University of Pittsburgh Bradford

STUDENT HANDBOOK

2015-2016 ACADEMIC YEAR
IMPORTANT TELEPHONE NUMBERS
(From University phones, dial the last five numbers only.)

EMERGENCY NUMBERS (police, fire, medical)
From a University phone:

CAMPUS POLICE 10333
   If no answer (814) 368-3211
COUNTY DISPATCH 911

From a non-University phone:

CAMPUS POLICE (814) 368-3211
COUNTY DISPATCH 911

MAIN SWITCHBOARD (814) 362-7500
   Academic Affairs, Vice President & Dean (814) 362-7510
   Behavioral and Social Sciences Division (814) 362-7620
   Biological and Health Sciences Division (814) 362-7640
   Nursing Department (814) 362-7640
   Communication and the Arts Division (814) 362-7590
   Management and Education Division (814) 362-7561
   Physical and Computational Sciences Division (814) 362-7560
   Student Records (814) 362-7602
   Academic Advising Center (AAC) (814) 362-7533
   Academic Coaching and Tutoring Center (ACTC) (814) 362-7533
   Admissions (814) 362-7555
   Alumni Relations (814) 362-5091
   Athletics/Recreation (814) 362-7520
   Fitness Center (814) 362-5023
   Pool (814) 362-7526
   CALC (Fisher Hall 113) (814) 362-7661
   CALC (Swarts Hall 106) (814) 362-7558
   Communications and Marketing (814) 362-5275
   CTM (telephone & ResNet problems) (814) 362-7660
   Conference Services (814) 362-0990
   Dining Services (814) 362-5054
   Disability Resources and Services (814) 362-7609
   Enrollment Services Office / Registrar’s Office (814) 362-7602
   Facilities Management (814) 362-7670
   Financial Aid (814) 362-7550
   Hanley Library (814) 362-7610
   Human Resources (814) 362-0251
   Institutional Advancement (814) 362-5091
   Mail Center (814) 362-7530
   Mathematics Center (814) 362-5120
   Panther Shop (814) 362-7540
   President (814) 362-7501
   Room Reservations (814) 362-0990
   Student Affairs, Vice President & Dean (814) 362-7650
   Career Services (814) 362-7651
   Community Engagement/Harriett B. Wick Chapel (814) 362-7592
   Counseling Services (814) 362-5272
   Health Services (814) 362-5272
   Residential Life/Housing (814) 362-7630
   Student Activities (814) 362-7593
   Commons Information Desk (814) 362-7652
   Student Government Association (SGA) (814) 362-7694
   Student Activities Council (SAC) (814) 362-7519
   SOURCE Student Newspaper (814) 362-7682
   WDRQ Radio Station (814) 362-7632
   TRIO Student Support Services (814) 362-7548
   Writing Center (814) 362-0253
UNIVERSITY OF PITTSBURGH
ALMA MATER

Alma Mater, wise and glorious,
Child of Light and Bride of Truth,

Over Fate and Foe victorious,
Dowered with eternal youth,

Crowned with love of son and daughter,
Thou shalt conquer as of yore.

Dear old Pittsburgh, Alma Mater,
God preserve Thee evermore!

VISIT PITT-BRADFORD’S WEB SITE AT
www.upb.pitt.edu
To All Students:

Welcome to the University of Pittsburgh at Bradford for the 2015-2016 academic year. Whether you are coming to Pitt-Bradford for the first time or continuing your studies here, we wish you success in all you do. Likewise, we invite you to take advantage of the many programs, activities, and services the college has to offer.

As a student at Pitt-Bradford, you have been given the opportunity to study and earn your University of Pittsburgh degree in an intimate campus setting that rivals that of the finest small colleges in America. At the same time, because of our being part of the University of Pittsburgh, you are earning your degree from a university that is known throughout the United States and overseas for the quality of its teaching, research, and discovery of new knowledge. The University of Pittsburgh is one of only 62 universities in the United States and Canada that has membership in the prestigious Association of American Universities (AAU). These are North America’s top universities, and Pitt-Bradford students benefit immensely from such an important affiliation, especially as they move into their careers following graduation. In addition, although Pitt-Bradford is now only 52 years of age, we are part of a distinguished and renowned University that just celebrated its 228th anniversary, making Pitt one of the oldest universities in the nation.

As we begin the new academic year, it is important for all students to be provided with up-to-date information about Pitt-Bradford. For this reason, the Student Handbook has been prepared to assist you. You are strongly encouraged to become familiar with the information contained within it. By doing so, you will become more knowledgeable about Pitt-Bradford and the rights and responsibilities of being a member of this college community. If you find that you have questions that cannot be answered in the Student Handbook, please be sure to come to the Student Affairs Office, located on the second floor of the Frame-Westember Commons (Room 220). We will either address your concern ourselves, or refer you to the appropriate person or office that can be of help to you.

Best wishes for a productive and successful year.

Cordially,

K. James Evans

K. James Evans, Ph.D.
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NEED INFORMATION OR HELP?

It is to be expected that each student from time to time will need assistance in various areas. Sometimes it will be only information that you need, but at other times you may need help in solving a problem. If so, you are encouraged to seek the advice and counsel of the faculty and staff. To assist you in identifying those particular individuals who are best prepared to help you with a specific concern, please consult the directory below.

ACADEMIC ADVISING CENTER
Students with a declared major are assigned an academic advisor in their major. Your advisor should be the first person to contact with questions about your major, registration, class schedule, and other information related to your academic and/or career goals. If your advisor is not available or if you need assistance with the change of major process, making an adjustment in your schedule, adding a minor, etc., visit the Academic Advising Center located on the second floor of Hanley Library, Room 218. Students with an undeclared major are assigned an academic advisor in the Academic Advising Center.

ACADEMIC INTEGRITY
The Guidelines on Academic Integrity are printed in the Academic Affairs section of this handbook. These guidelines list the obligations of both students and faculty in the formal learning process, and provide a mechanism for grievances when one side does not believe that the other side has lived up to his or her obligations. Specific questions should be addressed to Dr. Helene Lawson.

ACADEMIC SUPPORT SERVICES
Academic support services are provided by a number of offices located on the second floor of Hanley Library. These include the Academic Advising Center, Academic Coaching & Tutoring Center, Disability Resources and Services, the Mathematics Center, the Writing Center, and TRIO Student Support Services. Please check with these offices for additional details.

AUTOMATIC TELLER MACHINE (ATM)
Two ATMs are available on campus for student use. One is located in the Frame-Westerberg Commons adjacent to the KOA Dining Room. It is available for use only when the building is open and for cash withdrawals in multiples of $10. This ATM is sponsored by Northwest Savings Bank, located at 33 Main St., 85 West Washington St., and at Foster Brook in Bradford. The second ATM is located in the Campus Laundry Building adjacent to Campus Police. It is available for use 24 hours a day and for cash withdrawals in multiples of $5 and $20. This ATM is sponsored by PNC Bank, located at 71 Main St. in Bradford. Bank/debit cards from Northwest Savings Bank and PNC Bank are not assessed any fees when used at the respective ATM for each bank. Fees are assessed, however, when other bank cards are used at these machines. Please check with Northwest Savings Bank, PNC Bank, and the bank that issues your card regarding details on specific fees for use.

BILLING INFORMATION AND PROBLEMS
If you have a question or concern regarding your invoice or student account, go to the Enrollment Services Office in the Hangar Building.

CAMPUS MINISTRY
The Board of Campus Ministries is composed of a number of local Bradford clergy and laypersons representing Protestant, Catholic, and Jewish traditions. Ecumenical in nature, the Board provides a number of programs for the campus throughout the year. These include Bible studies, retreats, lectures, and individual counseling. Any student interested in speaking with a clergy person from a particular denomination should contact the Dean of Student Affairs, who will make the appropriate referral. During the fall and spring terms, a mass for Catholic students and an ecumenical service for Protestant students are conducted on campus each weekend in the Wick Chapel. The Protestant service is at 5 pm on Saturdays; the Catholic mass is at 7 pm on Sundays. Churches of most major denominations and a synagogue are located in Bradford.

CANCELLATION OF CLASSES BY THE COLLEGE OR FACULTY
The procedure for notifying students about an individual class cancellation is up to the individual faculty member. Commuting students who must drive any significant distance to campus are urged to clarify these procedures with each of their professors at the beginning of each term. For weather emergencies, see “Severe Weather Policy”, located elsewhere in this handbook. In those rare instances when all classes are canceled, the emergency alert system will be used.

CAREER SERVICES
See Dr. Holly J. Spittler, Associate Dean of Student Affairs and Director of Career Services, in the Student Affairs Office in Room 220, Frame-Westerberg Commons. Career counseling and placement services are available here. The center is open from 8:30 A.M. to 5:00 P.M., Monday through Friday.

CHANGE SERVICE
Change may be obtained in the following designated areas: The Commons Cafe and The Panther Shop. Also, an automatic bill changer is located in the Student Laundry Building.

CHECK CASHING SERVICE
A check cashing service is available Monday through Friday during regular business hours in The Panther Shop Convenience Store, located in the Frame-Westerberg Commons. Checks must be accompanied by a validated I.D. card, and made payable to the University of Pittsburgh. No third party checks are accepted. A $25.00 charge will be assessed for any check returned to the University. Only checks of $50.00 or less can be cashed and the limit per student is $50.00 a day.
CODE OF CONDUCT, JUDICIAL BOARD, AND DISCIPLINARY SANCTIONS
See Dr. Ron Binder, Associate Dean of Student Affairs, in the Housing and Residential Life Office, located in Room 211 of the Frame-Westerberg Commons.

COPYING SERVICES
One copier is available on the first floor of Hanley Library. The cost per copy is 10 cents. This machine is available during the hours Hanley Library is open.

COUNSELING (PERSONAL CONCERNS)
Dr. Leslie L. Rhinehart serves as Director of Counseling Services, and is available for counseling four days per week within the Division of Student Affairs. Students desiring to meet with her or with Liza Greville (part-time counselor) should make an appointment in the Health and Counseling Center in Room 226, Frame-Westerberg Commons. Dr. James Evans, Dean of Student Affairs, is also available to meet with students and make referrals to Dr. Rhinehart as necessary. CONFIDENTIALITY IS MAINTAINED.

COURSE CHANGE (ADD/DROP)
See your academic advisor or contact the Academic Advising Center in 249 Hanley Library. Refer to the academic calendar in this handbook for add/drop deadlines for each term or session.

COURSE SELECTIONS
See your academic advisor.

DINING SERVICES
See Mr. Joe Zondlo, Director of Dining Services, in the Dining Services Office, located on the first floor of the Frame-Westerberg Commons.

DISABILITY RESOURCES AND SERVICES
Students with documented disabilities may arrange accommodation services through a consultation with the Disability Resources and Services Coordinator. Call 362-7533 or go to DRS Services in Room 218 Hanley Library to make an appointment.

EMERGENCY NOTIFICATION SYSTEM
In case of a major emergency on campus, you can receive information in a voice or text message if you subscribe to the Emergency Notification System. To subscribe, visit the Pitt-Bradford Web site at www.upb.pitt.edu/currentstudents and click on the Emergency Notification Service link. Log in to the my.pitt.edu site, then click the Emergency Notification Service tab in the upper right of the page and follow the instructions. The University does not charge a fee to subscribe to this service; however, you are responsible for any per-message fees from your mobile phone/device provider. Depending on the nature of the emergency on campus, the University is also prepared to provide alerts through face-to-face contact, e-mail, on the website at www.upb.pitt.edu, via telephone, or by sending alerts to radio and TV stations in the region.

ENROLLMENT SERVICES
Questions regarding student billing, registration, transcripts, and graduation may be directed to the Enrollment Services Office, located in the Hangar Building, or call (814) 362-7602.

FINANCIAL AID
If you have a question or concern regarding your financial aid, go to the Financial Aid Office located in the Hangar Building, or call (814) 362-7550.

HEALTH PROBLEMS OR HEALTH INFORMATION
See Ms. Nicole Stark, Director of Health Services, in the Health Services and Counseling Services Office in Room 226, Frame-Westerberg Commons. Hours are 8:30 A.M. to Noon and 1 P.M. to 5 P.M. Monday through Friday.

HOUSING OR RESIDENTIAL LIFE CONCERNS
See either your Resident Advisor (R.A.) or contact one of the three Assistant Directors of Residential Life and Housing (Mr. Darnell Barksdale, Mr. Ryan Coll, or Ms. Emilee Yormick) in the Residential Life and Housing Office, Room 211, Frame-Westerberg Commons.

LIBRARY CONCERNS
See Ms. Marietta Frank, Director of the Hanley Library. Ask for an appointment at the Library Circulation Desk.

LOST AND FOUND
Inquiries about lost items should be made either at the Campus Police Office, located in the Campus Police Building, or at the Information Desk in the Frame-Westerberg Commons. If you find an item, please turn it in at either location.

MAIL
Each resident student is assigned his/her own mailbox in the University mail center, located on the first floor of the Frame-Westerberg Commons. In addition, stamps may be purchased and letters and packages may be mailed here. Packages may be sent either by U.S. Mail or by United Parcel Service. A nominal service charge is made in addition to the postage for each package mailed. The mail center also provides FAX services. Persons must pay to both send and receive FAX documents.
PANTHER SHOP
See Ms. Leasa Maley, Manager of The Panther Shop, located on the first floor of the Frame-Westerberg Commons.

POLICE AND SAFETY
Contact Mr. Dan Songer, Director of Campus Police and Safety, or any of the other campus police officers in the Campus Police Building, or call 368-3211. During the hours when the University switchboard is closed, or anytime that your call is an emergency matter, dial 10333 from any University phone, or 368-3211 from any other phone. The Campus Safety Brochure is available at the Campus Police Station and on the Campus Police website for viewing at www.upb.pitt.edu/campuspolice.

POLICIES (ACADEMIC)
See Dr. Steven Hardin, Vice President and Dean of Academic Affairs, or Dr. Stephen Robar, Associate Dean of Academic Affairs in the Academic Affairs Office on the second floor of Swarts Hall.

POLICIES (CO-CURRICULAR AND NON-ACADEMIC)
See Dr. James Evans, Vice President and Dean of Student Affairs or Dr. Holly Spittler, Associate Dean of Student Affairs, in the Student Affairs Office in Room 220 Frame-Westerberg Commons.

ROOM RESERVATIONS
University facilities may be reserved for authorized purposes (such as club or organizational meetings) by contacting the Conference Services Office on the first floor of the Frame-Westerberg Commons.

ROTC (RESERVE OFFICERS' TRAINING CORPS, UNITED STATES ARMY)
Contact Dr. James Evans, Vice President and Dean of Student Affairs, in the Student Affairs Office in Room 220, Frame-Westerberg Commons, or contact the Department of Military Science, located on the campus of St. Bonaventure University, at (716) 375-2508.

SPORTS (INTERCOLLEGIATE, INTRAMURAL, AND RECREATION)
See Mr. Bret Butler, Interim Director of Athletics and Recreational Sports, in the athletic offices at the McDowell Sport and Fitness Center.

STUDENT ACTIVITIES
See Ms. Christina Graham, Director of Student Activities, in the Student Activities Office located in Room 206, Frame-Westerberg Commons.

STUDENT GOVERNMENT ASSOCIATION
See Mr. Julian Joyner, President of the Student Government Association, or any member of the Executive Board in the SGA Office in Room 206, Frame-Westerberg Commons. Also, you may contact any member of the SGA, or send an e-mail message to sga@pitt.edu.

TRANSPORTATION
During the fall and spring terms, Pitt-Bradford students, faculty, and staff may access the ATA buses for free by showing their Pitt-Bradford I.D. (Panther) card. The buses connect campus to downtown Bradford, Bradford Regional Medical Center, and the Bradford Mall and Wal-Mart among other destinations. Also, with at least 24 hours advance notice (call 1-866-282-4968), students may receive free ATA transportation to or from the Bradford bus station or the Bradford Regional Airport. During Thanksgiving, December Recess, and Spring Break, Pitt-Bradford partners with Pitt-Oakland in providing transportation home (for a modest fee) to destinations such as Pittsburgh, Philadelphia, Allentown/Bethlehem, Harrisburg, New York, Washington D.C., etc. Details are made available during the fall term.

TUTORING AND STUDY SKILLS IMPROVEMENT
See the staff of the Academic Coaching and Tutoring Center in Room 249 Hanley Library.

VETERAN BENEFITS
The VA certifying official is located in the Financial Aid Office (Hangar). The phone number is (814) 362-7550. Please see page 34 for more information.

VOLUNTEER OPPORTUNITIES
See Ms. Tonya Ackley, Director of Community Engagement, in the Harriett B. Wick Chapel.

WOMEN'S HEALTH ISSUES
For information on birth control, pregnancy testing, and pregnancy counseling, contact Ms. Nicole Stark, Director of Health Services, or Dr. Leslie Rhinehart, Director of Counseling Services, in the Health Services and Counseling Services Office on the second floor of the Frame-Westerberg Commons. CONFIDENTIALITY IS MAINTAINED.
The faculty and administration of Pitt-Bradford have created degree programs that blend the life-long advantages of a good liberal arts education with preparation in the specific skills needed to enter directly into a career. The Pitt-Bradford mission statement makes clear this dual orientation.

Our goals reflect the fact that in today’s technologically oriented world the acquisition of specialized skills and knowledge is becoming increasingly important. They also reflect our conviction that liberal arts education provides significant advantages for the development of a career. A broad educational background can make a career more successful and satisfying by enabling individuals to understand better the people with whom they deal and the society in which they live. It also provides the knowledge which will allow students to be flexible in career choices as employment opportunities change.

A liberal arts education enables students to develop personal and civic values. It enriches individuals by increasing their self-understanding. At the same time, it benefits a democratic society by promoting informed citizenship. In brief, we are committed to the kind of education which will enable our students to:

1) write and speak clearly and effectively;
2) reason logically and critically;
3) use the essential methods of observation, analysis and evaluation in the humanities, natural sciences, and social sciences;
4) understand and appreciate the natural world;
5) understand and appreciate the significance of the organizations and cultural achievements of Western and other societies; and
6) acquire specialized skills and knowledge in a particular field.

BACCALAUREATE DEGREE PROGRAMS

Following are the four-year baccalaureate degree programs that one can complete at Pitt-Bradford. The degree awarded for each program is a bachelor’s degree from the University of Pittsburgh. Specific information for each of the degree programs may be obtained in the Academic Advising Center (Hangar) or in the offices of the various academic departments.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Exercise Science</th>
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<tbody>
<tr>
<td>Applied Mathematics</td>
<td>General Studies</td>
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<td>Athletic Training</td>
<td>Health and Physical Education</td>
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<td>Biology</td>
<td>History/Political Science</td>
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<td>Biology Education</td>
<td>Hospitality Management</td>
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<td>Broadcast Communications</td>
<td>Human Relations</td>
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<td>Business, Computer, &amp; IT Education</td>
<td>Interdisciplinary Arts</td>
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<td>Business Management</td>
<td>Mathematics Education</td>
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<td>Chemistry</td>
<td>Nursing (BSN) School nurse certification is also available.</td>
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<td>Chemistry Education</td>
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<td>Computer Information Systems and Technology</td>
<td>Physical Sciences</td>
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<td>Psychology</td>
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<td>Public Relations</td>
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<td>Economics</td>
<td>Radiological Science*</td>
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<td></td>
<td>*(See section below)</td>
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<tr>
<td>Energy Science &amp; Technology</td>
<td>Social Sciences</td>
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<tr>
<td>English</td>
<td>Social Studies Education</td>
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<td>English Education</td>
<td>Sociology</td>
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<td>Environmental Studies</td>
<td>Sport and Recreation Mgmt.</td>
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<tr>
<td>Environmental Education</td>
<td>Writing</td>
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RADIOLOGICAL SCIENCE

The B.S. in Radiological Science is a cooperative program between Pitt-Bradford and the Bradford Regional Medical Center (BRMC). Qualified students begin by enrolling for two years of full-time study at Pitt-Bradford in the pre-radiological science program. Admission to the BRMC component of the program is competitive based upon academic performance and a personal interview. If admitted, a student pursues studies at BRMC in years 3 and 4, while taking the required university capstone course in year 4. Once a student has successfully completed the BRMC component and graduates from Pitt-Bradford, they take the RT certifying examination. To meet graduation requirements, 70 credits are earned at Pitt-Bradford and 50 credits are awarded for successful completion of the BRMC component. (NOTE: During the BRMC component, Panther Scholarships do not apply and only limited financial aid is available. Students must sign a contractual agreement and file a FAFSA to qualify for such aid. Please contact the Financial Aid Office for additional details.)

PRE-PROFESSIONAL PROGRAMS

A Pitt-Bradford baccalaureate degree in selected disciplines or combinations thereof will provide a student with the necessary pre-professional education in the following fields. They include programs in the Schools of Engineering, Pharmacy, and Health and Rehabilitation Sciences. A
student should work with his/her academic advisor to ensure that all required courses are being taken for admission to the appropriate professional school.

Chiropractic
Clinical Dietetics & Nutrition
Communication Science & Disorders
Dentistry
Emergency Medicine
Engineering
Health Information Management
Law

Medicine
Occupational Therapy
Optometry
Pharmacy
Physical Therapy
Physician Assistant
Podiatry
Veterinary Medicine

ASSOCIATE DEGREE PROGRAMS
Associate degrees are offered in five disciplines at Pitt-Bradford: an Associate of Arts in Liberal Studies; an Associate of Science in Engineering Science; an Associate of Science in Information Systems; an Associate of Science in Petroleum Technology; and an Associate of Science in Nursing, preparing one for Registered Nurse licensure.

OTHER PROGRAMS
Students seeking a bachelor’s degree may also choose to pursue only their first two years of study at Pitt-Bradford, and then relocate to the Pittsburgh, Johnstown, or Greensburg campus for the final two years. Students interested in pursuing any of these options should meet with their academic advisor to discuss their plans. Transfer into some of these schools is not automatic, and students must apply and be admitted on a competitive basis to the school of their choice.

DECLARATION OR CHANGE OF MAJOR
Students wishing to declare or change their academic major or academic advisor should obtain an Academic Program/Advisor Change Form from the Academic Advising Center, obtain the signature of her/his new academic advisor, then return the completed form to the Academic Advising Center or the Enrollment Services Office.

STUDENT RESPONSIBILITY FOR SATISFYING GRADUATION REQUIREMENTS
Students bear full responsibility for satisfying degree requirements. Assistance with this responsibility is available from the faculty advisor and/or the Academic Advising Center, located in Hanley Library, Room 218.

The University has authority to set course requirements and performance standards for baccalaureate and associate degrees, the obligation to advise students on what they are, and authority to certify that students meet or fail to meet graduation requirements.

Students have the full responsibility to understand and meet all degree requirements and performance standards. Academic advisors have the responsibility to assist students to come to an understanding of the requirements and standards they are required to meet.

The faculty and administration at Pitt-Bradford do not represent any institution other than Pitt-Bradford. Except in the case of clear program or relocation agreements, we have no responsibility or authority to advise students on degree requirements at any other institution.

In accordance with our student development philosophy, our faculty work as active advisors to help students move toward the point of independence. For their part, students must consult with their faculty advisors for assistance in determining what courses to take in order to qualify for a baccalaureate or associate degree.

ACADEMIC ADVISING
Students are responsible for making appointments with their faculty advisors to select courses for the next term, and for registering for those courses either on-line or at the Enrollment Services Office in the Hangar Building. Students bear full responsibility for satisfying degree requirements. Assistance with this responsibility is available from the faculty advisor, the Academic Advising Center, the Registrar, or the VP & Dean of Academic Affairs.

Each Pitt-Bradford student is assigned an academic advisor. The advisor usually teaches in the student’s field of interest and assists the student with course selection, degree planning, and related matters. Advisors are available throughout the term for conferences with students. Students are urged to meet with their advisor frequently to discuss issues as they arise. The Academic Advising Center, located in Hanley Library, Room 218, coordinates the assignment of academic advisors. Requests for changes in academic advisors are also handled by this office.

The Academic Advising Center serves as the advising unit for those students who have an undeclared major.

ACADEMIC STANDING POLICY
Good Standing
At the conclusion of each regular (fall or spring) term, a student achieves good academic standing by earning both a term GPA and cumulative GPA of 2.0 or higher. (NOTE: Certain majors require a higher GPA to remain in the program.)

Academic Probation
At the conclusion of each regular (fall or spring) term, if either the term or cumulative GPA falls below 2.0, a student is placed on academic probation. Students on probationary status are required to work closely with the Academic Advising Center and the Academic Coaching and Tutoring Center in an effort to improve their academic performance.
Suspension
Students who complete two consecutive regular (fall or spring) terms with either a term GPA or cumulative GPA below 2.0 are eligible at that time for suspension.

Students who have completed only one term of study, and who have failed to attain a grade point average of at least 1.0, are subject to suspension. Factors such as academic motivation and campus citizenship will be considered in making such decisions.

Students who are suspended for academic reasons are not eligible to enroll for the subsequent regular (fall or spring) term, and are required to wait at least one full term before an application for reinstatement will be considered. Students suspended in the immediate past spring term, who earn a term GPA of 2.5 or higher in their summer coursework, will be allowed to submit an application for consideration for fall reinstatement.

Summer Coursework at Pitt-Bradford
Students who have been suspended may be allowed to enroll in summer coursework at Pitt-Bradford by submitting a letter requesting permission to do so by the Dean of Academic Affairs.

Reinstatement
Reinstatement after suspension is not automatic. After one or more terms of non-attendance, a suspended student seeking to resume studies in a subsequent term must submit an Application for Academic Reinstatement. If the application is approved, the reinstatement letter will stipulate the conditions which must be met the following term (e.g., work assigned by the Academic Advising Center, a limited load, repeats of courses, or change of major). Reinstatement does not cancel the suspension; rather, the reinstated student continues on restricted academic probation.

DEADLINE: The Application for Academic Reinstatement is due by August 1 (for fall term classes) or December 1 (for spring classes). Late requests will not be considered.

Dismissal
A student who has been reinstated after suspension, and subsequently fails to remain in good academic standing, is subject to dismissal. Dismissal is generally final and may not be appealed.

SPECIAL POLICIES FOR COMPOSITION AND MATH COURSES
Composition
There are three courses in English composition:
* ENG 0100 INTRODUCTION TO COLLEGE COMPOSITION
* ENG 0101 ENGLISH COMPOSITION I
* ENG 0102 ENGLISH COMPOSITION II

Entering students are placed in composition courses based on their high school performance and SAT/ACT scores or transfer credit evaluation. All students in Pitt-Bradford baccalaureate programs must pass ENG 0101 with a grade of C- or better before attempting ENG 0102. All baccalaureate degree students must pass ENG 0102 with a grade of C- or better in order to qualify for graduation.

Mathematics
Entering students are placed in mathematics courses based on their high school performance and math SAT/ACT scores or transfer credit evaluation. Students who place into COLLEGE ALGEBRA I (MATH 0097) must pass MATH 0097 with a grade of C- or better before they register for a higher level math course. For students who place beyond beginning algebra, the specific math course placement is dependent on the student’s academic major. Students who wish to appeal their math placement can enroll in the next higher math course, or use the three-week policy to move to a lower math course if necessary.

Mathematics Three-Week Policy: At the end of the first three weeks of the term, students may move to a lower or higher level math course (with agreement of the instructor) without penalty.

ATTENDANCE
Students are expected to attend classes as scheduled. Rules and penalties for absences are established by each faculty member. (See “Student Absenteeism” later in this section.)

COURSE NUMBERING

\[
\begin{array}{ll}
0001 - 0199 & \text{Freshman-level courses} \\
0200 - 0299 & \text{Sophomore-level courses} \\
1300 - 1399 & \text{Junior-level courses} \\
1400 - 1499 & \text{Senior-level courses}
\end{array}
\]

Students are required to satisfy the competency requirements in English Composition I and II and mathematics prior to enrolling in more advanced courses.

GRADE POINT AVERAGE (GPA)
The grade point average is an indicator of the level of academic achievement. It is used to determine academic standing, financial aid eligibility, and to establish eligibility for honors. The GPA is computed by dividing the total number of grade points earned by the total number of credits attempted. Total grade points are calculated by multiplying the number of credits each course carries by the numerical value of the grade earned.
for that course. For example, an A (4 grade points) in a 3-credit course is worth (4x3) or 12 grade points. The official GPA is determined in the Registrar’s Office, and is calculated only on those courses taken within the University of Pittsburgh system.

**GRADE REPORTS**

At the end of each term or session, faculty assign grades for each student enrolled in their classes. Students may view their grades online by logging into my.pitt.edu using their University of Pittsburgh username and password. Students will be able to view the total credits carried, the grade received in each course, the total grade points earned that term, the grade point average (GPA) for that term, and the cumulative grade point average (cumulative GPA). Grades are posted to the web as the faculty assign them.

**GRADING SYSTEM**

Students may register for courses under three grading options: letter grade, pass for credit, or audit.

**Letter Grades**

All courses required to satisfy specific degree requirements, including all courses required for a major, a minor, or general education, must be taken for letter grades, with the exception of those courses designated as graded “S” or “N” only. Pitt-Bradford uses 13 letter grades. They are listed below with their equivalent quality point values.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00 superior achievement</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.00 meritorious achievement</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>2.00 adequate achievement</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D+</td>
<td>1.25 minimal achievement</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
</tr>
<tr>
<td>F</td>
<td>0.00 failure</td>
</tr>
</tbody>
</table>

**Temporary Grades**

Two temporary letter grades may be issued under appropriate circumstances:

- **G** = course work interrupted (for reasons beyond student’s control)
- **I** = research in progress (reserved for Directed Research and Internship)

Students assigned “G” (Incomplete) grades due to course work unfinished because of extenuating personal circumstances, or “I” (Incomplete) grades due to research work unfinished due to time or other constraints, are required to complete course requirements by no later than one year after the term or session in which the course was taken. It is expected that the student and instructor form a contract detailing how and when the course work is to be completed. Upon completion of the course work, the instructor will submit a Change of Grade Form to the Registrar’s Office. If, however, the deadline has passed, the “G” or “I” grade will remain on the record. The instructor can change it to the grade that would have normally been assigned without the course work having been completed.

**Pass for Credit (S/NC option)**

General elective courses and certain designated courses may be taken on a pass-for-credit basis. A student enrolled in a course on a pass-for-credit basis receives either a grade of S or N.

- **S** = equivalent of C or better.
- **NC** = audit

No more than 12 credits with S grades may be counted toward graduation. S grades are not included in the calculation of the Grade Point Average (GPA). Students must decide by the end of the drop period if they wish to use the Pass for Credit option. This decision may not be changed, nor may a grade of one kind be replaced by a grade of the other kind for that course. All courses required for a major, minor, and General Education Program must be taken for letter grades with the exception of those courses designated as graded “S” or “NC” only.

**Audit**

Any course offered by the University may be audited by any student who has been formally admitted to Pitt-Bradford. Audited courses appear on the transcript with a grade of N, but no credit is earned. Regular tuition rates apply to courses taken for audit. Students must declare that they are auditors at the time of registration; thereafter, they may not change to credit status.

**Student Grievance Procedure (Grade disputes)**

There is every expectation that students will make a good faith effort to settle any disputes with faculty directly with that faculty member. If this is not possible or if a resolution cannot be obtained, the student may address the issue with the faculty member’s Division Chair. If no resolution is obtained at this level, the student may request a meeting with the Vice President and Dean of Academic Affairs.
DEAN’S LIST (full-time students)
The names of students who earn at least twelve undergraduate credits at Pitt-Bradford in a term (excluding courses with “S” grades) with no grade lower than a “C”, no temporary grades, and with a term GPA of at least 3.50, are placed on the Dean’s List. The twelve credits must be in courses receiving letter grades only.

DEAN’S LIST (part-time students)
At the end of each spring term, students enrolled for the preceding summer, fall, and spring terms as part-time students, earning a combined total of 12 or more credits, and who have earned an average GPA of at least 3.50 with no pass/fail or temporary grades and no grades less than a “C”, are placed on the Dean’s List. At least twelve credits must be in courses receiving letter grades.

FINAL EXAM POLICY
All final examinations are to be given at the designated, scheduled time during final examination week. Exam schedules are printed in the Schedule of Classes publication that students use each term to register for classes. A final examination may not be given on the last day of class. Students having more than two final examinations scheduled for the same day (excluding evening classes) may petition their instructors for assistance in rescheduling one exam at a time mutually agreeable to the student and instructor. If it is not possible to reach an agreement with one of the instructors, students should contact the appropriate division chair.

GRADUATION HONORS
Those students of a graduating class who have attained an outstanding scholastic record graduate with honors. To qualify for honors, a student must have earned a minimum of 60 credits in the University of Pittsburgh system, and must have attained a cumulative GPA of 3.25 for cum laude, 3.50 for magna cum laude, and 3.75 for summa cum laude.

GRADUATION APPLICATION
An application for graduation must be filed with the Registrar prior to the anticipated graduation date, in accordance with the following schedule. Applications received after the published deadline may result in omissions from programs and press releases.

<table>
<thead>
<tr>
<th>Anticipated date of graduation:</th>
<th>Deadline for application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>preceding November</td>
</tr>
<tr>
<td>June</td>
<td>preceding November</td>
</tr>
<tr>
<td>August</td>
<td>preceding November</td>
</tr>
<tr>
<td>December</td>
<td>preceding March</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS
There are two categories of requirements that each student must satisfy to be eligible for graduation: college requirements, which apply to all students, and major requirements, which are defined by each specific program. The college requirements are described in the University of Pittsburgh at Bradford Catalog. For major requirements, the student should consult both the Catalog and the department responsible for the major. A minimum of 120 credits earned with a 2.0 cumulative GPA and a 2.0 in the student’s major are required for graduation.

Students wishing to petition for waiver or substitution of degree requirements should first discuss their options with their advisor. If a waiver or substitution is warranted, the student should obtain a Petition to Substitute or Waive Graduation Requirements form from the Enrollment Services Office. The student will complete the form and obtain the signatures of their academic advisor, program director, division chair, and the assistant academic dean and registrar.

STUDENT RIGHT-TO-KNOW GRADUATION RATE DISCLOSURE
Statistical information concerning the graduation rate for the Bradford campus of the University of Pittsburgh, as required by the Student Right-To-Know and Campus Security Act, is available on request from the Office of Admissions, 300 Campus Drive, Bradford, PA 16701.

REPEATING COURSES FOR CREDIT
The student is responsible for filing a course repeat form when registering for a course that is being repeated.

1. Credit for a course may be earned only once. The repeated course does not increase the number of credits earned unless the original grade was an “F” or an uncompleted “I”.
2. No course passed with a “C” (2.0) or higher may be repeated.
3. A Pitt-Bradford course can be repeated for credit only at Pitt-Bradford, or (with prior permission) at another campus of the University of Pittsburgh. A Pitt-Bradford course may not be repeated for credit at another institution.
4. A course completed with a grade of C-, D+, D, D-, or F may be repeated. Note: Prerequisite courses should be passed before attempting further courses in a sequence. A course in a sequence cannot be repeated if a grade of “C” (2.0) or better is subsequently earned in a course in a higher sequence.
5. When a course is repeated, the most recent grade and credits earned are used in the computation of the GPA. The original grade is not removed from the transcript, but is marked as a repeat.
6. Students may repeat a course no more than two times.
7. Engineering students are subject to the policy on repeated courses in effect in the School of Engineering.
8. Financial aid will pay for only one repeat of an already passed course.

TRANSFER CREDITS
All enrolled Pitt-Bradford students who have taken courses at other institutions must have official transcripts sent to the Pitt-Bradford Registrar, who is responsible for the evaluation of transcripts to determine which credits are accepted, in accordance with the following guidelines.
1. Only courses taken for credit on a standard (A, B, C, D, F) grading scale are eligible for transfer credit.
2. Courses completed with grades of C- or better at an accredited institution are eligible for transfer credit.
3. Courses completed with grades of D or F are not eligible for transfer credit.
4. Credits earned at another institution through CLEP, Advanced Placement, or credit by examination, are not automatically eligible for transfer credit. (Note: CLEP and Advanced Placement scores may be reevaluated for Pitt-Bradford credit.)
5. Developmental or remedial courses are not eligible for transfer credit.
6. Quarter system credits will be converted to the equivalent semester credits (quarter credits x 2/3 = semester credits).
7. All Pitt-Bradford course restrictions also apply to transfer credits, including activity credit limits, rules for repeating courses for credit, and courses used for degree requirements.
8. The application of transfer credits toward degree requirements will be approved by the academic advisor, the program director, and the registrar.
9. Not more than half of the credits in a student’s major or minor may be transferred from another institution.
10. Certain programs may invoke a statute of limitations. For example, course work with a scientific or technical basis will not be accepted by the Nursing Department if eight or more years have elapsed since the course was completed.
11. No more than 75 credits may be transferred from two-year institutions. No more than 90 credits may be transferred from four-year institutions.
12. Students may not take a course at another institution and substitute the grade for a grade earned at Pitt-Bradford.
Students will receive written verification of the transfer credits accepted by Pitt-Bradford, and the number of accepted transfer credits will be posted on the Pitt-Bradford transcript. NOTE: Grades earned at the previous school are not included in the Pitt-Bradford GPA. Only the academic credit is transferred.

TRANSCRIPT AND ENROLLMENT VERIFICATION REQUESTS
The University Registrar’s Office has implemented a new service for ordering transcripts. You will now be able to order and receive transcripts by electronic PDF. Placing an on-line order will also be necessary to have your transcript mailed. For this service, please go to www.upb.pitt.edu/trx. There is a fee for ordering transcripts online.

The Enrollment Services Office will continue to offer a free over-the-counter service, which includes student pick-up of:
* official transcripts issued to the student (signed and sealed);
* enrollment verifications issued to the student;
* unofficial transcripts on white paper with no seal (may be printed for currently enrolled students only, who must show a valid student ID card).

There is no fee for transcripts and/or enrollment verification forms printed at the counter. This service is for “issued to student” transcript copies only.

CHANGE OF COURSE (ADD/DROP/WithdrawAL)
WARNING: Changes in course load may affect athletic and/or financial aid eligibility. Check with the Enrollment Services Office for specific details.

Adding a Course(s)
Students may add a course or courses through their Student Services Center on my.pitt.edu up until the established ‘add’ deadline published each term or session in the Schedule of Classes. A student’s academic advisor is required to approve any course being added.

Dropping a Course(s)
Students may drop a course or courses through their Student Services Center on my.pitt.edu up until the established ‘drop’ deadline published each term or session in the Schedule of Classes. A student’s academic advisor is required to approve any course being dropped.

Withdrawal (from one or more, but not all classes)
Failing to attend the classes for which a student is registered, or failing to notify the appropriate academic and administrative offices of non-attendance, is not considered an official withdrawal. A student who stops attending a course and does not complete the withdrawal procedure may be assigned an F grade.

After the published deadline for dropping a course, a student may withdraw from a course by processing a Withdrawal Request form in the Enrollment Services Office. The deadline for submitting a Withdrawal Request form is published in the Schedule of Classes. W grades are assigned for all courses for which registration is terminated by withdrawal.

After the published withdrawal deadline, a student may not withdraw from a course without the permission of the Registrar. There is no adjustment to tuition and fees when a student withdraws from a class.
RESIGNATION: TERMINATION OF ENROLLMENT FOR ALL CLASSES

A student may resign from the University (withdraw from all courses without academic penalty) up to the end of the twelfth class week of a fall or spring term. Students resigning from a summer session will need to check the summer course schedule for the appropriate deadline. Procedures for resigning for both full-time and part-time students may be found in the BUSINESS AFFAIRS section of this handbook.

COURSE OVERLOAD

A student who wants to take more than eighteen credits in a regular term, or more than nine credits in a summer session, must obtain the permission of both their advisor and the Registrar.

READMISSION: RETURNING STUDENTS

Matriculated students (not including Continuing Education, Non-Degree Seeking, or Visiting students) who interrupt their enrollment for more than three consecutive terms, and who have not been suspended for academic reasons, must reapply for admission through the Admissions Office. Students who interrupt their enrollment for two consecutive terms or less may return and register for classes by contacting the Enrollment Services Office.

STUDENT ABSENTEEISM

A. Due to Illness or Injury

When a student is absent from class due to illness or injury, it is the responsibility of the student to communicate with his/her professor and to follow the requirements of the professor regarding the course work missed. The penalties for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus.

In special cases, the Director of Health Services authorizes notification of professors via a memo from the Student Health Center. Such notification is provided only when a student is hospitalized or has an extended illness requiring three or more consecutive class days of absence or hospitalization, and requests that the professor allow the student the opportunity to make up the course work missed.

Professors wishing to verify other cases of student absence due to illness or injury may call the Director of Health Services at 362-0968. No written verification is provided by the Student Health Service for single classes missed.

B. Due to Death of a Family Member

In the event of the death of a family member, a student should notify the Office of Student Affairs (362-7650) as soon as possible. Instructors will be informed of the situation, and will be requested to permit the student to make up any missed work.

C. Due to Other Extenuating Circumstances

When a student is absent from class due to extenuating circumstances, such as injury to or illness of an immediate family member, inclement weather, or family obligations, it is the responsibility of the student to communicate with his or her professors and to follow the requirements of each professor regarding the course work missed. (See “Severe Weather Policy”, located elsewhere in this handbook.) If the student is absent for three or more consecutive class days, the student may contact the Student Affairs Office (362-7650), and notification will be made to the appropriate faculty members. In the case of shorter absences, the student must notify her/his faculty members directly.

FALSIFICATION OF INFORMATION REGARDING PERSONAL ILLNESS/INJURY OR DEATH OF A FAMILY MEMBER FOR THE PURPOSE OF MISSING CLASSES OR EXAMS IS A VIOLATION OF THE ACADEMIC INTEGRITY CODE, AND WILL BE DEALT WITH AS SUCH.

TRANSFER TO THE PITTSBURGH (or OAKLAND) CAMPUS

Following are the University of Pittsburgh guidelines for students seeking to transfer from Pitt-Bradford to the Pittsburgh (Pitt-Oakland) campus:

Arts, Sciences, General Studies (Traditional Students)

* completion of a minimum of 60 credits, at least 45 of which must be completed at Pitt-Bradford, with a minimum GPA of 3.0
* completion of the appropriate Arts & Sciences general education requirements among the credits transferring
* declaration of a major at the time of requested transfer
* completion of the appropriate pre-requisites for that major among the credits transferring

Arts, Sciences, General Studies (Transfer Students)

* completion of at least 30 credits at Pitt-Bradford, and a total of 60 credits overall, with a minimum GPA of 3.0 at Pitt-Bradford
* completion of the appropriate general education requirements and pre-requisites for the declared major

Engineering (to be considered for admission)

* completion of a minimum of 34 credits with a minimum GPA of 3.0.
* completion of the appropriate first-year engineering courses among the credits transferring (ENG 11/12, CHEM 960/970, MATH 220/230, PHYS 174/175)
* review of the high school credentials, including specifically the courses taken and appropriate test results, to determine appropriateness of educational background

Business Administration

* completion of a minimum of 30 credits at the regional campus with a minimum GPA of 3.0
* completion of the following specific courses among the credits transferring: Calculus, Statistics and Probability, Intro to Microeconomics, Intro to Macroeconomics, Intro to Psychology
* completion of the appropriate CBA general education requirements among the credits transferring

Pharmacy, Nursing, Information Sciences, Health and Rehabilitation Sciences, Education

* Requirements for admission (not transfer) are school-specific.

ASSESSMENT TESTING AND SURVEYS

Cooperative Institutional Research Program (CIRP) Freshman Survey

The CIRP Freshman Survey is administered during the summer to all incoming freshman students on a voluntary basis. Sponsored by the American Council on Education and the Higher Education Research Institute at UCLA, the CIRP Freshman Survey provides valuable data to determine what happens to students when they attend college. Data is collected from entering freshmen at over 1,500 colleges and universities in the nation, and Pitt-Bradford has been one of the participants in this study for over 30 years.

College Student Inventory

Each fall new freshman students take the College Student Inventory (CSI) as part of the Freshman Seminar course. Students then have a confidential individual meeting with an instructor to review the results. This assessment is used to highlight potential areas of concern for students as they enter college, and a referral process is then used to address those concerns early.

National Survey of Student Engagement (NSSE)

The National Survey of Student Engagement is a major national initiative sponsored by the Carnegie Foundation for the Advancement of Teaching and the Pew Forum on Undergraduate Learning. The NSSE survey collects valid and reliable information directly from students about the quality of their education and learning outcomes. Pitt-Bradford began using the NSSE during the spring of 2005. It is distributed to students with either freshman or senior status. It is offered primarily as a web-based survey with one paper survey follow-up.

ADEQUATE NOTICE FOR BACKGROUND CHECKS

Some programs or courses of study require that students complete rotations, fieldwork, internships/externships and/or teaching assignments at facilities external to the university, while other programs or courses of study may offer voluntary internships or externships at facilities external to the university. Depending on the program or course, such facilities will or may require a criminal background check, an Act 33/34 clearance (if applicable), and perhaps a drug screen to determine participant qualification or eligibility. Additionally, in order to become licensed, many states will inquire as to whether the applicant has been convicted of a misdemeanor, a felony, or a felonious or illegal act associated with alcohol and/or substance abuse.

ELIGIBILITY TO PARTICIPATE IN INTERCOLLEGIATE SPORTS

Pitt-Bradford is a member institution of the National Collegiate Athletic Association (NCAA) Division III. As such, students desiring to compete in intercollegiate sports must meet a number of Pitt-Bradford requirements. In order to be eligible to participate in the first term, a freshman must be admitted to the University as a full-time student.

To participate in intercollegiate sports on a continuing basis, students must be in good academic standing (e.g., earning a minimum of 24 credits per academic year and carrying a minimum cumulative quality point average (QPA) of 2.0). Exceptions to the 2.0 QPA may be made for student-athletes who apply for a waiver at the end of their first term of study (must have a minimum QPA of 1.75 to be eligible). At the end of the second term of study, the minimum cumulative QPA must be a 2.0.

ARMY RESERVE OFFICER TRAINING CORPS (ROTC)

The Reserve Officer Training Corps (ROTC) is the preeminent national leadership program which provides college-educated officers for the United States Army. This program offers military science courses at more than 1,000 colleges and universities throughout the nation. Army ROTC is traditionally a four-year program consisting of a Basic Course (freshman and sophomore year) and an Advanced Course (junior and senior year). All Basic Course classes are taught on the Pitt-Bradford campus and students of any academic year are eligible to enroll in the class to take as an elective. Entry into the Army ROTC program for the purpose of commissioning after graduation is possible up to the end of the student’s sophomore year. The Army ROTC program is available to Pitt-Bradford students on a cross-enrollment basis through the host ROTC department at St. Bonaventure University.

Army ROTC courses provide leadership training that is not duplicated in other college courses. Students are taught time management techniques, goal setting, physical fitness, military bearing, stress management, leadership styles & techniques, and other qualities required of an Army officer. A student taking Basic Course classes does not incur any obligation to serve in the Army unless he/she is attending on an Army ROTC scholarship or enrolled in the Simultaneous Membership Program through the National Guard or Army Reserves. Please refer to page 34 for information on ROTC scholarships.
OFF-CAMPUS COURSES, PROGRAMS AND
CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

OFF-CAMPUS COURSES AND PROGRAMS
Pitt-Bradford works in partnership with several regional higher education councils to offer academic courses and programs. In all cases, academic courses made available at various outreach sites are interchangeable with campus-based courses and provide added flexibility to commuting students in and around the region.

Off-campus partners include:
- University of Pittsburgh at Titusville
- Community Education Council of Elk and Cameron Counties (St. Marys)
- Potter County Education Council (Coudersport)
- Warren/Forest Higher Education Council (Warren)

For information about programming or for directions to the above listed facilities, contact the Director of Transfer and Non-Traditional Student Recruitment, who is located in the Admissions Office, first floor of Hanley Library.

THE COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
Students with 30 or fewer credits earned are eligible to sit for various CLEP exams and potentially earn credit(s) applicable toward Pitt-Bradford programs and degrees. Backed by the College Board, CLEP is the most respected, widely accepted credit-by-examination program of its kind. There are 33 CLEP examinations available and the cost per examination (regardless of the outcome) is $97. The Pitt-Bradford CLEP policy may be accessed on-line at www.bulletins.pitt.edu/bradford/index.html. For more information about this computer-based test available on the Pitt-Bradford campus, please contact the Office of Continuing Education and Regional Development, located in the Seneca Building in downtown Bradford (PHONE: 814 362-5078).

UNIVERSITY OF PITTSBURGH AT BRADFORD
GUIDELINES ON ACADEMIC INTEGRITY

ACADEMIC INTEGRITY GUIDELINES
Within the academic community of the University there are certain responsibilities that are outlined for both students and faculty. These responsibilities are defined in the Guidelines on Academic Integrity. In general, a student has an obligation to exhibit honesty and to respect the ethical standards of the University of Pittsburgh at Bradford in carrying out academic assignments. Likewise, a faculty member has an obligation, in relation to his or her students, to discharge professional duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community. When either a student or a faculty member believes that the other has not lived up to his or her obligations, and they are unable to come to some agreement either on their own or with the involvement of the appropriate division/department chair, the Guidelines on Academic Integrity may be used to make a formal grievance. Students or faculty who have questions pertaining to the Guidelines should contact Dr. Helene Lawson, Chairperson of the Academic Integrity Board.

Copies of the complete Guidelines on Academic Integrity, including the procedures for adjudication and hearings, are available on-line at www.provost.pitt.edu/info/ai1.html, or in the Office of Academic Affairs, 232 Swarts Hall. For reported student violations of academic integrity, a file will be kept in this office in an effort to identify repeat offenders. A second report for the same student will necessitate a meeting with the VP and Dean of Academic Affairs. Any incident resulting in a third report will be referred to the Academic Integrity Committee for adjudication and disposition. Following are the academic integrity obligations for both students and faculty, as well as a summary of possible sanctions for student violations and remedial action for faculty violations.

I. Academic Integrity: Student Obligations
A student has an obligation to exhibit honesty, and to respect the ethical standards of the University of Pittsburgh at Bradford in carrying out his or her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:
1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in manner not authorized by the instructor.
4. Engages in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation procedures.
8. Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
10. Represents as one’s own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
11. Submits the work of another person in a manner which represents the work to be one’s own.
12. Knowingly permits one’s work to be submitted by another person without the instructor’s authorization.
13. Attempts to influence or change one’s academic evaluation or record for reasons other than achievement or merit.
14. Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the instructor or fellow students.
15. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student, or any other breach of a student’s obligation to exhibit honesty.
16. Violates the canons of ethics of the University.

II. Sanctions for Student Violations

   The alternative sanctions which may be imposed upon a finding that an offense related to academic integrity has been committed are the following:
1. Dismissal from the University without expectation of readmission.
2. Suspension from the University for a specific period of time.
3. Dismissal from the division in which the offense occurred, and exclusion from courses offered in that division, permanently or for a stated period of time.
4. Dismissal from the course in which the offense occurred, with or without the opportunity to be enrolled therein at a future date.
5. Reduction in grade, or assignment of a failing grade, in the course in which the offending paper or examination was submitted.
6. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

   The imposition of such sanctions may be considered by the college in the preparation of any report concerning a student submitted to a government agency, accrediting body, or other person or institution in accordance with the requirements of law or the written consent of the student.

III. Academic Integrity: Faculty Obligations

   A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community.

   Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstances) to conduct themselves in a professional manner, including the following:
1. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties, and other academic evaluations in a timely manner.
5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation (please refer to footnote #1).
6. To base all academic evaluations upon a good-faith professional judgment.
7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, and political or cultural affiliation, and lifestyle, activities, or behavior outside the classroom unrelated to academic achievement (please refer to footnote #2).
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-university business, or with student consent, or as may be permitted by law (please refer to footnote #3).
9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students’ freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To refrain from any activity which involves risk to the health and safety of a student, except with the student’s informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
12. To respect the dignity of students individually and collectively in the classroom and other academic contexts (please refer to footnote #4).

IV. Remedial Action

   Remedies in a student’s behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the Dean of Academic Affairs only upon recommendation of the Academic Integrity Board and limited to:
1. Allowing a student to repeat an examination.
2. Allowing a student to be evaluated for work that would otherwise be too late to be considered.
3. Directing that additional opportunities be afforded for consultation or instruction.
4. Eliminating a grade that had been assigned by a faculty member from the transcript.
5. Changing a failing letter or numerical grade to a “pass” or “satisfactory” grade, so as not to adversely affect a student’s grade point average.
6. Allowing a student to repeat a course without paying tuition or any other penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Dean of Academic Affairs will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF). In such cases, the Senate TAF may identify other acceptable remedies or render such as may be appropriate in the particular situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder in the student’s behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

Student Grievance Procedure (Academic Integrity)

There is every expectation that students will make a good faith effort to settle any disputes with faculty directly with that faculty member. If this is not possible or if a resolution cannot be obtained, the student may address the issue with the faculty member’s Division Chair. If no resolution is obtained at this level, the student may request a meeting with the Vice President and Dean of Academic Affairs. The final level of appeal is a full hearing of the Academic Integrity Committee. Policies regarding academic integrity may be found at www.provost.pitt.edu/info/ai1.html.

Academic Integrity: Grievance Procedures against Senior Administrators

A complaint of arbitrary or unfair treatment against the principal officers of the college (e.g. the Pitt-Bradford President or Dean of Academic Affairs), should be made to the appropriate party (e.g., the Provost or Pitt-Bradford President respectively). There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.

FOOTNOTES
1. In interpreting this code, it should be recognized that what is expected of faculty hereunder is intended to provide students with a notion of what is required in the course, and how they will be evaluated; a general statement of broadly defined parameters would therefore suffice. If a course is deemed experimental in content, evaluation techniques, or grading practices, the students should be so advised. By academic evaluation is meant a measurement or grading of a student’s academic performance, such as in written or oral examinations or papers, research reports, or class or laboratory participation.
2. If the student charges such discrimination, the Chairperson of the Academic Integrity Board will consult with the affirmative action officer to ensure compliance with civil rights legislation and regulations. In such cases, the University Senate Tenure and Academic Freedom Committee may be consulted at any time.
3. References or recommendations may be given in good faith by a faculty member on his or her own behalf, without documentation of a student’s consent if it may be reasonably perceived that the student initiated the request for a recommendation, in response to apparent bona fide inquiries, such as those from institutions which state that the student has applied for employment, for admission to graduate school, or for a professional license. See fuller statements concerning University records in the “Student Code of Conduct and Judicial Procedures.”
4. Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, the “University of Pittsburgh Sexual Harassment Policy and Procedure.”
STUDENT AFFAIRS AND STUDENT SERVICES

The Office of Student Affairs is located on the second floor of the Frame-Westerberg Commons. Student Affairs staff members consist of the VP & Dean of Student Affairs, the Associate Dean of Student Affairs responsible for career services, the Associate Dean of Student Affairs responsible for residential life, housing, and conduct, the Director of Student Activities, the Director of Health Services, the Director of Counseling Services, and the Director of Community Engagement and the Harriet B. Wick Chapel. Working closely with Student Affairs staff are Directors of Athletics and Recreational Sports, and academic support staff in the Academic Advising Center, Academic Coaching and Tutoring Center, Disability Resources and Services, Math Center, TRIO Student Support Services, and the Writing Center. All academic support services are located on the second floor of Hanley Library. These individuals and offices are concerned with providing a variety of services to students, assisting them in their personal development and creating a dynamic and engaging atmosphere outside the classroom.

PROGRAMS AND SERVICES AVAILABLE

STUDENT ACTIVITIES (Room 206, Frame-Westerberg Commons)

The Director of Student Activities is responsible for advising the Student Activities Council and the Student Government Association, and for assisting other SGA clubs, campus organizations, and fraternities and sororities in their decision-making processes. A vital group on campus, the Student Activities Council (SAC) is responsible for the planning, selection, and implementation of a diverse campus activities program. The Student Activities Council, under the advisorship of the Director, plans artists, lectures, concerts, traditional and special events. Please contact the Office of Student Activities if you are interested in any aspect of activities programming.

CAREER SERVICES (Room 220, Frame-Westerberg Commons)

The Associate Dean of Student Affairs/Director of Career Services is responsible for career-related programs and services and for coordinating all placement functions of the University. Students are encouraged to begin their career planning early in their college careers. The Director assists students in developing life-long skills in resume-writing, job-hunting techniques, and interviewing strategies. Seminars and workshops on these topics and special career days are held throughout the year. In addition, a vocational interest testing service and a job referral service are made available through this office, as well as information on entrance tests for graduate schools. Currently the following tests for graduate schools are administered on campus: Graduate Record Examination (GRE), Miller Analogies Test (MAT), Law School Admission Test (LSAT), and the PRAXIS series.

The Career Services Library has extensive information on employment trends, internships, careers, and graduate schools. FOCUS II, a computer-based guidance system, is available to help students explore career options. Students are encouraged to register with PantherLink, Pitt-Bradford's powerful career management system that connects students with full-time and part-time jobs and internships. Students may also access Optimal Resume, a powerful resume development program. Career Services also maintains a comprehensive career website, which includes information on internships, upcoming events, job fairs, and links to other websites.

HEALTH SERVICES (Room 226, Frame-Westerberg Commons)

The Student Health Service provides students with assistance in handling health problems and injuries. In addition, the health services program is designed to encourage self-reliance and personal responsibility for health, promote health education, and foster healthy lifestyles.

The Director of Health Services, Nicole Stark, R.N., B.S.N., is a registered nurse. She is available in the Health Center, 8:30 A.M. to 12:00 Noon and 1 P.M. to 5 P.M., Monday through Friday, during the Fall and Spring Terms. Health services include initial assessment and treatment of health problems and injuries, health counseling, and referrals as needed. Confidentiality of all personal health information is assured.

Dilbagh Singh, M.D. and V. Rao Nadella, M.D., (board certified physicians in General Medicine and Family Practice), provide medical services for the Student Health Service. Danielle Greigore and Jennifer Vincent, certified physician assistants, also provide support to Health Services on a routine basis. One of these health professionals provides medical care on campus approximately every three weeks during the Fall and Spring Terms. Appointments must be scheduled in advance by the nurse. There is also daily phone consultation with one of the health professionals to discuss current health needs of ill students.

Health services offered on campus are provided at no additional charge to the student, as they are supported by the wellness fee. Students referred to physicians or health care agencies in the community must assume financial responsibility for the cost of these services.

All students are urged to have comprehensive health insurance coverage through a reputable provider. For students dependent upon parents for support during the college years, a parent's policy will frequently provide such coverage. Other students may have to obtain such coverage on their own. The $75 per term wellness fee charged to full-time students covers only those services and items available in the Student Health Center. It is not an insurance plan.

For emergency health problems and injuries which occur evenings, weekends, or when the nurse is not available on campus, students are advised to contact Campus Police or the Resident Advisor on duty. Campus police are available 24 hours per day, and are prepared to assist in any emergency. Their office is located in the Campus Police Building, adjacent to the townhouse apartments, and they may be reached by dialing 10333 on any campus networked phone, or by dialing (814) 368-3211 from any other phone.

The Self-Care Center, located in 229 Commons, provides students with the opportunity to assume personal responsibility in the care of minor and self-limiting health problems, such as colds, cuts, and upset stomachs. Tylenol, ibuprofen, cough drops, band aids, and antacid tablets are available here. For the convenience of students, the Self-Care Center is open days, evenings and weekends, whenever the Commons is open.
All students must complete and return the Student Health Evaluation form. The four-page form is self-completable and contains the University immunization requirements.

**Immunization requirements** for all full-time freshmen born after 1956 are as follows: Measles immunization... two doses
- Mumps immunization ........ one dose
- Rubella immunization ....... one dose

The month, day, and year of immunization must be provided. A copy of the immunization record is required. NOTE: If immunization records have been lost or are unavailable, one current dose of MMR (measles, mumps, and rubella) vaccine satisfies the University immunization requirement. Written proof must be attached to the health form. Any student may receive the MMR vaccine for a fee in the Health Service office. Please call (814) 362-5272 for more information.

The state of Pennsylvania mandates an additional requirement for students living in campus housing:

**Meningococcal vaccine ........ one dose.**

After reviewing information on meningitis, students who are at least 18 years of age may sign a waiver to the vaccine if they wish to do so. A parent or guardian must sign if the student is not 18 years of age.

New full-time students who fail to provide adequate proof of immunization will be prohibited from registering for any classes beyond the term of initial enrollment. Please call (814) 362-5272 if you have questions about any of the immunization requirements.

**RESIDENTIAL LIFE AND HOUSING** (Room 211, Frame-Westerberg Commons)

Three Assistant Directors of Residence Life and Housing, under the leadership of the Associate Dean of Student Affairs, are responsible for all phases of the residential life and housing program, including room assignments. Thirty-two student Resident Advisors are employed by the University and live in various sections of the residence apartments. The ‘R.A.’ is an upperclass student who has had training for her or his position. Students should become acquainted with their R.A. on the first day of school, and should not hesitate to contact her or him about any problem they may be having, or questions they may want to ask. Students are also encouraged to become acquainted with the staff in the Residential Life and Housing Office, who can answer any questions and who will assist them in making their on-campus living as beneficial to them as possible. The R.A.s for the 2015-2016 academic year are:

- Baldwin House, Apt. 1  Ryan Pfeifer
- Baldwin House, Apt. 9  Ashle’ Morris
- Cather House, Apt. 1  Ben Forney
- Dickinson House, Apt. 5  Alyssa Gregg
- Dorn House, Apt. 108  Marissa Booth
- Dorn House, Apt. 209  Edith Lloyd-Etuwewe
- Dorn House, Apt. 307  Maljahrae Pullium
- Eliot House, Apt. 1  Zachary Hadfield
- Eliot House, Apt. 8  Nick Steiner
- Faulkner House, Apt. 1  Briana Bookhard
- Faulkner House, Apt. 9  Rilan Galicic
- Fesenmyer House, Apt. 109  Jeff Cattoni
- Fesenmyer House, Apt. 203  Amber Turba
- Fesenmyer House, Apt. 210  Akiré Hoots
- Fesenmyer House, Apt. 303  Crystal Moore
- Fesenmyer House, Apt. 310  Sadeeq Abdullah
- Fitzgerald House, Apt. 1  Emily Fair
- Hemingway House, Apt. 1  Krista Fried
- Hemingway House, Apt. 7  Christina Moore
- Hurston House, Apt. 5  Kyle Jackson
- Melville House, Apt. 1  Nathan Lawyer
- Melville House, Apt. 7  Elaine Blauser
- Reed-Coit House, Apt. 113  Will Warren
- Reed-Coit House, Apt. 209  Marissa Roth
- Reed-Coit House, Apt. 309  Laura Buchheit
- Rice House, Apt. 110  Maria Capato
- Rice House, Apt. 211  Shane Marucci
- Rice House, Apt. 311  Alexis Field
- Stein House, Apt. 1  Matthew Bennett
- Stein House, Apt. 7  Rubie Nelson
- Whitman House, Apt. 1  Chelsey Lopez
- Whitman House, Apt. 7  Katie Huggler
ACADEMIC ADVISING CENTER (Room 218, Hanley Library)

The Academic Advising Center (AAC) provides academic assistance and support to all students. Though students with a declared major are assigned a faculty advisor to guide them through their curriculum, the AAC staff are available to assist a student in the absence of their faculty advisor. Students who have yet to declare a major are assigned an academic advisor in the AAC. The AAC also advises all General Studies and Liberal Studies students. The AAC provides assistance with graduation plans, course registration, schedule adjustments, course withdrawal, major and career exploration, change of major and minor, clarification of degree requirements and academic policies, relocation process and requirements, academic coaching, study skills, and early intervention referrals. For more information please call (814) 362-7533.

ACADEMIC COACHING AND TUTORING CENTER (Room 249, Hanley Library)

The Academic Coaching and Tutoring Center (ACTC) provides free academic support services to all students. Services include peer tutoring in a variety of formats-- individual, group, review (classroom format), and Whiteboard (on-line). Other services provided include study skills development, time management, and test-taking strategies (assistance in preparing for the PAPA included). The ACTC is a resource for all students, and is open Monday through Thursday, 9 A.M. to 7 P.M. and Friday 9 A.M. to 5 P.M. Appointments may be made in person at one of the Center kiosks, or online at www.tutortrac.upb.pitt.edu. Phone 362-5117 for more information.

DISABILITY RESOURCES AND SERVICES (Room 218, Hanley Library)

Students with documented learning, physical, or emotional disabilities may receive accommodation services through a consultation with the Disability Resources and Services Coordinator. Interested students are strongly encouraged to arrange the consultation before the commencement of classes in order to optimize academic success. Please phone 362-7609 for more information.

TRIO STUDENT SUPPORT SERVICES (SSS) (Room 231, Hanley Library)

The TRIO Student Support Services program is designed to provide individualized academic, personal, financial, and career coaching and services to students to assist them in successfully attaining their bachelor’s degree. Students who are accepted and join receive continuous support services from TRIO SSS Advisors through scheduled meetings, activities, and leadership development courses from the time they are accepted to TRIO SSS until graduation. TRIO SSS is funded by the Department of Education and is limited to 160 eligible students. For more information, please contact TRIO SSS at (814) 362-7548 or email ssalerno@pitt.edu.

COUNSELING SERVICES (Room 226, Frame-Westerberg Commons)

The Director of Counseling Services, a licensed psychologist, is available to meet with students about any problem or personal concern. A licensed clinical social worker is also available on a part-time basis. Appointments should be made in advance by contacting the administrative assistant in Health and Counseling Services at 362-5272. Referrals for counseling or psychiatric services are also sometimes made, if needed, to the Guidance Center, a community counseling center located near campus. Confidentiality is maintained in all contacts.

ATHLETICS, INTRAMURALS/RECREATION, AND CLUB SPORTS

(Richard E. and Ruth McDowell Sport and Fitness Center)

A diverse program of intramural, outdoor recreation, club sports, and intercollegiate athletics are offered to Pitt-Bradford students. The Center allows for such activities to take place on a year-round basis. Recreational sports include basketball, volleyball, softball, flag football, soccer, special tournaments, and other activities such as hiking, skiing, sledding, mountain-biking, bowling, sand volleyball, and tennis. Club sports for men and women include ice hockey, rugby, ping pong, martial arts, swimming and volleyball. The Department of Athletics and Recreational Sports is not liable for any injuries to persons or damages to equipment that may occur in the course of any sponsored event.

The intercollegiate athletic program includes seven men’s and eight women’s sports. Men’s sports include soccer, baseball, cross-country, golf, basketball, tennis, and swimming. Women’s sports include bowling, soccer, volleyball, cross country, basketball, swimming, tennis, and softball. Pitt-Bradford is a member of the NCAA Division III and the Allegheny Mountain Collegiate Conference (AMCC). All student-athletes must have an overall GPA of 2.0 to maintain their athletic eligibility. A waiver may be granted under special circumstances for freshmen who fall below this GPA. All students and employees of Pitt-Bradford are invited to attend regularly scheduled athletic events free of charge, upon presentation of a current validated college I.D. card (Panther Card).

Equity in Athletics Disclosure Act

Students and prospective students have the right to review the University’s most recent report prepared pursuant to the Federal Equity in Athletics Disclosure Act, 20 U.S.C. # 1092. The report is available in the Department of Athletics and Recreational Sports.

RELIGIOUS NEEDS

(Harriett B. Wick Chapel)

The University of Pittsburgh at Bradford, as a public institution, encourages the free expression of any faith tradition within the student body. The Bradford community houses churches of most Christian traditions (Protestant and Catholic), as well as a synagogue for those of the Jewish faith. Other traditions (Islam, Buddhism, Hinduism, etc.) are represented in the local population, and among faculty, staff, and students as well. The Harriett B. Wick Chapel opens its doors to any of these faith traditions. Currently, during the fall and spring terms, a Catholic mass and an ecumenical Protestant service are conducted on campus each weekend by local clergy. Times are posted at the chapel. Students in need of transportation to services in town should contact the Office of Student Affairs in order for appropriate arrangements to be made.
COMMUNITY ENGAGEMENT
(Harriett B. Wick Chapel)

The Director of Community Engagement is responsible for coordinating volunteer and community service activities. Housed in the Wick Chapel, the Office of Community Engagement’s mission is to integrate the ethic of service across the college, and help students develop their potential as leaders and citizens. Students are encouraged to participate in service activities that foster their learning about the larger social, cultural, and economic issues. The Coordinator works closely with students and organizations to place them in service settings that are compatible with their interests and goals. The Office also offers a wide array of resources, programs, and experiences designed to promote leadership development. During the spring term, the Office sponsors an annual Leadership Development Series and coordinates the Leadership and Service Awards ceremony.
CO-CURRICULAR ACTIVITIES

A variety of co-curricular activities are available to students at Pitt-Bradford. The faculty and staff encourage students to become involved in one or more of those activities which are of interest to them. Benefits to be gained from such participation include opportunities to meet new people and to develop group and leadership skills.

CAMPUS GOVERNANCE AND JUDICIAL ORGANIZATIONS

Student Government Association (SGA)

The Student Government Association (SGA) is elected by the student body and is authorized by the University to represent the student body on all matters concerning student life. The Dean of Student Affairs and the Director of Student Activities serve as advisors to SGA. The basic purposes of the SGA are to provide students with opportunities to participate in the decision-making process of the University, to consider and make recommendations on all phases of student life, and to serve as the principal forum for students. The SGA is comprised of representatives from various segments of the student body, and is headed by an Executive Board of seven students. Members of the Executive Board include the President, Vice-President, Secretary, Treasurer, Parliamentarian, Student Activities Council President, and the Freshman Class President. Elections for returning students are held during the spring term of the previous academic year, and elections for freshman representatives are held during the early part of the fall term. The SGA meets once per week during the academic year. Meeting times, usually during the lunch hour, are announced during the first week of September. SGA meetings are open to all Pitt-Bradford students, and agendas and minutes are available in the SGA office upon request; voting privileges, however, are restricted to elected members. SGA officers for 2015-2016 are:

- President: Julian Joyner
- Vice-President: Brianna Tanner
- Secretary: Elizabeth Prager
- Treasurer: Nathan Lawyer
- Student Activities Council President: Troi Williams
- Parliamentarian: Alyssa Gregg
- Historian: Edith Lloyd-Etuwewe

Students may contact SGA by e-mail at sga@pitt.edu or by calling 362-7593

Student Judicial Board

The Student Judicial Board is the duly authorized due-process body that hears cases of student policy violations. This Board makes recommendations to the Dean of Student Affairs regarding what sanctions should be imposed when a student is found guilty of a violation. Membership on the Student Judicial Board is limited to twelve students selected from the student body. Application and selection take place at the beginning of the fall term. At this time, one of the members is appointed to the position of Chairperson. The Student Judicial board is trained and advised by the Associate Dean of Student Affairs & Director of Housing.

Greek Council

The Greek Council is the governing body which oversees the affairs and concerns of the nine social fraternities and sororities. Headed by an Executive Board of a President, Vice President, V.P. for Activities, V.P. for Community Service, V.P. for Public Relations, Secretary, Treasurer, and Sergeant of Arms, the Greek Council includes three representatives from each fraternity and sorority. The Council makes recommendations on standards and dates for Greek recruitment, as well as Greek Week and leadership retreats. Greek Council meets on a weekly basis, and is advised by the Associate Dean of Student Affairs.

STUDENT ACTIVITIES COUNCIL, CLUBS AND ORGANIZATIONS

THE STUDENT ACTIVITIES COUNCIL (SAC)

The Student Activities Council (SAC) is responsible for the majority of co-curricular programs presented on campus throughout the year. The members of SAC are involved in all aspects of programming: selection of events, publicity, scheduling of productions, and maintenance of the SAC budget. Presenting a well-rounded activities program that is not only entertaining, but culturally diverse and intellectually stimulating as well, SAC sponsors everything from lectures and cultural events to dances and comedians. Films, concerts, theatrical productions, and subsidized trips are offered by SAC to provide a rich diversity of programs and opportunities for the entire campus community. While SAC realizes that no single activity can completely satisfy all members of the community, its mission to sponsor a diverse and creative year-round program that addresses various student needs is its top priority.

The Student Activities Council is headed by a President and is advised by the Director of Student Activities. Membership on SAC is open to all interested students. Any student wishing to work with this group should contact the Director of Student Activities early in the school year. Some of the programs already planned for the 2015-2016 academic year include Pitt-Bradford traditions such as the Cedar Point trip, Alumni and Family Weekend, and Winter Week. SAC also plays an active role in co-sponsoring many of the educational, social, and cultural programs offered during Black History and Women’s History Months. Other scheduled events include magicians, comedians, musicians, lecturers, game shows, and much more. Look for further information in your semester schedule of events that you may pick up in the Frame-Westerberg Commons throughout the year.
CLUBS AND ORGANIZATIONS

Students have many opportunities to participate in a variety of clubs and organizations representing numerous student interests. These clubs and organizations are frequently funded either wholly or partially by the Student Government Association.

All clubs utilizing campus facilities must be registered with the Office of Student Activities. Likewise, University recognition may be granted to those organizations which meet the criteria established by the Office of Student Affairs. Detailed information regarding club registration and recognition may be obtained in the Office of Student Activities, located on the second floor of the Frame-Westerberg Commons. Criteria for SGA funding may be obtained in the Student Government Association office, also located on the second floor of the Commons.

Any group of students desiring to form a new club or organization should contact the Director of Student Activities for the appropriate forms. The group must have a statement of purpose, a list of members (and officers, if possible), and the name of the faculty or staff advisor. A copy of the constitution is also to be included. If the proposed club or organization meets all University criteria, official recognition and/or registration status is granted by the Vice President and Dean of Student Affairs. This applies to all groups equally, including social fraternities and social sororities. Any recognized club or organization may request funding from the Student Government Association; however, these clubs must meet all SGA criteria in order to receive such funding.

Registered and Recognized Clubs and Organizations (funded by SGA):

<table>
<thead>
<tr>
<th>African American Student Union</th>
<th>Art Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Culture Association</td>
<td>Basic Pitches</td>
</tr>
<tr>
<td>Christ In Action</td>
<td>Circle K</td>
</tr>
<tr>
<td>Community Hands &amp; Mentoring</td>
<td>Criminal Justice Club</td>
</tr>
<tr>
<td>Program (C.H.A.M.P)</td>
<td>Diamond Steppers</td>
</tr>
<tr>
<td>Democratically Engaged Members of Society (DEMOS)</td>
<td>Education Club</td>
</tr>
<tr>
<td>Environmental Studies Club</td>
<td>Engineering Club</td>
</tr>
<tr>
<td>Gold Bar Club</td>
<td>Gamers United</td>
</tr>
<tr>
<td>Greek Council</td>
<td>Gr8 Balls of Fire</td>
</tr>
<tr>
<td>Hospitality Organization of Students at Pitt (HOSP)</td>
<td>Habitat for Humanity</td>
</tr>
<tr>
<td>LGBTS Alliance</td>
<td>International Relations Club</td>
</tr>
<tr>
<td>Non-Traditional Student Assn.</td>
<td>Japanese Arts &amp; Media Club</td>
</tr>
<tr>
<td>Physics Club</td>
<td>Music Production Club</td>
</tr>
<tr>
<td>Psychology Club</td>
<td>Panthers Around the World</td>
</tr>
<tr>
<td>Student Activities Council</td>
<td>Pitt Improvers</td>
</tr>
<tr>
<td>Student Nurse Organization</td>
<td>The Source (student newspaper)</td>
</tr>
<tr>
<td>UPB International Justice Mission</td>
<td>Student Investment Club</td>
</tr>
<tr>
<td></td>
<td>Tobacco Connoisseurs</td>
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<td></td>
<td>WDRQ (student radio station)</td>
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</tbody>
</table>

Registered and Recognized Clubs and Organizations (not funded by SGA):

<table>
<thead>
<tr>
<th>Alpha Phi Omega (national service fraternity)</th>
<th>Baily’s Beads (literary magazine)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue and Gold Society (sponsored by Pitt-Bradford Alumni Association)</td>
<td>Ice Hockey Club</td>
</tr>
<tr>
<td>Martial Arts Club</td>
<td>Outdoor Recreation Club</td>
</tr>
<tr>
<td>Sigma Alpha Pi (National Society of Leadership and Success)</td>
<td>Ski Club</td>
</tr>
<tr>
<td>Student Alumni Association</td>
<td></td>
</tr>
</tbody>
</table>

Registered Organizations (not recognized, not funded by SGA):

Social Fraternities and Sororities:

<table>
<thead>
<tr>
<th>Delta Omega Phi fraternity</th>
<th>Lambda Xi sorority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gamma Psi Omega fraternity</td>
<td>Phi Beta Chi sorority (national)</td>
</tr>
<tr>
<td>Kappa Sigma fraternity (national)</td>
<td>Theta Sigma Delta sorority</td>
</tr>
<tr>
<td>Phi Kappa Epsilon fraternity</td>
<td>Zeta Alpha Chi sorority</td>
</tr>
<tr>
<td>Sigma Lambda Chi fraternity</td>
<td></td>
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<tr>
<td>Student Athlete Advisory Council (SAAC)</td>
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</tr>
</tbody>
</table>

HONOR SOCIETIES

*Alpha Lambda Delta freshman honor society -- membership in this national organization is open to any full-time student pursuing a baccalaureate degree who attains a grade point average of 3.5 or higher during the first term of study. A student whose cumulative GPA is 3.5 or higher after two terms of full-time study is also eligible for membership. The purpose of this organization is to recognize and encourage academic excellence during the freshman year and beyond.
* Alpha Sigma Lambda honor society for non-traditional/adult students -- membership in this organization is open to nontraditional students, usually 25 years of age or older, who have distinguished themselves academically. To be eligible, a student must have earned at least 30 credits at Pitt-Bradford and carry a minimum cumulative grade point average of 3.5.
* Beta Beta Beta biological honor society -- membership in this national organization is open to seniors, juniors, and second semester sophomores who have excelled in the field of biology. New members are inducted in the Spring Term.
* Chi Alpha Sigma national college athlete honor society -- membership in this national society is open to student athletes who have earned an athletic letter in their sport(s). They must also have earned a GPA of 3.4 or higher. New members are inducted at the athletic banquet in April.
* Phi Epsilon Kappa honorary fraternity -- membership in this national fraternity is open to men and women pursuing academic majors in the sport and exercise science department. This organization is open to eligible upper-class students who have a minimum cumulative grade point average of 3.0, as well as a 3.0 in the academic major.
* Pi Gamma Mu social science honor society -- membership in this international organization is open to seniors and juniors who are in the upper 35% of their class, have completed at least 20 credit hours in the social sciences, and have a GPA of 3.0 or higher. New members are inducted during the Spring Term.
* Psi Chi psychology honor society -- membership in this national organization is open to upperclass students who have demonstrated excellence in the study of psychology. New members are inducted during the Spring Term.
* Sigma Tau Delta English honor society -- membership in this international honor society is open to students who are studying English language and literature, have earned at least a 3.0 quality point average in their English courses, and have completed three semesters of university work.

**POLICY ON FUNDRAISING BY STUDENT ORGANIZATIONS AND ATHLETIC TEAMS**

Student clubs, organizations, and athletic teams may engage in on-campus fundraising if the club, organization, or team has been given prior written permission by the Office of Student Activities (club or organization) or the Department of Athletic/Recreational Sports (team). Every attempt will be made to grant approval and counsel to worthwhile student projects. Off-campus fundraising is prohibited unless prior written permission is granted by the Director of Student Activities and the Director of Institutional Advancement (clubs) or the Director of Athletics and Recreational Sports and the Director of Institutional Advancement (teams) in order to ensure that the best of community relations is maintained. In all instances (both on-campus and off-campus), door-to-door soliciting is strictly prohibited.

Raffles must be conducted in accordance with state law and university policy. Check with the Office of Student Activities or with the Department of Athletics/Recreational Sports (if an athletic team) for additional information. The sale of credit cards by student clubs or organizations, or athletic teams (on or off campus) is not approved as a fundraising activity. This is consistent with a related long-standing policy that does not permit credit card salespersons or companies to perform solicitations for credit cards on campus. For more information regarding the fundraising policy, clubs should contact the Director of Student Activities in Room 206 of the Frame-Westerberg Commons, and teams should contact the Director of Athletics and Recreational Sports in the athletics offices, located in the McDowell Sport and Fitness Center. If monies raised are to be donated to a charity or a philanthropy, additional polices apply.
TUITION AND FEES

Following is the schedule of tuition and fees for the 2015-2016 academic year. All figures are stated on a 15-week term (semester) basis.

<table>
<thead>
<tr>
<th></th>
<th>FULL TIME(*)</th>
<th>PART TIME(*)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Tuition (term)</td>
<td>$6,226</td>
<td>$11,634</td>
</tr>
<tr>
<td>Tuition, nursing (term)</td>
<td>$7,976</td>
<td>$14,836</td>
</tr>
<tr>
<td>Student Activity fee</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Recreation fee</td>
<td>$70</td>
<td>$70</td>
</tr>
<tr>
<td>Wellness fee</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Computer Network fee (1)</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>Parking/Transport. fee (2)</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Orientation fee (1-time only)</td>
<td>$90</td>
<td>$90</td>
</tr>
<tr>
<td>Physical education fee (3)</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>Lab fee (3)</td>
<td>-- $35 to $75 depending on the specific course --</td>
<td></td>
</tr>
<tr>
<td>Nursing Liability Insurance fee (4)</td>
<td>-- $12 per academic year --</td>
<td></td>
</tr>
<tr>
<td>Ath Tng Liability Insurance fee (4)</td>
<td>-- $12 per academic year --</td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50</td>
<td>$50</td>
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Room (Resident Students Only, 15-week term)

<p>| | |</p>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Double standard</td>
<td>$2,614</td>
</tr>
<tr>
<td>Single standard</td>
<td>$3,169</td>
</tr>
<tr>
<td>Garden double</td>
<td>$2,654</td>
</tr>
<tr>
<td>Reed-Coit House, Fesenmyer House, Dorn House, Rice House</td>
<td></td>
</tr>
<tr>
<td>DBL PVTE 2-person suite</td>
<td>$3,224</td>
</tr>
<tr>
<td>DBL PVTE 4-person suite</td>
<td>$3,049</td>
</tr>
<tr>
<td>DBL PVTE 5-person suite</td>
<td>$2,959</td>
</tr>
</tbody>
</table>

Room (summer sessions) $125 per week for all summer sessions

Resident Meal Plans (required for residents; optional for commuters)

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<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>260 block (10 guest, $150 flx)</td>
<td>$1,832</td>
</tr>
<tr>
<td>260 block (10 guest meals)</td>
<td>$1,682</td>
</tr>
<tr>
<td>225 block (7 guest, $200 flx)</td>
<td>$1,814</td>
</tr>
<tr>
<td>225 block (7 guest meals)</td>
<td>$1,614</td>
</tr>
<tr>
<td>195 block (5 guest, $250 flx)</td>
<td>$1,767</td>
</tr>
<tr>
<td>195 block (5 guest meals)</td>
<td>$1,517</td>
</tr>
<tr>
<td>145 block (2 guest, $300 flx)</td>
<td>$1,546</td>
</tr>
<tr>
<td>145 block (2 guest meals)</td>
<td>$1,246</td>
</tr>
</tbody>
</table>

Commuter, Faculty, Staff Meal Plans (n/a for residents; optional for commuters)

<p>| | |</p>
<table>
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<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>75 block+$100 flex</td>
<td>$711</td>
</tr>
<tr>
<td>25 block+$100 flex</td>
<td>$307</td>
</tr>
<tr>
<td>10 block+$100 flex</td>
<td>$187</td>
</tr>
</tbody>
</table>

(*) Full-time status is defined as 12 credits or more per term (fall and spring). Part-time status is defined as 1-11 credits per term (fall and spring). Eligibility for certain types of scholarships and financial aid may be contingent on full-time registration status. All students are billed on a per-credit basis for summer sessions and terms.

Footnotes:
(1) This fee permits the University to continue to expand and modernize computer-based services for students. These include a modern on-line library catalog, expanded personal computer facilities to support student instruction, enhanced delivery of video services to the classroom, and an improved student information system.
(2) This fee covers in full each student’s parking registration, the local free ATA transportation service, and it also subsidizes the “Buses Home Program” during three recesses (Thanksgiving, December Holiday Recess, and Spring Recess).
(3) These fees are charged when enrolled in physical education courses and certain laboratory courses. The fee is charged for each course taken.
(4) These fees are charged only to students enrolled in the Nursing, Radiological Science, or Athletic Training program, with one charge per academic year.

ELECTRONIC BILLING

Electronic bills (eBills) have replaced paper bills for all students at all five campuses of the University of Pittsburgh.
Each month, we will send an e-mail to your official University e-mail account announcing that your eBill is available. eBills will then be available to view and pay in PittPAY.

Here is how to access your eBills:

1. Go to my.pitt.edu.
2. Log into the Portal, using your username and password.
3. After logging into the site, select Student Services, and the link to PittPAY will be under PeopleSoft Self Service.

In PittPAY you can also Authorize Payers (parents, guardians, spouses, third parties) who can then access and pay your eBills. E-mail notices of eBill postings will also be sent to Authorized Payers if they provide their e-mail address in PittPAY. Authorized Payers will be able to access PittPAY at the following address: http://student-info.pitt.edu.

Students who have received paper bills in the past can set up Authorized Payers in PittPAY now to ensure they will be included in eBill notifications. New students will be able to set up Authorized Payers when they receive their first e-mail notice that their eBill is available in PittPAY.

Official notifications and documents will be sent to your University e-mail account, and you will be held responsible for them per University policy. Please do not delay in confirming your username and password if you do not know them.

**AMERICAN EXPRESS/MASTERCARD/DISCOVER/ATM CARD PAYMENT**

Credit cards may be used to pay your bill online through PittPAY at http://student-info.pitt.edu. The University vendor will process American Express, Discover Card, or MasterCard (credit and debit) payments on PittPAY. **If you use a credit card to pay your bill, you will be charged a 2.75% service fee by the vendor.** The Enrollment Services Office can only take cash and check payments.

**PAYMENT PLAN OPTION**

Enrollment for payment plans is through PittPAY. The fall and spring term plans begin as early as May for fall term and in November for spring term, and include from six to two installments. There is also an annual plan for fall and spring terms that begins as early as May and includes up to 12 installments. The summer term plan has three installments. The number of installments for which you are eligible depends on how early you enroll in the plan.

There is a $55 non-refundable enrollment fee for the fall, spring, or summer term plans, and a $90 non-refundable enrollment fee for the annual plan that encompasses both fall and spring terms. Students must owe at least $500 per term to qualify for enrollment.

Payment plan payments may be made only by auto-debit from a credit card or bank account. **If you elect to pay by credit or debit card, you will be charged a non-refundable 2.75% service charge for each transaction. No fee is charged for payments made by eCheck from checking accounts.** Each installment will be automatically debited on the 5th of the month. You will not receive eBills in PittPAY if you are enrolled in a payment plan.

Students may enroll in the payment plan themselves. Students can also create an Authorized Payer in PittPAY, and that individual may then log into PittPAY, using the login ID and password their student has assigned to them, and enroll their student in a payment plan. Students may have only one active payment plan at a time for a specific academic period (NOTE: two authorized Payers may not each have a plan for the same student in the same academic period such as a fall term.)

To enroll in a payment plan, students should log onto my.pitt.edu, select Student Services, select PittPAY, and select Payment Plan from the PittPAY menu.

**FALL TERM:**

If you enroll in a payment plan before May 5: 6 installments

before June 5: 5 installments

before July 5: 4 installments

**SPRING TERM:**

If you enroll in a payment plan before Nov. 5: 6 installments

before Dec. 5: 5 installments

before Jan. 5: 4 installments

**SUMMER TERM:**

If you enroll in a payment plan before May 5: 3 installments

before June 5: 2 installments

**MANDATORY FEES** such as the Computer Network/Service, Recreation, Wellness, and Student Activity fees are approved by the Board of Trustees and assessed to all students to support campus services.

**LATE PAYMENT FEE**

Late payment fees are assessed on any bill that is not paid in full by the due date stated on the bill. Students may be charged up to three late payment fees of $50 each per term. Late payment fees will be automatically charged to a student’s unpaid account the day after each due date.
TERMINATION OF REGISTRATION & RESIGNATION

Students may TERMINATE THEIR REGISTRATION of all classes by informing the Enrollment Services Office of their intent to do so prior to the end of the drop period (first ten class days of a term, first five class days of a session). These TERMINATIONS OF REGISTRATION may be done in person, by telephone [(814) 362-7602], or by letter to the Enrollment Services Office. There is no financial obligation for tuition and non-housing related fees during this period.

After the end of the drop period, but no later than the “Last Day to Resign” as found in the academic calendar, students desiring to leave the college must RESIGN through the Office of Enrollment Services. These RESIGNATIONS may also be done in person, by telephone [(814) 362-7602], or by letter to the Office of Enrollment Services.

The effective date of either TERMINATION OF REGISTRATION or RESIGNATION will be (1) the date the student personally appears; (2) the date the telephone call is received; or (3) the postmark date of the letter. In all cases, an exit interview must be scheduled with the Dean of Student Affairs prior to termination of registration or resignation.

Students who receive financial assistance of any kind should check with the Financial Aid Office to see what effects a termination of registration or resignation may have on their ability to receive future financial aid benefits. It is also important to note that any reduction of tuition and fees caused by termination or resignation may also reduce the amount of federal, state, or institutional aid that the student has received and may, in effect, create a balance owed for the student.

STUDENT RESIGNATION GUIDELINES & RETURN OF TITLE IV FUNDS

Adjustments to tuition charges resulting from official resignations are based on the effective date of resignation and in accordance with the federally mandated calculation.

Those students who resign within the add-drop period are eligible to receive a 100% refund of tuition. Following the add-drop period, adjustments to tuition resulting from official resignations are based on the effective date of resignation and in accordance with the federally mandated calculation as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of Title IV funds to the programs from which they were awarded.

The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed, as of the date of student notification. The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to this percentage of the term completed, up to 60%. If the resignation occurs after 60% of the term is completed, the percentage is equal to 100%.

The amount of Title IV aid which must be returned is based on the percentage of “unearned aid”. That percentage is computed by subtracting earned aid from 100%. The University is required to return the lesser of 1) the unearned aid percentage applied to institutional charges or 2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the University. If the student (or parents in the case of PLUS loans) is required to return a portion of all of their loan proceeds, the calculated amount is to be repaid according to the loan’s terms. Students are only responsible for returning any grant amount that exceeds 50% of the original disbursement.

Funds are returned to the following Title IV sources in priority order:
1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Perkins Loans
4. Federal Direct Parent PLUS Loans
5. Federal Pell Grant for which return of funds is required
6. Federal Supplemental Educational Opportunity Grant for which a return of funds is required
7. Other Title IV assistance for which a return of funds is required
8. Other federal, state, private, or institutional financial assistance
9. Student

PHEAA grants and other institutional aid will be reduced at the same percentage earned as federal aid. Institutional aid will be prorated at the same percentage earned and will not be permitted to create a credit balance. If less aid is disbursed than was earned, the student may receive a late disbursement for the difference.

No adjustments will be made for students who are requested to resign, or who are suspended or dismissed as a result of disciplinary action. Refunds to Title IV programs, or any other aid program, and/or the student will be made in a timely manner. Students with refunds as the result of financial aid should be aware that Pitt-Bradford is obligated to follow the policies and procedures of the State and Federal governments in the processing of refunds.

PROCEDURES FOR RESIGNING FROM THE UNIVERSITY
(WITHDRAWING FROM ALL COURSES)

Resignation occurs when a student officially withdraws from all classes in which he or she is registered in a given term.

A. Resignation procedures for full-time students.

In order for a full-time student to resign, the student must:
1. Schedule an appointment with the Dean of Student Affairs or his designated representative to discuss the circumstances which the student believes make the action desirable or necessary. Upon completion of the meeting with the Dean of Student Affairs or his designated representative, the student will be issued a resignation authorization form.
Take the resignation authorization form to the Enrollment Services Office, where it will generate a Student Resignation Form for the student to complete and sign. Once these forms are completed and received by the Enrollment Services Office, the student is officially resigned.

B. Resignation procedures for part-time students
   In order for a part-time student to resign, the student must go to the Enrollment Services Office, where he/she will be given a Student Resignation Form to complete and sign.
   Merely dropping out of the University without officially resigning will result in “F” grades. If a student cannot resign in person, a letter or telephone call to the Enrollment Services Office will suffice. Upon receipt of the letter or telephone call, the Enrollment Services Office will complete a Student Resignation Form and mail it to the student resigning. This form must then be signed and dated by the student and returned to the Enrollment Services Office in order for the resignation to be official. FOR RESIGNATIONS MADE BY LETTER OR TELEPHONE CALL, THE OFFICIAL RESIGNATION DATE WILL BE DETERMINED BY THE POSTMARK DATE OF THE LETTER OR THE DATE OF THE PHONE CALL. If you receive financial aid, we encourage you to contact the Financial Aid Office so you will know the effect your resignation will have on future financial aid eligibility.

   Resignations will be processed only through the “last date to resign” for each term or session. This date is printed in the “Academic Calendar,” which is found elsewhere in this handbook.

FINANCIAL IMPLICATIONS FOR ADDING/DROPPING/WITHDRAWING FROM COURSES
   A student may add or drop credits (courses) within the first ten class days of a regular fall or spring term. During a 4-week, 6-week, or 12-week summer session, add/drop deadline dates vary, and may be found in the Academic Calendar section of this Student Handbook. Adding or dropping courses will sometimes affect a student’s bill, with either additional or lower charges.
   A student who drops credits and/or changes status from full-time to part-time should first contact the Financial Aid Office, as this may have a significant effect on the financial aid package.
   After the end of the drop period, a student desiring to withdraw from a course must process a withdrawal form. THERE IS NO FINANCIAL AID OR COST ADJUSTMENT TO STUDENT ACCOUNTS ASSOCIATED WITH A COURSE WITHDRAWAL; HOWEVER, COURSE WITHDRAWAL COULD ADVERSELY AFFECT FUTURE FINANCIAL AID. The student remains responsible for all tuition and fee charges related to that course.

ROOM AND BOARD REFUNDS
Fall and Spring Terms
1. A student who voluntarily leaves the University during the drop period is given a pro-rated credit of room and board charges on the student account.
2. A student who voluntarily leaves the University after the drop period but before the last day to resign is given a pro-rated credit of board charges only on the student account. Room charges are not refundable.
3. A student who leaves the University within the last two weeks of the term (after the last day to resign) is not eligible for any credit or refund of room and board charges.
4. A student who is required to leave the University or University housing as a result of disciplinary action is not eligible for any credit or refund of room and board charges.
5. In order for any credit or refund of room and board charges to be made, the student’s room key must be returned to the Office of Residential Life and Housing, at which time the dining room pass is de-activated.

Summer Sessions
1. Students are charged a designated weekly rate for housing during the summer sessions. A student who leaves the University before the end of a session is eligible for a credit of room charges for the weeks of the session that he or she is not in attendance. Contract board plans are not provided during the summer sessions.
2. In order for any credit or refund of room charges to be made, the student’s room key must be returned to the Office of Residential Life and Housing.

GRADES, TRANSCRIPT, DIPLOMA, AND REGISTRATION IMPLICATIONS AS A RESULT OF OUTSTANDING STUDENT DEBT
   In order for either the Registrar’s Office or the Enrollment Services Office to release a student’s grades, transcript or diploma, or register a student for a subsequent term or session, all monies owed to the University must be paid in full. This includes assessments, fines, and/or any other legitimate charges owed to the University or any of its units. Once payment is made in full, grades and transcripts will be released, and the student is permitted to register. For a graduating student, the diploma will be released once payment is made in full and required exit counseling sessions are completed.
FINANCIAL AID AND EMPLOYMENT

FINANCIAL AID

1. EVERYONE SHOULD APPLY! - A common misconception held by many students is that they will not be eligible to receive aid. However, regardless of family income, students may apply for financial aid. Family income is only one of the factors taken into consideration. Several other factors are used in awarding aid. These include family size and number of children in post-secondary education, as well as assets and income. Additionally, there are limited non-need based funds for which you may be considered. So apply, it never hurts to try!

2. APPLY FOR FEDERAL, STATE, AND UNIVERSITY PROGRAMS! - The Financial Aid Office urges everyone to complete the Free Application for Federal Student Aid (FAFSA) to be considered for federal and state grants, loans and work opportunities, as well as University programs. The FAFSA may be completed online at www.fafsa.gov.

3. APPLY EARLY! - Too many people wait until the last minute to apply, or apply late; as a result, they do not learn of their financial aid status until just prior to the beginning of the term and/or miss out on aid for which they may have been qualified to receive. To be considered for the maximum amount of aid, you must apply by the March 1 priority deadline.

4. APPLY EVERY YEAR! - Financial aid is awarded one year at a time; therefore, one must reapply every year. The document required for a complete aid application is the Free Application for Federal Student Aid (FAFSA).

STUDENT EMPLOYMENT OPPORTUNITIES

Work Study Program

Federal Work Study (FWS) and Labor Scholarships are programs that provide jobs on campus for students who qualify based on financial need. To determine eligibility, a student must complete a Free Application for Federal Student Aid (FAFSA). Students who accept their Work Study awards are encouraged to apply for job opportunities early. An award of FWS or a Labor Scholarship is not a guarantee of a job. Wages are paid at the end of the month by check or direct deposit. They are not credited to a student’s University account.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

NOTE: For entire policy, go to the Financial Aid Web site at: www.upb.pitt.edu/financialaid and click on “Satisfactory Academic Progress”.

The Office of Financial Aid is required by federal regulation to monitor student progress toward completion of a degree and/or certificate. Only those students enrolled in a degree seeking or teaching certificate program are eligible for financial aid. The following qualitative and quantitative measures will be reviewed to determine good standing for continued financial aid eligibility:

* Students must complete 67% of all attempted credits;
* Students must maintain a cumulative GPA of 1.5 after the first academic year, and a 2.0 after the second and subsequent academic years;
* Students must complete their degrees within 150% of stated time as per the following: 90 credits maximum for AA/AS degree; 180 credits maximum for the BA/BS/BSN degree.

Students who have met the minimum credit and GPA requirements and have not exceeded the appropriate number of credits to complete their degree programs, as stated, are considered to have met satisfactory academic progress and are eligible for continued student assistance for the upcoming enrollment period. The qualitative and quantitative measures used to judge financial aid academic progress are cumulative and include all periods of a student’s enrollment. Even periods in which the student did not receive financial aid must be included. Transfer credits must be counted as well.

Special situations that fall outside this stated general policy regarding continued eligibility are subject to professional judgment appeal to the Director of Financial Aid.

Student Aid Programs Impacted by the Standard -


This standard does not apply to tuition remission for dependents of Pitt employees, some outside scholarships, or state student incentive grants (i.e., PHEAA State Grants). State agencies awarding state grants establish their own academic standards.

Credits Completed -

The Financial Aid Office checks satisfactory academic progress for financial aid at the end of the Spring Term. Students are expected to successfully complete all credits they enroll in for each term. Sometimes unexpected events occur which may cause the student to not complete one or more classes. Generally speaking, full-time students must complete 30 credits per academic year in order to graduate within four years. For satisfactory academic progress purposes, all students must complete at least 67% of all attempted coursework. This policy measures successfully completed credits only. Credits attempted that were later dropped or failed do not count toward the required number of successfully completed credits needed each term. Courses repeated for a better grade, in accordance with University policy, will be counted toward GPA requirements but will not be counted toward cumulative credits completed. Financial Aid may be used only one time towards payment of a course that was passed previously. Up to one academic year (not more than 30 credit hours) of remedial courses may be counted. Course audits are not included.

University Level grade point average (GPA) -

To remain in good standing, Pitt-Bradford requires that all students earn at least a 1.5 GPA by the end of their first academic year and a 2.0 after their second and subsequent academic years.
Timeframe needed to complete the degree -

For financial aid purposes, a student enrolled in a program leading to the bachelor’s degree must complete the 120 required credits (121 for radiological science) within a maximum of 180 credits taken. Likewise, a student enrolled in a program leading to the associate’s degree must complete the 60 required credits (69 for nursing) within a maximum of 90 credits taken. Appeals granted for credits beyond the 90 or 180 credit maximum will only apply to courses required for degree completion.

Unsatisfactory Progress -

Those not making progress will be dropped to unsatisfactory progress and be denied student aid for any upcoming enrollment period until they have met the requirements for satisfactory academic progress. Students academically dismissed are automatically ineligible for further financial aid.

Meeting Satisfactory Academic Progress after being placed on Unsatisfactory Progress -

* The student must register and pay for classes using his/her own funds;  
* Upon meeting financial aid satisfactory academic progress criteria as stated above, the student must request financial aid reinstatement and complete a Free Application for Federal Student Aid (FAFSA). OR,  
* The student may appeal the loss of financial aid eligibility. If a student has experienced circumstances beyond control that has kept them from maintaining satisfactory academic progress, please contact the Financial Aid Office for information on the appeals process.

Second or Subsequent Appeal -

If a student appeals and is placed on an academic plan or probation, and does not meet the terms of that academic plan or probation, the student must then complete at least six (6) credits that apply toward graduation (on their own) and attain at least a 2.0 term GPA. If the GPA is also an issue, the student must get at least a 2.3 term GPA in the term he/she does (on their own) before the student can make another appeal for federal financial aid.

AT-ENTRY MERIT SCHOLARSHIPS

A student’s at-entry merit scholarship is listed as a Panther Scholarship or a Go Beyond NY STATE Award on the Financial Aid award letter. These are awarded based upon a certain enrollment and housing status at the time of first admission. If a new student’s status has changed since the date of admission, the student must contact the Admissions Office in writing so the at-entry merit scholarship may be re-evaluated. NOTE: SCHOLARSHIPS WILL NOT BE CHANGED AFTER THE FIRST DAY OF THE TERM IN THE YEAR IN WHICH THEY ARE AWARDED. PANTHER SCHOLARSHIPS AND GO BEYOND NY STATE AWARDS APPLY ONLY TOWARDS FULL-TIME TUITION PAID TO THE UNIVERSITY OF PITTSBURGH AT BRADFORD, AND NOT TO OTHER CAMPUSES OF THE UNIVERSITY OF PITTSBURGH OR TO THE BRADFORD REGIONAL MEDICAL CENTER (for the hospital component of the BS in Radiological Science program). In addition, students with merit scholarships who study abroad can take a maximum of $2,000 for one semester of study abroad only. Merit award monies will not be given for additional study abroad experiences.

VETERANS’ EDUCATIONAL BENEFITS

Questions regarding educational benefits for veterans or spouses and children of service connected disabled veterans or spouses and children of veterans who died in service should be forwarded to the Financial Aid Office (814) 362-7550.

For complete information on scholarships, loans, and grants, please visit the Pitt-Bradford Office of Financial Aid Web site at www.upb.pitt.edu/financialaid/. For continuing students, remember the priority deadline to be considered for financial aid for the next academic year (2016-2017) is March 1, 2016. The Financial Aid Office is located in the Hangar, phone (814) 362-7550.

ARMY ROTC SCHOLARSHIPS

The United States Army awards scholarships on a competitive basis to outstanding young men and women who are interested in a military career, and who wish to pursue a commission as an officer through a Reserve Officers’ Training Corps (ROTC) program while in college.

All Army ROTC scholarships pay for tuition and most fees; up to $1,200 per year for books ($600 per semester); and $300-$500 per month tax-free stipend for up to 10 months (specific amount of stipend depends on academic level).

Students who enroll in the Army ROTC program as freshmen and sophomores may apply for two and three-year scholarships. All students who accept Army ROTC scholarships enter a contractual agreement and incur a military service obligation with the Army.

Specific information is available through the Student Affairs Office at Pitt-Bradford, or from the Department of Military Science, located on the campus of nearby St. Bonaventure University. Pitt-Bradford students may contact Jared Kausner at jkausner@pitt.edu or at (716) 375-2568 for more information.

ARMY SIMULTANEOUS MEMBERSHIP PROGRAM FINANCIAL BENEFITS

Pitt-Bradford students serving in the Pennsylvania National Guard are eligible for Federal Tuition Assistance and the Pennsylvania National Guard Educational Assistance Program which may cover the entirety of tuition and fees at Pitt-Bradford. Individuals are still eligible for a ROTC commission to Active Duty following the completion of their graduation requirements. Pitt-Bradford students may contact SFC Warren Shaw at warren.m.shaw.mil@mail.mil, or at (814) 335-7299 for more information.
POLICIES AND PROCEDURES ON NON-DISCRIMINATION, ANTI-HARASSMENT, SEXUAL HARASSMENT, AND FACULTY-STUDENT RELATIONSHIPS

NON-DISCRIMINATION POLICY

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, as fully explained in Policy 07-01-03, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University’s mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

ANTI-HARASSMENT POLICY WITH HARASSMENT DEFINED

No person (student, faculty, staff, or other) on University premises (or in limited circumstances off campus) may intentionally harass or abuse another person. Consistent with the University Nondiscrimination Policy Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or veteran status. Harassment may occur through a wide range of conduct, such as by verbal, physical or electronic means when:

1. The conduct is severe or pervasive and objectively and subjectively has the effect of (a) unreasonably interfering with an individual’s work or equal access to education; or (b) creating an intimidating, hostile, or offensive work or academic environment;
2. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number 1 above.

When constitutionally protected speech is implicated, this policy will be applied only the extent consistent with the First Amendment. In addition to meeting the standard set forth above, to rise to the level of prohibited harassment when constitutionally protected speech is implicated, the law requires a tenable threat of material and substantial disruption of University operations or interference with the rights of others.

POLICY ON SEXUAL HARASSMENT

Sexual harassment is prohibited by University policy and is illegal under federal law. It is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is an explicit or implicit condition of employment or academic success; (2) submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) such conduct has the purpose or effect of a) unreasonably interfering with an individual’s work or academic performance; or b) creating an intimidating, hostile, or offensive work or academic environment.

The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors, and visitors to the University.

It is also a violation of the University of Pittsburgh’s policy against sexual harassment for any employee or student to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated the University’s policy against sexual harassment will be subject to disciplinary action, including but not limited to reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

POLICY ON FACULTY-STUDENT RELATIONSHIPS

The University’s educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student.

The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student. Failure to do so may subject the faculty member to disciplinary action.

Transgression of this policy may result in the forfeiture of the legal and monetary protections of the University’s indemnification policy.

PROCEDURES FOR DEALING WITH COMPLAINTS RELATED TO DISCRIMINATION, HARASSMENT, OR FACULTY-STUDENT RELATIONSHIPS AT PITT-BRADFORD

Please contact any of the individuals listed below.

Affirmative Action Officer/Title IX Liaison: Ms. Christy L. Clark (clclark@pitt.edu), (814) 362-5121
Faculty Contact: Ms. Lizbeth Matz (matz@pitt.edu), (814) 362-7639
Staff/Student Contact: Dr. K. James Evans (kje2@pitt.edu), (814) 362-7650
ADDITIONAL INFORMATION

For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh, Office of Affirmative Action, Diversity and Inclusion; 500 Craig Hall, 200 South Craig Street, Pittsburgh, PA 15260. PHONE: (412) 648-7860. Inquiries related to Title IX may be referred to the University’s Title IX Coordinator or to the US Department of Education, Office of Civil Rights.

UNIVERSITY OF PITTSBURGH
NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These include:

1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate program director, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the record for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing and is available at UP policy and Procedure 09-08-01.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and student health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University will disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The University will forward records upon request of another school.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Pittsburgh to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Questions concerning the University’s FERPA Policy may also be directed to the Office of the Registrar at (814) 362-7602.

Directory Information

The University may establish categories of information known as “Directory Information” and release this information without student consent, upon request by individuals external to the institution. Students may request that any or all of the categories below be excluded from Directory Information that would be released without consent, upon request by a third party.

Directory Information includes the following: Name, Address, Phone Number; Major field of study; Achievements; Degrees, academic awards, or honors; Weight and height, if a member of athletic teams; Date and place of birth; Previous educational institution; Photograph; Participation in officially recognized activities and sports; Dates of Attendance.

When the Dean of Student Affairs or his representative receives a student’s refusal to permit the release of “Directory Information”, further disclosures are not made without the student’s consent (except to parties who have legal access to student records with a written consent). A refusal to permit Directory Information is permanent. Rescinding of this action can be done by the student submitting the request in writing to the Dean of Student Affairs.

If you would like to choose to NOT have Directory information shared with outside persons, please contact the Office of Residential Life and Housing in the Frame-Westerberg Commons. Also, be sure to contact this office by September 15 if you do not want to be listed in the University of Pittsburgh Directory.
OFFICE OF THE PRESIDENT

Dr. Livingston Alexander President*
Ms. Christy L. Clark Executive Assistant to the President*
Ms. Ann R. Robinson Director of Sponsored Programs
Ms. Barbara J. Uscinski Administrative Assistant

Athletics and Recreational Sports

Mr. Bret A. Butler Director of Athletics and Recreational Sports, and Head Coach for Men’s Baseball
Ms. Jamie M. Hannold Interim Head Coach for Men’s and Women’s Swimming
Ms. Tina M. Phillips Assistant Athletic Director and Head Coach for Women’s Softball
Mr. Sean E. Brown Head Coach for Women’s Basketball
Mr. Jeffrey L. Timlin Interim Athletic Trainer
Vacant Interim Athletic Trainer
Mr. Joshua S. Horton Director of Sports Information
Mr. Michael E. Island Head Coach for Women’s Soccer
Mr. Richard L. Kahle Facilities and Fitness Center Manager
Mr. Britt C. Moore Head Coach for Men’s Basketball
Mr. Dariusz (Darek) A. Panol Head Coach for Men’s Soccer
Ms. Susan A. Schenfield Head Coach for Men’s and Women’s Tennis
Mr. Zachary A. Harten Head Coach for Men’s and Women’s Cross Country (part-time)
Mr. Thomas Roof Head Coach for Women’s Volleyball (part-time)
Mr. Andy P. Spring Head Coach for Women’s Bowling (part-time)
Mr. Keith G. Stauffer Head Coach for Men’s and Women’s Golf (part-time)
Mr. Timothy G. Sneeringer Director of Recreation, Intramurals, and Aquatics
Ms. Lori A. Faulkner Administrative Assistant

Blaisdell Hall

Ms. Patty M. Colosimo Assistant Director of Arts Programming
Ms. Taylor L. Morse Technical Director

Center for Rural Health Practice

Dr. Lisa M. Fiorentino Director of the Center for Rural Health Practice
Ms. Shelley L. Whitman Administrative Assistant

Energy Institute

Dr. Matthew M. Kropf Director of the Energy Institute

Communications and Marketing

Ms. Pat Frantz Cercone Executive Director of Communications and Marketing*
Ms. Kimberly Marcott Weinberg Assistant Director of Communications and Marketing
Ms. Amy L. Ward Web Manager
Mr. James J. Pascarella, Jr. Web Programmer
Ms. Laurie K. Dufford Administrative Assistant
Continuing Education and Regional Development

Mr. Raymond R. Geary  Executive Director of Continuing Education and Regional Development*
Mr. Randal D. Stiles  Accounting Specialist
Vacant  Director of the Business Resource Center
Vacant  Business Consultant
Ms. Lynette M. Campogiani  Conference Services Manager
Ms. Kimberly D. Rublee  Conference Services Manager
Ms. Beth Ann Fantaskey  Administrative Assistant

Institutional Advancement

Ms. Jill M. Ballard  Executive Director of Institutional Advancement and Managing Director of the Bradford Educational Foundation*

Ms. Lindsay E. Retchless  Director of Alumni Relations
Mr. Ryan K. Sowers  Assistant Director for Annual Giving Programs
Mr. Shawn W. T. Murray  Manager of Advancement Operations
Ms. Joelle A. Warner  Manager of Donor Services
Ms. Christine L. Tyler  Institutional Advancement Assistant

ACADEMIC AFFAIRS

Dr. Steven E. Hardin  Vice President and Dean of Academic Affairs*
Dr. Stephen F. Robar  Associate Dean of Academic Affairs
Ms. Lori J. Smith  Administrative Assistant, Academic Affairs
Ms. Anne B. Morgan  Financial Assistant and Office Manager, Academic Affairs
Dr. Yong-Zhuo Chen  Chair, Physical and Computational Sciences Division
Dr. Warren Fass  Chair, Behavioral and Social Sciences Division
Mr. Jeffrey C. Guterman  Chair, Communication and the Arts Division
Dr. Shailendra N. Gajanan  Chair, Management and Education Division
Dr. Mary N. Puterbaugh Mulcahy  Chair, Biological and Health Sciences Division
Ms. Jody A. Randolph  Database Manager/Administrative Assistant for Education and Hospitality Management

Mr. Bernard J. Picklo, Jr.  Academic Technology Integrator
Ms. Melissa Kai Odorisio  Laboratory Administrator
Ms. Laurie B. Dennis  Administrative Assistant, Biological and Health Sciences Division
Ms. Sharie M. Radzavich  Administrative Assistant, Communication and the Arts Division
Ms. Brenda Rich Brandon  Administrative Assistant, Behavioral and Social Sciences Division
Ms. Nancy A. Kloss  Administrative Assistant, Management and Education Division
Ms. Janet M. Shade  Administrative Assistant, Physical and Computational Sciences Division

Hanley Library

Ms. Marietta A. Frank  Director of the Hanley Library
Ms. Kimberly M. Bailey  Reference/Instruction Librarian
Ms. Jean A. Luciano  Interlibrary Loan and Cataloging Specialist
Ms. Katherine E. Nussbaum  Circulation Supervisor
Ms. Mary E. Kafferlin  Serials/Cataloging Specialist
Ms. Dianna Beaver  Acquisitions/Special Collections Specialist

Mathematics Center

Dr. Claudio A. DiMarco  Director of the Mathematics Center
**Writing Center**  
Dr. Tracee L. Howell  
Director of the Writing Center

**STUDENT AFFAIRS**  
**Dr. K. James Evans**  
Vice President and Dean of Student Affairs*  
Dr. Holly J. Spittler  
Associate Dean of Student Affairs and Director of Career Services  
Ms. Christina L. Graham  
Director of Student Activities and the Frame-Westerberg Commons  
Ms. Tonya J. Ackley  
Director of Community Engagement and the Harriett B. Wick Chapel  
Ms. Melissa A. Stiles  
Administrative Assistant  
Ms. Shannon M. Ridenour  
Club Accounts Assistant

**Residential Life and Housing**  
Dr. Ronald S. Binder  
Associate Dean of Student Affairs and Director of Judicial Affairs  
Mr. Darnell D. Barksdale  
Assistant Director of Residence Life and Housing  
Mr. Ryan P. Coll  
Assistant Director of Residence Life and Housing  
Ms. Emilee J. Yormick  
Assistant Director of Residence Life and Housing  
Ms. Denise D. Perkins  
Administrative Assistant  
Mr. David F. Vecellio  
Maintenance Worker III  
Mr. Nicholas E. Comilla  
Maintenance Worker II

**Student Health Services and Counseling Services**  
Ms. Nicole A. Stark  
Director of Student Health Services  
Ms. Bonnie K. McMillen  
Nurse (part-time)  
Dr. Leslie L. Rhinehart  
Director of Counseling Services  
Ms. Elizabeth C. Greville  
Counselor (part-time)  
Ms. Marcia A. Avey  
Administrative Assistant  
Dr. Dilbagh Singh, M.D.  
College Physician (part-time)  
Dr. V. Rao Nadella, M.D.  
College Physician (part-time)  
Ms. Danielle Gregoire, P.A.-C.  
Physician Assistant (part-time)  
Ms. Jennifer Vincent, P.A.-C.  
Physician Assistant (part-time)

**ENROLLMENT MANAGEMENT**  
**Dr. James L. Baldwin**  
Vice President for Enrollment Management*  

**Admissions**  
Mr. Alexander P. Nazemetz  
Associate VP for Enrollment Management & Director of Admissions  
Mr. Robert C. Dilks, Jr.  
Assistant VP for Enrollment Management & Director of Transfer and Non-Traditional Student Recruitment  
Ms. Vicky L. Pingie  
Associate Director of Admissions  
Mr. Tad M. Haigh  
Assistant Director of Admissions  
Ms. Cindy A. Nowacki  
Assistant Director of Admissions, and Transfer and Non-Traditional Student Counselor  
Mr. Zachary Foster  
Admissions Counselor  
Mr. Christopher A. Turton  
Admissions Counselor  
Ms. Stacey M. Colosimo  
Administrative Assistant  
Ms. Archangela (Congie) Graffius  
Data Entry Specialist (part-time)

**Financial Aid**  
Ms. Melissa J. Ibanez  
Associate VP for Enrollment Management & Director of Financial Aid  
Ms. Deborah A. Woodley  
Assistant Director of Financial Aid
Ms. Kimberly R. Boye  Financial Aid Counselor  
Ms. Sarah E. Boser  Financial Aid Counselor  
Ms. Mandy J. Colosimo  Administrative Assistant  

**Enrollment Services & Registrar**  
Ms. Christina A. Marrone  Registrar and Director of Enrollment Services  
Ms. Diane L. Null  Data Coordinator  
Ms. Karen J. Branch  Enrollment Services Assistant  
Ms. Karen L. Strotman  Enrollment Services Assistant  
Ms. Gerry M. Vogt  Enrollment Services Assistant  

**Academic Resources and Support Services**  
Ms. Susan R. Gleason  Director of the Academic Advising Center (AAC)  
Ms. Jodi A. Burns  Academic Advisor  
Ms. Alana S. Stewart  Academic Advisor  
Ms. Angie Wolfe  Academic Coaching & Tutoring Center (ACTC) Coordinator  
Ms. Carma L. Horner  Disability Resources and Services Coordinator  
Ms. Kimberly J. Marcellin  Program Manager, TRIO Student Support Services  
Mr. Erik D. Austin  Academic Advisor, TRIO  
VACANT  Retention Specialist, TRIO  
Ms. Judy A. Cameron  Administrative Assistant, AAC, ACTC, DRS  
Ms. Stacie A. Salerno  Administrative Assistant, TRIO (part-time)  

**Science in Motion**  
Vacant  Mobile Educator  
Deborah J. Forness  Lab Technician  

**BUSINESS AFFAIRS**  
Mr. Richard T. Esch  Vice President for Business Affairs*  
Mr. Steven E. Williams  Senior Accountant  
Ms. Julie A. McGuire  Accounting Specialist  
Ms. Barbara A. Burkhouse  Administrative Assistant for Business Affairs  
Mr. Shawn M. Llewellyn  Purchasing Coordinator  
Ms. Kathy L. Moonan  Manager of Accounts Payable  
Ms. Laurel Retzer Phillips  Director of Human Resources  
Ms. Jessica D. Kramer  Payroll Specialist  
Ms. Sofia Brien  HR/Payroll Assistant (part-time)  

**Auxiliary Services**  
Mr. Rhett F. Kennedy  Director of Auxiliary Services  
Mr. Joel M. Meyer  General Manager of Dining Services  
Mr. Benjamin Dansberger II  Executive Chef  
Ms. Ms. Mary Beth Huestis  Catering Manager  
Ms. Kelsie Griesbaum  Retail Manager  
Ms. Mary Smith  Office Manager, Dining Services  
Ms. Leasa A. Maley  Manager of the Panther Shop  
Mr. Alan M. Hancock  Online Store Associate  
Ms. Tammy R. Luciano  Panther Shop Sundries Buyer  
Ms. Jill M. Race  Panther Shop Textbook Buyer  
Ms. Colleen M. Gleason  Mail Center Supervisor
Mr. Donald O. Johnson  Mail Deliverer
Ms. Lori A. Guthrie  Mail Center Clerk (part-time)

**Campus Police and Safety**
Mr. Dan E. Songer  Director of Campus Police and Safety
Mr. Mark E. Burns  Assistant Director of Campus Police and Safety
Mr. Alex J. Suppa  Campus Police Sergeant
Ms. Amber T. Black  Campus Police Officer
Mr. Richard L. Harsen  Campus Police Officer
Mr. Matthew J. Lamade  Campus Police Officer
Mr. Matthew J. Mumford  Campus Police Officer
Mr. Anastacio D. Stewart  Campus Police Officer
Ms. Lynn Piganelli Mackey  Switchboard Operator and Administrative Assistant
Ms. Roxie Vanderpoel  Switchboard Operator and Secretary (part-time)
Mr. John C. Clopp  Campus Police Officer (part-time)
Mr. Jason L. Daugherty  Campus Police Officer (part-time)
Mr. Shayne L. Miller  Campus Police Officer (part-time)
Mr. Thomas C. Munn  Campus Police Officer (part-time)
Mr. Donald P. Neel  Campus Police Officer (part-time)
Mr. Timothy R. Nicastro  Campus Police Officer (part-time)
Mr. Robert C. Shipman  Campus Police Officer (part-time)
Mr. Michael A. Thomas  Campus Police Officer (part-time)
Mr. Michael P. Ward  Campus Police Officer (part-time)

**Computing, Telecommunications, and Media Services**
Mr. Donald C. Lewicki  Director of Computing, Telecommunications, and Media Services
Mr. William E. Kline  Director of Desktop/User Services
Mr. Robert J. Ellison  Systems Architect
Mr. Steven D. Ellison  Technical Analyst II
Ms. Emily A. Parana  Technical Analyst II
Mr. Gregory W. Miller  Network and Media Systems Analyst
Ms. Cathy S. Reiley  Coordinator of User Services

**Facilities Management**
Mr. Peter J. Buchheit  Director of Facilities Management
Ms. Jackie M. Bosworth  Administrative Assistant
Mr. David L. Clark  Maintenance Worker III
Vacant  Maintenance Worker III
Mr. John W. McGriff  Maintenance Worker III
Mr. Jonathan M. Prosser  Maintenance Worker III
Mr. David A. Dixon  Maintenance Worker II
Mr. Robert E. Harris  Maintenance Worker II
Mr. Robert M. McCann  Maintenance Worker II
Mr. Kevin D. Niver  Maintenance Worker II
Mr. Jeffrey S. Valerius  Maintenance Worker II
Vacant  Maintenance Worker II

*Indicates member of the President’s Cabinet*
EMERITI FACULTY OR ADMINISTRATORS (Chronological Listing)

Dr. Patricia J. Bianco  Professor Emerita of Theatre
Dr. August R. Freda  Professor Emeritus of Engineering
Dr. Erik G. R. Nakjavani  Professor Emeritus of Humanities
Dr. Jean Ross-Franklin  Associate Professor Emerita of Sociology
Dr. Richard E. McDowell  President Emeritus of the University of Pittsburgh at Bradford
Dr. Carol A. Baker  Professor Emerita of Biology
Dr. Edgar M. Hopkins  Associate Professor Emeritus of Geology
Dr. Andrew A. Dzirkalis  Associate Professor Emeritus of Political Science
Dr. David L. Myslewski  Associate Professor Emeritus of English
Dr. Samuel D. Fohr  Professor Emeritus of Philosophy
Mr. Richard S. Nelson  Associate Professor Emeritus of Business Management
Dr. J. Michael Stuckart  Associate Professor Emeritus of Anthropology
Dr. Assad I. Panah  Professor Emeritus of Geology

CURRENT FACULTY

Dr. Livingston Alexander  Professor of Psychology and President of the University of Pittsburgh at Bradford
Ms. Kristin Asinger  Visiting Instructor and Coordinator of Freshman Seminar, and Director of International Services
Ms. Catherine A. Baldwin  Visiting Instructor of Education
Ms. Mary K. Boser  Assistant Professor of Nursing
Dr. Wayne J. Brinda  Associate Professor of Education and Coordinator of Secondary Education
Dr. Patricia L. Brougham  Assistant Professor of Criminal Justice
Dr. Marius G. Buliga  Associate Professor of Mathematics and Director of the Applied Mathematics Program
Dr. Yong-Zhuo Chen  Professor of Mathematics and Chair of the Physical and Computational Sciences Division
Mr. John J. Crawford  Assistant Professor of Business Management
Dr. Helma de Vries-Jordan  Assistant Professor of Political Science and Director of the History/Political Science Program
Ms. Martha Dibble  Instructor of Nursing
Dr. Claudio A. DiMarco  Assistant Professor of Mathematics and Director of the Mathematics Learning Center
Ms. Mary A. Dinger  Instructor of Nursing
Dr. Donna Armstrong Dombek  Associate Professor of Education, Director of the Education Program, and Coordinator of Early Level Education
Dr. Jon A. Draeger  Associate Professor of Chemistry
Dr. Mihaela C. Drignei  Assistant Professor of Mathematics
Dr. Carys Evans-Corrales  Professor of Spanish
Dr. Kevin A. Ewert  Professor of Theatre and Director of the Interdisciplinary Arts Program
Dr. Warren Fass  
Associate Professor of Psychology, Director of Undergraduate Research, and Chair of the Division of Behavioral and Social Sciences

Dr. Lisa M. Fiorentino  
Associate Professor of Nursing and Director of the Center for Rural Health Practice

Ms. Jennifer L. Forney  
Instructor of Hospitality Management

Dr. Ovidiu D. Frantescu  
Assistant Professor of Petroleum Technology and Director of the Petroleum Technology Program

Dr. Richard G. Frederick  
Professor of History

Dr. Shailendra N. Gajanan  
Professor of Economics, Director of the Economics Program, and Chair of the Division of Management and Education

Dr. Tony Gaskew  
Associate Professor of Criminal Justice, Director of the Criminal Justice Program, and Coordinator of Criminal Forensic Studies

Dr. Joshua B. Groffman  
Assistant Professor of Music

Mr. Jeffrey C. Guterman  
Associate Professor of Communications, Director of the Broadcast Communications Program, and Chair of the Communication and the Arts Division

Dr. Tammy M. Haley  
Associate Professor of Nursing, Director of the Nursing and Radiological Science Programs, and Coordinator of the B.S.N. Program

Dr. Steven E. Hardin  
Professor of Biology and Vice President and Dean of Academic Affairs

Mr. Jason E. Honeck  
Assistant Professor of Athletic Training and Director of the Athletic Training Program

Dr. Tracee L. Howell  
Assistant Professor of English, Director of the Composition Program, and Director of the Writing Center

Ms. Shelley A. Jack  
Visiting Assistant Professor of Marketing

Mr. Orin A. James  
Instructor of Biology

Mr. Ernest D. Kallenbach, Jr.  
Assistant Professor of Accounting

Dr. Mark F. Kelley  
Assistant Professor of Exercise Science and Director of the Exercise Science Program

Dr. Michael Klausner  
Associate Professor of Sociology and Director of the Social Sciences Program

Dr. Shelly R. Klinek  
Assistant Professor of Health and Physical Education and Director of the Health and Physical Education Program

Dr. Matthew M. Kropf  
Assistant Professor of Energy Science and Technology, Director of the Energy Science and Technology Program, and Director of the Energy Institute

Ms. Catherina A. Kula  
Visiting Instructor and Assistant Director of the Writing Center

Dr. Helene Lawson  
Professor of Sociology and Director of the Sociology Program

Dr. Kira M. Leck  
Associate Professor of Psychology

Ms. Anna K. Lemnitzer  
Assistant Professor of Art

Mr. Donald C. Lewicki  
Associate Professor of Business Management, Director of the Computer Information Systems and Technology Program, and Director of the Information Systems Program

Ms. Sarah A. Lonzi  
Visiting Instructor of Exercise Science

Dr. Duane E. Mitchell  
Assistant Professor of Business Management

Dr. Ronald E. Mattis  
Associate Professor of Engineering and Director of the Engineering Program

Ms. Lizbeth A. Matz  
Associate Professor of Business Management, and Director of the Accounting, Hospitality Management, and Business Management Programs

Dr. Nancy G. McCabe  
Professor of Writing and Director of the Writing Program

Dr. Richard F. Melka  
Professor of Mathematics

Dr. David K. Merwine  
Associate Professor of Biology and Director of the Biology Program

Dr. Gautam Mukerjee  
Associate Professor of Economics

Dr. Francis M. Mulcahy  
Associate Professor of Chemistry and Director of the Chemistry Program
Dr. Mary N. Puterbaugh Mulcahy  
Associate Professor of Biology and Chair of the Division of Biological and Health Sciences

Dr. BioDun Ogundayo  
Associate Professor of French and Comparative Literature

Dr. Gregory L. Page  
Associate Professor of Psychology and Director of the Psychology Program

Dr. Denise A. Piechnik  
Assistant Professor of Biology

Dr. Stephen F. Robar  
Associate Professor of Political Science, Director of the Environmental Studies Program, and Associate Dean of Academic Affairs

Ms. Andrea M. Robbins  
Instructor of Chemistry

Dr. Keary J. Rouff  
Assistant Professor of Sport and Recreation Management, and Director of the Sport and Recreation Management Program

Dr. James M. Salvo  
Assistant Professor of Speech Communications

Dr. David J. Schummer  
Visiting Assistant Professor of Philosophy

Ms. Brieanne R. Seguin  
Instructor of Athletic Training and Clinical Coordinator

Dr. Om V. Singh  
Associate Professor of Biology

Dr. David S. Soriano  
Associate Professor of Chemistry

Mr. Terry L. Stanley  
Visiting Instructor of Education

Mr. Gary B. Tessmer  
Assistant Professor of Composition

Dr. Marvin E. Thomas  
Professor of History

Dr. Jean M. Truman  
Associate Professor of Nursing and Coordinator of the ASN Program

Dr. Donald I. Ulin  
Associate Professor of English and Director of the English Program

Dr. Ye (Ken) Wang  
Associate Professor of Computer Science (CIST)

Mr. Klaus Wuersig  
Associate Professor of Engineering

Dr. Lauren E. Yaich  
Associate Professor of Biology

Dr. Hashim A. Yousif  
Professor of Physics and Director of the Physical Sciences Program

Mr. Timothy F. Ziaukas  
Professor of Public Relations and Director of the Public Relations Program

**ADJUNCT FACULTY**

Ms. Stephanie A. Eckstrom  
Adjunct Assistant Professor of Social Work

Dr. Harry M. Edenborn  
Adjunct Research Assistant Professor of Biology

Dr. Anita J. Herbert  
Adjunct Professor of Biology

Dr. Jill Owens  
Adjunct Professor of Sport and Exercise Science
# ACADEMIC CALENDAR
## 2015-2016

### FALL TERM 2015

<table>
<thead>
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<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Residence Halls Open for New Students</td>
</tr>
<tr>
<td>28-30 (Fri-Sun)</td>
<td>New Student Orientation Program</td>
</tr>
<tr>
<td>29 (Saturday)</td>
<td>Residence Halls Open for Returning Students</td>
</tr>
<tr>
<td>30 (Sunday)</td>
<td>Final Day of Registration for First-Time Full-Time Students</td>
</tr>
<tr>
<td>31 (Monday)</td>
<td><strong>FALL TERM CLASSES BEGIN.</strong> Final Day of Registration for Continuing Full-Time Students; Add/Drop Period Begins.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>September 3</th>
<th><strong>Founders’ Day; Pitt-Bradford’s 52nd Anniversary</strong></th>
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<tbody>
<tr>
<td>7 (Wednesday)</td>
<td>Labor Day (No Classes; Offices Closed)</td>
</tr>
<tr>
<td>11 (Friday)</td>
<td>Last Day to Add or Drop a Course for Fall Term</td>
</tr>
<tr>
<td>16 (Wednesday)</td>
<td>Last Day to Receive a Refund for Textbooks</td>
</tr>
<tr>
<td>17 (Thursday)</td>
<td>Citizenship/Constitution Day</td>
</tr>
<tr>
<td>30 (Wednesday)</td>
<td>Last Day to Purchase Textbooks for Fall Term</td>
</tr>
</tbody>
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<thead>
<tr>
<th>October 2-3 (Fri-Sat)</th>
<th><strong>Alumni and Family Weekend</strong></th>
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<tbody>
<tr>
<td>October 19 (Monday)</td>
<td><strong>Fall Break for Students</strong>; No Classes; University offices open</td>
</tr>
<tr>
<td>October 20 (Tuesday)</td>
<td><strong>Monday classes. Classes normally scheduled to meet Monday, 10/19 will meet on Tuesday, 10/20</strong></td>
</tr>
<tr>
<td>October 23 (Friday)</td>
<td>Spring Term Veteran Student Enrollment Appointments Begin</td>
</tr>
<tr>
<td>October 26 (Monday)</td>
<td>Spring Term Enrollment Appointments Begin</td>
</tr>
<tr>
<td>October 30 (Friday)</td>
<td>Last Day to Withdraw from a Course for Fall Term</td>
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<table>
<thead>
<tr>
<th>November 24 (Tuesday)</th>
<th>Last Day to Resign for Fall Term</th>
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<tbody>
<tr>
<td>November 25-29 (Wed-Sun)</td>
<td><strong>Thanksgiving Recess</strong> (Residence halls closed. University food service closed Wednesday through Saturday. Brunch and dinner served Sunday.)</td>
</tr>
<tr>
<td>November 30 (Monday)</td>
<td>Last Day to turn in Application for Graduation Forms for April, June, and August 2016 graduations.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>December 11 (Friday)</th>
<th>Last Day of Classes for Fall Term</th>
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<tbody>
<tr>
<td>December 12-13 (Sat-Sun)</td>
<td>Reading Days for Final Examinations</td>
</tr>
<tr>
<td>December 13 (Sunday)</td>
<td>Reception for December graduates, 2:30 P.M.</td>
</tr>
<tr>
<td>December 14-18 (Mon-Fri)</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 18 (Friday)</td>
<td><strong>FALL TERM ENDS.</strong> (University food service closes at dinner. Residence halls close.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December 24-31 (Thurs-Sun)</th>
<th>All university buildings and offices closed.</th>
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<tbody>
<tr>
<td>January 3</td>
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</tbody>
</table>
ACADEMIC CALENDAR
2015-2016

SPRING TERM 2016

January
5 (Tuesday) Residence Halls Open for All Students, brunch and dinner served.
Final Day of Registration for Full-Time Students;
Orientation for New Students.
6 (Wednesday) **SPRING TERM CLASSES BEGIN.**
Add/Drop Period Begins.
18 (Monday) Dr. Martin Luther King’s birthday observance (No Classes; Offices Closed)
19 (Tuesday) Last Day to Add or Drop a Course for Spring Term
22 (Friday) Last Day to Receive a Refund for Textbooks
27 (Wednesday) Last Day to Purchase Textbooks for Spring Term

February
5-6 (Fri-Sat) **Winter Weekend,** sponsored by the Student Activities Council. Details available in the
Office of Student Activities.

March
1 (Tuesday) **Financial Aid Priority Deadline**
5-13 (Sat-Sun) **Spring Recess for Students.** (Residence halls closed. University food service closed
University offices open 3/7 through 3/10.)
11 (Friday) Spring Holiday for Faculty and Staff (Offices Closed)
16 (Wednesday) Last Day to Withdraw from a Course for Spring Term
25 (Friday) Fall Term Veteran Student Enrollment Appointments Begin
28 (Monday) Fall Term Enrollment Appointments Begin
31 (Thursday) **Last Day to turn in Application for Graduation Forms for December 2016**
Graduations

April
6 (Wednesday) Last Day to Resign for Spring Term
15 (Friday) **Honors Convocation, (11 AM, Bromeley Family Theater, Blaisdell Hall)**
20 (Wednesday) Graduation Central, Frame-Westerberg Commons
22 (Friday) Last Day of Classes for Spring Term
23-24 (Sat-Sun) Reading Days for Final Examinations
25-29 (Mon-Fri) Final Examinations
Used Book Buy-Back
29 (Friday) **SPRING TERM ENDS.** (University food service closes at dinner, except for
graduating students.)
30 (Saturday) Graduate Reception (6:30 P.M., KOA Dining Room, Frame-Westerberg Commons)

May
1 (Sunday) **Commencement, (2:00 P.M., KOA Arena, Richard E. & Ruth McDowell Sport &**
Fitness Center)
Nursing Department Pining Ceremony, (Noon, Bromeley Family Theater, Blaisdell Hall)
(Residence halls close at 5:00 P.M. for graduating students.)
ACADEMIC CALENDAR
2015-2016

4 WEEK SUMMER SESSION I, 2016

May
16 (Monday) Final Day of Registration; CLASSES BEGIN;
Add/Drop Period Begins
18 (Wednesday) Last Day to Add or Drop a Course
20 (Friday) Last Day to Receive a Refund for Textbooks
23 (Monday) Last Day to Purchase Textbooks
30 (Monday) Memorial Day (No Classes; Offices Closed.)

June
1 (Wednesday) Last Day to Withdraw from a Course
3 (Friday) Last Day to Resign from the University for 4 Week Summer Session I
10 (Friday) Last Day of Classes
4 WEEK SUMMER SESSION I ENDS

(Note: Final Examinations will be held during the last class period.)

4 WEEK SUMMER SESSION II, 2016

June
13 (Monday) Final Day of Registration; CLASSES BEGIN;
Add/Drop Period Begins
15 (Wednesday) Last Day to Add or Drop a Course
17 (Friday) Last Day to Receive a Refund for Textbooks
20 (Monday) Last Day to Purchase Textbooks
29 (Wednesday) Last Day to Withdraw from a Course

July
1 (Friday) Last Day to Resign from the University for 4 Week Summer Session II
4 (Monday) Independence Day. (No Classes; Offices Closed.)
8 (Friday) Last Day of Classes;
4 WEEK SUMMER SESSION II ENDS

(Note: Final Examinations will be held during the last class period.)

4 WEEK SUMMER SESSION III, 2016

July
11 (Monday) Final Day of Registration; CLASSES BEGIN;
Add/Drop Period Begins
13 (Wednesday) Last Day to Add or Drop a Course
15 (Friday) Last Day to Receive a Refund for Textbooks
18 (Monday) Last Day to Purchase Textbooks
27 (Wednesday) Last Day to Withdraw from a Course
29 (Friday) Last Day to Resign from the University for 4 Week Summer Session III

August
5 (Friday) Last Day of Classes;
4 WEEK SUMMER SESSION III ENDS

(Note: Final Examinations will be held during the last class period.)
ACADEMIC CALENDAR
2015-2016

6 WEEK SUMMER SESSION I, 2016

May
16 (Monday)  Final Day of Registration; **CLASSES BEGIN**;
Add/Drop Period Begins
18 (Wednesday)  Last Day to Add or Drop a Course
20 (Friday)  Last Day to Receive a Refund for Textbooks
23 (Monday)  Last Day to Purchase Textbooks
30 (Monday)  Memorial Day (No Classes; Offices Closed.)

June
10 (Friday)  Last Day to Withdraw from a Course
17 (Friday)  Last Day to Resign from the University for 6 Week Summer Session I
24 (Friday)  Last Day of Classes;
**6 WEEK SUMMER SESSION I ENDS**

(NOTE: Final Examinations will be held during the last class period.)

6 WEEK SUMMER SESSION II, 2016

June
27 (Monday)  Final Day of Registration; **CLASSES BEGIN**;
Add/Drop Period Begins
29 (Wednesday)  Last Day to Add or Drop a Course

July
1 (Friday)  Last Day to Receive a Refund for Textbooks
4 (Monday)  Independence Day Observed. (No Classes; Offices Closed.)
5 (Tuesday)  Last Day to Purchase Textbooks
22 (Friday)  Last Day to Withdraw from a Course
29 (Friday)  Last Day to Resign from the University for 6 Week Summer Session II

August
5 (Friday)  Last Day of Classes;
**6 WEEK SUMMER SESSION II ENDS**

(NOTE: Final Examinations will be held during the last class period.)
ACADEMIC CALENDAR
2015-2016

12 WEEK SUMMER SESSION, 2016

May
16 (Monday)  Final Day of Registration; CLASSES BEGIN; Add/Drop Period Begins
23 (Monday)  Last Day to Add or Drop a Course
25 (Wednesday)  Last Day to Receive a Refund for Textbooks
27 (Friday)  Last Day to Purchase Textbooks
30 (Monday)  Memorial Day (No Classes; Offices Closed.)

July
4 (Monday)  Independence Day.  
(No Classes; Offices Closed.)
8 (Friday)  Last Day to Withdraw from a Course
29 (Friday)  Last Day to Resign from the University for 12 Week Summer Session

August
5 (Friday)  Last Day of Classes;
12 WEEK SUMMER SESSION I ENDS

(Note: Final Examinations will be held during the last class period.)

OTHER IMPORTANT SUMMER 2016 DATES AND FUNCTIONS

June
23 (Thursday)  Orientation, Advising, and Registration for Transfer and Non-Traditional Students Entering Fall 2016

July
7-8 (Thurs-Fri)  BEGINNINGS SESSION I (orientation, advising, confirmation of registration for full-time traditional freshmen entering Fall 2016)
11-12 (Mon-Tue)  BEGINNINGS SESSION II (orientation, advising, confirmation of registration for full-time traditional freshmen entering Fall 2016)
28 (Thursday)  Orientation, Advising, and Registration for Transfer and Non-Traditional Students Entering Fall 2016

August 28 (Sunday)  Final Orientation, Advising, and Registration Session for Full-Time Freshmen, Transfer, Non-Traditional, and Part-Time Students Entering Fall 2016
INTRODUCTION

The ultimate purpose of higher education is to develop the minds and characters of students through the pursuit of knowledge and thus contribute to the well-being of society. At the University of Pittsburgh the responsibility and authority for achieving this purpose rests, by law, with the Board of Trustees. “The University of Pittsburgh - Commonwealth Act of 1966” specifically provides:

The entire management, control and conduct of the instructional, administrative, and financial affairs of the University is hereby vested in the Board of Trustees. The Board may exercise all the powers and franchises of the University and make by-laws for their own government, as well as for the University.

Included in the power vested in the Board of Trustees is the authority to establish regulations and standards for students. Responsibility for these regulations and standards is delegated to the Chancellor, the President, and in turn to specified administrative officials. While exercising these powers the Board of Trustees and University administrators acknowledge and affirm the rights and responsibilities of students – as members of society, as guaranteed by the Federal and State Constitutions, and as expressed by federal, state and local laws. It is further recognized that students acquire additional rights and responsibilities which are inherent in the educational process.

THE PITT PROMISE: A COMMITMENT TO CIVILITY

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a Pitt Student:
♦ I will embrace the concept of a civil community which abhors violence, theft, and exploitation of others;
♦ I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;
♦ I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
♦ I will support a culture of diversity by respecting the rights of those who differ from myself;
♦ I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued; and
♦ I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

STUDENT RIGHTS WITHIN THE UNIVERSITY COMMUNITY

With the approval of the Board of Trustees, the University affirms the following student rights and privileges:

- To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the University to make reasonable rules and regulations related thereto.
- To associate with whomsoever they please.
- To engage in the educational process.
To engage in peaceful, orderly, and non-destructive picketing, protests, and demonstrations, to the extent they do not violate public law and do not interfere with the educational process or the rights of other members of the University.

To be free from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.

To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the University and the student against whom the legally authorized search is directed.

To be free from violence, force, the threat of force, entrapment, and coercion.

To organize one’s own personal behavior as long as such behavior does not violate public law or rights of others and does not interfere with the educational process.

To be informed of the standards and the norms of conduct established by the University and the right to have advance notice of any sanctions for violations thereof.

To have the benefit of fair and equitable procedures for determining the validity of charges of alleged violations of University standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges while providing due process and fundamental fairness to all persons.

To retain unaltered status as a member of the University community and to be present on the campus and attend classes during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the University community or University property or a student’s own physical or emotional safety and well-being.

To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the University community.

To have University records reflect only such information as is reasonably related to the educational process of the University.

To be informed of the existence, custodianship, and general character of all personal records maintained by the University.

To inspect all personal records, except records determined to be confidential in accordance with properly established criteria.

To have protection from disclosure of personal records to unauthorized persons. Information will not be released outside of the University community without the expressed consent of or waiver by the student involved, except under valid legal compulsion or where there is a clear and present danger to a member of the University community, in which case the student will be informed of any such release.

To establish and elect a representative, democratic student government which is accountable to the University and the student community.

To be heard and have one’s views considered at appropriate levels of the decision-making process within the University community.

To use designated University facilities as individuals and members of student organizations for extra-curricular activities sponsored by registered student organizations and student groups, subject to the priority of academic needs and to reasonable University rules and regulations regarding use of facilities.

**STUDENT CODE OF CONDUCT**

The Student Code of Conduct is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees.

The purpose of this Code is to outline non-academic standards of conduct appropriate to the University in consonance with the educational goals of the University.

**All students are expected to familiarize themselves with the provisions of the Code of Conduct and their individual responsibility under it.**

The Student Code of Conduct shall apply to all undergraduate, graduate and professional students matriculating at any of the Campuses of the University of Pittsburgh. Students shall also be subject to other regulations properly adopted by the University.

Students are expected to conduct themselves as responsible members of the University community. Those students whose conduct violates the law, the rights of others, or the health, welfare and safety of members of the University community will be subject to disciplinary action by the University, when such conduct takes place on University property.
or in the course of a University-sponsored or University-supervised activity. This includes international academic programs, study abroad, or sporting events and academic programs sponsored by or held at universities or colleges other than the University of Pittsburgh at Bradford, or if such conduct results directly from membership in the University community.

In addition, conduct off-campus may be subject to disciplinary action by the University if that conduct 1) threatens the health, welfare, safety, or educational environment of the University community or any individual member thereof; 2) is considered by the University to be a serious offense and would negatively reflect upon the student’s character and fitness as a member of the student body; or 3) is an incident occurring within the University of Pittsburgh at Bradford Campus Police jurisdiction and is referred to the Campus Police or University student-judicial authorities.

The following shall be the meaning of terms as used herein:

‘Student’ means any person matriculated, registered or enrolled in a University class or program or pursuing a course of study at the University of Pittsburgh.

‘University Official’ means any person employed by the University who is assigned administrative, professional or staff responsibilities.

‘Guest’ refers to any person visiting within a University facility for a period of time.

‘Infraction’ means a violation of any federal, state, or local law, or of any rule, policy or Student Code of Conduct provision of the University of Pittsburgh.

‘Offense’ means conduct and/or attempts to engage in conduct inappropriate to the University community for which disciplinary action may be instituted.

‘University Property’ means all property (real and personal) owned, leased, controlled, or utilized by the University.

‘Information Technology Resources’ means, but is not limited to: campus computing facilities (labs and individual machines), University time-sharing services, residence hall network ports, World Wide Web pages and related resources, internal or external network connectivity, and access to other services and machines.

Students are advised that standards and procedures other than those set forth in this Code may more appropriately apply to a given dispute or situation, including, but not necessarily limited to, the other University policies may more appropriately apply to a given grievance or avenue of redress, including but not necessarily limited to, the University of Pittsburgh Guidelines on Academic Integrity and the University of Pittsburgh Sexual Harassment Policy and Procedure. The University determines which policies and procedures to use.

A. OFFENSES RELATED TO PERSON(S)

An offense related to a person is committed when a student:

1. Without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.
2. Abuses or injures oneself or another person physically.
3. Threatens, intimidates, coerces, or uses physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person.
4. Harasses, or attempts to harass a person through repeated, unwanted communications or by putting another person in objective and subjective fear of injury or unreasonably causing severe or pervasive distress by: purposely following another person in public places or other places; communicating in an anonymous manner; or acting in another manner with the intent to harass a person.
5. Obstructs, interferes, or denies another student the rights and privileges affirmed by the Board of Trustees.
6. Engages in any act or preparation intended to result in a violation of this Code, which if not prevented, would have resulted in the completion of the act intended.
7. Violates any provision of the following, which may be found online or elsewhere in this Student Handbook:
   a. University of Pittsburgh at Bradford Policy on Sexual Harassment;
   b. University of Pittsburgh at Bradford Anti-Harassment Policy Statement;
   c. University of Pittsburgh at Bradford Anti-Hazing Policy;
   d. University of Pittsburgh at Bradford Student Organization Certification Policy (available in the Office of Student Activities);
   e. University of Pittsburgh at Bradford alcohol policy;
   f. University of Pittsburgh at Bradford Drug Free Workplace/Drug Free Schools Policy
8. Uses a telephone, social media websites, or any form of technology to carry out an offense related to a person, including cyber-stalking.
9. Commits any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent; or engages in unlawful, non-forcible sexual intercourse. This includes, but is not limited to, rape, forcible fondling, incest, and statutory rape.

10. Commits any act of relationship violence as defined below:
   a. Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person living with or has lived with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction.
   b. Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim.

11. Stalking and/or cyber-stalking: To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

12. Any unauthorized use of electronic or other device to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

13. Performs any lewd act which could be observed by others who would be affronted or alarmed.

B. OFFENSES RELATED TO PROPERTY
   An offense related to property is committed when a student:

1. Knowingly and without consent or authorization has in their possession, dominion, or control property of another person or the University.

2. Removes or uses in their room University property which has been placed in lounges or other public areas of the University.

3. Knowingly and without consent or authorization removes, (mis)uses, misappropriates, or sells the property of another person or the University.
   a. A student is not permitted to remove food or property from University Food Services areas unless expressly authorized by University Food Services personnel.
   b. A resident may not lease, sublet, or change rooms without authorization from the appropriate University official.
   c. A student is not permitted to compromise the security of University Property through acts such as propping doors open, tampering with locking mechanisms, etc.

4. Damages or Destroys Property
   a. A resident to whom University property has been assigned is absolutely responsible for the condition of that property during the period of assignment.
   b. A student may not affix, implant, or otherwise fasten any object to floors, ceilings, or walls of any University Property which might stain, scar, vandalize, or otherwise cause damage to University Property.
   c. A student may not alter or interfere with the normal operation of elevators within any University building.
   d. A resident shall not allow their screen(s) to be opened or removed from the windows.
   e. A resident shall not allow their window(s) to be opened beyond the point restricted by a physical barrier or mechanical means.
   f. A resident shall not remove or destroy University telephones, telephone jacks, network jacks or other communications-related equipment.
   g. Intentionally or negligently abuses, damages, or destroys property owned or in the possession of another person or the University.

5. Throws anything from the windows of any University building.

6. Obtains the property of another person or the University by misrepresentation or fraudulent means.
   a. A student may not borrow, buy, or use University identification, keys, parking permits, etc. issued in the name of another person.

7. Enters or uses facilities or property of another person or the University without consent or authorization.
   a. Students may not hold group functions in any University area without the express advance approval of the
appropriate University official per University space usage guidelines.

b. A student and/or their guest may not enter University Food Services areas in an unauthorized manner or without proper identification.

c. A student may not enter the University Food Service areas without being properly clothed as defined by University Food Services.

d. A student may not enter the room of another student without proper authorization.

8. Displays or hangs any items from residence apartment windows or window sills without authorization from the Housing Office. Likewise, a resident may not display or hang items from fixtures in their residence.

9. Knowingly and without consent alters and/or misuses cables, telephone, or network devices.

C. OFFENSES RELATED TO THE OPERATION OF THE UNIVERSITY

An offense related to the operation of the University is committed when a student:

1. Abuses or damages University property.

2. Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification, computer accounts, or copy codes without consent or authorization by appropriate University officials.
   a. A student may not deface, transfer, duplicate, loan, borrow, or sell University identification, parking permits, or Panther Cards.
   b. A student may not duplicate University building keys; this includes University Owned Housing keys.
   c. A student may not possess or use keys to University facilities unless expressly authorized to do so.
   d. A student may not provide University computing resource access to non-University entities unless expressly authorized to do so.

3. Falsifies information or records submitted to a University official or office.

4. Fails without just cause to comply with the lawful direction of a University official acting in the performance of their duties and authority.

5. Fails to present University identification upon request by an authorized University official who has offered proper identification as to his or her status.

6. Purports to represent the University or another person in the University community improperly and without authorization.

7. Engages in solicitation of any type in or on University property unless approved in advance by an appropriate University official.

8. Engages or participates in non-University commercial activity on campus, unless written authorization for such activity has been given by the Dean of Students or the Dean’s designee. This prohibition includes, but is not limited to, the sale or misuse of class materials and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study.

9. Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved by the Dean of Students, which shall by incorporation become part of this Code.

10. Violates any provision of the Residence Hall Guest Visitation Policy (found elsewhere in this Student Handbook).

11. Obstructs or interferes with the reprimand, discipline, or apprehension of another person who is involved in the commission of an offense under the Student Code of Conduct or other University regulations or rules.

12. Disrupts or prevents the peaceful and orderly conduct of classes, lectures, quiet study, and/or meetings or deliberately interferes with the freedom of any person to express their views, including invited speakers.

13. Engages in conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another to do the same.

14. Fails to control the behavior of a guest or seek University assistance in controlling the behavior of the guest.


17. Violates any federal, state or local law(s), or violates any international law(s) while abroad, as such violation is determined by the process outlined this Code for any other offenses.

D. OFFENSES RELATED TO WELFARE, HEALTH OR SAFETY

An offense related to welfare, health, or safety is committed when a student:

1. Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, or other dangerous articles or substances injurious to persons or property.
2. Refuses to vacate buildings, street walks, driveways, or other facilities of the University, or elsewhere, when directed to do so by an official of the University or any other lawful authority having just cause; or fails to vacate a University building, including residence halls, when a fire alarm sounds.

3. Uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled substances (except as permitted by law), or possess paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.

4. Is knowingly present during the commission of the violation(s) of “uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogenic drugs, other dangerous drugs, controlled substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.

5. Possesses, consumes, or is under the influence of alcoholic beverages if under the age permitted by the Commonwealth of Pennsylvania or dispenses alcoholic beverages to an individual who is under the age permitted by the Commonwealth of Pennsylvania, or if in facilities where prohibited by the University.

6. Violates any provision of the University alcohol policies or is knowingly present during the commission of the violation(s) of “possesses or consumes alcoholic beverages if under the age permitted by the Commonwealth of Pennsylvania or dispenses alcoholic beverages to an individual who is under the age permitted by the Commonwealth of Pennsylvania, or violates any provision of the University alcohol policies,” will be subject to disciplinary proceedings.

7. Falsely reports a fire, or activates emergency warning equipment, or communicates false information regarding the existence of explosives on University property.

8. Abuses, removes, damages, or alters fire safety equipment, security equipment, and/or exit signs.

9. Engages in games of chance for money or other gain in violation of the law.

10. Ignites or burns materials which cause or potentially could cause a fire.

11. Ignites or burns incense, candles, hookahs, and/or like materials.

12. Violates University restrictions on smoking.

13. Is knowingly present during the commission of the violation(s) of any University of Pittsburgh policy.

E. OFFENSES RELATED TO THE UNIVERSITY STUDENT JUDICIAL SYSTEM (USJS)

An offense related to the USJS is committed when a student:

1. Attempts to intimidate, coerce, influence or retaliate against a person by any means in an effort to discourage or prevent their use of, or participation in, any judicial process or proceedings.

2. Attempts to influence the impartiality of any member of a judicial body prior to or during the course of a judicial proceeding.

3. Fails to respond to the request of a judicial body or official.

4. Knowingly falsifies, distorts, or misrepresents information before a judicial body or judicial official.

5. Disrupts or interferes with a judicial proceeding.

6. Knowingly institutes a judicial proceeding without proper cause.

7. Attempts to circumvent settlement agreements reached through the Office of Judicial Affairs.

F. OFFENSES RELATED TO UNIVERSITY INFORMATION TECHNOLOGY RESOURCES

“Information Technology Resources” includes, but is not limited to: campus computing facilities (labs, kiosks, printers, and individual machines), residence hall network ports, wireless networks, administrative computing systems, telephones, University Computing Accounts, World Wide Web pages and related resources, internal or external network connectivity and access to other services and machines.

The information technology resources of the University are available to faculty, staff, and students of this institution for the purpose of instruction, research, and other activities defined by the Chancellor or the Provost.

The Code of Conduct addresses offenses related to the properties and operation of the University and therefore applies to information and technology use and resources as it applies to all other University resources. Specifically, an offense related to the utilization of University information technology resources is committed when a student:

1. Uses University information technology resources for purposes other than research or instructional purposes—Information technology resources may not be used for commercial purposes or personal gain.)

2. Intentionally or recklessly abuses or misuses information technology resources so as to cause damage, system interruptions, or harassment to other persons.

3. Repeatedly or purposefully engages in activities which can be reasonably expected to, or do, unreasonably tax information technology resources, go beyond the intended or acceptable use, or use the system for any purpose for
which it is not intended (including, but not limited to gaining access to other user accounts, identifying or exploiting security vulnerabilities, or similar unauthorized actions.)

4. Borrows, lends, falsifies or misuses a computer account or information technology resource, or allows, or facilitates the unauthorized access to use of University information technology resources by a third party.

5. Obtains the password(s) of other persons in order to use University or University-related information technology resources without proper authorization or impersonates another person or an information technology resource.

6. Uses electronic media to harass or threaten other persons, or to display, design, copy, draw, print, or publish obscene language or graphics. Submits or causes to be submitted to the University false, misleading, harassing or deceptive help requests or complaints. Uses University information technology resources to gain or attempt to gain unauthorized access to information technology resources either inside or outside of the University.

7. Intercepts, attempts to intercept or otherwise monitors any communications not explicitly intended for him or her.

8. Copies, reads, accesses, uses, misappropriates, alters, publishes or destroys the files, output data, documents or other files of another individual or information technology resource without the permission of that individual, project leader or information technology resource administrator.

9. Makes, distributes and/or uses unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes peer to peer sharing of entertainment (e.g., music, moves, video games, etc.) files in violation of copyright law. (Unauthorized copying of copyrighted software or proprietary files may also lead to proceedings in civil court.) Violates the terms and conditions of software license agreements for software distributed by the University of Pittsburgh to students by giving, lending, selling, or leasing such media or software to others for their own use.

10. Interferes with the operation of the University’s information technology resources by deliberately attempting to degrade or disrupt resource performance, security, or administrative operation including, but not limited to, intentionally introducing any computer viruses or similar disruptive force into any information technology resource.

11. Fails to obey established guidelines for any information technology resource used either inside or outside the University.

Copyright and File Sharing Policy

The increased use of file sharing (peer to peer) software programs such as FrostWire, BitTorrent, and others has led to a significant increase in anti-piracy efforts and legislation. Peer-to-peer programs allow sharing of copyrighted music, movies, and software, often without the knowledge or consent of the user.

Using file-sharing programs like FrostWire and BitTorrent to share copyrighted music, movies, games, and other files is illegal. Organizations such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA) and others monitor file sharing on the Internet and notify the University when a computer on its network is illegally sharing copyrighted files.

It is the policy of the University of Pittsburgh to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act. It is against policy for any student, faculty, or staff member to copy, reproduce, or distribute any software, music, games, or movies on University computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law. Willful infringement may subject a student or employee to University discipline and can impact the privilege to use information technology resources at the University. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of work may also be liable for the attorney’s fee incurred by the copyright owner to enforce his or her rights. For more information, visit http://technology.pitt.edu/network-web/responsibilities/illegal-file-sharing.html.
OFFENSES, CRIMINAL OR PENAL

These offenses are committed when a student violates any criminal or penal statute or ordinance that is applicable where the offense takes place. The Campus Judicial Board standard of a preponderance of evidence shall apply in all cases.

STUDENT JUDICIAL SYSTEM ADMINISTRATION

In accordance with the provisions of the University Charter, By-laws and Trustees actions, the Chancellor of the University of Pittsburgh, who is the chief executive officer of the University, delegates the supervision of student conduct and discipline to the President of the University of Pittsburgh at Bradford, who, in turn, delegates that responsibility to the Dean of Students. All disciplinary actions remain subject to final review by the President of the University of Pittsburgh at Bradford.

THE ROLE OF THE DEAN OR ASSOCIATE DEAN OF STUDENTS/ DIRECTOR OF JUDICIAL AFFAIRS IN THE DISCIPLINARY PROCEDURE

The supervision of student conduct and discipline is the responsibility of the Dean of Students, and is delegated to the Associate Dean of Students and Director of Judicial Affairs. All disciplinary actions remain subject to final review by the President of the University of Pittsburgh at Bradford.

The Dean shall serve as the liaison with students who have been placed on Disciplinary Probation or separated from the University; the Office of Student Affairs shall be responsible for informing the student of the procedure for reinstatement. The Dean has authority to carry out or direct Interim Suspension of students as authorized by the President of the College. The Dean also has authority either to recommend or to place holds from further registration on the student’s record with appropriate legal and procedural safeguards to the rights of students. The Dean may release information concerning the status of a discipline case to persons involved in the case. These may include the accuser, the witnesses, the Student Affairs staff, and other appropriate University officials.

The Associate Dean of Students serves as the advisor to the Campus Judicial Boards. He may not, however, be a member of any board, nor may he impose a more severe sanction than the most severe sanction recommended to him by the Student Judicial Board.

The Associate Dean of Students shall have responsibility for receiving complaints against students from any member of the University community, from local and state agencies and from the general citizenry. Complaints which appear to be substantially indicative of a violation of a University regulation shall be reason to charge the student. The Associate Dean shall notify the student, via email, of the specific charges against them and shall instruct them to meet with the Associate Dean to resolve the matter in a timely manner. The Associate Dean, in consultation with the accused student, shall decide upon one of the following two options for resolution:
A. To take the case to the Student Judicial Board for adjudication (Fall and Spring Terms only).
B. To dispose of the case through an informal hearing with the Associate Dean, with no subsequent proceedings or appeals.

ADMINISTRATIVE SANCTIONS- Office of Residential Life and Housing

The Office of Housing and Residential Life may establish and enforce standards of conduct which do not conflict with student rights within the University community as affirmed in the Student Code of Conduct. Administrative sanctions may be issued for code infractions as long as a reliable determination is made; the administrative action is in lieu of a judicial complaint; the penalty includes no more than Disciplinary Warning, Disciplinary Reprimand, Residence Hall Probation, and/or loss of certain privileges related to living in University housing; and the action is not arbitrary or capricious. Records of all administrative sanctions will be maintained in the Office of Student Affairs, and may be introduced in the sanction phase of subsequent judicial hearings.

CAMPUS JUDICIAL BOARDS

The University of Pittsburgh at Bradford Student Judicial Board is the duly authorized judicial body which has jurisdiction over all students for matters arising from the Student Code of Conduct and Supplemental Residence Hall Provisions. This board shall conduct hearings, make findings of facts, recommend disciplinary sanctions where appropriate, and provide due process for students while protecting the rights of all members of the University community. For cases involving sexual misconduct or sexual assault, hearings will take place before a Campus Sexual Assault Board, comprised solely of faculty and staff. However, in extraordinary circumstances where the complexity of factual issues and/or matters of law so dictate, the President of the University of Pittsburgh at Bradford may appoint an ad hoc hearing
committee to hear cases. Any proceedings before such an ad hoc body shall provide due process and ensure the rights of students.

**STUDENT JUDICIAL BOARD**

**JURISDICTION**—During the Fall and Spring Terms, the Student Judicial Board shall have jurisdiction over cases of alleged violations of the Code of Conduct referred to the Board by the Associate Dean of Students.

**COMPOSITION**—The Student Judicial Board shall be composed of up to eleven (11) students and one student chairperson. For each case the chairperson and four (4) student members shall be present for the hearing. It is the responsibility of the Student Government Association, in consultation with the Associate Dean of Students, to appoint the chairperson and student members to the Student Judicial Board.

**TERM OF OFFICE**—Members of the Student Judicial Board shall serve for a term of one year commencing on the first day of the fall term following approval and appointment by the Student Government Association and may be appointed for additional terms of office. Vacancies may be filled at any time.

**SANCTIONS**—The Student Judicial Board may recommend any sanctions provided for in University Sanctions. The recommendations shall be forwarded to the Dean of Students. The Dean may either implement the sanctions as recommended, or he may lessen the severity of the sanctions. He may not increase the severity of the sanctions.

**APPEALS**—A student who wishes to appeal the findings and/or recommendations of the Student Judicial Board must submit a written request for an appeal to the Dean of Students within two (2) days of the receipt of the hearing outcome. Only sanctions that involve residence hall suspension or dismissal, or suspension or dismissal from the University, may be appealed. An appeal shall stay the imposition of a sanction unless the Dean of Students, with the concurrence of the President, for good cause, directs in writing that the sanction be imposed immediately.

**APPOINTMENT TO THE STUDENT JUDICIAL BOARD**

Recommendations for appointment to the Student Judicial Board shall be at the beginning of the fall term by a selection committee composed of the President and Vice President of the Student Government Association and the Associate Dean of Students. Recommendations for appointment must be approved by the Student Government Association.

Applicants shall be solicited from the student population and shall meet the following requirements:

A. Must be a registered student.
B. Must have a 2.50 cumulative GPA or above at the time of application, and must maintain a 2.50 GPA.
C. Must not be on academic or disciplinary probation.

**REMOVAL OF A STUDENT JUDICIAL BOARD MEMBER**

A member of the Student Judicial Board shall be removed automatically for the following:

A. Academic Probation
B. Disciplinary Probation
C. Residence Hall Suspension
D. Residence Hall Dismissal

A member may be removed by a majority vote of the Student Judicial Board membership for failure to discharge the responsibilities of his/her position.

**RIGHTS OF STUDENTS IN DISCIPLINARY PROCEEDINGS**

In preserving the rights of the individual student, the University shall have the obligation:

1. To describe its standards clearly.
2. To make known its standards in a form readily available to its students and in a manner which, while not exaggerated in length, detail, or complexity, will provide fair notice of what is expected and what is forbidden.
3. To apply rules and regulations fairly, impartially and equally to all students who are similarly situated.

For any disciplinary action for which sanctions may be imposed, the student shall have the right:

1. To be considered not responsible until found responsible, by a preponderance of the evidence, of a violation of the Student Code of Conduct.
2. To be informed of his/her rights.
3. To receive written, timely, and complete notice of the specific charges to be resolved.
4. To seek the advice of any counsel within the University of Pittsburgh at Bradford. External counsel, including legal counsel, is not permitted in any disciplinary hearing.
5. To have a fair disposition of all matters as promptly as possible under the circumstances.
6. To elect to dispose of the charges informally by mutual consent with the Dean of Students or his representative, or to have his/her case heard by a Judicial Board (Fall and Spring Terms only).
7. To have a private hearing, or with the consent of the Associate Dean of Students, to have a public hearing.
8. To elect to have a settlement agreement.
9. To have a preliminary hearing before the Dean of Students or his appointed representative, when immediate action is proposed prior to a full hearing.
10. To be informed of the maximum and minimum sanctions which may be imposed.
11. To be informed of the format and procedures of the Campus Judicial Boards.
12. To be informed of the general nature of the evidence to be presented.
13. To confront and question all parties and witnesses except when extraordinary circumstances make this impossible.
14. To present a factual defense through witnesses, personal testimony and other relevant evidence.
15. To decline to testify against oneself.
16. To request attendance of witnesses upon a showing of relevance.
17. To receive a record upon request.
18. To have only relevant evidence considered by the hearing board or hearing officer.
19. To be informed of all decisions within a reasonable time.
20. To request a review of a decision and be informed of the criteria and procedures to be followed.
21. To be free from repeated disciplinary proceedings where the parties and issues are the same.

JUDICIAL BOARD PROCEDURES

Any member of the University community may institute a proceeding before a judicial body by filing a complaint in the Office of the Dean of Students or their designee. A complaint against a student must set forth the following:

A. The name and address of the student against whom a complaint is being lodged.
B. The name of the complainant and his/her status in the University community.
C. The alleged offense which is the basis of the complaint.
D. A statement demonstrating the facts of the alleged offense, which must include:
   1. Date of occurrence.
   2. Time of occurrence.
   3. Place of occurrence.
   4. Narrative of events.
E. The names of persons having personal knowledge of circumstances or events.
F. The general nature and description of all evidence.
G. The signature of the complainant.

NOTICE

Upon receipt of a properly filed complaint, the Associate Dean of Students shall notify the accused student via e-mail that proceedings have been instituted. The notice shall include:

A. A notice of the complaint.
B. A request for a preliminary conference.

PRELIMINARY CONFERENCE

The Associate Dean of Students shall schedule a preliminary conference. The purpose of the preliminary conference is to allow the Associate Dean to provide guidance to the accused in the disposition of the charges, to answer questions regarding the procedures and format of the Campus Judicial Boards, to make arrangements for a hearing, and to provide other assistance when appropriate.

HEARING NOTIFICATION

After a reasonable attempt to confer with all parties, the Associate Dean of Students shall schedule a hearing. All parties shall receive notification of the hearing which shall include the time, date, and place of the hearing.

WITNESSES

Any member of the University community may, upon showing a relevance and necessity, request witnesses to appear at the hearing with the prior permission of the Associate Dean of Students.

Witnesses who are members of the University community shall be called and other witnesses shall be requested to appear at the hearing:

The call or request to witnesses shall set forth:
A. Names of parties.
B. Request to appear.
C. Time of the hearing.
D. Date of the hearing
E. Place of the hearing.
F. Signature of the Associate Dean of Students.

HEARING FORMAT
The Judicial Board, under the direction of their respective chairperson and with advisorship from the Associate Dean of Students, does not function as a civil or criminal court of law, but rather as a formal hearing board. Therefore, legal technicalities are kept to a minimum while an emphasis is placed upon maintaining the interdependent network of rights and responsibilities between the individual student and the University. Hearings held by the Student Judicial Board are oriented toward the achievement of an understanding among all parties involved. Within this conceptual framework, the legal doctrine of procedural due process is operationally defined as fundamental fairness. Thus, the judicial system works to ensure that there is fundamental fairness throughout the disciplinary process, i.e., sanctions, the right to appeal, etc.

Judicial Boards shall adhere to the following format for all hearings:
1. The Chairperson shall introduce the members of the Board, and request the names of all persons present at the hearing. The Chairperson shall then explain the procedure to be followed, and ask if there are any questions.
2. The Chairperson will read the incident report and the charges being filed against the student, and will ask the accused if they are responsible or not responsible for the charges. The accused student will be asked to give his account of the incident.
3. The Chairperson will ask the party filing charges if they have any additional information or clarification.
4. Witnesses for both sides will be asked to give their account of the incident or alleged policy violation.
5. At the conclusion of the two presentations, both of the parties involved will be free to ask questions for clarification.
6. Board members reserve the right to ask questions of clarification at any time during the course of the hearing.
7. When all aspects of the case have been discussed to the satisfaction of the parties involved, the Chairperson will ask all people to leave the room, except the Board members and the Associate Dean of Students.
8. During deliberations, the Board will first decide whether the party filing charges has presented sufficient evidence to support a finding against the accused student by a preponderance of the evidence.
9. If the student is found responsible or takes responsibility for the charges, the Associate Dean of Students will provide the Board with the student’s prior record, if any. The student will then be sanctioned in accordance with the sanctions stated under University Sanctions.
10. Both parties will be asked to return to the room, and the decision will be read. The accused student will be told that the decision is a recommendation, but the Dean of Students has the authority to increase, decrease, or otherwise change the recommended sanction(s) if the totality of circumstances, including but not limited to any prior offenses and University precedents, justifies it. The student will be told of the right to appeal.

FINAL ADJUDICATION
The Student Judicial Board in its deliberations shall consider only relevant evidence presented at the hearing. The final adjudication shall be sent to the Associate Dean of Students for approval. It shall then be sent in letter form to the accused student, and shall set forth:
A. Names of the parties.
B. Date of the hearing.
C. Offenses involved.
D. Finding of fact.
E. Recommended sanction.
F. Signature and approval of the Associate Dean of Students.

Where a sanction has been imposed, a record of the adjudication shall be maintained in the Office of Student Affairs for the term of the sanction.
While a sanction is in effect, a record of it may be properly introduced at a subsequent disciplinary hearing if it is determined that a student has committed another offense.
RECORDS

The Office of Student Affairs/Judicial Affairs maintains adjudicated discipline records for a period of seven (7) years from the date of the offense. Files will be maintained permanently for all pending incidents and incidents resulting in disciplinary suspension or disciplinary dismissal.

SANCTIONS

Sanctions imposed upon students must be proportionate to the gravity of the offense. Sanctions which may be imposed are:

1. **REPRIMAND** — A written statement from the Dean of Students or his representative, expressing disapproval of conduct. A record of residence hall reprimand shall be maintained in the Office of Student Affairs for the period the reprimand is in effect. The record may be introduced in subsequent disciplinary proceedings.

2. **RESIDENCE HALL PRIVILEGES** — A termination of specific privileges intended to remedy a student’s disregard for the rights of others for a specified period of time. A record of Removal of Privileges shall be maintained in the Office of Student Affairs for the period the removal is in effect. The record may be introduced in subsequent disciplinary proceedings.

3. **PROBATION** — A conditional retention of resident or student status for a specified period of time. During the probationary period a student may be excluded from participation in certain extracurricular activities, and he/she may also be prohibited from holding any appointed or elected position within the campus community. A record of Probation shall be maintained in the Office of Student Affairs for the period it is in effect. During that same period the record may be introduced in subsequent disciplinary proceedings.

4. **DISCIPLINARY PROBATION** — A more serious conditional retention of student status for a specified period of time. During the Disciplinary Probationary period, the University reserves the option to exclude a student from participation in extracurricular University activities; if so, the student furthermore may not represent the University as an athlete or in any official capacity, nor may he/she hold any appointed or elected position within the University community. A record of Disciplinary Probation shall be maintained in the Office of Student Affairs for the period it is in effect. During that same period the record may be introduced in subsequent disciplinary proceedings.

5. **RESTITUTION** — A written direction to replace, repair or make specific compensation for property of the University or another person which was damaged, destroyed or misused; or to reimburse an individual for expenses or losses incurred as the direct result of the commission of an offense. A record of a direction to make restitution shall be maintained in the Office of Student Affairs until full restitution is made. The record may be introduced in subsequent disciplinary proceedings.

6. **INvoluntary CHANGE OF RESIDENCE HALL ASSIGNMENT** — A written direction to relocate a student to an alternative residence hall accommodation within a specified period of time which is imposed by the Dean of Students or his representative. Involuntary change of residence hall assignment is imposed to ensure the safety and well-being of members of the University community, or University property, or to ensure the student’s own physical or emotional safety and well-being. This sanction may also be imposed upon a student whose lifestyle, hygiene, health or behavior may adversely affect the other students in an apartment or residence section. This sanction may be put into effect either administratively or as a result of a hearing before a judicial body. When possible, students will be given 24 hours’ notice before such a change of assignment takes place.

7. **INTERIM RESIDENCE HALL SUSPENSION** — an immediate exclusion from the residence halls and all residence hall privileges and activities which is imposed by the Dean of Students or his representative, pending a hearing before the appropriate judicial body. Interim suspension is imposed only to ensure the safety and well-being of members of the University community, or University property, or to ensure the student’s own physical or emotional safety and well-being. The student will be persona non grata on all University residence hall property during the period of suspension and will not be permitted to enter or use any residence hall property. Should the student reappear in any area hereforementioned, he/she will be subject to arrest.

8. **VOLUNTARY CHANGE IN RESIDENCE STATUS** - If a student moves out of the residence halls after the imposition of an original sanction, the Dean of Students or his representative has the authority to impose limitations on that individual, such as a persona non grata sanction or other restrictions.

9. **INFORMATION TECHNOLOGY RESOURCE SUSPENSION OR TERMINATION** — A suspension or termination of all or part of a student’s access to information technology resources. No refund of any fees charged and applied to information technology resources will be made. A record of the suspension or termination will be kept on file and may be introduced in subsequent disciplinary proceedings. (NOTE: The Director of CTM Services is authorized to impose an interim suspension of a student’s access to information technology resources, with approval of the Dean of
Students or his representative. During the time of interim suspension, the student will not be permitted to access any University information technology resource.)

10. RESIDENCE HALL SUSPENSION— a termination of residence for a specified period to time from all University housing. The student will be persona non grata on all University residence hall property during the period of suspension and will not be permitted to enter or use any residence hall property for any reason. Should the student reappear in any of the areas heretofore mentioned, he/she will be subject to arrest. At the conclusion of the period of suspension, the student will be allowed to return to the residence halls on a probationary status for a period of one year unless otherwise specified. A record of residence hall suspension is maintained in the Office of Student Affairs for the duration of the student’s subsequent probationary period. The record may be introduced in subsequent disciplinary proceedings.

11. INTERIM SUSPENSION— an immediate exclusion from classes and all other University privileges or activities which is imposed by the Dean of Students or his representative, pending a hearing before the appropriate judicial body. Interim suspension will be imposed only to ensure the safety and well-being of members of the University community, or University property, or to ensure the student’s own physical or emotional safety and well-being. The student will be persona non grata on all University property during the period of suspension and will not be permitted to enter or use University property unless the student receives permission from the Dean of Students or his representative.

12. DISCIPLINARY SUSPENSION— a termination of registration as a student for a specified period of time. During the period of suspension a student is excluded from classes and all other University privileges or activities. At the conclusion of the period of suspension, the student will be allowed to return to the University on a probationary status for a period of one year unless otherwise specified by the appropriate judicial body. A record of disciplinary suspension is maintained in the Office of Student Affairs for the duration of the student’s subsequent probationary period. During that period, the record may be introduced in subsequent disciplinary proceedings. The student will be persona non grata on all University property during the period of suspension and will not be permitted to enter or use University property unless the student receives permission from the Dean of Students or his representative.

13. RESIDENCE HALL DISMISSAL— a termination of residence and permanent exclusion from the residence halls. A record of residence hall dismissal is maintained as a permanent record in the Office of Student Affairs, and a copy shall be placed in a student’s personnel file. The student will be persona non grata on all residence hall property and will not be permitted to enter or use residence hall property for any reason. Should the student reappear in any of the areas heretofore mentioned, he/she will be subject to arrest.

14. DISCIPLINARY DISMISSAL— A termination of resignation of a student. If the student applies for readmission, he/she will not be allowed to return to any campuses of the University. The student will be persona non grata automatically on all University property and will not be permitted to enter or use University property unless the student receives permission from the Dean of Students or his representative. A record of disciplinary dismissal is maintained as a permanent record in the Office of Student Affairs and a copy shall be placed in a student’s personnel file.

15. NO CONTACT ORDER— A directive to cease and desist from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, social media, or third parties. Should the student fail to cease contact, they will be subject to additional action, up to and including suspension and/or arrest. This action may be imposed by the Dean of Students or their designee only to ensure the safety and well-being of members of the University community, or University property, or to ensure the student’s own physical or emotional safety or well-being.

16. PERSONA NON GRATA STATUS— An exclusion from a facility or area of the campus for a specified period of time. During this period, the student is excluded from a specified facility or area of the University and may not enter or participate in any function within the confines of this area or facility. A record of persona non grata status shall be maintained in the Office of Student Affairs, the office of the person directly responsible for the day-to-day operation of the restricted facility or area, and the Office of Campus Police for the period that is in effect. The record may be introduced in subsequent disciplinary proceedings.

17. SUBSTITUTED SANCTION— A constructive and voluntary undertaking by a student which, by agreement of the student and the appropriate judicial body or the Dean of Students or his representative, shall be substituted for any of the above sanctions. A record of substituted sanction shall be maintained in the Office of Student Affairs until the undertaking agreed upon is completed. If the substituted sanction is not satisfactorily completed, the Dean of Students or his representative shall reinstate the original sanction.

18. DEVELOPMENTAL SANCTION— A directive to spend a specified period of time in a constructive undertaking that is designed to develop the student in a manner consistent with the mission and goals of the university. This will be by agreement of the student and the Dean of Students or his representative. A record of the sanction shall be maintained in the Office of Student Affairs until the service project is complete.
19. **REFLECTIVE ESSAY** - a written essay of a determined length to reflect upon the incident and what the student learned from it. A record of the sanction shall be maintained by the Office of Student Affairs.

20. **COMMUNITY RESTITUTION** - the assignment of service to the University and/or city/township that allows a student to restore the community from the incident. A record of the sanction shall be maintained in the Office of Student Affairs.

21. **FOLLOWING ALL PRESCRIBED TREATMENTS** - Students who are prescribed treatments of any kind are expected and required to follow their treatment plans.

22. **PARENTAL NOTIFICATION** – In special circumstances, the Associate Dean of Students will have a conversation with the parents/guardians of students accused of certain charges, or those found responsible or taking responsibility for the charges.

**UNIVERSITY APPEALS BOARD**

**JURISDICTION**— The Appeals Board shall hear appeals by students from findings and/or recommendations of the Judicial Board only if the original recommendation includes a Residence Hall Suspension or Dismissal, or a University Suspension or Dismissal. The Appeals Board shall also review findings and/or recommendations of either of these Boards at the request of the Dean of Students.

**COMPOSITION**— The Appeals Board is appointed only when there is a case to be appealed. It is composed of one (1) student, one (1) faculty member, and one (1) administrator. The President and Vice-President of the Student Government Association and the Dean of Students shall select the members.

**SANCTIONS**— The Appeals Board may either uphold the decision and sanction of a Campus Judicial Board, or it may lower the severity of the sanction. It may not increase the severity of the sanction. Recommendations of the Appeals Board shall be forwarded to the Dean of Students. The Dean shall implement the recommendation(s) unless he refers the case to the President of the campus as provided for in Procedures for Appeal or Review.

**APPEALS** – A student may appeal the recommendation(s) of the Appeals Board to the President of the University only when the sanction involves separation from the University. When the President agrees to consider an appeal, he shall review the records of the board of original jurisdiction and of the Appeals Board and such written submissions and oral arguments as the President requests. The President shall make such disposition of the case as he deems appropriate.

**RIGHT TO APPEAL**

Students have the right to appeal a decision of the Student Judicial Board only when the original recommendation includes a sanction of Residence Hall Suspension or Dismissal, or University Suspension or Dismissal. The student shall be informed of the right to appeal when notified of the final adjudication. Appeal from a decision of either board shall be made to a University Appeals Board.

**PROCEDURES FOR APPEAL OR REVIEW**

All requests for appeals must be submitted to the Associate Dean of Students within two (2) days of receipt of the final hearing outcome. The Appeals Board shall not act on a request for an appeal until a period of five (5) days has elapsed from the date of the initial hearing. A student may request an appeal on one or more of the following grounds:
1. The student has been deprived of his or her rights as defined herein.
2. The facts appear to be insufficient to determine if the accused student is in violation of University policy or code.
3. The sanction(s) recommended by the initial hearing board was not justified by the nature of the offense.

In reviewing an appeal, the Appeals Board shall limit itself to consideration of the following questions:
1. Whether the rights affirmed by the Board of Trustees have been denied.
2. Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3. Whether the adjudication was supported by substantial evidence.
4. Whether the regulations involved were lawful and proper and whether they were properly applied in the particular case.
5. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

After reviewing all material relevant to the appealed case, the Appeals Board may choose one of the following three options:
1. Recommend to the Dean of Students that:
   a.) The decision of the initial hearing board should be upheld, and the sanction should be implemented as recommended.
b.) The decision of the initial hearing board should be upheld, but the severity of the sanction should be decreased.
c.) The decision of the initial hearing board should be over-turned. Reasons must be given for this recommendation.

2. Recommend that the case be reheard by the initial hearing board. Reasons must be given for this recommendation.

3. Decide to hear the case by the Appeals Board. If this option is followed, the same format will be used as described in the Hearing Format. Recommendations will be forwarded to the Dean of Students. The Dean shall either implement the recommendation(s) or transmit the case and all case materials to the President for disposition. The Dean shall notify the student of the status of his or her case.

In reviewing any appeal, the Appeals Board may not recommend a sanction more severe than the sanction recommended by the initial board.

UNIVERSITY OF PITTSBURGH AT BRADFORD
STUDENT CODE OF CONDUCT APPENDIX “A”
REGARDING SEXUAL ASSAULT RESOURCES, INFORMATION AND PROCEDURES

The University of Pittsburgh at Bradford values the safety and health of all members of the Pitt-Bradford community and seeks to foster an environment in which its students and employees treat other persons with respect, civility, and dignity. Any behavior that involves sexual misconduct or harassment, relationship violence, or stalking of another person is prohibited. Sexual misconduct can be a violation of criminal law, Title IX, other laws, and this Code. Some federal, state, and other law definitions are provided at the end of this appendix.

The University has the authority to take disciplinary action for conduct occurring on campus and off campus when the conduct, among other things, effects the educational environment or threatens the safety of the University community. The University will provide a prompt, fair, and impartial investigation and resolution.

If you are the victim of sexual assault, dating or domestic violence and/or stalking, know that Pitt-Bradford has resources in place to provide immediate support and assistance, as well as to ensure your health and safety, whether or not you choose to pursue a complaint or report. If you do choose to file a report or complaint, there are several options available.

Remember: Sexual assault is never the victim’s fault. Reach out—get help.

GETTING HELP

What to do if you are assaulted

IMMEDIATELY AFTER AN INCIDENT

• **Physical Safety:** Your immediate safety is the top priority. As quickly as possible, find a safe place away from the perpetrator or any other potential danger. You are encouraged to seek immediate medical attention as soon as possible for your own physical health and to preserve all physical evidence. Bradford Regional Medical Center generally has a SANE nurse available (either on duty or on call). SANE nurses are registered nurses who have completed specialized education and clinical preparation in the medical forensic care of the patient who has experienced sexual assault or abuse. Also, be aware that all hospitals are required by law to report to the police any injury that is the result of a crime. This does not obligate you to file formal charge.

• **Preserving Physical Evidence:** In the aftermath of a sexual assault, although it may not be foremost on your mind, the preservation of evidence is strongly encouraged. Even if you do not think you want to pursue a criminal or civil proceeding, preserving evidence keeps your options open in case you change your mind. To preserve evidence, do not shower, douche, or change clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush teeth, smoke, or eat. Optimally, evidence collection should occur within 72 hours of the assault. There are medical facilities in Bradford that can assist you:

  Bradford Regional Medical Center
  Emergency Room
  116 Interstate Parkway, 814-362-8274
  Women’s Health Services: 814-362-8480
• **Contact the Police:** You are strongly encouraged to call the Pitt-Bradford Police Department (814-368-3211) or the McKean County Emergency Call Center, 911, which will relay this information to the appropriate policy authority and report the situation. The Police are trained and able to assist in obtaining other physical evidence, such as video surveillance.

• **Seek Confidential Crisis Counseling**

Crisis counseling can provide you with immediate emotional support and help connect you to key resources and information.

The **Office of Counseling Services**, 226 Frame-Westerberg Commons, can provide confidential assistance to victims of sexual assault/violence Monday-Friday, 8:30 am to 5:00 pm: 814-362-5272.

In addition, there are two **24-hour crisis-response** lines available to assist victims of sexual assault/violence. Both provide crisis assistance as well as guidance for victims throughout the medical and/or legal process. Students who seek assistance from these organizations are not obligated to press charges against the assailant.

**24-Hour Crisis-Response Lines**

- **Bradford YWCA- Victim’s Resource Center**
  24 West Corydon Street
  Bradford, PA 16701
  Victims’ Resource Center: 814-368-4235
  Sexual Assault/Violence Hotline: 888-822-6325

- **The Guidance Center**
  110 Campus Drive
  Bradford, PA 16701
  Crisis Intervention Line: 814-362-4623 or 800-459-6568

Generally, off-campus counselors, advocates, and health care providers will maintain confidentiality and not share information with the University unless the victim requests the disclosure and signs a consent or waiver form. However, while these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the University, they may have reporting or other obligations under state law. **For example, Pennsylvania Law requires mandatory reporting to law enforcement in cases involving minors and certain crimes or imminent harm to self or others. There may also be a requirement to testify if subpoenaed in a criminal case.**

**SEXUAL MISCONDUCT RESOURCES**

**University Resources**

**Counseling Services**

The Office of Counseling Services offers a variety of mental health services and is committed to promoting the health, as well as the personal, academic, and career development of all Pitt-Bradford students. In addition, Counseling Services provides crisis intervention, consultation, and referral services to Pitt-Bradford students. The Office of Counseling Services is located on the 2nd floor of Frame-Westerberg Commons, Room 226. Open Monday-Friday, 8:30 am to 5:00 pm. 814-362-5272.
Student Health Services
The Office of Student Health Service provides referrals and ongoing confidential medical consultation for any physical problems related to an assault. Student Health Services is located on the 2nd floor of Frame-Westerberg Commons, Room 226. Open Monday-Friday, 8:30 am-5:00 pm. 814-362-5272.

Campus Police
Your safety is the highest priority for our well-trained Campus Police Officers, who patrol our campus 24 hours a day. Campus Police can be reached at 814-368-3211 or 10333 from any campus phone.

Title IX Liaison
Any member of the University community also may contact the campus Title IX Liaison at 814-362-5121. This office investigates allegations of sexual misconduct and ensures campus compliance with Title IX.

Additional Resources
University of Pittsburgh at Bradford students can contact their resident assistant (RA), resident director (RD), or other residence life staff member for support (24 hours a day).

Victims of sexual violence may also pursue action under a new Pennsylvania Law known as the “Protection from Sexual Violence or Intimidation (PSVI) Act”, which took effect July 1, 2015. This law allows victims of sexual violence or intimidation to petition the court for a civil remedy, known as a Sexual Violence Protection Order. If granted, this order requires the offender to stay away from the victim, regardless of whether the victim pursues legal action. PSVI is similar to the Protection from Abuse (PFA) Act, but does not have a relationship requirement. For more information, please refer to PA Statute 42 Pa. C.S. § 62A.

TITLE IX EXPLAINED
Title IX of the Education Amendments of 1972, a Federal law, was historically associated with actual or perceived gender-based disparities in athletic programs. However, it is a far broader law. Title IX actually covers all aspects of educational and academic-related programming and prohibits gender discrimination. Importantly, Title IX prohibits sexual misconduct which may affect the educational or campus environment. The law provides that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX prohibits gender-based discrimination in all University of Pittsburgh programs and activities, including, but not limited to, recruiting, admissions, financial aid, academic programs, student services, counseling, guidance, advising, grievance procedures, discipline, course/class assignments, grading, recreation, athletics, housing, meal services, and employment.

Some Examples of Unlawful Practices Under Title IX Include:

- **Sexual Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- **Sexual Misconduct** – rape, sexual assault, sexual battery, sexual exploitation, sexual coercion, forcible fondling, and any other form of non-consensual sexual activity (including when an individual is not in a condition to give legal consent).
- **Stalking** – repeatedly following, harassing, threatening or intimidating another individual using such methods including, but not limited to, telephone, mail, electronic communication, and social media.
- **Domestic Violence** – in addition to physical abuse, also includes emotional, verbal and economic abuse.
- **Dating Violence** – in addition to physical abuse, also includes emotional, verbal and economic abuse.
• **Retaliation** – adverse academic, social, employment or other actions against anyone reporting a violation or participating in an investigation of any Title IX allegation.

In addition to being considered discriminatory, *sexual violence is criminal activity.*

### REPORTING AND CONFIDENTIALITY

The University encourages victims of sexual misconduct to talk to somebody about what happened and to seek the support they need to address their individual situations. Telling someone will also allow the University to respond appropriately.

You may have concerns about confidentiality, and you should know that different employees on campus have different abilities to maintain a victim’s confidentiality. If you are still unsure about confidentiality requirements after reviewing the following explanation, please contact the Title IX Coordinator.

**The Different Types of Employees and Their Confidentiality Responsibilities**

**A. Privileged and Confidential Resources**

• **Pastoral Counselors**
  Pastoral counselors are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. Pitt-Bradford students desiring to speak with a pastor of their choice may get contact information from the Director of Community Engagement and the Wick Chapel (814-362-5272) or the Vice President and Dean of Student Affairs (814-362-7650).

• **Professional Counselors: University Counseling Center; Medical Staff, Counselors, and Advocates: Student Health Service**
  Both the Counseling Center and the Student Health Service may be required to report de-identifying information to the University of Pittsburgh at Bradford Police Department for Clery reporting purposes and to the Title IX Office. This de-identified report – which includes no information that would directly or indirectly identify the victim – will include the nature, date, time, and general location of an incident.

  These reports help keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before filing any de-identified report, the Counseling Center and Student Health Service staff will take reasonable efforts to make sure that the report contains no personally identifying details.

  In addition, a victim who speaks to a professional or non-professional counselor or advocate must understand that if they only want to share de-identified information, the University will unlikely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, the victim who at first requests that only de-identified information be shared may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. The UCC and SHS counselors and other personnel will provide the victim with assistance if the victim wishes to do so.

Here is contact information for Counseling Center and Student Health Service, located in **Room 226 of the Frame-Westerberg Commons**, and which is open Monday-Friday, 8:30 am–5 pm: (814-362-5272). In addition, below is a listing of staff in these offices:

**Dr. Leslie Rhinehart, Director of Counseling Services**

[llr@pitt.edu](mailto:llr@pitt.edu), (814-362-7658)
B. Exceptions to Confidential Communications

While the Counseling Center and Student Health Center personnel may maintain a victim’s confidentiality as described above, they may have reporting or other obligations under state law. For example, Pennsylvania law requires mandatory reporting to law enforcement in cases involving minors and certain crimes.

If the University determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the University community, Campus Police may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

There are other times where the University may override a request for confidentiality. These are detailed below in “Requesting Confidentiality”.

C. Reporting to “Responsible Employees” and Confidentiality

A “responsible employee” is a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual misconduct, the University will investigate what happened and will work to resolve the matter promptly and equitably.

In order for the University to investigate, the responsible employee is required to report to the Title IX Coordinator the victim’s information and the relevant details of any alleged sexual misconduct incident, including the names of the victim and the alleged perpetrator(s), any witnesses, and any other relevant facts, such as the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with those responsible for handling the University’s response to the report or interim measures. A responsible employee will not share identifying information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement, except that the responsible employee will share non-identifiable information for Clery Act reporting. In addition, if a health and safety or imminent threat exists, the responsible employee will notify Police and/or the University’s Department of Public Safety so that a timely warning may be issued to the community.

REQUESTING CONFIDENTIALITY FROM THE TITLE IX OFFICE

The Title IX Coordinator will evaluate requests for confidentiality:

Title IX Coordinator, University of Pittsburgh- Pittsburgh Campus
Phone: 412-648-7860; Fax: 412-648-7864
titleixcoordinator@pitt.edu
For Pitt-Bradford students desiring to speak with the **Pitt-Bradford Title IX Liaison, please call 814-362-5121**.

Once the Title IX Coordinator receives notice of an incident, the victim may request that any disclosed information remain confidential and that no investigation into a particular incident be conducted or disciplinary action taken. The Title IX Coordinator will weigh this request against the University’s obligation to investigate all matters of sexual misconduct and to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the University may deny a victim’s request for confidentiality in order to help protect the greater campus community and provide a safe, non-discriminatory environment for all students.

When weighing a victim’s request that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior University indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
- Whether the perpetrator was a faculty member.

Depending on the totality of the circumstances, the presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these or similar factors are present, the University will likely respect the victim’s request.

**If the University determines that it must investigate the incident**, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response.

The University will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing an interim or permanent no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement and provide the victim with assistance if the victim wishes to do so.

Because the University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action. Such action may include increased monitoring, supervision or security in locations where the reported sexual violence...
occurred; increased education and prevention efforts, including to targeted population groups; climate assessment and victimization surveys; and/or revision of University policies and practices.

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual misconduct, are not considered notice to the University of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Similarly, participation in a research study, or writing submitted for a class, are not considered notice to the University.

RESPONSE TO SEXUAL MISCONDUCT

Overview

As part of the University’s response to a report of sexual misconduct, and regardless of whether there has been a request for formal disciplinary or law enforcement action, the University may impose interim measures or offer accommodations to address issues that impact the complainant or respondent’s educational, living or work environments. These interim measures can often be put in place very quickly, prior to the resolution of any referral, investigation, or criminal proceeding.

Once imposed, the University will take necessary action to enforce the implemented measures. Anyone who becomes aware of, or has a concern about a student’s failure to follow any University-imposed interim measure or accommodation, should report this concern to the Judicial Affairs Officer at 814-362-5084 or binder@pitt.edu.

Interim Measures

Interim Suspension

In situations where the respondent may pose a threat to the safety of the complainant, other students, or the University community, or under other serious circumstances, the University’s VP & Dean of Student Affairs or his/her designee may impose an interim suspension from either the University or University-owned housing. This interim suspension will remain active until the matter is resolved. Imposition of an interim suspension is not the equivalent of a finding of responsibility.

Additional Interim Measures or Accommodations

To quickly address a situation, the University, where it determines it is appropriate, may impose a wide range of interim measures, or offer accommodations, to any reporting or accused student. Such measures or accommodations may include:

- Implementation of a “No Contact Order”
- Change in University-related class or work schedules or job assignments
- Change in University-owned housing
- Assistance from University staff in completing housing relocation
- Assistance in addressing off-campus living arrangements
- Restricting a student’s access to certain University facilities or activities pending resolution of a matter
- Providing an escort to facilitate safe movement between classes and activities
- Access to academic support services, such as, but not limited to, tutoring
- Rescheduling of exams and assignments
- Availability of alternative course completion options, including, but not limited to the opportunity to change class schedules by transferring course sections or withdrawing without penalty
- Voluntary leave of absence
- Interim suspension
- Any other remedy or accommodation necessary and appropriate to facilitate the reporting student’s or the accused student’s access to educational opportunities
• Assistance with contacting the appropriate police department
• Access to counseling services, including assistance in arranging an initial appointment, on and/or off-campus
• Access to and assistance with obtaining necessary medical services
• Access to and assistance with connecting to pastoral care and support through the Offices of Community
  Engagement & Wick Chapel and the Office of the VP & Dean of Student Affairs
• Assistance in contacting community resources
• Assistance in contacting legal resources
• Guidance and support with filing a report through the University’s disciplinary system, Title IX Office, and/or
  through the criminal justice process

The University will also consider additional interim measures appropriate to the situation at hand. When necessary, the
University may make any “interim” measure permanent. The imposition of interim measures or accommodations does not
affect the ability of the reporting student to pursue disciplinary action.

Filing a Report and Initiating an Investigation of Sexual Misconduct

There are several options available for you to report sexual misconduct. Survivors can choose one or more of these options.
University officials will maintain as much confidentiality as possible by law in order to keep you and the campus community
safe. Anonymous reporting of sexual assault is also possible when contacting any of the offices below. Keep in mind that
anonymous reporting greatly limits the University’s ability to respond to and investigate an incident.

• You may file a criminal complaint with the Pitt-Bradford Campus Police (814-368-3211 or 10333 from a campus
  phone).
• If the alleged perpetrator is a Pitt-Bradford student, you may file a complaint for violation of the Student Code of
  Conduct through the University’s Office of Judicial Affairs (814-362-7630; 211 Frame-Westerberg Commons). This
  may be resolved through an administrative meeting or a judicial hearing. Potential sanctions range from
disciplinary reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary
missal from the University of Pittsburgh.
• You may file a complaint with the University’s Title IX Liaison. This office generally investigates complaints
  of sexual misconduct against faculty and staff, as well as students (814-362-5121). While this office can investigate
  complaints against students, in order for discipline to result, the complaint must ultimately run through the Office
  of Judicial Affairs.
• Although the University encourages victims to talk to someone, you may file an anonymous complaint by phone
  with the Pitt-Bradford Police (814-368-3211), Judicial Affairs (814-362-5084), or the Affirmative Action/Title IX
  Officer (814-362-5121). However, this option greatly limits the University’s ability to respond to and investigate
  the report.

The University’s Prohibition against Retaliation

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the
referring individual, a witness, an investigator or anyone else, is prohibited. Retaliation is the act of taking adverse action
against a complainant, a respondent, or any other person involved in the process based on the person's reporting or
participation in the process. Retaliation includes behavior on the part of the respondent or the complainant and other
related persons, including, but not limited to, acquaintances, friends, and family members. Although independent action
will be taken against anyone engaging in retaliation, the complainant and the respondent are responsible for discouraging
such actions and will also be held responsible to the extent of their involvement in the retaliation.

Retaliation will constitute separate grounds for disciplinary action. An individual who believes that he/she has
experienced retaliation should contact the Title IX Office, and the University will investigate the complaint. If the
University determines that evidence exists to support that retaliation occurred, appropriate action will be taken regardless
of the outcome of the underlying sexual misconduct complaint. This may involve referral of the retaliation concerns to
another University process for resolution.
To review the University’s Statement on Confidentiality and Non-retaliation, please follow this link: www.cfo.pitt.edu/policies/policy/07/07-01-03.html. In addition to outlining the University’s stance against retaliation, this statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

**Filing a Student Conduct Complaint:**

If the alleged accused is a University student, the complainant may file a complaint against the accused for violation of the Student Code of Conduct. This complaint may be resolved through an administrative meeting (if the Conduct Officer is in agreement) or a judicial hearing. In addition, the respondent may face criminal charges.

In the absence of an official complaint, the University may proceed with an investigation and resolution of any reported acts of sexual misconduct, relationship violence, or stalking if the University determines that such investigation and resolution are necessary to ensure the safety and well-being of University community members.

**Summary of Student Disciplinary Process**

**Student Affairs Judicial Officer:** Dr. Ron Binder, Associate Dean of Students, 814-362-5084, binder@pitt.edu

**Jurisdiction**

The University has the authority to take disciplinary action for conduct occurring on campus, and also off campus when the conduct, among other things, threatens the safety of the University community. University officials will provide a prompt, fair, and impartial investigation and resolution.

*All sexual misconduct complaints are considered to be high level incidents, in which the accused student, if found to be guilty based upon preponderance of evidence, may face a sanction of Disciplinary Suspension or Dismissal from the University.*

**Summary of Student Disciplinary Process**

Upon learning of an incident of sexual misconduct (including assault, harassment, relationship violence or stalking), the conduct officer will meet with the complainant to discuss confidentiality concerns and the conduct process in general. If the complainant elects to file a complaint against the accused student, the conduct officer will begin fact gathering and meet with the complainant and accused as necessary.

At the initial meeting (Disciplinary Conference) with the accused student, the conduct officer will give this student adequate notice of, and an opportunity to review and respond to, the allegations outlined in the complaint. The conduct officer also will give both parties written notice of available on- and off-campus medical, counseling, legal, and other relevant resources and written notice about interim measures such as no-contact orders and appropriate and available academic, housing, transportation, dining, and working accommodations. In cases in which the accused student’s conduct poses a threat to the University community, the conduct officer may impose an interim suspension that occurs immediately and that lasts until an investigation ends and/or the case is fully adjudicated.

The accused student may choose one of the following:

a. To accept the recommended sanction(s) and waive a hearing (Conduct Office must agree to this.)
b. To proceed before the Judicial Board for a full hearing.
c. To proceed before the Judicial Board for a sanctions-only hearing.

Both the accused student and the student filing the complaint will have the opportunity to review evidence gathered during the investigation or submitted by the opposing party. Both students also may provide testimony and evidence at the hearing.
before unbiased board members composed of faculty and staff only, who are trained annually on issues related to sexual violence, the hearing process, standards of evidence, credibility, and weight of evidence.

Both parties will be allowed to offer input into the sanctions imposed should the hearing board find the accused student responsible. The hearing board will make recommendations to the Vice President and Dean of Student Affairs, who will make the final determination of any imposed sanctions.

The entire conduct process will be prompt and timely, with a general time frame of 60 days for investigation and resolution, unless the University demonstrates good cause for the process to take longer. The conduct officer will notify both parties of any developments, as appropriate.

In addition, both the complainant and the accused will receive the same opportunities to have an advisor of their choosing present during any conduct proceeding, to be informed in writing simultaneously of the outcome of any proceeding, and to have a right to appeal the final decision of any such proceeding. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. All matters before the hearing board will be judged using the preponderance of the evidence standard, which means, is it more likely than not that the Student Code of Conduct was violated.

Sanctions Available

Sanctions may range from disciplinary reprimand to interim suspension to disciplinary dismissal. A student's housing status may also be impacted. Sanctions also may include persona non grata status for some or all campus locations. Other appropriate measures may be taken that support the University’s commitment to address, prevent, and end the effects of sexual assault, relationship violence, and stalking.

If the victim pursues legal action in the public court system, an accused student could face criminal penalties as well.

Final Decision

The hearing panel recommendations shall be sent to the Vice President and Dean of Student Affairs. The VP & Dean may increase, decrease, or otherwise change the recommended sanction(s) if he or she believes that the totality of circumstances, including but not limited to any prior offenses and University precedents, justifies it.

The final decision shall be forwarded to the respondent and complainant, as well as other parties relevant to the sanction(s).

Where a sanction has been imposed, a record of the adjudication shall be maintained in the Office of Judicial Affairs and other University areas as appropriate, in accordance with the Records Retention Policy of the student judicial system.

Appeals

In matters involving sexual misconduct, both parties may appeal any decision made throughout the discipline process. The accused student may do so only when the original sanction involves Suspension or Dismissal from the University. Appeals shall be made to the Associate Dean of Student Affairs, for referral the University Appeals Board, within five (5) working days of the date of the decision letter.

Miscellaneous

Take Back the Night and other public awareness events

Public awareness events such as “Take Back the Night,” candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence are not considered notice to the University of sexual violence for purposes of triggering its obligation to investigate any particular incidents(s).
FREQUENTLY ASKED QUESTIONS:

Q: Does contacting the police mean I have to press charges?
A: No. You do not have to press charges if you call the police. However, if the sexual assault occurred on campus, Pitt-Bradford police will initiate an investigation.

Q: If I report a sexual assault, will my name become public? What happens to the information?
A: Security personnel will file an anonymous record of any on-campus assault among Pitt-Bradford’s crime statistics in order to give an accurate representation of crime on campus and to help prevent further crimes of this nature. In general, campus and local/regional newspapers and other media outlets do not reveal names of victims of sexual assault.

Q: Do I have to get medical attention?
A: Although you are not required to seek medical care, it is highly encouraged. Taking care of your physical and medical state is an important role in the healing process. You may have internal or external injuries as a result of an assault that require medical care. Additionally, you may want to explore options for preventing sexually transmitted diseases (STDs) and/or pregnancy. The Student Health Service has staff that can confidentially assess pregnancy risk; test and treat for STDs; and assess, treat, and/or offer/give referrals for physical injuries.

Q: If I am underage and was drinking and feel I am the victim of sexual assault, will I face Disciplinary Action?
A: The University will take no action against a victim of sexual assault if they are underage and are drinking or under the influence of alcohol at the time of the alleged assault.

Q: If I decide to pursue a student conduct compliant through a judicial board hearing, what happens during that hearing?
A: Both the survivor and the accused have a number of choices with regard to the hearing. The case may be heard by either a judicial board composed of faculty and staff who are trained in adjudicating cases of sexual misconduct/assault as well as campus judicial procedures, or the Associate Dean of Students/Director of Judicial Affairs. Normally, these cases are heard by the Judicial Board. This hearing is closed to anyone other than the people directly involved.

The Chair of the Judicial Board (judicial board hearing) or the Associate Dean of Students/Director of Judicial Affairs (administrative hearing), one of whom serves as the hearing moderator, will enforce the following procedures: a) the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; b) the accuser and accused shall be informed of the outcome of the any institutional disciplinary proceeding brought alleging a sexual offense; c) the hearing will be held in a private forum.

Q: What sanctions can be imposed following a disciplinary hearing? Can I appeal?
A: For both forcible and non-forcible sexual offenses, sanctions range from disciplinary reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary dismissal from the University of Pittsburgh (all campuses). Any party affected by the decision rendered may petition for appeal to the Judicial Officer for referral to the University Review Board.

Punishment for conflicted offenders may also be carried out by the public court system if the survivor pursues additional legal prosecution or civil action.

Sexual assault can be a form of sexual harassment and therefore could violate, and be processed under, University policy 07-06-04. Any student who believes he or she has been sexually assaulted or harassed or retaliated against for complaining of sexual assault or harassment, or for providing information in an investigation of sexual assault or harassment, may also contact the Title IX Coordinator (name available in Student Affairs Office).

PREVENTION

Education and Training Programs

Pitt-Bradford has implemented a comprehensive array of educational programs aimed at preventing sexual assaults and harassment, relationship violence, and stalking that include but are not limited to the following:
**New and Transfer Students:** New freshmen and transfer students attend a summer orientation program, in which they are introduced to Haven and Alcohol Edu, and at which time Student Affairs staff go over many of the details related to sexual misconduct and sexual assault.

**New and Transfer Students:** Incoming students are required to complete Haven, an online course on sexual misconduct and harassment, and attend Bystander Intervention, a program in which sexual misconduct and its relation to alcohol use are addressed in a direct manner.

**New Freshman Students:** All new freshmen attend the fall Movin’ On orientation program. As part of this, there is a program entitled “Don’t Be Sorry, Know the Risk: Making Memories, Not Mistakes,” which educates students on the subject of sexual violence and misconduct.

**New Freshman Students:** First-year students are required to enroll in Freshman Seminar, a 3-credit class made available in the fall term, and in the spring term for January admits. Sexual misconduct, alcohol awareness and bystander intervention are addressed in-depth in the Freshman Seminar program.

**Awareness Campaign:** Campus-wide sexual assault and consent awareness campaigns, featuring videos and creative print advertising, are used throughout the year to educate students about these issues.

**University Police:** Members of Pitt-Bradford’s police department are trained in responding to and investigating sex offenses, domestic violence, and stalking incidents. They provide special programs on sexual misconduct and other safety issues to students and student groups upon request.

### DEFINITIONS OF SEXUAL MISCONDUCT

The following is a summary of important definitions related to sexual misconduct and relationship violence.

**Consent** is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.

Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person’s use of alcohol and/or other drugs does not eliminate his or her responsibility to obtain consent.

**Relationship Violence** refers to domestic and dating violence.

**Sexual Assault** is a term that encompasses rape, forcible fondling, incest, and statutory rape. In Pennsylvania, sexual assault also is a separate statute defined as sexual intercourse or deviate sexual intercourse without the complainant’s consent.

**Stalking** means engaging in acts toward another person that places the person in reasonable fear of bodily injury or cause emotional distress.

### FEDERAL CRIMINAL DEFINITIONS

**Dating Violence:**

The term “dating violence” means violence committed by a person:

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
the length of the relationship
ii. the type of relationship
iii. the frequency of interaction between the persons involved in the relationship

Domestic Violence:

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction received grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking:

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Pennsylvania Criminal Definitions:

Rape: 18 Pa.C.S.A. § 3121

(a) Offense defined.—A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:

(1) By forcible compulsion.

(2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.

(3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.

(4) Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

(5) Who suffers from a mental disability which renders the complainant incapable of consent.

(b) Additional penalties.—In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years’ confinement and an additional amount not to exceed $100,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.

(c) Rape of a child.—A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age.

(d) Rape of a child with serious bodily injury.—A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.

(e) Sentences.—Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:
(1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

(2) Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

**Sexual Assault:** 18 Pa.C.S.A. § 3124.1

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.

**Domestic Violence:** 23 Pa.C.S.A. § 6102

(a) General rule.--The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“*Abuse.*” The occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

(1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.

(2) Placing another in reasonable fear of imminent serious bodily injury.

(3) The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).

(4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).

(5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

“*Adult.*” An individual who is 18 years of age or older.

“*Certified copy.*” A paper copy of the original order of the issuing court endorsed by the appropriate clerk of that court or an electronic copy of the original order of the issuing court endorsed with a digital signature of the judge or appropriate clerk of that court. A raised seal on the copy of the order of the issuing court shall not be required.

“*Comparable court.*” A foreign court that:

(1) has subject matter jurisdiction and is authorized to issue ex parte, emergency, temporary or final protection orders in that jurisdiction; and

(2) possessed jurisdiction over the parties when the protection order was issued in that jurisdiction.

“*Confidential communications.*” All information, whether written or spoken, transmitted between a victim and a domestic violence counselor or advocate in the course of the relationship. The term includes information received or given by the domestic violence counselor or advocate in the course of the relationship, as well as advice, reports, statistical data, memoranda or working papers, records or the like, given or made in the course of the relationship. The term also includes communications made by or to a linguistic interpreter assisting the victim, counselor or advocate in the course of the relationship.
“Domestic violence counselor/advocate.” An individual who is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, who has undergone 40 hours of training.

“Domestic violence program.” A nonprofit organization or program whose primary purpose is to provide services to domestic violence victims which include, but are not limited to, crisis hotline; safe homes or shelters; community education; counseling systems intervention and interface; transportation, information and referral; and victim assistance.

“Family or household members.” Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

“Firearm.” Any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon as defined by 18 Pa.C.S. § 6105(i) (relating to persons not to possess, use, manufacture, control, sell or transfer firearms).

“Foreign protection order.” A protection order as defined by 18 U.S.C. § 2266 (relating to definitions) issued by a comparable court of another state, the District of Columbia, Indian tribe or territory, possession or commonwealth of the United States.

“Hearing officer.” A magisterial district judge, judge of the Philadelphia Municipal Court, arraignment court magistrate appointed under 42 Pa.C.S. § 1123 (relating to jurisdiction and venue), master appointed under 42 Pa.C.S. § 1126 (relating to masters) and master for emergency relief.

“Master for emergency relief.” A member of the bar of the Commonwealth appointed under section 6110(e) (relating to emergency relief by minor judiciary).

“Minor.” An individual who is not an adult.

“Other weapon.” Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term does not include a firearm.

“Safekeeping permit.” A permit issued by a sheriff allowing a person to take possession of any firearm, other weapon or ammunition that a judge ordered a defendant to relinquish in a protection from abuse proceeding.

“Secure visitation facility.” A court-approved visitation program offered in a facility with trained professional staff operated in a manner that safeguards children and parents from abuse and abduction.

“Sheriff.”

(1) Except as provided in paragraph (2), the sheriff of the county.

(2) In a city of the first class, the chief or head of the police department.

“Victim.” A person who is physically or sexually abused by a family or household member. For purposes of section 6116 (relating to confidentiality), a victim is a person against whom abuse is committed who consults a domestic violence counselor or advocate for the purpose of securing advice, counseling or assistance. The term shall also include persons who have a significant relationship with the victim and who seek advice, counseling or assistance from a domestic violence counselor or advocate regarding abuse of the victim.

“Weapon.” Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a firearm which is not loaded or lacks a magazine, clip or other components to render it immediately operable and components which can readily be assembled into a weapon as defined by 18 Pa.C.S. § 907 (relating to possessing instruments of crime).
(b) Other terms.--Terms not otherwise defined in this chapter shall have the meaning given to them in 18 Pa.C.S. (relating to crimes and offenses).

Stalking: 18 Pa. C.S. §2709.1

A. Offense defined.--A person commits the crime of stalking when the person either:
   i. engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
   ii. engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent in reference to sexual activity: 18 Pa. C.S.A. § 311

(a) General rule.--The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.

(b) Consent to bodily injury.--When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:

   (1) the conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
   (2) the consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).

(c) Ineffective consent.--Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

   (1) it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
   (2) it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
   (3) it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
   (4) it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

Federal Clery Act Definitions

a. Rape: The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his or her youth). For Clery reporting purposes, the crime of rape also includes sexual assault (intercourse without consent), sexual assault with an object, and forcible sodomy.

b. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
c. **Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d. **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

e. **Domestic Violence**: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person living with or has lived with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction.

f. **Dating Violence**: Violence by a person who has been in a romantic or intimate relationship with the victim.

g. **Stalking**: To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

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**UNIVERSITY OF PITTSBURGH AT BRADFORD**

**STUDENT CODE OF CONDUCT APPENDIX “B”**

**ANTI-HAZING POLICY**

Hazing at the University of Pittsburgh at Bradford is considered a violation of the University’s Anti-Hazing Policy and Student Code of Conduct and Judicial Procedures, and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

Hazing is defined as follows:

Hazing.

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by the University.

The term shall include but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.
Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to Campus Police (814-362-7506) or the Associate Dean of Student Affairs, who serves as the Student Conduct Officer (814-362-5084).

Hazing related to any University of Pittsburgh at Bradford athletics teams may also be reported to the Director of Athletics and Recreational Sports (814-362-7523).

**ADDITIONAL PITT-BRADFORD RULES, REGULATIONS AND POLICIES**

The rights of students as members of the University community are set forth in the University of Pittsburgh Student Code of Conduct and Judicial Procedures. The purpose of this code is to delineate non-academic standards of conduct appropriate to the University in consonance with the educational goals of the University. Each student should become familiar with this code, which is published elsewhere in this handbook.

There are a number of additional specific rules and regulations which apply to students of the University of Pittsburgh at Bradford, and for your own knowledge and protection, these rules are listed here. These are by no means exhaustive, but they are extremely important in that they assist in safeguarding members of the Pitt-Bradford community and/or in protecting University property. All students should become familiar with both these rules and also with the terms and conditions of their housing contracts if they are resident students. THE RELATIONSHIP BETWEEN THE UNIVERSITY AND ITS STUDENTS IS NON-CUSTODIAL IN NATURE, AND NO ‘SPECIAL RELATIONSHIP’ IS ESTABLISHED AS A RESULT OF AN INDIVIDUAL'S STUDENT STATUS.

**SMOKING POLICY**

Smoking is prohibited in all residence halls and University buildings. Smoking is also prohibited outdoors at those entrances to campus buildings that are designated with a plaque as “Non-Smoking Areas.” Smoking is permitted and receptacles are available at other outdoor building entrances. Students are responsible for any cigarette butts around the entrances of their specific residence hall. E-cigarettes and Hookahs are prohibited in the residence halls.

**POSTING POLICY**

The University of Pittsburgh at Bradford includes seven academic and student service buildings, as well as fifteen residence apartment buildings. Within these buildings, there is limited space for advertising or announcing programs, meetings, and all of the other activities that need to be publicized at Pitt-Bradford; thus the following policy is intended to provide parameters and guidelines for the appropriate posting of all printed materials on campus.

1. Only students, faculty, and staff may post materials in campus facilities. External persons wishing to post items may do so only by permission of Conference Services or the Director of Student Activities/Commons.
2. Items posted by students or student organizations must contain the name of the individual or organization making the announcement.
3. Academic-related bulletin boards in Swarts Hall, Fisher Hall, Hanley Library, Blaisdell Hall, and the McDowell Sport and Fitness Center are under the jurisdiction of the various academic divisions and departments; students who utilize such bulletin boards must meet all the criteria listed within this policy and receive permission from the appropriate division or department.
4. No items are to be posted in the Hanley Library Lobby, or on the outside or inside windows or doors surrounding the lobby.
5. There will be no item posted by a non-affiliated group or individual which implies college affiliation. This applies to students, faculty, and staff who are working or volunteering with outside agencies, when such agencies wish to use this individual to advertise or announce a non-affiliated event. Exceptions to this may be granted only by the Special Events Coordinator or the Director of Student Activities/ Commons.
6. No posters or signs are to be attached to any doors, windows, painted surfaces, or wood paneling in any building (with the exception of non-moveable glass panels that border doors). Items posted on any of these surfaces will be removed immediately.
7. No items are to be attached to lamp posts, the clock tower, exterior surfaces of buildings, or vehicles on campus. Also, in the interest of keeping our campus environment attractive, no items are to be posted on trees.
8. No person is to deface, remove, or conceal any portion of another sign or poster.
9. Posted materials may obtain no reference by word or image of alcoholic beverages or other controlled substances.
10. Items posted that are in poor taste will be removed. This includes signs containing obscenities, or signs which are in blatant violation of the University’s policy on equal opportunity/ affirmative action.
11. Organizations/individuals are asked to remove outdated materials on a regular basis, in order to permit space for new materials.
12. Those wishing to post any flyers in the residence halls must first get permission from the Housing Office. Housing staff will post all flyers. Please submit flyers 10 days prior to the event, and include 32 copies. Flyers posted without permission will be removed immediately.
13. Additional policies for posting in the Frame-Westerberg Commons may be found under the FWC section of the Student Handbook, or at the Commons Information Desk.
SEVERE WEATHER POLICY

Pitt-Bradford’s general severe weather policy is to remain open in all but the most extreme circumstances. Individuals must make their own decision whether or not to come to class or report for work. In the past, faculty have been understanding when students miss class because of severe weather. It is the student’s responsibility, however, to notify a faculty member within one week of a weather-related absence so it can be noted as such. All university faculty, staff, and students are urged to use their own discretion in deciding whether they can safely commute to class or to work. Public announcements will be communicated to area radio and television stations for broadcast and will be posted on the University’s Web site at www.upb.pitt.edu regarding any official closures or delays no later than 6:15 A.M. If severe weather commences later in the day, public announcements of class cancellations or campus closure will be made as quickly as possible. Also, in those rare instances when all classes are canceled, the emergency alert system will be used.

Following are the radio stations that will be notified:

- Bradford: WESB/WBRR-FM
- Coudersport: WFRM
- Emporium/St. Marys: WLEM/WQKY-FM
- Jamestown NY: WHUG, WJTJN, WKSN, KISS-FM, WWSE-FM, WQFX-FM
- Kane: WLMJ-FM
- Olean: WHDL, WMNS, WMXO-FM, WPIG-FM
- Port Allegany: WHKS-FM
- Ridgway: WDDH-FM
- Salamanca: WCGO, WQRT-FM
- Smethport: WQRM-FM
- St. Marys: WKBI
- State College: WPSU-FM
- Warren: WRRN

Following are the television stations that will be notified:

- Buffalo NY: WGRZ-TV (2); WIVB-TV (4); WKBW-TV (7)
- Erie: WICU-TV (12); WSEE-TV (35)
- State College: WPSU-TV (3)

REGULATED ACTIVITIES

Golfing

Golfing is prohibited on University property due to the potential safety hazard to others, as well as the potential damage to buildings and grounds.

Rollerblading, Roller Skating, and Skateboarding

These activities are prohibited in all University buildings and on tennis courts. However, roller blading, roller skating, and skate boarding are permitted on sidewalks, driveways, parking lots, and roadways as long as such activities do not interfere with pedestrian and/or vehicular traffic.

RESIDENTIAL LIFE AND HOUSING

The University of Pittsburgh at Bradford considers it a privilege and not a right to reside in University housing. Any full-time student is eligible for University housing. Freshmen and sophomores are required to live on campus unless they are living in the local area with their immediate family. Although juniors and seniors are greatly encouraged to remain on campus, they have the option to move off campus by finding alternate housing. When students opt to move off campus it is very beneficial for them to give their off-campus addresses to the Residential Life and Housing Office. Those living on campus and those visiting in University residence halls should note that there are several important rules that apply:

ALCOHOLIC BEVERAGES POLICY

SECTION ONE: In accordance with the laws of the Commonwealth of Pennsylvania, persons under the age of 21 are prohibited from possessing or consuming alcoholic beverages. Violators of any section of this policy will be subject to University judicial sanctions and criminal prosecution in accordance with Pennsylvania law.

SECTION TWO: Resident students who are 21 and older may possess alcoholic beverages for their personal consumption and may not exceed the following limits:
   a. 12 cans or bottles of beer; or
   b. one 750 ml (0.75 liter) bottle of distilled spirits; or
   c. one 750 ml (0.75 liter) bottle of wine.

SECTION THREE: In accordance with the residence hall confiscation policy, alcoholic beverage containers will be confiscated if their possession constitutes a violation of University policy. These items become University property and will not be returned. Alcoholic beverage containers cannot be used as decorations or for any other purpose whatsoever within University housing.

SECTION FOUR: Drinking games, beer funnels, and beer/water pong tables are not permitted. Any device or game used to promote mass consumption of alcohol will be confiscated. In addition, the possession or storage of empty beer kegs, taps, other related accessories and other
bulk dispensers is prohibited and these items will likewise be confiscated. If furniture or doors are used for drinking games the University will charge a minimum damage fee of $50.

SECTION FIVE: Commuting students and campus visitors may not possess or consume alcoholic beverages on campus regardless of age. Majority age (21 years of age or older) non-residents in possession of alcohol in unopened containers will be asked to leave the campus. Open containers will be confiscated by University police or other authorized University officials.

SECTION SIX: Student organizations are not permitted to purchase or provide/furnish alcohol in any manner whatsoever at any event, even if just to members of the organization.

SECTION SEVEN: Bars (as defined by the Student Affairs Office) are prohibited on campus.

DRUGS AND OTHER CONTROLLED SUBSTANCES POLICY
On-campus possession, distribution, sale or use of any other controlled substances or drug paraphernalia (as defined in Pennsylvania Title 35, Health and Safety Act) is prohibited. Students who, on the basis of campus records, are found to be selling these substances may be required to vacate University housing, and are also subject to permanent disciplinary dismissal from the University. Students must keep prescriptive medications in a medical container with the student’s name on it in a secure place in their bedrooms (not in the bathrooms).

Drug-Free Workplace/Drug-Free Schools Policy
The University of Pittsburgh at Bradford prohibits unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

Violation of this policy will result in disciplinary action, including, but not limited to, a written reprimand, suspension, dismissal, expulsion, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Any University employee paid from federally funded grants or contracts, or any student participating in any federally funded or Guaranteed Student Loan Program, must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in University activities.

Drug and alcohol counseling and treatment programs are available in the Bradford area. Please check with the Office of Student Affairs, Counseling Services, or Student Health Services for additional details.

APARTMENT HEALTH & SAFETY INSPECTIONS
Twice each term an announced apartment inspection will be conducted by University staff. Unannounced inspections may take place at any time as deemed necessary to ensure that condition/safety/health standards of the University are being followed. Students are expected to clean their apartments, remove all garbage and restore furniture to its proper location. Students will be billed for any missing furniture, damaged property, or cleaning charges. Any illegal items (i.e., candles, toasters, toaster ovens, alcohol over the limit or alcohol for those under 21, drinking game items, etc.) will be confiscated. Students may retrieve these items when they leave campus at the end of the academic year.

APARTMENT LIGHTING
The University provides each apartment with replacement light bulbs. Students may use colored light bulbs on personal lighting fixtures, but University lighting fixtures in the living room and hallways of each apartment must be equipped with standard 13 watt fluorescent light bulbs. If an emergency evacuation of campus housing is necessary, it is important for public safety personnel to have adequate lighting. Due to the risk of accidental fire, halogen lamps are prohibited in the residence halls.

APPLIANCES, SPACE HEATERS, AND HOT PLATES
Due to the risk of accidental fire, the possession or use of electrical hot plates, grills, or personal grills is prohibited in the apartments. Microwave ovens are permitted only for use in the kitchen area if they are kept clean and properly maintained. Refrigerators must be kept clean and may be no larger than 4 cubic feet. Electrical appliances used or stored in the apartments must be UL approved and in good working order. Hazardous appliances (with exposed wires, frayed cords) will be confiscated by University staff members. Space heaters (electrical or liquid fuel) and air conditioners are not permitted in University apartments.

CHECKING OUT OF APARTMENTS
Students must check-out of their apartments within 24 hours after their last final exam unless they have been granted an exception, in writing, by the Director of Housing. Students vacating their apartments permanently at the end of the Fall Term and all resident students at the end of the Spring Term must accomplish the following before leaving campus:
1. Make sure that the apartment is in good physical condition and clean.
2. Arrange with the Resident Advisor a mutually agreeable time for a preliminary apartment inspection. You should bring any damages to the attention of your R.A. at this time. After all apartments have been vacated, University personnel will make the final inspection. Any damages found during this time will be assessed to the residents of the apartment in which the damages are found. Cleaning charges of $125 minimum will be made to students of those apartments who leave campus with their rooms in a state of disorder and/or uncleanliness.
3. After the inspection all room keys are to be returned to the Residential Life and Housing Office. Failure to return a room key within 24 hours of check-out results in a $50 per key assessment.
4. Personal property left in the residence halls after completion of check-out becomes the property of the University. Residents will be billed for removal.

5. Students who do not check out by the published check-out time may be fined $25 per hour, unless prior approval is given by the Director of Housing.

**CLOSING FOR THE HOLIDAYS**

The residence halls will be closed over Thanksgiving, December holidays, and Spring breaks. If a student for valid reason is unable to leave campus over Thanksgiving, he or she may obtain special permission to stay in University housing by contacting the Director of Housing. All students, however, are required to vacate University housing over December holidays vacation and Spring recess.

Due to reasons of safety and security, a person found in University housing during a vacation period without authorized permission will be subject to University disciplinary action and/or criminal prosecution.

**CONDITION OF APARTMENTS**

Each student is responsible for the cleanliness and general condition of his or her apartment and the adjacent or surrounding areas. It is urged that these areas be kept in reasonable order at all times. If a Resident Advisor has spoken to members of an apartment about an excessive mess and/or garbage in or around the apartment, the students of that particular apartment must take the responsibility to clean the area. If this is not done, the residents can expect to receive a bill for the cost of University cleaning. University property should be respected at all times and any damages beyond normal wear are the responsibility of the residents of a given apartment. Because the University considers it a privilege and not a right to reside in campus housing, those students who, on the basis of campus records, participate in or are responsible for excessive and/or malicious damage to University property may be required to immediately vacate campus housing. Students are always responsible for the condition of their own apartments (and stoops if in the townhouses), and each student of a particular apartment will be charged a pro-rated share of the cost of whatever damage may occur. In all cases the University assessment is conclusive. If the residents of a particular apartment believe that they are not responsible for the damage, they should see their R.A. concerning who is responsible. An invoice for the entire amount of damages will be sent to the party ascertained to be responsible. Failure to pay this amount to the Office of Student Accounts may result in withholding of grades and transcripts and denial of registering for further courses. Students are not permitted to repair damaged University property (including furniture) without prior consent from the Housing Office. Students who attempt to repair holes in the walls or doors of the apartments may actually cause additional damage and may increase the damage assessment.

**CONFISCATION POLICY**

If stolen property or contraband is found in a student’s possession (usually, but not always, during the course of an apartment inspection), it will be removed by University personnel immediately. When a student is found to be possessing either alcoholic beverages (in violation of University policy/Commonwealth law) or drug paraphernalia, the item(s) will be confiscated immediately and will become the property of the University. The student or students involved will be subject to University disciplinary action and/or criminal prosecution.

**COURTESY HOURS**

In addition to quiet hours, 24-hour courtesy hours are implemented to protect one’s right to quiet. Any and all requests for quiet should be respected at any time out of consideration for widely varying study times. Students possessing potentially loud stereophonic sound equipment are especially asked to respect their roommates’ and their neighbors’ right to quiet. Students who do not comply with this may be required to remove their sound equipment from the residence halls.

**ELIGIBILITY FOR LIVING ON CAMPUS**

Students must be enrolled on a full-time basis to live on campus during the fall or spring terms. In addition, a student must attain the age of 17 during the first year of study in order to qualify for on-campus housing. Students 24 years of age or older will be able to live on campus pending availability of housing only, but they will not be assigned to live with freshmen of traditional age.

**ENTERING APARTMENTS**

The University reserves the right for authorized representatives to enter the premises for housekeeping purposes, for damage inspections, for the establishment of order, for repairs or maintenance, to determine occupancy and vacancies, and in emergency situations to ensure both the safety and well-being of members of the University community and the good condition of University property. Apartments may also be entered when there is probable cause to believe that a violation of University policy has taken or is taking place.

**FIREARMS AND WEAPONS / PRIVILEGE OF STORAGE**

Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited. Included in the definition of firearms and weapons is ammunition, bows and arrows, pellet/bb guns, paint ball guns, Tasers, knives, sling shots, num-chucks and any item described as being an “offensive weapon” under the Pennsylvania Crimes Code.

Due to the popularity of hunting in Bradford area, various club activities, and other lawful purposes, arrangements have been made within Campus Police for storage of firearms/weapons in the Campus Police Office. Any student desiring this service can make appropriate arrangements by contacting Campus Police. (Note: The storage of firearms/weapons with Campus Police is a service and a privilege. Failure to return them to Campus Police immediately upon return to campus will result in revocation of this privilege and additional sanctions through
the University Student Judicial System.) In addition, game animals killed while on hunting trips may not be brought to campus and dressed/processed. All cleaning and dressing must be done off campus.

Possession of a firearm or weapon in the University residence halls or firing a firearm or weapon or igniting dangerous explosives on campus will result in the following:
1. Charges will be filed through the University Student Judicial System.
2. Criminal charges will be filed through the Campus Police with local District Judge (magistrate).
3. An interim suspension of student status, pending a hearing, may be invoked.

Procedure for Storage
1. Student must provide a state police background clearance form;
2. Student agrees that the weapon will be removed from campus immediately upon check-out and returned promptly upon student’s return to campus;
3. At all times on campus the weapon shall remain unloaded and locked with an appropriate locking device. Ammunition shall be transported in a separate container;
4. A receipt shall be given to student;
5. A student will otherwise comply with all state and federal weapons laws;
6. Record of the storage will be destroyed when the student is no longer enrolled at the University.

FIRE
Fires of any type are strictly prohibited on the Pitt-Bradford campus for safety reasons. There are grills installed near most of the residence halls for students to use on a first-come, first-served basis. Students may only build barbecue fires in these grills. Charcoal and lighter fluid are prohibited inside the residence halls.

FIRE ALARM / SPRINKLER SYSTEMS
Each of the residence apartment units is equipped with a central fire alarm system. In addition, Baldwin House, Cather House, Dorn House, Faulkner House, Fesemney House, Fitzgerald House, and Reed-Coit House have sprinklers installed in each room. If an alarm sounds, evacuate your apartment immediately. Abuse of fire safety equipment, setting off false alarms, covering smoke detectors, or intentionally activating a sprinkler system will result in appropriate University and criminal sanctions, as well as fines.

FIRE DRILL POLICY
Approximately twice each term the Resident Advisor, in conjunction with the Campus Police office, will conduct fire drills in the residence halls. All resident students are required to immediately evacuate their apartments and assemble in their designated areas during a fire drill. Students are not permitted to enter their apartments until the drill is complete.

FIRE EXTINGUISHERS & FIRE EQUIPMENT
Fire extinguishers are placed in each apartment for students’ protection. These extinguishers may be used only in case of a fire. If the extinguishers have been discharged for reasons other than those specified, or tampered with for any reason, students will be billed $100 for recharging, and may also be subject to additional penalty fines and/or disciplinary action. All rooms have working smoke detectors. If they are tampered with, removed, or are rendered inoperable due to covering, the minimum fine is $100

FIREWORKS
Pennsylvania law forbids the use of firecrackers and fireworks. Possession and/or use will result in disciplinary sanctions.

FURNITURE
University furniture in each student apartment has been inventoried and may not be moved to another room or apartment except by authorized University employees. Students may bring extra furniture into their apartments only if it does not block corridors or exits. Furniture that presents a safety or fire hazard, as determined by the Director of Housing, will be removed at the expense of the residents. Double beds, waterbeds, and lofts are not permitted in the apartments. Dismantling University furniture is prohibited. Costs for damages resulting from taking furniture apart will be billed to the student.

GUEST POLICY
Resident students are permitted to have non-resident or commuter student guests in their apartments from 7:00 A.M. until 1:00 A.M. every day of the week. Non-students under the age of 18 are not permitted to visit the residence halls at any time, unless they are either members of a student’s immediate family or if prior permission has been granted by the Housing Office.

Late Night or Overnight Guests
Visitors (non-resident students) who enter and/or stay in the residence halls between 1:00 A.M. and 7:00 A.M. must obtain a guest pass from the Campus Police prior to their visit. Residents who host resident or non-resident late night or overnight guests should obtain consent from their apartment mates. Overnight guests may stay no longer than three (3) consecutive nights or no longer than six total nights in any one calendar month. Resident students may not host late night/overnight guests for more than three consecutive nights or more than six (6) nights in any one calendar month. A resident who hosts a guest at any time is responsible for their guest’s conduct and/or any damages caused by the guest.
Students who have been suspended or dismissed from the residence halls are not permitted to obtain guest passes. Guests may not possess or drink alcoholic beverages regardless of age. Guests are prohibited from bringing a pet to campus.

**HOLIDAY DECORATIONS**

Only artificial Christmas trees and decorations are permitted in the residence halls. Natural trees, pine boughs, etc., are not permitted because they are a fire hazard. Decorative lights with low watt mini-bulbs and a UL approved label are the only types of artificial lighting permitted. Use care not to overload the electrical outlets in the apartment.

**HOUSING RESERVATION FEE**

A $125 housing reservation fee is required of all resident students when registering for campus housing for Fall Term. It is suggested that this fee be paid prior to leaving school at the end of the Spring Term. Reservation fees are refundable prior to June 30 only. The student must request a refund in writing by addressing his/her letter to the Director of Housing.

**KEYS AND DOOR ACCESS**

All room keys (including Panther Card IDs) are the property of the University and cannot be exchanged, defaced, transferred, duplicated, loaned, borrowed, or sold to another person. Students will be assessed $50 per lock change if they lose a key or ID or fail to return the key to the Residential Life and Housing Office or the Campus Police Office within 24 hours of the designated check-out time. A student is not permitted to compromise the security of the residence halls or any other university facility through acts such as propping doors open, tampering with locking mechanisms, or any other method or action. Any abuse of any campus security system will result in appropriate University and criminal sanctions, as well as fines.

**LOFT POLICY**

For safety reasons, lofts are not permitted in any of the residence halls. Also, it is against University policy to place a bed on furnishings of any type. Any loft or unsafe furniture placement will be removed by the Facilities Management staff at the student’s expense.

**MAINTENANCE REQUESTS**

Students needing to have necessary maintenance performed in their apartments should contact the Residential Life and Housing Office. For emergency maintenance during the night or weekend (such as a broken pipe or hot water tank that is leaking severely), students may contact Campus Police in the Campus Police Building.

**OPEN CONTAINER POLICY**

It is a violation of University policy to have open containers holding alcoholic beverages out of doors on campus or in academic buildings unless given prior permission by the President of the University for established events. Persons found to be in violation of this policy will be subject to appropriate disciplinary/criminal action. Furthermore, minors will be subject to citation for underage possession of alcoholic beverages.

**OPEN FLAME AND INCENSE POLICY**

Due to the danger of creating a fire hazard, it is a violation of University policy to use or store candles, oil lamps, incense burners, hookahs, or any other type of “open flame” device in the residence halls. These devices will be confiscated by University officials.

**PERSONAL PROPERTY LIABILITY**

The University is not responsible and has no liability for damage to or loss of students’ personal property or failure or interruption of utilities to the unit/university. Students are urged to lock their apartment doors and windows at all times. It is also recommended that students whose personal property is not covered by their parents’ personal property insurance policy purchase this coverage on their own.

**PETS**

Students are permitted to keep aquarium fish in tanks with a capacity of 20 gallons or less. All other pets are prohibited in University housing. Any student who illegally houses a pet which may be allergy-producing (especially a dog or cat) will be assessed the cost (minimum $100) of a full apartment cleaning and any other damages caused by the pet. No other animals may be kept in the apartments, even if they are kept in aquariums—this includes but is not limited to snakes, lizards, turtles, frogs, hamsters, mice, etc. If pets other than fish are observed in an apartment, they will be confiscated or the owner will be required to immediately remove the pet from campus housing. Students are responsible for removing their fish from their apartments when campus housing is closed—i.e., Thanksgiving, Winter, and Spring Recesses.

**QUIET HOURS**

Quiet hours are set from 11 pm to 8 am Sunday through Thursday, and from Midnight to 9 am Friday and Saturday. During finals week, Quiet Hours are 24/7. Students violating this policy are subject to removal from the residence halls.

**RESIDENT STUDENT CRIMINAL DISCLOSURE REQUIREMENT**

Students living on campus must disclose to the Associate Dean of Student Affairs/Director of Judicial Affairs any felony convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University housing without first obtaining permission from the Dean and the Associate Dean of Student Affairs. Students with such convictions must agree to assist in
conducting a background check and to adhere to any reasonable housing conditions placed on them. Based upon the nature and circumstances of past or future convictions, the student may be prevented from residing in University housing.

**ROOM ASSIGNMENTS**

The Residential Life and Housing Office has the sole right to make room assignments and re-assignments in the residence apartments. Students may be reassigned to another campus apartment at any time during the academic year at the discretion of either the Dean of Student Affairs or his designee. These administrative re-assignments may take place when a student’s lifestyle, hygiene, health or behavior may adversely affect the other students in the residence section. When possible, a student will be given 24 hours’ notice before an administrative room change takes place. If any resident unreasonably refuses to accept a roommate or hinders the University in the assignment of or occupancy by a roommate, the University may, at its discretion, require the resident to be responsible for the total rent for the room.

**ROOM CHANGES**

Room changes are subject to the approval of the Residential Life and Housing Office. Students may not move to another room without first obtaining permission from the Director of Housing. In most cases involving a roommate conflict, residents will be asked to participate in a formal mediation process. If mediation fails to resolve the conflict, the Residential Life Office reserves the right to make necessary changes in housing assignments. Students who have a concern about a roommate conflict should first attempt to resolve the issue informally with their Resident Advisor (RA).

**ROOMMATE/SUITEMATE AGREEMENTS**

Once a student enters into a roommate or suitemate agreement, he/she is required to follow the terms of that agreement.

**SPORTS AND GAME PLAYING**

In order to maintain a safe atmosphere and to avoid disruption for all students living in the residence halls, and also to avoid excessive wear and tear on residence hall buildings, the throwing or tossing of objects in hallways or the playing of “hall sports” inside the residence halls is prohibited. This includes hallways, rooms, suites, stairwells, and lobbies. For the safety of all residents, skateboards, stunts, bikes, and in-line skating are permitted only outside of the buildings in designated areas. Wearing or using any type of wheeled sports equipment in any residence building is prohibited. Cleats must be removed before entering the residence halls.

**SUPPLIES**

The University supplies students with bathroom garbage cans, garbage bags, toilet paper, a plunger, light bulbs, and a vacuum cleaner. These supplies may be obtained from your R.A. at the pre-designated times. Check with your R.A. for details.

**TELEVISION CABLE POLICY**

Television cable connection is provided in each bedroom and living room area of each apartment. Students are not permitted to splice into the cable or connect a splitter to run a cable to any other room in the apartment. If residents splice cable illegally, the cable service in that apartment can be disconnected.

**VISITATION AMONG ON-CAMPUS STUDENTS**

Visitation among on-campus students is permitted in University housing. It is the responsibility of all members of a given apartment to mutually agree to visitation times. However, under no circumstances should any student, regardless of gender, use an apartment other than the one to which he or she is officially assigned, as a living facility.

**WINDOWS**

Windows must be opened and closed properly at all times. Metal safety clips have now been installed on all suite building windows. The University is not responsible for damage to any personal items that are a result of inappropriate window openings or closings.

**WINDOW DISPLAYS**

Students are permitted to display posters or other items in their rooms that do not violate University harassment or nondiscrimination guidelines. Displays in the exterior windows or front doors of the apartments are also subject to regulation, and when requested, students will need to remove items that are deemed inappropriate (as determined solely by the University) or present potential safety hazards. In the interests of promoting an academic environment, alcoholic beverage containers and signs may not be displayed in any location visible outside of the apartment. Students with questions about this policy may contact the Housing Office.
FRAME-WESTERBERG COMMONS

The Frame-Westerberg Commons is the community center of the college. As the ‘living room’ and ‘hearthstone’ of the campus, the faculty, staff, students, alumni and guests have a place to relax, entertain and interact. The Commons is more than just a building. With an all-encompassing co-curricular program it provides educational, recreational, social and cultural enrichment of campus life. The Commons staff, its programs, and activities support and encourage inclusiveness by creating an environment that actively embraces all members and visitors to the University community. To develop and foster this kind of environment, the Commons and its programs serve as catalysts for celebrating the rich diversity that is present among those who are members of the Pitt-Bradford community, as well as those who may visit the campus.

Included in the Commons are the Dining Room, the University Room, a spacious lounge for TV and relaxing, “The Commons Cafe” (snack bar/coffee shop), the Game Room, the Mail Center, The Panther Shop, and club meeting rooms. All members of the Pitt-Bradford community are asked to do their part in ensuring that the building and its facilities are not abused in any manner. Your cooperation with regard to the following policies is appreciated:

1. Individuals or organizations desiring to display signs, posters, etc. in the Commons must follow the guidelines of the Posting Policy, located elsewhere in the Student Handbook (see Table of Contents). In addition, the following guidelines must be followed: Posters and flyers are approved and hung by the Commons staff. Posters are not to exceed 17” x 24”. The name of the sponsoring organization must be clearly indicated on all advertisements. Posters that are written in a foreign language must include an English translation. Any advertising that contains profane or indecent expressions or graphics will not be approved. Unauthorized materials will be removed and discarded. Posters will be removed after the publicized event has occurred or after having been posted for 14 days. Events sponsored by University organizations will be favored over non-University organizations if space is limited. The Commons staff cannot hang materials that conflict with any student clubs or organizations sponsored through SGA, nor is staff responsible for posters after they have been hung on the bulletin boards.

2. Student organization offices may be used only during the hours that the Commons is open. Room reservations for club and organization meetings are to be made in advance in the Conference Services Office, located on the first floor of the Commons.

3. Scheduling arrangements for use of all campus facilities, other than classes, is coordinated by the Special Events Coordinator.

4. The fireplaces may be used when authorized by the Building Manager on duty. Building Managers have the sole responsibility for starting, maintaining, and extinguishing all fires in the fireplaces.

5. The Game Room has pool tables, a ping pong table, and various other games. This room is open only when staffed appropriately. Students, faculty, and staff may sign out equipment or games at the Commons Information Desk. A valid Pitt-Bradford I.D. card is required to sign out any equipment. No food or beverages are permitted on gaming tables.

6. Under no circumstances may furniture or any University equipment be removed from the Commons. Persons removing University property from this or any other building will be subject to University disciplinary action, possible civil action, and/or substantial monetary fines.

7. Each resident student will be assigned a combination lock mailbox, located outside the Mail Center. Mail Center hours and package pick-up times are 8:30 A.M. to 4 P.M. Monday-Friday (closed 1 P.M. to 2 P.M.). The Mail Center is closed on Saturdays and Sundays.

8. All persons are expected to conduct themselves in a responsible manner at all times in the Commons. The Director of Student Activities and the Frame-Westerberg Commons has the authority to ban any individual from any part of the building who does not conduct himself or herself in a responsible and mature manner.

9. The consumption of alcoholic beverages is prohibited in the building. In addition, any person showing signs of intoxication is prohibited from entering the building. Building Managers will require any intoxicated person participating in an activity hosted in the Commons to leave the facility. Individuals who are cited for intoxication will be required to meet with the Director of Student Activities and the Frame-Westerberg Commons for disciplinary action.

10. Pets are not permitted in any area of the building, with the exception of service (eye or hearing) dogs.

11. Any form of gambling is prohibited by University and State law.

12. Bicycles, skateboards, in-line skates (roller blades), and roller skates are not permitted in the building.

13. Shoes and shirts must be worn in the Commons at all times. (Bare feet are not permitted.)

14. Children under the age of 16 must be accompanied by a parent or guardian if they are using any of the facilities of the Commons.

Frame-Westerberg Commons General building hours are as follows:
Monday - Friday: 7:30 A.M. to Midnight
Saturday and Sunday: 10:00 A.M. to Midnight

(Note: Hours are extended for dances and other sanctioned programs that have been reviewed and approved by the Director of Student Activities and the Frame-Westerberg Commons.)

BLAISDELL HALL

Blaisdell Hall is the building which houses academic programs in art, music, theater, and communication arts. Included in this building are the 500-seat Bromley Family Theater, a TV broadcast studio, rehearsal rooms for music and theater, and studios for various forms of art. Questions related to usage of space in this building should be referred to either the Office of Conference Services (first floor, Frame-Westerberg Commons) or the Administrative Secretary in the Communication and the Arts Division, first floor of Blaisdell Hall.
RICHARD E. AND RUTH MCDOWELL SPORT AND FITNESS CENTER

The Richard E. and Ruth McDowell Sport and Fitness Center includes the KOA Arena which seats 1,200, and is designed for both volleyball and basketball; the Paul Duke aquatics center with a NCAA regulation-length six-lane pool; the expansive Kenneth Jadlowiec Fitness Center; an aerobics, dance, and martial arts studio; an auxiliary gym (Tom L. McDowell Fieldhouse) for recreation, intramural sports, physical education/conditioning and other events; and multiple offices for staff in athletics and recreational sports.

Also housed in this building are the academic programs of Athletic Training, Exercise Science, Health and Physical Education, and Sport and Recreation Management, with classrooms, faculty offices, a computer lab, a physiology lab, and training facilities.

Located at the Kessel Athletic Complex are a lighted softball field, a baseball field, eight tennis courts, and several soccer/football fields. Additional outdoor recreational facilities include a number of outdoor basketball courts and a sand volleyball court.

Students must bring their student I.D. cards to enter the Jadlowiec Fitness Center and to sign out a variety of recreational equipment including basketballs, volleyballs, Frisbees, weight lifting belts, exercise videos, and much more.

All athletic facilities are in operation for use by students, staff, and faculty at Pitt-Bradford. To maintain these facilities so that their optimum use may be realized, a conscientious effort must be made not to abuse them. This can be accomplished by adhering to the following rules and regulations:

1. Parking for all vehicles will be in the parking lot.
2. Roller blades, roller skates, skateboards, motorcycles, and bicycles are not allowed in the building.
3. Food and beverage consumption will be confined to the lobby only.
4. Tobacco products are prohibited in all parts of the building.
5. Only authorized personnel are permitted in offices, storage, and control rooms.
6. No one is permitted in the training room unless accompanied by an authorized person.
7. Athletic practices and/or athletic equipment use is not permitted in the lobby.
8. Non-university personnel are not permitted to use the building without the consent of authorized persons.
9. All students, faculty, and staff must present a current validated university I.D. to use facilities and equipment.
10. Lockers and equipment services are to be handled through the athletic office.
11. Sneaker or tennis shoes must be worn when using the facility.
12. The Sport and Fitness Center may be closed for purposes of school utilization during home athletic contests and special events.
13. Specific rules and regulations applying to the Jadlowiec Fitness Center and other areas of the Sport and Fitness Center are posted, and all persons using the facilities are responsible for abiding by them.
14. Pets are not permitted in any area of the building, with the exception of service (i.e., eye or hearing) dogs.

T. EDWARD AND TULLAH HANLEY LIBRARY

www.library.pitt.edu/bradford

Hanley Library contains books, audio visual material, and periodicals. Electronic databases, e-journals, and e-books are available at www.library.pitt.edu. Two librarians and four library specialists are available to assist patrons.

Most library material circulates for four weeks and is renewable online. Interlibrary loan is available for material unavailable at the Hanley Library.

The library is open the following hours:

Fall and Spring Terms:
Monday-Thursday 8 A.M. to 11:30 P.M.
Friday 8 A.M. to 5:00 P.M.
Saturday 1 P.M. to 5:00 P.M.
Sunday 1 P.M. to 11:30 P.M.

Summer Sessions and Term:
Monday-Friday 8 A.M. to 5:00 P.M.
Saturday Closed
Sunday Closed

HARRIETT B. WICK CHAPEL

Policies for the Harriett B. Wick Chapel are available from the Office of Community Engagement, located in the chapel. The chapel is open Monday through Friday, 8:30 am to 5 pm, and Saturday and Sunday, 4 pm to 8 pm. During the Fall and Spring Terms, an ecumenical Protestant service takes place on Saturday evenings, and a Roman Catholic mass takes place on Sunday evenings. Please check with the chapel staff for specific times.

THE PANTHER SHOP

Located on the first floor of the Frame-Westerberg Commons, The Panther Shop carries textbooks and course materials, school and office supplies, general and reference books, and a wide range of imprinted merchandise. The Panther Shop accepts payment in the following forms: VISA, MASTERCARD, and DISCOVER credit cards, ATM and SHOP Account Cards, cash, checks, travelers checks, and money orders. Only checks for the exact amount of the purchase will be accepted. Students are also given the option of charging textbooks and required academic
materials only against their student accounts, with full payment due before the course registration period for the following term or session. The FLEX account on the Panther I.D. Card may be used for food and beverage purchases in the Convenience Store.

Students must bring their course schedules to the bookstore in order to purchase textbooks and course materials, which are sold the first four weeks of each term. A full refund on textbooks will be given during the first 17 calendar days of the term if a student drops a course. For a student to obtain a refund, the original price tag must be on the book. New books must be in perfect condition and used books in good condition for the student to receive a refund. Refunds will only be awarded to a student with a cash register receipt and a completed and processed add/drop or withdrawal slip. For questions regarding textbook rentals, please inquire at the store.

The Panther Shop hours during the Fall and Spring Terms are as follows:
Monday-Thursday 8:30 A.M. to 6:00 P.M.
Friday 8:30 A.M. to 4:30 P.M.

The Panther Shop hours during the Summer Term and Sessions are:
Monday-Friday 8:00 A.M. to 4:30 P.M.

An extended schedule is posted at the store for the first week of each term. Non-business hours are by appointment only. For further information, please call the Panther Shop at (814) 362-7540.

Convenience Store
The Panther Shop has a full Convenience Store which carries milk, bread, microwavable and freezer meals with other grocery and snack items, not to mention laundry and cleaning supplies, greeting cards, window decals, posters, CDs, DVDs, computer and school supplies. Convenience Store hours are 7:30 A.M. to 6:00 P.M. Monday through Thursday, 7:30 A.M. to 4:30 P.M. Friday, and 12 Noon to 4:00 P.M. Saturday. The Convenience Store is open from 8 P.M. to 11 P.M. on Sunday.

Dining Services
All students residing on campus are required to participate in one of eight University board plans-- the 260 Block Meal Plan, 260 Block Meal Plan with $150 FLEX, 225 Block Meal Plan, 225 Block Meal Plan with $200 FLEX, 195 Block Meal Plan, 195 Block Meal Plan with $250 FLEX, 145 Block Meal Plan or 145 Block Meal Plan with $300 FLEX. These blocks of meals are on a per term basis. Block Meals may be used for three daily meals Monday through Friday, and two meals (brunch and dinner) on Saturday and Sunday. (Brunch will also be served in place of breakfast and lunch on certain Fridays and Mondays of three-day holiday weekends). ALL FRESHMEN ARE REQUIRED TO PURCHASE ONE OF THE FOLLOWING: 260 BLOCK MEAL PLAN; 260 BLOCK MEAL PLAN WITH $150 FLEX; 225 BLOCK MEAL PLAN; 225 BLOCK MEAL PLAN WITH $200 FLEX; 195 BLOCK MEAL PLAN; OR 195 BLOCK MEAL PLAN WITH $250 FLEX FOR THEIR FIRST FULL ACADEMIC YEAR (TWO TERMS) ON CAMPUS.

The 145 Block Meal Plan and the 145 Block Meal Plan with $300 FLEX are an option available only to upperclass students at a slightly reduced rate.

Commuting students may choose from any of the other meals plans or from one of three commuter meal plans: 75 Block Meals with $100 FLEX; 25 Block Meals with $100 FLEX; or 10 Block Meals with $100 FLEX.

Meals not consumed or FLEX dollars not used in a given term (semester) period will not be credited toward a subsequent term (semester). They will be forfeited.

The FLEX Program allows a student to spend the allotted FLEX dollars in the KOA Dining Room, The Commons Cafe', the Panther Shop, or in vending for food items only.

If a student on the board plan is unable to make it to a meal because of class, athletics, or job responsibilities they are able to sign up in the Auxiliary Services Office for the Meals-on-the-Run program. Meals-on-the-Run allows a student to pick up their meal before or after their scheduled commitment.

Students who have special dietary requirements should have their physician verify the requirements in writing. The physician’s letter should then be given to the Director of Dining Services, who will meet the requirements of the special diet if reasonable and feasible.

Resident students who are unable to come to the dining room due to either an illness or an injury that causes immobility may have a friend pick up a meal for them by completing a “Sick Tray Request Form.” These forms are available from the Student Health Service or in the evening or on weekends from the Resident Advisors. They should then be submitted to the Director of Dining Services.

Students are expected to conduct themselves in a responsible and mature manner at all times in the University dining room. Shirts and shoes must be worn at all times. Students who conduct themselves in an unacceptable manner may be banned from the dining room for a specified period of time by the Director of Dining Services and with the concurrence of the Dean of Student Affairs. When a student is banned from the dining room, no refund of board charges for missed meals will be made.

No individual is permitted to take food, beverages, silverware, or china from the University dining room. Beverage mugs or other containers are not permitted to be brought into the dining room.

Resident student I.D. cards will have the meal plans added at the beginning of each term. No student will be admitted to the dining room under a board plan contract unless they present a validated I.D. card. All persons eating in the dining room are expected to return their garbage, dishes, and silverware to the dishwashing area upon completion of their meals.

Hours for the dining room are as follows:

WEEKDAYS:
Hot Breakfast 7:30 A.M. - 9:30 A.M.
Brunch 9:30 A.M. - 11:00 A.M.
Lunch 11:00 A.M. - 2:00 P.M.
Late Lunch: 2:00 P.M - 4:00 P.M.
Dinner: 4:00 P.M - 7:00 P.M.

**WEEKENDS AND HOLIDAYS:**

- **Brunch:** 11:00 A.M. - 2:00 P.M.
- **Late Lunch:** 2:00 P.M. - 4:30 P.M.
- **Dinner:** 4:30 P.M. - 7:00 P.M.

On the last day of school immediately preceding Thanksgiving recess, December holiday recess, Spring Recess, and Summer vacation, the last meal to be served will be dinner.

Individuals desiring to purchase meals in the KOA Dining Room at the casual rate may do so by paying the following at the dining room entrance:

- **Breakfast:** $7.00
- **Brunch:** $7.00
- **Lunch:** $8.50
- **Late Lunch:** $8.50
- **Dinner:** $9.25

Students who have suggestions or comments about any aspect of dining services should see either the Director of Dining Services or the Dining Services Committee of the Student Government Association.

The University dining room will be closed for Thanksgiving break, December holiday recess, and Spring Break.

Entrance to and exit from the dining room is through the main entrance only. THE TWO EXITS LEADING FROM THE DINING ROOM TO THE OUTSIDE REAR OF THE FRAME-WESTERBERG COMMONS ARE EMERGENCY EXITS ONLY. THEY ARE NOT TO BE USED FOR NORMAL DAY-TO-DAY TRAFFIC.

Bulletin boards are located in various locations throughout the Frame-Westerberg Commons for posters, announcements, etc. No posters or signs however, are permitted on the walls of the dining room because of the possible damage that it could cause to the surfaces.

**The Commons Cafe,** located inside the Frame-Westerberg Commons, offers the Market Street Deli, J. Clark’s Grill, Starbucks Coffee, Freshen’s Smoothies, and **Up for Grabs** salads and sandwiches.

Hours for The Commons Cafe are:

- **Weekdays:** 7:30 A.M. to 11:00 P.M.
- **Weekends:** 6:30 P.M. to 11:00 P.M.

**The Intermezzo Cafe,** formerly located in the lobby of Hanley Library, will be closed in Fall Term 2015 while work begins on a new cafe to open in a different section of the library in Spring Term 2016.

**STUDENT LAUNDRY BUILDINGS**

The main Student Laundry is located in the same building as Campus Police, and a second Student Laundry is located in the same building as Ceramic Arts. These facilities are open to Pitt-Bradford students on a 24-hour per day basis while college is in session. Washers and dryers are both coin and card activated. A vending area, change machine, public telephones, card value center, and rest rooms are located within the main facility. To see what washers and dryers are available at any given time, please see the Laundry View at [www.upb.pitt.edu/Laundry.aspx](http://www.upb.pitt.edu/Laundry.aspx).

**I.D. CARDS (PANTHER CARDS)**

All students are required to have in their possession at all times a University I.D. Card (PANTHER CARD). This card is used to remove books from the library, use equipment in the Commons and Sports Center, enter the University dining room, and gain admission to certain athletic events and Student Activities programs. In addition, University personnel and police officers may require a student on occasion to show his/her I.D. card for purposes of identification.

I.D. pictures are taken and cards are made by the staff in The Panther Shop, located on the Commons first floor, during the first week of each term or session. I.D. cards are validated electronically on the magnetic stripe for full-time or part-time status, as well as for commuter and resident student status. Resident students will have their board plan validated electronically on this card. One I.D. card will be issued at no charge to each student. This card is to be kept by the student for the entire time that he or she is enrolled at the University of Pittsburgh at Bradford, even if the student’s course of study is interrupted. A new I.D. card is issued at no cost only when the expiration date has passed.

**Replacement I.D. Cards**

A lost, stolen, or mutilated card is subject to a $25 replacement fee. Any student who cannot locate his/her I.D. card must go to The Panther Shop (first floor, Frame-Westerberg Commons) to obtain a replacement card. The $25 replacement fee must be paid at that time.

**Shop Account**

A debit account called the “SHOP” account is available for all members of the university community (both resident and commuter students), and it may be used in the KOA Dining Room, the Commons Cafe, the CALCs, the Panther Shop, in vending machines, and in the campus laundry. The “SHOP” account is simply the University I.D. card, used much like an ATM card with a declining balance. Applications for the “SHOP” account are available in the Dining Services Office, the Panther Shop, and the Enrollment Services Office.
RECYCLING POLICY

The University of Pittsburgh at Bradford is committed to promoting recycling and the wise use of natural resources, and to fostering an ethic of waste reduction among students, faculty, and staff. All students who reside in University housing are expected to actively participate in and support these efforts.

Resident students are supplied with one green recycling bin in their respective apartments as well as a large plastic bag liner. **This bin should be used to recycle the following items:**

Cardboard and clean boxboard (shoe/cereal boxes)  
Office paper (white/colored)  
Magazines, newspapers, glossy inserts  
Junk mail, envelopes  
Aluminum and tin cans  
Glass bottles and jars  
Plastic bottles #1 to #7

**Non-Recyclables include:**

No unmarked plastics (laundry baskets/chairs/toys)  
No windows/light bulbs  
No Pyrex or ceramics (dishes/plates/mugs/pots)  
No foam packaging  
No aerosol cans (paint/hairspray/cleaner cans)  
No recyclables containing food waste

Students are required to keep containers inside their apartments at all times, except on their respective collection days. Collections are made as per the following schedule:

- **Fesenmyer & Rice Houses:** Monday  
- **Dickinson, Hemingway, Hurston, & Whitman Houses:** Tuesday  
- **Eliot, Melville, & Stein Houses:** Wednesday  
- **Baldwin, Faulkner, Cather, & Fitzgerald Houses:** Thursday  
- **Dorn and Reed-Coit Houses:** Friday

Once bins have been emptied, students must place them back into their apartments (cannot be left on stoops). Replacement costs of lost or damaged bins will be the responsibility of the apartment occupants. If the container becomes contaminated with garbage, the bin will not be emptied. It is the responsibility of the apartment occupants to keep their bin clean.

Failure to adhere to the recycling procedure can result in judicial action by the Office of Residential Life and Housing.
MOTOR VEHICLE POLICIES

Although the University of Pittsburgh at Bradford grants its students the privilege of having automobiles or motorcycles on campus, there is general agreement among University personnel that freshmen should not bring an automobile or motorcycle to campus until they have adjusted to campus living and proven themselves academically. The University considers it a privilege and not a right to have an automobile or motorcycle on campus. Students who fail to follow established policies pertaining to motor vehicle usage and parking may be subject to having their vehicles banned from campus.

1. All students who have motorized vehicles on campus are required to register their vehicle and obtain a parking permit at the beginning of the Fall Term with Campus Police. Students bringing a vehicle to campus for Spring Term will register their vehicles at the beginning of that term.

   **Guests and Visitors:** A “Temporary Guest Parking Permit” may be obtained at the Campus Police Office. A temporary parking permit is valid for a period not to exceed seven consecutive calendar days.

   **Penalty:** The fine for failing to register a vehicle is $15.00. Any student who receives three or more parking tickets for no parking permit may be asked to remove that vehicle from the campus until a permit is obtained.

2. The campus speed limit is 15 miles per hour in high pedestrian traffic areas. It is purposely kept low because of the large number of pedestrians on Campus Drive. All members of the University community are urged to keep within the speed limit.

3. Many students, faculty, staff, and others use Campus Drive as a walking area. All who drive on campus are asked to exercise extreme caution and to obey the reduced speed limits and one-way traffic near the townhouses.

4. Parking is permitted only in designated parking lots and spaces. Faculty, staff, and students are not permitted to park in any “Visitor Only” parking lots. In addition, no parking is permitted in lot #4 (Commons parking lot), lot #7 (Campus Police parking lot), or lot #14 (Blaisdell Hall parking lot, which is designated for faculty, staff, and commuters only) between the hours of 1 A.M. and 5 A.M. on any day of the year. When parking in designated parking lots, only one (1) vehicle space is to be used. Persons violating any of the Parking Rules will be subject to paying a parking fine to the University. If a person does not pay the parking ticket within the allotted seventy-two (72) hours, a Traffic Citation will then be issued and filed before the District Magistrate, which will result in assessment of a fine plus costs of prosecution. If the citation is not answered, a warrant of arrest will be issued.

5. Motorized vehicles are not permitted on any of the campus sidewalks or lawn areas. Driving on sidewalks or lawns will result in a traffic citation and possible banning of the vehicle from campus.

6. Snowmobiles are prohibited on campus, unless prior approval with certain conditions is previously given by the Director of Campus Police.

7. Under no circumstances may any motorized vehicle, such as a moped, motorcycle, etc., be kept inside a residential apartment or under a stairwell of the garden apartments. The fumes and gasoline from these vehicles can create a safety and fire hazard; consequently, any and all motorized vehicles must be kept in the designated University parking areas.

8. All individuals with vehicles on campus are requested to exercise extreme caution. Pitt-Bradford has many pedestrians, and the possibility of accidents must be minimized.

9. Snow Removal: In an effort to provide clear access to all of the student housing areas for emergency vehicles and also to provide parking areas clear of ice and snow, the following procedure will be followed during the winter months and at any time an “emergency situation” shall arise requiring the removal of all vehicles from the parking area. When the Maintenance Department has cleared a parking lot or lots, they will request the Campus Police Department to alert members of the campus community to move their vehicles temporarily from an uncleared area to the cleared area so that snow removal may be accomplished. When this has been accomplished, vehicles may be returned. When notified by the Campus Police to move your vehicle, you must do this within a pre-designated period of time. Campus Police personnel reserve the right to have a vehicle towed (at the owner’s expense) if the owner does not cooperate by moving the vehicle when requested. If you plan to leave campus without your vehicle, please be sure to leave the keys with either your roommate or your R.A. in order to allow for the moving of your vehicle in either an emergency or a snow-ice situation.

10. Section 3711 of the Pennsylvania Motor Vehicle Code prohibits unauthorized persons and devices hanging on vehicles. No person shall hang onto or ride on the outside or rear end of any vehicle and no person on a pedal cycle, motorcycle, roller skates, sled or other similar device shall hold fast to or attach any device to a moving motor vehicle or streetcar or permit same.

11. Pitt-Bradford parking fines range from $1.00 to $15.00, as described below under “SUMMARY OF FINES”.

12. Traffic Citations result in payment of fines and costs, and what may seem like a minor traffic violation can result in payment of at least $100.00.

**SUMMARY OF FINES:**

1. Using more than one designated parking space to park a single vehicle: **FINE = $1.00**

2. Illegally parked on Campus Drive, Commons Way; or parking between the hours of 1 am and 5 am in lots prohibiting parking at that time, or in a “Visitor Parking Only” lot, or in any drive-through or turn-around area: **FINE = $5.00**

3. Illegally parked in “Emergency and Authorized Vehicles Only” area, in areas designated for “Handicapped Persons Only”, in areas designated for “Emergency Personnel Only’, on sidewalks or lawns, or in any other restricted zones: **FINE = $10.00**

4. Failure to have a valid Parking Permit: **FINE = $15.00**

5. UNPAID FINES: If a person fails to pay a fine by the due date, a Citation will be issued and, in the case of a student, a hold will be placed on the student’s University account. Once a hold is placed on a University account, a student cannot register for future classes or receive a University transcript until the hold is removed.