CONTENTS

CONTENTS .....................................................................................................................................................................2
HISTORY .........................................................................................................................................................................5
MISSION STATEMENT ....................................................................................................................................................5
CORE VALUES .................................................................................................................................................................5
FACILITIES ......................................................................................................................................................................6
DIVISION OF ACADEMIC AFFAIRS .................................................................................................................................8
  INTRODUCTION ..........................................................................................................................................................8
  ACADEMIC REGULATIONS & GUIDELINES .................................................................................................................8
  PROBATION, SUSPENSION AND DISMISSAL ................................................................................................................9
  TRANSFER CREDITS ...............................................................................................................................................11
  RELOCATION AND TRANSFER ................................................................................................................................11
  HASKELL MEMORIAL LIBRARY ..................................................................................................................................12
  LEARNING CENTER ...................................................................................................................................................12
GUIDELINES of ACADEMIC INTEGRITY ..........................................................................................................................13
  ACADEMIC INTEGRITY GUIDLINES ........................................................................................................................13
  ACADEMIC INTEGRITY: STUDENT OBLIGATIONS .................................................................................................13
  ACADEMIC INTEGRITY: FACULTY OBLIGATIONS .................................................................................................14
NOTIFICATION OF RIGHTS UNDER FERPA ..................................................................................................................21
  NON-DISCLOSURE OF DIRECTORY INFORMATION ...............................................................................................22
DIVISION OF BUSINESS AFFAIRS ...................................................................................................................................24
  CHARGES AND FEES ................................................................................................................................................24
  ELIGIBILITY FOR REDUCED TUITION (IN-STATE) .................................................................................................26
  PAYMENT POLICIES ...............................................................................................................................................26
  PittPAY PAYMENT PLAN ...................................................................................................................................26
  LATE FEES ...............................................................................................................................................................27
  REGISTRATION STATUS .......................................................................................................................................27
  TITLE IV REFUND POLICY ...................................................................................................................................28
DIVISION OF STUDENT AFFAIRS ..................................................................................................................................29
  INTRODUCTION .......................................................................................................................................................29
  STUDENT SUPPORT SERVICES ...............................................................................................................................29
DEPARTMENTS WITHIN THE DIVISION OF STUDENT AFFAIRS..................................................................................30
  ATHLETICS AND INTRAMURAL SPORTS ...................................................................................................................30
  COUNSELING AND STUDENT DEVELOPMENT ....................................................................................................30
HISTORY
The University of Pittsburgh at Titusville was established in 1963 in response to a long-recognized need for higher educational opportunities in the Oil Region. Efforts to open some type of higher educational facility began as early as 1957 and became a reality in early 1963 with Pitt's decision to establish the regional campus.

Following a successful half-million dollar fundraising campaign, Pitt-Titusville began classes in the fall of 1963 in the McKinney Mansion, the current administration building. Joe M. Ball, a University of Pittsburgh administrator, was named the first President. He served in that capacity until his retirement in 1984.

The first entering class of 75 students was welcomed by 10 faculty members. The McKinney Mansion and the adjacent carriage house were remodeled to provide classroom, office, and library space. The following year, 1964, the Titusville Women's Club donated a building located several blocks from campus to house the college's library, and the carriage house was remodeled to accommodate science laboratories. In the early years, out-of-town students found rooms and apartments in the area or were housed in the Drake Hotel until residential facilities were built on Murdoch Boulevard.

Today, the University of Pittsburgh at Titusville is a vibrant institution with a straight-forward mission.

MISSION STATEMENT
The University of Pittsburgh at Titusville, a degree-granting, regional campus of the University of Pittsburgh, provides students with a quality educational experience offered in a supportive environment conducive to learning, self-discipline, and mutual respect. Pitt-Titusville combines advantages of a small college with the resources of an internationally respected institution by:

- Providing a point of access to the instructional and research facilities of the University of Pittsburgh for northwest Pennsylvania;
- Offering an excellent undergraduate curriculum in the liberal arts and sciences and professional programs with an emphasis on personalized attention to students;
- Serving as an educational, cultural and economic resource for northwest Pennsylvania.

CORE VALUES
- The Teacher-Student Relationship
- Competence
- Community
- Tolerance
- Integrity
- Diversity
- Quality
- Service

At the University of Pittsburgh at Titusville,
“We are proud of who we are and proud of what we do.”
FACILITIES

MCKINNEY HALL:  When the doors opened in 1963, McKinney Hall was the University of Pittsburgh at Titusville. Originaly built in 1873 as the home of John C. Bryan, L.C. McKinney and his family purchased the estate in 1926. The structure was remodeled in 1929, and when the University of Pittsburgh was seeking a location for its regional campus, the McKinney's daughter, Charlotte McKinney Haskell, donated the estate to the University.

Today, McKinney Hall serves as one of the Pitt-Titusville Administration Buildings, housing the Office of the President, Office of Enrollment Management, Office of Admissions, Office of Public Relations and Alumni Relations, and assorted classrooms and faculty offices.

BENNETT DAVIS HALL:  Part of the McKinney estate donated in 1963, this former carriage house originally served as the Pitt-Titusville library and later was converted into laboratories and classrooms for the sciences. In 2000, Bennett Davis Hall was converted into offices and currently houses Business Affairs including Purchasing, Office of Student Services, Human Resources, and the Office of Financial Aid. In addition, Campus Police is located there as well.

BROADHURST SCIENCE CENTER:  Completed in 1998, this facility houses laboratories for the life and physical sciences and engineering, the Nursing Department, faculty offices, and a fully equipped computer laboratory. In addition, it includes the 417-seat Henne Auditorium. The Office of Academic Affairs is located in this building as well as the Office of the Campus Dean.

HASKELL MEMORIAL LIBRARY:  Opened in 1975, this building houses the Pitt-Titusville library on its upper level. Its collection exceeds 47,000 items, and access to the more than 4 million volumes of the University of Pittsburgh is readily available. The library provides several areas for quiet study. This building also includes the University’s Computer Center, Learning Center, Physical Therapist Assistant Program, Nursing Program, and 170-seat auditorium/lecture hall, additional classrooms, and faculty offices.

J. CURTIS McKinney II STUDENT UNION:  The Student Union facility opened its doors in 1980, and today serves as the activity center of the campus. It includes McKinney Commons, an 8,100 square foot dining facility that opened in January 2013 which offers cook-to-order stations and a wide variety of food choices. Boomer’s is also located in the Student Union and contains a full-service snack bar and multipurpose room. This building includes two classrooms, a gymnasium, three racquetball courts, fitness center with aerobic and weightlifting equipment, and locker and sauna facilities. Also housed within the Student Union are the University Book Center, Athletic Office and the Department of Student Affairs. The Department of Student Affairs includes the Executive Director, Health Center, Counseling and Student Development Center, Student Activities, Intramurals, Residence Life, and Judicial Affairs.

SPRUCE RESIDENCE HALL:  This residential facility, housing up to 162 students, was completed in the fall of 1988 and includes laundry facilities, direct computer access, and a conference/multipurpose room. There is a study lounge on each floor.

JOE M. BALL RESIDENCE HALL:  Ball Hall provides housing for 87 students. It was originally constructed in 1965 as a privately-owned facility and later was purchased by the University. The facility also includes a study/TV lounge on each floor, direct computer access, and a laundry room on the first floor.
TOWNHOUSES: Located adjacent to Ball Hall, the Townhouse facility includes housing for up to 74 students and has direct computer access. The Facilities Management Department is also located in this complex.

SERENITY HOUSE: Located on the McKinney Lawn, this structure was part of the original estate and was used as a changing house for the swimming pool and lounge area during warm, summer months. Now known as Serenity House, the building has been refurbished and opened in 2012 as a quiet place for students to relax or study.
**Division Of Academic Affairs Introduction**

The Division of Academic Affairs, headed by the Campus Dean, oversees curriculum and program development, academic staff, the Office of Student Services, academic advising, Learning Center, and implementation of academic policies. No statements in this booklet should be construed to supersede, nullify, or replace the Policies and Procedures of the University of Pittsburgh or at the University of Pittsburgh at Titusville.

**Academic Regulations**

**Course Load**

To be considered full-time, a student must carry a minimum of 12 credits per term. In addition, a student will not be allowed to take more than 18 credits per term without special permission and will never be allowed to carry more than 21 credits per term. Note: Students should know that falling below 12 credits as a result of dropping a course during the semester would jeopardize campus residency and financial aid awards.

**Course Changes and Resignation**

Students may change their course schedule by dropping and adding courses according to the deadlines. Before making such changes, the student should carefully check compliance with the course load requirements. Dropping below full-time status may adversely affect a student's financial aid and housing. Students may also resign from the University adhering to the deadlines. A student will receive a W grade when withdrawing from a course after a certain point in the semester and an R grade if resigning. Neither grade, however, will affect a student's quality point average. For further details, refer to the section “Termination of Registration by the Resignation Process” under Business Affairs.

**Basic Skills in Math and Composition**

All students at Pitt-Titusville are required to pass (C- or higher) both ENG (0101) and MATH (0031) or MATH (0110) within their first four terms of full-time enrollment. For students with inadequate preparation for college, there are two remedial level math courses MATH (29 and 30) and one remedial level English composition course ENG (0100). Students who have not placed into the required MATH (0031) or (0110) and ENG (0101) courses must take the remedial courses during their first terms. The remedial courses must be passed with C- or better before the student can take MATH (0031) or MATH (0110) and/or ENG (0101). (See the Remedial Math and English Composition Policy.)

**Background Checks and Clearances for Certain Academic Programs**

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

PROBATION, SUSPENSION AND DISMISSAL

In determining the academic standing of students, the University of Pittsburgh at Titusville has the right to treat each student’s case on its merits. The primary consideration is the probability that the student can meet the academic standards of the College and achieve graduation at the Associate degree level in not more than five full time semesters or their equivalent. The committee may consider courses attempted, credits and grades earned, and the trend of performance. These guidelines are solely for the purpose of determining academic probation, suspension, and dismissal. While these are minimal standards, any degree, program, or major may set its own higher standards. Those standards take precedence over these.

PROBATION

1. Students who have attempted 19 hours or less (including transfer credit) and whose cumulative grade point average is below 1.50 will be placed on probation.
2. Students who have attempted 20 to 35 hours (including transfer credit) and whose cumulative grade point average is below 1.75 will be placed on probation.
3. Students who have attempted 36 hours or more (including transfer credit) and whose cumulative grade point average is below 2.00 will be placed on probation.

SUSPENSION

1. Students who are placed on probation for a second consecutive term will be suspended for the following term.
2. Students whose term grade point average is below a 1.00 will be suspended for the following term.

DISMISSAL

1. Students who are placed on probation for a third term will be dismissed.
2. Students who do not complete MATH 0029, 0030 or ENG 0100 with a C- or better after two attempts will be dismissed.
3. Students who do not successfully complete any other course after three attempts will be dismissed.

RETURNING AFTER SUSPENSION

If students, who have been suspended for academic reasons, intend to return to the university, they must apply for reinstatement at the Office of Academic Affairs. Upon approval of the reinstatement they may contact their academic advisor to register for classes. Credits from other academic institutions will not be accepted for transfer when acquired during a suspension.

APPEALING SUSPENSIONS AND DISMISSALS

Students who wish to appeal a suspension or dismissal must direct their appeal in writing to the Campus Dean including the reasons why the student believes he/she will be able to make reasonable academic progress.
REINSTATMENT
A student with prior Pitt-Titusville credits who left and wants to return within one academic year must submit a Reinstatement Form to the Office of Student Services. If a student was on suspension from the University, any non-Pitt credits obtained during their absence will not be accepted.

READMITTANCE
A student who has left the University for any reason and remained unregistered for at least one year must apply and be readmitted through the Admission’s Office before resuming his or her program. Students who attend another university during their absence from Pitt-Titusville must be readmitted and submit a transcript for evaluation. Readmission decisions are made by the Campus Dean. It should be noted that the University of Pittsburgh will not accept credits earned at another institution while the student is on academic suspension or probation at a Pitt campus.

ADMITTANCE OF STUDENTS WITH PRIOR PITT DEGREES
Students who have received a prior degree from another University of Pittsburgh campus must reapply through the Admission’s Office if pursuing an additional degree.

GRADES
The following is a list of grades used by the University of Pittsburgh at Titusville and their numerical value, which is used to calculate a student’s quality point average/grade point average:

- A+ = 4.00
- A  = 4.00  Superior attainment
- A- = 3.75
- B+ = 3.25
- B  = 3.00  Meritorious attainment
- B- = 2.75
- C+ = 2.25
- C  = 2.00  Adequate attainment
- C- = 1.75
- D+ = 1.25
- D  = 1.00  Minimal attainment
- D- = 0.75
- F  = 0.00  Failure

The following entries may also be made on a student’s transcript:

- G—Work incomplete for reasons beyond the control of the student. Proper forms must be filed in the Campus Dean’s Office explaining why a G grade should be given, what work must be made up to complete the course, and the date the work must be completed. Optimally, the student will make up the course work during his or her next Semester of enrollment or within one year.

- N—Non-credit audit. If a student wishes to audit a course, he or she must file the appropriate grade option form with the Registrar’s Office not later than one week after the end of the drop-add period.

- W—Withdrawal from a course or courses with no penalty and no credit.

- R—Resignation from all courses and the University.
**TRANSFER CREDITS**

A student who has earned credits at another college or university may have those credits evaluated for transfer into the University of Pittsburgh at Titusville. Official transcripts are evaluated subject to the student's program of study at the time of acceptance into the university. Transcripts should be reevaluated if a student changes programs or relocates to another campus. Only courses that have a reasonable counterpart at Pitt are eligible for transfer. The number of credits given from the transfer course cannot exceed those on the transcript of the school where they were earned, nor can they exceed the number of credits for the corresponding Pitt course.

Courses for transfer credit must be passed with a grade of C or better and are not used in calculating the student's GPA. Credit cannot be given for courses taken while a student is on probation or suspension from a Pitt campus.

**RELOCATION AND TRANSFER**

A student who wishes to relocate to another campus of the University of Pittsburgh should pick up a copy of the Relocation Guidelines and an application form at the Office of Academic Affairs Broadhurst Science Center Room 107. The minimum academic requirements for relocation **MUST BE COMPLETED** before the student's file is sent to the other Pitt campus.

Students who wish to transfer to an institution outside the Pitt system may do so at any time. They must fill out the application forms available at the college they wish to attend and have a transcript sent from the Registrar's Office at Pitt-Titusville to the transfer institution. Students should be aware that most universities will not admit a transfer student who is on academic probation at another college. In addition, if a student leaves the Pitt system and comes back, different rules apply than with a straight relocation. In most instances, D grades will count for relocation students within the Pitt system, but transfer credits are assessed differently (credits earned outside of the University of Pittsburgh). The student may lose credit for courses with C- or below when they are transferred to the University of Pittsburgh from another institution. Also, any courses taken at another institution while on academic probation at a Pitt campus will not be accepted.

**COURSE REPETITIONS**

In general, students are allowed to repeat courses at the University of Pittsburgh at Titusville. The last grade earned is the one used in calculating credits to be awarded and in computing GPA. In other words, grades are not averaged when a course is repeated, except in the School of Engineering. Students are encouraged, and sometimes required, to repeat courses in which they have earned less than a C grade. This policy is limited, by the following exceptions:

1. No sequence course may be repeated for credit after a higher-numbered course in the same area has been passed.
2. No course may be repeated more than twice except by special permission of the instructor and Campus Dean. In no case will a student be allowed to repeat a course more than three times.  **(Note:** if the student has received a W or an R grade in a course, it does not count under this rule.)
3. No course may be repeated at another institution.
ACADEMIC ADVISING

Students are assigned to a full-time faculty member who serves as that student's faculty advisor. The role of the advisor is to assist the student in developing an academic program to meet the student's career goals and to meet necessary University course requirements. The advisor also assists the student in understanding and complying with university academic regulations. The advisor must be consulted prior to academic term registration.

HASKELL MEMORIAL LIBRARY

Located at its present site since 1975, the Haskell Memorial Library possesses a collection of 47,000 titles including books, periodicals, newspapers, and microfilm. Computer workstations make available the Internet, electronic texts and journals, electronic full text and indexing/abstracting databases, and complement traditional library information resources. In addition, the Library has the capacity through PITTCat, an online catalog, to access almost five million titles owned by the various University of Pittsburgh libraries, and to access through PALCI almost 41 million books owned by academic libraries throughout PA. The Haskell Memorial Library also contains 90 study spaces and maintains a quiet and pleasant study atmosphere.

LEARNING CENTER

The Learning Center provides free tutoring for English, Math, and other academic courses. Study groups and workshops may be offered throughout each semester. Tutoring hours are posted at the Learning Center, which is located in the Haskell Memorial Library.
GUIDELINES OF ACADEMIC INTEGRITY

ACADEMIC INTEGRITY GUIDELINES

Within the academic community of the University there are certain responsibilities that are outlined for both students and faculty. These responsibilities are defined in the Guidelines on Academic Integrity. In general, a student has an obligation to exhibit honesty and to respect the ethical standards of the Pitt-Titusville Campus in carrying out his/her academic assignments. Likewise, a faculty member has an obligation, in relation to his/her students, to discharge his/her duties in a fair and conscientious manner in accordance with ethical standards generally recognized within the academic community. When either a student or a faculty member believes that the other person has not lived up to these obligations, they may use the Guidelines on Academic Integrity to make a formal grievance. Students or faculty who has questions pertaining to the Guidelines should contact the Campus Dean in Broadhurst Science Center. Following are guidelines on Academic Integrity.

ACADEMIC INTEGRITY: STUDENT OBLIGATIONS

Students have an obligation to exhibit honesty and to respect the ethical standards of the Pitt-Titusville Campus in carrying out their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

1. Refers during an academic evaluation to materials or sources, employs devices not authorized by the instructor.

2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.

3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.

4. Engages in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.

5. Acts as a substitute for another person in any academic evaluation procedures.

6. Utilizes a substitute in any academic evaluation procedures.


8. Depends on the aid of others in a manner expressly prohibited by the instructor in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

9. Provides aid to another person, knowing such aid is prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

10. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
11. Submits the work of another person in a manner which represents the work to be one's own.

12. Knowingly permits one's work to be submitted by another person without the instructor's authorization.

13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.

14. Indulges in conduct during a class (or examination session) which is so disruptive as to infringe upon the rights of the instructor or fellow students.

15. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.

**ACADEMIC INTEGRITY: FACULTY OBLIGATIONS**

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

Without limiting the application of the above principle, members of the faculty are also expected to conduct themselves in a professional manner, including the following:

1. To meet their classes when scheduled (except in cases of illness or other compelling circumstances).

2. To be available at reasonable times for appointments with students, and to keep such appointments.

3. To make appropriate preparation for classes and other meetings.

4. To perform grading duties, and other academic evaluations in a timely manner.

5. Describe course goals, prerequisites and grading procedures prior to the end of the add-drop period.

6. To base all academic evaluations upon good-faith professional judgment.

7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, and political or cultural affiliation, and life style, activities, or behavior outside the classroom unrelated to academic achievement.

8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be permitted by law.

9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.

10. Give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. Refrain from any activity involving risk to health and safety of a student.

12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

**PROCEDURES FOR ADJUDICATION AGAINST STUDENTS**

No student should be subject to an adverse finding that he or she committed an offense related to academic integrity and no sanction should be imposed relating thereto, except in accordance with procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informed decision. In all cases, however, the objective is to provide fundamental fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual instructor and the designated administrative officers or bodies. While these guidelines are not meant to address differences of opinion over grades issued by faculty in exercising good faith professional judgment of student work, they are meant to address ways in which a faculty member deals with a student regarding an alleged breach of academic integrity. In matters of academic integrity, the succeeding procedural steps must be followed:

1. The instructor will advise the student that he has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded at least an informal opportunity to respond. If the student and faculty member accept a specific resolution offered by either of them, the matter shall be considered closed.

2. If such resolution cannot be reached, the faculty member will file a written statement of charges with the Chairperson of the Academic Integrity Board. If this occurs at the end of the term, the "G" grade should be issued for the course until the matter is decided.

3. The Chairperson of the Academic Integrity Board will transmit these charges to the student together with a copy of these regulations.

4. The letter of transmittal to the student, a copy of which shall also be sent to the instructor, will state a time and place when a hearing of the charges will be held by the Academic Integrity Board. Please see the Academic Integrity section for further information.

5. The hearing should provide a fair inquiry into the truth or falsity of the charges with the charged party and the instructor afforded the right to cross-examine. At the level of Academic Integrity Board, extramural legal counsel shall not be permitted but a representative from within the University community shall be permitted for both faculty and students.

6. An audio recording shall be made of the proceedings, exclusive of deliberation to arrive at a decision.

7. The proposed decision, which shall be written, will include a determination whether the charges have been proved by clear and convincing information, together with finding
with respect to the material facts. If any charges are established, the decision shall state the particular sanction or sanctions to be imposed.

8. The decision shall be submitted to the Campus Dean, who will make an independent review of the hearing proceedings. The Campus Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he/she deems this to be necessary. Upon completion of such additional proceedings, if any, the Campus Dean shall issue a final decision. The Campus Dean may reject any findings made by the Academic Integrity Board adverse to the student, and may dismiss the charges or reduce the severity of any sanction imposed, but the Campus Dean may not make new findings adverse to the student or increase the severity of a sanction, except in the case of repeating offenders who have been previously found in violation of the Academic Integrity Guidelines through the formal hearing procedures.

9. The Academic Integrity Board chairperson shall transmit to the charged party and the instructor copies of all actions taken by the hearing authority and the Campus Dean. If a sanction is imposed, the notice to the student will make reference to the student’s opportunity to appeal to the President of the Pitt-Titusville Campus.

**TIMELINESS**

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the instructor to use diligence in utilizing these procedures may constitute grounds for dismissal of charges. Parties have the right to seek review of the President or to petition the University Review Board for an appeal from a decision of an academic integrity hearing board or investigatory committee within five (5) working days of the date of the decision letter.

**SANCTIONS**

The sanctions which may be imposed upon a finding that an offense related to academic integrity has been committed are the following:

1. Dismissal from the University without expectation of readmission.
2. Suspension from the University for a specific period of time.
3. Reduction in grade or assignment of a failing grade in the course in which the offending paper or examination was submitted.
4. Reduction in grade or assignment of failing grade on the paper or examination in which the offense occurred.

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

Any member of the University community may bring to the attention of the Campus Dean a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above. The Campus Dean, in his/her discretion, will take such action by way of investigation, counseling, or action—in accordance with applicable University procedures—as may appear to be proper under the circumstances. The faculty member’s and student’s interest in confidentiality, academic freedom, and professional integrity in such matters will be respected. (See Appendix on Student Grievance Procedures.)

GRADES, FINAL GRADE & ACADEMIC APPEALS

A final grade in a course represents the cumulative evaluation and judgment of the faculty member placed in charge of that course. If a student feels the final grade or an academic decision in a course was not determined in accordance with university policies or was determined arbitrarily, the student may appeal by adhering to the procedure described below.

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned, and, if such attempts are unsuccessful, to call the matter to the attention of the Division Chairperson or Program Director for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the grievance procedures shall be employed. This grievance procedure must be initiated by the student and the written statement of charges must be received by the Campus Dean within the first ten (10) regularly scheduled class meeting days of the term immediately following the term in which the appealed grade was received. The written statement must be an accurate/complete statement of all facts pertaining to the matter.

Complete details pertaining to this policy can be found in the Policy Manual of the University of Pittsburgh, Academic Affairs, Academic Integrity, Guidelines on Academic Integrity – Student and Faculty Obligations and Hearing Procedures, Document Number 02-03-01.

INDIVIDUAL GRIEVANCES

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended for and shall not be used to provide sanctions against faculty members.

PROCEDURES TO FILE GRIEVANCES AGAINST FACULTY

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested by the student) be presented to the Academic Integrity Hearing Board for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned, or suspension from a class. However, this is not intended to address normal grading decisions of faculty in exercising good-faith professional judgment in evaluating student work. It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned, and, if such attempts are unavailing, to call the matter to the attention of the area coordinator (faculty member) for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:
1. The aggrieved party will file a written statement of charges with the Campus Dean’s designated Academic Integrity Administrative Officer.

2. If the Campus Dean’s designated Academic Integrity Administrative Officer determines the charges are subject to adjudication under the terms of the Academic Integrity Guidelines, he or she will transmit the charges to the faculty member, together with a copy of these regulations.

3. The letter of transmittal to the faculty member, a copy of which shall also be sent to the student, will state the composition of a committee that has been named to meet with the involved parties to make an informal inquiry into the charge. The purpose of this committee is to provide a last effort at informal resolution of the matter between the student and the faculty member.

4. The committee shall meet with the faculty member, the student, and others, as appropriate, to review the nature of the problem in an attempt to reach a settlement of the differences. This is not a formal hearing and formal procedural rules do not apply. On completion of these meetings, if no mutually agreeable resolution results, the committee may produce its own recommendation for a solution to the conflict.

5. Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendations shall be provided to the faculty member. As promptly as reasonable and at least within five working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which he or she elects, and so advise the student and chairman of the committee of that action.

6. Should the committee conclude that the faculty member need take no corrective action on behalf of the student; this finding shall be forwarded to both the faculty member and the student.

7. If the student elects to pursue the matter further, either because he or she is dissatisfied with the resulting action of the faculty member or the conclusion of the committee, he or she should discuss this intent with the chair of the committee who should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the committee shall advise the Chair of the Academic Integrity Hearing Board that the case appears to involve a student’s claim of serious academic injury, and that the formal hearing procedure must be initiated.

8. The formal hearing should provide a fair inquiry into the truth or falsity of the charges, with the faculty member and the student afforded the right to cross-examine. At the level of the Academic Unit Academic Integrity Hearing Board, legal counsel shall not be permitted, but a representative from within the University community shall be permitted for both faculty and students.

9. An audio recording record shall be made of the proceedings, exclusive of deliberations to arrive at a decision.
10. The proposed decision, which shall be written, shall include a determination whether charges have been proved by clear and convincing information, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular remedial action to be taken.

11. The proposed decision shall be submitted to the Campus Dean, who will make an independent review of the hearing proceedings. The Campus Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. The Campus Dean may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened. Upon completion of such additional proceedings, if any, the Campus Dean shall issue a final decision. The Campus Dean may reject any findings made by the Academic Integrity Hearing Board, may dismiss the charges or reduce the extent of the remedial action to be taken. If the Campus Dean believes remedial action to be taken may infringe upon the exercise of academic freedom, he or she will seek an advisory opinion from the Senate Faculty Committee before issuing his/her own decision. The decision of the Campus Dean shall be in writing, shall set forth with particularity any new findings of fact or remedies, and shall include a statement of the reasons underlying such action.

12. The Campus Dean shall then transmit to the faculty member and to the student copies of all actions affecting them taken by the hearing authority and the Campus Dean. Suitable records shall be maintained as confidential and retained in the office of the Campus Dean.

REMEDIAL ACTION

Remedies in a student's behavior should be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the Campus Dean only upon recommendation of the Academic Integrity Board limited to: allowing a student to repeat an examination; allowing a student to be evaluated for work that would otherwise be too late to be considered; directing additional opportunities be afforded for consultation or instruction; elimination of a grade that had been assigned by a faculty member from the transcript; changing of a passing letter or numerical grade to a "pass" or "satisfactory" grade so as not to adversely affect a student's grade average; allowing a student to repeat a course, without penalty, schedule and program permitting. If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Campus Dean will seek an advisory opinion from the Senate Faculty Committee. In such cases, the committee may identify other acceptable remedies or render advice appropriate to the particular situation. No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder on the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

REVIEW AND APPEAL

A student or faculty member may seek to have an adjudication (or determination that the charges are not subject to adjudication) reviewed by the President of the Pitt-Titusville Campus and finally may seek to have such an adjudication or determination reviewed by the Provost of the University of Pittsburgh. The action of the Provost shall constitute an exhaustion of all required constitutional remedies. If any such determination may be deemed to have a possible adverse effect upon the faculty member's professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate on the main campus.
**TIMELINESS**

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results. Parties have the right to seek review of the President or to petition the University Review Board for an appeal from a decision of an academic integrity hearing board or investigatory committee within five (5) working days of the date of the decision letter.

**ACADEMIC INTEGRITY BOARD**

The Academic Integrity Board is not a committee of the Faculty Senate and thus serving on the board in no way limits a faculty member’s right to run for or serve on any Faculty Senate Committee. The Academic Integrity Board shall be composed of four faculty members who do not hold administrative posts and three students. The three students and one alternate student shall be elected by the Student Government Association to one-year terms. The four members of the faculty and two alternates shall be elected by the Faculty Senate. All members elected to the board will serve two-year terms and alternates will serve one-year terms. The Chairperson of the Academic Integrity Board will be appointed by the President from the members of the Faculty Senate. The term of service will be for one year and is renewable. The Chairperson is a non-voting member of the committee and is responsible for all procedural matters.
NOTIFICATION OF RIGHTS UNDER FERPA

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records: These rights 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 students 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 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 authorized 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 unit personnel and 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 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 on request of another school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Pittsburgh to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Questions concerning the University’s FERPA Policy may also be directed to the Office of the Registrar at 412-624-7600.

**NON-DISCLOSURE OF 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, in the format provided below, that the following categories 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 Education 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. The Student’s achievements, degrees, academic awards, or honors
5. The Student’s weight and height, if a member of an athletic team
6. The Student’s previous educational institutions
7. Participation in officially recognized activities and sports
8. Dates of attendance
9. The Student’s photograph

When the Office of the University Registrar receives a student’s refusal to permit the release of “Directory Information,” no further disclosures of directory information are made without that 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 Office of the University Registrar. Note that the following procedures apply:

1. Students may review their educational records by submitting a written request to the Records Custodian in the appropriate University Unit. A listing of those University offices which routinely possess educational records of students are set forth in University Procedure 09-08-01.

2. Students may request amendment of educational records by submitting a written request to the Record Custodian and following the steps set forth in University Procedure 09-08-01.
3. As set forth in University Policy 09-08-01, access to a student’s educational records may be required and permitted by University faculty and staff for legitimate educational purposes where access by such individuals is necessary to complete their University-related duties.

If you choose not to have Directory Information released, complete and return this form to the Registrar’s Office in Davis Hall.

Last Name:  

First Name:  

Student ID #:  

Last 4 of the SSN:  

Address:  

City:  

State:  

I hereby request no personal information included in Directory Information be released.

SIGNATURE:  

DATE:  

DIVISION OF BUSINESS AFFAIRS
CHARGES AND FEES FOR 2014-2015

(See Pitt Procedure Manual 09-05-03 for a complete list.)
The University of Pittsburgh reserves the right to change the tuition rate and fees at any time without notice in advance.

**Fees for Prospective Students**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$45.00</td>
<td>One time</td>
</tr>
<tr>
<td>Tuition Deposit (non-refundable)</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Tuition-Housing Deposit (combined) (non-refundable)</td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

**Tuition and Fees for Full-Time Students**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, full time, in state</td>
<td>$5,377.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Tuition, full time, in state, nursing</td>
<td>$7,820.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Tuition, full time, out of state</td>
<td>$10,158.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Tuition, full time, out of state, nursing</td>
<td>$14,546.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Double room</td>
<td>$2,612.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Private room surcharge</td>
<td>$300.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Board (Unlimited/term)</td>
<td>$2,385.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Board (Unlimited/term plus $50 flex)</td>
<td>$2,435.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Board (225 meals/term)</td>
<td>$2,012.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Board (225 meals/term plus $100 flex)</td>
<td>$2,112.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Housing deposit</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$90.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Student Recreation Fee</td>
<td>$100.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$50.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Computer Network Fee</td>
<td>$175.00</td>
<td>Per term</td>
</tr>
<tr>
<td>New Student Orientation Fee</td>
<td>$60.00</td>
<td>One time</td>
</tr>
</tbody>
</table>

**Tuition and Fees for Part-Time Students**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, part time, in state</td>
<td>$448.00</td>
<td>Per credit</td>
</tr>
<tr>
<td>Tuition, part time, in state, nursing</td>
<td>$651.00</td>
<td>Per credit</td>
</tr>
<tr>
<td>Tuition, part time, out of state</td>
<td>$846.00</td>
<td>Per credit</td>
</tr>
<tr>
<td>Tuition, part time, out of state, nursing</td>
<td>$1,212.00</td>
<td>Per credit</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$15.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Student Recreation Fee</td>
<td>$20.00</td>
<td>Per term</td>
</tr>
<tr>
<td>Computer Network Fee</td>
<td>$100.00</td>
<td>Per term</td>
</tr>
</tbody>
</table>
Meal Plan Options for Commuter Students

25 meals/term plus $100 flex $290.00 Per term
10 meals/term plus $100 flex $176.00 Per term
75 meals/term plus $100 flex $700.00 Per term

MANDATORY FEES such as the Student Activity, Student Recreation, Student Health Services, and Computer Network Service Fees are approved by the Board of Trustees, and assessed to all students to support campus services.

Course-Related Fees:
- Biology Lab Fee (also applies to Microbiology and A & P Labs) $50.00 Per course
- Chemistry Lab Fee (also applies to Organic Labs) $50.00 Per course
- Human Body Systems Lab Fee $25.00 Per course
- Nursing Fundamentals Lab Fee $75.00 Per course
- Nursing Lab Fee $35.00 Per course
- Nursing 3-day Licensing Seminar Fee (Role Devel.) $35.00 NUR 0525
- Physical Education Fee $10.00 Per course
- PTA Lab Fee, Basic $25.00 Per course
- PTA Lab Fee, Advanced $50.00 Per course
- Student Malpractice Insurance (PTA/nursing students) $12.00 Per course
- Studio Arts Fee $20.00 Per course

Service Fees:
- Late Registration Fee $25.00
- Late Payment Fee $50.00
- Official Transcript Preparation $6.00 Each transcript
- Late Add/Drop Fee $25.00 Each transaction
- Returned Check Fee $30.00 Per check
- Late Graduation Application Fee $25.00
- Challenge Exam Fee $75.00 Per exam
- CLEP Exam Fee $97.00 Per exam
- Senior/Guest Student Fee $25.00 Per course
- I.D. Card Replacement Fee $20.00 Each time
- Student Parking Permit Fee $20.00 Per year
Eligibility for Reduced Tuition (In-State Tuition)

Tuition rates for the University of Pittsburgh are based on whether or not the student is a permanent resident of the Commonwealth of Pennsylvania. A higher tuition rate is charged to non-residents. A student who has lived in the Commonwealth of Pennsylvania for a continuous period of 12 months immediately prior to attending any college or university in the state may be eligible for reduced tuition rates. To be eligible, the student must be a citizen of the United States or have an immigrant or permanent resident visa. For a student under 21 years of age, both the student and parents or legal guardian must reside in Pennsylvania.

Copies of detailed "Guidelines and Procedures for Determining Eligibility for Reduced Tuition Rates" are available upon request in the Office of Admissions. Any admitted student may petition for reduced tuition rates by supplying convincing information to be reviewed by the Director of Admissions. To be effective for a particular term, petitions must be submitted within the first 30 calendar days of the term. NO DUE DATES WILL BE EXTENDED NOR WILL LATE PAYMENT OR LATE REGISTRATION FEES BE WAIVED FOR ANY REASON RELATED TO THE DETERMINATIONS OF ELIGIBILITY FOR REDUCED TUITION. Only the Director of Admissions may evaluate eligibility for tuition purposes.

Students who change their domicile from Pennsylvania to another state must promptly give written notice to the Director of Admissions. Students under 21 years of age must report a change in their parents' or legal guardians' address.

Students who are found eligible for resident tuition rates at the time of initial classification due to an error in classification are subject to retroactive reclassification as non-residents and are responsible for the payment of all related tuition and fees. Students who are found eligible for reduced tuition rates as a result of facts concealed or falsified at the time of initial classification are subject to University discipline and legal action and are responsible for the payment of all non-resident tuition and fees, including legal fees.

Payment Policies

An eBill for each term will be emailed to each student to their Pitt email account. EBills detail all charges and credits, (scholarship aid, loans, deposits paid, etc.), and indicate the amount due and date payment must be made.

Pending loans will be counted as a credit to the student's balance for 60 days. If the loans are not finalized by the end of 60 days, the loan amount(s) will be added back into the total amount due and become the responsibility of the student.

A monthly eBill will indicate only the additional charges and/or credits applied to an account during that month. Any payments made by check should include the student's name and the student ID on the check.

Registration for any subsequent term will not be permitted until an account is completely settled.

PittPay Payment Plan

The University of Pittsburgh has an online payment plan that offers up to 12 installments for a school year. The plan begins as early as May for the fall term and November for the spring term. The payments are automatically debited from the bank account or credit card that is specified in the payment plan enrollment.
Students and authorized payers enroll in the payment plan through PittPAY. There is a $55 non-refundable enrollment fee for each term or a $90 non-refundable fee for the annual plan (fall and spring). Student must owe at least $500 to qualify for the payment plan.

This is the only payment plan that the University offers. If you do not elect to use the PittPAY Payment Plan, the entire account balance is due by the due date of your first eBill statement.

LATE FEES
If a balance due is not paid by the due date, late payment fees will be charged. Repeated failures to pay will also incur financial holds and withholding of transcripts and/or grades. No student will be allowed to register for a subsequent term until the current term's account is fully settled. Past due accounts will also be referred for collection.

REGISTRATION STATUS
A student who is registered for twelve or more credits, or the equivalent, during the fall, spring, and/or summer terms is considered to have full-time status. Students registered for credit loads below twelve are considered part-time.

A student’s registration status is active when admitted and enrolled in the term of admission. A student must register for at least one credit in a twelve-month period in order to maintain active status.

TERMINATION OF REGISTRATION BY THE ADD/DROP PROCESS
Students may terminate their registration of all classes by informing the Office of Student Services of their intent to do so prior to the end of the add/drop period for the term.

Students registered for courses scheduled to begin after the end of the add/drop period for the term may terminate their registration by informing the Office of Student Services of their intent to do so at any time prior to the first scheduled meeting day of the class.

TERMINATION OF REGISTRATION BY THE RESIGNATION PROCESS
After the end of the add/drop period for the term, students must resign through the Office of Student Services.

An official resignation occurs when the student notifies the Office of Student Services of his or her intent to terminate his or her registration for all classes after the end of that term/session's add/drop period, but no later than the 60 percent point (in time) of the term or session. After the 60 percent point in time of the term or session, students can only terminate their registration by withdrawing through the Office of the Dean.

Failing to attend the classes for which a student is registered or failing to notify the appropriate academic and administrative offices of non-attendance is not considered an official resignation. Students who fail to follow proper procedures for termination of their registration are responsible for all tuition and fees assessed for the term or session.

The effective date of resignation is determined by one of the following: (1) the date of in-person contact with the Office of Student Services or the Campus Dean; (2) the date of the postmark on the letter of intent to resign (or the date of receipt if no postmark exists), or (3) the date of notification by telephone or email.
**Dropping a Course**

When a student drops a course or courses, **but does not drop all courses**, there is no tuition charge if the course is dropped before the add/drop period ends. After the add/drop period ends, no refund of tuition or fees will be given unless a student drops all courses (resigns), and then, a pro-rated refund will be given only for a limited time.

**Title IV Refund Policy**

When the Pitt-Titusville Office of Financial Aid is helping to meet educational costs, any tuition and fee reduction, up to the amount of financial aid received for that term, semester, or session will be returned to the financial aid program(s) from which the student received assistance. For those students eligible for a refund, paid charges will be adjusted in accordance with federal guidelines.

No adjustments will be made for unofficial resignation or to students who are requested to resign or are suspended as a result of disciplinary action. Refunds to Title IV programs, any other aid program, and/or the student will be made in a timely manner. The amount of the refund to be returned to Title IV aid programs and the amount to be returned to non-Title IV aid programs, will be calculated according to federal and state government regulations.

In refunding monies to the various financial aid programs, the following priority listings will be used:

**Title IV Programs**

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Perkins Loans
4. Federal Direct PLUS Loans
5. Federal PELL grant
6. Federal SEOG
7. Any other Title IV programs

**Non-Title IV Programs (refunded according to resignation percentage)**

1. Institutional Loans
2. Institutional Scholarships and/or Grants
3. Private Scholarships
4. Private Loans
5. State Grants
DIVISION OF STUDENT AFFAIRS

INTRODUCTION

The mission of the Division of Student Affairs at the University of Pittsburgh at Titusville is to develop a well-rounded student by providing quality services, programs and experiences that enhance the quality of life and prepare graduates to serve as leaders and civically engaged members of their community.

The departments within the Division of Student Affairs include:

- Intercollegiate Athletics & Intramurals
- Counseling/Student Development
- Dining Services
- Health Services
- Residence Life/Judicial Affairs
- Student Activities

STUDENT SUPPORT SERVICES

STUDENT IDENTIFICATION CARDS

Students can obtain a Student Identification Card (Student ID) in the Campus Police Office (CPO) located in Davis Hall, Room 112. All Student ID Cards are proximity cards, granting access to specified facilities. Student ID’s can also be used to ride the CATA bus in Titusville free-of-charge. Lost or damaged ID cards are replaced at a charge of $25.00 which is to be paid prior to obtaining a new ID. All full and part-time students must have a validated photo ID to use any University facility.

ABSENTEE NOTICES

If a student is too ill to attend class, that student should contact the Director of Health Services. (NOTE: Notices will only be sent for illness when the Health Center has verified the illness before the class that has been missed unless a medical excuse is presented by the student’s personal physician.) Notices are also sent for absences due to family or personal emergencies, transportation problems, or other special circumstances when the Division of Student Affairs is notified in advance. It should be noted that the decision to honor absence notices from class is left to the discretion of the individual instructor for that class. Each student is responsible for contacting his/her instructor about missed class work.

FACILITIES RESERVATIONS

Any faculty, staff, or student wishing to reserve a University facility for a meeting or event may do so by contacting the Coordinator of Conference Management (827-5667). First priority for usage is given to regularly scheduled class meetings. Other requests are honored on a first-come, first-serve basis. Facilities are available to recognized University organizations at no charge.

Student organizations who wish to sponsor activities on campus, must contact the Coordinator of Conference Management to complete paperwork to secure a location in a timely manner before advertising their event.
The official University Calendar of Events is maintained by the Office of Conference Management (827-5667). Groups and individuals planning events for members of the University community are encouraged to check with this office in advance to prevent scheduling conflicts with other events.

DEPARTMENTS WITHIN THE DIVISION OF STUDENT AFFAIRS

ATHLETICS AND INTRAMURAL SPORTS

The men’s basketball and women’s basketball programs provide Pitt-Titusville students the chance to compete against other schools in the Western Pennsylvania Collegiate Conference (WPCC) and make available to fellow classmates the entertainment of numerous home contests hosted at the J. Curtis McKinney II Gymnasium. Additionally Pitt-Titusville provides an extensive array of intramural sports open to all students to promote physical fitness, teamwork, and student socialization as well as to provide organized recreational activities for students. Students of all skills levels are encouraged to participate.

COUNSELING AND STUDENT DEVELOPMENT

The Counseling and Student Development Center provides an opportunity for students to explore freely and confidentially any feelings and concerns with an objective and caring professional. Referrals to local agencies are made when deemed appropriate. Staff also provides workshops and skill development on issues such as test anxiety, time management, and study skills. The center works with students seeking accommodations, information, and testing regarding disabilities.

DINING SERVICES

The University dining service provides food service in McKinney Common’s and Boomer’s in the Student Union, as well as catering services for special events and activities. Metz Culinary Management serves as our campus partner for food service needs.

HEALTH CENTER

The University Health Center strives to provide convenient, quality, cost-effective primary health care services to the campus community. Promoting "wellness" through health education and care is a basic goal, and services are available to all students—residents and commuters.

RESIDENCE LIFE AND JUDICIAL AFFAIRS

The University offers a comprehensive residence life program not just to provide housing, but also to provide a living/learning environment that promotes individual student development. University staff members seek to develop a sense of community within each living unit to promote respect for individual rights and an environment conducive to the student’s academic success. Planned activities, policies and regulations, facilities and services, within the living units are designed to meet students’ daily needs, promote community living, and to increase the student’s out-of-class learning opportunities.
STUDENT ACTIVITIES AND THE STUDENT UNION

The Office of Student Activities seeks to supplement the student's classroom activities with a variety of social, recreational, educational, leadership, and service programs designed to promote the development of the whole individual as well as to serve the campus and local community. This is accomplished through activities initiated by the Director of Student Activities and those planned and promoted through recognized student organizations. The Student Union is managed through the Office of Student Activities.

ATHLETIC FACILITIES

The main gymnasium is available for recreational use by Pitt-Titusville students when not reserved for intercollegiate sport needs, intramurals, or classes. Three racquetball courts are available by reservation at the Information Desk, to be made within 24 hours of use. Both the men's and women's locker rooms include saunas and lockers that may be reserved by the semester through the Information Desk. Any unregistered padlocks on the lockers will be removed 48 hours after the end of the spring semester. The Auxiliary Gym on the second floor is open to current faculty, staff, and students once they complete release and medical forms during regular Student Union hours and includes a variety of weight machines and exercise equipment.

ATHLETES

All students participating in intercollegiate athletics are required to have a complete physical exam prior to the start of practice.

EQUITY IN ATHLETICS DISCLOSURE ACT NOTICE

Students and prospective students have the right to review the University’s most recent report prepared pursuant to the Federal Equity in Athletics Disclosure Act, 20 U.S.C. & 1092. The report is available in Haskell Library or on the Pitt-Titusville web page.

COUNSELING

The Center provides information and workshops on a variety of pertinent topics relating to mental health issues as well as career assessment instruments. Students visit the Center for:

- Depression, anxiety, and personality disorders
- Stress management
- Personal problems
- Test anxiety
- Conflict resolution
- Decision making
- Effective study techniques and time management
- Goal setting
- Career exploration
- College information
- Employment information
- Resume writing and interview skills
DISABILITY RESOURCES AND SERVICES (DRS)
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and require the University to make reasonable accommodations for students with permanent physical or mental disabilities that are known to the institution.

Students have the responsibility of disclosing the disability and requesting accommodations for the disability. Students with disabilities who require special testing accommodations or other classroom modifications should notify both the instructor and the DRS Representative no later than the fourth week of the term. Students will be asked to provide comprehensive documentation of their disability to establish eligibility for accommodations. The DRS Representative at Pitt-Titusville can be reached at (814) 827-4465 in 218 SU.

In cooperation with the Office of Disability Resources at the Pittsburgh campus the DRS Representative will:
1. Maintain registration and documentation of student disabilities.
2. Determine eligibility for and appropriateness of an accommodation based upon information provided by the student which indicates functional limitations.
3. Assist the student in informing the University faculty and staff of appropriate accommodations.
4. Inform students of any changes in University policy, practices, services or accessibility to programs and/or facilities which may be made as an accommodation to their handicap or disability.

CAREER SERVICES
Career and education planning services are provided through a web-based program called FOCUS 2 that combines self-assessment, career exploration and decision making into one comprehensive program. It helps students map out a career path and select the right major area of study to support their career goals. Students are encouraged to complete the FOCUS 2 assessment and then following up by meeting with the Office of Counseling and Student Development.

COUNSELING SERVICES (Room 218, Student Union Building)
The Director of Counseling Services is available to meet with students about any problem or personal concern. Appointments should be made in advance by contacting the office directly at 827-4465. Referrals for counseling or psychiatric services are also sometimes made, if needed, to licensed independent providers located near campus. Confidentiality is maintained in all contacts.

EARLY ALERT PROGRAM
Through the Early Alert Program, students are referred to the Counseling Center to assess and resolve academic and behavior problems which interfere with academic success.
STUDENT DEVELOPMENT TRANSCRIPT

The Student Development Transcript (SDT) is an official record of a student’s co-curricular involvements, leadership, honors, awards, and service while attending Pitt Titusville. The SDT is helpful when writing resumes, transferring, requesting letters of recommendation, and will be used as a reference when a student is nominated for an award or scholarship. Students wishing to establish a SDT must submit a completed form to the Counseling and Student Development Office. The official transcript will be maintained in this office and the student will receive a copy. Students may update their SDT at any time by contacting the Counseling and Student Development Office. The office is located on the second floor of the Student Union. Office hours are Monday - Friday, 8:30am to 5:00pm.

DINING SERVICES AND MEAL PLANS

All residential students are required to purchase a meal plan. The unlimited meal plan includes breakfast, lunch, and dinner Monday through Friday and brunch and dinner Saturday and Sunday. An optional 225 block meal plan is available. Additional Flex Dollars can be added to either meal plan. Any flex dollars remaining at the end of the semester will be forfeited. The Dining Hall operates on a four week menu cycle and provides a salad bar, sandwich bar, pizza, theme meals, grill, and extensive beverage counter. Special meals are regularly planned and student feedback is welcome through the dining/housing committee. Optional commuter meal plans are available at a cost savings through dining services.

MEAL COSTS

Commuter students, faculty, staff, and visitors to the University may eat in the Dining Hall at per-meal cash rates of $6.30 for breakfast, $7.60 for lunch, and $8.85 for dinner.

DINING FACILITIES

All students must present a valid ID card to use a meal plan at the dining facility. Students are not permitted to carry book-bags, coats, cases or other containers into the dining room. Shirt and shoes are required when entering and using the dining area. Food items and dinnerware including but not limited to cups, plates and silverware are not permitted to leave McKinney Common’s Dining area.

SICK TRAYS

The dining service also provides sick trays upon request for students too ill to go to the dining hall and seeks to accommodate special dietary needs of individual students. Persons with food allergies, special dietary needs, or requiring sick trays must provide written documentation from the Health Center in order for dining service to accommodate these special requirements. Students need confirmation from the Health Center or Residence Life Staff for a sick tray.

FEEDBACK

The dining service invites feedback from students in quality of produce and service. Suggestions may be provided directly to the Dining Service Manager or the Student Food and Housing Committee which meets periodically throughout the academic year.
HEALTH CENTER

The University Health Center strives to provide convenient, quality, cost-effective primary health care services to the campus community. Promoting "wellness" through health education and care is a basic goal, and services are available to all students--residents and commuters.

The Health Center is staffed by a registered nurse who serves as Director of Health Services and coordinates activities related to campus health care. The University also contracts a local physician for consulting services and maintains a referral relationship with other health care providers in the area. The Health Center located in Student Union, Room 219 is open Monday - Friday, 8:30 am to 5:00 pm. In emergencies, contact the Director through the Graduate Resident Directors, Student Affairs staff members, or Campus Police.

HEALTH SERVICES

Every full-time Pitt-Titusville student is assessed a health fee each semester that covers services provided on campus. Services provided are 1) primary assessment and treatment of illness and injury and, if necessary, appropriate referral; 2) arrangements for simple diagnostic testing; 3) presentation of health education programs and distribution of literature; 4) personal health care counseling. Persons referred to community agencies and/or physicians are responsible for the cost of services rendered.

HEALTH INSURANCE

Health insurance is highly recommended for all students. If students do not have health insurance, here are three affordable student plans available to you at www.upmchealthplan.com and www.ejsmith.com, and www.assuranthealth.com. For more information, please contact the Health Center.

HEALTH FORMS

Health forms must be completed by all full-time students and immunizations kept current as per University requirements. Students planning to transfer need to pick up their immunization record before the end of the term.

IMMUNIZATION POLICY

All incoming full-time freshmen must submit proof of immunization as required against Measles (Rubella), German Measles (Rubella) and Mumps. Two doses of the MMR (Measles, Mumps, and Rubella) vaccine or a current MMR (within three years) satisfies the University of Pittsburgh immunization requirement; however, resident students must also provide proof of meningitis vaccine or sign a waiver. All incoming full-time freshmen must provide to the University Student Health Center documentation of immunization that includes month, day, and year the immunizations were administered. Completed immunization forms along with a copy of your immunization record or physician signature stamp is required and must be kept on file in the Student Health Center. A student may be granted a medical exemption from immunization based on health or religious beliefs. Incoming full-time students, who after receipt of notification by the University that their immunization records are incomplete and fail to provide proof of immunization or written request for exemption as described above, will be prohibited from registering for any classes and will not be assigned housing.
RESIDENCE LIFE

A professional Director of Residence Life, along with Graduate Resident Directors (GRD) oversees the implementation of the university’s policies and programs. The residence life staff also works to create a safe, pleasant, and engaging residence hall community for students. These staff members are supported in those efforts by student Resident Assistants (RA). The RA is a returning student who serves as leader, counselor, friend, and role model. RA’s foster community standards, serve as a source of information, and assist the GRDs in maintaining the residential living areas.

RESIDENCY REQUIREMENT

The University believes that campus residency supplements the student’s educational experience and promotes individual growth and development. The University requires all full-time students to live on campus unless they are married or residing with parents/guardians or other relatives, or if they live at the time of application within a 30 mile radius. Exceptions to this policy are generally granted for medical reasons or if the student is 21 years or older. Other special circumstances will also be considered, but all exemptions are subject to the approval of the Director of Residence Life. (NOTE: All students residing on campus are also required to participate in a University Meal Plan.) Also note that on-campus residency is a privilege, not a right, and the University reserves the right to deny housing to students who have demonstrated an inability to live successfully in the campus environment. Any student falling below full-time status (12 credits) will not be permitted to remain in housing without special permission from the Director of Residence Life.

HOUSING FACILITIES

SPRUCE HALL: (Co-ed by floor): A traditional residence hall, Spruce Hall accommodates 162 students in 82 double rooms. Each floor includes direct computer access, study lounge and common bathroom facilities. The first floor has a vending area, laundry facilities, multipurpose room, and two handicapped accessible rooms.

TOWNHOUSES: (Coed by unit): Each townhouse includes four bedrooms, 2 1/2 bathrooms, a common living area, direct computer access, laundry facilities, and can house up to eight students or a total of sixty students in the complex. Townhouse D is one of the areas where students can live in the Freshman Year Experience area, residing with a total of 13 residents within seven residence rooms in one house.

ROOM ASSIGNMENTS

Whenever possible, the University attempts to honor student requests for roommate and housing assignments. Students are permitted to change rooms only during specified periods of each term and only with the prior approval of the Director of Residence Life. For more information, see the Residence Life Policies section of this handbook later in this handbook.
STUDENT ACTIVITIES AND THE STUDENT UNION

The Office of Student Activities seeks to supplement the student’s classroom activities with a variety of social, recreational, educational, leadership, and service programs designed to promote the development of the whole individual as well as to serve the campus and local community. This is accomplished through activities initiated by the Director of Student Activities and those planned and promoted through recognized student organizations. Please contact the Office of Student Activities if you are interested in learning more about student organizations and/or programming on campus. The Student Union is managed through the Office of Student Activities

STUDENT ORGANIZATIONS

There are a variety of co-curricular activities available to students at Pitt-Titusville. The faculty and staff encourage students to become involved in one or more of those activities which are of interest to them.

Students have many opportunities to participate in a variety of clubs and organizations representing numerous student interests. Students are able to meet new people and develop group and leadership skills when involved in campus activities and student organizations. These clubs and organizations are frequently funded either wholly or partially by the Student Government Association (SGA).

All clubs utilizing campus facilities must be registered with the Office of Student Activities. Likewise, University recognition may be granted to those organizations which meet the criteria established by the Office of Student Affairs. Detailed information regarding club registration and recognition may be obtained in the Office of Student Activities, located on the second floor of the Student Union. Criteria for student organization funding may be obtained in the Office of Student Activities as well.

Any group of students desiring to form a new club or organization should contact the Director of Student Activities for the appropriate forms. The group must have a constitution, a list of members (and officers, if possible), and the name of the faculty or staff advisor. If the proposed club or organization meets all University criteria, official recognition and/or registration status is granted by SGA and the Executive Director of Student Affairs as the SGA advisor. This applies to all groups equally. Any recognized club or organization may request funding from the Student Budget Committee; however, these clubs must meet all SGA criteria in order to receive such funding.

To gain recognition by the University, a student organization must have a full time faculty or staff member as an advisor and a constitution that has been approved by and be on file in the Office of Student Activities. At the start of each semester all organizations must supply a list of officers and members to the Director of Student Activities. During the academic year, all organizations are required to perform at least one community service project and one fundraiser.

The University reserves the right to withdraw recognition from any organization due to violation of University policy, failure to comply with guidelines and procedures, misuse of funds, or in the event of duplication of purpose between two organizations. An organization must be recognized to use University facilities or apply for funding through the Student Budget Committee.
STARTING A NEW STUDENT ORGANIZATION

Students wishing to initiate a club that is not already recognized may do so with direction from the Director of Student Activities. Before meeting with the director, student organizers should have the following information: name of the group, mission, possible advisor(s), interested students to be members, and any other information that they feel the director should know before processing the student organization further. Information about starting a new organization is also available in the Student Organization Manual on the Student Activities portion of the Pitt-Titusville webpage. After meeting with the Director of Student Activities, the group will be advised how to proceed with initiating the organization.

STUDENT ORGANIZATION LEADERSHIP

Students may be an executive board officer of up to two organizations, but a member of as many organizations he or she chooses, as long as it does not interfere with their academic progress.

All student organization officers must maintain a 2.0 cumulative GPA to be an officer after their first semester. In addition, no student on academic probation may hold a leadership position in a recognized student organization.

The following organizations are currently recognized at Pitt-Titusville:

**ALPHA OMEGA CHRISTIAN FELLOWSHIP**: A student group under the guidance of community ministries, this club provides activities and fellowship opportunities to foster spiritual growth.

**BLACK STUDENT UNION (BSU)**: This group works to create a climate and community that allows African-American community to integrate into the community at large. BSU educates the campus community of African-American culture and history, while having fun.

**BUSINESS CLUB**: Educates students, adults, and other individuals through various projects involving the stock market, global currencies, business etiquette, and other similar topics.

**COMMUTER STUDENT ASSOCIATION (CSA)**: Assists the commuter students in academic pursuits and promotes participation in campus activities.

**STUDENT ORGANIZATION OF THE NURSING PROGRAM**: The group is to unify the members and to encourage them to work collectively as a group to promote professional, social, educational, and cultural issues that are central to the professional development of student nurses. The organization will also provide a voice for student needs.

**PHI THETA KAPPA**: This national honor society recognizes academic achievement among students in two-year colleges. It also promotes leadership and service by its members who must maintain a 3.5 GPA.

**PHYSICS AND ENGINEERING SOCIETY**: This group is for students who are interested in physics and engineering.

**RESIDENCE HALL ACTIVITIES AND PROGRAMS**: This group programs for the resident students to offer additional social, recreational, and intellectual activities for the residents on the weekends.

**STUDENT ACTIVITIES BOARD (SAB)**: The students involved with this organization are involved with developing entertainment ideas and opportunities, as well as hosting entertainers, and publicizing events. SAB offers a variety of social, recreational, and educational programs to our campus community.
**STUDENT GOVERNMENT ASSOCIATION (SGA):** This organization provides a forum for student input into decisions affecting student life. SGA monitors expenditures of student activities fees.

**STUDENT PHYSICAL THERAPY ASSOCIATION (SPTA):** SPTA promotes personal and professional growth while encouraging learning and involvement in healthcare. Membership is available to all students registered in the Physical Therapist Assistant Program.

**ULTIMATE FRISBEE:** The purpose of this club shall be to participate in Ultimate Frisbee games, tournaments, and competitions. All students are encouraged to become involved in student organizations to expand their college experience, improve socialization, and gain organization and leadership skills. However, the University reserves the right to restrict a student’s participation for disciplinary reasons or when it interferes with academic progress.

**POLICY ON FUNDRAISING BY STUDENT ORGANIZATIONS**

Student organizations must complete at least one fundraising project each academic year. The group must be given prior written permission by the Office of Student Activities to conduct the fundraiser. Every attempt will be made to grant approval to worthwhile student projects. Off campus fundraising is prohibited unless prior written permission is granted by the Executive Director of Student Affairs or the Campus Dean. Raffles, games of chance, and the sale of credit cards by student organizations are prohibited as fundraising activities. For more information regarding the fundraising policy, clubs should contact the Director of Student Activities on the second floor of the Student Union.

**STUDENT UNION FACILITIES AND SERVICES**

The J. Curtis McKinney II Student Union is the heart of the campus and includes a variety of facilities and services to meet the needs of the University community as well as the general public. As the main gathering area on the campus, the faculty, staff, students, alumni and guests have a place to relax, entertain and interact. It is more than just a building; it provides educational, recreational, social and cultural enrichment of campus life.

Included in the Student Union are the McKinney Commons Dining Hall, Boomer’s Café with a spacious gathering space and a television, activity areas, the Pitt-Titusville Book Center, gymnasium, racquetball courts, weight and exercise room, commuter student lounge, and the Department of Student Affairs offices.

All members of the Pitt-Titusville community are asked to do their part in ensuring that the building and its facilities are not abused in any manner. Your cooperation with regard to the following policies is appreciated:

1. Room reservations for student organization meetings are to be made in advance with the Office of Facilities Management. Scheduling arrangements for use of all campus facilities, other than classes, is coordinated through the Office of Facilities Management.
2. The Game Room has pool tables, an air hockey table, television and seating area. This room is open when the Student Union is open. The room is open to all students, faculty, and staff. Students, faculty, and staff may sign out equipment or games at the Student Union Front Desk with a valid Pitt-Titusville ID card. No food or beverages are permitted on gaming tables.
3. Any form of gambling is prohibited by University and State law.

4. Students may pick up packages at the Student Union Front Desk with a package slip and their student ID card.

5. Shoes and shirts must be worn in the Student Union all times. (Bare feet are not permitted.)

6. No one under the age of 18 is permitted to use our recreational facilities.

7. All persons are expected to conduct themselves in a responsible manner at all times in the Student Union. The Director of Student Activities or designee has the authority to ban any individual from any part of the building who does not conduct himself or herself in a responsible and mature manner.

8. Any person showing signs of intoxication is prohibited from entering the building. Staff members will require any intoxicated person participating in an activity hosted in the Student Union to leave the facility. Individuals who are cited for intoxication will be required to meet with the Director of Residence Life or designee for disciplinary action.

9. Individuals or organizations desiring to display signs, posters, etc. in the Student Union must follow the guidelines of the posting policy, located in the residence life section of the Student Handbook. In addition, the following guidelines must be followed: only posters and flyers that are approved by a Student Affairs staff member can be hung on bulletin boards. Nothing can be posted on glass, walls or doors. Posters are not to exceed 17” x 24”.

10. Under no circumstances may furniture or any University equipment be removed from the Student Union. 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.

11. Pets are not permitted in any area of the building, with the exception of service (eye or hearing) dogs.

12. Bicycles, skateboard, in-line skates (roller blades), and roller skates are not permitted in the building.
INFORMATION DESK

The Information Desk serves a variety of purposes. It is where resident students can pick up oversized mail and packages. Athletic equipment is available at the desk. Racquetball reservations must be scheduled at the information desk prior to using the facility. A student ID is needed for these services. The Information Desk is a source for general information. There is a mailbox at the desk for students to place outgoing mail to be sent off campus.

STUDENT MAIL

Resident mail is located in each residence hall; however oversized mail and packages can be picked up at the Student Union Information Desk. Students that wish to have their mail forwarded at the end of the academic term should leave a forwarding address with the Department of Student Affairs Office in SU 204B. First class mail will be forwarded for ten days after the close of the semester.

UNIVERSITY BOOK CENTER

The University Book Center is under the supervision of the Division of Business Affairs. In addition to textbooks, the Book Center also sells, apparel, gifts, candy, snacks, beverages, office and school supplies. Flex dollars are accepted for all food and beverage purchases and Shop dollars can be used for any purchases, including food, clothes and gifts. Students can charge their books and class supplies directly to their Student Account using their student ID card. Textbook rentals are available in store at the rental kiosk using a major credit card. A check cashing service is provided for resident students, up to $25.00 per check. The Book Center accepts cash, checks, Visa, MasterCard, Discover and money orders.

CAFÉ

Boomer’s café is located in the Student Union. Boomer’s is open weekdays and provides a variety of sandwiches, snack items, and specialty beverages.

COMMUTER STUDENT LOUNGE

A comfortable study and lounge area for commuter students is located in the Student Union Room 215. It includes a refrigerator, a microwave and a coffee pot.

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>University Offices</th>
<th></th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8:30 am – 5:00 pm</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Haskell Memorial Library</th>
<th></th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:30 am – 10:00 pm</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 am – 5:00 pm</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 am – 6:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 pm – 10:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Haskell Library Public Computing Lab</strong></td>
<td><strong>Fall &amp; Spring Terms</strong></td>
<td><strong>Summer Hours</strong></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am – 10:45 pm</td>
<td>7:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am – 4:45 pm</td>
<td>7:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:30 pm – 9:45 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Student Union</strong></th>
<th><strong>Fall &amp; Spring Terms</strong></th>
<th><strong>Summer Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:00 am – Midnight</td>
<td>8:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 am – 1:00 am</td>
<td>8:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 am – 1:00 am</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 am – Midnight</td>
<td>Closed</td>
</tr>
</tbody>
</table>

(NOTE: Hours may be extended for sanctioned programs that have been reviewed and approved by the Office of Facilities Management and the Director of Student Activities.)

<table>
<thead>
<tr>
<th><strong>Book Center</strong></th>
<th><strong>Fall &amp; Spring Terms</strong></th>
<th><strong>Summer Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8:30 am – 4:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>(Closed for lunch 1:00 -1:30 pm)</td>
<td></td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>(except for scheduled events on campus)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Boomer’s Café</strong></th>
<th><strong>Fall &amp; Spring Terms</strong></th>
<th><strong>Summer Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>9:00 am – 10:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 am – 2:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>McKinney Common’s Dining Hall</strong></th>
<th><strong>Fall &amp; Spring Terms</strong></th>
<th><strong>Summer Hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday (breakfast)</td>
<td>7:00 am – 9:00 am</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday-Friday (continental breakfast)</td>
<td>9:00 am – 11:00 am</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday-Friday (lunch)</td>
<td>11:00 am – 1:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday-Friday (second lunch)</td>
<td>1:00 pm – 4:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday-Friday (dinner)</td>
<td>4:30 pm – 6:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday-Sunday (brunch)</td>
<td>11:30 am – 1:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday-Sunday (second brunch)</td>
<td>1:30 pm – 4:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday-Sunday (dinner)</td>
<td>4:30 pm – 6:30 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The first week of the fall and spring term, essential offices are open 8:30 am – 6:00 pm Monday through Thursday. Please call ahead before coming to campus to determine if the office is open.

During holidays and University breaks/recess the hours of operation may not be as listed. Contact the area you plan to visit to confirm the hours of operation when the University is not in academic session.

All times are subject to change.
CAMPUS POLICE
Campus police provides for the safety and security needs of University students, staff, faculty, and its facilities as well as assisting in the enforcement of University policies, local, state, and federal laws on University property. The office provides an escort service for students and is the location of lost and found articles. Campus Police is located on the first floor of Bennett Davis Hall, Room 112. In the event of an emergency or to report a violation or crime, phone 814-827-4488 or use the yellow emergency phones located at the rear entrance of the Student Union, between the Town House and Ball Hall, the Serenity House and the Spruce Street side of Spruce Hall.

“OPERATION ID”
Protect your property and prevent crime. The Department of Campus Police has engraving equipment available for marking and identifying your personal property, and keeps a record of items, makes, models, and serial numbers of your valuable items. Contact Campus Police for more information.

PARKING REGULATIONS
All motor vehicles using University parking areas must have a valid parking permit. Students may obtain a parking permit at the Campus Police Office (Spruce Hall 105, 1st floor) at a cost of $20.00 per year. The hanging permit must be displayed on the rearview mirror or dashboard and must be visible from the outside of the vehicle. Failure to display the parking permit as required will result in a fine of $5.00.

The designated parking area for student vehicles is the Student Union parking lot located on the east side of the Student Union and Spruce Hall. ALL OTHER UNIVERSITY PARKING AREAS ARE RESTRICTED TO FACULTY AND STAFF.

Visitors to the campus or vehicles used by students for a short period of time may use designated student parking areas but must display a temporary parking permit on the rear view mirror. Temporary permits can be obtained from Campus Police (814-827-4488) at no charge. Students are reminded that their visitor(s) and or guest(s) vehicles must display the temporary permit when parked on campus.

Vehicles parked in violation of rules will be ticketed (fined), towed, or both as follows:

• Parked in a NO PARKING ZONE $ 5.00
• Parked in a LOADING ZONE $ 5.00
• Parking Permit NOT DISPLAYED $ 5.00
• Parked in a RESTRICTED SPACE $ 10.00
• Parked in a HANDICAPPED SPACE $ 25.00
• Failure to Register Vehicle $ 25.00

Parking tickets may be appealed by submitting a Parking Appeals form to the Office of Campus Police, Davis Hall, Room 112, within two business days of receipt of the ticket. The Parking Review Officer shall render decision on all appeals. Parking fines not appealed are payable within 10 business days of the issuance of the ticket in the Campus Police Office. Unpaid fines will result in withholding of campus services and/or the issuance of summary traffic citations under Title 234 of the PA Code.
Any vehicle driven or parked on University property is done so at the risk of the owner or operator. The University is not responsible for damage to or theft of any vehicle or its contents.

**SEXUAL ASSAULT AND HARRASSMENT, DATING AND DOMESTIC VIOLENCE, STALKING**

The University of Pittsburgh values the safety and health of all members of the Pitt community and seeks to foster an environment where its students and employees treat other persons with respect, civility, and dignity. Any behavior that involves sexual assault or harassment, relationship violence, or stalking of another person will not be tolerated.

If substantiated, such behavior may result in criminal charges if reported to the Pitt Police Department, and/or University disciplinary action, if the Office of Student Conduct or the Title IX Coordinator investigates a complaint or referral. The University will use these processes to investigate and resolve reports of sexual assault or harassment, relationship violence, or stalking. In cases involving sexual violence, the University understands that victims often times seek confidentiality and will attempt to honor such a request in most cases. However, the University will weigh such a request for confidentiality against any factors that may have a negative impact on the campus community, such as the use of a weapon or multiple alleged victims.

For students or employees that have a complaint against them, should know that the initiation of any University proceedings does not preclude the possibility of criminal charges. Indeed, parallel University and criminal proceedings are not uncommon.

In addition to using these processes, the University will continue to engage in prevention programs and training for students, faculty, and staff in an effort to prevent sexual assault and harassment, relationship violence, and stalking. The Office of Counseling and Student Development provides counseling to victims of sexual assault, assists victims in obtaining medical care, and offers support in all aspects of the recovery process.

Following are key definitions and a summary of the University’s efforts relating to prevention, resources, reporting, and the disciplinary processes available to victims of sexual assault, relationship violence, and stalking. More detailed information about these programs, processes and procedures can be found in the Student Code of Conduct and the Employee Handbook.

**SUMMARY OF IMPORTANT DEFINITIONS**

The following is a summary of important definitions relating to sexual assault and relationship violence.

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

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

**Stalking** means engaging in acts toward another person with the intent to place the person in reasonable fear of bodily injury or cause emotional distress.
Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions, and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.

Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation or confinement. Agreement obtained under such conditions does not constitute consent. A person’s use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent. Consent under Title 18 of the Pennsylvania Crimes Code:

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

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

1) The conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or

2) The consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).

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

1) It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;

2) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;

3) It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or

4) It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

If Sexual Assault, Harassment, Relationship Violence, or Stalking Occurs:

The University of Pittsburgh is committed to providing a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as federal, state, and local laws. It is neither permitted nor condoned. Sexual assault is any form of sexual contact that happens without a person’s consent.

Any student who believes he or she has experienced sexual assault, harassment, relationship violence, stalking or believes they are being retaliated against for complaining of any of the mentioned or for providing information in an investigation of the above mentioned, may
Q: Is there a central office to help me if I have been a victim of sexual assault?

A: Call Pitt-Titusville’s Office of Counseling and Student Development at (814)827-4465. If after hours please contact the Resident Assistant on Duty and/or the University Campus Police. The Director of Counseling and Student Development provides counseling as well as support throughout the medical, judicial, and recovery processes. Students can also obtain information about available medical, legal, and counseling resources within the University and local communities from this office.

Q: I don’t know if I want to pursue legal action. What should I do?

A: Survivors are encouraged to report sexual assaults to the Pitt-Titusville Police (814-827-4488) if the assault occurred on campus, or the City of Titusville Police Department (814-827-1890) if the assault occurred off campus. Survivors have the right to refuse to press charges even if they file a police report. However, campus police will assist the survivor in pressing charges on or off campus if the survivor decides to do so.

If the alleged assailant is a Pitt-Titusville student (on any University of Pittsburgh campus), the survivor also has the option of filing a complaint with the Office of Judicial Affairs (814-827-4440) and of pressing charges. The Office of Counseling and Student Development, Office of Residence Life, and Campus Health Services will assist survivors in notifying these authorities and pressing charges if desired. The Pennsylvania Office of the Victim Advocate, PPC Violence Free Network, 208 West Spring Street, Titusville, PA, 814-827-3472, (800-243-4944 hotline) also provides a support person to discuss options and accompany survivors through the legal process.

Q: How does the University take action against alleged sexual assailants?

A: In addition to possible legal action, if the alleged assailant is a Pitt-Titusville (on any University of Pittsburgh campus) student, the survivor has the option of filing a complaint against the assailant for violation of the Student Code of Conduct. This complaint may be resolved through an administrative meeting or a hearing.

Q: What happens during the hearing?

A: Both the survivor and the accused have a number of choices with regard to the hearing. The case may be judged either by an administrative hearing officer or by a judicial board composed of students and faculty with training in campus judicial procedures. If the survivor and the accused fail to agree on how they would like the case to be heard, a hearing officer will be assigned. This hearing is closed to anyone other than the people directly involved.

The Director of Residence Life and Judicial Affairs, who serves as the hearing moderator, will enforce the following procedures:

1. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
2. The accuser and accused shall be informed of the outcome of any institutional
disciplinary proceeding brought alleging a sexual offense.
3. The hearing will be held in a private forum.

Q: What sanctions can be imposed following a disciplinary hearing? Can I appeal?

A: For both forcible and non-forcible sexual offenses, sanctions range from disciplinary
reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary
dismissal from the University of Pittsburgh. Any party affected by the decision rendered may
petition for appeal to the University Review Board.

Punishment for convicted offenders may also be carried out by the public court system if the
survivor pursues additional legal prosecution or civil action.
STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES

INTRODUCTION

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

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

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

The University of Pittsburgh at Titusville is a community of learners, where students gather knowledge, insight, skills, and vision necessary to attain fulfillment of the goals they have set for themselves.

It is within this community that every member of the University is encouraged and aided to meet the standards set by the University. These standards establish a base upon which the student builds a quality of life reflecting good citizenship, integrity, civility, mutual respect, and tolerance of others.

Excessive regulation, tedious debate, and contentious challenges are not the aim of this Code. The focus of the Code is good judgment, responsible social stewardship, and concern for an improved quality of life for the whole community. Proceedings under the Code are not criminal proceedings and shall not be construed as such; moreover, action taking under the Code is not a substitute for civil or criminal proceedings. An action involving a student in a legal proceeding in a civil or criminal court does not free a student of responsibility for conduct in a University hearing. If a student is charged in both jurisdictions, the University will proceed with its internal review according to its own schedule and sanction according to its own policies.
THE PITT PROMISE:
A COMMITMENT TO CIVILITY

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

AS A PITT STUDENT:

I will embrace the concept of a civil community which abhors violence, theft, and exploitation of others;

I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;

I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;

I will support a culture of diversity by respecting the rights of those who differ from myself;

I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued; and

I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

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

STUDENT RIGHTS WITHIN THE UNIVERSITY COMMUNITY

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

1. To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write, or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the University to make reasonable rules and regulations related thereto.

2. To associate with whomsoever they please.

3. To engage in the educational process.

4. To engage in peaceful, orderly, and nondestructive picketing, protests, and demonstrations, to the extent they do not violate public law and do not interfere with the educational process or the rights of other members of the University.

5. To be free from discrimination on the basis of race, color, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran, or handicapped status.
6. To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the University and the student against whom the legally authorized search is directed.

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

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

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

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

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

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

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

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

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

16. To have protection from disclosure of personal records to unauthorized persons. Information will not be released outside of the University community without the expressed consent of or waiver by the student involved, except under valid legal compulsion or where there is a clear and present danger to a member of the University community, in which case the student will be informed of any such release. (Please refer to Appendix D: Notification of Rights under FERPA for more information.)

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

18. To be heard and have one’s views considered at appropriate levels of the decision making process within the University community.
19. To use designated University facilities as individuals and members of student organizations for extracurricular activities sponsored by registered student organizations and student groups, subject to the priority of academic needs and to reasonable University rules and regulations regarding use of facilities.

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

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

The Code shall apply to all undergraduate, graduate, and professional students that have matriculated at any of the campuses of the University of Pittsburgh. (NOTE: regional campuses may have campus specific rules and procedures which should be consulted as applicable.) Students shall also be subject to other regulations properly adopted by the University.

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

In the context of individuals in housing, **RESIDENT** refers to a student in his or her assigned housing unit, **GUESTS** means students with current housing contracts in another’s housing unit, while **VISITORS** means all other individuals visiting a student in housing.

**INFRACTION** means a violation of any Federal, State, or local law, or of any rule, policy or **Student Code of Conduct** provision of the University of Pittsburgh.

**JUDICIAL HOLD** is a restriction placed on a student’s account which would prevent a student from registering, obtaining enrollment or degree verification, receiving an official transcript, issuance of a housing contract, etc.

**OFFENSE** means conduct and/or attempts to engage in conduct inappropriate to the University community for which disciplinary actions may be instituted.

**RESIDENT** means any person who holds a valid contract to reside in the University residence halls or other University housing.

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

**UNIVERSITY OFFICIAL** means any person employed by the University who is assigned administrative, staff, or professional responsibilities.

**UNIVERSITY PROPERTY** means all property (real and personal) owned, leased, controlled, or utilized by the University.

All University of Pittsburgh at Titusville students are required to carry currently validated identification cards at all times. These cards help to identify one as a currently enrolled student, and afford the individual University privileges. Residence hall students must carry, and present, valid University I.D. to gain access into the residence halls.

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

In addition, conduct off-campus may be subject to disciplinary action by the University if that conduct seriously threatens the health, welfare, or safety of the University community or any individual member thereof, or is considered to be a grave offense and would negatively reflect upon the student’s character and fitness as a member of the student body provided in either case the conduct would violate this Code if it took place on campus. This includes, but is not limited to, international programs, such as Study Abroad, sporting events and programs sponsored by universities other than the University of Pittsburgh, and incidents within the University of Pittsburgh Police jurisdiction.

Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, the University of Pittsburgh Guidelines on Academic Integrity and the University of Pittsburgh Sexual Harassment Policy and Procedures.

The Code is revised on an annual basis and available each August. However, the Code is subject to change between printings. The University reserves the right to publish such revisions on the Web, and students will be held accountable for familiarizing themselves with these revisions. The Code is an assembly of applicable rules and procedures and is not meant to be, or is it, a contract.

OFFENSES RELATED TO PERSON(S)

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

1. Without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.

2. Abuses or injures oneself or another person physically.

3. Threatens, intimidates, coerces, verbally abuses, or uses physical force in a manner which causes faculty, staff or any other person to be reasonably apprehensive or which endangers the health or safety of oneself or another person.

4. Harasses or attempts to harass a person through repeated, unwanted communications; purposely follows another person in public places; engages in conduct which serves no legitimate purpose; communicates in an anonymous manner; or acts in another manner with the intent to harass a person.

5. Obstructs, interferes, or denies another student the rights and privileges affirmed by the Board of Trustees.

6. Violates the University of Pittsburgh Policy on Sexual Harassment.

7. Violates the University of Pittsburgh Anti-Harassment Policy Statement.
8. Harasses, intimidates, threatens, or abuses another person via telephone or other electronic media, including email and other computer equipment. Whether explicit or implicit inappropriate use of social media or electronic communication can be a violation of the Student Code of Conduct.

9. Violates University of Pittsburgh Anti-Hazing Policy. Hazing or harassing of other students in any way is a serious violation of University policy.

10. Commits any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent; or engages in unlawful, non-forcible sexual intercourse.

11. Violates the University of Pittsburgh Drug-Free Workplace/Drug-Free Schools Policy and Alcohol Policy.

**OFFENSES RELATED TO PROPERTY**

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization has in his or her possession property of another person or the University. Residents may not remove or use in their rooms University property that has been placed in lounges or other public areas of the residence halls. (See Furniture under Residence Life Policies).

2. Knowingly and without consent or authorization misappropriates, removes, (mis)uses, or sells the property of another person or the University. ALSO, Students are not permitted to remove food or property from the University Food Services.

3. Intentionally or negligently abuses, damages or destroys property owned by or in the possession of another person or the University. ALSO, a resident to whom University property has been assigned is responsible for the condition of that property during the period of assignment. Residents may not affix, implant, or otherwise fasten any object to the floors, ceilings, or walls of the residential areas that might stain, scar, or damage the residence facilities.

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

5. Enters or uses facilities or property of another person or the University without consent or authorization. A non-exhaustive list of examples is provided below:
   a. A student may not open mailboxes other than the one that he/she has been assigned.
   b. Group functions may not be held in any University facility without the expressed advanced authorization of the Student Affairs Office.
   c. Students may not enter the facilities assigned to another resident without expressed consent or authorization to do so.
   d. Students may not use or authorize the use of property of another student without the expressed consent or authorization to do so.
   e. Students may not enter University food service areas in an unauthorized manner or without proper identification or without proper clothing, i.e., shirt, trousers, or shorts and some form of footwear.

6. A resident may not display or hang any items from residence hall windows.
OFFENSES RELATED TO THE OPERATION OF THE UNIVERSITY

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

1. Abuses, misuses or damages University property:
   a. Students are prohibited from throwing anything whatsoever from the windows/balconies of any facility.
   b. Students are prohibited from opening or removing screens from windows of any facility. (See Screens under Residence Life Policies).
   c. Residents may not lease, sublet, or change rooms without authorization of the Office of Residence Life.
   d. Students may not engage in sports or other physical activity in hallways or lobbies of any facility. (See Recreational Activity under Residence Life Policies).
   e. All persons are prohibited from roofs/balconies of campus buildings. (See Roofs & Balconies under Residence Life Policies).
   f. Students may not have more than 8 persons in their residence hall room at any one time. Any common area is limited to 15 people at one time. Special permission for more than 15 in a common area must be obtained through an appropriate University official.
   g. Students may not enter or use restroom facilities designated for the opposite sex. (See Co-Ed Visitation Guidelines under Residence Life Policies).
   h. Students may not prop open any doors or tamper with locking mechanisms. (See Locking Doors under Residence Life Policies).
   i. Rollerblading, bicycling, and skateboarding are prohibited in and on all university facilities,
   j. Food, beverages, and “smokeless” tobacco products (including snuff and chewing tobacco) are prohibited in all classroom facilities and the gymnasium.

2. Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification or computer accounts without consent or authorization by appropriate University officials.
   a. Students may not deface, transfer, duplicate, loan, borrow, or alter University identification.
   b. Students may not duplicate any University keys.
   c. Students may not possess or use keys to University facilities unless expressly authorized to do so.
   d. Students may not possess/use another student’s keys or student ID to access residence halls, or provide their student ID to another student and/or visitor(s). (Refer to Keys under Residence Life Policies).

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

4. Fails without just cause to comply with the lawful directions of a University official acting in the performance of his or her duties and authority.
   a. Students and their visitors must comply with directions of persons who have properly identified themselves as University staff members.
   b. Students have an obligation to respond to an oral or written request to report to a University official.

5. Fails to present University identification upon request by an authorized University official who has offered proper identification as to his or her status.
6. Purports to represent the University or another person in the University community improperly and without authorization.

7. Engages in solicitation of any type in or on University property unless approved. Approval for solicitation of any type must be obtained from the Vice President for Student Affairs.

8. Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved by an administrator that shall by incorporation become part of this Code, ALSO,
   a. Disorderly or disruptive conduct at any University-sponsored activity/function, or at any time on University property, shall be considered a violation.
   b. A student’s presence in a room when a violation is occurring may cause the student to be considered an accomplice to that violation, even if he/she does not directly participate in the violation.

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

10. Disrupts or prevents the peaceful and orderly conduct of classes, lectures, meetings, and university sponsored activities or deliberately interferes with the freedom of any person to express his/her views, including invited speakers.

11. Interferes with the operation of the University's computer facilities by deliberately attempting to degrade or disrupt system performance, security, or administrative operations.

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

13. Fails to control the behavior of a visitor/guest. (See Visitors or Guest sections under Residence Life Policies).

14. Violates the provisions of the Housing and Dining Services Contract.

15. Violates any University of Pittsburgh policy not specifically named in this Code.

**OFFENSES RELATED TO WELFARE, HEALTH, OR SAFETY**

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

1. Uses, possesses, or manufactures, without University authorization, firearms, explosives, weapons, or other dangerous articles or substances injurious to person or property. (See Firearms & Weapons under Residence Life Policies).

2. Refuses to vacate buildings, sidewalks, driveways, or other facilities of the University, or elsewhere, when directed to do so by an official of the University or any other lawful authority, or fails to vacate a University building, including residence halls, when a fire alarm sounds. (See Fire Safety under Residence Life Policies).

3. Uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogenics, dangerous drugs, controlled substances except as permitted by law, or possesses drug paraphernalia which can be demonstrated to be linked to drug activity. (See Other Controlled Substances).

4. Students who are knowingly present during the commission of the violation(s) of “uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogenics, drugs, controlled substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, will be subject to disciplinary proceedings.
5. Possesses, consumes or dispenses alcoholic beverages in any university facility; or violates any provision of the University alcohol policies. (See Alcohol Policy).
   a. Students who are knowingly present during the commission of any of the above violations will be subject to disciplinary proceedings.
   b. Possession of full or empty alcohol containers of any kind, taps and other alcohol paraphernalia is prohibited.
6. Falsely reports a fire, or activates emergency warning equipment, or communicates false information regarding the existence of explosives on University property. (Note: Emergency exit doors are for emergency exiting only.) (See Fire Safety under Residence Life Policies).
7. Abuses, removes, or damages fire or safety equipment.
8. Ignites or burns materials in a manner which causes a fire.
9. Ignites or burns incense, candles, and/or like materials. (See No Burn Policy under Residence Life Policies).
10. Violates University restrictions on smoking. (See Smoking Policy).
11. Engages in games of chance for money or other gain in violation of the law.

OFFENSES RELATED TO THE UNIVERSITY JUDICIAL SYSTEM

An offense related to the Pitt-Titusville Judicial System is committed when a student:

1. Attempts to intimidate coerce, or influence a person by any means in an effort to discourage or prevent his/her use of, or participation in, any judicial process or proceedings.
   o Persons knowingly present during the commission of this offense shall be subject to disciplinary action.
2. Attempts to influence the impartiality of any member of a judicial body prior to or during the course of a judicial proceeding.
3. Fails to respond to the summons of a judicial body or official.
4. Knowingly falsifies, distorts, or misrepresents information before a judicial body or official.
5. Disrupts or interferes with a judicial proceeding.
6. Knowingly institutes a judicial proceeding without proper cause.

RESPONSIBILITIES OF STUDENT INFORMATION TECHNOLOGY RESOURCE USERS

“Information Technology Resources” includes, but is not limited to: campus computing facilities (labs and individual machines); University timesharing services, remote access services including residence hall network ports; World Wide Web pages and related resources; internal or external network connectivity; and access to other services and machines.

The Information Technology resources of the University are available to faculty, staff and students of this institution for the purpose of instruction, research and other activities defined by the Director of Computing and Communications.

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

1. Uses Information Technology resources for purposes other than research or instructional purposes. (Information Technology resources may not be used for commercial purposes or personal benefit or gain).
2. Intentionally or recklessly abuses or misuses the Information Technology resources so as to cause damage or disturbances to such resources, or harassment to other persons.
3. Repeatedly or purposefully engages in activities which can be reasonably expected to or do unreasonably tax Information Technology resources or go beyond the intended or acceptable use. (This includes use of x-box, routers, and wireless routers as they are known to tax University resources.)
4. Borrows, lends, falsifies or misuses a computer account or Information Technology resource, or allows or facilitates the unauthorized access of University Information Technology resources by a third party.
5. Obtains the password(s) of other persons in order to use University or University-related Information Technology resources without proper authorization.
6. Uses electronic media to harass or threaten other persons, or to publicly display, design, copy, draw, print or publish obscene language or graphics.
7. Submits or causes to be submitted to the University false, misleading, harassing or deceptive help requests or complaints.
8. Impersonates another person or an Information Technology resource.
9. Intercepts, attempts to intercept or otherwise monitors any communications not explicitly intended for him or her.
10. Uses University Information Technology resources to gain or attempt to gain unauthorized access to Information Technology resources either inside or outside of the University.
11. Copies, reads, accesses, uses, misappropriates, alters, publishes or destroys the files, output data, documents or other files of another individual or attempts to do so, without the permission of that individual, project leader or Information Technology resource administrator.
12. Makes, distributes and/or uses unauthorized duplicates of copyrighted material, including software applications, proprietary data and Information Technology resources. (Unauthorized copying of copyrighted software or proprietary files may also lead to proceedings in the civil court.)
13. Interferes with the operation of the University’s Information Technology resources by deliberately or recklessly attempting to degrade or disrupt resource performance, security or administrative operation, including but not limited to intentionally introducing any computer virus or similar disruptive force into any Information Technology resource.

PROCEDURES FOR MINIMIZING THE EFFECT OF COMPUTER VIRUSES ON THE PITTSBURGH TITUSVILLE CAMPUS

Students will be required to have Anti-virus software installed before they get their network connection. Symantec can be downloaded by going to my.pitt.edu, click on My Resources, and then go to software downloads.
PENALTIES FOR ALLEGED INFORMATION TECHNOLOGY RESOURCES VIOLATIONS

The following options can and will be used in response to alleged violations of the Information Technology Resource Code of Conduct:

1. When a violation of the Code is observed and the alleged violator is identified, one or a combination of the following actions may be taken by the Director of Computing and Communications or his/her appointed representative:
   a. Information may be collected concerning the alleged violation, including copies of the files or any other information, for the ensuing investigation.
   b. A warning may be issued to the accused violator(s).
   c. Corrective action by the accused is requested.
   d. If the alleged Code violation represents a continuing threat of damage or harassment to the community, an interim suspension of the accused’s access to information technology resources will be imposed.

FILE SHARING AND COPYRIGHT VIOLATIONS

1. Use of file-sharing software programs is not expressly prohibited at the University of Pittsburgh, but it is discouraged, due to the risk that the files shared may be copyright protected materials such as movies, software, and music.
2. Representatives from the recording and software industries may contact the University when specific computers connected to our network are illegally sharing copyright projected materials.
3. Persons who illegally share copyright protected materials may be in violation of the No Electronic Theft law (NET Act), and may be subject to fines and imprisonment, if they are prosecuted.
4. The University has been granted a limitation of liability in these cases by the Digital Millennium Copyright Act (DMCA). This liability limitation provides some protection to the University – but may not provide liability protection to individual computer users who commit copyright infringement.
5. In order to quality for DMCA liability protection, the University shall take specific actions including:
   a. Removal of offending computers from the University network until assured that copyright protected materials are no longer being shared.
   b. Termination of repeat offender’s network access.

Penalties for Copyright Infringements:

The computer center staff will contact the offender by mail. Both residence hall network ports and wireless access will be disabled until the offending material has been removed and notification to Oakland has been completed. Information will be submitted to the Campus Judicial System. The Campus Judicial System will hear the case and decide the best course of action for each student. Students found in violation may be subject to monetary and/or educational sanctions. Repeated violations may lead to dismissal and/or other sanctions.
JUDICIAL SYSTEM ADMINISTRATION

INTRODUCTION

In accordance with the provisions of the University Charter, By-laws, and Trustees actions, the Chancellor, who is Chief Executive Officer of the University, delegates the supervision of student conduct and discipline to the President of the University of Pittsburgh at Titusville, who, in turn, delegates responsibility to the Executive Director of Student Affairs or his/her designee. All disciplinary actions remain subject to final review by the Campus Dean at the University of Pittsburgh at Titusville.

ROLE OF THE EXECUTIVE DIRECTOR OF STUDENT AFFAIRS IN DISCIPLINARY PROCEDURES

The supervision of student conduct is the responsibility of the Executive Director of Student Affairs (EDSA). The EDSA or his/her designee shall serve as the liaison with students who have been placed on disciplinary probation or separated from the University. The EDSA shall be responsible for informing the student of the procedure for reinstatement. The EDSA has authority to carry out or direct Interim suspension of students as authorized by the President of the Campus. The EDSA or his/her designee also has authority either to recommend or to place holds from further registration on the student’s records with appropriate legal and procedural safeguards to the rights of students. The EDSA or his/her designee may release information concerning the status of a discipline case to persons involved in the case. These may include the accuser, the witnesses, the Student Affairs staff, and other appropriate University officials.

A hearing officer is a University administrator appointed by the Director of Residence Life (DRL) to adjudicate cases. The Director of Residence Life may choose to serve as the hearing officer for any case.

The EDSA or his/her designee serves as an advisor to the Campus Judicial Board. The EDSA is responsible for deciding upon sanctions based on the hearing process or recommendations of the Campus Judicial Board (CJB) if the case was sent to the CJB for adjudication.

The EDSA or his/her designee shall have responsibility for receiving complaints against students from any member of the University community, from local and state agencies and from the general citizenry. Complaints which appear to be substantially indicative of a violation of a University regulation shall be reasons for the Director of Residence Life or a designee to charge the student. The student shall be notified in writing of the specific charges placed against him/her and shall inform him/her of their rights, together with a statement of the hearing procedures and sanctions. Cases involving moderate to severe violations or cases that involve non-resident hall students, will be referred to the EDSA or his/her designee for adjudication which may result in the case being referred to the CJB.

The accused student, in consultation with the hearing officer, shall decide upon one of the following three options:

1. To dispose of the charges informally by mutual consent without the initiation of a formal hearing. With this option, the Hearing Officer’s disposition of the case and disciplinary sanctions are final. This is the normal disposition of cases for Level’s I, II, III sanctions.
2. To take the case before the CJB for adjudication. In cases that appear before the CJB, the student will be informed of the outcome verbally following the hearing and the board’s recommended sanctions. These recommendations will then be reviewed by the EDSA or his/her designee, and an official decision letter outlining the sanctions and appeal process will be sent to the accused student. Only level IV and V sanctions are heard by the CJB.

3. Appropriate Mediation may be used to resolve the incident should the parties involved choose this option.

**CAMPUS JUDICIAL BOARD (CJB)**

The Campus Judicial Board (CJB) shall be composed of at least four (4) students and six (6) faculty/staff. For each case, three (3) members shall be present for the hearing. Two shall be students when possible. It is the responsibility of the EDSAS or designee to make appointments to the CJB. A staff/faculty member appointed serves as Chair.

Recommendations for appointments to the CJB shall be made by the EDSA which shall be representative of the University community. Student members shall be solicited from the student population and shall meet the following requirements:

1. Must be a registered student.
2. Must not be on academic or disciplinary probation. All appointments shall be made by the EDSA.

**REMOVAL OF A CAMPUS JUDICIAL BOARD MEMBER**

A student member of the CJB shall be removed automatically for the following:

1. Academic probation
2. Disciplinary probation

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

**SANCTIONS**

The CJB may recommend any sanctions provided for in this handbook. The recommendation shall be forwarded to the EDSA or designee. The EDSA may either implement the sanctions as recommended, or may modify the sanction. The EDSA or designee must provide justification for changing the board’s recommendation.

**RIGHTS OF STUDENTS IN DISCIPLINARY PROCEEDINGS**

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

1. To describe their standards clearly.
2. To make known their standards in a form readily available in a manner which, while not exaggerated in length, detail, or complexity, shall provide fair notice of what is expected and what is forbidden.
3. To apply rules and regulations fairly, impartially, and equally, to all students who are similarly situated.
4. To make an appropriate record of the hearing which shall be made available to the parties involved upon request.
For any disciplinary action for which sanctions may be imposed, the student shall have the right:

1. To be considered not responsible until found to be responsible, by preponderance of the evidence of a violation of the student code of conduct.
2. To be informed of their rights.
3. To receive written, timely, and complete notice of specific charge(s) to be resolved.
4. To seek representation, legal counsel shall be restricted to an advising role and are not permitted to speak or participate directly, but a non-attorney representative from the university community may advise and/or represent. This does not exclude representation by law students. Failure to secure representation will not cause a hearing to be postponed or cancelled. (Note: Division of Student Affairs staff members cannot provide representation).
5. To have a fair disposition of all matters as promptly as possible under the circumstances.
6. To be assigned to an appropriate hearing forum, including an informal one on one hearing, a hearing in front of the Campus Judicial Board, or a mediation with the parties involved.
7. To elect to be notified in a timely manner.
8. To elect to have a settlement agreement, provided it is acceptable to both the accused and the complainant. Where the victim is not the complainant, the EDSA where the victim is not the complainant, the EDSA or designee of the university student judicial system will attempt to consult with the victim for input in the settlement process.
9. To have a preliminary conference with a Hearing Officer(s) prior to a full hearing or sanction meeting.
10. To be informed of the maximum and minimum sanctions that may be imposed.
11. To be informed of the format/procedures of the University Student Judicial System.
12. To be informed of the general nature of the information to be presented.
13. To question all parties and witnesses except when extraordinary circumstances make this impossible.
14. To present a factual defense through witnesses, personal testimony, and other relevant information.
15. To remain silent during the proceedings.
16. To request attendance of witnesses upon a showing of relevance.
17. To receive a record upon request. A tape recording of any recorded hearing will be provided at a cost of $15.00. Other judicial records are available at a cost of $10.00. Please note, all personally identifiable student information on paper records must be redacted before a student is allowed to take the record.
18. To have only relevant information considered by the Hearing Board or Hearing Officer.
19. To be informed of all decisions within a reasonable time.
20. To appeal a decision which meets the criteria outlined in the Grounds For Appeal section of this Code and be informed of the appellate procedure to be followed.
JUDICIAL SYSTEM FILING PROCEDURES

Any member of the University community who feels he/she has been wronged due to a violation of the Student Code of Conduct may schedule a meeting or submit an incident report with the Director of Residence Life to discuss the situation.

Any University official or member of the University community may institute a proceeding against a student by filing a complaint with the Director of Residence Life. Paper incident reports may be obtained from the Director of Residence Life.

The incident report will provide the following:

1. The name and address of the student against whom a complaint is being lodged.
2. The name of the complainant and his/her status in the university community.
3. The alleged offense which is the basis of the complaint.
4. A statement demonstrating the facts of the alleged offense which must include: the date of occurrence, place of occurrence, time of occurrence, and a narrative of events (witnesses)
5. The names of persons having personal knowledge of circumstances or events.
6. The general nature and description of all information.
7. The signature of the complainant and that persons willingness and signed consent that they will appear at any campus proceeding.

NOTICE

Upon receipt of a properly filed incident report the Director of Residence Life and or their designee shall notify the accused student by mail or electronic communication that a notice is to be picked up in the Office of Student Affairs.

The written notice shall include:

1. A notice of the complaint
2. A request for a preliminary conference (hearing)
3. An opportunity to waive their right to a preliminary conference (hearing) by admitting to the violation. In such cases, the student will still need to schedule a sanctioning meeting with the hearing officer.
4. Cases will be heard with or without the student responding to the notification. It is the expectation of the University that student check their email and campus mail every day.

INFORMAL HEARINGS

After an incident report is filed, the Hearing Officer shall request a meeting with the student. When requested, the Hearing Officer shall schedule a preliminary conference. The purpose of the meeting is to allow the Hearing Officer to educate the student in the disposition of the charges, to answer questions regarding the procedures and format of the Campus Judicial System, to make arrangements for a hearing or the student may request and agree to take responsibility for the violation and treat the meeting as an informal hearing by discussing and reviewing the
information regarding the charges and sanctions. The Hearing Officer will provide other assistance when appropriate or requested. **NOTE:** Failure to respond to a request for an informal hearing will result in a sanction being issued, or the case being referred to the appropriate hearing authority.

### FORMAL HEARING NOTIFICATION

After a reasonable attempt to confer with all parties and/or when an informal hearing is deemed not appropriate or agreed upon, the Hearing Officer shall schedule a formal hearing. All parties shall receive written notification of the formal hearing which shall include the time, date, and place of the hearing.

### WITNESSES

Any member of the university community may, upon showing a relevance and necessity, request witnesses to appear at the hearing. Prior notification of intention to call witnesses shall be provided to the Director of Residence Life at least 24 hours in advance. The call or request to witnesses shall set forth:

1. Names of the parties
2. Request to appear
3. Time of the hearing
4. Date of the hearing
5. Place of the hearing
6. Appropriate Signature(s)

### HEARING FORMAT

The Campus Judicial Board or CJB, under the direction of the EDSA or his/her designee, does not function as a civil or criminal court of law but rather as a formal hearing board. Legal technicalities are kept to a minimum while an emphasis is placed upon maintaining the interdependent network of rights and responsibilities between the individual student and the University. Hearings held by the CJB are oriented toward the achievement of an understanding among all parties involved. Within this conceptual framework, the legal doctrine of procedural due process is operationally defined as fundamental fairness. The judicial system works to ensure that there is fundamental fairness throughout the disciplinary process, i.e., sanctions and the right to appeal. The CJB shall adhere to the following format for all hearings:

1. **The Moderator/Chair shall introduce the members of the Board, and request the names of all persons present at the hearing. They shall then explain the procedure to be followed and ask if there are any questions.**
2. **The Moderator will read the charges being filed against the student, and will ask the accused to respond with respect to his/her admission of violation or innocence. The accused student will be asked to give any opening remarks.**
3. **The Moderator will ask the party filing charges if they have any opening remarks.**
4. **Witnesses for both sides will be asked to give their account of the incident or alleged policy violation. The accused and the party filing charges may ask questions of witnesses (the party filing charges shall call witnesses first).**
5. **At the conclusion of the two presentations, both of the parties involved will be free to ask questions for clarification and to present closing remarks.**
6. **Board members reserve the right to ask questions of clarification at any time during the course of the hearing.**
7. When all aspects of the case have been discussed to the satisfaction of the parties involved, the Moderator will ask all participants to leave the room except for the Board members. After a decision has been made, the appropriate parties will receive the Board’s decision and possible sanctions verbally. The official sanction notice and a meeting to discuss the sanction notification will be scheduled with the EDSA or designee at that time. During the subsequent sanction meeting, the appeals process will be explained.

8. During deliberations, the Board will first decide whether the accused student has been found in violation of the charges indicated. If found in violation, the Board shall recommend to the EDSA or designee what sanctions are to be included and must ensure that the student will be sanctioned in accordance with the sanctions stated under University Code.

9. The decision shall consider the totality of circumstances including, but not limited to, any prior offenses and existing precedents. The student will be told of his/her right to appeal the decision, both within the context of the decision letter and during the sanction explanation meeting.

10. The moderator reserves the right to limit any and all testimony.

Campus Judicial Board hearings may be tape-recorded by the university for record purposes. Both the audio and paper records will be maintained in accordance with the Pitt-Titusville judicial records policy found in this handbook.

FINAL ADJUDICATION

The CJB in their deliberations shall consider only relevant information presented at the hearing. The adjudication/findings and a recommendation shall be sent to the EDSA or designee for a decision. It shall then be sent in letter form to the accused student and shall set forth:

1. Name of the party(s)
2. Recommended sanction
3. Date of the hearing
4. Signature of the Chair of the CJB or EDSA
5. Offenses involved
6. Finding of fact

Where a sanction has been imposed, a record of the adjudication shall be maintained in the Division of Student Affairs in accordance with the Pitt-Titusville judicial records policy found in this handbook. A student’s record shall not be used to determine whether the student was in violation, however, the record may be used to determine appropriate sanctions.

SANCTIONS

Any student found to be responsible for violating the conduct code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the student handbook are presumptive. Individual mitigating circumstance, as well as aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses, may be considered when determining the level and scope of the sanction(s).

The University reserves the right to make necessary changes to the policies and procedures outlined in the Student handbook without prior notice, so long as such changes do not impact the overall fairness of the student conduct process.
The Office of Student Affairs considers Pitt e-mail accounts as a means of official communication with individual students. All students are responsible for checking their Pitt-issued e-mail accounts and are held accountable for the contents for the e-mails issued by the University.

As an institution of Higher Education, The University of Pittsburgh at Titusville has at its core, a responsibility to educate students. Therefore, educationally based sanctions will be paramount in the foundation and administration of the disciplinary process. Sanctions imposed upon students must be proportionate to the gravity of the offense.

Sanctions which may be imposed are:

**LEVEL I**
As noted below, sanctions at this level may include warnings, reprimands, and required completion of an educational component. In cases deemed Level I, the outcome is based on the violation being minor and/or the accused student taking responsibility and demonstrating mitigating circumstances and/or remorse.

**DISCIPLINARY REPRIMAND**
A written statement from the hearing authority or other appointed hearing officer expressing disapproval of conduct.

**DEVELOPMENTAL SANCTION**
The student may be required to complete an educational computer module. The Judicial Educator consists of 21 Flash technology modules that educate students. Randomly generated automatic testing is built into each module. When a student successfully completes the module by passing a test, the student completes an e-mail notification form, which is then automatically forwarded to the appropriate hearing authority.

**LEVEL II**
As noted below, sanctions at this level may include a restriction of housing privileges, disciplinary probation, restitution, and/or monetary fines. In cases deemed Level II, the outcome is based on the violation being minor to moderate and/or the accused student taking some responsibility and demonstrating some mitigating circumstances and/or remorse. The outcome may also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

**HOUSING PRIVILEGES**
A termination of specific housing privileges intended to remedy a student's disregard for the rights of others for a specific period of time or taking away from the campus community and having to provide recompense.

**RESTITUTION**
A written direction to replace, repair or make specific compensation for property of the University or another person which was damaged, destroyed, or misused.

**FINES**
Assessment of a monetary fine to be determined by the hearing body or official. Fines must be paid within a designated time. Proceeds from the fines go to the appropriate student budget.
Failure to pay a fine on time may result in a hold on certain services and future registrations and may result in additional disciplinary action.

**LEVEL III**

As noted below, sanctions at this level may include an involuntary change of housing assignment and any of the sanctions previously mentioned. In cases deemed Level III, the outcome is based on the violation being moderate to severe and/or the accused student taking little to no responsibility and demonstrating little to no mitigating circumstances or remorse. The outcome may also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

**DISCIPLINARY PROBATION**

The student placed on disciplinary probation is not prohibited from participating in university-sponsored activities and may continue to reside in university housing. However, if during the period of probation he/she is involved in any additional violations of university policy, more severe sanctions may be imposed including the possibility of removal from university housing or possible suspension/expulsion. Students who are placed on extended periods of disciplinary probation may be placed on career probation. Career probation is intended to remain in place for as long as the student is enrolled at the university and is considered the final step prior to a student being placed on disciplinary suspension or expulsion.

**IN Voluntary CHange Of Housing ASSIGNMENT**

A written direction to relocate a student to an alternative housing accommodation within a specified period of time. This sanction is imposed only to insure the safety and well-being of the University community or University property, or to insure the student’s own physical or emotional safety and well-being. It may also be imposed as an interim sanction pending a judicial hearing.

**LEVEL IV**

As noted below, sanctions at this level may include an interim suspension, housing suspension, disciplinary suspension, and any of the sanctions previously mentioned. In cases deemed Level IV, the outcome is based on the violation being moderately severe and/or the accused student taking no responsibility and demonstrating no mitigating circumstances and/or remorse, and was deemed to aggravate the situation by his or her actions. The outcome may also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

**INTERIM SUSPENSION**

This is an immediate exclusion from the residence facilities only, or from classes and all other University privileges or activities. This is imposed by the Campus Dean in consultation with the Executive Director of Student Affairs (or his/her representative) of the University, pending a hearing before the appropriate judicial body. Interim suspension will be imposed only to ensure the safety and well-being of members of the University community, or university property, or to ensure the student’s own physical or emotional safety and well-being. The student shall be persona non grata during the period of suspension.
HOUSING SUSPENSION
This is a loss of the privilege of living on campus for a specified period of time. The student will be persona non grata during the period of suspension and will not be reimbursed any room fees.

DISCIPLINARY SUSPENSION
This is a termination of registration as a student for a specified period of time. During the period of suspension a student is excluded from classes and all other University privileges or activities. At the conclusion of the period of suspension, the student will be allowed to return to the university on a probationary basis for a period specified by the appropriate judicial body. The student will not be reimbursed any tuition or fees during the period of suspension and shall be persona non grata on all University property.

LEVEL V
As noted below, sanctions at this level may include housing dismissal, disciplinary dismissal, persona non grata, and any of the sanctions previously mentioned. In cases deemed Level V, the outcome is based on the violation being very severe and/or the accused student’s presence on the campus is deemed a danger to others or themselves. The outcome may also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

HOUSING DISMISSAL
A permanent termination of the privilege of living on campus. The student will not be reimbursed any room fees during the period of dismissal and shall be persona non grata on all University housing property.

DISCIPLINARY DISMISSAL
A termination of registration of a student. If the student applies for re-admission, he/she will not be allowed to return to the University. The student will not be reimbursed any tuition or fees during the period of dismissal and shall be persona non grata on all University property.

PERSONA NON GRATA (NO TRESPASS)
This is an exclusion from University property/buildings/persons for a specific or indefinite period of time. Should the student reappear in any prohibited area, he/she will be subject to arrest.

SUBSTITUTED SANCTION
In some cases, substituted sanctions offer a constructive and voluntary undertaking by a student which, by agreement of the student and the appropriate judicial body or hearing officer, shall be substituted for any of the above sanctions. If the substituted sanction is not satisfactory completed, the hearing officer shall reinstitute the original sanction.

RECORDS RETENTION
Records of all disciplinary sanctions shall be maintained in the Division of Student Affairs according to the records policy and may be introduced in subsequent disciplinary proceedings. Where a sanction has been imposed, a record of the adjudication shall be maintained in the
Division of Student Affairs for at least the remainder of the student’s matriculation at the university and no longer than three (3) years subsequent to the student’s last semester of enrollment.

UNIVERSITY REVIEW BOARD (URB)

RIGHT TO APPEAL

The University Review Board (URB) shall be composed of three people, including one student, one faculty member, and one staff member. It is the responsibility of the EDSA or designee to make appointments to the URB. A staff/faculty member appointed serves as Chair.

Recommendations for appointments to the URB shall be made by the EDSA which shall be representative of the University community. Student members shall be solicited from the student population and shall meet the following requirements:

1. Must be a registered student.
2. Must not be on academic or disciplinary probation. All appointments shall be made by the EDSA.

Students have the right to appeal a decision of the Campus Judicial Board (CJB) only when the original recommendation includes a Level IV or Level V sanction. The student shall be informed of the right to appeal when notified of the final adjudication. Appeal from a decision of the Campus Judicial Board (CJB) shall be made to the University Review Board (URB).

PROCEDURES FOR APPEAL OR REVIEW

All requests for appeals must be submitted to the Executive Director of Student Affairs in writing within two (2) days of the initial hearing. The URB shall not act on a request for appeal until a period of five (5) days has elapsed from the date of the initial hearing.

GROUND FOR APPEAL OR REVIEW

A student may request an appeal on one or more of the following grounds:

1. The student has been deprived of his/her rights as defined herein.
2. The facts appear to be insufficient to determine if the accused student is in violation of university policy or code.
3. The sanction(s) recommended by the CJB was not justified by the nature of the offense.

URB DECISIONS

In reviewing an appeal, the URB shall limit itself to consideration of the following questions:

1. Whether the rights affirmed by the Board of Trustees have been denied.
2. Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3. Whether the adjudication was supported by substantial evidence.
4. Whether the regulations involved were lawful and proper and whether they were properly applied in the particular care.
5. Whether the sanction or remedy was in due proportion to the gravity and nature of the conduct.

After reviewing all material relevant to the appeal case, the URB may choose one of the following two options:
1. Recommend to the Campus Dean that;
   a. The decision of the initial hearing board should be upheld, and the sanctions should be implemented as recommended.
   b. The decision of the initial hearing board should be upheld, but the severity of the sanctions should be decreased.
   c. The decision of the initial hearing board should be over-turned. Reasons must be given for this recommendation.
   d. The case be reheard by the initial hearing board. Reasons must be given for this recommendation.

2. The URB can decide to hear the case itself. If this option is followed, the same format will be used as in hearings with the CJB. The URB will make recommendations to the Campus Dean. The Dean shall either implement the recommendations or transmit the case and all case material to the President for disposition.

In reviewing any appeals, the URB may not recommend a sanction more severe than the sanction recommended by the initial hearing board.

In all appeals, the Campus Dean shall notify the student of the status of his or her case.

**URB Action**

The URB may remand a matter to the initial adjudicatory authority for further proceedings if it determines there are insufficient written findings or prejudicial procedural error. In other cases the URB shall render a written opinion and recommend action to the EDSA, accompanied by the complete record.

The purpose of the appeal process is to ensure that the policies and procedures of the University are administered in a fair and consistent manner. An appeal is a request to a higher adjudicating authority to review a conduct decision or action. When an appeal is heard, the issue in question is not the student’s original action or incident; rather it is a request for reconsideration of the original judicial decision.

A student should have no expectation that an appeal request will be successful simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for appeal; the student must demonstrate that such grounds exist. Generally the University Review Board and/or the Campus Dean are the final appeal.
MEDIATION PROGRAM

Members of the college community at the University of Pittsburgh at Titusville may sometimes feel the frustration of trying to settle grievances with others through formal channels. The Mediation Program is structured in such a way as to encourage settlements that are satisfactory to all parties. When that is not possible, the objective is to determine if violations of policy have occurred and, if so, to recommend appropriate sanctions to be reviewed and acted upon by the hearing officer(s). Any member of the university community can request the more formal hearing process at any time during this process.

This structure of conflict resolution serves a vital function within the University of Pittsburgh at Titusville community. The Mediation Program enables all parties with disagreements to come together in a non-adversarial setting, engage in meaningful dialogue and, hopefully, arrive at viable solutions to their differences. The program, therefore, contains potential for growth exploration and increased tolerance within a university community marked by its diversity.

WHEN CAN CONFLICT BE MEDIATED?

The University of Pittsburgh prides itself on a diverse student body which reflects the larger global society. Unfortunately, this quilt like mosaic of individuals is more likely to have misunderstandings and differences than individuals originating from similar cultural and familial backgrounds. By focusing simply on the issue of diversity, there are a number of potential conflicts which might be appropriate for mediation.

WHAT CAN BE MEDIATED?

- Roommate disagreements.
- Disagreements between non-roommates who reside in close proximity.
- Conflicts between students
- Personal differences.
- Disagreements between students whose lack of social development may cause them to engage in hostile exchanges.

WHAT CANNOT BE MEDIATED?

Many of the above disagreements could occur between parties who are currently dating or who have dated; however, the mediation process is not meant to be a surrogate for relationship counseling, and accordingly, disputes based solely on such difficulties should not be referred.

It is important to note that the process of mediation is not intended to provide a sanctuary from accountability for serious incidents but rather to offer an outlet to reduce everyday misunderstandings before they become major grievances. Therefore, with the expectation of dating problems, any of the above disagreements could provide an appropriate setting for mediation; however, it must be noted as a prerequisite that all participants must be willing to voluntarily engage in the process. Furthermore, participants must recognize that a mediator is merely a discussion facilitator; if they are unwilling to offer solutions and compromise through dialogue, then the process cannot succeed. As a final note, participants must be aware that any solutions which are achieved will not be enforced through the Judicial System; rather, the participants themselves will decide how the terms of any agreement will be followed. This is not meant to suggest that the Mediation Program’s resources will be unavailable for follow-up sessions; however, it does highlight that the process places a premium on individual
accountability and commitment to compromise. Should a mediated problem worsen and/or University policies are violated, the participants will be permitted to seek redress through the judicial process.

**HOW DOES THE MEDIATION PROCESS WORK?**

For the mediation process to be effective, certain basic assumptions must be met:

1. Both sides agree voluntarily to mediate the issue.
2. Mediation is impartial and has no preconceived solutions.
4. Mediation is a confidential process.

Students, faculty, and staff are encouraged to bring their disagreements to the Office of Residence Life, where mediators are available to facilitate the mediation process. Persons can contact the Office to begin the process in several ways: they can walk in or call to discuss their personal concerns; they can ask for a mediator to meet with them, and this discussion might include the other party; friends of one or both parties can make the initial contact to start the process of dialogue; academic advisors, teachers, counselors, or residence hall staff can make referrals or inquire about how to bring conflicting parties together. Even parents can make referrals. In conclusion, participants are assured confidentiality; however, if serious problems emerge, such as physical assault or similar breach of University policy, conduct proceedings may be initiated.

**ALCOHOL POLICY**

The University of Pittsburgh at Titusville prohibits the possession, consumption, or sale of alcoholic beverages on campus by all students and their visitors or guests, including those of legal age. Pitt-Titusville students are adults. As members of the University community they are expected to obey the laws and take personal responsibility for their conduct. Our policy has been designed to assure that Campus regulations, City ordinances, and Pennsylvania laws are complied with. Any and all violations are subject to criminal prosecution as well as Campus disciplinary actions.

Students should be aware that the City of Titusville has an open container law, Sec. 741.01 "Consumption of Alcoholic Beverage or Possession of Open Container" whereby it is unlawful for any person to consume or possess alcoholic beverages on the sidewalks, streets, avenues, alleys, playgrounds, parks (including Burgess Park), parking lots, or other public places within the City of Titusville. Any person violating said ordinance shall, upon conviction, pay a fine not exceeding $300 and all costs of prosecution. Any students and their visitors or guests under the age of 21, in violation of this policy, shall also be subject to Sec. 6308 of Title 18 Pennsylvania Crimes Code Violations can result in a fine of not more than $500, and upon conviction of a first offense, also subject the person to a 90 day suspension of their operating privileges by the Department of Transportation. A second offense warrants a one-year suspension. (Ref. Title 18 Section 6310.4).

As students living in Pennsylvania and as members of the University community, students should be informed of the law and have a responsibility to obey the law, including the following:

Section 6308 of the Pennsylvania Crimes Code states, “A person commits a summary offense if he, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or
knowingly and intentionally transports and liquor or malt or brewed beverages, as defined in section 6310.6.”

Section 6310.1 of the Pennsylvania Crimes Code states: “...a person commits a misdemeanor of the third degree if he intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years of age.”

Section 493 of the Pennsylvania Liquor Code states, “It shall be unlawful for any . . . person to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated, . . . or to any minor, or to habitual drunkards, or persons of known intemperance habits.”

The Supreme Court of Pennsylvania stated in the case of Congini v. Portersville Valve Co., 504 Pa. 157, 470 a. 2d. 515 (1983) that, “social hosts are negligent per se in serving alcohol to the point of intoxication to a person less than 21 years of age, and they can be held liable for injuries proximately resulting from the minor’s intoxication.” That liability can extend to include claims for injuries to the intoxicated minor.

Any adverse behavior resulting from the consumption of alcoholic beverages will be considered a violation of the code. This includes any incidence of intoxication which manifests itself to the campus community. Any additional guidelines regarding the possession and/or use of alcoholic beverages will be an addendum to this statement and subject to enforcement by Student Life and Campus Police.

If found in violation through the University Judicial System of an alcohol violation, sanctions may include, but are not limited to the following: Parental notification, educational sanction, disciplinary probation, and monetary fine. Failure to complete the educational sanction shall result in additional sanctions.

Repeated or more severe cases involving alcohol violations may result in more severe sanctions including suspension or dismissal and or monetary fines. The possession of any empty alcoholic beverage container or any alcohol paraphernalia is prohibited on campus. The sanction may include suspension/dismissal, monetary fines, and or educational sanctions.

Anyone over the age of 21 commits a misdemeanor of the third degree if he/she knowingly or intentionally furnishes alcohol to minors, under Sec. 6310.1 of Title 18. Possession of large quantities of alcohol by any student is considered flagrant violations and will not be tolerated. Persons sponsoring such parties are subject to criminal prosecution, suspension from the residence halls or from the University. A student’s presence in a room where an alcohol violation is occurring may cause that student to be found responsible for violations of the Code of Conduct, even if the student is not participating directly in such a violation. In addition, any student who fails to comply with a request by a university official or law enforcement officer to remove prohibited items or control undesirable behavior will be found in violation of the Reasonable Request policy and is subject to additional disciplinary action.
OTHER CONTROLLED SUBSTANCES

On-Campus sale, possession, or use of any controlled substance, including unauthorized use of prescription drugs (as defined in The Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act 64 of April 14, 1972 includes marijuana, hashish, LSD, cocaine, mescaline, etc.) is prohibited. Students in violation of this Act may receive disciplinary dismissal and be subject to criminal charges. Students found in violation of being knowingly present during commission of a violation of the University’s drug policy, may be sanctioned. Such sanctions could include suspension/dismissal, monetary fines, and or educational sanctions.

The possession of drug paraphernalia is prohibited on University property and will result in both criminal prosecution pursuant to Title 18 Pennsylvania Crimes Code as well as campus disciplinary action. "Drug Paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this Act. (Ref: Title 35 Section 780-102). Any possession or evidence of use of controlled substances or drug paraphernalia will result in severe sanctioning including housing suspension/dismissal. Additionally parents shall be notified of violations of this policy.

The Department of Transportation shall revoke the operating privilege of any person convicted of any offense involving the possession, sale, delivery, offering for sale, or giving away of any controlled substance under the laws of the United States, Pennsylvania, or any other State, for a period of six months for the first offense. (Ref: Title 75 Section 1532).

SMOKING POLICY

This policy is in compliance with University of Pittsburgh regulations effective September 25, 2007, “restricting smoking in University of Pittsburgh facilities at all campuses.”

Smoking is prohibited in all University owned or leased facilities, and in all University vehicles.

Smoking is prohibited within fifteen (15) feet of all University building primary entrances and heating, ventilation, and air conditioning intake vents. Primary entrances shall be defined as the common public access points to each building, and is not intended for doors exclusively designated as emergency exits only or as service entrances. NOTE: portions of loading docks that are under building cover and interior garages shall be considered as inside the building and smoking shall be prohibited.

A VIOLATION OF THIS SMOKING POLICY WILL BE CONSIDERED A FORM OF HARASSMENT AS VIEWED BY THE UNIVERSITY OF PITTSBURGH.
SEXUAL ASSAULT AND HARRASSMENT, DATING AND DOMESTIC VIOLENCE, STALKING

The University of Pittsburgh values the safety and health of all members of the Pitt community and seeks to foster an environment where its students and employees treat other persons with respect, civility, and dignity. Any behavior that involves sexual assault or harassment, relationship violence, or stalking of another person will not be tolerated.

If substantiated, such behavior may result in criminal charges if reported to the Pitt Police Department, and/or University disciplinary action, if the Office of Student Conduct or the Title IX Coordinator investigates a complaint or referral. The University will use these processes to investigate and resolve reports of sexual assault or harassment, relationship violence, or stalking. In cases involving sexual violence, the University understands that victims often times seek confidentiality and will attempt to honor such a request in most cases. However, the University will weigh such a request for confidentiality against any factors that may have a negative impact on the campus community, such as the use of a weapon or multiple alleged victims.

For students or employees that have a complaint against them, should know that the initiation of any University proceedings does not preclude the possibility of criminal charges. Indeed, parallel University and criminal proceedings are not uncommon.

In addition to using these processes, the University will continue to engage in prevention programs and training for students, faculty, and staff in an effort to prevent sexual assault and harassment, relationship violence, and stalking. The Office of Counseling and Student Development provides counseling to victims of sexual assault, assists victims in obtaining medical care, and offers support in all aspects of the recovery process.

Following are key definitions and a summary of the University’s efforts relating to prevention, resources, reporting, and the disciplinary processes available to victims of sexual assault, relationship violence, and stalking. More detailed information about these programs, processes and procedures can be found in the Student Code of Conduct and the Employee Handbook.

SUMMARY OF IMPORTANT DEFINITIONS

The following is a summary of important definitions relating to sexual assault and relationship violence.

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

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

**Stalking** means engaging in acts toward another person with the intent to place the person in reasonable fear of bodily injury or cause emotional distress.
Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions, and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.

Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation or confinement. Agreement obtained under such conditions does not constitute consent. A person’s use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent. Consent under Title 18 of the Pennsylvania Crimes Code:

a) General Rule – The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.  
b) Consent to bodily injury – When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:

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

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

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

IF SEXUAL ASSAULT, HARRASSMENT, RELATIONSHIP VIOLENCE, OR STALKING OCCURS:

The University of Pittsburgh is committed to providing a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as federal, state, and local laws. It is neither permitted nor condoned. Sexual assault is any form of sexual contact that happens without a person’s consent.

Any student who believes he or she has experienced sexual assault, harassment, relationship violence, stalking or believes they are being retaliated against for complaining of any of the mentioned or for providing information in an investigation of the above mentioned, may
contact Mrs. Elaine Osborn, Title IX Liaison, University of Pittsburgh-Titusville, 814-827-4474, or via email at osborn@pitt.edu to file a report.

**Q: Is there a central office to help me if I have been a victim of sexual assault?**

**A:** Call Pitt-Titusville’s Office of Counseling and Student Development at (814)827-4465. If after hours please contact the Resident Assistant on Duty and/or the University Campus Police. The Director of Counseling and Student Development provides counseling as well as support throughout the medical, judicial, and recovery processes. Students can also obtain information about available medical, legal, and counseling resources within the University and local communities from this office.

**Q: I don’t know if I want to pursue legal action. What should I do?**

**A:** Survivors are encouraged to report sexual assaults to the Pitt-Titusville Police (814-827-4488) if the assault occurred on campus, or the City of Titusville Police Department (814-827-1890) if the assault occurred off campus. Survivors have the right to refuse to press charges even if they file a police report. However, campus police will assist the survivor in pressing charges on or off campus if the survivor decides to do so.

If the alleged assailant is a Pitt-Titusville student (on any University of Pittsburgh campus), the survivor also has the option of filing a complaint with the Office of Judicial Affairs (814-827-4440) and of pressing charges. The Office of Counseling and Student Development, Office of Residence Life, and Campus Health Services will assist survivors in notifying these authorities and pressing charges if desired. The Pennsylvania Office of the Victim Advocate, PPC Violence Free Network, 208 West Spring Street, Titusville, PA, 814-827-3472, (800-243-4944 hotline) also provides a support person to discuss options and accompany survivors through the legal process.

**Q: How does the University take action against alleged sexual assailants?**

**A:** In addition to possible legal action, if the alleged assailant is a Pitt-Titusville (on any University of Pittsburgh campus) student, the survivor has the option of filing a complaint against the assailant for violation of the Student Code of Conduct. This complaint may be resolved through an administrative meeting or a hearing.

**Q: What happens during the hearing?**

**A:** Both the survivor and the accused have a number of choices with regard to the hearing. The case may be judged either by an administrative hearing officer or by a judicial board composed of students and faculty with training in campus judicial procedures. If the survivor and the accused fail to agree on how they would like the case to be heard, a hearing officer will be assigned. This hearing is closed to anyone other than the people directly involved.

The Executive Director of Student Affairs, who serves as the hearing moderator, will enforce the following procedures:

1. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
2. The accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense.

3. The hearing will be held in a private forum.

Q: What sanctions can be imposed following a disciplinary hearing? Can I appeal?

A: For both forcible and non-forcible sexual offenses, sanctions range from disciplinary reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary dismissal from the University of Pittsburgh. Any party affected by the decision rendered may petition for appeal to the University Review Board.

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

ANTI-HAZING POLICY

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

Hazing is defined as follows:

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

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

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

Students and others are encouraged to report incidents, and suspected incidents of hazing to Campus Police at (814-827-4488) or the Student Affairs Department at (814-827-4460).

Hazing related to any University of Pittsburgh athletics teams may also be reported to the Director of Athletics (814-827-4463).
ANTI-HARASSMENT POLICY

Harassment on the basis of a protected group status (i.e., due to an individual’s race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran) is a form of discrimination prohibited by this policy.

Harassment may occur through a wide range of conduct, such as by verbal, physical or electronic means when:

1. The conduct is severe or pervasive and objectively and subjectively has the effect of:
   a. Unreasonably interfering with an individual’s work or equal access to education; or
   b. Creating an intimidating, hostile, or offensive work or academic environment; or

2. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number 1 immediately above.

Harassment can occur on University premises or, under limited circumstances, off campus. It can occur between people of the same or different protected group statuses.

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

For more information, contact the Office of Affirmative Action at (412) 648-7860.

NONDISCRIMINATION POLICY

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

For information on University equal opportunity and affirmative action programs, please contact: University of Pittsburgh, Office of Affirmative Action, Diversity, and Inclusion, Carol W. Mohamed, Director (and Title IX, 504 and ADA Coordinator), 500 Craig Hall, 200 S. Craig Street, Pittsburgh, PA 15260; 412-648-7860.
RESIDENCE LIFE

The Office of Residence Life has, as its goal, to be an integral part of a student’s educational opportunities at the University of Pittsburgh at Titusville; and to provide a living environment which enables each student to develop socially, culturally, physically, and emotionally as well as academically.

The Residence Life program recognizes that learning extends well beyond the classroom and continues into the area in which students live. Students must, therefore, be aided in developing acceptable standards of behavior in living cooperatively with others, as well as respect for the rights, privileges and properties of all members of the community. Students are challenged to develop, explore, and clarify their individual values and foster in each a sense of unconditional acceptance of oneself. Students will be provided with opportunities to become involved with a wide range of activities to assist development of leadership skills. They will also be encouraged to participate as active members of their communities. Students should leave the Residence Life program with the skills necessary to be productive, contributing members of society.

Students living on-campus and their visitors are responsible for the policies outlined in this section. In the supplemental rules, regulations, and policies which follow, there are several types of policy violations which may result in AUTOMATIC termination of the University housing contract and in denial of future housing. If a student is found to be in violation or responsible for malicious and/or excessive damage to University property, the University reserves the right to terminate the housing contract. In addition, if a student is found to be selling controlled substances (drugs) or possessing firearms/weapons, he/she will be subject to immediate termination of the housing contract and/or immediate suspension or dismissal from the University.

The University also reserves the right to change student room assignments as warranted for disciplinary reasons or for reasons related to facility management.

HOUSING CONTRACT

Prior to assuming occupancy, each student must sign a housing contract and is subject to the terms listed therein.

UNIVERSITY OF PITTSBURGH AT TITUSVILLE
ROOM AND BOARD CONTRACT
General Terms and Conditions

1) **CONTRACT PERIOD:** Unless otherwise specified, this contract is for two terms. Housing policies provide that a prorated refund of a student’s room and board charges will be made only if the University terminates this contract prior to the end of the two-term period for relocation to another Pitt campus, death of a student, involuntary military service, or verified medical resignation. If a student voluntarily terminates this contract for any other reason after the drop/add date of the current term, or contract is terminated or suspended by the University for disciplinary reasons, he/she shall be charged the full room charge for that term. A student must remain a full-time student while in residence. Lodging privileges are not transferable.

2) **ROOM RESERVATION FEE:** A $100.00 room reservation fee is required in order to reserve a housing space, and will be credited to the student’s invoice. This fee is refundable if the student notifies the Office of Residence Life in writing or email by June 30.
3) **PRIVATE ROOMS:** Private rooms may be available on a limited basis for an additional fee. Private assignments are made on a first-come, first-serve basis and cannot be guaranteed. Those students, who are charged for a private room and subsequently given a roommate, will receive a credit/refund from the University for the private room fee.

4) **LIABILITY OF THE UNIVERSITY:** The University shall not be liable for any failure, delay, or interruption in performing its obligations herein stated due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at a reasonable expense. Under no circumstances shall the University be liable for any damage or loss of personal property of a student.

5) **DAMAGES:** Each resident is financially responsible for any University property missing from his/her room or damages beyond normal wear and use. **All residents must collectively share financial responsibility for damage that occurs in the public or semi-public areas of the residence complex when the responsible party cannot be identified.**

6) **INSURANCE:** All resident students are encouraged to be covered under a health insurance plan. A mandatory health evaluation form must be submitted to the Health Center before a student will receive his/her room assignment.

7) **ROOM CHANGE:** The University reserves the sole right to authorize room changes. Request for room changes must be submitted to the Director of Residence Life in accordance with the procedures described in the Student Handbook. Generally, a student will be allowed one room change per academic year.

8) **OCCUPANCY OF ROOMS:** Students may occupy their assigned rooms no earlier than 1:00 p.m. one day preceding their first day of classes for the Fall and Spring Terms unless instructed otherwise. Residence halls and food facilities will be closed during inter-term and recess periods. All students are required to vacate University housing facilities within twenty-four (24) hours after their last examination or before official closing time, whichever comes first.

9) **FOOD SERVICE:** **A mandatory board plan is a part of this contract.** Meal service is limited to the hours posted and the dates listed in the Student Handbook. No discounts are permitted because of special diet, religious activities, conflicting schedules, or college activities. Special dietary needs should be communicated by the student to the Director of Food Service directly. Meal Plan refunds will only be pro-rated until the last withdrawal date of the semester which is typically two weeks prior to the last CLASS DAY of the semester. Dining privileges are not transferable.

10) **RIGHTS OF THE UNIVERSITY:** The University has the sole right to: a) determine occupancy of any room and make assignments in the residence halls (no unauthorized persons are permitted to reside in the residence halls except in accordance with policies as described in the Student Handbook); b) either fill or require the remaining occupants of a room to occupy a similar assignment elsewhere or accept a charge for a private room when vacancies occur in any residence hall; c) require a student to change housing assignments; d) authorize representatives to enter any room for the purpose of fire, health, and welfare inspections, repair, or to determine occupancy. Representatives of the University may also enter a student’s room if the student is considered a danger to himself or those around him/her or in cases involving possible violations of the Student Code of Conduct.

11) **TRANSPORTATION:** There shall be no expectation of the university providing transportation to or from the campus at any time for students or their guests with the exception of university sponsored bus service during certain times.

12) **HOUSING POLICIES:** The resident is responsible for abiding by all housing policies and the Student Code of Conduct as described in the Student Handbook. The University has a policy of non-discrimination. All assignments of rooms will be made without regard to race, color, religion, national origin, age, or disability status.
CRIMINAL DISCLOSURE:

Residence hall students must disclose to the Office of Residence Life any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If students have any such convictions, they may not reside in University-owned housing without first obtaining permission from the Office of Residence Life. Students with such convictions must agree to assist the Office of Residence Life in conducting a background check and to adhere to any reasonable housing conditions placed on them in the sole discretion of the Office of Residence Life. Based on the nature and circumstances of past or future convictions, the student may be prevented from residing in University-owned housing.

SAFETY AND SECURITY

EMERGENCY EVACUATION PROCEDURES

FIRE

In case of fire:

1. Sound the building fire alarm system (pull station).
2. Notify Campus Police (814-827-4488) and/or Residence Life Staff member.
3. Close all windows and doors to isolate fire and smoke.
4. Evacuate building immediately.
5. Go out the nearest exit.
6. Assemble outside the hall at least 200 feet from building to allow emergency vehicle access.
7. DO NOT return to the hall until an “all clear” signal is given by Campus Police or a Residence Life staff member.

NOTE: All residents are to participate in scheduled fire drill evacuations.

Residents not following correct evacuation procedures are subject to disciplinary action which may include both monetary and educational sanctions.

FIRE SAFETY

Fire drills are an important aspect of student safety in the residence facilities and will be executed several times during the year. When the fire alarm sounds, all persons in the residential facility are to evacuate immediately according to an established evacuation plan. All rooms are inspected for mandatory evacuation. Residents must remain outside of the building until given authorization to return. Failure to leave the building within three minutes during a fire alarm/drill is a serious violation of University policy and will result in a $25 fine. The unauthorized activation of a fire alarm or tampering with fire safety equipment is considered a threat to student life. It is a serious violation of both University policy and criminal law and may result in residence hall suspension and/or dismissal from the University. In addition, criminal charges will be filed with the magistrate’s office under Title 18 Pennsylvania Crimes Code. Sec. 3305 Injuring or Tampering with Fire Apparatus, Hydrants, Etc. prohibits any person from willfully or maliciously damaging, destroying, or defacing any fire hydrant, fire hose, or public or private fire equipment; and Sec. 4905 False Alarms to Agencies of Public Safety prohibits any person from knowingly causing a fire alarm or other emergency to be transmitted to or within any organization that deals with emergencies involving danger to life or property.
Both crimes are **misdemeanors** which, upon conviction, can result in imprisonment of up to five years and/or fines up to $10,000. False alarms result in a $100.00 building charge.

Fire extinguishers are placed on each floor of the residential facilities for students’ protection. The discharging of, unauthorized movement of, or tampering in any way of any fire extinguisher **will** result in University disciplinary action and possible criminal sanctions under Title 18 Pennsylvania Crimes Code, and the **responsible party will be billed $35 for recharging the extinguisher**, any cleanup cost associated with the incident, plus is subject to disciplinary action which may include additional monetary and educational sanctions or dismissal from the University. Additionally, any action which is considered tampering with such equipment/apparatus is subject to disciplinary action. Floors of residence halls/town houses with discharged equipment will be charged for refilling if the individual violator(s) is/are not identified. Thus, it is the responsibility of each member of the residential facilities to care for this equipment.

**EMERGENCIES**
In case of an emergency such as a tornado, bomb threat, pandemic situation, etc., Campus Police or a residence life staff member will direct students. Students are also encouraged to register for the emergency alert message system on the Pitt-Titusville website to have telephone calls and text alerts sent directly to their cellular telephone.

**Theft Prevention**
The University provides locks on room doors and door keys to residents to ensure safeguarding of possessions. All residents are urged to keep their doors locked at all times. Efforts are made to ensure security; however, each year thefts of money, clothing, and other valuables are reported. Investigation indicates in the majority of cases rooms were left unoccupied and unlocked. In the event you experience a loss by theft, immediately advise the Campus Police or a Residence Hall staff member.

**Securing the Building**
Outside entrances to the residence halls are locked at all times. The University takes preventative security measures to ensure all buildings are secured. However, our halls are secure only if each resident is aware of how his/her actions impact the safety and security of all resident students. All students are expected to take all reasonable precautions to maintain the security of the residence halls. It is the responsibility of each building’s residents to ensure that doors are closed properly. Doors propped open, blocked or unlocked jeopardize the security of all the residents and the person(s) responsible shall be subject to disciplinary action. Common areas within residence halls may be monitored by video technology.

**Room and Board Fees**
Charges for room and board must be paid in full or payment arrangements made by the beginning of each semester. Students who leave the University before the end of the semester without having properly withdrawn from classes and notifying the Director of Residence Life, or students who have their residence hall contract(s) cancelled as a result of a violation of the University of Pittsburgh at Titusville Code of Conduct or of these rules, regulations, and policies for the Pitt-Titusville Residence Halls are not entitled to a refund of room fees.
CHECKOUT PROCEDURES

All students are required to vacate University housing facilities within twenty-four (24) hours after the conclusion of their last final exam each term. Any exceptions to this policy must be approved by the Director of Residence Life. The residence halls will officially close at a time to be determined and communicated to students at least one month in advance of the conclusion of the semester.

The Pitt-Titusville residence halls and dining hall will be closed during the Thanksgiving, semester, and spring breaks. Please read carefully the notices regarding the specific dates for both closing and reopening during these recesses, which will be circulated by the housing staff. No housing is provided for any students during recesses.

Students vacating their rooms permanently at the end of a semester must complete the following before leaving campus:

1. Make sure the room is in good physical condition and clean. Rooms must be returned to the original setup as when the resident checked in. Rooms must be vacuumed.
2. **Students are responsible for making arrangements to check out with a member of the Residence Life Staff.** Students not arranging for inspection will be subject to having their rooms inspected by University personnel after the term ends. This may result in charges for damages found during inspection. Cleaning charges will be made to students whose rooms are left in a disorderly and/or unclean condition. The University staff will make a final inspection of all rooms at the end of the semester. If any other damage is found, the student shall be charged.
3. After the inspection, all room, mailbox, and external keys are to be returned to a Residence Life staff member. Failure to return room and mailbox keys will result in a $10 assessment per key. Failure to return stairwell or townhouse keys will result in a $25 charge.
4. Failure to follow checkout procedures will result in a minimum monetary charge of $100 and may also include other disciplinary sanctions.
5. **Personal belongings and debris left behind will be disposed of 48 hours after checkout at the responsible student’s expense. The University does not provide storage facilities and is not responsible for items left behind.**

**CO-ED VISITATION GUIDELINES**

Co-ed visitation is permitted in University housing. It is the responsibility of all members of a given residence hall room/town house to respect the privacy of others and to mutually agree to visitation times. However, women are not permitted to use men’s housing as a living facility, nor are men permitted to use women’s housing as a living facility. **Cohabitation other than by designated roommates is prohibited.** Violators (visitor or guests) may have their visitation privileges restricted; sanctions imposed, and may be considered “persona non-grata” for a specified period of time.

**Students are not permitted to use or enter restroom facilities designated for use by members of the opposite gender.** Persons found doing so are subject to disciplinary action. Violations of this policy may result in monetary and/or other disciplinary sanctions which may include having their visitation privileges revoked.
CONDITION OF RESIDENCE HALL ROOMS

Periodically, residence hall and Townhouse rooms will be inspected with 24 hour notice (non-exigent circumstances). Residents are expected to maintain basic sanitary standards in their rooms, bathrooms, and public areas. Trash must be disposed of properly and food items stored appropriately. Inspections will be done on a regular basis. If a member of the Residence Life Staff has spoken to the residents of a room about sanitary conditions, the residents must take responsibility to clean the area to a condition that meets University expectations or a cleaning charge will be imposed. Please see later pages of this handbook for specific room inspection information.

DAMAGE CHARGES

When students move into and out of a residence hall, they and their roommate(s) must complete a Room Condition Report (RCR). If the condition of the furniture or the room is not the same as listed, the resident(s) should note the discrepancy. Occupants of a room will be held responsible for any damages to the room and furnishings not noted on the RCR. Failure to return the RCR to the appropriate staff member within the designated time will result in forfeiture of right to appeal any damage charges. Residents are also responsible for any damages caused by their visitors or guests.

Student room and common area furniture is not to be removed from areas where placed. Culpable residents may be issued disciplinary sanctions which may include monetary and/or educational sanctions for theft of property. Furniture provided for lounges and recreational areas may not be moved to student rooms. Fines will be assessed for each unauthorized piece of furniture found in a room/apartment, as well as disciplinary and/or educational sanctions.

The student is absolutely responsible for all damage or loss that is done in his or her living/study area or any other furnishing therein. Each student is, with the other residents, jointly responsible for and may be charged a prorated share of the cost of whatever damage may occur, from any cause, to the public and semi-public areas in the entire housing complex or specific wing/floor. Damage charges may include replacement, repair of damage and any costs incurred to return the room to its original condition including removal of debris and cleaning. Failure to pay invoices for damages by the specified due date to the appropriate billing authority will result in withholding of grades, transcripts, registration for further courses, or withholding of services.

Residents who wish to claim personal responsibility for damages should contact the Director of Residence Life (814) 827-4440. If responsibility for the damages cannot be determined or are not claimed by any individual, charges will be divided and assessed equally among roommates.

DESTRUCTION OF PROPERTY

University property should be respected at all times and any damages beyond normal wear are the responsibility of the residents of a given room or residence hall. Those students who participate in or are responsible for negligent or intentional damage to University or personal property shall be subject to disciplinary action.
ESCORT POLICY
In an effort to provide an atmosphere conducive to safety, an escort policy was implemented for all residence hall floors. Everyone must follow this policy, if you do not live on the floor you are on then you are considered a guest of that floor, being a resident of the residence hall building does not give you the privilege to roam the hallway of any floor other than the one you have a housing assignment to live on at that time.

All visitors and guests must be escorted to and from a student’s room at all times. The host must be within an arm’s length of their visitor/guest while being escorted. Any unescorted visitor/guest found in the hall shall be presumed to be there improperly and be requested to leave. If the individual is a student of the university, he or she shall be subject to university discipline. If a non-student, the individual’s failure to comply with such a request places the individual in violation of the trespass law and subject to arrest. For Escort Policy purposes, please note: A visitor is someone who does not have a housing contract, a guest is someone with a current housing contract but does not live in the hall or on the floor they are found to present on.

EMERGENCY SERVICES
Please contact Campus Police in the event of an emergency! The Titusville Police, Fire Department, and/or Ambulance service may be asked to assist the Residence Life Staff. Your personal safety is the primary concern of the emergency personnel and your cooperation is expected.

ENTERING STUDENT ROOMS
The University reserves the right for authorized representatives (Student Affairs Staff, Residence Life Staff, Maintenance, Campus Police) to enter students' rooms for housekeeping purposes, damage inspections, the establishment of order, repairs or maintenance, to determine occupancy and vacancies, and in emergency situations to ensure both the safety and well-being of members of the University community and the good condition of university property. A student’s room may also be entered when there is probable cause to believe that a violation of University policy has taken or is taking place. The University also reserves the right for authorized representatives to confiscate any items found in students' rooms, or on their person that are evidence or information of a possible violation of University policy and/or statute. Any student who fails to comply with the requests or duties of the Student Affairs Staff, Residence Life Staff, Maintenance, or Campus Police in regards to the aforementioned rights for entry into student living spaces will be found in violation of the Reasonable Request policy and is subject to disciplinary action.

FIREARMS AND WEAPONS
Possession or use of firearms, ammunition, hunting knives, switchblades, potato guns, BB Guns, darts, air guns, slingshots, bows/arrows, blackjacks, brass knuckles, nun chucks, any laser pointing devices, paint ball guns or any other weapon or instrument deemed capable of inflicting serious bodily injury or property damage, and which serves no common lawful purpose, is strictly prohibited in University housing or on University premises (including personal vehicles).  

NOTE: The preceding list is not meant to be all inclusive and can be modified at the University’s discretion. Certain violations shall warrant serious University disciplinary action as well as criminal action under Title 18 Pennsylvania Crimes Code Sec. 908 Prohibited Offensive Weapons. Such an offense is a misdemeanor of the first degree and punishable by fines & imprisonment of not more than five years.
Any person suspected of possessing or using a firearm or weapon on University property will be subject to interim suspension pending disciplinary proceedings. Persons found in violation of such an offense are subject to severe disciplinary sanctions.

*Note for University recognized Paintball League members- these items may be used/possessed while participating at their university sponsored events, although, these items and their accessories must be stored through the Office of Student Activities. Please see staff in room 217 of the Student Union.

FURNITURE

Removal of furniture from students’ rooms and common areas is prohibited. Students may not remove furniture from any of the common areas. Students may not move the furniture outside or onto the balconies. Students are responsible for re-bunking their bed at the end of the term if the original set up included beds that could be made into bunked beds. Violation of these policies may result in disciplinary sanctions.

GRILLING

Students may use the grill located at the Bennett Davis picnic area provided appropriate reserving/space request policies have been utilized. This is the only area where grilling is permitted.

GUESTS AND VISITORS

GUESTS - STUDENTS WITH CURRENT HOUSING CONTRACTS

A guest is defined as a current resident student who is not a resident of a building they are visiting. Host residents are responsible for the behavior of their guest(s) at all times, whether or not the host is present. Hosts are required to inform guest(s) of all pertinent rules and regulations. Guests may not stay more than three (3) nights in any seven (7) day period other than their assigned room. Abuse of the guest policy may result in disciplinary sanctions. Hosts and their guests share responsibility for any violations that may occur.

In all cases, a resident’s right to have a guest is superseded by the roommate’s right to the use of the residence. If visitation becomes problematic between roommates within a given room, the individual experiencing the problem should first address the issue with their roommate and if unable to resolve it, should then contact the Resident Assistant. If students have any unresolved issues related to visitation or wish to seek an exception to any of the provisions of this policy, they should contact their Graduate Resident Director.

University housing is only available to matriculated full time students. Guests and Visitors found to be living in a campus housing assignment for longer than 48 hours without an authorized assignment from the Office of Residence Life will face disciplinary and possible legal action. In addition, all residents condoning the action will face disciplinary action.

Residents and their guests or visitors should be aware that:

1. The main entrances to residence hall facilities will be locked twenty - four hours a day. Resident students are permitted to have guests in their rooms from 9:00 am to 11:00 pm every day of the week.
2. A guest may stay overnight no more than three (3) nights in a seven (7) day period.
3. Late night (after 1:00 am) or overnight guests who enter and or stay in the residence halls must obtain a guest pass. During RA duty hours, guest passes may be obtained from the RA or GRD. After duty hours, the pass must be obtained from Campus Police.

**VISITORS - PERSONS WITHOUT CURRENT HOUSING CONTRACTS**

All visitors must obtain a visitor pass before entering any residence hall facility from the Campus Police Office. Failure to comply with this policy may result in University intervention. Visitors are required to show proof of visitor/guest pass and/or personal identification if requested to do so by any member of the University’s staff.

Overnight visitors may not stay in the residence hall more than three (3) nights in any seven (7) day period. Residents may have no more than two (2) overnight visitors in a seven (7) day period.

Residents are limited to two overnight visitors per room.

Students who are denied University housing for any reason are not permitted visitation privileges at the residential facilities without special permission from the Director of Residence Life. In addition, persons who have been declared "persona non grata" are not allowed on campus under any circumstances and are subject to trespassing charges pursuant to Pennsylvania Crimes Code Title 18.

Visitors under 18 years of age are **not permitted** in University housing.

Failure of a visitor to observe the regulations or conform to the Student Code of Conduct will warrant University intervention. The student host assumes full responsibility for the conduct of visitor(s) under the provisions of the Student Code of Conduct. **All visitors must be accompanied by their host at all times.** Furthermore, damage caused by visitor(s) will be the responsibility of the student host. The presence of a non-registered visitor in one’s room or town house is cause to assume they are the resident student’s responsibility.

**HOUSING RESERVATION FEE**

A $100 room reservation fee is required of all resident students when registering for campus housing. This fee is credited toward the semester room charges and is nonrefundable. This is subject to change. Payment of this fee is the only means by which housing can be guaranteed.

**KEYS**

All room, mailbox, and entrance keys are the property of the University and cannot be exchanged with or given to another person. Students will be assessed by the Office of Residence Life a replacement fee for all keys not returned upon check out.

**IDENTIFICATION CARDS**

The student identification card (ID) is considered the official University means of identification. The card should be carried at all times, and produced when requested by any properly identified university official. The ID card will serve as a student’s meal card, library card, package pick-up authorization, residence hall access card, community discount card, Crawford Area Transportation Authority (CATA) bus pass, and other identification purposes. There is a $25 replacement fee for a lost student ID card which unlocks the main entrance doors to the residence halls and is payable at the time you receive the new card from Campus Police. Students are required to report lost or stolen ID cards and obtain a new card within 24 hours.
LAUNDRY EQUIPMENT
Laundry machines are free for all resident students to use. Machines are located on the first floor of Spruce and Ball Hall. Please report any equipment malfunctions by calling the Division of Student Affairs Office 827-4460. Please note that tampering with the laundry equipment may result in disciplinary sanctions. In addition, damage or abuse to the laundry equipment will be treated as damage to University property.

LOCKING DOORS
The following guidelines are designed to insure your personal safety.
1. All residence hall doors are locked 24 hours per day, 7 days per week. Residents must use their proximity (ID) card to access the halls.
2. Entrance to the residence halls must be made through main lobby doors.
3. Side doors of residence halls are for emergency exit only. Students found in violation of improperly exiting through these doors, propping the doors, or opening them for others to enter, will be subject to disciplinary action which may include monetary and/or educational sanctions.
4. Security doors must remain locked at all times. Visitors must register per the visitor/guest policy and be admitted by their host. Propping open security doors or admitting non-registered visitors will result in disciplinary action.

MAINTENANCE REQUESTS
Students requiring maintenance performed in their living areas should notify their RA or Graduate Resident Director so that a work order can be completed. For emergency maintenance during the night or weekend students should immediately contact Campus Police or the RA on duty.

NO BURN POLICY
The university has a NO BURN policy in its residence halls. Possession and or use of candles and incense are strictly prohibited and will be confiscated. In addition, “flameless” candles or similar devices which utilize a heating element are prohibited. Persons found in violation will be subject to disciplinary sanctions which may include monetary and/or educational sanctions.

PERSONAL PROPERTY LIABILITY
The University is not responsible and has no liability for damage to or loss of students' personal property. Students are urged to lock their doors and windows at all times to decrease the opportunity for crime. It is also recommended that students whose personal property is not covered by their parents'/guardians' personal property insurance policy purchase this coverage on their own.

PETS
Pets are prohibited in University housing. Pets found in university housing will be removed within 24 hours by university staff if the resident has not found appropriate accommodations. The only exception is tropical FISH in a 20-gallon or less aquarium- one per room. Persons found in violation will be subject to disciplinary sanctions which may include monetary and/or educational sanctions.
PROHIBITED ITEMS

Items prohibited in the residence halls include, but are not limited to: coolers, bicycles, halogen lamps, weapons, extension cords, toaster ovens, water beds/mattress, candles (with or without a wick or flame), potpourri pots, incense, space heaters, hot plate, electric frying pan, air conditioners, pets, decorative alcoholic beverage containers, water guns, electric grill, sandwich makers, lighter fluid, propane tanks and more than one refrigerator or one larger than five (5) cubic feet. The Office of Residence Life reserves the right to deem any item as unsafe and/or inappropriate for possession within campus housing. Any confiscated items that are returnable, must be picked up within 48 hours at the end of semester or prior arrangements made with the Office of Residence Life or Campus Police.

QUIET & COURTESY HOURS

Quiet hours for the entire housing complex are 10:00 pm to 9:00 am Sunday – Thursday and midnight to 11:00 am Friday & Saturday. In addition to the established Quiet Hours, the campus is subject to Courtesy Hours on a 24-hour basis. Please be considerate of other students’ study and sleeping habits. During quiet hours, noise should not be heard outside of a resident’s room.

Courtesy hours exist 24 hours a day, every day. At no point should the noise of an individual or group have the potential to disrupt any other member or members of the community. The right to a peaceful environment outweighs the “right” to be loud no matter what time of day. Having a stereo or musical instrument on campus is permitted, but the privilege may be revoked should a student demonstrate disregard for volume control. Noise from stereos and other equipment should only be heard within the resident’s room; under no circumstances should speakers be directed out windows, into hallways, or otherwise create a disruptive environment. Violations may result in confiscation of equipment and/or disciplinary proceedings.

During the last two weeks of the fall and spring academic terms, 22 hour quiet hours are in effect. Courtesy hours are 5:00 pm to 7:00 pm during this time period. No warnings will be issued during 22 hour quiet hours. Quiet hour violations may be assessed a fine or other sanction determined by the CJB hearing. Any student who fails to comply with the requests or duties of the Student Affairs Staff, Residence Life Staff, Maintenance, or Campus Police in regards to excessive noise coming from their room will be found in violation of the Reasonable Request policy and is subject to disciplinary action.

Congregating in hallways and lobbies after 10:00 pm is prohibited. Student’s room doors should also be kept closed after that time. Lounges are available for students to socialize, etc.

REASONABLE REQUESTS

Students are required to comply with the reasonable request of university officials or agents of the university in the performance of their duties, specifically including, but not limited to, the Housing and Residence Life and UPT Security staffs and faculty. Reasonable requests are made to ensure the respect and safety of the students and officials involved. A reasonable request can include, but is not limited to, requesting entry into student living spaces by Residence Life staff or Campus Police, complying with an investigation during an incident, and maintaining proper and respectful composure in a public forum. Failure to comply with a reasonable request can result in disciplinary action.
RECREATIONAL ACTIVITY
Outdoor sports should take place in Burgess Park during posted hours. The use of lounges, hallways, and the lobbies of the residence halls for any kind of sports/physical activity are not acceptable. Weightlifting may not take place in residents' rooms due to the possibility of damages to the buildings. Weightlifting and other exercise equipment is available for student use during posted Student Union hours. Please see the Hours of Operation section in this handbook. Areas adjacent to halls are also subject to restrictions of activity. Sports are prohibited on the lawn between Spruce Hall and the Student Union during class hours.

Students are encouraged to become involved in the numerous recreational activities available in the Titusville area. Contact the Director of Student Activities for further information.

BICYCLES
Bicycles are prohibited inside the residence halls. Bicycles are not to be stored in any of the individual student's room nor common areas of any of the housing facilities of the University. There are bicycle racks available for outside storage at each of the residential areas of the Campus. Bicycles may be provided by the university for recreational use only. To reserve a bike, see the Campus Police Department located in Davis Hall.

All terrain and recreational vehicles, snowmobiles, etc. are not permitted anywhere on campus. Motorcycles must be registered and parked in the provided lots. Use of skateboards and rollerblades on any university property is prohibited.

Water fights, water balloons, water guns, and snowball throwing are strictly prohibited on campus as they often lead to injury and property damage.

ROOFS AND BALCONIES
Because of the inherent risk of personal injury involved, as well as the threat of damage to property, persons found in violation of unauthorized presence on roofs and balconies, will be subject to disciplinary sanctions.

ROOM AND BOARD REFUNDS
Unless otherwise specified, the housing contract is for two terms. Housing policies provide that a prorated refund of a student's room and board charges will be made only if the University terminates this contract prior to the end of the two-term period for relocation to another Pitt campus, death of a student, involuntary military service, or verified medical resignation. If a student voluntarily terminates this contract for any other reason after the drop/add date of the current term, or contract is terminated or suspended by the University for disciplinary reasons, he/she shall be charged the full room charge for that term. Board charges will be prorated from the date of departure. A student must remain a full-time student while in residence. Housing privileges are not transferable.

ROOMATES AND ROOM CHANGES
Students may not make room changes without the approval of the Office of Residence Life. Adjusting to living with others takes time. Many students believe that a relationship will not work out before they have taken the time to communicate with their roommate(s) to try to work out the issues. Learning to work through problems and to communicate with others is a vital aspect of living in a community, and campus living is an excellent place to hone these skills.
The atmosphere residents choose to create in their residence will depend on their relationship with each other. Contrary to popular belief, roommates do not have to be best friends—a positive relationship with roommates depends much more on the mutual consideration of each other’s differences. Choosing to behave in a hostile and/or unfriendly manner toward roommate(s) is not acceptable and will not be tolerated. Residents choosing to be uncivil will face a formal intervention and potential disciplinary action.

In order to give students time to become acquainted and to work through issues with their roommates, the Residence Life staff places restrictions on when room changes may occur. When conflicts arise, the students involved are asked to discuss their concerns and issues. If informed of the problem, staff members will mediate and facilitate these discussions in order to resolve the issues or to make the situation more comfortable.

The Director of Residence Life has responsibility for making room assignments in housing facilities and approves all room changes. **Room changes are permitted during the 3rd and 4th weeks of the semester.** Generally, a student may request one room change per academic year. In most cases, the student initiating the change will be required to move. After this period, changes will be permitted only for extenuating circumstances, and then only with the approval of the Director of Residence Life. Students interested in applying for a room change should contact the Office of Residence Life. Please note that any student changing their room assignment without official approval will be subject to disciplinary sanctions. When a student is without a roommate at any point in the semester it is possible that a roommate will be assigned or a single room fee will be assessed.

**ROOM INSPECTIONS**

The Residence Life Staff will make periodic inspections of the rooms and townhouses for the purposes of health and safety. During the semester break, University personnel may inspect all rooms. Any area which is found to be excessively unclean and disorderly will be cleaned by housekeeping personnel and a charge to the resident(s) will be assessed. If, during the course of an inspection, stolen property (i.e., authorized University property, highway signs, etc.), prohibited items or contraband is found, it will be removed and residents may be subject to disciplinary and/or criminal action. Except in cases of exigent circumstances or emergency, twenty-four hour notice will be given before an inspection. Residents need not be present during the inspection.

**SCREENS/WINDOWS**

Students shall **not open or remove the screens from any windows.** Any student found violating this policy will be subject to disciplinary sanctions. Additionally, a resident may not display or hang any items from residence hall windows.

**SIGN POLICY**

Signs and posters of any kind in hallways, lobbies, and other public areas must be approved in advance by the EDSA or designee. Unauthorized signs may be removed from any public area. Only Residence Life staff members are permitted to post signs in residence facilities.
TELEPHONE
Each student room is equipped with a land-line based telephone connection that provides local phone service and the ability to receive long distance phone calls. Students may only make long distance calls from their room phone through the use of a calling card. The University will not be responsible for any long distance charges accumulated by campus residents. Students must bring their own telephones to use in their rooms. Any tampering with, damage or misuse of university telephone equipment shall be considered a violation of the Code of Conduct.

TELEVISION
Students may have one television per room. The University provides for cable service; however students may need to provide a cable from the wall to the television. No antennas or wires of any kind are permitted to hang from windows or to be attached to the hall. Students residing in the townhouses must leave the University television provided in the common area. No University owned televisions may be moved into a student’s room. Please note that any tampering with cable equipment is a violation of University policy, and is subject to criminal or university disciplinary charges. Inspections by University and company personnel will be on a regular basis.

VENDING MACHINES
The vending machines are provided for students’ convenience. Responsible use is a community responsibility. Abuse of any vending machine will be considered abuse of University property. Money lost in the machines will be refunded by the suppliers. Report your loss to the University Book Center on the first floor of the Student Union.

Residence Life and other policies are subject to change throughout the academic year. Students are responsible for knowing and abiding by the information contained in this and other pertinent documents.

Many of the policies noted in this document are available online and paper copies may be obtained by requesting from the appropriate office.