Student Handbook

2021-2022
ACADEMIC YEAR

VISIT PITT-BRADFORD’S WEBSITE AT
www.upb.pitt.edu
IMPORTANT TELEPHONE NUMBERS

EMERGENCY NUMBERS (police, fire, medical)

From a University phone:  CAMPUS POLICE  10333
                          If no answer (814) 368-3211
                          COUNTY DISPATCH  911

From a non-University phone:  CAMPUS POLICE (814) 368-3211
                               COUNTY DISPATCH  911

MAIN SWITCHBOARD (814) 362-7500

Academic Affairs, Vice President & Dean (814) 362-7510
Behavioral and Social Sciences Division (814) 362-7620
Biological and Health Sciences Division (814) 362-7640
Communication and the Arts Division (814) 362-7590
Management and Education Division (814) 362-7561
Nursing Department (814) 362-7640
Physical and Computational Sciences Division (814) 362-7560
Academic Advising Center (AAC) (814) 362-7533
Career Services (814) 362-7533
Academic Coaching and Tutoring Center (ACTC) (814) 362-7533
Admissions (814) 362-7555
Alumni Relations (814) 362-5091
Athletics/Club Sports/Intramurals/Recreation (814) 362-7520
Fitness Center (814) 362-5023
CALC (Swarts Hall 106) (814) 362-7558
Communications and Marketing (814) 362-5275
CTM (Computing, Telecommunication & Media Services) (814) 362-7660
Dining Services (814) 362-5054
Diversity and Inclusion (814) 362-5033
Enrollment Services/Registrar/Student Records (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 (814) 362-0990
Commons Information Desk (814) 362-7652
Dining, Vending, Laundry, Transportation (814) 362-0990
Conference, Event and Meeting Services (814) 362-5053
ID Center (814) 362-5143
Wick Chapel (814) 362-0989
President’s Office (814) 362-7501
Student Affairs, Vice President & Dean (814) 362-7651
Associate Dean (814) 362-7650
Counseling Services (814) 362-5272
Disability Resources & Services (814) 362-7609
Health Services (814) 362-5272
Residential Life & Housing (814) 362-7630
Student Care & Conduct (814) 362-5057
Student Engagement (814) 362-7593
TRIO Student Support Services (814) 362-7548
Writing Center (814) 362-0253
Dear Students:

Welcome to the University of Pittsburgh at Bradford for the 2021-2022 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 University has to offer.

As a student at Pitt-Bradford, you have been given the opportunity to study and earn your University of Pittsburgh degree in an intimate campus setting that rivals that of the finest small colleges in America. 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 58 years of age, we are part of a distinguished and renowned University that recently celebrated its 233rd anniversary, making Pitt one of the oldest universities in the nation.

As we begin the new academic year, it is important for students to be provided with up-to-date information about Pitt-Bradford. For this reason, this Student Handbook has been prepared to assist you. You are strongly encouraged to familiarize yourself 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 University 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.

Sincerely,

William D. Schafer

William D. Schafer, Ph.D.
Interim Vice President and Dean of Students

THE STUDENT HANDBOOK IS PUBLISHED BY THE DIVISION OF STUDENT AFFAIRS,
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ITS PROVISIONS ARE SUBJECT TO CHANGE AT THE UNIVERSITY’S DISCRETION.
### PITT-BRADFORD STUDENT HANDBOOK

#### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEED INFORMATION OR HELP</td>
<td>6</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS</td>
<td>8</td>
</tr>
<tr>
<td>Programs –</td>
<td></td>
</tr>
<tr>
<td>Baccalaureate, Radiological Science, Pre-Professional, Associate</td>
<td>8</td>
</tr>
<tr>
<td>Programs – Other</td>
<td>9</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>9</td>
</tr>
<tr>
<td>Academic Integrity Guidelines</td>
<td>9</td>
</tr>
<tr>
<td>Academic Standing Policy</td>
<td>9</td>
</tr>
<tr>
<td>Army Reserve Officer Training Corps (ROTC)</td>
<td>10</td>
</tr>
<tr>
<td>Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Background Checks</td>
<td>10</td>
</tr>
<tr>
<td>Change of Course (Add/Drop/Withdrawal)</td>
<td>10</td>
</tr>
<tr>
<td>CLEP (College Level Examination Program)</td>
<td>10</td>
</tr>
<tr>
<td>Course Numbering and Course Overload</td>
<td>10</td>
</tr>
<tr>
<td>Dean’s List (full-time students and part-time students)</td>
<td>11</td>
</tr>
<tr>
<td>Declaration or Change of Major</td>
<td>11</td>
</tr>
<tr>
<td>Eligibility to Participate in Intercollegiate Sports</td>
<td>11</td>
</tr>
<tr>
<td>Final Exam Policy</td>
<td>11</td>
</tr>
<tr>
<td>Grade Point Average, Grade Reports, and Grading System</td>
<td>11</td>
</tr>
<tr>
<td>Graduation – Application, Honors, and Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Readmission: Returning Students</td>
<td>12</td>
</tr>
<tr>
<td>Repeating Courses for Credit</td>
<td>12</td>
</tr>
<tr>
<td>Resignation: Termination of Enrollment for All Classes</td>
<td>13</td>
</tr>
<tr>
<td>Special Policies for Composition and Math Courses</td>
<td>13</td>
</tr>
<tr>
<td>Student Absenteeism</td>
<td>13</td>
</tr>
<tr>
<td>Student Responsibility Satisfying Graduation Requirements</td>
<td>13</td>
</tr>
<tr>
<td>Student Right-to-Know Graduation Rate Disclosure</td>
<td>14</td>
</tr>
<tr>
<td>Transcript and Enrollment Verification Requests</td>
<td>14</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>14</td>
</tr>
<tr>
<td>Transfer/Relocation to the Pittsburgh (Oakland) Campus</td>
<td>14</td>
</tr>
<tr>
<td>ACADEMIC SUPPORT SERVICES</td>
<td>15</td>
</tr>
<tr>
<td>Academic Advising Center</td>
<td>15</td>
</tr>
<tr>
<td>Academic Coaching and Tutoring Center</td>
<td>15</td>
</tr>
<tr>
<td>Career Services</td>
<td>15</td>
</tr>
<tr>
<td>Mathematics Center</td>
<td>15</td>
</tr>
<tr>
<td>TRIO Student Support Services</td>
<td>15</td>
</tr>
<tr>
<td>Writing Center</td>
<td>15</td>
</tr>
<tr>
<td>BUSINESS AFFAIRS</td>
<td>16</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>16</td>
</tr>
<tr>
<td>Balance Notifications - Paying Your Invoice/PittPAY</td>
<td>16</td>
</tr>
<tr>
<td>Financial Implications for Adding/Dropping/Withdrawing</td>
<td>16</td>
</tr>
<tr>
<td>Grades/Transcript/Diploma/Registration – Student Debt</td>
<td>16</td>
</tr>
<tr>
<td>Late Payment Fee and Mandatory Fees</td>
<td>16</td>
</tr>
<tr>
<td>Procedures for Termination of Registration &amp; Resignation</td>
<td>16</td>
</tr>
<tr>
<td>Resignation Guidelines &amp; Return of Title IV Funds</td>
<td>17</td>
</tr>
<tr>
<td>Room and Board Refunds</td>
<td>17</td>
</tr>
</tbody>
</table>
NEED INFORMATION OR HELP?

ACADEMIC ADVISING
Students with declared majors are assigned an advisor in their major as the primary contact for questions about registration, class schedules, and academic/career goals. If your advisor is not available or you need help with change of major, etc., see the Academic Advising Center.

ACADEMIC INTEGRITY
University Academic Integrity guidelines include obligations of both students and faculty in the formal learning process. More information is included in the Academic Affairs section of this handbook. Questions should be addressed to Academic Affairs (Swarts Hall, 2nd Floor).

ACADEMIC SUPPORT SERVICES
Academic support services are provided by several offices in Hanley Library, including the Academic Advising Center, Academic Coaching and Tutoring Center, the Mathematics Center, the Writing Center, and TRIO Student Support Services. Contact these offices for details.

AUTOMATIC TELLER MACHINE (ATM)
Two ATMs are located on campus. One, sponsored by Northwest, is in the Commons adjacent to the KOA Dining Room. The second, sponsored by PNC Bank, is in Student Laundry Building adjacent to Campus Police. Check with Northwest, PNC Bank, and your bank regarding fee details.

BILLING
If you have a question regarding your invoice or student account, contact Enrollment Services in the Hangar Building.

CANCELLATION OF CLASSES
The procedure for notifying students about individual class cancellation is up to the faculty member. Students should clarify with their professors as each term begins. For weather emergencies, see “Severe Weather Policy.” If all classes are canceled, the emergency alert system will be used.

CAREER SERVICES
Career Services provides services and resources to support professional growth and skill development for Pitt Bradford students. For more information, contact the Career Educator in the Academic Advising Center on the second floor of Hanley Library.

CODE OF CONDUCT
The Student Code of Conduct is available on the Student Care and Conduct page of Pitt Bradford’s website. For questions or to request a printed copy of the Code, contact the Director of Student Care and Conduct, located in Room 222, Frame-Westerberg Commons.

COUNSELING SERVICES
Counseling Services offers a range of services and resources for all Pitt Bradford students. To make an appointment call (814) 362-5272.

COURSE SELECTIONS AND COURSE CHANGE (ADD/DROP)
See your advisor or contact the Academic Advising Center. Refer to the academic calendar for add/drop deadlines for each term.

DINING SERVICES
Contact Metz Culinary Management 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 consultation with the Disability Resources and Services Coordinator. Call (814) 362-7609 or visit Disability Resources and Services, Room 221, Frame-Westerberg Commons.

DIVERSITY AND INCLUSION
The Office of Diversity and Inclusion (ODI) is committed to maintaining an environment free from harassment and discrimination; fostering diversity, educating the community on its benefits, and celebrating differences; promoting equity and advancing equal access to all opportunities at the University. For questions about diversity, inclusion, Title IX and bias incidents, contact the Chief Diversity Officer (814) 362-5033.

EMERGENCY NOTIFICATION SYSTEM
To subscribe to voice or text updates, visit www.upb.pitt.edu/currentstudents, select Emergency Notification Service, and follow the instructions. This University service is provided at no cost; however, per-message fees from mobile phone/device providers may apply.

ENROLLMENT SERVICES
For questions on billing, registration, transcripts, and graduation see Enrollment Services in the Hangar Building or call (814) 362-7602.

FINANCIAL AID
Questions or concerns regarding financial aid? Visit the Financial Aid Office located in the Hangar Building or call (814) 362-7550.
HEALTH SERVICES
Health Services is located in Room 226 of the Frame-Westerberg Commons. For questions or an appointment, call (814) 362-5272.

HOUSING
Reach out to your Resident Advisor or contact the Residential Life and Housing Office in Room 211, Frame-Westerberg Commons.

LOST AND FOUND
Inquiries about lost items can be made at Campus Police or the Commons Information Desk. Please turn found items in to either location.

MAIL
Each resident is assigned a mailbox in the Mail Center, located on the first floor of Frame-Westerberg Commons. In addition, stamps may be purchased and letters and packages may be mailed here. Packages may be sent either by USPS or UPS.

POLICE AND SAFETY
For non-emergency needs, Campus Police may be reached at the Campus Police Building or by calling (814) 362-7500. When the switchboard is closed – or for emergency calls – dial 10333 from any campus phone or (814) 368-3211 from any non-campus phone.

POLICIES (ACADEMIC)
Contact the 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)
Contact the Vice President and Dean of Student Affairs, in the Student Affairs Office in Room 220 Frame-Westerberg Commons.

RELIGIOUS SERVICES
Bradford Ministerium is composed of clergy and laypersons from Protestant, Catholic, and Jewish traditions. Students wishing to speak with clergy from a specific denomination should contact the Associate Dean of Student Affairs. During fall/spring, Christian ecumenical services are held in Wick Chapel.

REPRODUCTIVE HEALTH
Visit adagiohealth.org/mobilehealth for info on the Adagio Health Mobile Unit. Adagio provides services including gynecology; family planning; breast/cervical cancer screening; STI prevention/testing/treatment; healthy relationship/sexual health education and nutrition counseling. Adagio focuses on judgement-free care for teens, the LGBTQIA+ community, low income individuals, and uninsured/underinsured. They accept most insurances.

ROOM RESERVATIONS
Contact Panther Services (Commons, First Floor) to reserve facilities for authorized purposes (club and organization meetings, etc).

ROTC (U.S. ARMY RESERVE OFFICERS’ TRAINING CORPS)
Contact the Department of Military Science, located on the campus of St. Bonaventure University, at (716) 375-2508.

SPORTS (INTERCOLLEGIATE, CLUB, INTRAMURALS, AND RECREATION)
Contact the Director of Intercollegiate Athletics and Recreation at the McDowell Sport and Fitness Center or by calling (814) 362-7520.

STUDENT ENGAGEMENT
Visit the Director of Student Engagement in Room 209, Frame-Westerberg Commons or call (814) 362-7654.

STUDENT GOVERNMENT ASSOCIATION (SGA)
Visit the Office of Student Engagement (Commons, Second Floor), contact any member of SGA or send an e-mail message to sga@pitt.edu.

TRANSPORTATION
Students, faculty, and staff may access ATA buses at no cost with their Pitt ID. Buses connect to downtown, the Bradford Regional Medical Center, and Walmart among other locations. With 72 hours notice Monday – Friday (866-282-4968), students may arrange free ATA transportation to/from Bradford bus station or Bradford Regional Airport (except holidays). At Thanksgiving, Winter, and Spring Recess, Pitt-Bradford partners with Pitt-Oakland to provide bus transportation (at a modest fee) to destinations such as Pittsburgh, Philadelphia, Harrisburg, New York, D.C., etc.

TUTORING AND STUDY SKILLS IMPROVEMENT
See the staff of the Academic Coaching and Tutoring Center on the second floor of the Hanley Library.

VETERAN BENEFITS
The VA certifying official is located in the Financial Aid Office, located in the Hangar Building, or by phone at (814) 362-7550.

VOLUNTEER OPPORTUNITIES
Contact the Associate Dean of Student Affairs, located in 224 Frame-Westerberg Commons or by phone at (814) 362-7650.
The faculty and administration of Pitt-Bradford have created degree programs that blend the life-long advantages of liberal arts education with preparation in specific skills needed to directly enter a career. Pitt-Bradford’s 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 self-understanding, and benefits democratic society by promoting informed citizenship. In brief, we are committed to education which enables 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   Computer Information   Environmental Studies   Nursing (BSN)
Applied Mathematics   Systems & Technology   Exercise Science   School nurse certification
Biology   Criminal Justice   Forensic Science
Biology Education   Early Level Education   Health & Physical Education   Physical Sciences
Broadcast Communications   Economics   History/Political Science   Psychology
Business, Computer, & IT Education   Energy Science & Technology   Hospitality Management   Radiological Science* (see below)
Business Management   Energy Engineering Technology   Interdisciplinary Arts   Social Studies Education
Chemistry   English   International Affairs   Sociology
Chemistry Education   English Education   Mathematics Education   Sport & Recreation Management
Communications   Environmental Science   Mechanical Engineering Technology   Writing

RADIOLOGICAL SCIENCE

The B.S. in Radiological Science is a cooperative program between Pitt-Bradford and Bradford Regional Medical Center (BRMC). Qualified students begin by enrolling for two years of full-time study at Pitt-Bradford in pre-radiological science. Admission to the BRMC component of the program is competitive based on 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 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 awarded for successful completion of the BRMC component. (NOTE: During BRMC component, Panther Scholarships do not apply and limited financial aid is available. Students sign a contractual agreement and file a FAFSA to qualify for such aid. Contact Financial Aid for details.)

PRE-PROFESSIONAL PROGRAMS

Pitt-Bradford baccalaureate degrees in selected disciplines or combinations thereof provide students with the necessary pre-professional education in the following fields. They include programs in the Schools of Engineering, Pharmacy, and Health and Rehabilitation Sciences. Students should work with their advisors to ensure all required courses are being taken for admission to the appropriate professional school.

Chiropractic   Engineering   Occupational Therapy   Podiatry
Clinical Dietetics & Nutrition   Health Information Management   Optometry   Veterinary Medicine
Communication Science & Disorders   Law   Pharmacy
Dentistry   Medicine   Physical Therapy
Emergency Medicine   Nutrition   Physician Assistant

ASSOCIATE DEGREE PROGRAMS

Associate degrees are offered in four disciplines at Pitt-Bradford: Associate of Arts in Liberal Studies; Associate of Science in Engineering Science; Associate of Science in Petroleum Technology; and Associate of Science in Nursing, preparing one for Registered Nurse licensure.
OTHER PROGRAMS
Students seeking a bachelor’s degree may also choose to pursue the first two years of study at Pitt-Bradford, and then relocate to the Pittsburgh, Johnstown, or Greensburg campus. Students interested in these options should meet with their academic advisor to discuss their plans. Transfer into these schools is not automatic; students must apply and be admitted on a competitive basis to the school of their choice.

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 online or at Enrollment Services. Students bear full responsibility for satisfying degree requirements. Assistance with this responsibility is available from faculty advisors, the Academic Advising Center, the Registrar, and the Vice President/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 assignment of academic advisors. Requests for academic advisor changes are also handled by this office.

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

ACADEMIC INTEGRITY GUIDELINES
Members of a University community, both faculty and students, bear a serious responsibility to uphold personal and professional integrity and to maintain complete honesty in all academic work. Violations of the code of academic integrity are not tolerated. Students who cheat or plagiarize or who otherwise take improper advantage of the work of others face harsh penalties, including permanent dismissal. The academic integrity guidelines set forth student and faculty obligations and the means of enforcing regulations and addressing grievances. The guidelines are available at: https://www.provost.pitt.edu/faculty/academic-integrity-guidelines or copies are available in the Office of the Dean of Academic Affairs (232 Swarts Hall). Students who wish to appeal a final grade must first meet with the instructor who awarded the grade. Students may then continue their appeal by meeting with the chair of the division in which the course resides. The final level of appeal may be made with the Vice President and Dean of Academic Affairs, whose decision is final.

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 the term or cumulative GPA falls below 2.0, a student is placed on academic probation and is required to work with the Academic Advising Center and Academic Coaching and Tutoring Center to improve their academic performance.

Suspension
Students who complete two consecutive regular (fall or spring) terms with a term or cumulative GPA below 2.0 are eligible for suspension. Students who have completed only one term of study, and 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 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 must submit an Application for Academic Reinstatement. If the application is approved, the reinstatement letter will stipulate 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 suspension; 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.
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 and 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 they are attending on an Army ROTC scholarship or enrolled in the Simultaneous Membership Program through National Guard or Army Reserves.

ATTENDANCE
Students are expected to attend classes as scheduled. Rules and penalties for absences are established by each faculty member.

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

CHANGE OF COURSE (ADD/DROP/WITHDRAWAL)
WARNING: Changes in course load may affect athletic and/or financial aid eligibility. Check with Enrollment Services 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/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 classes for which a student is registered, or failing to notify 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 Enrollment Services. 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 permission of the Vice President and Dean of Academic Affairs and only with extenuating circumstances. There is no adjustment to tuition and fees when a student withdraws from a class.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)
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. The Pitt-Bradford CLEP policy may be accessed on-line at http://catalog.upb.pitt.edu/.

COURSE NUMBERING
0001–0199 Freshman-level 0200–0299 Sophomore-level 1300–1399 Junior-level 1400 – 1499 Senior-level
Students must satisfy competency requirements in English Composition I and II and Mathematics prior to enrolling in more advanced courses.

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 permission through a Course Overload Request obtained from Enrollment Services.
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.

DECLARATION OR CHANGE OF MAJOR
Students wishing to declare or change their academic major or academic advisor should contact the Academic Advising Center. The Center will assist in completing the necessary paperwork to change the major and assign a new advisor. The information will then be forwarded to Enrollment Services to update the student’s record.

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

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.

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 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 degree requirements, including courses required for major, minor, or general education, must be taken for letter grades, with exception of courses designated “S” or “N” only. The 13 letter grades are below with equivalent quality point values.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A+</td>
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</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
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<tr>
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<td>2.00</td>
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</tbody>
</table>
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.

\[
\begin{align*}
S &= \text{equivalent of C or better} \\
NC &= \text{audit}
\end{align*}
\]

No more than 12 credits with S grades may be counted toward graduation. S grades are not included in 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 major, minor, and General Education Program must be taken for letter grades with 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.

Grade Disputes/Student Grievance Procedure

There is every expectation that students will make a good faith effort to settle any disputes with faculty directly with the faculty member. If this is not possible or 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.

Temporary Grades

A temporary letter grade may be issued under appropriate circumstances.

\[
\begin{align*}
G &= \text{course work interrupted (for reasons beyond student’s control)}
\end{align*}
\]

Students assigned “G” (Incomplete) grades due to course work unfinished because of extenuating personal circumstances are required to complete course requirements no later than one year after the term or session in which the course was taken. It is expected the student and instructor form a contract detailing how and when course work is to be completed. Upon completion of course work, the instructor will submit a Change of Grade. If, however, the deadline has passed, “G” will change to “NG” and remain on the record as such.

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 Graduation Date</th>
<th>Deadline for Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>April, June, or 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/substitution of degree requirements should discuss options with their advisor. If a waiver/substitution is warranted, the student should obtain a Petition to Substitute or Waive Graduation Requirements form from Enrollment Services, complete the form, and obtain the signatures of their academic advisor, program director, division chair, and the assistant academic dean and registrar.

READMISSION: RETURNING STUDENTS

Matriculated students (not including continuing education, non-degree seeking, or visiting students) who interrupt enrollment for more than three consecutive terms, and have not been suspended for academic reasons, must reapply for admission through Admissions. Students who interrupt enrollment for two consecutive terms or less may return and register for classes by contacting Enrollment Services.

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 course may be earned only once. Repeated course does not increase credits earned unless original grade was “F” “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 grade of C-, D+, D, D-, or F may be repeated. Prerequisites should be passed before attempting further courses in sequence. A course in sequence cannot be repeated if grade of C or better is subsequently earned in a course in a higher sequence.
5. When a course is repeated, the most recent grade/credits earned are used in computation of 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.

**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.

**SPECIAL POLICIES FOR COMPOSITION AND MATH COURSES**

**Composition**
There are three courses in English composition:
*ENG 0100 INTRO 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 a term, students may move to a lower or higher level math course without penalty. Students must have written permission from the instructor to enter a higher level course without the required pre-requisite.

**STUDENT ABSENTEEISM**

**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 Office of Student Affairs. 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/injury may call the Director of Health Services at (814) 362-5272. No written verification is provided for single classes missed.

**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 (814) 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.

**Due to Other Extenuating Circumstances**
When a student is absent from class due to extenuating circumstances, such as injury/illness of an immediate family member, inclement weather, or family obligations, it is the responsibility of the student to communicate with their professors and to follow the requirements of each professor regarding course work missed. (See “Severe Weather Policy” in this handbook.) If the student is absent for three or more consecutive class days, the student may contact the Student Affairs Office (814) 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.

Note: 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.

**STUDENT RESPONSIBILITY FOR SATISFYING GRADUATION REQUIREMENTS**
Students bear full responsibility for satisfying degree requirements. Assistance with this is available from faculty advisors and/or the Academic Advising Center. The University has authority to set course requirements and performance standards for baccalaureate and associate degrees, the obligation to advise students what they are, and authority to certify students meet or fail to meet those 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 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, faculty work as active advisors to help students move toward independence. For their part, students must consult with their advisors in determining what courses to take to qualify for a baccalaureate or associate degree.

**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.

**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](http://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 (printed for currently enrolled students only, must show a valid student ID card).

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

**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 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. Note that a grade of C or higher is required in required BIOL and CHEM courses for the Nursing programs.
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. Application of transfer credits toward degree requirements will be approved by the academic advisor, program director, and 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 transfer credits accepted by Pitt-Bradford. The number of accepted transfer credits will be posted on the Pitt-Bradford transcript. Only academic credit is transferred; grades earned at previous schools are not included in the GPA.

**TRANSFER/RELOCATION TO THE PITTSBURGH (OAKLAND) CAMPUS**

Guidelines for students seeking transfer from Pitt Bradford to any other campus of the University of Pittsburgh varies by school. For the most accurate information students should contact the school to which they are considering relocation. Contact Enrollment Services to submit a Relocation Request to the appropriate school once you meet that school’s minimum guidelines for review.
ACADEMIC SUPPORT SERVICES

An extensive range of Academic Support Services are provided by staff in the Academic Advising Center, Academic Coaching and Tutoring Center, Career Services, Mathematics Center, TRIO Student Support Services, and Writing Center. These departments are located on the second floor of Hanley Library. These individuals and offices are concerned with providing a variety of services to students, assisting them in their personal development and creating a dynamic and engaging atmosphere outside the classroom.

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 yet to declare a major are assigned an academic advisor in the AAC. The AAC also advises 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. 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.

CAREER SERVICES (located in the Academic Advising Center, 2nd Floor, Hanley Library)
Career Services provides services and resources to support professional growth and skill development for all UPB students. They partner with you from your first step on campus to graduation day, helping you grow and find your passion so you can fulfill your purpose. This is done through individualized career counseling, experiential learning, skill-building and networking opportunities for students to engage in lifelong professional development. Career Services uses a variety of resources including Handshake (Pitt’s comprehensive career services platform) and Pitt Commons (an online platform to establish networking and/or mentoring relationships specific to academic and career goals.) For information, or to make an appointment with the Career Educator, call (814) 362-7533.

MATHEMATICS CENTER (Room 251, Hanley Library)
The mission of the Mathematics Center is to facilitate student success in math. Math competency is a requirement for graduation and an essential part of development of critical thinking skills. The Mathematics Center helps students not only grasp the concepts of math, but also develop specific math study skills. The Mathematics Center team, which consists of both faculty consultants and peer tutors, strives to encourage critical thinking, resource referencing, time management, pattern recognition, and study skills to create confident and self-sufficient learners. The Mathematics Center offers free math tutoring to any student enrolled in a math course at UPB. Students can make an appointment via Navigate Student. For directions, go to: https://www.upb.pitt.edu/how-make-appointment.

TRIO STUDENT SUPPORT SERVICES (SSS) (Room 231, Hanley Library)
The TRIO Student Support Services (SSS) 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 U.S. Department of Education to provide higher education opportunities to historically underrepresented students. For more information, please contact TRIO SSS at (814) 362-7548.

WRITING CENTER (providing services via Skype for Business, Zoom, email, phone, etc.)
The Writing Center’s faculty consultants are available to help student writers of all levels and abilities at any stage of the writing process, from brainstorming and drafting to editing, formatting, and achieving stylistic punch and sophistication. Common areas of focus include thesis statements, essay organization, word choice, recognizing errors in grammar and punctuation, evaluating and using sources, managing in-text citations, and critical reading skills. For information, call (814) 362-7594 or email wcenter@pitt.edu.
**BUSINESS AFFAIRS**

**TUITION AND FEES**
The schedule of tuition and fees for the 2021-2022 academic year: [https://www.upb.pitt.edu/admissions-aid/financial-aid/tuition-fees](https://www.upb.pitt.edu/admissions-aid/financial-aid/tuition-fees)

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

**BALANCE NOTIFICATIONS – PAYING YOUR UNIVERSITY INVOICE/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.

**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 published on the Pitt Bradford website.

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- to part-time should contact Financial Aid, 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.

**GRADES, TRANSCErPT, DIPLOMA, AND REGISTRATION IMPLICATIONS AS A RESULT OF OUTSTANDING STUDENT DEBT**
For the Registrar’s Office or Enrollment Services to release a student’s grades, transcript or diploma, or register a student for a subsequent term, all monies owed to the University must be paid in full. This includes assessments, fines, and any other legitimate charges owed to the University or any of its units. Once payment is made in full, grades/transcripts will be released, and the student 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.

**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.

**MANDATORY FEES**
Computer Network, Recreation, Wellness, and Activity fees approved by the Trustees are assessed to all students to support campus services.

Computer Network fee permits expanded and modernized computer-based services for students, including online library catalog, personal computer facilities to support student instruction, enhanced delivery of video service to classrooms, and improved student information system.

The Parking/Transportation fee covers in full each student’s parking registration, the local free ATA transportation service, and it also subsidizes the “Buses Home Program” during three recesses (Thanksgiving, December, and Spring Recess).

Physical Ed/Lab fees are charged when enrolled in physical education and certain laboratory courses. The fee is charged for each course taken.

**PROCEDURES FOR TERMINATION OF REGISTRATION & RESIGNATION FROM THE UNIVERSITY**
Please file your intent to resign from the university in the Academic Advising Center. Our goal is to support you in making this important decision, while providing resources in making the decision. You will be contacted in three to five (3-5) days to process your resignation. Should there be a need for an emergency/immediate resignation, please inform the Academic Advising Center staff at (814) 362-7533. This will be communicated directly to the Director of Academic Advising.

Students may terminate registration of all classes prior to end of the drop period. 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 “Last Day to Resign” in the academic calendar, students desiring to leave the University must resign. The resignation date will normally be the date student notifies the University. Failure to attend classes for which a student is registered or to notify appropriate offices is not considered official resignation. Dropping out without officially resigning results in “F” grades.
Students who receive financial assistance should check with Financial Aid to see what effects termination of registration/resignation may have on their ability to receive future financial aid. It is important to note that reduction of tuition/fees caused by termination or resignation may reduce federal, state, or institutional aid the student has received and may, in effect, create a balance owed for the student.

**RESIGNATION GUIDELINES & RETURN OF TITLE IV FUNDS**

Students who resign within the add-drop period are eligible for 100% refund of tuition. Following the add-drop period, adjustments to tuition from official resignations are based on effective date of resignation in accordance with federally mandated calculations in Section 484B of the Higher Education Act. This law specifies the order of return of Title IV funds to programs from which they were awarded. The calculation is based on period of enrollment completed. That percentage is computed by dividing total number of calendar days in the term into number of calendar days completed, as of date of notification. The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to the percentage of the term completed, up to 60%. If resignation occurs after 60% of the term is completed, the percentage equals 100%.

The amount of Title IV aid which must be returned is based on percentage of “unearned aid.” That is computed by subtracting earned aid from 100%. The University is required to return the lesser of 1) unearned aid percentage applied to institutional charges or 2) unearned aid percentage applied to 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 case of PLUS loans) is required to return a portion of loan proceeds, the calculated amount is to be repaid according to the loan’s terms. Students are responsible for returning grant amounts that exceed 50% of the original disbursement.

Funds are returned to the following Title IV sources in priority order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. Federal SEOG
7. TEACH Grants
8. Other Title IV assistance for which a return of funds is required
9. Other federal, state, private, or institutional financial assistance
10. Student

PA State Grants and institutional aid will be reduced at the same percentage as federal aid. Institutional aid will be prorated and will not be permitted to create a credit balance. If less aid is disbursed than 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/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 result of financial aid should be aware Pitt-Bradford is obligated to follow policies/procedures of State/Federal government in processing refunds.

**ROOM AND BOARD REFUNDS**

**Fall and Spring Terms**

1. A student who voluntarily leaves the University during drop period is given a pro-rated credit of room and board charges on their 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 in the last two weeks of a term (after last day to resign) is not eligible for credit/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 internship/academic initiative, or failing a course, will be billed the full room amount.
FINANCIAL AID

Everyone should apply! A 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. Several factors are used in awarding aid, including family size and number of children in post-secondary education, as well as assets and income. Additionally, there are non-need based funds for which you may be considered. 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.

Apply early and apply every year! To be considered for the maximum amount of aid, you may apply as early as October 1 of the year prior to attendance; be sure to apply by the March 1 priority deadline. Many people wait 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 which they may have been qualified to receive. Financial aid is awarded one year at a time; therefore, one must reapply by completing the FAFSA every year.

AT-ENTRY MERIT SCHOLARSHIPS

At-entry merit scholarships are listed as a Panther Scholarship or Go Beyond NY STATE Award on the Financial Aid award letter. These are awarded based on enrollment and housing status at the time of first admission. If a new student’s status has changed before classes begin but since date of admission, the student must contact the Admissions Office in writing so the at-entry merit scholarship may be re-evaluated.

Scholarships will not be changed after the first day of the term in the year in which they are awarded. Panther Scholarships/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 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 maintain a cumulative GPA of 2.25 or higher and maintain their initial housing status each year for the award to be renewed. 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.

FEDERAL WORK STUDY/STUDENT EMPLOYMENT OPPORTUNITIES

Federal Work Study (FWS) and Labor Scholarships (LS) provide jobs on campus for students who qualify based on financial need. To determine eligibility, students must complete a FAFSA. Students accepting FWS/LS awards are encouraged to apply for job opportunities early. An FWS/LS award does not guarantee a job. Wages are paid biweekly via direct deposit, not credited to student’s University accounts.

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 students enrolled in degree seeking or teaching certificate programs 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 minimum credit/GPA requirements and not exceeded the appropriate number of credits to complete their program, as stated, are considered to have met satisfactory academic progress and are eligible for continuation assistance for the upcoming enrollment period. The measures used to judge financial aid academic progress are cumulative and apply to all periods of a student’s enrollment, including those in which a student did not receive financial aid. Transfer credits must be counted as well. Special situations that fall outside this stated policy regarding continued eligibility are subject to professional judgment appeal to the Director of Financial Aid.

Aid Programs Impacted by the Standard

Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, Federal Direct Loans, Federal Direct Parent PLUS Loans, and most University aid. This standard does not apply to tuition remission for dependents of Pitt employees, some outside scholarships, or state student incentive grants (i.e., PA State Grants). State agencies awarding 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.

**Grade Point Average (GPA)**

To remain in good standing, all students are required to 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 denied student aid for any upcoming enrollment period until they have met the satisfactory academic progress requirements. Students academically dismissed are ineligible for further financial aid.

**Meeting Satisfactory Academic Progress After Being Placed on Unsatisfactory Progress**

* The student must register and pay for classes using their own funds;
* Upon meeting satisfactory progress criteria above, the student must request financial aid reinstatement and complete a FAFSA.

**OR,** * The student may appeal the loss of financial aid eligibility. If a student has experienced circumstances beyond control that kept them from maintaining satisfactory academic progress, contact the Financial Aid Office for information on the appeals process.

**Second or Subsequent Appeal**

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

**U.S. ARMY ROTC SCHOLARSHIPS**

The United States Army awards scholarships on a competitive basis to outstanding young men and women interested in a military career, who wish to pursue a commission as an officer through a Reserve Officers’ Training Corps (ROTC) program while in college. Army ROTC scholarships pay for tuition/most fees; or can be used for $10,000 toward room & board; up to $1,200/year for books ($600/ semester); and $420/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 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.

**U.S. 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.

**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.
LEADERSHIP LEARNING, SERVICE & ADVOCACY

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COUNSELING SERVICES (Room 226, Frame-Westerberg Commons)

Counseling Services offers a range of services to help you get support you’re seeking, feel less alone, cope more effectively, heal emotional wounds, improve relationships, engage in academics and college life, and feel more like yourself. Most students take advantage of a combination of resources, and a Therapist is happy to help you figure out the plan that feels right to you. On-campus services are supported by student fees and, therefore, offered at no additional charge to students. Confidentiality is maintained in all counseling contacts. Referrals are also made, if needed, to The Guidance Center, a community counseling center near campus.

Resources are provided anonymously through https://www.ubp.pitt.edu/life-at-pitt-bradford/health-and-wellness/counseling-services and include screening for various emotional difficulties and wellness. All Pitt-Bradford students have access to TAO (Therapy Assistance Online) which offers interactive self-help modules for coping with anxiety, depressed mood, improving relationships, as well as a mindfulness library. Individuals with urgent needs of a mental health nature can contact local Crisis Intervention (814) 362-4623 within the Bradford region, the National Suicide Prevention Lifeline at (800) 273-8255, or Crisis Text Line by texting HELP to 741-741.

DISABILITY RESOURCES AND SERVICES (Room 221, Frame-Westerberg Commons)

Disability Resources and Services (DRS) shares with you the responsibility to create equal access so you can achieve your academic goals. If you are a student with a diagnosed learning, psychiatric, or medical disability, you may be eligible for services. Services include but are not limited to academic/housing accommodations. Contact DRS before the start of the semester for which you are applying so the process for requesting services can begin before you arrive. For questions or specific disability-related needs, call (814) 362-7609.

HEALTH SERVICES (Room 226, Frame-Westerberg Commons)

Health Services include initial assessment and treatment of health problems and injuries, health counseling, and referrals as needed. In addition, the health services program is designed to encourage self-reliance and personal responsibility for health, to promote health education, and to foster healthy lifestyles. Health Services utilizes an electronic medical record system to enhance the care given to students. Confidentiality of all personal health information is assured.

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 agencies in the community assume financial responsibility for the cost of those 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 often provide such coverage. Other students may have to obtain their own coverage. The wellness fee covers only services/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 Health Services, 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. The Self-Care Center is open days, evenings and weekends, when the Commons is open.

To attend Pitt-Bradford, all students must comply with the immunization requirements established by the University. If you are missing any of the required immunizations, you will be contacted through secure messaging via the Pitt-Bradford Health Services Patient Portal. 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.

STUDENT AFFAIRS

The Division of Student Affairs is located on the second floor of the Frame-Westerberg Commons; staff include the Vice President and Dean of Student Affairs, Associate Dean of Student Affairs and Experiential Learning, Director of Counseling Services, Coordinator of Disability Resources and Services, Director of Health Services, Director of Housing, Director of Student Care and Conduct, and Director of Student Engagement and Assessment; additional professional staff in Counseling Services, Health Services, and Residential Life and Housing; administrative support staff throughout the Division; and paraprofessional/student staff.

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LEADERSHIP LEARNING, SERVICE & ADVOCACY (Room 224, Frame-Westerberg Commons)

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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, we empower students to cultivate a sense of purpose and become active and engaged advocates and citizens. Contact the Associate Dean of Student Affairs for more information.

RESIDENTIAL LIFE AND HOUSING (Room 211, Frame-Westerberg Commons)
It is a privilege, not a right to reside in campus housing. Full-time students are eligible for University housing. Freshmen and sophomores with permanent homes not within commutable distance (as defined by the University) are required to live on campus unless 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 campus housing for up to eight fall and spring terms. Housing for a ninth term (fifth year students or beyond) is not guaranteed, and is 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 the Residential Handbook, Student Code of Conduct, and this Student 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 RA upon arrival, and should not hesitate to contact them about any problem they may be having, or questions they may want to ask. Students may also contact the Residential Life and Housing Office (814) 362-7630 for additional questions or information.

STUDENT CARE AND CONDUCT (Room 222, Frame-Westerberg Commons)
Student Care and Conduct assists students with identifying resources to support them in regard to a wide variety of issues and concerns, and aids them in making connections to those resources. We also work to educate students on engaging responsibly with the campus community, and to hold them accountable via the University conduct process when violations of the Student Code of Conduct occur. At Pitt-Bradford, we take care of each other. If you see something, say something. Help us keep the whole campus safer by reporting things that make you feel suspicious or concerned. For reporting/referral links, go to upb.pitt.edu/student-affairs/student-care-conduct. For questions or more information contact the Director of Student Care and Conduct at (814) 362-5057.

STUDENT ENGAGEMENT (Room 206, Frame-Westerberg Commons)
The Office of Student Engagement is the hub for student organizations, Student Government Association (SGA) and Student Activities Council (SAC). We provide support and guidance to student groups including assistance with event planning and SGA funding. Student Activities Council (SAC) provides students with a variety of programs, which include but are not limited to lectures, comedy, dances, concerts, trips, and special events (such as Alumni and Family Weekend, Best Week Ever, etc.) The Director of Student Engagement serves as advisor to SAC and is available to work with students on planning campus events. Please contact the Office of Student Engagement if you are interested in any aspect of activities programming or for additional information.
CO-CURRICULAR ACTIVITIES

Students are encouraged to become involved in one or more of the available co-curricular 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.

Student Government Association
The Student Government Association (SGA) is elected by the student body and is authorized by the University to represent students on all matters related to college life. SGA is headed by an executive board of seven students: president, vice president, secretary, treasurer, Student Activities Council president, parliamentarian, and the Diversity, Equity & Inclusion Coordinator. The purpose of SGA is to provide students with opportunities to participate in the decision-making processes of the University, to consider and make recommendations on all phases of student life, and to serve as a principal forum for discussion and dialogue regarding student concerns. The SGA also allocates all revenues to clubs and organizations that are generated through the Student Activities Fee.

Student Judicial Board
The Student Judicial Board (SJB) is authorized to hear cases of student policy violations and make recommendations to the Vice President and Dean of Students regarding what sanctions, if any, should be imposed. The Student Judicial Board provides 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 selected, trained and advised by the Director of Student Care and Conduct.

Greek Council
Greek Council is the governing body overseeing the affairs and concerns of the six social fraternities and sororities. Headed by an Executive Board comprised of representatives from each Greek Letter organization. Greek Council meets weekly to establish standards and coordinate activities for fraternity and sorority life. It also reviews and recommends dates for fall and spring term new member programs. Greek Council serves as a judicial body for Greek Letter organizations that may have violated Greek Council and/or University policies.

Clubs and Organizations
The majority of student clubs and organizations are approved and funded by the Student Government Association. Any group of students desiring to form a new club or organization may visit the Office of Student Engagement for more information.

Registered and Recognized Clubs and Organizations (Funded by SGA)
- African Student Association
- Black Student Union
- Colleges for a Cure
- Black Box Improvers Improv Team
- Speak up and Speak Out
- Hospitality Organization of Students at Pitt (HOSP)
- Student Athlete Advisory Council (SAAC)
- Registered and Recognized Clubs and Organizations (Not Funded by SGA)
- Student Alumni Association
- Hockey Club
- Registered Social Organizations (Not Recognized, Not Funded by SGA)
- Gamma Psi Omega
- Theta Sigma Delta
- Honor Societies
- Alpha Lambda Delta freshman honor society
- Beta Beta Beta biological honor society
- Phi Epsilon Kappa honorary fraternity
- Psi Chi psychology honor society
- Academic Clubs
- Art Club
- Education Club
- Hospitality Organization of Students at Pitt
- Registered and Recognized Clubs and Organizations (Funded by SGA)
- AngelCal Pitches
- Cheerleading
- Greek Council
- Political Minds
- Student Activities Council
- Latino and Caribbean American Student Association of Bradford (LACASA)
- Student Athlete Mental Health Awareness Committee (SAMHAC)
- Baily’s Beads literary magazine
- Environmental Studies Club
- Student Nurse Organization
- Criminal Justice Club
- History/Political Science Club
- E-Sports
- Blue & Gold Society
- Phi Beta Chi
- Kappa Sigma – Inactive
- Alpha Sigma Lambda honor society for non-traditional/adult students
- Chi Alpha Sigma national college athlete honor society
- Pi Gamma Mu social science honor society
- Sigma Tau Delta English honor society
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 (clubs/organizations) or the Department of Athletics (athletic teams). Off-campus fundraising is prohibited unless prior written permission is granted by the Director of Student Engagement and the Office of Philanthropic and Alumni Engagement (clubs/organizations) or the Director of Athletics and the Office of Philanthropic and Alumni Engagement (athletic 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 (clubs/organizations) or with the Department of Athletics (athletic teams) for additional information. The sale of credit cards by student clubs or organizations, or athletic teams (on or off campus) is not approved as a fundraising activity. This is consistent with a long-standing policy that does not permit credit card salespersons/companies to perform solicitations for credit cards on campus.

For more information regarding the fundraising policy, clubs should contact the Director of Student Engagement and teams should contact the Director of Athletics. If monies raised are to be donated to a charity or philanthropic organization, additional policies apply.
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. A student may request that any or all of the categories below be excluded from Directory Information that would be released without the student’s consent if requested by a third party. The University designates the personally identifiable information contained in a Student’s Educational Record listed below as “Directory Information”:

1. The Student’s name
2. The Student’s address, phone number and electronic mail address
3. The Student’s major field of study
4. Place of birth
5. The Student’s achievements, degrees, academic awards, or honors
6. The Student’s weight and height, if a member of an athletic team
7. The Student’s previous educational institutions
8. Participation in officially recognized activities and sports
9. Dates of attendance
10. The Student’s photograph

When the Enrollment Services Office receives a student’s refusal to permit the release of “Directory Information”, no further disclosures are made without the student’s written consent (except to parties who have legal access to student records without written consent). A student may rescind this action by 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.
**POLICIES ON NON-DISCRIMINATION, ANTI-HARASSMENT, AND FACULTY-STUDENT RELATIONSHIPS**

**Notice of Nondiscrimination**
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.

Note: The University’s Nondiscrimination, Equal Opportunity, and Affirmative Action Policy also covers discrimination based on ethnicity. Although not listed explicitly, the University interprets discrimination based on ethnicity as being prohibited based on the policy’s inclusion of race, color, national origin, and ancestry as prohibited bases for discrimination. If you experience discrimination on the basis of ethnicity, you should report this discrimination and it will be investigated in accordance with University policy and procedure.

For complete details on the University’s Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (CS 07) and Sexual Misconduct Policy (CS 20), visit the Office of Policy Development and Management: [https://www.policy.pitt.edu/university-policies-category](https://www.policy.pitt.edu/university-policies-category).

**Anti-Harassment Policy Statement**
No University employee, University student, or individual on University property may harass or abuse a person (physically, verbally or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person’s work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University’s respective Community Standards, harassment on the basis of a legally protected classification, such as racial harassment or sexual harassment, is prohibited. This policy statement will be applied with due respect for the University’s commitment to equality of opportunity, human dignity, diversity, and academic freedom, and, when constitutionally protected speech is implicated, only to the extent consistent with the First Amendment.

Pursuant to the Community Standards associated with the Notice of Nondiscrimination and Anti-Harassment Policy Statement, please familiarize yourself with our Policies, Procedures, and Practices. If you have questions regarding these statements, please contact the Office of Civil Rights & Title IX for additional information.

**Faculty, Staff, and Student Relationships**
The policy on Consensual Relationships (CS 02) establishes the University’s approach to consensual romantic or sexual relationships. This policy has been established in an effort to ensure that the University’s educational and work environment is based on professional relationships in an atmosphere of mutual trust and respect. When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the University, or closely work together, there is the potential for a conflict of interest, favoritism, and exploitation. In order to protect the integrity of the University’s academic and work environment, and recognizing the unpredictable nature of human relationships, this policy outlines limitations on consensual romantic, sexual or intimate relationships between faculty, staff, and students at the University. As an academic institution, the well-being and safety of our students is a primary concern and will be paramount in administering this policy. Consensual relationships between faculty, staff, and students that commence after the student has enrolled at the University are strongly discouraged and in certain situations, not permitted. This policy applies to all members of the University community, including all post-doctoral associates and post-doctoral scholars, research associates, faculty, faculty administrators, staff, staff administrators and other University officials, whether full- or part-time.

**PROCEDURES FOR HANDLING COMPLAINTS RELATED TO DISCRIMINATION, HARASSMENT, OR FACULTY-STUDENT RELATIONSHIPS**

Please contact:
- Office of Diversity and Inclusion: (814) 362-5033
- Pitt Concern Connection: [http://pi.tt/concern](http://pi.tt/concern) or (800) 468-5768
**ADDITIONAL GUIDELINES 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. Each student should become familiar with this Code.

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

There are a number of additional regulations and policies which apply to all members of the University of Pittsburgh at Bradford community, and for your own knowledge and protection, they are listed here. These are by no means exhaustive, but they are 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 these rules and with the terms and conditions of their housing contract 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.

**ALCOHOLIC BEVERAGES POLICY**

SECTION 1: 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 2: Resident students age 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):

- Twelve 12-oz cans or bottles of beer;
- or Six 12-oz bottles of coolers/malt beverages (Smirnoff Ice, etc.);
- or One 750 ml (0.75 liter) bottle of distilled spirits;
- or One 750 ml (0.75 liter) bottle of wine.

In suite/apartment-style housing, alcohol may be possessed/consumed within the common area only if all individuals present are 21 years of age or older. Regardless of resident’s age, alcohol is prohibited in exclusively first-year residences.

SECTION 3: Alcoholic beverage containers will be confiscated if their possession constitutes 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 in University housing. Kegs, bulk containers, pumpers, taps, etc. are not permitted.

SECTION 4: Drinking games, beer funnels, and beer/water pong tables are not permitted. Any device/game used to promote mass consumption of alcohol will be confiscated and will not be returned. If University furniture or doors are used for drinking games the University will charge a minimum damage fee of $50.

SECTION 5: Commuters and campus visitors may not possess or consume alcoholic beverages on campus regardless of age. Majority age (21 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 6: Student organizations may not purchase/provide/furnish alcohol in any way at events, even just to the organization’s members.

SECTION 7: Bars are prohibited on campus.

**ANIMALS**

No animals (other than service animals) are permitted in campus buildings. Emotional support animals (ESAs) are not service animals, and must be approved in advance by Disability Resources and Services. If approved, an ESA is permitted only in the apartment of its owner.

**DINING SERVICES**

Resident students are required to purchase a meal plan. Freshmen students must choose from a designated selection of the available plans. Commuter meal plans are also available. Plans offer varied numbers of block meals for use during the term, along with the option to include FLEX dollars. Block meals and FLEX dollars are on a per term basis – meals not consumed/FLEX dollars not used in a term will be forfeited.

The FLEX Program allows a student to spend their allotted FLEX dollars in the KOA Dining Room, the Commons Café/Qdoba Mexican Eats, the Hanley Library Café, the Marilyn Horne Café, the Panther Shop, or in on-campus vending machines for food items only.

If a student on the board plan is unable to make it to a meal due to class, athletics, or job responsibilities they are able to sign up in Panther Services for Meals-on-the-Run, which allows them to pick up their meal before or after their scheduled commitment.

Students who have special dietary requirements should have their physician verify the requirements in writing. The physician’s letter should then be given to the Director of Dining Services, who will meet the requirements of the special diet if reasonable and feasible.

Resident students 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 Health Services or in the evening or on weekends from the Resident Advisors. They should then be submitted to the Director of Dining Services.
Students are expected to conduct themselves in a responsible and mature manner at all times in the University dining room. Shirts and shoes must be worn at all times. Students who conduct themselves in an unacceptable manner may be banned from the dining room for a specified period of time by the Director of Dining Services and with the concurrence of the Vice President and Dean of Students. When a student is banned from the dining room, no refund of board charges for missed meals will be made.

No individual may take food, beverage, silverware, or china from the dining room without permission. Beverage mugs/other containers may not be brought into the dining room. All persons eating in the dining room are expected to return garbage, dishes, and silverware to the dishwashing area upon completion of their meal. Entrance to/exit from dining room is through the designated entrance only.

Individuals desiring to purchase meals in the KOA Dining Room at the casual rate may do so by paying at the dining room entrance.

For questions and suggestions see the Director of Dining Services, the Executive Chef or the Dining Services Committee of SGA.

Bulletin boards are located in various locations throughout the Frame-Westerberg Commons for posters, announcements, etc. No posters or signs are permitted on the walls of the KOA Dining Room because of the possible damage that it could cause to the surfaces.

*Commons Café/Qdoba Mexican Eats*, located in the Commons, offers Qdoba®, grill items, salads and sandwiches, beverages, and snacks. *Hanley Library Café*, located within the Hanley Library, features Starbucks® coffee, a variety of pastries, Chef Fresh items and snacks. *Marilyn Horne Café*, located in Marilyn Horne Hall, features Starbucks® coffee, a variety of pastries, Chef Fresh items and snacks.

**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.

**DRUGS AND OTHER CONTROLLED SUBSTANCES POLICY**
Possession, distribution, sale or use of controlled substances or drug paraphernalia (as defined in Pennsylvania Title 35, Health & Safety Act) is prohibited. Students found to be selling these substances may be required to vacate University housing, and are also subject to permanent disciplinary dismissal from the University.

**DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS POLICY**
The University of Pittsburgh at Bradford prohibits unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on University property or as part of any University activity. Faculty, staff, and students 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, written reprimand, probation, 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 information.

**EQUITY IN ATHLETICS DISCLOSURE ACT (EADA)**
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.

**EVENT SCHEDULING GUIDELINES**
The University of Pittsburgh at Bradford affirms the constitutional rights of its community members. Freedom of thought, speech, assembly and expression are integral to the holistic development of each student. These freedoms are necessary to foster a diverse educational experience for each student, regardless of race, color, religion, ethnicity, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, genetic information or marital, veteran, familial, or disability status. In alignment with our values as an institution, the University supports student organizations in their pursuit to provide programs, speakers, and opportunities for intellectual conversation, discourse, and ultimately learning.
The following guidelines should assist student organizations as they plan events on campus, including but not limited to inviting speakers. To best ensure a safe and successful presentation or event, please seek advice from the Office of Student Engagement or appropriate building management. Please note that only student organizations registered on Panther Pursuit (https://upb-pitt.presence.io) are eligible to use University facilities, equipment, and services.

**Pre-Event Considerations:**

1. Student Organizations scheduling an event need to be in good standing with Student Government Association.
2. Events need to be approved by the Office of Student Engagement through the Event Registration form on Panther Pursuit.
3. Student Organizations can obtain funding by submitting an allocation request from SGA.
4. If they choose not to use SGA funding or the request is denied, they may use fundraised money. The event still requires approval from the Office of Student Engagement.
5. University-approved guest speaker contracts are required for all on-campus guest speakers or live performance events sponsored by student organizations.

**Security**

Keeping with the University’s obligation to provide a safe environment for its faculty, staff, students and guests, student organizations (hereinafter, the “hosting organization”) intending to host an event, including but not limited to inviting a speaker or performer to campus shall anticipate the need for security in advance of the event and must contact the Office of Student Engagement to discuss this issue during the planning process. The Office of Student Engagement and Campus Police shall objectively determine whether an event requires security, and, if required, the costs associated with providing such security. These determinations shall be made by evaluating factors, such as but not limited to, (a) anticipated audience size, (b) location of the event, (c) access level to the event (open to the University community, ticketed, invitation only), (d) the date and time of the event, (e) other events taking place on or near campus, (f) security concerns expressed by the speaker or performer, (g) security measures specifically requested by the speaker or performer, and (h) any similar viewpoint and content neutral considerations relevant to assessment of campus safety, security and service.

Regardless of any other provision included herein (so long as the hosting organization works with the Office of Student Engagement and Campus Police in advance to permit adequate time for a complete security assessment), if an event meets all of the following criteria, the hosting organization will not be assessed any security fees:

1. The event is only open to the University community (i.e. it is not open to the public-at-large including individuals not affiliated with the University); and
2. The hosting organization and/or speaker/performer do not have any specific security requests.

The hosting organization(s) is responsible for the security costs assessed in accordance with these Guidelines. The security costs will be used for the payment of security personnel and for any associated equipment costs/rentals, as required based on the above criteria.

If the hosting organization has any questions regarding the fees assessed, they should contact the Vice President and Dean of Students to discuss the rationale for the fee assessment.

The content and viewpoint of the speaker’s or performer’s message and the community’s reaction or expected reaction to the event will not be considered when determining the security fee to be paid by the hosting organization. If the University requires additional security that is beyond that which is assessed above, the University will bear all costs associated with that additional security.

**Advertisement**

Hosting organizations are encouraged to advertise scheduled events. Such advertisement should identify the event’s purpose and the event’s sponsors and/or co-sponsors. The University encourages hosting organizations to include the following disclaimer in all advertisements related to a speaker event:

“The University of Pittsburgh at Bradford embraces its role to foster a diverse educational experience for all students through the free expression and exchange of ideas. The use of a University facility for this event does not necessarily constitute an endorsement by the University of any speaker, presentation, content or expressed viewpoint.”

Hosting organizations also may consider issuing a written or verbal statement that the scheduled event may contain material that does not align with beliefs and perspectives of those who attend.

**Categories**

1. Open Event. An event funded in whole or in part by student activity fees shall be open to all University of Pittsburgh at Bradford students who pay the corresponding activity fee. The hosting organization, at its discretion, may allow other Pitt community members and the public-at-large to attend an open event. The hosting organization also may offer priority access to students, followed by other Pitt community members (faculty and staff), and then the general public.
Recording of the program, whether audio or video, is determined by the guest speaker or event performance agreement which is executed with the hosting organization prior to the event.

For more information about the Student Government Association (SGA) funding policies, please refer to the SGA Constitution.

2. **Private Event.** Private events are funded in whole or in part by the student activity fee where the hosting organization elects to limit the audience to University of Pittsburgh at Bradford students.

3. **Closed Event.** Closed events are not funded by student activity fees. For a closed event, the hosting organization may limit the event to its own members, or an audience of its choosing, in accordance with the law and University policies and procedures.

**Participant Engagement**

1. **Expression and Dissent.** The speaker’s right of expression and the audience’s right to listen take precedence. While students are encouraged to maintain an open mind during a speaker’s presentation, there may be instances where attendees will not agree with the spoken or displayed viewpoint of the speaker. This notion is why free speech must be protected for every student and member of the University community. Students may dissent peacefully during the event. However, if the dissent interferes with any audience member’s ability to hear or view the speaker, impedes the ability of the audience to move freely, or causes or threatens to cause imminent harm to the audience, speaker or the University community at-large, police and/or University staff may intervene and reposition or remove offending person(s) from the event. Behavior that violates the law or the University’s Student Code of Conduct may result in arrest and/or the issuance of sanctions by the University. In addition, nothing herein restricts the University from responding appropriately to obscenity, fighting words, defamation (includes libel and slander), child pornography, incitement to imminent lawless action, true threats or solicitations to commit crimes.

Peaceful, orderly, and nondestructive picketing, protests, and demonstrations, include but are not limited to:

2. **Picketing / Literature.** Picketing in an orderly way or distributing literature outside the meeting is acceptable so long as it does not impede access to the meeting. Distributing literature inside an open meeting is acceptable before the meeting is called to order and after the meeting is adjourned. Signs attached to rigid supports or frames are prohibited inside campus buildings. No activities shall impede pedestrian and/or vehicular traffic nor unreasonably disrupt regular or authorized activities in classrooms, offices, laboratories and other University facilities or grounds.

3. **Silent or Symbolic Protest.** Protesting noiselessly, such as displaying a sign, wearing clothing, gesturing, or standing, is acceptable so long as the protest does not interfere with the audience’s view or prevent the audience from hearing or viewing the speaker. Any use of signs, prolonged standing, or other activity likely to block the view of anyone in the audience must be positioned in the back or along the sides of the room, if space is available.

4. **Noise.** Chanting or making other sustained or repeated noise in a manner which substantially interferes with the speaker’s communication is not permitted, whether inside or outside the meeting. Noise making devices are prohibited.

5. **Force or Violence.** Using/threatening force or violence (i.e. defacing signs or assaulting a speaker/audience member) is never permitted.

**Enforcement**

Campus Police and/or University staff may reposition and/or remove any person who impedes the ability of attendees to view, hear, or participate in the speaker event, or who possibly violates the law or the Student Code of Conduct. Conditions that may lead to such intervention include, but are not limited to:

1. Any verbal/nonverbal action that disrupts a speaker’s ability to present the message or the audience’s ability to receive the message;
2. Any verbal/nonverbal action that interferes with or impedes the movement of those in attendance, or the speaker(s);
3. Any verbal/nonverbal action that causes or threatens to cause injury to any attendee, the speaker(s), or property;
4. Any verbal/nonverbal action that impacts the imminent health/safety of attendees, speaker(s), or University community-at-large.

**Question and Answer (Q&A) Session**

All invited speaker events should include a reasonable amount of time for audience members to ask questions. The Q&A session provides an opportunity for audience members to develop and ask appropriate, affirming and dissenting questions and the opportunity to debate the presented viewpoint. The University recommends that hosting organizations carefully plan the question and answer facilitation.

When selecting a method for Q & A, the hosting organization should consider:

1. Whether asking questions should be open to all in attendance through an “open microphone” forum, or;
2. Whether a facilitator should walk around holding a microphone, or;
3. Whether questions should be submitted in writing, which the speaker and/or a moderator would sort, select, and read.

In all situations, the Q&A session should be moderated by a member of the hosting organization or its designee.
Assistance and Accountability
When hosting an event or speaker on campus, registered student organizations are required to comply with all applicable federal, state and local laws as well as University policies and procedures. The University will hold hosting organizations accountable for any failure to comply with such laws, policies, procedures or other conditions agreed to during the event registration and management process. Potential consequences may include, but are not limited to, loss of funding and loss of SO registration status for a period of time.

Summary
The University encourages student organizations to consider the content of these guidelines prior to scheduling of a speaker event. Such consideration should include student organization member discussion, as well as discussion with University staff. Such pre-event discussion will increase the probability that the event will run smoothly and be a productive event. Additionally, such discussion will ensure that all University of Pittsburgh students throughout their college years will have the opportunity to experience and learn from presentations that represent varied, diverse, and controversial viewpoints.

FRAME-WESTERBERG COMMONS
The Frame-Westerberg Commons provides a 'living room' and 'hearthstone' of campus. Meant for use by all that visit campus, the Commons makes many amenities available for students, faculty, staff, alumni, and guests. Its all-encompassing co-curricular program provides educational, recreational, social and cultural enrichment to campus life. The Commons staff, programs, and activities support and encourage inclusiveness, creating an environment that actively embraces all members and visitors to the University community.

Included in the Commons are the KOA Dining Room, the Mukaiyama University Room, a spacious lobby/TV lounge, the Commons Café/Qdoba Mexican Eats, Panther Services, a Game Room, the Mail Center, resident student mailboxes, The Panther Shop (campus bookstore), and Information Desk. Upstairs you will find the Student Affairs Division, additional lounge space, and meeting rooms.

All members of the Pitt-Bradford community are asked to do their part in ensuring that the Frame-Westerberg Commons 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 this Student Handbook. 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. Room reservations for club and organization meetings are to be made in advance in Panther Services, located on the first floor of the Commons. Scheduling arrangements for use of all campus facilities, other than classes, is coordinated by Panther Services.
3. 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.
4. The Game Room has pool tables and a ping pong table, and is open only when staffed appropriately. Students, faculty, and staff may sign out equipment or games at the Information Desk with a valid Pitt-Bradford ID. No food or beverages permitted on gaming tables.
6. Under no circumstances may furniture or 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 posted at the Mail Center. 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 Vice President and Dean of Students has authority to ban any individual not conducting themselves in a responsible/manner from any part of the building.
9. Consumption of alcoholic beverages is prohibited in the building. In addition, anyone showing signs of intoxication is prohibited from entering the building. Building Managers will require any intoxicated person participating in an activity in the Commons to leave the facility. Individuals cited for intoxication will be required to meet with the Director of Student Care and Conduct 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.

GOLFING
Golfing is prohibited on University property due to the potential safety hazard to others, as well as potential damage to buildings/grounds.
HANLEY LIBRARY
Hanley Library contains books, audio visual materials, and periodicals. Electronic databases, e-journals, and e-books are available at www.library.pitt.edu. A staff of professional librarians and library specialists, along with student employees, are available to assist patrons. Most library material circulates for one term. Interlibrary loan is available for material unavailable at the Hanley Library. For more information about the Hanley Library, visit www.library.pitt.edu/bradford.

HARRIETT B. WICK CHAPEL
Policies for the Harriett B. Wick Chapel are available from Panther Services, located in the Commons. During Fall and Spring Terms, an ecumenical Christian service is held regularly. Please check with Panther Services staff for a schedule of chapel events and services.

ID CARD/PANTHER CARD
Students are required to have in their possession at all times their University ID Card (Panther Card). This card is used to borrow books from the library, use equipment in the Commons/Sports Center, enter the dining room, and gain admission to athletic events and programs. In addition, University personnel and Campus Police officers may require a student to show his/her ID card for purposes of identification.

ID pictures are taken and cards are made by the staff in Panther Services, located on the Commons first floor. ID cards are validated electronically on the magnetic stripe for full-time/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 ID card will be issued at no charge to each student. This card is to be kept by the student for the entire time that they are enrolled at the University of Pittsburgh at Bradford, even if the student’s course of study is interrupted. A new ID card is issued at no cost only when the expiration date has passed.

A lost, stolen, or mutilated ID card is subject to a $25 replacement fee. Any student who cannot locate their ID card must go to Panther Services during business hours to obtain a replacement card. The $25 replacement fee must be paid at that time.

MCDOWELL SPORT AND FITNESS CENTER and KESSEL ATHLETIC COMPLEX
The 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 an 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.
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 throughout campus include basketball courts and a sand volleyball court.

All athletic facilities are for use by students, staff, and faculty at Pitt-Bradford. To maintain these facilities so that their optimum use may be realized, efforts 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 ID to use facilities and equipment.
10. Lockers and equipment services are to be handled through the athletic office.
11. Sneakers 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 for the Jadlowiec Fitness Center and other areas are posted. All persons using the facilities are expected to abide by them.
14. Pets are not permitted in any area of the building, with the exception of service (i.e., eye or hearing) dogs.

MOTOR VEHICLE POLICIES
The University considers it a privilege and not a right to have an automobile or motorcycle on campus. Students who fail to follow policies for motor vehicle usage and parking may be subject to their vehicle(s) being banned from campus.
1. Campus speed limit is 15 miles per hour. Drivers should exercise extreme caution on campus due to frequent pedestrian traffic.
2. Motorized vehicles are not permitted on sidewalks or lawns; banning of the vehicle from campus could result.
3. Snowmobiles are prohibited on campus, unless prior approval is given by the Director of Campus Police.
4. Under no circumstances may any motorized vehicle (moped, motorcycle, etc.) be kept inside an apartment or under a stairwell in housing. 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.
ON-CAMPUS DEMONSTRATION GUIDELINES
The University 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 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 orderly conduct of classes and other University functions.

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 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. For reservation information, please submit an Event Registration form through Panther Pursuit.
2. Please contact Bradford Township to apply for any necessary special event permits for demonstrations on Township property.
3. No demonstration shall impede pedestrian and/or vehicular traffic.
4. No demonstration shall block or interfere with a person’s ability to enter/exit University property (buildings/gathering spaces, etc.).
5. 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, except as may be permitted under the Event Scheduling Guidelines, which outline appropriate means to demonstrate during a sponsored event.
6. 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.
7. 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.
8. Demonstrators shall not engage in any behavior or activity that causes or threatens to cause physical injury to another person.
9. No demonstration shall cause damage to or the destruction of any property.
10. Picketing through the use of signs attached to rigid supports/frames is prohibited in any University owned or operated building.
11. Distributing or posting literature is acceptable under University policies on solicitation and/or the University’s Posting and Chalking Guidelines. For information related to distribution during registered speakers/events, see the Event Scheduling Guidelines.

Any Student Organization hosting an event or advertising on behalf of/in opposition to a candidate, or taking a position on an issue to support/oppose a candidate, must make it clear they speak as individuals and should include the following disclaimer:

“This event/publication/solicitation is sponsored solely by [name of student organization] without support or endorsements of the University of Pittsburgh at Bradford. The University does not participate in political campaigns on behalf of, or in opposition to, any candidate for public office.”

Enforcement
University officials or law enforcement agents may repossession 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.

Anyone involved in/witness to an incident in which they believe a University community member responded inappropriately, is encouraged to report this to an appropriate University office (Student Affairs, Human Resources, Student Care & Conduct, Campus Police).

These guidelines outline the University’s parameters that must be followed by individuals involved in on-campus demonstrations. For more information about your rights during a demonstration, visit this ACLU link: ACLU Know Your Rights: Protests and Demonstrations.

OPEN CONTAINER POLICY
It is a violation of University policy to have open containers holding alcoholic beverages outdoors on campus or in academic buildings unless given prior permission by 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.

PANTHER MONUMENT
The bronze Panther monument at the main entrance of the Commons is a unique, expensive piece of art paid for in large part by Student Government Association contributions over several years. No person is permitted to climb on the Panther monument, both for reasons of personal safety and to protect the bronze casting and finish so the Panther may be enjoyed by many future generations.
PARKING
All students who have motorized vehicles on campus are required to register their vehicle and obtain a parking permit.
1. Parking is permitted only in designated parking lots and spaces.
2. Faculty, staff, and students are not permitted to park in any “Visitor Only” parking lots.
3. See the Campus Parking map for additional lot details and descriptions.
4. Temporary “guest” parking permits, valid for up to 7 consecutive days, may be obtained at Campus Police.

PARKING LOT SNOW REMOVAL
In an effort to provide clear access for emergency vehicles and 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 a parking area. When Maintenance has cleared a lot/lot, they will request Campus Police alert members of the campus community to temporarily move their vehicles from uncleared areas to cleared areas so that snow removal may be accomplished in uncleared areas. When this has been accomplished, vehicles may be returned.

When notified by Campus Police to move your vehicle, you must do so within a pre-designated period of time. Campus Police reserves the right to have a vehicle towed (at the owner’s expense) if the owner does not cooperate by moving the vehicle when requested.

POSTING AND CHALKING GUIDELINES
1. General Posting Notice: The University offers many designated posting areas in and around the campus. The placement of posters, notices, flyers or similar materials is permitted only on designated University posting boards. Some campus facilities, such as athletic buildings and academic buildings may have additional requirements for posting materials, accordingly students should contact the appropriate administrator for the specific building prior to posting any materials. The placement of posters, notices, flyers or similar materials is prohibited on any permanent University structure, including but not limited to benches, brick, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, trees, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.
2. University Residence Halls: Students are not permitted to place any posters, notices, flyers or similar materials within the Residence Halls without first seeking the approval of the Office of Residential Life and Housing. Students in University Residence Halls are not permitted to display in or hang from the windows any posters, notices, flyers or similar materials.
3. Frame-Westerberg Commons: All advertising within the Frame-Westerberg Commons must be submitted and approved in accordance with the Frame-Westerberg Commons guidelines and procedures.
4. Posting Requirements: Each poster, notice, flyer or similar material must contain the name and current contact information of the Student and/or Registered Student Organizations. No more than one poster, notice, flyer or similar material may be placed on each posting board. No materials may be placed over the materials of other groups, unless the previously advertised event has passed.
5. Only students, faculty and staff may post materials in campus facilities. There will be no item posted by a non-affiliated group or individual which implies University 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. External persons wishing to post items may do so only by permission of Conference Services or the Director of Student Engagement.
6. No person is to deface, remove, or conceal any portion of another sign or poster.
7. Organizations/individuals are asked to remove outdated materials on a regular basis, in order to permit space for new materials.
8. Chalking: Students and Registered Student Organizations wishing to chalk may do so provided the chalking is on a horizontal walking surface (e.g., sidewalk), that is in an open area that is exposed daily to the elements (not covered area). Only use of water-soluble stick type chalk is permitted.

Please be advised that any violation of these guidelines by a Student or Student Organization will be processed under the authority of the Student Code of Conduct. The content of all information posted or chalked on University property must comply with applicable University regulations and local, state and federal laws.

RECYCLING
Pitt-Bradford is committed to promoting recycling and the wise use of natural resources, and to fostering an ethic of waste reduction. All members of the campus community are expected to actively participate in 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)
- Magazines, newspapers, junk mail and envelopes
- Glass bottles and jars
- Office paper (white/colored)
- Aluminum and tin cans
- Plastic bottles #1 to #7
Non-recyclables include:

- No unmarked plastics (laundry baskets/chairs/toys)
- No Pyrex or ceramics (dishes/plates/mugs/pots)
- No aerosol cans (paint/hairspray/cleaner cans)
- No windows/light bulbs
- No foam packaging
- No recyclables containing food waste

Students are required to keep the provided recycling bin inside their apartment/room, except when emptying it at the recycling shelter located next to each garbage dumpster. Students are responsible for taking recycling/garbage to the appropriate locations. Replacement costs of lost/damaged bins will be the responsibility of the apartment/room residents. It is the responsibility of the apartment/room occupants to keep their bin clean. Failure to adhere to recycling procedures can result in administrative action by the Housing Office.

ROLLERBLADING, ROLLER SKATING, SKATEBOARDING
These activities are prohibited in 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.

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 am. 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.

SMOKING POLICY
Smoking is prohibited in all University buildings and outdoors at building entrances designated with “Non-Smoking Area” plaques. Smoking is permitted and receptacles available outdoors at other building entrances. E-cigarettes, vapes, and Hookahs are prohibited in University buildings.

THE PANTHER SHOP
Located on the first floor of the Frame-Westerberg Commons, the Panther Shop carries textbooks and course materials, school and office supplies, general and reference books, and a wide range of imprinted merchandise. The Panther Shop accepts payment in the following forms: Visa, MasterCard, Discover, debit card, cash, check, travelers check, and money order. Students are also given the option of charging textbooks and required academic materials against their student accounts, with full payment due before the course registration period for the following term or session.

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. Refunds will only be awarded to a student with a cash register receipt and a completed and processed add/drop or withdrawal slip. 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 questions regarding textbook rentals, please inquire at the store. For further information, please call the Panther Shop at (814) 362-7540.

Disclaimer*

This Handbook is not a contract and is subject to change without notice. This Handbook should be read in conjunction with the Student Code of Conduct and Residential Handbook. Violations of expectations outlined in this Handbook are considered a violation of the Code.

*Except where exempt by federal or state laws.