

## PA STATE WEEKEND PROGRAM INFORMATION BRIEF

**Academics:** The American Council on Education (ACE) provides an academic review of National Fire Academy (NFA) courses. ACE has policies that affect the NFA and its students, and one of those is that grades are required for all 2, 6 and 10-day courses.

Students who attend the 2-day, on-campus courses through the State Weekend Program will be formally evaluated to verify the degree to which learning objectives and/or outcomes were met. This is accomplished mainly by taking an exam at the completion of the course. Students will be issued a grade which will be recorded on your student transcript in the National Emergency Training Center Admissions Office. To pass the course and be issued a certificate, the student must receive a score of 70 percent or higher.

In the event that a student does not receive a passing grade or a certificate, they may (if requested) receive a receipt of attendance from the PA State Fire Academy.

**Dress Code:** It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. Generally, the standard is business casual. NFA staff has the authority to make a determination that a student's attire is inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

**Males:** Shirts with collars, slacks, departmental uniforms (no T-shirts), shoes, and socks. Optional items include sweaters, sports coats, ties, etc.

**Females:** Dresses, blouses with slacks or skirts, uniforms, (no T-shirts); and shoes. Optional items include sweaters, blazers, etc.

Shorts, tank tops, ball caps, etc. are not permitted in the classrooms or the auditorium. Bathing suits/trunks are not permitted outside the pool area. Miniskirts and bare midriffs are not acceptable.

**Cancellations and No-Shows:** In an effort to admit the greatest possible number of students, the following policy is in place to manage the persistent problem of late cancellations and no-shows. **If a student is unable to attend a course, he/she must notify the State Coordinator at [tebrooks@pa.gov](mailto:tebrooks@pa.gov) and the NETC Admissions Office at [NETC-Admissions@fema.dhs.gov](mailto:NETC-Admissions@fema.dhs.gov).** This should be done **30 days** before the course start date, except in cases of emergency cancellation. A student who does not cancel attendance in writing may be denied admission to NFA courses for the next 24 months.

**Housing:** Rooms are assigned randomly once you are accepted into a course. Because of the random assignment of rooms, you may/may not be lodged in the same building as your classmates. Every effort is made to ensure that you have a single room. However, if the student count is high, you may be doubled with another student. Please do not call to request a single room. Relatives and friends of NETC students cannot stay on campus. Campus accommodations are for NETC students only.

**Personal Needs:** A convenience store is located on campus in the basement of Building D. It is open until 11 p.m. on Friday and Saturday nights and all day on Sunday.

**Security Policies:** No weapons are allowed on campus. Alcohol will be available in the Pub area, and if requested by the State, at the Log Cabin. No other alcohol will be allowed on campus.

**Professional Conduct:** Problems occasionally arise on the NETC campus while students are in residence as part of the on-campus programs. In most instances, this behavior is limited to a small group of students; however, the acts of a few reflect negatively on the specific State fire training program and the national fire service community as a whole.

Each individual has the personal responsibility to exhibit professional conduct while on the campus. The designated representative of the State fire training agency has the responsibility and authority to monitor and, with campus security personnel, to take necessary action to correct the unprofessional conduct.

As a student, your assistance in this matter is appreciated. Should you encounter difficulties or disruptions, you are encouraged to notify the campus Security Office (Building V) by dialing "9-1-1" or "0" on any campus phone.

Campus security has the authority to request the name(s) of any individuals or students who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer then will inform the State representative of the circumstances surrounding the incident.

In instances of alleged misconduct, the State representative and a U.S. Fire Administration (USFA) staff member will be responsible for determining all the facts related to the incident. Decisions regarding dismissal of the student will be made at the conclusion of the review. The final authority for dismissal rests with the senior USFA official on campus at the time. However, in instances where misconduct occurs outside class hours, the State representative has the authority to dismiss a student at any time. Student dismissal procedures and notification will follow the guidelines described in the *NETC Information Handbook* on the desk in your room.

**Quiet hours in the dormitories begin at 11 p.m. Those that violate the campus quiet hour policy are subject to dismissal from campus as outlined in the conduct policy.**

**If there is a weekend social, the State representative will abide by Maryland law concerning the service and consumption of alcohol. Persons under the age of 21 will not be served under any circumstances. Alcoholic beverages are not permitted in the dormitories at any time.**

**Smoking Policy:** All buildings on campus are smoke-free.

**Messages:** The incoming campus telephone number is 301-447-1048 for messages. This number is operational 24 hours a day.

**Recreation:** The campus has several areas available for student recreation:

- There is a Student Center (Building B) with wide-screen color television, and card, billiard, and ping-pong tables.
- The Command Post Pub, located in the Student Center serves snacks, beer, and wine. The legal drinking age within Maryland is 21 years old. Students under 21 who are found to be in consumption of alcohol while at NETC, will be dismissed. The Pub is open Friday and Saturday from 4 p.m. to midnight.
- Athletic facilities (Building H) with exercise room and swimming pool.
- Athletic equipment is available for checkout at the Pub. This includes softball equipment, tennis rackets, footballs, volleyballs, basketballs, horseshoes, and golf clubs. Bicycles can be checked out in the C Building Lobby.

**For more NFA on Campus information, you may visit:**

[http://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](http://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf)