# 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

- **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 (Swarts Hall 106)**: (814) 362-7558
- **Communications and Marketing**: (814) 362-5275
- **CTM (telephone & ResNet problems)**: (814) 362-7660
- **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) 362-0763
- **Institutional Advancement**: (814) 362-5091
- **Mail Center**: (814) 362-7530
- **Mathematics Center**: (814) 362-5120
- **Panther Shop**: (814) 362-7540
- **Panther Services Center**: (814) 362-0990
  - **Dining, Vending, Laundry, Transportation**: (814) 362-0990
  - **Conference, Event and Meeting Services**: (814) 362-5053
  - **ID Center**: (814) 362-5143
  - **Room Reservations**: (814) 362-0990
  - **Wick Chapel**: (814) 362-0989
- **President**: (814) 362-7501
- **Student Affairs, Vice President & Dean**: (814) 362-7651
- **Career Services**: (814) 362-7651
- **Leadership Learning, Service & Advocacy**: (814) 362-7650
- **Counseling Services**: (814) 362-5272
- **Health Services**: (814) 362-5272
- **Judicial Affairs**: (814) 362-5057
- **Residential Life/Housing**: (814) 362-7630
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Engagement</td>
<td>(814) 362-7593</td>
</tr>
<tr>
<td>Commons Information Desk</td>
<td>(814) 362-7652</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>(814) 362-7694</td>
</tr>
<tr>
<td>Student Activities Council (SAC)</td>
<td>(814) 362-7519</td>
</tr>
<tr>
<td>SOURCE Student Newspaper</td>
<td>(814) 362-7682</td>
</tr>
<tr>
<td>TRIO Student Support Services</td>
<td>(814) 362-7548</td>
</tr>
<tr>
<td>Writing Center</td>
<td>(814) 362-0253</td>
</tr>
</tbody>
</table>
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 WEBSITE AT
www.upb.pitt.edu
To All Students:

Welcome to the University of Pittsburgh at Bradford for the 2020-2021 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.

This academic year, we are focusing on the health and safety of students, faculty and staff, and we must adhere to specific guidelines set forth by the CDC and the University of Pittsburgh. For more information, please visit www.coronavirus.pitt.edu. Information in the Pitt-Bradford handbook is subject to change, so you should check the Pitt-Bradford website periodically. The website will always contain the most updated policies and procedures. Visit our website at www.upb.pitt.edu.

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. The faculty and staff here are committed to providing an outstanding personalized educational experience. At the same time, because the campus is 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 57 years of age, we are part of a distinguished and renowned University that recently celebrated its 232nd 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-Westerberg 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,

Dr. Michele Cruse

Vice President & Dean, Student Affairs
PITT-BRADFORD STUDENT HANDBOOK
TABLE OF CONTENTS

NEED INFORMATION OR HELP ................................................................. 9

ACADEMIC AFFAIRS ............................................................................. 12
   Baccalaureate Degree Programs ......................................................... 12
   Radiological Science ......................................................................... 13
   Pre-Professional Programs ................................................................. 13
   Associate Degree Programs ............................................................... 13
   Other Programs .................................................................................. 13
   Declaration or Change of Major .......................................................... 13
   Student Responsibility for Satisfying Graduation Requirements .......... 13
   Academic Advising ............................................................................. 14
   Academic Standing Policy .................................................................. 14
   Special Policies, Composition and Math Courses ............................... 14
   Attendance ......................................................................................... 15
   Course Numbering ............................................................................ 15
   Grade Point Average .......................................................................... 15
   Grade Reports .................................................................................... 15
   Grading System .................................................................................. 15
   Dean’s List (full-time students) ........................................................... 16
   Dean’s List (part-time students) ........................................................... 16
   Final Exam Policy ............................................................................... 16
   Graduation Application ...................................................................... 16
   Graduation Honors ............................................................................ 16
   Graduation Requirements .................................................................. 16
   Graduation Rate Disclosure ............................................................... 16
   Repeating Courses for Credit ............................................................. 17
   Transfer Credits ................................................................................ 17
   Transcript and Enrollment Verification Requests ................................ 18
   Change of Course (Add/Drop/Withdrawal) ........................................ 18
   Resignation from the University ......................................................... 18
   Course Overload ................................................................................. 18
   Readmission: Returning Students ...................................................... 18
   Student Absenteeism ........................................................................ 18
   Transfer to the Pittsburgh Campus .................................................... 19
   Adequate Notice for Background Checks .......................................... 19
   Eligibility to Participate in Intercollegiate Sports ............................... 19
   Army R.O.T.C. .................................................................................... 20

OFF-CAMPUS COURSES AND PROGRAMS ............................................. 20
   COLLEGE LEVEL EXAMINATION PROGRAM (CLEP), AND
   EXTERNAL STUDIES/INDEPENDENT LEARNING PROGRAM

GUIDELINES ON ACADEMIC INTEGRITY ........................................... 20
STUDENT AFFAIRS AND STUDENT SERVICES .................................................. 22
  Career Services ........................................................................... 23
  Health Services ........................................................................... 23
  Residential Life and Housing ......................................................... 24
  Leadership Learning, Service & Advocacy ...................................... 25
  Student Engagement ..................................................................... 25
  Academic Advising Center ............................................................ 25
  Academic Coaching and Tutoring Center .......................................... 25
  Disability Resources and Services .................................................. 25
  TRIO Student Support Services ..................................................... 25
  Counseling Services ..................................................................... 26
  Athletics, Intramurals/Recreation, and Club Sports ......................... 26
  Religious Needs .......................................................................... 26
CO-CURRICULAR ACTIVITIES ..................................................................... 27

BUSINESS AFFAIRS ........................................................................... 29
  Tuition and Fees ........................................................................... 29
  Paying Your University Invoice ....................................................... 30
  Mandatory Fees .......................................................................... 31
  Late Payment Fee ........................................................................ 31
  Procedures for Termination of Registration & Resignation ............... 31
  Student Resignation Guidelines & Return of Title IV Funds ............. 31
  Financial Implications for Adding/Dropping/Withdrawing .......... 32
  Room and Board Refunds ............................................................... 32
  Grades, Transcript, Diplomas, Registration, & Student Debt .......... 32

FINANCIAL AID AND EMPLOYMENT ..................................................... 32
  Financial Aid ............................................................................... 32
  Student Employment Opportunities ................................................ 33
  Satisfactory Academic Progress Policy for Financial Aid .............. 33
  At-Entry Merit Scholarships ............................................................ 34
  Veterans’ Educational Benefits ....................................................... 34
  Army ROTC Scholarships ............................................................... 34
  Army Simultaneous Membership Program Financial Benefits .... 34

POLICIES ON NON-DISCRIMINATION, ANTI-HARASSMENT, 
  SEXUAL HARASSMENT, AND 
  FACULTY-STUDENT RELATIONSHIPS ............................................. 35

NOTIFICATION OF RIGHTS UNDER FERPA ..................................... 36
  Directory Information .................................................................. 36

ADMINISTRATIVE AND SUPPORT STAFF DIRECTORY ...................... 37

FACULTY DIRECTORY .................................................................... 42

ACADEMIC CALENDAR ..................................................................... 45

ADDITIONAL RULES, REGULATIONS, AND POLICIES ....................... 50
  Animals ....................................................................................... 50
  Smoking Policy .......................................................................... 50
  Posting Policy ............................................................................ 50
  Severe Weather Policy ................................................................. 51
  Bronze Panther Monument ............................................................ 51
  Regulated Activities (Drones, Golfing, Rollerblading, Skateboarding) ... 51
  On-Campus Demonstration Guidelines ......................................... 51
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENTIAL LIFE AND HOUSING POLICIES</td>
<td>52</td>
</tr>
<tr>
<td>Alcoholic Beverages Policy</td>
<td>52</td>
</tr>
<tr>
<td>Drugs and Other Controlled Substances Policy</td>
<td>52</td>
</tr>
<tr>
<td>Apartment Health &amp; Safety Inspections</td>
<td>53</td>
</tr>
<tr>
<td>Apartment Lighting</td>
<td>53</td>
</tr>
<tr>
<td>Appliances, Space Heaters, Hot Plates</td>
<td>53</td>
</tr>
<tr>
<td>Checking-Out of Apartments</td>
<td>53</td>
</tr>
<tr>
<td>Closing for Holidays</td>
<td>53</td>
</tr>
<tr>
<td>Condition of Apartments</td>
<td>53</td>
</tr>
<tr>
<td>Confiscation Policy</td>
<td>54</td>
</tr>
<tr>
<td>Courtesy Hours</td>
<td>54</td>
</tr>
<tr>
<td>Eligibility for Living on Campus</td>
<td>54</td>
</tr>
<tr>
<td>Entering Apartments</td>
<td>54</td>
</tr>
<tr>
<td>Fire</td>
<td>54</td>
</tr>
<tr>
<td>Fire Alarm/Sprinkler Systems</td>
<td>54</td>
</tr>
<tr>
<td>Fire Drill Policy</td>
<td>55</td>
</tr>
<tr>
<td>Fire Extinguishers and Fire Equipment</td>
<td>55</td>
</tr>
<tr>
<td>Firearms and Weapons/Privilege of Storage</td>
<td>55</td>
</tr>
<tr>
<td>Fireworks</td>
<td>55</td>
</tr>
<tr>
<td>Furniture</td>
<td>55</td>
</tr>
<tr>
<td>Guest Policy</td>
<td>55</td>
</tr>
<tr>
<td>Holiday Decorations</td>
<td>55</td>
</tr>
<tr>
<td>Housing Reservation Fee</td>
<td>56</td>
</tr>
<tr>
<td>Keys and Door Access</td>
<td>56</td>
</tr>
<tr>
<td>Loft Policy</td>
<td>56</td>
</tr>
<tr>
<td>Maintenance Requests</td>
<td>56</td>
</tr>
<tr>
<td>Open Container Policy</td>
<td>56</td>
</tr>
<tr>
<td>Open Flame and Incense Policy</td>
<td>56</td>
</tr>
<tr>
<td>Personal Property Liability</td>
<td>56</td>
</tr>
<tr>
<td>Pets</td>
<td>56</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>56</td>
</tr>
<tr>
<td>Resident Student Criminal Disclosure Requirements</td>
<td>56</td>
</tr>
<tr>
<td>Room Assignments</td>
<td>56</td>
</tr>
<tr>
<td>Room Changes</td>
<td>57</td>
</tr>
<tr>
<td>Roommate/Suitemate Agreements</td>
<td>57</td>
</tr>
<tr>
<td>Sports and Game Playing</td>
<td>57</td>
</tr>
<tr>
<td>Supplies</td>
<td>57</td>
</tr>
<tr>
<td>Television Cable Policy</td>
<td>57</td>
</tr>
<tr>
<td>Visitation among On-Campus Students</td>
<td>57</td>
</tr>
<tr>
<td>Windows</td>
<td>57</td>
</tr>
<tr>
<td>Window or Door Displays</td>
<td>57</td>
</tr>
<tr>
<td>FRAME-WESTERBERG COMMONS</td>
<td>57</td>
</tr>
<tr>
<td>BLAISDELL HALL</td>
<td>58</td>
</tr>
<tr>
<td>RICHARD E. AND RUTH MCDOWELL</td>
<td>58</td>
</tr>
<tr>
<td>SPORT &amp; FITNESS CENTER</td>
<td>58</td>
</tr>
<tr>
<td>T. EDWARD &amp; TULLAH HANLEY LIBRARY</td>
<td>59</td>
</tr>
<tr>
<td>HARRIETT B. WICK CHAPEL</td>
<td>59</td>
</tr>
<tr>
<td>THE PANTHER SHOP</td>
<td>59</td>
</tr>
<tr>
<td>DINING SERVICES</td>
<td>60</td>
</tr>
</tbody>
</table>
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, Professor of Sociology.

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 Christian ecumenical service is conducted on campus each weekend in the Wick Chapel, taking place at 5 pm on Saturdays. 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 staff in the Office of Career Services, located in Room 234, Frame-Westerberg Commons. 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.

CODE OF CONDUCT, JUDICIAL BOARD, AND DISCIPLINARY SANCTIONS
See Dr. Michele Cruse, VP & Dean of Student Affairs, in the Student Affairs office, located in Room 220 of the Frame-Westerberg Commons.

COPYING SERVICES
Two scanners are available on the first floor of Hanley Library, and are available only during the hours that the library is open.

COUNSELING (PERSONAL CONCERNS)
Dr. Leslie L. Rhinehart, Psy.D., serves as Director of Counseling Services, and is available for counseling four days per week. Students desiring to meet with her or with Ms. Liza Greville, L.C.S.W., also available for counseling four days per week, should make an appointment in the Health and Counseling Center in Room 226, Frame-Westerberg Commons. Dr. Michele Cruse, Dean of Student Affairs, is also available to meet with students and make referrals to Dr. Rhinehart or Ms. Greville 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. Joel Meyer, 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 Ms. Carma Horner, Disability Resources and Services Coordinator. Call (814) 362-7609 or go to DRS Services in Room 202 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.

FINGER PRINTING
If you need to obtain finger prints, you can have them done in the Mail Center in the Commons, Monday-Friday, 9 am to 4 pm.

HEALTH PROBLEMS OR HEALTH INFORMATION
See Ms. Nicole Stark, BSN, RN, Director of Health Services, or Ms. Alexandra Pezzimenti, BSN, RN, part-time nurse, 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 your Resident Advisor or contact the Residential Life and Housing Office, Room 211, Frame-Westerberg Commons.

LEADERSHIP LEARNING, SERVICE & ADVOCACY
See Angie Wolfe, Director, 234 Frame-Westerberg Commons, call 814.362.7650 or email awolfe@pitt.edu.
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.

NOTARY SERVICES
Please see Leasa Maley, Assistant Director of Auxiliary Services in the Panther Services Center, first floor of the Commons. (Notary Services are by appointment only.)

PANTHER SHOP
Please see the Manager of The Panther Shop, located on the first floor of the Frame-Westerberg Commons. (Includes licensing for imprinted products with the University logo.)

POLICE AND SAFETY
Contact Chief Richard Harsen, 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)
Please contact Dr. Emily Williams, Vice President and Dean of Academic Affairs, in the Academic Affairs Office on the second floor of Swarts Hall, Suite 232.

POLICIES (CO-CURRICULAR AND NON-ACADEMIC)
See Dr. Michele Cruse, Dean of Student Affairs, in the Student Affairs Office in Room 220 Frame-Westerberg Commons.

RELIGIOUS SERVICES
See Angie Wolfe, Director, 234 Frame-Westerberg Commons, call 814.362.7650 or email awolfe@pitt.edu.

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

ROTC (RESERVE OFFICERS’ TRAINING CORPS, UNITED STATES ARMY)
Contact Dr. Michele Cruse, Frame-Westerberg Commons room 220 (or email at mmc144@pitt.edu), or contact the Department of Military Science, located on the campus of St. Bonaventure University, at (716) 375-2508.

SERVICE - LEARNING
See Angie Wolfe, Director, 234 Frame-Westerberg Commons, call 814.362.7650 or email awolfe@pitt.edu.

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

STUDENT ENGAGEMENT
See Ms. Amy Bilezikian, Director of Student Engagement and Assessment, in the Office of Student Engagement, located in Room 206, Frame-Westerberg Commons.

STUDENT GOVERNMENT ASSOCIATION
See Ms. Elizabeth Johnson, 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 72 hours advance notice Monday – Friday (call 1-866-282-4968), students may receive free ATA transportation to or from the Bradford bus station or the Bradford Regional Airport 7 days a week with exception of holidays. 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 Angie Wolfe, Director, 234 Frame-Westerberg Commons, call 814.362.7650 or email awolfe@pitt.edu.

**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.

**ACADEMIC AFFAIRS**

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 (second floor of Hanley Library) or in the offices of the various academic departments.

- Accounting
- Applied Mathematics
- Athletic Training
- Biology
- Biology Education
- Broadcast Communications
- Business, Computer, & IT Education
- Business Management
- Chemistry
- Chemistry Education
- Communications
- Computer Information Systems and Technology
- Criminal Justice
- Early Level Education
- Economics
- Exercise Science
- Forensic Science
- General Studies
- Health and Physical Education
- History/Political Science
- Hospitality Management
- Interdisciplinary Arts
- International Affairs
- Mathematics Education
- Nursing (BSN) School nurse certification is also available.
- Physical Sciences
- Psychology
- Radiological Science***(See section below)
- Social Studies Education
- Sociology
- Sport and Recreation Management
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

Nutrition
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 are urged to take courses at another institution, or do summer coursework at Pitt-Bradford, to demonstrate their potential for improved academic performance. 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 written request for 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 July 15 (for fall term classes) or November 15 (for spring term classes). Late requests will not be considered. An **Application** is included with the suspension letter, or may be requested from the Office of Academic Affairs, 232 Swarts Hall, (814-362-7510).

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 without penalty. Students must have written permission from the math instructor in order to enter a higher level course for which they do not have the required pre-requisite.

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

<table>
<thead>
<tr>
<th>Course Number Range</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001 - 0199</td>
<td>Freshman-level courses</td>
</tr>
<tr>
<td>0200 - 0299</td>
<td>Sophomore-level courses</td>
</tr>
<tr>
<td>1300 - 1399</td>
<td>Junior-level courses</td>
</tr>
<tr>
<td>1400 - 1499</td>
<td>Senior-level courses</td>
</tr>
</tbody>
</table>

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>Letter Grade</th>
<th>Quality Point Value</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>2.50</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
A temporary letter grade may be issued under appropriate circumstances:

G = course work interrupted (for reasons beyond student’s control)

Students assigned “G” (Incomplete) grades due to course work unfinished because of extenuating personal circumstances 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. If, however, the deadline has passed, the “G” will change to “NG” and will remain on the record as such.

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 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 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 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. The following rules define the circumstances under which a course may be 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 “G” or “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

Students are 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.

Extended Drop Period

Under special circumstances, full-time students who remain enrolled in at least 12 credits may be eligible to drop a course in the third week of the fall or spring term.

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 Vice President and Dean of Academic Affairs (2nd floor, Swarts Hall), and only with extenuating circumstances. 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 (362-7651) 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 (362-7651), 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/RELOCATION TO THE PITTSBURGH (OAKLAND) CAMPUS
Following are the University of Pittsburgh guidelines for students seeking to transfer from Pitt-Bradford to the Pittsburgh (Pitt-Oakland) campus. For the most accurate information or specific questions, students should contact the school to which they are considering relocation.

Arts, Sciences, General Studies
* For students who have earned credits from only one of the regional campuses, the normal requirement is for completion of 45 credits at the specific regional campus with a minimum GPA of 2.5; for students beginning their studies at Pitt-Bradford in fall 2017 or thereafter, the requirement is completion of 45 credits at the specific regional campus with a minimum GPA of 3.0.
* For students seeking guaranteed transfer relocation who have earned 30 or more credits at the specific regional campus and a total of 60 credits overall, a minimum GPA of 3.0 in all courses is required;
* For students seeking transfer relocation who have between 15 and 30 credits at the specific regional campus and a total of 60 credits overall, a minimum GPA of 3.0 is required in all courses and the normal requirements of the Dietrich School of Arts and Sciences for external transfer students must be met. For these students, relocation is not guaranteed. Students must complete at least 15 credits at the regional campus to transfer to the Pittsburgh campus.
* Students with a 3.0 GPA, who would have been directly admissible to the Pittsburgh campus as freshmen, may be considered for relocation with fewer than the above number of college credits.
* Please note that the College of Arts and Sciences and the College of General Studies on the Pittsburgh campus will accept only Math 0110 or higher to meet competency requirements for relocation to the Pittsburgh Campus.

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 at least 30 credits at UPB with a minimum GPA of 3.0;
* completion of required courses in calculus (MATH 0136 or MATH 0140), statistics (MATH 0133 or ECON 0204), and economics (ECON 0102 and 0103) with a GPA of 3.00 or higher; and,
* completion of the general education courses appropriate for the College of Business Administration.

These guidelines do not include a guarantee of admission. You may mail your transcripts for an unofficial credit evaluation to the College of Business Administration, Office of Admissions, 2100 Sennott Square, Pittsburgh, PA 15260. Transcripts may also be faxed to (412) 383-9606. For more information, please see http://www.cba.pitt.edu/Internal-Transfer-Guidelines-for-Pittsburgh-and-Regional-Campus-Students

Pharmacy, Nursing, Information Sciences, Health and Rehabilitation Sciences, Education
* Requirements for admission (not transfer) are school-specific.

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, student 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, student-
athletes 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 first-year student-athletes after the first term of study. 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.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

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 http://catalog.upb.pitt.edu/. 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 Marilyn Horne Hall 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. Tammy Haley, 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 a 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 and Experiential Education, the Director of Housing, the Director of the First Year Experience, the Director of Health Services, the Director of Counseling Services, the Coordinator of Student Engagement & Assessment, and the Director of Leadership Learning, Service & Advocacy. Working closely with Student Affairs staff are Director 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 services to students, assisting them in their personal development and creating a dynamic and engaging atmosphere outside the classroom.
PROGRAMS AND SERVICES AVAILABLE

CAREER SERVICES (Room 234, Frame-Westerberg Commons)

The Career Educator 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 Career Educator 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 is 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) and the Law School Admission Test (LSAT).

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. 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. Health Services utilizes an electronic medical record system to enhance the care given to students. With this software, providers are able to use secure electronic messaging via a patient portal to communicate with students about their health, track immunization compliance more effectively and streamline coordination of care. Confidentiality of all personal health information is assured.

Jakub Wojcik, M.D., serves as medical director for the Student Health Services Office. Danielle Gregoire, a certified physician assistant, also provides 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 outside of the Health Services Office, 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.

UNIVERSITY IMMUNIZATION REQUIREMENTS

All incoming full-time and part-time students must be immunized against the following diseases as a condition of attendance at Pitt-Bradford:

- **VARICELLA (CHICKEN POX)**
  
  *Two doses of varicella-containing vaccine* at least 12 weeks apart if vaccinated between 1 and 12 years of age and at least 4 weeks apart if vaccinated at age 13 years or older. **OR**
  
  A physician diagnosis of prior varicella disease history indicated by a written record signed by the physician or his designee will also be accepted.

- **MEASLES, MUMPS AND RUBELLA**
  
  In lieu of the individual vaccine for measles, mumps and rubella, **two doses of MMR** (Measles, Mumps, Rubella) vaccination at least 28 days apart after 12 months of age satisfies the University immunization requirement.

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

- **MENINGOCOCCAL CONJUGATE VACCINE (MCV4)** also known as Menveo, Menactra.
  
  Pennsylvania law requires all students living in University housing to certify that the student has been immunized against meningococcal disease. Therefore, students living in campus housing must provide:
One dose of meningococcal conjugate vaccine (MCV4) administered at age 16 or older. OR Sign a waiver declining the vaccine.

Pitt-Bradford’s immunization policy is available with complete details at: https://www.upb.pitt.edu/sites/default/files/files/2020-05/life-at-pitt-bradford_health-and-wellness_health-services_Immunization-Requirements.pdf

Please review instructions on how to send immunization records to Health Services at: https://www.upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/health-services/new-student-information

New incoming 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 the immunization requirements.

HOUSING, RESIDENTIAL LIFE & FIRST YEAR EXPERIENCE (Room 211, Frame-Westerberg Commons)

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 whose permanent homes are not within commutable distance (as defined by the University) are required to live on campus unless they are residing in the local area with members of their family. Although juniors and seniors are encouraged to remain on campus, they have the option to move off campus by finding alternate housing.

The University guarantees on-campus housing for up to eight (8) fall and spring terms. Housing for a ninth term (for fifth year students or beyond) cannot be guaranteed, and will be assigned on a “space-available basis” only.

Those living on campus and those visiting in University residence halls should note that there are several important rules, available in later sections of this Handbook, which apply to both residents and guests.

Resident Directors, under the leadership of the Director of Housing, are responsible for all phases of the residential life and housing program, including room assignments. Resident Advisors are employed by the University and live in various sections of the residence apartments. Resident Advisors are upper-class students who have had training for the position. Students should become acquainted with their R. 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 Housing, Residential Life & First Year Experience Office, who can answer any questions and who will assist them in making on-campus living as beneficial to them as possible.

The Resident Advisors for the 2020-2021 academic year are:

- Alexander House: Olubunmi Braimah – Section Leader
- Alexander: Megan Caroñano
- Alexander House: Mitchell Clayton
- Alexander House: Chandler White
- Alexander House: Caleb Hansen
- Alexander House: Sydnie West
- Baldwin House: Miles Davis-Matthews – Section Leader
- Baldwin House: Adam Williams
- Eliot House: Jahmaal Buckley
- Faulkner House: Alyssa Sedgewick
- Faulkner House: Amir McCloud
- Stein House: Colton Davis
- Cather House: Jarod Piccioli – Section Leader
- Fitzgerald House: Prionna Battle
- Reed-Coit House: Hayley Madl
- Reed-Coit House: Seth Walker
- Reed-Coit House: Lauren Williams
- Dorn House: Cassie Romero
- Dorn House: Hailee Weader
- Dorn House: Tyjae Murray
- Rice House: Dakota Patterson – Section Leader
- Rice House: Bianca Gonzales
The TRI SSS is funded by the Department of Education and is limited to 160 eligible students. For more information, please contact TRI SSS at (814) 362-7548.

LEADERSHIP LEARNING, SERVICE & ADVOCACY (Room 234, Frame-Westerberg Commons)

Start where you are. Be curious. Choose truth over comfort. Have tough conversations. Listen deeply. Challenge yourself. Expand your perspective. Reflect. Find the possibility in you. Lift the possibility in others. Then, turn that insight into action and go start something extraordinary. We believe that leadership, service and advocacy are interconnected. The LL|S&A is dedicated to preparing students for lives of leadership and service—lives shaped by a sense of purpose, equipped for thoughtful reflection, engaged in the larger world, and responsive to its deepest challenges. Leaders have a responsibility to create inclusive communities that respect the dignity and worth of all people and to act with integrity. We believe that leadership is not positional—it is for anyone who takes responsibility for finding the potential in people and has the courage to develop that potential in the spirit of the GREATER GOOD. Through a variety of opportunities, LL|S&A empowers students to cultivate a sense of purpose and become active and engaged advocates and citizens in their communities. Please contact the LL|S&A to learn more.

STUDENT ENGAGEMENT (Room 206, Frame-Westerberg Commons)

The Director of Student Engagement & Assessment 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 Engagement if you are interested in any aspect of activities programming.

ACADEMIC SUPPORT SERVICES

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, and review (classroom format). Other services provided include study skills development, time management, and test-taking strategies. 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. For more information, call 814.362.7674 or email iab@pitt.edu.

DISABILITY RESOURCES AND SERVICES (Room 202, 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.

COUNSELING SERVICES (Room 226, Frame-Westerberg Commons)

Leadership Learning, Service & Advocacy (LL|S&A)

- Rice House: Hannah Hibbs
- Fesenmyer House: Ezoza Ismailova – Section Leader
- Fesenmyer House: Hannah Mohacey
- Fesenmyer House: Drayson Sanders
- Fesenmyer House: Kailyn McCoy
- Fesenmyer House: Sara Miller
- Melville House: Sam Kircher – Section Leader
- Melville House: Izzy Johnson
- Melville House: Miguel Perez

Please note: For more information and contact details, refer to the provided text or contact the respective offices as indicated.
The Counseling Services Department is the primary provider for student mental health services on campus. Leslie Rhinehart, Psy.D., the Director of Counseling Services, a licensed psychologist, and Liza Greville, M.A. (a licensed clinical social worker) are available to meet with students about any problem or personal concern of a psychological nature. Appointments should be made in advance by contacting Marcia Avey, the administrative assistant in Health and Counseling Services at (814) 362-5272, and are scheduled during our hours M-F, 8:30-5:00 during fall and spring terms. Limited hours by appointment are available during summer sessions. On-campus services are supported by student fees, therefore, are offered at no charge.

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 counseling contacts.** Resources are provided anonymously through our website [https://www.upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/counseling-services](https://www.upb.pitt.edu/life-at-pitt-bradford/health-and-wellness/counseling-services), and include screening for various emotional difficulties and wellness at [https://screening.mentalhealthscreening.org/PIITTSBURGHBRADF](https://screening.mentalhealthscreening.org/PIITTSBURGHBRADF). Additionally, all Pitt-Bradford have access to TAO (Therapy Assistance Online) which offers interactive self-help modules for coping with anxiety, depressed mood, improving interpersonal relationships, as well as a mindfulness library. Services for faculty and staff are provided through the Life Solutions program and can be accessed at [https://www.hr.pitt.edu/current-employees/work-life-balance/lifesolutions](https://www.hr.pitt.edu/current-employees/work-life-balance/lifesolutions).

Individuals with urgent needs of a mental health nature can contact local Crisis Intervention (814) 362-4623 if within the Bradford region, the National Suicide Prevention Lifeline (800) 273-8255, or Crisis Text Line-text HELLO to 741-741.

**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, cheerleading, and eSports. 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 seven women’s sports. Men’s sports include baseball, basketball, golf, soccer, swimming, tennis, and wrestling. Women’s sports include bowling, soccer, volleyball, 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. Starting their sophomore year, all student athletes must have an overall GPA of 2.0 along with 24 earned credits per academic year. All students and employees of Pitt-Bradford are invited to attend regularly scheduled athletic events free of charge.

**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 on the Pitt-Bradford Athletics website.

**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, an ecumenical Christian service is conducted on campus each Saturday evening by local clergy. Times are posted at the chapel. Catholic students may attend Mass at St. Bernard Church on Saturday evenings by taking the ATA bus. Students in need of transportation to Sunday morning services in town should contact the Office of Student Affairs in order for appropriate arrangements to be made with the particular church.

**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 Engagement and Assessment 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, Student Activities Council President, Parliamentarian, and Historian. 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 2019-2020 are:

President
Elizabeth Johnson
Vice-President
vacant, to be elected in the fall
Secretary
Marissa Merritt
Treasurer
James Rook
Parliamentarian
Jenna Balestrieri
Historian
Hayley Madl
Student Activities Council President
Skylar Zimmerman

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

Student Conduct Peer Review Board
The Student Conduct Peer Review Board (SCPRB) hears cases involving Code Violations which will not result in suspension or dismissal. The SCPRB may determine responsibility and recommend sanctions. The SCPRB will provide due process for Students while protecting the rights of all members of the University community. Membership on the Student Judicial Board is limited to twelve students selected from the student body. One of the members is appointed to the position of Chairperson. The Student Judicial board is trained and advised by the Judicial Affairs Coordinator.

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, Vice President for Activities, Vice President for Community Service, Vice President 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 Coordinator of Student Engagement.

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 Coordinator of Student Engagement. Membership on SAC is open to all interested students. Any student wishing to work with this group should contact the Coordinator of Student Engagement early in the school year. Some of the programs already planned for the 2019-2020 academic year include Pitt-Bradford traditions such as the Hershey Park 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. Download the Pitt-Bradford Connect app to keep up to date on all SAC events!

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 Engagement. 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 Engagement, located in room 206 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 Coordinator of Student Engagement. The group must have a statement of purpose, a list of members and officers, the name of a faculty or staff advisor and a club constitution. If the proposed club or organization meets all University criteria, official recognition and/or registration status is granted by approval of the General Assembly of the Student Government Association. 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):

- African Student Association (ASA)
- Angelical Pitches
- Asian Culture Association (ACA)
- Black Box Improvers
- Christ In Action
- Criminal Justice Club
- Diamond Steppers
- EMS Club
- Environmental Studies Club
- Gold Bar Club (US Army ROTC)
- Habitat for Humanity
- Hospitality Organization of Students at Pitt (HOSP)
- IT Club
- Latino and Caribbean American Student Association of Bradford (LACASA)
- National Society of Leadership and Success (Signature Alpha Pi)
- Pre-Med Club
- Rotaract
- Student Activities Council
- Student Nurse Organization (SNO)
- WDRQ (student radio station)

- American Sign Language (ASL) Association
- Art Club
- Bio-Chem Club
- Black Student Union (BSU)
- Colleges for a Cure
- DECA
- Education Club
- Engineering Club
- Gamers United
- Greek Council
- History/Political Science Club
- International Relations Club
- Japanese Arts & Media Club (JAM)
- Pride Alliance
- Psychology Club
- The Source (student newspaper)
- Student Investment Club
- UPB Student Veterans Club

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

**Social Fraternities and Sororities:**
- Gamma Psi Omega fraternity (local)
- Lambda Xi sorority (local)
- Phi Kappa Epsilon fraternity (local)
- Theta Sigma Delta sorority (local)

- Kappa Sigma fraternity (national)
- Phi Beta Chi sorority (national)
- Zeta Alpha Chi sorority (local)

**Non-SGA Organizations:**
- Alpha Phi Omega (national service fraternity)
- Bally’s Beads (literary magazine)
- Blue and Gold Society (sponsored by Pitt-Bradford Alumni Association)
- Cheerleading Club
- eSports Club
- Ice Hockey Club
- Martial Arts Club
- Outdoor Recreation Club
- Ski Club
- Student Alumni Association

**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 Engagement (for clubs or organizations) or the Department of Athletic/Recreational Sports (for athletic teams). Off-campus fundraising is prohibited unless prior written permission is granted by the Director of Student Engagement 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 Engagement or 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 strictly prohibited.

POLICY ON FUNDRAISING BY STUDENT ORGANIZATIONS AND ATHLETIC TEAMS

BUSINESS AFFAIRS

TUITION AND FEES

Following is the schedule of tuition and fees for the 2019-2020 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>Out-of-State</td>
</tr>
<tr>
<td>Tuition (term)</td>
<td>$6,599</td>
<td>$12,333</td>
</tr>
<tr>
<td>Tuition, nursing (term)</td>
<td>$8,545</td>
<td>$15,727</td>
</tr>
<tr>
<td>Student Activity fee</td>
<td>$ 100</td>
<td>$ 100</td>
</tr>
<tr>
<td>Recreation fee</td>
<td>$  90</td>
<td>$  90</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 $75</td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$   50</td>
<td>$  200</td>
</tr>
</tbody>
</table>

(maximum of three per term)

Room (Resident Students Only, 15-week term)

<table>
<thead>
<tr>
<th></th>
<th>Full Time(*)</th>
<th>Part Time(*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double standard</td>
<td>$2,955</td>
<td>n/a</td>
</tr>
<tr>
<td>Single standard</td>
<td>$3,505</td>
<td>n/a</td>
</tr>
<tr>
<td>Alexander House double</td>
<td>$3,055</td>
<td>n/a</td>
</tr>
<tr>
<td>Garden double</td>
<td>$3,005</td>
<td>n/a</td>
</tr>
<tr>
<td>Reed-Coit House, Fesenmyer House, Dorn House, Rice House</td>
<td>$3,580</td>
<td>$3,580</td>
</tr>
<tr>
<td>DBL PVTE 2-person suite</td>
<td>$3,405</td>
<td>n/a</td>
</tr>
<tr>
<td>DBL PVTE 3-person suite</td>
<td>$3,405</td>
<td>n/a</td>
</tr>
<tr>
<td>DBL PVTE 5-person suite</td>
<td>$3,305</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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

Resident Meal Plans (required for residents; optional for commuters)
Paying Your University Invoice

Balance Notifications/PittPAY

PittPAY is the University’s online student financial portal where students and their Authorized Users can view summary and detailed student account information, including the balance due and due date. Students and their Authorized Users are notified by email periodically before the due date if there is a balance due. In PittPAY, you can also make online payments, enroll in eRefunds, enroll in the optional payment plan and generate a Term Statement to print, save, or provide to others who request one from you. Registration for a subsequent term will not be permitted until the balance due on the current term is paid in full.

You may pay your balance due in full by your due date, or you can enroll in an optional Payment Plan and pay in installments over time, instead. Our optional payment plans are designed to help families spread out the balance due over a series of regular installments. Depending on the date you enroll in a plan, you may be get up to six installments for fall or spring terms, or up to 3 installments for summer term. Payment plan installments will be automatically deducted on the 5th of each month from the bank account or credit card you specify when enrolling in the plan. There is a $45 sign-up fee for each term-based plan. More information is available at http://payments.pitt.edu/payment-plans/.

If you choose to pay your balance owed on the appropriate due date you have the following options. Payments can be made online in PittPAY by students or their Authorized Users.

- **eCheck**: is an electronic deduction from a personal U.S. checking account. Payments made in PittPAY by eCheck are offered at no charge to you. You will need the routing and account number from a personal U.S. checking account to process an eCheck payment online.

- **Credit Card**: While the University does not accept credit or debit card payments directly, we have arranged for a third-party vendor to accept Discover, MasterCard, and Visa online in PittPAY. Note: you will be charged a non-refundable convenience fee of 2.75% by the vendor each time you use a credit or debit card to process a payment in PittPAY. This fee will be in addition to tuition, fees, room, and meal plan charges. **If you are planning to use a debit card linked to a U.S. checking account, consider using the eCheck payment method instead to avoid the 2.75% service fee charged for all debit and credit card transactions in PittPAY.** We are unable to process credit or debit card payments by phone or in person, only online.

- **Payments by mail or in person**: of cash or check are accepted through the Enrollment Services Office. Enrollment Services is located in the Hangar Building. The mailing address is 300 Campus Drive Bradford, PA 16701.

- **International Payments**: International Payments must be registered on our international payment portal (powered by Flywire) to ensure the best exchange rates and a secure portal that students and the University can use to track your payment and make sure it is posted directly to your account when the University receives it. Note, Flywire is the only vendor authorized by the University of Pittsburgh to facilitate international payments to students’ accounts. Students should not make payments through other third party vendors or via direct wires to the University. Learn more about International Payments to your student account.
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 from $50 to $200 depending upon the number of days and amount past due. Collection fees may also apply.

Procedures for Termination of Registration & Resignation from the University
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 date of resignation will normally be the date a student notifies the University. For full-time students only, in all cases an exit interview must be scheduled with the Dean of Student Affairs prior to termination of registration or resignation. Failure to attend classes for which a student is registered, or failure to notify the appropriate office, is not considered to be an official resignation. Merely dropping out of the University without officially resigning will result in “F” grades.

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.

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.

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 Direct Parent PLUS Loans
4. Federal Pell Grant for which return of funds is required
5. Federal Supplemental Educational Opportunity Grant for which a return of funds is required
6. Other Title IV assistance for which a return of funds is required
7. Other federal, state, private, or institutional financial assistance
8. 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.
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. Returning students can receive free housing during the summer term when they are enrolled in three or more credits, or an equivalent internship or academic initiative. Contract board plans are not provided during the summer sessions.
2. Students falling below 3 credits, withdrawing from their equivalent internship or academic initiative, or failing a course, will be billed the full room amount.

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](http://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 may apply as early as Oct 1 of the year prior to attendance; you should 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 via 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 with 30 or fewer credits must achieve a cumulative GPA of at least 1.5; students with more than 30 credits must achieve a cumulative GPA of at least 2.0.
* 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 if they have earned 30 or fewer credits, and a 2.0 GPA if they have earned more than 30 credits.

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). Scholarships are renewable for up to 4 years or when you complete your first bachelor’s degree, whichever comes first. Students must have a cumulative GPA of 2.25 or higher and maintain their housing status. Eligibility is checked after each spring term and determines eligibility for the next academic year although students can use summer as a makeup period. 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 (2020-2021) is March 1, 2020. The Financial Aid Office is located in the Hangar Building, 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 or can be used for $10,000 toward room & board; up to $1,200 per year for books ($600 per semester); and $420 per month tax-free stipend for up to 10 months.

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. For more information, Pitt-Bradford students may contact John W. Gordnier at jgordnie@sbu.edu or by phone at (716) 375-2567.

ARMY SIMULTANEOUS MEMBERSHIP PROGRAM FINANCIAL BENEFITS

Pitt-Bradford students serving in the Pennsylvania National Guard may be eligible for Federal Tuition Assistance, the Pennsylvania National Guard Educational Assistance Program and/or Selective Reserve GI Bill (chapter 1606) depending on service/training completed. Please note some of these programs are mutually exclusive—contact your Readiness NCO at your unit to confirm eligibility. Pitt-Bradford students may contact Sergeant Steven Kloss at steven.p.kloss.mil@mail.mil, or at (814) 598-5897 for more information.
POLICIES AND PROCEDURES ON NON-DISCRIMINATION,  
ANTI-HARASSMENT, SEXUAL HARASSMENT,  
AND FACULTY-STUDENT RELATIONSHIPS

NOTICE OF NON-DISCRIMINATION
The University of Pittsburgh, as an educational institution and as an employer, does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The University responds promptly and equitably to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The University is committed to taking prompt action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

For complete details on the University’s Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (07-01-03) and Sexual Misconduct Policy (06-05-01), please visit: http://diversity.pitt.edu/affirmative-action/policies-procedures-and-practices

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/Sexual Assault is illegal; the University of Pittsburgh will not tolerate such illegal activity. Complete details of the University’s policy may be found and read in its entirety at www.cfo.pitt.edu/policies/documents/policy06-05-01web.pdf. This policy provides a variety of individuals on each University of Pittsburgh campus who should be contacted with questions or concerns. Students should also refer to the Sexual Misconduct section of the Student Handbook, beginning on Page?, for additional details and local contact information.

It is important that individuals who believe they are victims of any form of sexual harassment or sexual assault immediately contact the University of Pittsburgh at Bradford’s Title IX Liaison, Mr. Eddie Buggie, at ebuggie@pitt.edu, (814) 362-7513. It is equally important that all criminal activity be reported to the Pitt-Bradford Campus Police, located in the Campus Police/Laundry Building on Campus Drive, (814) 362-7506, or in an emergency, (814) 368-3211.

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.

Title IX/Affirmative Action Officer:  
Mr. Eddie Buggie (ebuggie@pitt.edu), (814) 362-7513

Optional Staff/Student Contact Person:  
Dr. Michele Cruse (mmc144@pitt.edu), (814) 362-7657

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 request 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 Enrollment Services Office 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 Enrollment Services Office 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 Enrollment Services Office, located in the Hangar Building.

If you would like to choose to NOT have Directory information shared with outside persons, please contact the Enrollment Services Office in the Hangar Building. 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. Catherine Koverola  
President*

Ms. Christy L. Clark  
Chief of Staff, Executive Director of the Office of Philanthropic and Alumni Engagement*

Dr. David E. Fitz  
Vice President of Institutional Integration and Community Engagement at the University of Pittsburgh at Bradford, and Interim Executive Director and Dean of Students at the University of Pittsburgh at Titusville

Dr. Stephan T. Moore  
Chief Diversity and Inclusion Officer (Interim)

Mr. Edward Buggie  
Title IX and Equity Investigator

Ms. Michelle D. Therminy  
Executive Scheduler

Ms. Barbara J. Uscinski  
Administrative Assistant

Arts Programming

Ms. Patty M. Colosimo  
Director of Arts Programming

Ms. Courtney L. Mealy  
Assistant Director of Arts Programming

Mr. Matthew D. Hileman  
Director of the Marilyn Horne Museum and Exhibit Center

Mr. Patrick A. Tanner  
Technical Director

Center for Rural Health Practice

Vacant  
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

Athletics and Recreational Sports

Mr. Bret A. Butler  
Director of Athletics and Recreational Sports*

Ms. Tina M. Phillips  
Assistant Director of Athletics and Head Coach for Women’s Softball

Mr. Randy L. Ruffner  
Director of Recreation, Intramurals and Club Sports

Ms. Chelsea A. Schwab  
Head Coach for Men’s and Women’s Swimming and Director of Aquatics

Mr. Jesse DeLoof  
Head Coach for Men’s Basketball

Mr. Zachary D. Foster  
Head Coach for Men’s Baseball

Ms. Kaserra A. Owens  
Head Coach for Women’s Basketball

Mr. Colin P. Johnston  
Head Coach for Men’s Wrestling

Mr. Richard L. Kahle  
Facilities and Fitness Center Manager

Ms. Susan A. Schenfield  
Head Coach for Men’s and Women’s Tennis

Ms. Melissa A. Graham  
Head Coach for Women’s Soccer

Mr. Nathan T. Whitehurst  
Head Coach for Men’s Soccer

Mr. Thomas Roof  
Head Coach for Women’s Volleyball (part-time)

Mr. Gregg R. Hoover  
Head Coach for Women’s Bowling (part-time)

Mr. Keith G. Stauffer  
Head Coach for Men’s and Women’s Golf (part-time)

Mr. Dane R. Renwick  
Athletic Trainer

Ms. Heidi E. Lucke  
Athletic Trainer

Mr. Matthew T. Lovell  
Director of Sports Information
Ms. Lori A. Faulkner  
**Administrative Assistant**

**Communications and Marketing**

**Ms. Pat Frantz Cercone**  
Executive Director of Communications and Marketing*

**Ms. Kimberly Marcott Weinberg**  
Assistant Director of Communications and Marketing

**Mr. James J. Pascarella, Jr.**  
Web Manager

**Mr. Michael P. McQuade**  
Web Programmer

**Ms. Laurie K. Dufford**  
Administrative Assistant

**Vacant**  
Social Media Strategist

**Philanthropic and Alumni Engagement**

**Ms. Christy L. Clark**  
Executive Director of Philanthropic and Alumni Engagement*

**Vacant**  
Director of Alumni Relations

**Ms. Christine L. Tyler**  
Assistant Director for Annual Giving Programs

**Vacant**  
Database Manager

**Ms. Joelle A. Warner**  
Manager of Donor Services

**Ms. Francine M. Stewart**  
Administrative Assistant

**ACADEMIC AFFAIRS**

**Dr. Emily A. Williams**  
Vice President and Dean of Academic Affairs*

**Vacant**  
Associate Dean of Academic Affairs

**Ms. Lori J. Smith**  
Administrative Assistant, Academic Affairs

**Ms. Anne B. McDonald**  
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. Lauren E. Yaich**  
Chair, Biological and Health Sciences Division

**Ms. Samila Sosic**  
Director of International Services and Study Abroad

**Ms. Jody A. Randolph**  
Administrative Assistant/Database Manager

**Mr. Bernard J. Picklo, Jr.**  
Academic Technology Integrator

**Ms. Melissa Kai Odorisio**  
Laboratory Administrator

**Ms. Brenda Rich Brandon**  
Administrative Assistant, Behavioral and Social Sciences Division

**Ms. Laurie B. Dennis**  
Administrative Assistant, Biological and Health Sciences Division

**Ms. Nancy A. Kloss**  
Administrative Assistant, Management and Education Division

**Ms. Janet M. Shade**  
Administrative Assistant, Physical and Computational Sciences Division

**Ms. Jenifer S. Spencer**  
Administrative Assistant, Communication and the Arts Division

**Hanley Library**

**Ms. Marietta A. Frank**  
Director of the Hanley Library

**Ms. Kimberly M. Bailey**  
Reference/Instruction Librarian

**Ms. Catherine A. Baldwin**  
Instruction Services/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**

**Ms. Hallie L. Kleiner**  
Director of the Mathematics Center
Writing Center
Dr. Tracee L. Howell  Director of the Writing Center
Ms. Catherine A. Kula  Assistant Director of the Writing Center

STUDENT AFFAIRS
Dr. Michele Cruse  VP and Dean of Student Affairs*
Vacant  Associate Dean of Student Affairs and Experiential Education
Ms. Angie Wolfe  Director of Leadership Development and Community Engagement
Dr. Reid Helford  Career Educator
Ms. Kara Kennedy  Coordinator of Policies and Accountability (Interim)
Ms. Melissa A. Stiles  Administrative Assistant and Office Manager

Office of Student Engagement
Ms. Amy A. Bilezikian  Director of Student Engagement and Assessment
Ms. Shannon M. Ridenour  Club Accounts Assistant

Residential Life and Housing
Ms. Heidi E. Yoder  Director of Housing
Ms. Emilee J. Yormick  Director of the First Year Experience
Brenden A. Graulau  Resident Director
Nathan D. G. Lawyer  Resident Director
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. Alexandra M. Pezzimenti  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. Jakub Wojcik, M.D.  College Physician (part-time)
Ms. Danielle Gregoire, 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 & Office of Admissions
Ms. Vicky L. Pingie  Associate Director of Admissions
Mr. Tad M. Haight  Assistant Director of Admissions
Mr. James D. Clinger  Admissions Counselor
Mr. Caleb A. Landmesser  Admissions Counselor
Vacant
Ms. Stacey M. Colosimo  Administrative Assistant
Ms. Donna J. Meister  Data Entry Specialist (part-time)

Financial Aid
Ms. Melissa J. Ibanez  Associate VP for Enrollment Management & Director of Financial Aid
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Deborah A. Woodley</td>
<td>Assistant Director of Financial Aid</td>
</tr>
<tr>
<td>Ms. Kimberly R. Boyer</td>
<td>Financial Aid Counselor</td>
</tr>
<tr>
<td>Ms. Rachelle L. Heffner</td>
<td>Financial Aid Counselor</td>
</tr>
<tr>
<td>Ms. Mandy J. Colosimo</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Ms. Christina A. Marrone</td>
<td>Registrar and Director of Enrollment Services</td>
</tr>
<tr>
<td>Ms. Diane L. Null</td>
<td>Data Coordinator</td>
</tr>
<tr>
<td>Ms. Karen J. Branch</td>
<td>Enrollment Services Assistant</td>
</tr>
<tr>
<td>Ms. Tammy Mix</td>
<td>Enrollment Services Assistant</td>
</tr>
<tr>
<td>Ms. Karen L. Strotman</td>
<td>Enrollment Services Assistant</td>
</tr>
<tr>
<td>Ms. Susan R. Gleason</td>
<td>Director of the Academic Advising Center (AAC)</td>
</tr>
<tr>
<td>Vacant</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Ms. Jean A. Barnard</td>
<td>Academic Coaching &amp; Tutoring Center (ACTC) Coordinator</td>
</tr>
<tr>
<td>Ms. Carma L. Horner</td>
<td>Disability Resources and Services Coordinator</td>
</tr>
<tr>
<td>Ms. Judy A. Cameron</td>
<td>Administrative Assistant, AAC, ACTC, DRS</td>
</tr>
<tr>
<td>Ms. Kimberly J. Marcellin</td>
<td>Program Manager, TRIO Student Support Services</td>
</tr>
<tr>
<td>Ms. Patricia Kane</td>
<td>Retention Specialist, TRIO (Interim)</td>
</tr>
<tr>
<td>Vacant</td>
<td>Academic Advisor, TRIO</td>
</tr>
<tr>
<td>Vacant</td>
<td>Administrative Assistant, TRIO (part-time)</td>
</tr>
<tr>
<td>Mr. Richard T. Esch</td>
<td>Vice President for Business Affairs*</td>
</tr>
<tr>
<td>Ms. Kathy L. Moonan</td>
<td>Manager of Accounts Payable</td>
</tr>
<tr>
<td>Mr. Steven E. Williams</td>
<td>Senior Accountant</td>
</tr>
<tr>
<td>Ms. Julie A. McGuire</td>
<td>Accounting Specialist</td>
</tr>
<tr>
<td>Mr. Shawn M. Llewellyn</td>
<td>Purchasing Coordinator</td>
</tr>
<tr>
<td>Ms. Tammy R. Luciano</td>
<td>Administrative Assistant for Business Affairs</td>
</tr>
<tr>
<td>Ms. Sofia Brien</td>
<td>Manager of Human Resources</td>
</tr>
<tr>
<td>Vacant</td>
<td>Payroll Specialist</td>
</tr>
<tr>
<td>Ms. Jennifer D. Swanson</td>
<td>HR/Payroll Assistant (part-time)</td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Director of Auxiliary Services</td>
</tr>
<tr>
<td>Ms. Leasa A. Maley</td>
<td>Assistant Director of Auxiliary Services</td>
</tr>
<tr>
<td>Mr. Randal D. Stiles</td>
<td>Accounting Specialist for Continuing Education and Regional Development</td>
</tr>
<tr>
<td>Ms. Lynette M. Campogiani</td>
<td>Conference Services Manager</td>
</tr>
<tr>
<td>Ms. Kimberly D. Masone</td>
<td>Conference Services Manager</td>
</tr>
<tr>
<td>Mr. Joel M. Meyer</td>
<td>Director of Dining Services</td>
</tr>
<tr>
<td>Mr. Benjamin Dansberger II</td>
<td>Executive Chef, Dining Services</td>
</tr>
<tr>
<td>Ms. Angela M. Carroll</td>
<td>Catering Manager, Dining Services</td>
</tr>
<tr>
<td>Mr. Case M. DeGroff</td>
<td>Retail Manager, Dining Services</td>
</tr>
<tr>
<td>Ms. Mary L. Smith</td>
<td>Office Manager, Dining Services</td>
</tr>
<tr>
<td>Ms. Angela Erickson</td>
<td>Manager of the Panther Shop</td>
</tr>
<tr>
<td>Ms. Jill M. Race</td>
<td>Assistant Manager of the Panther Shop</td>
</tr>
<tr>
<td>Mr. Alan M. Hancock</td>
<td>Mail Center Supervisor</td>
</tr>
<tr>
<td>Mr. Donald O. Johnson</td>
<td>Mail Deliverer</td>
</tr>
<tr>
<td>Vacant</td>
<td>Mail Center Clerk (part-time)</td>
</tr>
</tbody>
</table>
Campus Police and Safety
Mr. Richard L. Harsen Director of Campus Police and Safety
Mr. Alex J. Suppa Campus Police Sergeant
Ms. Amber T. Black Campus Police Officer
Ms. John Cradduck Campus Police Officer
Mr. Teodoro Popolizio Campus Police Officer
Vacant Campus Police Officer
Vacant Campus Police Officer
Vacant Campus Police Officer
Ms. Jennifer L. Jordan Switchboard Operator and Administrative Assistant
Ms. Roxie M. Vanderpoel Switchboard Operator and Secretary (part-time)
Mr. Jason L. Daugherty Campus Police Officer (part-time)
Mr. Shayne L. Miller Campus Police Officer (part-time)
Mr. Donald P. Neel Campus Police Officer (part-time)
Mr. Timothy R. NiCastro Campus Police Officer (part-time)

Computing, Telecommunications, and Media Services
Mr. William E. Kline Director of Computing, Telecommunications, and Media Services
Mr. Robert J. Ellison Systems Architect
Mr. Steven D. Ellison Technical Analyst II
Mr. Gregory W. Miller Network and Media Systems Analyst
Ms. Emily A. Parana Technical Analyst II
Ms. Megan A. Uscinski Technical Analyst II
Ms. Jaime K. Sweet-Taylor Coordinator of User Services

Facilities Management
Mr. Rhett F. Kennedy Director of Facilities Management
Ms. Jackie M. Bosworth Administrative Assistant
Mr. David L. Clark Maintenance Worker III
Mr. Ryan M. LaBrozzi Maintenance Worker III
Mr. John W. McGriff Maintenance Worker III
Mr. Jonathan M. Prosser Maintenance Worker III
Mr. Thomas J. Ruttan Maintenance Worker III
Mr. David A. Dixon Maintenance Worker II
Mr. Matthew R. Foerstner 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 Theater
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
Ms. Isabelle Champlin  Assistant Professor Emerita of Anthropology
Ms. Lizbeth A. Matz  Associate Professor Emerita of Business Management
Dr. Richard Melka  Professor Emeritus of Mathematics
Dr. Gautam Mukerjee  Associate Professor Emeritus of Economics
Mr. Timothy F. Ziaukas  Professor Emeritus of Public Relations
Dr. Livingston Alexander  Professor Emeritus and President Emeritus of the University of Pittsburgh at Bradford
Dr. Richard G. Frederick  Professor Emeritus of History and Political Science
Dr. Lisa M. Fiorentino  Associate Professor Emeritus of Nursing

CURRENT FACULTY

Mr. Benjamin L. Bickford  Assistant Professor of Nursing
Ms. Mary K. Boser  Assistant Professor of Nursing and Director of the Radiological Science Program
Dr. Wayne J. Brinda  Associate Professor of Education and Coordinator of Secondary Education
Dr. Marius G. Buliga  Professor of Mathematics and Director of the Applied Mathematics Program
Dr. Jodi Burns  Assistant Professor of Sport and Recreation Management
Dr. Yong-Zhuo Chen  Professor of Mathematics and Chair of the Physical and Computational Sciences Division
Dr. Ching Hsiao (Wes) Chiang  Assistant Professor of Marketing
Dr. Adam L. Cilli  Assistant Professor of History
Dr. Jonathan Chitiyo  Assistant Professor of Special Education and Interim Director of Freshman Seminar Program
Dr. Charles Choo  Assistant Professor of Physics
Dr. Robin Choo  Assistant Professor of Biology
Dr. Diego Cortes  Assistant Professor of Communications
Mr. John J. Crawford  Assistant Professor of Business Management
Ms. Mary Jane Daugherty  Instructor of Nursing at the University of Pittsburgh Titusville Campus
Dr. Helma de Vries-Jordan  
Associate Professor of Political Science and Director of the History/Political Science Program and International Affairs Program

Ms. Martha Dibble  
Assistant Professor of Nursing

Ms. Mary A. Dinger  
Assistant Professor of Nursing, Coordinator of the ASN Program, and Interim Director of the Nursing Program

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  
Associate Professor of Mathematics

Mr. Godwin Ekpe  
Visiting Assistant Professor of Economics

Dr. Kevin A. Ewert  
Professor of Theater

Dr. Warren Fass  
Associate Professor of Psychology, Interim Director of the Sociology Program, Director of Undergraduate Research, and Chair of the Division of Behavioral and Social Sciences

Dr. David E. Fitz  
Associate Professor of Political Science

Dr. Drew Flanagan  
Visiting Assistant Professor of History

Ms. Elizabeth Flickner  
Visiting Instructor of Nursing at the University of Pittsburgh Titusville Campus

Ms. Jennifer L. Forney  
Instructor of Hospitality Management and Director of the Hospitality Management Program

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

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

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

Mr. Douglas J. Graham  
Instructor of Athletic Training/Clinical Coordinator

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

Dr. Andrew Harnish  
Visiting Assistant Professor of English

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

Mr. Orin A. James  
Assistant Professor of Biology

Dr. Max F. Jensen  
Visiting Assistant Professor of Spanish and Comparative Literature

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

Ms. Hallie L. Kleiner  
Instructor of Mathematics and Director of the Mathematics Center

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

Dr. Catherine Koverola, Ph.D.  
Professor of Psychology, and President of the University of Pittsburgh at Bradford and University of Pittsburgh at Titusville

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

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

Ms. Nina Lau  
Assistant Professor Nursing

Dr. Kira M. Leck  
Associate Professor of Psychology
<table>
<thead>
<tr>
<th>Name</th>
<th>Position or Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Anna K. Lemnitzer</td>
<td>Associate Professor of Art and Director of the Interdisciplinary Arts Program</td>
</tr>
<tr>
<td>Mr. Donald C. Lewicki</td>
<td>Associate Professor of Business Management</td>
</tr>
<tr>
<td>Dr. Ronald E. Mattis</td>
<td>Associate Professor of Engineering and Director of the Engineering Program</td>
</tr>
<tr>
<td>Dr. Nancy G. McCabe</td>
<td>Professor of Writing and Director of the Writing Program</td>
</tr>
<tr>
<td>Ms. Patricia McClain</td>
<td>Director of Nursing Program on the University of Pittsburgh Titusville Campus</td>
</tr>
<tr>
<td>Dr. Rebecca A. McHugh</td>
<td>Assistant Professor of Developmental Psychology</td>
</tr>
<tr>
<td>Dr. David K. Merwine</td>
<td>Associate Professor of Biology</td>
</tr>
<tr>
<td>Mr. Richard Minard</td>
<td>Visiting Instructor of Art and Freshman Seminar</td>
</tr>
<tr>
<td>Dr. Francis M. Mulcahy</td>
<td>Associate Professor of Chemistry and Director of the Chemistry Program</td>
</tr>
<tr>
<td>Dr. Mary N. Puterbaugh Mulcahy</td>
<td>Associate Professor of Biology</td>
</tr>
<tr>
<td>Dr. 'BioDun Ogundayo</td>
<td>Associate Professor of French and Comparative Literature</td>
</tr>
<tr>
<td>Dr. Gregory L. Page</td>
<td>Associate Professor of Psychology and Director of the Psychology Program</td>
</tr>
<tr>
<td>Ms. Sherri Patterson</td>
<td>Instructor of Nursing on the University of Pittsburgh Titusville Campus</td>
</tr>
<tr>
<td>Dr. Denise A. Piechnik</td>
<td>Associate Professor of Biology and Director of the Biology Program</td>
</tr>
<tr>
<td>Dr. Stephen F. Robar</td>
<td>Associate Professor of Political Science and Director of the Environmental Studies Program</td>
</tr>
<tr>
<td>Ms. Andrea M. Robbins</td>
<td>Instructor of Chemistry</td>
</tr>
<tr>
<td>Dr. Daniel Sadowsky</td>
<td>Assistant Professor of Chemistry</td>
</tr>
<tr>
<td>Mr. Matthew Salvia</td>
<td>Visiting Assistant Professor of Composition</td>
</tr>
<tr>
<td>Dr. David J. Schummer</td>
<td>Visiting Assistant Professor of Philosophy</td>
</tr>
<tr>
<td>Ms. Cassandra Slagle</td>
<td>Visiting Assistant Professor of Exercise Science</td>
</tr>
<tr>
<td>Dr. David S. Soriano</td>
<td>Associate Professor of Chemistry</td>
</tr>
<tr>
<td>Mr. Zachary K. Stark</td>
<td>Instructor of Exercise Science</td>
</tr>
<tr>
<td>Mr. Gary B. Tessmer</td>
<td>Assistant Professor of Composition</td>
</tr>
<tr>
<td>Dr. Jean M. Truman</td>
<td>Associate Professor of Nursing and Director of Assessment and Program Review</td>
</tr>
<tr>
<td>Dr. Donald I. Ulin</td>
<td>Associate Professor of English and Director of the English Program</td>
</tr>
<tr>
<td>Dr. Ye (Ken) Wang</td>
<td>Associate Professor of Computer Information Systems and Technology, Director of the Computer Information Systems and Technology Program, and Director of the Information Systems Program</td>
</tr>
<tr>
<td>Dr. Dawna Wensel</td>
<td>Assistant Professor of Criminal Justice</td>
</tr>
<tr>
<td>Dr. Emily Williams</td>
<td>Professor of Writing and Literary Studies and Vice President and Dean of Academic Affairs</td>
</tr>
<tr>
<td>Dr. Lauren E. Yaich</td>
<td>Associate Professor of Biology and Chair of the Division of Biological and Health Sciences</td>
</tr>
<tr>
<td>Mr. Birney Young</td>
<td>Visiting Assistant Professor of Speech Communications</td>
</tr>
<tr>
<td>Dr. Hashim A. Yousif</td>
<td>Professor of Physics and Director of the Physical Sciences Program</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR
2020-2021
Dates and/or events are subject to change due to COVID-19

FALL TERM 2020

August

10-13 (Tues.-Thur) Opening Faculty Week
10 (Tuesday) New Faculty Orientation
11 (Wednesday) Cultural Competency Workshop & Race and Bias Workshop
13 (Thursday) Residence Halls Open for New Students
13-15 (Thur.-Sat) New Student Orientation Program
14-15 (Fri-Sat) Returning Student Check-in

19 (Wednesday) FALL TERM CLASSES BEGIN -REMITELY
Students; Add/Drop Period Begins
24 (Monday) Fall classes continue in-person where noted on student schedule

September
4 (Friday) Fall Term add/drop period ends (no extended drop period).
7 (Monday) Labor Day -University Open, CLASSES ARE IN SESSION
17 (Thursday) Citizenship/Constitution Day

October
5-9 (Mon-Fri) Midterm grades collected from faculty.
12 (Monday) Estimated date for midterm grades emailed to students considered Freshman, Sophomore or on Academic Probation.
14 (Wednesday) Student Self-Care Day; No classes, University Offices Open
20 (Tuesday) Last Day to Withdraw from a Course for Fall Term
23 (Friday) Spring Term Veteran & Athlete Student Enrollment Appointments Begin
26 (Monday) Spring Term Enrollment Appointments Begin

November
6 (Friday) Last Day to Resign for Fall Term
20 (Friday) Last Day to apply for April, June or August Graduation
20 (Friday) Last Day fall classes
23-24 (Mon-Tues) Any classes holding face to face finals held these days.
25 (Wednesday) All students check-out of Housing by 5pm
25-29 (Wed-Sun) Thanksgiving Recess
30 (Monday) Online Fall Term Finals begin. (Nov 30-Dec 4)

December
4 (Friday) FALL TERM ENDS (12/5-official last day of undergraduate term)
8 (Tuesday) Faculty must have fall term grades posted by 11:59pm

December 24-27 (Thurs-Sun) All university buildings and offices closed.

January
3 (Sunday)
# ACADEMIC CALENDAR
2020-2021

Dates and/or events are subject to change due to COVID-19

## SPRING TERM 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>University Office open</td>
</tr>
<tr>
<td>9</td>
<td>Residence Halls open</td>
</tr>
<tr>
<td>11</td>
<td><strong>SPRING TERM CLASSES BEGIN.</strong> Add/Drop Period Begins.</td>
</tr>
<tr>
<td>18</td>
<td>Dr. Martin Luther King's birthday observance (No Classes; Offices Closed).</td>
</tr>
<tr>
<td>22</td>
<td>Spring Term Add/Drop periods ends</td>
</tr>
<tr>
<td>23</td>
<td>Extended drop period begins</td>
</tr>
<tr>
<td>29</td>
<td>Extended drop period ends</td>
</tr>
<tr>
<td>February 15</td>
<td>Summer term enrollment begins</td>
</tr>
<tr>
<td>March 7-14</td>
<td>Tentative <strong>Spring Recess for Students.</strong> (Residence halls closed, University food service closed)</td>
</tr>
<tr>
<td>12</td>
<td>Spring Holiday for Faculty and Staff University closed</td>
</tr>
<tr>
<td>19</td>
<td>Last Day to Withdraw from a Course for Spring Term</td>
</tr>
<tr>
<td>19</td>
<td>Fall Term Veteran Student Enrollment Appointments Begin</td>
</tr>
<tr>
<td>22</td>
<td>Fall Term Enrollment Appointments Begin</td>
</tr>
<tr>
<td>26</td>
<td><strong>Last Day to turn in Application for Graduation Forms for December Graduation 2021</strong></td>
</tr>
<tr>
<td>April 9</td>
<td>Last Day to Resign for Spring Term</td>
</tr>
<tr>
<td>21</td>
<td>Tentative Graduation Central, Frame-Westerberg Commons</td>
</tr>
<tr>
<td>23</td>
<td>Last Day of Classes for Spring Term</td>
</tr>
<tr>
<td>26-30</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>30</td>
<td><strong>SPRING TERM ENDS.</strong> (University food service closes at dinner, except for graduating students.)</td>
</tr>
<tr>
<td>May 1</td>
<td>Graduate Reception (6:30 P.M., KOA Dining Room, Frame-Westerberg Commons)</td>
</tr>
</tbody>
</table>
| 2          | **Commencement, (2:00 P.M., KOA Arena, Richard E. & Ruth McDowell Sport & Fitness Center)**  
             **Nursing Department Pining Ceremony, (11:30 A.M., Bromeley Family Theater, Blaisdell Hall)**  
             (Residence halls close at 5:00 P.M. for graduating students.) |
| May 5      | Faculty must have all spring grades posted by 11:59pm                 |
ACADEMIC CALENDAR
2020-2021
Dates and/or events are subject to change due to COVID-19

4 WEEK SUMMER SESSION I, 2021

May
17  (Monday)  Final Day of Registration; **CLASSES BEGIN**;
Add/Drop Period Begins
19  (Wednesday)  Last Day to Add or Drop a Course

31  (Monday)  Memorial Day (No Classes; Offices Closed.)

June
2   (Wednesday)  Last Day to Withdraw from a Course
11  (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, 2021

June
14  (Monday)  Final Day of Registration; **CLASSES BEGIN**;
Add/Drop Period Begins
16  (Wednesday)  Last Day to Add or Drop a Course
30  (Wednesday)  Last Day to Withdraw from a Course

July
4   (Sunday)  Independence Day.
9   (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, 2021

July
12  (Monday)  Final Day of Registration; **CLASSES BEGIN**;
Add/Drop Period Begins
14  (Wednesday)  Last Day to Add or Drop a Course
28  (Wednesday)  Last Day to Withdraw from a Course

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

(NOTE: Final Examinations will be held during the last class period.)
### ACADEMIC CALENDAR
#### 2020-2021
Dates and/or events are subject to change due to COVID-19

#### 6 WEEK SUMMER SESSION I, 2021

<table>
<thead>
<tr>
<th>May</th>
<th>17 (Monday)</th>
<th>Final Day of Registration; <strong>CLASSES BEGIN</strong>; Add/Drop Period Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19 (Wednesday)</td>
<td>Last Day to Add or Drop a Course</td>
</tr>
<tr>
<td></td>
<td>31 (Monday)</td>
<td>Memorial Day (No Classes; Offices Closed.)</td>
</tr>
<tr>
<td>June</td>
<td>4 (Friday)</td>
<td>Last Day to Withdraw from a Course</td>
</tr>
<tr>
<td></td>
<td>25 (Friday)</td>
<td>Last Day of Classes;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>6 WEEK SUMMER SESSION I ENDS</strong></td>
</tr>
</tbody>
</table>

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

#### 6 WEEK SUMMER SESSION II, 2021

<table>
<thead>
<tr>
<th>June</th>
<th>28 (Monday)</th>
<th>Final Day of Registration; <strong>CLASSES BEGIN</strong>; Add/Drop Period Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 (Wednesday)</td>
<td>Last Day to Add or Drop a Course</td>
</tr>
<tr>
<td>July</td>
<td>4 (Sunday)</td>
<td>Independence Day.</td>
</tr>
<tr>
<td></td>
<td>23 (Friday)</td>
<td>Last Day to Withdraw from a Course</td>
</tr>
<tr>
<td>August</td>
<td>6 (Friday)</td>
<td>Last Day of Classes;</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>6 WEEK SUMMER SESSION II ENDS</strong></td>
</tr>
</tbody>
</table>

(NOTE: Final Examinations will be held during the last class period.)
ACADEMIC CALENDAR  
2020-2021 
Dates and/or events are subject to change due to COVID-19

12 WEEK SUMMER SESSION, 2021

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>17 (Monday)</td>
<td>Final Day of Registration; CLASSES BEGIN; Add/Drop Period Begins</td>
</tr>
<tr>
<td></td>
<td>24 (Monday)</td>
<td>Last Day to Add or Drop a Course</td>
</tr>
<tr>
<td></td>
<td>31 (Monday)</td>
<td>Memorial Day (No Classes; Offices Closed.)</td>
</tr>
<tr>
<td>July</td>
<td>4 (Sunday)</td>
<td>Independence Day.</td>
</tr>
<tr>
<td></td>
<td>9 (Friday)</td>
<td>Last Day to Withdraw from a Course</td>
</tr>
<tr>
<td>August</td>
<td>6 (Friday)</td>
<td>Last Day of Classes; 12 WEEK SUMMER SESSION I ENDS</td>
</tr>
</tbody>
</table>

(NOTE: Final Examinations will be held during the last class period.)
UNIVERSITY OF PITTSBURGH AT BRADFORD
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 at Bradford 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.

Those living on campus and those visiting in University residence halls should note that there are several important rules, detailed in the Student Code of Conduct, which apply to both residents and guests.

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.**

ANIMALS

No animals (other than service animals) are permitted in any campus building. Emotional support animals are not service animals, and must be approved in advance by the Office of Disability Resources and Services. If approved, an emotional support animal is permitted only in the apartment of the student owning the animal. For other specific residence hall policies on pets, please see “Pets Policy” on page 86 of the Student Handbook.

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 Engagement.
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 Frame-Westerberg Commons 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, WJTN, WKSN, KISS-FM, WWSE-FM, WQFX-FM
- Kane: WBYB/WLMI-FM
- Olean: WHDL, WMNS, WMXO-FM, WPIG-FM
- Port Allegany: WHKS-FM
- Ridgway: WDDH-FM
- Salamanca: WGGO, WQRT-FM
- Smethport: WXMT/WVTT
- 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)

PANTHER MONUMENT

The bronze Panther monument situated outside the main entrance of the Frame-Westerberg Commons is a unique and expensive piece of art, paid for in large part by contributions from the Student Government Association over a five-year period (2009 to 2013). No person is permitted to climb onto the Panther monument under any circumstances for reasons of 1) personal safety, and 2) to protect the bronze casting and finish, which will assure that the Panther not be damaged so it can be enjoyed by current and future generations for many years to come.

PROHIBITED OR REGULATED ACTIVITIES

DRONES (UNMANNED AERIAL DEVICES)

The University of Pittsburgh at Bradford prohibits any individual from operating or using unmanned aerial devices (commonly called drones) on any part of campus (including the Kessel Athletic Complex and all recreation fields) or inside University-owned buildings. Students seeking exceptions for the use of such devices for academic reasons must first receive permission from the Vice President and Dean of Academic Affairs. Students seeking exceptions for the use of such devices for any other reason must first receive permission from the Vice President and Dean of Student Affairs.

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, SKATEBOARDING

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

PITT-BRADFORD ON-CAMPUS DEMONSTRATION GUIDELINES

The University of Pittsburgh at Bradford affirms the rights of community members to engage in peaceful, orderly and nondestructive demonstrations. A demonstration is defined as any public display of support for, or in opposition to, any person, group, organization, cause, institution, idea or policy.

Students or student groups who engage in an on-campus demonstration must refrain from disrupting the educational process and from infringing upon the rights of other members of the University community. Additionally, on-campus demonstrations must be compliant with all applicable federal, state, or local laws and ordinances, as well as with these “Pitt-Bradford On-Campus Demonstration Guidelines” and all other applicable University guidelines, policies and procedures including the Student Code of Conduct.
The University maintains the right to regulate and monitor the time, place and manner of any proposed on-campus demonstrations as may be necessary to help ensure the safety and well-being of community members and the orderly conduct of classes and other functions of the University.

The University neither permits nor forbids demonstrations off-campus by members of the University community. Persons demonstrating off-campus are reminded that they are expected to act in a manner that will conform to all federal, state and municipal laws and ordinances.

For any demonstrations on University property, reserved or otherwise, please note:

1. Only registered student organizations are eligible to reserve University property, including facilities, certain outdoor spaces, equipment and services.
2. No demonstration shall impede pedestrian and/or vehicular traffic.
3. No demonstration shall block or otherwise interfere with any person’s ability to enter or exit any University property (buildings/patios/plaza/gathering spaces, etc.).
4. No demonstration shall obstruct or disrupt activity related to the University’s educational process, including, but not limited to, activity occurring in classrooms, offices, laboratories or other University facilities or grounds.
5. Use of Tiki lamps, oil lamps, torches, or similar open flame devices are prohibited during any demonstration. Use of candles and luminaries during religious or ceremonial events may be permitted if used in compliance with fire safety regulations.
6. Use of sound/voice amplifiers is prohibited inside University owned or operated facilities. Use of sound/voice amplifiers is also prohibited if it disrupts activity related to the University’s educational process.
7. Demonstrators shall not engage in any behavior or activity that causes or threatens to cause physical injury to another person.

ENFORCEMENT

University officials or law enforcement agents may reposition or request the removal of any demonstrator believed to be in violation of federal, state or municipal laws and ordinances, and/or the Student Code of Conduct.

Any individual who was involved in or who witnessed an incident in which they believe a member of the University community responded inappropriately, is encouraged to report this information to Campus Police at 814-368-3211 or Student Affairs at 814-362-7651.

RESIDENTIAL LIFE AND HOUSING

The University of Pittsburgh at Bradford considers it a privilege and not a right to reside in University housing. 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 the following alcoholic beverages for their personal consumption, and may not exceed the following limits (all other forms of alcohol are prohibited):
   a. Twelve 12-ounce cans or twelve 12-ounce bottles of beer; or
   b. Six 12-ounce bottles of wine coolers or malt beverages (e.g., Mike’s Hard Lemonade, Smirnoff Ice, etc.); or
   c. One 750 ml (0.75 liter) bottle of distilled spirits; or
   d. 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**

At least 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.

**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, EXTENSION CORDS, SPACE HEATERS, AND HOT PLATES**

Due to the risk of accidental fire, the possession or use of electrical hot plates, grills, personal grills, toasters, and toaster ovens 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 2 cubic feet. Electrical appliances used or stored in the apartments must be approved and in good working order. **Furthermore, only 3-pronged, grounded extension cords with surge protectors may be used.** 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 from Thanksgiving through the December holidays, and during Spring break. All students are required to vacate University housing during these times.

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.

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, Fesenmyer 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.

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.

FIREARMS AND WEAPONS
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.

FIREWORKS
The University 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. Couches, sofas, recliners, 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 no more than one (1) non-resident guest in their living quarters 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 a resident or non-resident late night or overnight guest should obtain consent from their apartment mates. An overnight guest 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 a host late night/overnight guest for more than three consecutive nights or more than six (6) nights in any one calendar month. Residents are permitted only one guest at a time. A resident who hosts a guest at 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 consume 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. The fee is due to be paid after returning from Spring Term. Reservation fees are refundable to upperclassmen only prior to June 30. The student must request a refund in writing by addressing his/her letter or email 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 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. Students will be assessed a fee of $25 for lost IDs that need replaced. 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 log a maintenance request using the following link: 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, 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 (except service animals) are prohibited in University housing. Emotional support animals are not service animals, and must be approved in advance by the Office of Disability Resources and Services. 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, or pending felonies, 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 OR DOOR 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, and those that can be seen from outside, 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 Panther 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 or keyed 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 Dean of Student Affairs 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 Dean of Student Affairs 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 - Sunday: 7:00 A.M. to 11:00 P.M.**

(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 Richard E. and Ruth McDowell Sport and 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. Three librarians and four library specialists are available to assist patrons.

Most library material circulates for one term. 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 9:00 P.M.
- Friday: 8 A.M. to 5:00 P.M.
- Saturday: 1 P.M. to 5:00 P.M.
- Sunday: P.M. to 9:00 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 Chapel Manager, 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 Christian service takes place each weekend. Please check with the chapel staff for a complete schedule of all weekends when services are taking place.

THE PANTHER SHOP

Located on the first floor of the Frame-Westemberg 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, 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 1:00 P.M. to 4:00 P.M. Saturday. The Convenience Store is also open from 8 pm to 11 pm 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 Café, the Hanley Library Café, the Marilyn Horne Café & Gift Shop, 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 assigned time.

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 returning them to 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:

**Daily:**

- **Breakfast:** 7:30 A.M. - 9:30 A.M.
- **Lunch:** 9:30 A.M. - 2:30 P.M.
- **Dinner:** 3:00 P.M. - 8:00 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 - $7.75
- Brunch - $9.25
- Lunch - $9.25
- Late Lunch - $9.25
- Dinner - $10.00

Students who have suggestions or comments about any aspect of dining services should see either the Director of Dining Services, the Executive Chef 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 designated entrance only.

**Entrance to and exit from the dining room is through the designated entrance only.**

**Entrance to and exit from the dining room is through the designated entrance only.**
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 Qdoba®, Grille items, Smoothies, and Chef Fresh salads and sandwiches. 

Hours for The Commons Cafe are:  
Weekdays: 8:00 A.M. to 11:00 P.M.  
Weekends: 6:30 P.M. to 11:00 P.M.  

**The Hanley Cafe**, located within the Hanley Library, features Starbucks® coffee, cappuccino, and a variety of pastries, Chef Fresh items and snack items. Hours are Monday-Thursday, 8:30 am to 8 pm; Friday, 8:30 am to 4:30 pm; Saturday, 1:30 pm to 4:00 pm; and Sunday, 2:30 pm to 8 pm.  

**The Marilyn Horne Cafe and Gift Shop**, located within the Marilyn Horne Hall, features Starbucks® coffee, cappuccino, and a variety of pastries, Chef Fresh and snack items. Hours are Monday-Saturday, 7:30 am to 5pm, Sunday, 11 am to 4:00 pm.  

**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 available for no additional fee. A student’s Campus ID Card gives them access to use the facility to do their laundry. A vending area, card value center, and rest rooms are located within each 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 borrow 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 Panther Services Center, 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 Panther Services Center (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, and in Livingston Alexander House bedrooms, as well as a large plastic bag liner. **The 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 or bedrooms at all times, except when taking them out to the grey recycling shelter located next to each garbage dumpster. Students are responsible for taking their recycling and garbage to the appropriate locations. Replacement costs of lost or damaged bins will be the responsibility of the apartment/bedroom occupants. It is the responsibility of the apartment/bedroom 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 $20.00. 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 between the hours of 1 A.M. and 5 A.M. on any day of the year in lots #3 & #4 (Fisher Hall lots), lots #6 (west portion only) & #7 (Commons lots), lot #9 (Wick Chapel), lot #11 (Campus Police) or lots #14 & #17 (Blaisdell Hall lots, designated for faculty, staff, and commuters only), or lot #16 (small Hangar lot). 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 $10.00 to $30.00, 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, or hindering snow removal: **FINE = $10.00**
2. Illegally parked on Campus Drive, Commons Way, or in “Visitor Parking Only” lot; parking between the hours of 1 am and 5 am in a lot prohibiting parking at that time, or in any drive-through or turn-around area: FINE = $10.00
3. Illegally parked in “Emergency and Personnel Only” or “Restricted Zone” areas, on sidewalks or lawns, or operating a motor vehicle on pedestrian walkways: FINE = $15.00
4. Failure to have a valid Parking Permit: FINE = $20.00
5. Parking in a Handicapped Parking Only space: FINE = $30.00
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.