student’s account without the student’s/parent’s signed authorization and until the loan funds are received by the school. Students will be notified when the funds have arrived or the loan has been disbursed to his/her account.

The amount of loan proceeds retained by the school will depend on the amount of the loan, the amount owed by the student minus grant(s), if applicable, and the number of disbursements. If a student account is overpaid, the excess will be given to the student/parent within the time period mandated by Federal law.

The student or parent borrower has the right to cancel or reject all or part of the loan within 30 days from the date the loan proceeds were credited to the student’s account.

If a student withdraws from school and a Direct Subsidized, Unsubsidized, or PLUS Loan has been disbursed on behalf of the student, a Federally mandated calculation must be done to determine how much of the loan proceeds may be retained by the student and how much must be returned to the lender (USDE) by the school (See Refund Policy).

Sources for Title IV Aid:

1. Entrance Counseling Guide for Direct Loan Borrowers produced by USDE
2. www.studentloans.gov
3. www.finaid.org

**State Aid**

Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant

To be considered for a PHEAA State Grant you must meet the following criteria:

- Have earned less than a Bachelor’s degree.
- File the FAFSA before the state deadline (see below for filing dates).
- Complete a PHEAA State Grant Application (www.pheaa.org)
- Demonstrate exceptional financial need.
- High school graduate as stipulated in the PA State Grant Law.
- Be enrolled in a two- or three-year program.
- Be a resident of Pennsylvania as defined by PHEAA.
- Be attending at least half-time.
- Maintain satisfactory academic progress as defined by PHEAA.
- Not be in default or pending default on an educational loan.
- Not received the maximum number of PA State Grants permitted.
For further eligibility information, refer to www.pheaa.org.

**Filing Dates.** For incoming students, present students, and transfer students who have not previously applied for or received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the fall term is August 1. The FAFSA may be filed as early as January 1.

For students who are present recipients of a PHEAA State Grant or those transfer students that have previously received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the next academic year beginning the fall term or summer internship is May 1.

**State Grant Eligibility for a Transfer Student.** If a PHEAA State Grant was awarded at a prior institution, requirements for meeting academic progress standards must be met before a grant can be awarded.

- Student must submit an official academic transcript from the prior college(s) attended.
- Semester and quarter credits will be evaluated by the Financial Aid office to determine academic progress.

**Scholarships**

**South Hills School of Business & Technology Scholarship.** SHSBT will offer a maximum of eight new scholarships each school year. There are five scholarships awarded at State College, two at Altoona, and one at Lewistown. The scholarship is valued at 25 percent of the cost of tuition. It is given to those students who demonstrate economic hardship and would benefit from this scholarship. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability or national origin.

A student meeting the following qualifications for the scholarship must submit a letter of application to the Scholarship Committee for review. The application deadline is December 20. Applicants will be notified of the committee's decision within thirty (30) days of the application deadline.

Qualifications for the SHSBT Scholarship are as follows:

1. At the time of application, students must be enrolled full-time in a diploma or degree program of study.
2. Students must have completed a minimum of one full term of study at the time of application.
3. Students must have a minimum 3.0 cumulative grade-point average in each term.
4. The student's financial records must prove financial need which is determined by the Scholarship Committee.
5. Students must have completed a FAFSA in a timely fashion and submitted forms for any applicable state and federal grants.
6. Submit a formally typed letter of application (1-2 pages) that indicates the applicant's name, program and year of study, educational and career goals. The applicant should state how receiving the school scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the application letter.

The scholarship is valued at 25 percent of tuition. If the balance of tuition due after applying grants, agency sponsorship, and/or other scholarships is less than 25 percent of the total tuition, the SHSBT scholarship will be limited to that amount.

The scholarship will be credited retroactively to the first term of the school year in which the scholarship is granted. It will be credited to the recipient's account on a term-by-term basis through graduation when eligibility is maintained. The school scholarship will be permanently forfeited when eligibility is lost.

**Maintaining the SHSBT Scholarship:**

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time enrollment status.
   (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs and the Business office.
   (b) After a leave of absence for one term, he/she must personally arrange for reinstatement of the scholarship with the Business office.
   (c) If withdrawn for more than one term, he/she must reapply for the scholarship.
3. Maintain acceptable behavior and attendance records while a student at SHSBT.

**International Scholarship.** The State College campus of South Hills School annually awards a maximum of two new International Scholarships. The scholarship is valued at 25 percent of the cost of tuition. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability, or national origin.

International Scholarship Eligibility Criteria:

1. At the time of application, students must be enrolled full-time in a diploma or degree program of study.
2. International students must hold active M-1 Visa status (no U.S. born citizens may apply).
3. Students must have completed at least one full term of study.
4. Students must have a minimum 3.0 cumulative grade-point average each term.
5. Students must submit a one- to two-page essay indicating the applicant's name, country of birth, program and year of study, educational and career goals. International students must state how receiving the International Scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the letter of application.

The application deadline is December 20. International Scholarship applicants will be notified of the committee's decision within 30 days of the application deadline.

The scholarship is valued at 25 percent of tuition. It will be credited to the recipient's account on a term-by-term basis through graduation only when eligibility is maintained. It will
be credited retroactively to the first term of the school year in which the scholarship is granted. The International Scholarship will be permanently forfeited when eligibility is lost.

Maintaining the International Scholarship:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time enrollment status.
   a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs and the Business office.
   b) After a leave of absence for one term maximum, he/she must personally arrange for reinstatement of the International Scholarship with the Business office.
   c) If withdrawn for more than one term, he/she must reapply for the International Scholarship.
3. Maintain acceptable behavior and attendance records while a student at SHSBT.

**Rudy J. & Annamae Labor Memorial Scholarship Fund.**
This fund will provide scholarships annually for newly enrolling students who will be attending SHSBT. There will be 10 scholarships available for students enrolled to begin classes in fall 2015. Each scholarship will total $7,000 to be applied toward the cost of tuition and books. Award money will be distributed evenly over each term until graduation. Scholarship recipients will be determined by a scholarship committee. This fund is held through the Centre Foundation. The purpose of this scholarship is to provide deserving candidates the means and encouragement to accomplish career goals through a post-secondary education at SHSBT. For more information visit [www.southhills.edu](http://www.southhills.edu).

**Other information**

**Agency Funding** Agencies such as Veterans Administration (VA), Trade Assistance Act (TAA), Workforce Investment Act (WIA), Office of Vocational Rehabilitation (OVR), and Department of Public Welfare (DPW) have provided assistance to students attending South Hills School. For more information contact the Financial Aid office.

**Yellow Ribbon Program** The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. SHSBT has entered into a voluntary agreement with the VA to fund tuition and fee expenses that exceed the tuition and fees payable through the Post-9/11 GI Bill (i.e. annual national cap.) SHSBT will annually contribute $500 to five VA students and the VA will match the contribution, not to exceed 50% of the difference. To be eligible for the Yellow Ribbon Program the veteran must meet the following criteria:

a) Be enrolled in an approved degree program;
b) Served an aggregate period of active duty after September 10, 2001, of at least 36 months and were honorably discharged;
c) Discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001; or
d) Are a dependent who received benefits transferred from an eligible service member;
e) Be a VA student attending the State College campus.

Only Veterans receiving the maximum benefit rate, as determined by the service requirements, or their designated transferees may receive this funding. Active duty service members and their spouses are not eligible for this program. Child transferees of active duty service members may be eligible if the service member is qualified at the 100 percent rate.

SHSBT School Certifying Official (SCO) will notify potential eligible VA student. The VA student must respond to the SCO to apply for Yellow Ribbon Program benefits. The funds will be awarded on a first-come first-served basis, regardless of the rate at which the individual is pursuing training.


**Financial Aid Award Letter** The financial aid award letter lists the aid programs offered to the student, amounts by term, and the total amount offered for the academic year. Students may choose to opt-out of receiving the award letters through email by contacting the Financial Aid office.

A student may accept all or part of the package being offered. If a student is declining part of the aid offered, he/she must identify which type of award is being rejected and return the amended award letter to the Financial Aid office. This will in no way affect his/her eligibility for other awards. Refer to Loan Disbursements under Title IV Aid for the timeline to cancel or reject all or part of any Federal Loans.

**Verification** This is the process used to check the accuracy of the information provided when the FAFSA was filed. The U.S. Department of Education selects applicants for the verification process. Should a student be selected for this process, he/she will be asked to submit specific information to the Financial Aid office. The Financial Aid office will submit any changes that need to be made as a result of verification. If the verification results in an over award to the student, the school will make the adjustment with the U.S. Department of Education. All over-payment cases will be reported to the U.S. Department of Education whether occurring at SHSBT or a prior school. The student will be sent an updated award letter if there’s a change in the award.

**Satisfactory Academic Progress for PHEAA State Grant** A full-time student must complete 12 quarter credits per term or 36 quarter credits per academic year to maintain eligibility for the state grant. If a student does not meet the required credits for progress, no state grant will be awarded until progress is made. Notification is provided to those students that haven’t made progress via a new award letter along with a letter explaining how many credits must be earned in order to regain his/her eligibility.
Satisfactory Academic Progress (SAP) for Title IV Aid (Federal Pell Grant, Direct Loans) The satisfactory academic progress (SAP) policy has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid. Progress checks are performed at the end of each term.

Qualitative (grade-based) – At the time of a progress check the student must maintain at least a 2.0 GPA for the term as well as a 2.0 cumulative GPA.

Quantitative (time-based) – At the time of a progress check the student has to complete 67 percent of credits attempted for the term as well as 67% of credits attempted overall in his/her program. The maximum allowable time frame for a student to complete a program is 1.5 times the normal length of the program (see Table 1 in the “Satisfactory Academic Progress” section).

The pace of earning credits must be such that by the 50 percent point of the student’s program the student must have earned 67 percent of credits attempted at the progress check. Withdrawals, repeated and incomplete courses will have a negative impact on the student’s pace. If SAP or the pace is not met, a student’s financial aid may be compromised.

Alert – Students receive this notation on his/her transcript corresponding to the first term he/she does not achieve SAP. Students will be notified of the minimum requirement(s) in order to make SAP and consequences of not making SAP. The student may continue to attend an additional term and continue to receive applicable financial aid. This subsequent term is known as Warning.

Warning – Students receive this notation on his/her transcript following the term noted as Alert. While on Warning, the student may receive one payment period (term) of financial aid. At the end of the term on Warning, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. If the student does not make SAP, he/she must formally appeal in writing to the school’s Director of Education. Academic Affairs will determine the minimum amount of credits and GPA needed for the student to make SAP. The student must meet with the Director of Education, Academic Affairs and Financial Aid regarding the appeal process/status.

If it is determined that a student will be unable to achieve SAP, as well as the graduation requirements (outlined in the “Satisfactory Academic Progress” section) by the end of the following quarter (term), then the student will be dismissed from his/her program. He/she will lose all financial aid. At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Appeal Process – If a student does not meet SAP standards by the end of the payment period (term) on Warning, he/she must formally appeal in writing to the school’s Director of Education in order to be considered for eligibility of financial aid and to continue under his/her current program of study. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student’s situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

Probation - If the appeal is successful, the student will be placed on Probation for one quarter (term) and he/she will receive this notation on his/her transcript corresponding to the term on Probation. Students may not be placed on Probation for more than one quarter. Eligible students may continue to receive financial aid while on Probation.

During Probation, the student must earn a 2.0 for the quarter GPA and 2.0 cumulative GPA and earn 67 percent of credits attempted in that quarter as well as 67% of credits attempted overall towards his/her program in order to maintain diploma or associate in specialized business or technology degree status. In addition, the student must meet the requirements of the 50 percent evaluation point (see Table 1 in the “Satisfactory Academic Progress” section).

At the end of the term on Probation, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. If the student is unable to achieve SAP, he/she will be dismissed from his/her program. He/she will lose all financial aid. At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Certificate Status - If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory academic progress, he/she may continue training as a certificate student. Certificate students are ineligible for any financial aid because he/she is not enrolled in a program of study.

Regaining Eligibility – The student will not be able to enroll in any program or be eligible for financial aid until the term and cumulative GPA reaches a 2.0 and the student has earned 67 percent of the credits attempted in that term as well as 67% of credits earned overall towards his/her new (intended) program. The student may then be eligible for federal, state or other student financial aid. However, in no circumstances may the student exceed the quantitative (time-based) SAP standard as outlined above and graduate in a diploma or degree program. For further details and explanation see “Reinstatement Procedure” in the “Satisfactory Academic Progress” section.

Incompletes Progress is not evaluated until a student receives a grade for the incomplete. See “Incompletes” in the “Satisfactory Academic Progress” section.

Withdrawals When a student drops a course and receives a withdrawal on his/her transcript (for whatever reason), the withdrawn course is counted as credits attempted but not earned. For additional information, see “Withdrawals” in the “Satisfactory Academic Progress” section.

Repeat Classes Repeat classes count when measuring credits attempted. The credits can only be considered as earned once. When calculating the cumulative GPA the best grade is used.

Transfer Credits Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student’s program. For financial aid purposes, transfer credits will count as credits completed when determining
what year (first, second, or third) loan monies are certified for the student.

**Exemption Credits** Exemption credits will not be used in calculating the student’s GPA or in calculating SAP.

**Change Program** When a student changes programs, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine SAP. SAP will be evaluated at the end of the term for the new program.

**Additional Credits** If a student wishes to take credits outside his/her enrolled program, he/she will not receive financial aid for those credits. Nor will these “additional credits” be counted towards SAP.

**Return to School After a Withdrawal** If a student withdraws from school and wishes to return, he/she must first complete a re-application to school (available from the Academic Affairs office). If his/her prior account at South Hills is paid in full, the Admissions department will then send the student a new enrollment agreement given he/she meet all the Admission requirements for that program. If a balance remains on the account, the balance must be paid in full before the school will consider the re-application.

Once the Financial Aid office receives the student's file containing his/her re-application, enrollment agreement and an up-to-date transcript, financial aid will be processed for the student if he/she has applied for aid and has met SAP.

**Completion Rates** Program completion rates may be obtained by contacting the Academic Affairs office or by checking the disclosures section of the school’s website. The rates are available to all students.

**FIRE DRILLS**

Unannounced fire drills will be called throughout the year at the Main and Altoona Campuses. When an alarm rings at the school, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are to report to a designated assembly point and remain in this area until an accurate head count is taken. Students are not permitted to retrieve personal belongings, enter their vehicles, and/or leave the premises until told to do so. The escape routes are posted in each classroom.

**GIFTS/INCENTIVES**

To avoid all possible appearance of impropriety or appearance of giving preference to one student over another, employees will not accept gifts/incentives from students.

Students may express their appreciation to faculty and staff members with a thank-you letter or verbal thank you.

**GRADING**

Students are graded on the basis of overall performance, including class attendance, attitude, work and study habits, periodic examinations, and the attainment of the necessary levels of proficiency in class. An overall 2.0 average is required for graduation.

The grading scale used at South Hills School is below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.0</td>
</tr>
</tbody>
</table>

All "F" and "WF" grades must be repeated. The mark of “I” (incomplete) is entered on the record when a student cannot complete course requirements because of extenuating circumstances within the normal time limit of the course. An incomplete grade must be removed two weeks after the completion of the course or it automatically becomes the grade that the student earned at that point.

Some courses may be impossible to grade with the usual grading scale. In those courses a Pass/Fail scale may be used. If a course is to be graded on this basis, the student will be notified by the instructor in the syllabus.

A student passing a Pass/Fail course will receive no quality points and the credits received will not be used in calculating the grade-point average. Failures are treated as an "F" in the usual scale.

A student must attain a "C-" grade or better in all major courses in his/her curriculum. Minimum grade requirements for major courses vary in some programs, as indicated in the program standards listed below. If a student changes his/her curriculum, it will be necessary for him/her to repeat any course for which he/she did not receive the minimum required grade for the new program.

**Diagnostic Medical Sonography Program Standards**

Students in the DMS, DMP, and DPP programs must earn a “C+" or better (77%) in all classes in order to continue in the program. Students who receive one or more grades below “C+” in any course will be withdrawn from the program and may not apply for reinstatement. The student may, however, be eligible to transfer to another program. A “B-" or better grade in Applied Algebra is required in the DMS program.

**Health Information Technology Program Standards**

Students in the HIT program must earn a "C-" or better in all classes.

**Engineering Technology Program Standards**

A “B-" or better in Applied Algebra is required in the ET program.
Business Administration – Accounting Program Standards

A “C+” or better grade in Accounting I, II, and III is required in the BAA program.

Changing Programs. When a student changes programs, only the credits attempted and grades earned for those courses which are applicable to the new program will be used to determine satisfactory academic progress.

Alert/Warning. Students receive the notation(s) when the term and/or the cumulative grade-point average is below a 2.0 and/or when he/she falls below 67% of credits attempted per term or overall in his/her program.

Probation. See “Probation” under the section “Satisfactory Academic Progress.”

Instructors will distribute specific course grading requirements at the beginning of each course.

**GRADUATION/GRADUATION REQUIREMENTS**

Graduation standards include:

1. Students enrolled in diploma and ASB/AST degree programs are required to have a 2.0 cumulative grade-point average in courses required in their program in order to graduate from South Hills School.

2. Students must have completed the program of study for which they are enrolled with a minimum of a “C-” in all major courses except terminal courses where a “D” may be permissible. “D” grades in all major courses must be repeated (See “Repetitions” in the SAP section). Students in the DMS, DMP, and DPP programs must earn a “C+” or better in all classes. Students in the HIT program must earn a “C-” or better in all classes.

3. Students are required to have completed the total credits and clock hours listed for their programs.

An Associate in Specialized Business Degree (ASB) will be issued to those students completing ASB programs who have met the standards listed above.

An Associate in Specialized Technology Degree (AST) will be issued to those students completing AST programs who have met the standards listed above.

A diploma will be issued to those students completing diploma programs who have met the standards listed above.

A certificate of achievement is issued to students taking one or more of the listed diploma or ASB/AST degree classes who have attained the standards above.

**HONORS AND AWARDS**

**Academic Awards**

Students achieving a cumulative grade-point average of 3.75 or above will graduate with highest honors. Those achieving a cumulative grade-point average of 3.5 to 3.74 will graduate with honors.

The Karen Louise Weber Memorial Award was established by the students and faculty in memory of a graduate. The award is presented to the graduate with the highest academic achievement in the Medical Office Specialist program.

The Travis W. Mellott Memorial Award was established for the Business Administration – Accounting program.

The Kristi Joann Taylor Memorial Award is given to the Business Office Specialist graduate with the highest academic standing in the class.

In Business Administration – Management & Marketing, the Earl P. Strong Memorial Award is given. Dr. Strong was the third director of South Hills School.

The Terry French Memorial Award was established for the Information Technology program. Terry was an instructor at South Hills.

South Hills School of Business & Technology Awards are given in all other program areas.

In order to be eligible to receive any of the academic awards, a minimum of a 3.5 cumulative grade-point average must be achieved.

**Community Awards**

The JoAnn M. Bonfatto Memorial Award was established in 2001 by her husband, Francis Bonfatto of Bellefonte. This memorial award is in memory of a former employee. Faculty/staff members are asked to nominate a graduating student. The list of nominees then goes to a graduation committee where a recipient is chosen that typifies the following attributes: enthusiasm, willingness to help others, friendly and cheerful personality, dependability, and initiative. (State College)

The Ray Houseman Award was established in 2010 in memory of our former instructor, mentor, and friend. The recipient of this award is the graduate who has consistently displayed Ray Houseman’s best qualities: his dependability, his friendly and cheerful personality, and most of all, his willingness to help others. Graduating students from each program nominate a graduating student of his/her major. A ballot is then distributed to faculty/staff members to choose the recipient. (Altoona)

The Juniata River Valley Chamber of Commerce Community Award, This award is presented to the graduate who has volunteered his/her time and knowledge to enhance, improve, and positively affect the overall quality of the community. (Lewistown)

**HOURS**

Classes are scheduled Monday through Friday between 8:00 a.m. and 5:45 p.m. Individual schedules will vary from term to term.

The school’s business hours are from 8:00 a.m. to 4:30 p.m.

**HOUSING**

Main Campus. Many reasonable apartment units are available in complexes surrounding South Hills School. If you are interested in finding an apartment or roommates, contact the admissions department.
South Hills School does not provide housing for out-of-town students, but it does offer assistance in finding apartments and bring together students who are interested in apartment living.

**INTERNSHIP POLICY**

A student enters into an internship only upon completion of all course work. No student may begin an internship until he/she has successfully completed all major courses through the fifth term (six-term programs) or the sixth term (seven-term programs) with a “C-” or better grade. No student in the HIT program may begin an internship until he/she has successfully completed all courses with a “C-” grade. Students in the DMS, DMP, and DPP programs should refer to the DMS Handbook for the internship requirements for those programs. A student must have a 2.0 cumulative grade-point average to go on internship.

Any exception made to the above policy will be determined by a joint decision of the faculty advisor of the intern, the internship committee, and the Director of Education.

**IT REGULATIONS**

Regulations for using the computers of South Hills School:
1. Do not download or install anything that is not school related. This includes games, pictures, music, videos, etc.
2. Do not use other proxy servers to try to bypass our proxy server.
3. Do not visit web sites that are unprofessional and/or unacceptable. The IT Department logs every site that is visited, including the username, date and time.
4. Do not play games, check your email or surf the internet while an instructor is lecturing. Please be courteous to your instructors and classmates.
5. No food or drink is permitted in any computer room.

There are four accounts you will use while at South Hills School:
1. **Network Account**: used to log on to the computers.
2. **Student Portal Account**: used to log on by the student from [www.southhills.edu](http://www.southhills.edu). This account displays your schedule, grades, etc.
3. **Student email account**: used to access email account supplied by South Hills School. Your email is [username@southhills.edu](mailto:username@southhills.edu). The web address to your student email is [email@southhills.edu](mailto:email@southhills.edu).
4. **CourseWeb Account**: Used to log on to “CourseWeb” where instructors can post assignments and announcements.

**LAPTOP COMPUTERS**

Students in the Graphic Arts and Information Technology programs are required to purchase a laptop computer. Specification requirements are furnished to the students when they enroll in the program.

**LIBRARY**

South Hills School subscribes to an on-line resource that students may access from all school locations or from home.

“Ebrary” features a growing selection of more than 100,000 multi-disciplinary titles which are available to any number of students at the same time. This electronic service also provides powerful tools for information discovery and management for research projects.

The South Hills “Virtual Library” is a centralized list of links to give students quick and easy access to many electronic resources such as dictionaries, encyclopedias, software tutorials, newspapers, magazines, scholarly journals, mp3 files, e-books, federal census records, and more. With 24/7 access from any Internet connection, the South Hills Virtual Library is available at any time from the school website or at: [www.southhills.edu/virtualLibrary](http://www.southhills.edu/virtualLibrary).

**State College**: The open shelf library in Room 13 contains over a thousand volumes of textbooks, general academic and business resources along with standard reference works. Periodicals, weekly magazines and newspapers are also available to students. Listings of other online library, digital source and helpful library tools are kept in the library for reference. Books may be checked out for a two-week period of time. See Joan Andrews for library assistance.

The Diagnostic Medical Sonography program houses many curriculum-related textbooks and other academic resource material at the Cato Park building.

All students have access to Penn State University’s Library (Curtin Road-PSU), Schlow Memorial Public Library (211 South Allen Street, State College), and the Centre County Library (200 North Allegheny Street, Bellefonte).

**Lewistown**: The Mifflin County Library is located within walking distance of the school (123 North Wayne Street). The Library provides students with a selection of over 90,000 books and periodicals to choose from. Materials may be checked out for a two-week period. ([www.mifflincountylibrary.org](http://www.mifflincountylibrary.org))

The open-shelf library at the school contains textbooks, general academic, and business sources. Periodicals and back issues of newspapers are kept in the library. Books may be borrowed for three weeks.

The school also provides Internet connections, which offer access to databases and reference materials throughout the world. You may see the librarian, Steve Russell, for assistance.

**Altoona**: The school library contains over 1,000 volumes of textbooks, general academic and business sources, and standard reference works. Various other general and business periodicals are also available. A small collection of videos, CDs, and audio books are maintained in the main office area by Hope Ray, Librarian.

Please follow the directions for use of library materials posted inside the library.

The School provides Internet connections, which offer access to databases and reference materials through the World Wide Web.

The Altoona Public Library is located at 1600 5th Avenue. The library contains over 230,000 books and periodicals to choose from. The library is open Monday through Thursday,
8:30 a.m. to 9:00 p.m., Friday 8:30 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and Sunday 1:00 p.m. to 4:00 p.m. (1600 5th Avenue), www.altoonalibrary.org.

LOCKERS AND COAT RACKS

Main Campus. Lockers and coat racks are located in the halls. Each student is assigned a locker at orientation.

Lewistown. Lockers and coat racks are located in the student foyer area. Each student is assigned a locker at the beginning of the school year.

Altoona. Lockers are located on the second floor at the 508 58th Street location. Each student should select a locker and register the locker number at the front desk in the office area. Lockers are on a first-come, first-serve basis.

The school strongly urges students at all locations to purchase locks for their lockers. South Hills School of Business & Technology will not be responsible for lost or stolen items.

LUNCH & CAFETERIA SERVICES

Main Campus. A variety of breakfast and lunch items are served each day in the school cafeteria. A monthly menu is posted. Breakfast foods and drinks are served at 8 a.m.; lunch is served from 10 a.m. to 1:30 p.m.

Students may make use of the refrigerator and microwaves located in the dining area. Soda and snack machines are also available.

Lewistown. A refrigerator and microwave are located in the cafeteria. A soda machine is located in the student foyer area.

Altoona. One refrigerator, two microwave ovens, and vending machines are located in the student area of the 541 building. A microwave and vending machines are located in the 508 building.

MAJOR COURSES

Students must maintain a “C-” grade in all major courses unless otherwise noted. If they do not attain this requirement, the course must be repeated. A major course is one that is vital to the mastering of the curriculum of the student’s choice. General electives are not major courses.

The DMS, DMP, DPP, and HIT programs consider all courses to be major courses. Students in the DMS, DMP, and DPP programs must earn a “C+” or better (77%) in all classes. Students in the HIT program must earn a “C-” or better in all classes.

Note: A “B-” or better grade in Applied Algebra is required in the Engineering Technology program and the Diagnostic Medical Sonography program.

A “C+” or better grade in Accounting I, II, and III is required in the Business Administration-Accounting program.

OFFICE

State College. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

Lewistown. The office is open Monday from 8:00 a.m. to 7:00 p.m. and on Tuesday through Friday from 8:00 a.m. to 5:00 p.m.

Altoona. The office is open on Monday and Wednesday from 8:00 a.m. to 5:00 p.m., on Tuesday and Thursday from 8:00 a.m. to 7:00 p.m., and on Friday from 8:00 a.m. to 4:30 p.m.

PARKING

Main Campus. Parking is available in the student parking lot. Students are not permitted to use the faculty/staff/visitor lot in front of the school.

Lewistown. The surrounding area offers a variety of parking for our students. This includes free and metered parking.

Altoona. Ample parking is located in the parking lots adjacent to the school.

PETS

Pets are not permitted in any South Hills buildings. The use of service animals is the only exception to this policy. The service animal policy must be followed if a service animal is medically necessary.

PREREQUISITES

A prerequisite is a course you must successfully complete with the minimum grade or better before registering for another course.

If a student has not passed the prerequisite for a course, they must retake the prerequisite and pass before they will be permitted to take the course.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment evaluates an adult student’s learning, which has been acquired outside the traditional classroom through work experience or other professional training and/or certifications. PLA determines if this learning is equivalent to the academic curriculum of South Hills School, and is eligible for credit. Along with a $25 processing fee, each student is required to submit a Prior Learning Assessment Application and Portfolio for evaluation.

The granting of PLA credit applies only to associate degree programs at South Hills School. PLA credit(s) may or may not be transferable. If a student plans to continue his/her education at another post-secondary school, that school should be contacted to find out what their policy on credit(s) regarding experiential or life learning. A maximum of 12 PLA credits will be allowed.

The Prior Learning Assessment application must be completed prior to the beginning of the term in which the student is scheduled for class. PLA will not be considered once the student has attended classes for the course he/she is attempting to apply to exempt through PLA.

For evaluation details and PLA application, see the Academic Affairs Officer or location Director. (Also see Credit Structure, Credit Transfer, and Exemption Credit.)
PROGRAM/COURSE REVISIONS

Programs are reviewed annually by the Director of Education and Program Coordinators with input from faculty directly involved with the program. The impetus to change often starts with the faculty and/or internship supervisors who are in contact with employers.

All course revisions are made by the instructor with direction from the Program Coordinator and Director of Education. The revised syllabi are kept electronically on CourseWeb.

Once a consensus is achieved, the change is implemented in the next year. The revisions are sent to the State Board of Private Licensed Schools and then to our accrediting agencies. Once approval is received, PHEAA and other applicable agencies are notified and an addendum is attached to the catalog.

PROGRESS REPORTS (REPORT CARDS)

Students are able to view progress reports (report cards) in the student portal. The grade and grade-point average are indicated on the report. At the mid-term period, review meetings will be held with all students receiving below a "C-" grade.

RECYCLING

South Hills School of Business & Technology participates in recycling. All empty soda cans are to be deposited in the appropriate containers located by the vending machines.

Many classrooms have recycling containers to be used for white computer paper, typing paper, and note paper.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The academic year for students enrolled at South Hills School of Business & Technology is three 12-week quarters per year. The school determines at the end of each quarter that a student is progressing satisfactorily, using the grade-point average and rate of completion. The student is notified of “Alert”, “Warning”, or “Probation” status by a notation on his/her transcript and notification of a required meeting with the Academic Affairs and Financial Aid offices.

SAP is checked at the end of each term. In order for a student to achieve SAP, he/she must meet each of the following criteria each time SAP is checked:

- Maintain at least a 2.0 GPA for the term as well as a 2.0 cumulative GPA.
- Earn at least 67% of credits attempted for the term as well as 67% of credits attempted overall in his/her program.

Maximum Allowable Time Frame

The maximum allowable time frame for a student to complete a program in which he/she is enrolled is 1.5 times the length of the program (see Table 1 below). At the 50 percent point of his/her program, the student must have a minimum of a 2.0 cumulative GPA and he/she must have earned 67% of credits attempted. At the completion of the program, the student must have a 2.0 cumulative GPA in order to graduate. In programs longer than two years, at the two-year point (six quarters), students must have a minimum of a 2.0 cumulative GPA. In cases where a student enrolled in a two year program is still enrolled after two years, the student must have a minimum of a 2.0 cumulative GPA at the end of the two-year point (six quarters) and at the end of each subsequent academic year. In no case can any student exceed one and one-half times the standard program length and receive the academic credential (diploma or ASB/AST degree) for which he or she is enrolled.

<table>
<thead>
<tr>
<th>School Program Length</th>
<th>Maximum Time Frame (School Program Length x 1.5)</th>
<th>50% Evaluation Point*</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 quarters</td>
<td>7 quarters</td>
<td>End of 2nd quarter</td>
</tr>
<tr>
<td>6 quarters</td>
<td>9 quarters</td>
<td>End of 3rd quarter</td>
</tr>
<tr>
<td>7 quarters</td>
<td>10 quarters</td>
<td>End of 3rd quarter</td>
</tr>
<tr>
<td>9 quarters</td>
<td>13 quarters</td>
<td>End of 4th quarter</td>
</tr>
</tbody>
</table>

*The 50% point for those students that have transferred, changed programs, reapplied or are attending part-time will differ from that of a student who finishes his/her program in the normal timeframe. Therefore, the 50% point for an off-track student will be based on total credits in his/her program and the mid-way point will be determined when a student has attempted 50% of the credits required to complete his/her program, or the term just prior to exceeding 50 percent.

Alert

Students receive this notation on his/her transcript corresponding to the first term he/she does not achieve SAP. Students will be notified of the minimum requirement(s) in order to make SAP and consequences of not making SAP. The student may continue to attend an additional term and continue to receive applicable financial aid. This subsequent term is known as Warning.

Warning

Students receive this notation on his/her transcript following the term noted as Alert. While on Warning, the student may receive one payment period (term) of financial aid. At the end of the term on Warning, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term. If the student does not make SAP, he/she must formally appeal in writing to the school’s Director of Education. Academic Affairs will determine the minimum amount of credits and GPA needed for the student to make SAP. The student is required to meet with the Director of Education, Academic Affairs, and Financial Aid regarding the appeal process/status.

If it is determined that a student will be unable to achieve SAP as well as the graduation requirements as outline above by the end of the following quarter, then the student will be dismissed from his/her program. He/she will lose all financial aid. At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

Appeal Process

If a student does not meet SAP standards by the end of the payment period (term) on Warning, he/she must formally appeal in writing to the school’s Director of
Education in order to be considered for eligibility of financial aid and to continue under his/her current program of study. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student’s situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

**Probation**  
If the appeal is successful, the student will be placed on Probation for one quarter and he/she will receive this notation on his/her transcript corresponding to the term on Probation. **Students may not be placed on Probation for more than one quarter.** Eligible students may continue to receive financial aid while on Probation.

During Probation, the student must earn a 2.0 for the quarter GPA and a 2.0 cumulative GPA and earn 67 percent of credits attempted in that quarter as well as 67 percent of credits attempted overall towards his/her program in order to maintain diploma or associate in specialized business or technology degree status. In addition, the student must meet the requirements of the 50 percent evaluation point (See Table 1).

At the end of the term on Probation, a progress check will be conducted. If the student makes SAP, he/she will be considered in good standing and the student will continue to receive any applicable financial aid in the subsequent term.

**If the student is unable to achieve SAP, he/she will be dismissed from his/her program. He/she will lose all financial aid.** At this point, the student may continue as a certificate student in the subsequent term or withdraw from school.

**Certificate Status**  
If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory academic progress, he/she may continue training as a certificate student. **Certificate students are ineligible for any student financial aid.**

**Reinstatement Procedure**  
Students who have been dismissed from school for receiving an Alert, Warning and a subsequent Probation and wish to be reinstated as diploma or ASB/AST degree candidates must first reapply for school and attend as a certificate student. If the student demonstrates, after completing additional coursework and achieving a minimum quarter GPA of 2.0 and cumulative GPA of 2.0, and the student has earned 67 percent of credits attempted in that quarter as well as 67 percent of credits attempted overall towards his/her new or intended program, and demonstrates that he/she is motivationally prepared to continue in the program, the student may be reinstated as a diploma or ASB/AST student. Credits taken by the student under the Certificate status will be counted as credits attempted, and will be used in calculating quarter/cumulative GPA towards his/her new program. In no case can any student exceed one and one-half times the standard program length and receive the original academic credential (diploma or ASB/AST degree) for which he or she enrolled (see Table 1). The Director or Director of Education must approve reinstatement, which is based on evaluations made by instructors familiar with the student’s work.

**Failure**  
Students who earn an “F” or “WF” in all classes in any quarter will not be scheduled for classes in the subsequent quarter unless they schedule a meeting with Academic Affairs. Academic Affairs will review the student’s academic status to determine whether he/she will be able to achieve SAP in the subsequent quarter. If it is determined that the student will be able to achieve SAP as well as the graduation requirements by the end of the following quarter, he/she will be permitted to continue with classes. If the student will not be able to achieve SAP, he/she will be dismissed from his/her program and will lose all student financial aid. The student may, however, continue training as a certificate student and the policy above for reinstatement will apply. **The student will not be eligible for financial aid during this period and will be responsible for the cost of the certificate credits.**

**Incomplete**  
An incomplete is identified on the report card with an “I.” An incomplete grade must be removed two weeks after the completion of the course or it automatically becomes the grade that the student has earned at that point.

This time frame may be adjusted at the discretion of the Director or Director of Education. The incomplete grade has no effect on the GPA. However, the incomplete grade is considered as credits attempted, but not completed, in calculating the percentage needed for SAP. After the two week period and the course completion, the student receives his/her grade, and the student’s GPA and SAP are recalculated. Financial Aid will wait to review the student’s SAP until the incomplete course has a grade.

**Withdrawals**  
A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the 75% time frame of the duration of the course will receive the notation, “WD” (withdraw, no grade), on the transcript. The week where the 75% time frame of the duration of a course falls is as follows:

<table>
<thead>
<tr>
<th>COURSE LENGTH</th>
<th>75% DROP POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks</td>
<td>9th week</td>
</tr>
<tr>
<td>10 weeks</td>
<td>7th week</td>
</tr>
<tr>
<td>6 weeks</td>
<td>4th week</td>
</tr>
</tbody>
</table>

A student may withdraw without taking the grade earned for the course. Following that period of time a student withdrawing from an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

A course with the designation of “WD” has no effect on the quarter’s GPA and is not considered as credits earned in calculating the percentage needed for satisfactory academic progress. It is counted as credits attempted in determining the maximum course completion length allowed. For financial aid purposes, withdrawn course(s) count as credits attempted, but not earned, when calculating whether or not the student has earned 67 percent of credits attempted. A course with the designation of “WF” does have an effect on the quarter’s GPA and is equal to zero quality points.

If a student has mitigating circumstances as to why he/she needed to withdraw from school after the official drop period, and has notified the school of such circumstances, he/she may appeal the withdrawal decision. The appeal regarding this decision must be made to the Director or the Director of Education in writing. A decision on the appeal will be made by the Director or the Director of Education. The student will be expected to explain what type of circumstances
contributed to the need to withdraw and include the necessary documentation. The decision will be final.

**Repetitions**  A repeated course is identified on the transcript with an asterisk beside the grade. A student may only repeat a course one time after failing (or not receiving the minimum grade required for his/her program). If the student fails the course (or does not earn the minimum grade required) a second time, he/she will be dismissed from his/her program. When a course is repeated, the best grade is used when determining the cumulative GPA.

**Pass/Fail Courses**  Pass/Fail courses are rarely given and do not affect the grade-point average. Credits will count toward satisfactory academic progress.

**Change Program**  When a student changes programs, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine satisfactory academic progress (SAP). SAP will be evaluated at the end of the term for the new program.

**SCHEDULES**

Students can view individual term schedules on the student portal. If at any time a scheduling conflict occurs, please contact the Academic Affairs Officer regarding alternatives.

**SERVICE ANIMAL**

The American with Disabilities Act (ADA) defines a service dog as, “...any...animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding an individual with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.”

South Hills School of Business & Technology must comply with the ADA in allowing use of service animals for students and employees. Pets are now allowed on campus under this policy. (See policy on pets.)

**SERVICE WORK BY OTHERS**

South Hills School of Business & Technology employs instructors who meet the approval requirements of the State Board of Private Licensed Schools and the Accrediting Council of Independent Colleges and Schools to teach specified courses. Only these instructors will teach courses offered at South Hills School of Business & Technology.

If a student needs additional assistance, the course instructors are available to help those students experiencing problems.

On no occasion is a student substituted for a faculty member.

**SMOKING**

We have established our State College, Altoona, and Lewistown facilities as a smoke-free workplace. Smoking and tobacco products as well as e-cigarettes are not permitted in the building.

**SNOW DAYS**

State College. Impassable roads constitute a valid reason for canceling classes at South Hills School of Business & Technology. When classes are canceled because of snow, they must be made up by the school. Note: Snow days are allowed for in the schedule (extra days). Students should listen to the school phone message, check the South Hills website or go to [www.wearecentralpa.com](http://www.wearecentralpa.com).

The school may issue a statement for a two-hour delay in starting. The snow schedule is indicated in the front of the Student Handbook.

If a student considers the roads dangerous in his/her area, he/she is to use his/her best judgment regarding attending school that day.

**Lewistown.** Students may find current information at [www.southhills.edu](http://www.southhills.edu). 95.7 (MERF Radio), or Chanel 10 (WJAC TV).

**Altoona.** Altoona Branch Campus students may find current information about delays and cancellations on the school website at [www.southhills.edu](http://www.southhills.edu) or by viewing either WTAJ TV, Altoona (CBS, Altoona), or WJAC TV, Johnstown (NBC, Johnstown) or by listening to Froggy 98 Radio (WFGY).

**STUDENT ACTIVITIES/ORGANIZATIONS**

**Ambassadors.** South Hills Ambassadors are members of a service organization who represent the school on campus, in the community, in the workplace, and at high schools. The primary mission of the Ambassadors is to endorse the educational, personal, and professional benefits of being a part of the South Hills School community. Ambassadors assist with various office tasks and school events including orientation, group visits, career and job fairs, internship luncheons, and graduations. Membership is open to all students in all majors. (All locations)

**Club IT.** Club IT offers students the opportunity to build their computer skills through interaction with the community around them. Club IT also provides students with the opportunity to gain additional knowledge as well as networking opportunities within the local business community. The club shows students ways in which the skills they are learning apply to the real world and gets them accustomed to working with end-users. Membership is open to students in all majors. (All locations)

**C.O.P.S.** C.O.P.S. was formed in 2009 and stands for Community Outreach and Public Service Club. The idea of creating a Criminal Justice club was formed by first- and second-year Criminal Justice students. Student members vote on a governing body at the beginning of the school year to help run the club more efficiently. Students will have the opportunity to be proactive with community service projects during and after school. They work together as a group to accomplish their club goal. Membership is open to students who are enrolled in the Criminal Justice program, and who are in good academic standing. (All locations)

**Health Careers Club.** Health Careers Club provides a unique program of leadership development, motivation, and recognition exclusively for students pursuing health care careers. The Health Careers Club will help plan and
organize sponsored events, providing educational opportunities for students enrolled in allied health programs and work with faculty advisors on activities and meetings. Membership is open to students who are enrolled in allied health programs. (Altoona and State College)

**Phi Beta Lambda.** Phi Beta Lambda is an association of students preparing for careers in business-related fields. PBL promotes a sense of civic and personal responsibility and develops leadership skills. The members compete in state and national competitions and perform civic duties such as organizing blood drives and promoting school spirit. PBL strives to help students focus on business connections and community connections throughout the school year. Membership is open to students in all majors. (All locations)

**Student Forum.** Student Forum plays an important role in our students' lives. The group acts as a sounding board for the student body. It was formed in March 1975 as the Student Council. In 1985 the name was changed to Student Forum. The Forum sponsors cultural, educational, and recreational events throughout the year. Student Forum provides a channel of communication between students and the administration. Membership is open to students in all majors. (Altoona and State College)

**Tutors.** Tutors are current students volunteering their time to help other South Hills students with their academic progress throughout the school year. The student Tutors and the faculty work together assisting current students with their courses. Tutors provide tutoring in a variety of courses. Membership is open to students in all majors. Students must maintain a B or above in the course(s) for which they tutor. (Lewistown and State College)

**Yearbook.** The Yearbook club offers students a chance to publish a book reflecting their time at South Hills. The club also builds skills in layout and design, editing and proofreading, photography, marketing, advertising, and sales. The club provides current students the opportunity to build friendships within the student body and the community. The yearbook serves as a memorable keepsake and networking tool for future events. Membership is open to students in all majors. (Lewistown)

**Circle K International.** Circle K International develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service. Members focus on making their campus and community better places in which to live and work. The goals are: to learn the importance of voluntarism and altruism in the world; to discover and develop leadership talents and skills that will be used in a future career and professional position; to apply concepts learned in the classroom to everyday situations when planning/organizing a project or event; to network with professional people in similar fields of interest through interaction with members of the sponsoring Kiwanis Club; to increase opportunities for scholarships for future education; and to increase professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences. (Lewistown)

**Alumni Association.** The South Hills Alumni Association was formed for the graduates of South Hills. With over 5,000 alumni from four locations, the Association continues to grow. A bi-annual alumni on-line newsletter published by the Association provides valuable news, profiles, and opportunities for continuing education and professional growth. Staying connected to South Hills helps strengthen professional and personal networking and provides inspiration to current students. Membership is open to all graduates of South Hills School of Business & Technology.

**STUDENT STORE**

**State College.** The South Side Student Store offers South Hills apparel, school supplies, food, and drink items as well as specialized products for various clubs and organizations within the school. To make a purchase, visit The South Side Student Store.

**Lewistown.** South Hills T-shirts, sweatshirts, and book bags are on display in the office. To purchase one, see Gloria Kline.

**Altoona.** South Hills T-shirts, sweatshirts, and bags are on display in the main entrance area of each building. To purchase any of these items, see Todd Estright.

**TELEPHONE**

Students are not permitted to use the school's business telephones for personal telephone calls.

**TERMS**

Fall, winter, and spring terms are 12 weeks in length. The summer term is traditionally used for internships in the seven-term programs.

Summer term may also be used to offer courses for students who started classes in the winter term. The summer term in this instance may expand class hours in order to complete classes in a shorter period of time (10-week period).

**TOBACCO** (See Smoking)

**TUTION & FEES/REFUND POLICY**

**Interest Charges.** Interest at the rate of one percent per month will be assessed and added to an outstanding balance more than 30 days old.

**Returned (NSF) Checks.** It is understood that if student's (parent’s or guardian’s) check is returned to the school for insufficient funds, it will be reprocessed once and a service charge equal to the fee charged by the bank will be added. If said check is returned a second time, student (parent or guardian) must pay in cash or with a money order.

**Tuition.** Tuition is paid by the term. Term tuition is due within 15 days of receiving an invoice.

There is no carrying charge if payment is made by the fifteenth day after receiving an invoice from the school. If the current unpaid balance is not paid before the last day of the term, a $25 late charge will be added. After 30 days, one percent of the current unpaid balance will be added each month until the entire amount is paid in full. All costs for a term must be paid prior to the student beginning a subsequent term.
Payments for all charges may be made via any of the following methods:

- Cash
- Check or money order payable to South Hills School
- Credit or debit card (VISA, MasterCard or Discover)

**Refund Policy.** For students withdrawing from school after classes begin, the tuition charges retained for each term will be based on the last date of attendance and determined as follows:

<table>
<thead>
<tr>
<th>Portion of the Term</th>
<th>Percent of Tuition Retained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the First Calendar Day</td>
<td>0%</td>
</tr>
<tr>
<td>First Seven Calendar Days*</td>
<td>25%</td>
</tr>
<tr>
<td>After the First Seven Calendar Days in the First 25%</td>
<td>45%</td>
</tr>
<tr>
<td>After the First 25% in the First 50%</td>
<td>70%</td>
</tr>
<tr>
<td>After the First 50%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*See Seven-Day Grace Period Policy.

Tuition refunds will be made within 45 days of the last date of attendance.

**Seven-Day Grace Period Policy.** Beginning with the 2015-2016 academic year, students enrolling for the first time in a program of study at South Hills School of Business & Technology may attend classes up to and including the seventh day of classes in the first term of studies without incurring a tuition fee if the student decides to no longer attend South Hills School. Under this seven-day grace policy, the institution will credit any tuition fees the student may have incurred during the seven-day grace period and will rescind all of the student's financial aid that may have become earned by the institution in this seven-day grace period. A student who withdraws at any other time in the term or beyond the seven-day grace period will not be extended this seven-day grace period; tuition fees and financial aid will be prorated accordingly. See “Refund Policy” above.

**Title IV Refund Policy.** The Financial Aid office is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60 percent of a payment period or term. The Federal Title IV financial aid funding must be recalculated in these situations.

If a student leaves South Hills prior to completing 60 percent of a payment period or term, the Financial Aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

Portion of payment period or term equals the number of days completed up to the last day of attendance divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned.

Calendar days for each term during the enrollment period are as follows: Fall 2015, 86; Winter 2015-2016, 83; Spring 2016, 87; Summer 2016, 10 weeks, 71; Summer 2016, 12 weeks, 85.

Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school is required to return a portion of the funds. Based on the withdrawal date, the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the school.

If a student earned more aid than was disbursed to him/her, the school owes the student a post-withdrawal disbursement which must be paid within 180 days of the date the school determines that the student withdrew.

South Hills School must return the amount of Title IV funds for which it is responsible no later than 45 days after the determination date of the student’s withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

**Refunds for Courses Dropped After the Term Has Commenced.** If credits dropped do not change the student status, i.e. full-time, three-quarter time, half-time, or less than half-time, there are no refunds.

If a change of student status does occur, the regular refund policy rates apply in proportion to the length of time that a student is in the original status.

If a student drops to less than half-time, he/she will pay the remainder of the term on a per-credit basis and will be refunded the difference between the original cost and the new cost times the applicable refund percentage.

All students who wish to drop a course or withdraw from school must complete an official drop or withdrawal form. This assures that any refund due is processed accordingly and that the change becomes a matter of record.

**Books and Supplies.** Books and supplies are not part of the total tuition cost. South Hills does not sell books. The school has contracted with The Student Book Store to be our textbook/supplies provider. South Hills will provide the information on how to purchase books/supplies. Students may choose another vendor if they desire.

A student who has excess financial aid above the cost of tuition will have a book voucher created. The voucher may be up to the amount of the excess aid. If you choose not to use the book voucher, those funds will remain in your account and be disbursed accordingly.

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**VETERANS REGULATIONS**

All students receiving assistance from the Veterans Administration are subject to the same policies as all students.

**WEAPONS**

South Hills School of Business & Technology believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, South Hills School of Business & Technology prohibits all persons who enter company property from carrying a handgun, firearm, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers or other persons who have been given written consent by South Hills School of Business & Technology to carry a weapon on the property. Any student disregarding this policy will be subject to immediate termination.
SOUTH HILLS SCHOOL COMMUNITY CONDUCT

Students enrolled at South Hills School of Business & Technology are members of the school community, as well as local and state communities. As citizens, students are responsible to their community, and are expected to conduct themselves in accordance with local, state and federal laws.

South Hills School is dedicated to maintaining a healthy and safe community that promotes a shared set of values concerning ones self, respect for others, and the need for conditions that support a learning environment where students can work, grow and succeed. We promote and respect the physical and emotional wellness of our students, faculty and staff.

In our commitment to the well being of our school community, we strive to educate our student population concerning drugs, alcohol, violent crimes and safety precautions.

Risk Reduction:
- Be in charge of your own life. Don't put yourself in a situation where you have to rely on other people to take care of you.
- Be assertive. Respect yourself enough not to do anything you do not want to do. Your opinions matter, and when you say "no," the other person should stop.
- Do not mix your decisions with drugs and/or alcohol. Your ability to make wise decisions is obviously hampered when you are drunk or high.
- Be smart...let personal effects as well as legal consequences curtail temptations or enticements offered by others.
- Avoid individuals who don’t listen to you, ignore your personal space or make you feel uneasy, or make unwanted sexual advances.
- Trust your gut! If you do not feel comfortable in a situation...leave!
- Surround yourself with positive, healthy, like-minded circle of friends.
- Discover new interests and develop your talents.
- Learn positive coping mechanisms.
- Be involved in extracurricular activities such as exercise, playing sports, volunteering in community service organizations.

CAMPUS CRIME

South Hills School of Business & Technology has an obligation to make our students and faculty/staff members aware of our policies regarding campus crime.

Nature of Crimes. Crimes are considered to fall into the categories of murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible), sex offenses (non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, and arson.

An additional category of statistics the school is required to disclose is hate crimes. A hate crime is a criminal offense committed against a person or property which is motivated, in a whole or in part, by the offender’s bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. For Clery Act purposes, hate crimes include any offense in the following two groups that is motivated by bias:

Group A: Murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson. Group B: Larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

Security. South Hills School is located in a town (State College (main campus) and Lewistown locations) where crime is very low. Crime in the area of Altoona where the Altoona Campus is located is also low.

South Hills School does not provide housing for its students; therefore, dormitory security is not required.

During the hours that the school is open, an on-site administrator is available to provide security. Outside doors are locked at the end of the school day and a commercial security system is activated.

Law Enforcement. The school’s Director will handle minor crimes. If crimes such as murder, robbery, aggravated assault, burglary or motor vehicle theft occur, the appropriate state and/or local police agencies would be notified.

South Hills School of Business & Technology recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the school. All persons on campus are subject to these laws and rules at all times. While South Hills School is on private property, and Constitutional protections apply, law enforcement officers may enter the school to conduct business as needed.

Reporting of Crime. Should a crime occur a report is to be completed and turned in to the school Director. The crime may be reported, in the case of sexual offenses, to the Academic Affairs Officer or Director of Regulatory Affairs (State College). These individuals would then see that the appropriate crime report was completed.

In the case of rape, acquaintance rape, and other forcible and non-forcible sex offenses, the student has every right to notify the proper law enforcement authorities. The Academic Affairs Officer or Director of Regulatory Affairs will notify these authorities if the student requests assistance.

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altoona, Director</td>
<td>814-944-6134</td>
</tr>
<tr>
<td>Lewistown, Director</td>
<td>717-248-8140</td>
</tr>
<tr>
<td>State College, Director</td>
<td>814-234-7755, Ext. 2018</td>
</tr>
<tr>
<td>State College, Academic Affairs Officer</td>
<td>814-234-7755, Ext. 2048 or 2056</td>
</tr>
<tr>
<td>State College, Director of Education</td>
<td>814-234-7755, Ext. 2030</td>
</tr>
<tr>
<td>State College, Director of Regulatory Affairs</td>
<td>814-234-7755, Ext. 2062</td>
</tr>
</tbody>
</table>

Crimes involving murder, robbery, aggravated assault, burglary, and motor vehicle theft will be reported to the local
Voluntary Confidential Reporting. If a student is the victim of a crime and does not wish to pursue action within the school system or the criminal justice system, he/she may still want to consider making a confidential report. With his/her permission, the designated school official can file a report on the details of the incident without revealing his/her identity. The purpose of a confidential report is to comply with the individual’s wishes to keep the matter confidential, while taking steps to ensure the future safety of him/her and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Timely Warnings. In the event that a situation arises, either on or off campus, that, in the judgment of the on-site administrator, constitutes an ongoing or continued threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Anyone with information warranting a timely warning should report the circumstances to the on-site administrator.

Crime Programs. During the orientation in August and December students are informed of the community conduct policy. Students are told about crime on campus and, when information is available, in surrounding neighborhoods. Also presented are the policies regarding drug use and abuse, including the dissemination of informational materials.

A drug and alcohol abuse program is presented during orientation in August and December. A sexual assault prevention program is presented in Personal Development classes at the start of fall and winter terms. In addition, information on community programs regarding crime prevention, drug and alcohol abuse and sexual assault prevention is kept in the Academic Affairs office and is available to all students, faculty, and staff.

A common theme of awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the school community through security alerts posted prominently at the school and through notices sent to students, faculty, and staff through the school’s electronic mail system.

Off-Campus Crime. South Hills School is a commuter school and does not provide housing. The school does not employ its own campus police, and there is no need to do so. The school, therefore, does not monitor and record through local police agencies criminal activities in which a student may be engaged in at an office-campus location. Statistics are not available for liquor-law violations, drug-abuse violations, or weapons possession off campus.

Drug/Alcohol Abuse. See the Drug and Alcohol Abuse Prevention policy in this handbook.

Disciplinary Action. The accuser and the accused in any crime situation are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceedings brought alleging a sex offense. Compliance with this does not constitute a violation of the Family Education Rights and Privacy Act (2 U.S.C. 1232g). This report will show the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions will be enforced in the case of rape, acquaintance rape and other forcible and non-forcible sex offenses. If the accused individual is a student, said student will be given a dismissal from school until such time as a determination is made. If this individual is found guilty, he/she will be expelled from South Hills School of Business & Technology. If the accused individual is a faculty/staff member, the faculty/staff member will be dismissed as an employee until a determination is reached. If the individual is found guilty, that faculty/staff member will be fired.

Sanctions will be enforced in all other crimes based on the severity of the crime. Students and/or faculty/staff members may be counseled or referred for additional counseling. The school reserves the right to expel any student from school for due cause. Employees may be fired for due cause.

Educational Programs. Educational programs are offered throughout the community on a variety of subjects related to crime. A list of these programs is kept in the counselor’s office and available to all students, faculty and staff.

Statistics. Crime and security statistics, by campus, will be distributed in the fall of each year to all enrolled students and to employees of the school. These reports will be kept for seven years.

Please also see the school’s “Harassment” policy.

HARASSMENT POLICY

The South Hills School of Business & Technology intends to provide a work and school environment that is pleasant, safe, comfortable, and free from intimidation, hostility, other offenses which may interfere with work or school performance. Harassment of any sort—verbal, physical, visual—will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

All of South Hills School of Business & Technology employees and students have a responsibility for keeping our school and work environment free of harassment. Any employee or student who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so.

Any incidents of harassment must be immediately reported to the Director or President. Appropriate investigation and
domestic violence, and its prevention.  An employee found to have harassed a fellow employee or subordinate or student OR a student found to have harassed a fellow student or faculty/staff member will be subject to severe disciplinary action or possible discharge/dismissal. The South Hills School of Business & Technology will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good-faith report of alleged harassment. No adverse action will be taken for any student making a good-faith report of alleged harassment.

The South Hills School of Business & Technology accepts no liability for harassment of one employee by another employee or one student by another student. The individual who makes unwelcome advances, threatens or in any way harasses another employee or student is personally liable for such actions and their consequences. The South Hills School of Business & Technology will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

DOMESTIC VIOLENCE/SEX OFFENSES

Domestic violence is an ongoing pattern of behaviors in a relationship that is used to gain and/or maintain power and control over another. These behaviors are often described as Emotional, Psychological, Sexual or Physical Abuse, including sexual harassment.

South Hills School educates the student community about sexual assaults through mandatory Personal Development classes. The police department and the Woman’s Resource Center offer sexual assault education and information programs to students and employees upon request. Literature on date rape education and risk reduction is available to all students.

Emotional Abuse. Emotional abuse includes hurting another person’s feelings by saying cruel, unfair comments or by name calling. Such abuse may involve:
- Cursing, swearing and/or screaming
- Repeated harassment, interrogation or degradation
- Attacks on self-esteem and/or insults to the person
- Controlling or limiting a person’s behavior
- Threats made to intimidate another
- Extreme jealousy

Psychological Abuse. Psychological abuse is any threat to do bodily harm to a partner, child, a family member or one’s self. Psychological abuse involves not only hurt and anger, but also intimidation and fear. The purpose of such abuse is to make one emotionally insecure about self-worth, and to cause one to feel helpless and/or not able to escape further physical, sexual, emotional or psychological abuse.

Sexual Harassment. Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Abuse/Rape. Sexual abuse is any non-consenting sexual act or behavior. “Rape or sexual assault is the violent crime least often reported to law enforcement.” (Rennison, 2001) Victims are often too scared, disoriented or shocked to say no or fight back. This does not mean they have consented to sexual activity. Silence is not consent. Forced sexual activity can include:
- forcing one to perform any sexual act that he/she does not wish to do,
- physically attacking sexual parts of one’s body,
- unwanted sexual touching,
- making demeaning remarks about how one is dressed,
- getting a person drunk or high in order to have sex.

Physical Abuse. Physical abuse is any forceful or violent physical behavior. Examples include:
- Slapping
- Choking, biting
- Punching, shoving
- Restraining by force
- Using or threatening to use a weapon of any kind

South Hills School strives to create an environment that is free of acts of violence. In the event that an accusation of sexual abuse is filed between students of South Hills School, the accused abuser(s) will be removed from enrollment at South Hills School only when found guilty in a court of law and/or an admission of guilt of such accusations.

What to do in case of abuse. If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The police strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

The decision of whether or not to report an abuse is not always easy, but individuals who have been abused are encouraged to seek immediate help from trained professionals and/or police who will assist them through this difficult time.

Incidents of abuse that take place on school property are to be reported to the Director of the campus. Cases of abuse that occur outside school property also can be discussed with the Director or the Academic Affairs Officer. Appropriate referrals will be given to assist the student.

Those individuals seeking more private ways to receive help can find resource materials in the school lobbies.

Additional 24 Hour Help-Line numbers are listed at the end of this section for particular needs. Free and confidential help is always available.

In all matters of abuse it is important that the victim receive help from professionals or friends who can offer emotional, physical and/or medical attention when needed.

If a sexual assault takes place, it is important that the individual:
- Gets to a safe place or call someone for emotional and/or physical protection.
Medical attention should be given at a hospital shortly after the incident took place.

Valuable evidence of the sexual assault may remain on the victim's body or clothing. Try to preserve evidence. If at all possible, do not shower, eat or drink to preserve evidence.

Medical staff will check for injuries that may have occurred, and other precautionary medical emergency assistance can be administered to the victim.

Be advised that if the individual goes to a hospital, staff will most likely report the assault to police, but it is up to the victim to decide if he/she wants to speak with police.

Police will also assign a "victim's advocate" to the case to assist the victim in a sensitive manner.

Victims of sexual violence also have the choice to:

- Report the assault to the police.
- Allow police to do the crime scene investigation.
- Seek counseling. The victim will have been through a traumatic experience and he/she may need help dealing with his/her feelings. Long-term effects often accompany such overwhelming violence and counseling is advised when necessary.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses. South Hills School will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime. If the alleged victim is deceased as a result of the crime or offense, South Hills School will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sex Offender Registration. In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, South Hills School is required to advise the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

A listing of registered sex offenders in your area can be found online at pameghanslaw.state.pa.us.

DRUG/ALCOHOL ABUSE PREVENTION PROGRAM

South Hills School of Business & Technology has an obligation to do whatever we can to make sure our students are aware of the dangers of drugs and do not use drugs. We not only have an obligation to you, our students, but also an obligation to the employers who hire our graduates. We have made a commitment to help you receive the best education possible for your chosen career. Employers of our graduates trust us to provide the best employees in the field with top-notch skills. We cannot help you with your education or provide employers with good employees if our students are using drugs or drinking.

In accordance with the Drug-Free School and Communities Act amendments of 1989, Public Law 101-226, South Hills School of Business & Technology is hereby declared a drug- and alcohol-free school and workplace.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to South Hills School of Business & Technology, including grounds, parking areas, anywhere within the building, or while participating in school-related activities. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

The school will provide a program related to drug use and abuse, including dissemination of information materials, educational programs, and counseling services at orientation each year.

As a condition of enrollment, students must abide by the terms of the policy or South Hills School of Business & Technology will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student, up to and including expulsion.
- Requiring each student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

In conformance with the law, South Hills School will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy. South Hills School has established and maintains a drug and alcohol free awareness program.

In accordance with Pennsylvania law:

- The legal drinking age in Pennsylvania is 21; persons under the age of 21 may not consume, purchase or possess alcohol.
- It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
- It is unlawful for persons under the age of 21 to misrepresent one’s age for the purposes of purchasing alcoholic beverages.
- It is illegal to possess, consume, or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates.

Individuals who have questions about how drug or alcohol use can affect the mind, body or career or if the individual needs information to get off drugs or alcohol, South Hills School is willing to assist. Our Drug Abuse Prevention Coordinator has the information and resources you need.

Disciplinary Procedures. Students found to be using drugs or alcohol during school hours will be required to meet with the Drug Abuse Prevention Program Coordinator, the Director and/or the President of the school. The student will
be counseled and, if necessary, referred for additional professional counseling.

The school reserves the right to expel any student from school for due cause.

**Assistance Hotlines Listed By County**

<table>
<thead>
<tr>
<th>RAiNN Rape/Abuse/Incest National Network</th>
<th>Free Confidential Help 24 Hour Crisis Help-Line (4673)</th>
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</thead>
<tbody>
<tr>
<td><strong>Blair County</strong></td>
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<tr>
<td>Domestic Abuse Project</td>
<td>800-799-7223</td>
</tr>
<tr>
<td></td>
<td>814-944-3585</td>
</tr>
<tr>
<td>Blair Crisis Center</td>
<td>2022 Broadway Avenue</td>
</tr>
<tr>
<td></td>
<td>Altoona, PA 16601</td>
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<tr>
<td></td>
<td>800-500-2849</td>
</tr>
<tr>
<td>Blair Co MH/MR &amp; Drug &amp; Alcohol</td>
<td>423 Allegheny St, Suite 441</td>
</tr>
<tr>
<td></td>
<td>Hollidaysburg, PA 16648</td>
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<tr>
<td></td>
<td>814-693-3023</td>
</tr>
<tr>
<td>Call 211 Referral Hotline</td>
<td></td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td>140 W Nittany Avenue</td>
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<tr>
<td></td>
<td>State College, PA 16801</td>
</tr>
<tr>
<td></td>
<td>24-HR Hotline: 877-234-5050</td>
</tr>
<tr>
<td></td>
<td>814-234-5050</td>
</tr>
<tr>
<td>Centre Co Mental Health, Intellectual</td>
<td>Drug and alcohol</td>
</tr>
<tr>
<td>Disability, Early Intervention, Drug &amp;</td>
<td>counseling, emergency care, mobile unit</td>
</tr>
<tr>
<td>Alcohol</td>
<td>available to assist, mental health intervention</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Help Center</td>
<td>410 South Fraser Street</td>
</tr>
<tr>
<td></td>
<td>State College, PA 16801</td>
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<tr>
<td></td>
<td>Counseling and referrals for physical and</td>
</tr>
<tr>
<td></td>
<td>sexual abuse, drug and alcohol problems,</td>
</tr>
</tbody>
</table>

**Huntingdon County**

| Huntingdon House                        | 401 Seventh Street                          |
|                                         | Huntingdon, PA 16652                        |
|                                         | 24-HR Hotline: 814-643-190                 |
|                                         | 814-643-2801                                |
| Main Stream Counseling                  | 900 Washington Street                      |
|                                         | Huntingdon, PA 16652                        |
|                                         | 814-643-1114 8:00 a.m.-5:00 p.m.            |
| Tri-County Crisis                       | 24-HR Help Line: 800-929-9583              |
|                                         |                                               |

**Clearfield/Jefferson Counties**

| Clearfield/Jefferson Counties           | Domestic violence program, emergency shelter, advocacy support group |

**Centre County**

| Call 211 Referral Hotline               |                                              |
| Women’s Resource Center                 | 140 W Nittany Avenue                         |
|                                         | State College, PA 16801                      |
|                                         | 24-HR Hotline: 877-234-5050                  |
|                                         | 814-234-5050                                 |
| Centre Co Mental Health, Intellectual   | Drug and alcohol                            |
| Disability, Early Intervention, Drug &   | counseling, emergency care, mobile unit      |
| Alcohol                                  | available to assist, mental health intervention|
|                                         |                                               |
| Community Help Center                    | 410 South Fraser Street                      |
|                                         | State College, PA 16801                      |
|                                         | Counseling and referrals for physical and    |
|                                         | sexual abuse, drug and alcohol problems,     |

**Mifflin & Juniata Counties**

| Mifflin & Juniata Counties              |                                              |
| The Abuse Network                       | 31 South Dorcus Street                      |
|                                         | Lewistown, PA 17044                        |
|                                         | 24-HR Hotline: 717-242-2444                |
|                                         | 717-447-1885                               |
| Clear Concepts of Lewistown             | Substance abuse counseling, substance abuse treatment |
|                                         | 24 North Main Street                       |
|                                         | Lewistown, PA 17044                        |
|                                         | 717-242-3070                               |
| Tri-County Crisis                       | All areas of mental health issues. Support and crisis intervention. County MHMR Office. |

| Federal Trafficking Penalties for       |                                              |
| Schedules I, II, III, IV, and V (except |                                              |
| Marijuana)                              |                                              |

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million</td>
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<tr>
<td>Substance/Quantity</td>
<td>Penalty</td>
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</table>
| Any Amount Of Other Schedule I & II Substances | First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.  
Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual. |
| Any Drug Product Containing Gamma Hydroxybutyric Acid | Flunitrazepam (Schedule IV) 1 Gram |
| First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.  
Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual. |
| Any Amount Of Other Schedule III Drugs | First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.  
Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual. |
| Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam | First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.  
Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual. |
| Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances | Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants |
| First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.  
Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual. |
| Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants |
| First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.  
Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $35 million if other than an individual. |
Pennsylvania Drug Penalties

- Possession of 30 grams or less of marijuana: misdemeanor and up to 30 days in jail and a fine of $500. Possible 6 months loss of license and driving privileges. (A-31)
- Possession of drug paraphernalia, or selling/distributing marijuana: 6-12 months in jail and/or a fine of up to $2500 (A-32)
- Simple possession of any drug: 6-12 months in jail on first offense. $5000 fine
  18-36 months in jail after first offense. $25,000 fine (A-16)
- Possession with intent to Deliver: 35 PS – SS780-113 (a) (30)
  o Marijuana: Depending on amt. 30 to 60 months. $100,000 fine
  o Ecstasy: Depending on amt. 30-180 months. $250,000 fine
  o Cocaine, PCP, Meth: 60-120 months. $100,000 fine.
  o Heroin: 90-180 months. $250,000

Penalties may be doubled or tripled if you are also charged with distributing controlled substances in a school zone, or distributing to a minor/person under 21 years of age.

2013 CAMPUS CRIME STATISTICS

South Hills School of Business & Technology does not provide student housing facilities at any of its locations nor does it own any non-campus property. Therefore, crime statistics are not reported for student housing or non-campus property.

<p>| ALTOONA |
|----------------------------------|--------|--------|
| <strong>Offense</strong>                      | <strong>Year</strong> | <strong>On-Campus Property</strong> | <strong>Public Property</strong> |
| Murder/Non-Negligent Manslaughter| 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
| Negligent Manslaughter           | 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
| Sex Offenses, Forcible           | 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
| Sex Offenses, Non-Forcible       | 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
| Robbery                          | 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
| Aggravated Assault               | 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
| Burglary                         | 2013    | 0       | 0       |
|                                   | 2012    | 0       | 0       |
|                                   | 2011    | 0       | 0       |
|                                   | 2013    | 0       | 0       |</p>
<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2013</td>
<td>0</td>
<td>0</td>
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<td></td>
<td>2012</td>
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<td>2011</td>
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<tr>
<td>Negligent Manslaughter</td>
<td>2013</td>
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<td>2012</td>
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<td>2011</td>
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<tr>
<td>Sex Offenses, Forcible</td>
<td>2013</td>
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<td>2012</td>
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<td>2011</td>
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<tr>
<td>Sex Offenses, Non-Forcible</td>
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<td>2012</td>
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<td>Robbery</td>
<td>2013</td>
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<tr>
<td>Aggravated Assault</td>
<td>2013</td>
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<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
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<tr>
<td></td>
<td>2012</td>
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<td>Arson</td>
<td>2013</td>
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<td>2012</td>
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<td>2011</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests: Weapons: Carrying, possessing, etc.</td>
<td>2013</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2011</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Disciplinary Referrals: Weapons: Carrying, possessing, etc.</td>
<td>2013</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>2012</td>
<td>0</td>
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<td></td>
<td>2011</td>
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<tr>
<td>Arrests: Drug Abuse Violations</td>
<td>2013</td>
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<td>0</td>
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<tr>
<td></td>
<td>2012</td>
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<td></td>
<td>2011</td>
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<td>0</td>
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<tr>
<td>Arrests: Liquor Law Violations</td>
<td>2013</td>
<td>0</td>
<td>0</td>
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On campus property refers to leased space comprising the building and its parking space or the leased floors, hallways, stairways/elevator (if applicable), and parking lot.

Public property encompasses all public property including thoroughfares, streets, sidewalks, and parking facilities (i.e. public parking), that are within the campus or immediately adjacent and accessible from the campus.

Note: All data reported is for the South Hills location. Data was not available from the local and/or state law enforcement agencies that meet the Clery geography.

**HATE CRIMES**

For the purpose of the Clery requirements, a **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, under the Clery Act, only the following six categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common on similar traits, languages, customs and traditions.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias:

**Group A.** Murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson.

**Group B.** Larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

**Annual Report.** Based on the Clery Act geographic requirements, there were no hate crimes reported for the years 2008, 2009, and 2010 at the Altoona, Lewistown, Philipsburg, or State College locations.

**FIRE SAFETY REPORT**

A fire safety report is required by the Clery Act for all institutions that provide student housing.

South Hills School of Business & Technology does not provide student housing at any of its locations.

**STUDENT BILL OF RIGHTS**

*This notice outlines your rights according to the Pennsylvania Sexual Violence Education at Institutions of Higher Education Act, should you become a victim of sexual violence.*

The school understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so chose.

**You** have the right to notify the following individuals or agencies if you are a victim of sexual violence:

1. School administrator responsible for dealing with sexual violence
2. School security or police department
3. Local law enforcement agencies

**You** have the right to request assistance from school to make these notifications.

**You** have the right to obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.

**You** have the right to request prompt disciplinary proceedings be initiated against the accused.

**You** have the right to be notified of the outcome of any disciplinary actions against the accused.

**You** have the right to be notified of any options in changing your academic or campus living situation.

**You** have the right to have others present during disciplinary proceedings or other related meetings.
ENGLISH TIPS

Capital Letters

Names of Days of the Week, Months, and Holidays
I was upset because I forgot that Monday was Memorial Day.
We always spend Thanksgiving and Christmas with our extended family.
The most beautiful months in Pennsylvania are May and September.
Note: Be sure to use lower case letters for spring, summer, fall, and winter.

Names of Commercial Products
After buying some Scope mouthwash, we shopped for aspirin.
My children like to play Scrabble and Monopoly, but my favorite game is checkers.
Note: Be sure to use lower case letters for the type of product (aspirin, game).

Names of Particular Places
We want to visit the Empire State Building on our next trip to New York City.
The Washington Monument is an imposing structure in Washington D.C.
My parents were born in St. Paul, Minnesota.

First Word in a Direct Quotation
The homeless man asked, “Do you have any spare change?”
“I am so happy to be a student here at South Hills,” Sue stated, “because I know I will have a bright future.”

Names of Persons and the Word I
Last week I finished the assignment for my most difficult class.
Sue Vidmar is my advisor.

Names of Organizations, such as Religious and Political Groups, Associations, Companies, Unions, and Clubs
Walter was raised a Presbyterian, but now he attends the Episcopal church.
Although I am a registered Democrat, I once voted for a Republican.

Titles of Books, Magazines, Newspapers, Articles, Stories, Poems, Films, Television Shows, and Songs
Tom Friedman’s book, The World is Flat, has influenced many other authors.
My favorite song by the Beatles is “Hey, Jude,” and my favorite movie from that era is The Graduate with Dustin Hoffman.
In “China’s Wrong Turn on Trade” (TIME, May 14, 2007), Robert Samuelson writes that China has an undervalued exchange rate.
Note: Use italics or underline titles of full-length works; use quotation marks around titles of short works.

Punctuation

Periods, Exclamation Marks, Question Marks
Use an appropriate end mark at the end of each sentence.
The meeting is tomorrow.
You have written an excellent report!
When will the concert begin?
Note: Use only one exclamation point.

Commas
Use commas in a series of three items or more.
Please order some computer paper, file folders, and staples.
Use a comma to join two independent clauses with one of the fanboys.
Mom cooked lunch, and I served it. (comma, fanboys, second subject)
Note: An independent clause can stand alone as a complete sentence with its own subject.
NOSS/NOC – No Second Subject, No Comma
Mom cooked the lunch and prepared the dessert.
Use a comma after most introductory elements (word or phrase at the beginning of a sentence).
In the past, we have always agreed with each other.
However, I do not agree with him about this.
Use a comma to set off an interrupter (a word or phrase that interrupts the train of thought).
The board of directors, of necessity, must turn down the merger at this time.
They did agree, however, to consider the offer at a later date.
Use a comma or the word “and” in a series of descriptive words.
Jean is a generous and outgoing person. —or— Jean is a generous, outgoing person.

Comma? No Comma?
Use a comma between the name of a city and a state or country if the words follow each other.
I have lived in Key Largo, Florida, and in Paris, France.
Don’t use a comma if the name of the city and the state are not close together.
State College is located in beautiful central Pennsylvania.
Use a comma with dates that have three or more elements (day of week, month, date, year).
On Friday, December 28, I broke my leg.
On December 28, 2000, I broke my leg.
On Friday, December 28, 2000, I broke my leg.
Don’t use a comma when dates have only two elements (month year).
We went skiing in December 2004.
I broke my leg on December 28.
Use a comma on each side of an appositive (a word or phrase used as a renamer).
Mr. Newcomb, my department manager, and I will work on the report together.
Don’t use a comma when a one-word renamer is used.
My boss Tyler and I will work on the report together.
Use punctuation to set off nonessential clauses. (lasagna rule)
Some people believe Citizen Kane, which was produced so long
ago, is the best American movie ever made.

Don’t use a comma with essential clauses.
I think many of the movies that were made years ago are still among the best.

Note: Non-essential clauses can be taken out of a sentence without changing its meaning. Use the word which to begin a non-essential clause. Essential clauses can’t be removed without changing the meaning of a sentence. Use who or that to begin an essential clause.

Use a comma with a dependent clause at the beginning of a sentence.
When you finish cleaning the basement, you should clean the garage.
After the women ran the marathon, they were very tired.

Don’t use a comma with a dependent clause at the end of a sentence if it is an essential clause.
We plan to clean the garage after we clean the basement.
The women were very tired after they ran the marathon.

Note: A dependent clause cannot stand alone as a complete sentence and often begins with after, although, because, if, since, until, when, while.

Semi-colon
Use a semi-colon to join two related, independent clauses.

Pam’s favorite vegetable is carrots; my favorite vegetable is broccoli.

Use a semi-colon before and a comma after the words “however” or “therefore” when they are used to begin an independent clause.
We plan to visit our grandparents; however, we may not have enough time.

It’s important to us to see them as often as possible; therefore, we may need to adjust our plans.

Remember: An independent clause can stand alone as a complete sentence with its own subject.

Numbers

Spell out
Numbers zero through ten:
We rented two movies for tonight.
A number used as the first word of a sentence:
Seventy-five people attended the conference in San Diego.
The shorter of two adjacent numbers:
We have ordered 3 two-pound cakes and one 5-pound cake for the reception.
The words million and billion in even amounts:
A $5 ticket can win $28 million in this month’s lottery.

Fractions
Almost one-half of the audience responded to the question.

Note: Fractions and the numbers twenty-one through ninety-nine are hyphenated.

Use figures
Numbers above ten (except in cases described above):
The decision was reached after 27 precincts sent in their results.

Dates
The tax report is due on April 15.

Note: Use st, rd, nd, or th only if the day comes before the month:
We will drive to the camp on the 23rd of May.

Measurements (time, money, distance, weight, and percent).
The $500 statue we delivered at 7 a.m. weighed 6 pounds.

Mixed numbers
Our sales are up 9 ½ percent over last year.

Note: Never use both the dollar sign and the word dollar(s). Not: It cost $5 dollars.

Ages
The 12-year-old patient...
The 40-year-old female...
Or The child is 12 years old.
The woman is 40 years old.

Note: In medical writing, use the first examples.

Parts of Speech

Nouns
A noun is a word that names a person, a place, a thing, a quality, or an idea.

woman (person) college (place) chair (thing)
kindness (quality) freedom (idea)

A noun may be concrete (tangible), abstract (intangible), or collective (names a group)
desk (concrete) protection (abstract) crowd (collective)

A noun may be common or proper.
A common noun is not capitalized if it names a non-specific member of a group or class: the woman, most towns, a college
A proper noun is capitalized if it names a specific individual or thing in a group or class: Aunt Maureen, Cleveland, South Hills School

Nouns often follow articles (noun markers): the, a, an.

Nouns in a sentence can be identified by asking the questions: What? Who? or Whom?

Pronouns
A pronoun can be used in place of a noun. When it is used as the subject of a sentence, use the subjective form: I, you, he/she/it, we, you, they.

Jack Smith ran the marathon. He ran the marathon.
The Smith family was very proud. They all celebrated Jack’s success.

When a pronoun is used to answer the question “to whom?” or “who,” or use the objective form: me, you, him/her/it, us, you, them.
The instructor told the class to hand the test papers to her.
The class asked her for five more minutes to work on the test.

In a sentence with a compound subject or object, check for the correct form by removing one of the two:

Not: He told Mary and I that we earned the highest grades in the class.
Check: He told I? (incorrect) He told me? (correct)
So: He told Mary and me that we earned the highest grades.

Verbs
A verb is a word that expresses an action, a state of being, or a
Adjectives
An adjective is a word that describes (modifies) a noun.

Maple trees grow in my backyard.

An adjective usually answers the questions: *Which one? How many? What kind of? or Whose?*

- Marcy took the English book home. (Which book?)
- Several students went home. (How many students?)
- Soft wood burns quickly. (What kind of wood?)
- The old man’s watch stopped. (Whose watch?)

The possessive pronouns my, your, his, her, its, our, and their may serve as adjectives when they modify a noun in a sentence.

- Your sister borrowed my earrings. (Whose sister?)
- (Whose earrings?)

An adjective that follows a linking verb and refers to the subject is called a predicate adjective.

- I am nervous. (The predicate adjective nervous follows the linking verb am and refers to the subject I.)

Adverbs
An adverb describes (modifies) a verb, an adjective, or another adverb.

Becky returned soon. (soon modifies the verb returned)

The very old man walked quite slowly. (very modifies the adjective old, and quite modifies the adverb slowly)

An adverb usually answers the questions: *When? Where? How? or To what extent?*

- Sam called yesterday. (When?)
- Sarah fell down. (Where?)
- The ambulance moved swiftly. (How?)
- We could scarcely hear the speaker. (To what extent?)

Some adverbs, called intensifiers, describe (modify) adjectives or adverbs, but not verbs.

- a very good meal too often her quite surprising remark somewhat reluctantly

Coordinating Conjunctions
Coordinating conjunctions join two equally important independent clauses, but must be used with a comma.

Mary cooked dinner, and John washed the dishes.

Note: The coordinating conjunctions are the FANBOYS: for, and, nor, but, or, yet, so.
Your friends and family can help you through bad times. You're lucky if you have good friends and loving folks.

Email Guidelines
When communicating professionally using email, remember:

- Never leave the subject line blank since it is the most important part.
- Never use a lower-case “i” for the personal pronoun.
- Chunk the information; use brief paragraphs.
- Pay special attention to punctuation and spelling.
- Avoid using emoticons and acronyms.
- Respond within 24 hours (one business day).
- Be sure that all attachments can be opened.
- Do not send jokes, junk, gossip, or chain letters.
- Be positive and polite.
- Use a salutation for your initial contacts.
- Include a signature with your first and last names.
- Avoid texting language, such as TTYL, OMG, LOL.

Here at South Hills, we recommend sending an email thank you after an interview, along with a formal thank you letter in the regular mail with the US postal service.

Citing Sources
When conducting any kind of research assignment, it is important to cite where you found the information. Your research may prove useful to someone else who needs to refer to the same sources, or find the information’s origin.

Writing a summary
Include the title of the article, author, date, and source. For example:

Recording your source material
Gather all the pertinent details you will need later on to cite your sources. Record that information in a logical fashion that will allow you to refer back to it at a later date. Use index cards or create a file on your computer. This will allow you to re-organize your sources as needed.

There are standard ways to cite your material.

- Author’s name
- Name of the editor, translator, or compiler
- Title of the book, journal, or website
- Title of the chapter, section, or article
- Edition
- Number of volumes
- Name of the series
- Place of the publication, name of the publisher and date of the publication
- Page numbers
- Date accessed, and last date site was uploaded or modified