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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 the advantages of a small college with the resources of an internationally renowned institution by:

- Providing a point of access to the instructional and research facilities of the University of Pittsburgh for northwest Pennsylvania;
- Providing a full range of associate degrees that serve as entry level access to a variety of professions or as prerequisites to baccalaureate programs;
- 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
FACILITIES

McKINNEY HALL: When the doors opened in 1963, McKinney Hall was the University of Pittsburgh at Titusville. Originally 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 the Registrar’s Office as well as the Business Affairs Offices including Purchasing, Student Services, Human Resources, and Financial Aid. 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 5 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, game room, 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 Health Center, Counseling and Student Development Center, Student Activities, Student Recreation, Residence Life, and Student Conduct.

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. For Academic Affairs information please refer to the College Catalog/Bulletin at www.upt.pitt.edu.

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.)

GRADERS, 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 Division Chair 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 the faculty member and 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 Campus Dean 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 2017-2018

(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.

<table>
<thead>
<tr>
<th>Fees for Prospective Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$ 45.00 One time</td>
</tr>
<tr>
<td>Tuition Deposit (non-refundable)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Tuition-Housing Deposit (combined) (non-refundable)</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition and Fees for Full-Time Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, full time, in state</td>
<td>$ 5,479.00 Per term</td>
</tr>
<tr>
<td>Tuition, full time, in state, nursing</td>
<td>$ 7,968.00 Per term</td>
</tr>
<tr>
<td>Tuition, full time, out of state</td>
<td>$10,351.00 Per term</td>
</tr>
<tr>
<td>Tuition, full time, out of state, nursing</td>
<td>$14,822.00 Per term</td>
</tr>
<tr>
<td>Double room</td>
<td>$ 2,752.00 Per term</td>
</tr>
<tr>
<td>Private room surcharge</td>
<td>$ 300.00 Per term</td>
</tr>
<tr>
<td>Board (Unlimited/term)</td>
<td>$ 2,537.00 Per term</td>
</tr>
<tr>
<td>Board (Unlimited/term plus $50 flex)</td>
<td>$ 2,587.00 Per term</td>
</tr>
<tr>
<td>Board (225 meals/term)</td>
<td>$ 2,140.00 Per term</td>
</tr>
<tr>
<td>Board (225 meals/term plus $100 flex)</td>
<td>$ 2,240.00 Per term</td>
</tr>
<tr>
<td>Housing deposit</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$ 90.00 Per term</td>
</tr>
<tr>
<td>Student Recreation Fee</td>
<td>$ 100.00 Per term</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$ 50.00 Per term</td>
</tr>
<tr>
<td>Computer Network Fee</td>
<td>$ 175.00 Per term</td>
</tr>
<tr>
<td>New Student Orientation Fee</td>
<td>$ 60.00 One time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition and Fees for Part-Time Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, part time, in state</td>
<td>$ 456.00 Per credit</td>
</tr>
<tr>
<td>Tuition, part time, in state, nursing,</td>
<td>$ 664.00 Per credit</td>
</tr>
<tr>
<td>Tuition, part time, out of state</td>
<td>$ 862.00 Per credit</td>
</tr>
<tr>
<td>Tuition, part time, out of state, nursing</td>
<td>$1,235.00 Per credit</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$ 15.00 Per term</td>
</tr>
<tr>
<td>Student Recreation Fee</td>
<td>$ 20.00 Per term</td>
</tr>
<tr>
<td>Computer Network Fee</td>
<td>$ 100.00 Per term</td>
</tr>
</tbody>
</table>
Meal Plan Options for Commuter Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 meals/term plus $100 flex</td>
<td>$738.00</td>
<td>Per term</td>
</tr>
<tr>
<td>25 meals/term plus $100 flex</td>
<td>$300.00</td>
<td>Per term</td>
</tr>
<tr>
<td>10 meals/term plus $100 flex</td>
<td>$180.00</td>
<td>Per term</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology Lab Fee (also applies to Microbiology and A &amp; P Labs)</td>
<td>$50.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Chemistry Lab Fee (also applies to Organic Labs)</td>
<td>$50.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Human Body Systems Lab Fee</td>
<td>$25.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Nursing Fundamentals Lab Fee</td>
<td>$75.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Nursing Lab Fee</td>
<td>$35.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Nursing 3-day Licensing Seminar Fee (Role Devel.)</td>
<td>$35.00</td>
<td>NUR 0525</td>
</tr>
<tr>
<td>Physical Education Fee</td>
<td>$10.00</td>
<td>Per course</td>
</tr>
<tr>
<td>PTA Lab Fee, Basic</td>
<td>$25.00</td>
<td>Per course</td>
</tr>
<tr>
<td>PTA Lab Fee, Advanced</td>
<td>$50.00</td>
<td>Per course</td>
</tr>
<tr>
<td>Student Malpractice Insurance (PTA/nursing students)</td>
<td>$12.00</td>
<td>Per year</td>
</tr>
<tr>
<td>Studio Arts Fee</td>
<td>$20.00</td>
<td>Per course</td>
</tr>
</tbody>
</table>

Service Fees:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Official Transcript Preparation</td>
<td>$ 6.00 Each transcript</td>
</tr>
<tr>
<td>Late Add/Drop Fee</td>
<td>$25.00 Each transaction</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30.00 Per check</td>
</tr>
<tr>
<td>Late Graduation Application Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Challenge Exam Fee</td>
<td>$75.00 Per exam</td>
</tr>
<tr>
<td>CLEP Exam Fee</td>
<td>$97.00 Per exam</td>
</tr>
<tr>
<td>Senior/Guest Student Fee</td>
<td>$25.00 Per course</td>
</tr>
<tr>
<td>I.D. Card Replacement Fee</td>
<td>$20.00 Each time</td>
</tr>
<tr>
<td>Student Parking Permit Fee</td>
<td>$20.00 Per year</td>
</tr>
</tbody>
</table>

SHOP DOLLARS

SHOP Dollars are money placed on your student ID card that may be used in different places on campus. They may be used for meals or snacks in the McKinney Commons dining hall or Boomer’s Café; food, beverages, textbooks, gifts, and supplies in the Book Center; and snacks from the campus vending machines. Funds can be added at any time to your card through the Office of Student Services in Bennett Davis Hall. SHOP Dollars do not expire and can be refunded.
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:
• Counseling/Student Development
• Health Services
• Residence Life/Student Conduct
• Student Activities

STUDENT SUPPORT SERVICES
STUDENT IDENTIFICATION CARD REQUIREMENTS
Students can obtain a Student Identification Card (Student ID) in the Campus Police Office (CPO) located in Davis Hall, Room 112. The student 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, to play racquetball, residence hall access card, to get a computer account password, community discount card, Crawford Area Transportation Authority (CATA) bus pass, and other identification purposes. Flex dollars are used to purchase food and drink at Boomers, the Book Center and campus vending machines. Flex dollars and Shop dollars are deducted from your account every time you swipe your ID card. There is no initial cost for a student ID. There is a $25.00 replacement fee for a lost or damaged ID card and is payable at the time you receive the new card from Campus Police. Old ID cards must be turned in before a new card will be issued. Students are required to report lost or stolen ID cards and obtain a new card within 24 hours. 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 contact 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.

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.

HASKELL MEMORIAL LIBRARY

The Haskell Library possesses a collection of 47,000 titles including books, periodicals, newspapers, and microfilm. Computer workstations are available. 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 Library also contains 90 study spaces and maintains a quiet and pleasant study atmosphere.

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 and information regarding disabilities.

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 increase student 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 Life and those planned and promoted through recognized student organizations. The Student Union is managed through the Office of Student Life.

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 and an impact test for concussion management 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 SERVICES (Room 218, Student Union Building)

The Director of Counseling Services is available to meet with students Monday – Friday, 8:30 am – 5:00 pm or outside of office hours in necessary situations. Appointments can be made in advance by contacting the office directly at 827-4465 or walk-ins are welcome. Referrals for specialized or long-term counseling and/or psychiatric services are made, if needed, to licensed independent providers located near campus. Confidentiality is maintained in all contacts.

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:
Decision making | Stress management  
---|---  
Goal setting | Personal problems  
Test anxiety | Career information  
Conflict resolution | College information  
Depression, anxiety, and personality disorders | Resume writing and interview skills  
Effective study techniques and time management | Employment information  

**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.

**GUIDANCE ON SERVICE AND EMOTIONAL SUPPORT ANIMALS**

The University of Pittsburgh complies with The Americans with Disabilities Act (ADA) and amendments in allowing the use of Service Animals on campus. The ADA defines Service Animal as “...any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” The work or tasks performed by a Service Animal must be directly related to the handler’s disability. A Service Animal is permitted to accompany the person with a disability at any time, which includes places where pets are not permitted. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not Service Animals. Students who require the use of a Service Animal on campus are encouraged to contact Disability Resources and Services (DRS). The Service Animal must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animals’ work or the individual’s disability prevents using these devices. In that case, the student must maintain control of the animal through voice, signal or other effective control.
INQUIRIES REGARDING SERVICE ANIMALS

Individuals cannot be asked about the nature or extent of their disability, but two inquiries can be made to determine whether an animal qualifies as a Service Animal.

1. If the animal is required because of a disability and;
2. What work or task the animal has been trained to perform.

The University of Pittsburgh cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal. Also, individuals are prohibited from making inquiries about a Service Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

EMOTIONAL SUPPORT ANIMALS

The University recognizes the importance of emotional support animals to individuals with a documented disability. An emotional support animal may provide emotional support, stability and comfort. Emotional support animals are not required to be trained to perform a specific job or task and therefore they do not qualify as “Service Animals” under the Americans with Disabilities Act. Emotional support animals are only permitted in University of Pittsburgh residence halls if the animal has been determined to be a reasonable accommodation for an individual with a disability by DRS.

To receive housing accommodations, Disability Resources and Services requires that you submit appropriate medical documentation that confirms that you are an individual with a disability. Should the housing accommodation be deemed reasonable, you will be required to agree to the established Emotional Support Animal guidelines of the University.

CAREER SERVICES

Career and education planning services are provided through various self-assessments based on personality, skills, and interests. These assessments help students map out a career path and select the right major of study to support their career goals. Career Services also has an online website that displays jobs, internship opportunities, upcoming job fairs/events, and tips. Students are encouraged to set up a meeting with the Office of Counseling and Student Development.

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. Professors, staff, RA’s and peers participate in this program so they may direct the student towards healthy coping/learning skills, so he/she may find their own 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 University 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. Flex Dollars are dollar amounts placed on your student ID card that can be used for food and beverage purchases anywhere on campus. Flex Dollars are generally purchased with a meal plan but can be added at any time by the Office of Student Accounts. Flex Dollars can be used in McKinney Commons for guest meals, Boomer’s, the Book Center, and the campus vending machines. 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, dessert 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.

MEAL COSTS

Commuter students, faculty, staff, and visitors to the University may eat in the Dining Hall at per-meal cash rates of $6.75 for breakfast, $8.25 for lunch/brunch, $9.50 for dinner and $10.00 for special meals.

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 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 two affordable student plans available to you at www.upmchealthplan.com and www.ejsmith.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 a copy of their immunization record, that includes month, day, and year the immunizations were administered and the physician signature stamp must be on the record. Once received, it 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 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

The Director of Student Life, and the 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 resource for 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 Student 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 Student 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, nearby laundry facilities, and can house up to eight students or a total of 60 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 Graduate Resident Director and/or the Director of Student Life. For more information, see the Residence Life Policies section of this handbook later in this handbook.
GENDER-NEUTRAL HOUSING POLICY

Gender-neutral housing is a process that permits students to live with other students of their choice, regardless of sex, gender, gender identity, or gender expression.

SELECTION PROCESS

During room selection, students who are eligible to live in our designated gender-neutral housing will be permitted to select any student as a roommate, regardless of sex, gender, gender identity, or gender expression. One townhouse will be eligible for gender-neutral housing. Students who select gender-neutral housing will follow the same application and selection process as all students, including application deadline of May 10th. There are limited spaces, so you must apply early. These are on a first come first serve basis.

In order to select a gender-neutral space, students must meet the application deadline so they can participate in room selection. Students that apply after the housing application deadline will be placed into same-sex units based on the student’s documented biological sex as space permits. Information regarding gender-neutral housing will be included in housing application and room selection material.

Housing and Residence Life reserve the right to review all requests, and will approve on a case by case basis. Housing and Residence Life recommend that romantic couples (regardless of sexual orientation) not live together.

Before room selection is complete, housing staff will meet with students who have chosen the gender-neutral housing option in order to further clarify the process for filling vacancies and to answer any questions the students may have.

FIRST-YEAR STUDENTS

First year students, including first-year transfer students, will be assigned housing based on documented biological sex. Transgendered students may contact the Director of Housing and Residence Life to discuss housing options and must receive approval to live in gender-neutral housing. If a transgender student requests a roommate that is not the same biological sex, the requested roommate must confirm their desire to live together as roommates in a gender-neutral space.

VACANCIES

If a roommate cancels their housing or moves out of the room/apartment for any reason, the remaining roommate(s) will be given an opportunity to identify a new roommate to fill the vacancy. The window of time to select a new roommate will vary depending on the time of year and the status of the housing waitlist. Typically, roommates will be allowed a minimum of 48 hours to identify another eligible roommate. If the student(s) need an extension beyond the housing selection or room change period, approval must be obtained from the Graduate Resident Directors and/or Director of Housing and Residence Life. If another roommate is not identified within the approved time period, Housing and Residence Life reserves the right to revert the space to single-sex, which may require students to relocate, or to require any student occupying the room individually to pay the fee to remain in a single room. Room type match cannot be guaranteed for relocated students.
STUDENT ACTIVITIES AND THE STUDENT UNION

The Office of Student Life 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 Life 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 Life.

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 Life. 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 Life, located on the second floor of the Student Union. Criteria for student organization funding may be obtained in the Office of Student Life as well.

Any group of students desiring to form a new club or organization should contact the Director of Student Life 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 their 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 Life. During the academic year, all organizations are required to perform at least one community service project, one fundraiser, and a campus event.

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.

**AMERICAN CHEMICAL SOCIETY (ACS):** This club is established to provide students interested in chemistry a chance to explore the world of chemistry more in depth.

**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.

**CHEERLEADERS:** The cheer squad promotes and upholds team spirit to support good relations in the community and between teams and squads during events. Our goal is to work in harmony with the coaches, advisor and school administration.

**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.

**RESIDENCE HALL ACTIVITIES AND PROGRAMS (RHAP):** 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.

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 Director of Student Life to conduct the fundraiser. Every attempt will be made to grant approval to worthwhile student projects.

Student organizations may engage in on-campus fundraising if the club, organization, or team has been given prior written permission by the Director of Student Life. Off-campus fundraising is prohibited unless prior written permission is granted by the Director of Student Life and the Campus Dean in order to ensure that the best of community relations is maintained. In all instances (both on-campus and off-campus), door-to-door soliciting is strictly prohibited.

Raffles cannot be conducted on-campus or off-campus by any student organization. The sale of credit cards by student organizations is not approved as a fundraising activity. This is consistent with a related long-standing policy that does not permit credit card salespersons or companies to perform solicitations for credit cards on campus.

Student organizations are prohibited from using any campus allocated funds for donations, scholarships, political campaigns, or other charitable gifts. Student Organizations can donate fundraised money to charities or special interests.

Donations can also be made to the student organization, but that money must be deposited through the Office of Student Affairs as soon as the money is received. Student organizations cannot however “kettle” for funds at local businesses, agencies, etc. for change or donations.

If monies raised are to be donated to a charity or a philanthropy, student organizations must have advance approval from the Director of Student Life to conduct the fundraiser. If part or all of the money raised is for a charity/philanthropy, the percentage of the donation must be advertised on all promotional materials, the purchasers and on request (i.e. 100% proceeds raised), the charity/philanthropy must be contacted in advance for all policies in regards to fundraising and type of fundraiser using their name and provide written permission to use the
Policing the fundraising on campus:

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charity/philanthropy name and type of fundraiser must be presented to the Director of Student Life with the fundraising request form.

For more information regarding the fundraising policy, student organizations should contact the Director of Student Life on the second floor of the Student Union Room 217.

POLICY ON RELIGIOUS GROUPS ON CAMPUS

1. All denominational on-campus religious programming endeavors of particular churches and the synagogue must be done under the auspices of the Division of Student Affairs. (Examples: Roman Catholic Masses on holy days of obligation, Protestant Reformation Day services, Jewish Passover Seder, etc.). In addition, denominational programming may only be done by particular religious groups if there is already a presence of members of that religious group within the student body of the University of Pittsburgh at Titusville. These restrictions do not apply to denominational religious programming held off campus in the local churches or synagogue.

2. The Division of Student Affairs will encourage and support programs of an ecumenical nature (e.g., picnics, retreats, Ash Wednesday services, Bible studies, topical programs and lectures, etc.). Such programs will recognize the common religious beliefs and bonds held by all, while being sensitive to and accepting of individual and denomination difference.

3. At the beginning of each academic year (September), lists of resident students of a self-declared particular denomination will be provided to churches of that denomination (and the synagogue) upon request to the Student Affairs Office. Churches will be free to do as they please with these lists, but they will be encouraged to send students letters of welcome, invitations to services, and other information of interest.

4. Student clubs and organizations of a religious nature may establish themselves from time to time from within the student body. They may not be established by outside groups. Such student clubs or organizations may apply to the Student Government Association (SGA) for official recognition. If recognized, they may then petition SGA for funding. Although SGA requires each club or organization to have an advisor from the University of Pittsburgh at Titusville faculty or staff, if no University employee is available to advise the group, the Division of Student Affairs will work with the Titusville Ministerium to find an advisor for the group.

5. Religious organizations that seek to provide on-campus programs, services, and/or ministry to University of Pittsburgh at Titusville students, including gathering students in locations on-campus for the purpose of ecumenical discussion (e.g. cafeteria, Serenity House, Student Union, etc.), but who refuse to do so through the auspices of the Division of Student Affairs will not be permitted by the University to utilize institutional facilities or to provide programs on campus. The only exception to this is in regard to the distribution of literature, which may be done solely in the lobby of the Student Union building, under guidelines and restrictions established by the Division of Student Affairs and University of Pittsburgh at Titusville.
6. The broad purpose of the Division of Student Affairs is to provide an ecumenical ministry to students of the University of Pittsburgh at Titusville in a cooperative manner. Efforts that promote denominational rivalry of the denominational proselytizing of students will be discouraged by both the Division of Student Affairs and the University of Pittsburgh at Titusville. “Conflicts arising between the University organization and community identities (churches, church employees, etc.) will be solved under the auspices of the Division of Student Affairs”.

**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, game room, the Pitt-Titusville Book Center, gymnasium, racquetball courts, weight and exercise room, commuter student lounge, Athletic and Recreation department, 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. Any form of gambling is prohibited by University and State law.

3. Students may pick up large packages at the Mail Center in the UPT Book Center. For notification, a package pick-up slip will be placed in the student’s mail box.

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

5. No one under the age of 18 is permitted to use our recreational facilities except for registered Pitt students who complete a liability waiver.

6. All persons are expected to conduct themselves in a responsible manner at all times in the Student Union. The Director of Student Life 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.

7. 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 Assistant Director of Housing & Student Conduct or designee for disciplinary action.
8. 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”. The name of the sponsoring organization must be clearly indicated on all advertisements. Posters that are written in a foreign language must include an English translation. Any advertising that contains profane or indecent expressions or graphics will not be approved. Unauthorized materials will be removed and discarded. Posters must be removed after the publicized event has occurred or after having been posted for 14 days. Events sponsored by University organizations will be favored over non-University organizations if space is limited. The Student Union staff cannot post materials that conflict with any student organizations sponsored through SGA, nor is staff responsible for posters after they have been hung on the bulletin boards.

9. Under no circumstances may furniture or any University equipment be removed from the Student Union. Persons removing University property from any UPT building will be subject to University disciplinary action, possible civil action, and/or substantial monetary fines.

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

11. 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. Athletic and game room equipment is available at the desk. Racquetball reservations must be scheduled at the information desk prior to using the facility. A campus ID is needed for these services. The Information Desk is a source for general information.

**MAILING SERVICES**

The Mail Center is located on the ground floor of the Student Union building inside the Book Center. Student mail boxes are located in the Student Union Building in Room 116. Resident students will be issued a mailbox key at the beginning of the term. The key is the property of the University and cannot be exchanged with or given to another person. A $25.00 fee will be charged to the student’s account if a key is not returned to the Mail Center within 24 hours of the check-out period. Keys are not returned on Thanksgiving, Spring Breaks, or between terms unless the student is not enrolling in the next term. First class mail will be forwarded for ten days after the close of the semester.

All incoming Post Office mail and packages (UPS, FedEx etc.) for resident students are delivered to the Mail Center. The Mail Center distributes the mail to the individual student’s mailbox. If a student receives a large package that will not fit in the mailbox, a package pick-up slip will be placed in the student’s mail box, directing the student to pick up their package in the Mail Center.
Students must ensure their incoming mail is properly addressed. The mailing address for resident students is as follows:

University of Pittsburgh Titusville  
Student Name here  
Student Mail Box Number here  
508 East Walnut Street  
Titusville, PA 16354

Outgoing Post Office mail and packages can be sent out from the Mail Center. The Mail Center also ships UPS packages and has daily UPS pick-up. Payment for mail or packages can be made by cash or check. Packages with prepaid labels can be dropped off at any time. In order for a package to be shipped out the same day it must be delivered to the Mail Center by 2:30 pm.

BOOK CENTER

The Book Center is located on the first floor of the Student Union building. The Book Center carries textbooks and course materials, school and office supplies, and wide range of Pitt Insignia merchandise including apparel, key chains mugs and more. The Book Center accepts payment in cash, check, Visa, MasterCard, and Discover, credit and debit cards, and Shop Dollars. Flex Dollars can also be used for food and beverage purchases. Students may charge textbooks and academic supplies to their student account with full payment due before the course registration period for the following term.

Textbooks are sold the first four weeks of the term. Students need to provide their class schedule in order to purchase textbooks. A full refund will be given during the add/drop period if a student drops a class. In order to obtain a refund, the book or books must be in perfect, new condition with the original price sticker on the book. The students must also provide their cash register receipt.

Textbook rentals are also available with major credit or debit card payment at a kiosk in the store. The Book Center hours are as follows during the Fall and Spring terms:

Monday – Friday 8:30 am to 4:30 pm

For more information, please call the Book Center at 814-827-4418.

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

### University Offices

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### Haskell Memorial Library

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<td>2:00 pm – 10:00 pm</td>
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</tr>
</tbody>
</table>

### Haskell Library Public Computing Lab

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring Terms</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am –  8:45 pm</td>
<td>7:30 am – 3:45 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am –  3:45 pm</td>
<td>7:30 am – 3:45 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:00 pm –  9:00 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

### Student Union

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring Terms</th>
<th>Summer Hours</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 Life.)

### Book Center

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring Terms</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8:30 am – 4:30 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

(Except for scheduled events on campus)

### Boomer’s Café

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

### McKinney Common’s Dining Hall

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring Terms</th>
<th>Summer Hours</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 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:

- Parking in a NO PARKING ZONE $ 5.00
- Parking in a LOADING ZONE $ 5.00
- Parking Permit NOT DISPLAYED $ 5.00
- Parking in a RESTRICTED SPACE $10.00
- Parking 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.

STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES

INTRODUCTION

The ultimate purpose of higher education is to develop the mind and character of Students through the pursuit of knowledge and thereby create individuals who will 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 Board of Trustees has 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.

Being a member of the University of Pittsburgh community is a privilege. This privilege comes with the responsibility to act in accordance with all institutional rules and polices. The Student Code of Conduct (Code) provides information on behavioral expectations and outlines the process used to address violations of these expectations.

Academic integrity issues fall within the authority of the University’s individual academic departments and their Academic Integrity Policies.

NOTICE

All Students are expected to familiarize themselves with and are required to abide by the provisions of the current Code. This Code is not a contract.

The Code is subject to change at the discretion of the University. To ensure you have the most recent version, please visit www.studentaffairs.pitt.edu/conduct/. Copies of the Code are also available at the Office of Student Conduct.

THE UNIVERSITY’S PROHIBITION OF RETALIATION

Retaliation against anyone involved in the conduct process, whether they are the complainant, a witness, an investigator or anyone else, is prohibited. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in the process based on the person’s reporting or participation in the process. Although independent action will be taken against anyone engaging in retaliation, the complainant and the respondent are responsible for discouraging such actions and will also be held responsible to the extent of their involvement in the retaliation.

Retaliation is a violation of the Code. An individual who believes that they have experienced retaliation should contact the Office of Student Conduct.
APPLICATION, SCOPE, AND JURISDICTION OF THE CODE

The purpose of this Code is to outline non-academic standards of conduct appropriate to, and consistent with, the University’s educational goals.

The Code shall apply to all students. In addition, students shall be subject to all other University policies and procedures.

Students are expected to conduct themselves as responsible members of the University community. Students who violate the Code will be subject to disciplinary action by the University, when such conduct takes place on University property or in the course of a University-sponsored or University-supervised activity. This includes international academic programs, study abroad, or sporting events and academic programs sponsored by or held at universities 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: 1) threatens the health, welfare, safety, or educational environment of the University community or any individual member thereof; and/or 2) is considered by the University to be a serious offense that would negatively reflect upon the student’s character and fitness as a member of the student body; and/or 3) is an incident occurring within the University of Pittsburgh Police jurisdiction.

University policies, practices, guidelines, and procedures, which may be updated and approved after the publication of this Code, may take precedence over the content of this Code. Students are advised that standards and procedures other than those set forth in this Code may more appropriately apply to a given dispute or situation, including, but not necessarily limited to, the University of Pittsburgh Guidelines on Academic Integrity and the University of Pittsburgh Sexual Misconduct Policy. The University determines which policies and procedures to apply. To ensure that you have the most current information, you may contact the Office of Student Conduct at 814-827-4455.

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

In the context of individuals in housing, RESIDENT refers to a student with a current housing contract while VISITORS means all other individuals visiting a student in a residence hall facility.

INFRINGEMENT 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.
**SEXUAL ASSAULT RESOURCES, INFORMATION AND PROCEDURES**

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

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

**WHAT TO DO...**

If you are the victim of sexual assault, know that resources are in place to provide immediate support and assistance, as well as to ensure your health and safety, whether you choose to report the incident or not.

**CONTACT CAMPUS POLICE**

Call 814-827-4488 or 4488 from a campus phone. Even if you choose not to formally report the incident, Campus Police can help, including transporting you to emergency medical care and evaluation.

**GET EMERGENCY MEDICAL ATTENTION**

Receiving expert medical attention as soon as possible will protect your health and can preserve important medical evidence.

Titusville Area Hospital Emergency Department: 814-827-1851

UPT Office of Health Services: 814-827-4467, located in RM 219 in the Student Union

**SEEK CONFIDENTIAL CRISIS COUNSELING AND SUPPORT**

Contact the Office of Counseling Service: 814-827-4465 to receive counseling that can provide you with immediate emotional support and help connect you to key resources and information. Counseling is completely confidential.

**WOMAN’S SERVICES, INC.**

24-Hour Hotline 888-881-0189 or 814-775-0445

**EMERGENCY HOUSING AT ST. JAMES –YWCA**

814-827-2746 ext. 102
ON-CAMPUS RESOURCES

Office of Counseling Service: 814-827-4465  --  Located in RM 218 in the Student Union

Title IX Office:  814-827-4474  --  Located in RM 102 in the Broadhurst Science Center

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 are 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.
DISCLOSING SEXUAL VIOLENCE: REPORTING AND CONFIDENTIALITY

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

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

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

- Other employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident against the victim’s wishes.

- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University – and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

The Different Types of Employees and Their Confidentiality Responsibilities

A. Privileged and Confidential Communications

- **Professional and Pastoral Counselors.**
  Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the University community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. Here is the contact information for these individuals:

  *Office of Counseling and Student Development, 218 Student Union. 814-827-4465*

  *This office provides specialized counseling services designed to assist students who have experienced sexual assault, dating violence, stalking and/or harassment.*

- **Medical Staff**
  Individuals, who work on-campus in the Student Health Service, can generally talk to a victim without revealing any personally identifying information about an incident to the University. A victim can seek assistance and support from these individuals without triggering a University investigation that could reveal the victim’s identity or that the victim has disclosed the incident, unless required by Pennsylvania law.
While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

Here is contact information for the medical staff:

**Student Health Service (SHS), 219 Student Union, 814-827-4467**

A victim who speaks to a professional or non-professional counselor or advocate must understand that if she/he wants to maintain confidentiality, the University will unlikely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. These professionals will provide the victim with assistance if the victim wishes to do so.

**B. Exceptions to Confidential Communications**

While these professionals may maintain a complainant’s confidentiality as described above, they may have reporting or other obligations under state law. For example, Pennsylvania law requires mandatory reporting to law enforcement in cases involving minors and certain crimes.

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

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

**C. Reporting to “Responsible Employees” and Confidentiality**

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

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

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

Generally, the following categories of employees are the University’s responsible employees:

- Deans
- Department Chairs
- Directors (Counseling Center, Health Center, Athletic Director & Coaches)
- Title IX Coordinator
- Judicial Board Personnel & Conduct Office
- Residence Life Staff
- Faculty, Teaching Assistants, Advisors
- University Police

In addition, depending on the circumstances, most other University employees will be considered responsible employees.

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

**Requesting Confidentiality from the Title IX Office and University: How the University Will Weigh the Request and Respond**

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

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

Although rare, there are times when the University may deny a complainant’s request for confidentiality in order to help protect the greater campus community and provide a safe, non-discriminatory environment for all students.
The University has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

Elaine Osborn  
Title IX Coordinator  
Phone: 814-827-4474  
Osborn@pitt.edu

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

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

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

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

The University will remain ever mindful of the party’s well-being, and will take ongoing steps to protect both parties from retaliation or harm and work with the parties to create a safety plan. Retaliation, whether by students or University employees, will not be tolerated. The University will also:
- assist both the respondent and complainant in accessing other available resources, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing an interim or permanent no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to campus or local law enforcement and provide the victim with assistance if the victim wishes to do so.

Because the University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action. Such action may include increased monitoring, supervision or security in locations where the reported sexual violence occurred; increased education and prevention efforts, including to targeted population groups; climate assessment and victimization surveys; and/or revision of University policies and practices.
Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual misconduct, are not considered notice to the University of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Similarly, participation in a research study, or writing submitted for a class, are not considered notice to the University. **If the University determines that it can respect a victim’s request for confidentiality,** the University will also take immediate action as necessary to protect and assist the victim.

### Quick Guide to Confidentiality

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<thead>
<tr>
<th>RESOURCE</th>
<th>INFORMATION/SUPPORT</th>
<th>CONFIDENTIALITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>Yes</td>
<td>Confidential, is not required to report</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>Yes</td>
<td>Confidential, required to report statistics of crime but no identifying information.</td>
</tr>
<tr>
<td>Chaplains</td>
<td>Yes</td>
<td>Confidential, is not required to report</td>
</tr>
<tr>
<td>Title IX Office</td>
<td>Yes</td>
<td>Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable.</td>
</tr>
<tr>
<td>Division of Student Affairs Staff, including the Conduct Office; all University Staff</td>
<td>Yes</td>
<td>Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to Title IX Coordinator.</td>
</tr>
<tr>
<td>Resident Life Staff, Athletic Director and Coaches</td>
<td>Yes</td>
<td>Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to the Title IX coordinator.</td>
</tr>
<tr>
<td>Professors, Teaching Assistants, Academic Advisors and Administrative Staff</td>
<td>Yes</td>
<td>Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to the Title IX coordinator.</td>
</tr>
<tr>
<td>University Police</td>
<td>Limited</td>
<td>Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to Title IX Coordinator.</td>
</tr>
</tbody>
</table>
INTERIM MEASURES AND ACCOMMODATIONS IN RESPONSE TO SEXUAL VIOLENCE

Overview

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

Once imposed, the University will take necessary action to enforce the implemented measures. Anyone who becomes aware of, or has a concern about a student’s failure to follow any University-imposed interim measure or accommodation, should report this concern to the Student Conduct Officer.

Available Interim Measures or Accommodations

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

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

The University will also consider additional interim measures appropriate to the situation at hand. When necessary, the University may make any “interim” measure permanent.
Interim Suspension

In situations where the accused student suspected of violating the Student Code of Conduct may pose a threat to the safety of the reporting student, other students or the University community, and it is determined to be appropriate under the circumstances, the University’s Campus Dean or representative may impose on the accused student an interim suspension from either the University or University-owned housing. This interim suspension will remain active as needed to meet safety needs and until it is determined by the Campus Dean or representative that it is no longer necessary. Imposition of an interim suspension is not the equivalent of a finding of responsibility.

FILING A COMPLAINT

Reporting options

Several options are available for you to pursue if you want to report sexual violence.

- You may file a complaint with the University’s Title IX Coordinator, located in the Office of Academic Affairs. This office will discuss reporting options and resources available. This office also investigates complaints of this nature against faculty, students, and staff (814-827-4474).
- You may file a criminal complaint by contacting the Campus Police (814-827-4488). The Title IX Coordinator will be notified of the referral.
- You may file a referral through the University’s Office of Student Conduct if the alleged assailant is a University of Pittsburgh student (814-827-4440) – 216 Student Union). The Student Conduct Officer will refer you to the Title IX Coordinator. Potential sanctions range from disciplinary reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary dismissal from the University of Pittsburgh.

Non-retaliation - Retaliation is prohibited

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the referring individual, a witness, an investigator or anyone else, is prohibited by the University’s Statement on Confidentiality and Non-retaliation www.cfo.pitt.edu/policies/policy/07/07-01-03.html. This statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

FREQUENTLY ASKED QUESTIONS

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 Student Conduct Officer (814-827-4440). The Student Conduct officer will refer you to the Title IX Coordinator. 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. Women’s Services provide 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 student (on any University of Pittsburgh campus), 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 informally or formally through the Title IX process.

Q: What sanctions can be imposed following a formal resolution process?

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.

The Option of Filing a Complaint with the University’s Title IX Office

Title IX explained

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

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

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

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

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

**For More Information or To Report Title IX Violations**

Individuals who feel the Title IX statute has been violated have the right to file a complaint or to refuse to file a complaint. This office will conduct a prompt investigation and can be reached by contacting Elaine Osborn, University’s Title IX Coordinator at (814) 827-4474 or osborn@pitt.edu located in 102 Broadhurst Science Center.

University Police
(814)827-4488; Address: Davis Hall; 224 N. Brown St.; Room 112; Titusville, PA 16354

Student Conduct Officer
Stephanie Fiely; (814)827-4455 Rm 217 Student Union Building, 504 E. Main Street, Titusville, PA 16354; stthomas@pitt.edu

Student Counseling
Sommer Elliott-Disque; (814) 827-4465 Rm 218 Student Union Building, 504 East Main Street, Titusville, PA 16354; Selliott@pitt.edu

**PREVENTION**

**Education and Training Programs**

The University has a comprehensive array of educational programs aimed at preventing sexual misconduct and harassment, relationship violence, and stalking that include the following:

- **New and Transfer Students**: Incoming students that are required to complete Campus Clarity, an online course on sexual misconduct and harassment.

- **New Student Orientation**: We offer programs during a student’s first few days on campus that address the issue of sexual assault.
• **Awareness Campaign**: Campus-wide sexual misconduct and consent awareness campaigns, featuring videos and creative print advertising, are used throughout the year to educate students about the issues.

• **Sexual Assault Awareness Week**: A variety of programs occur each spring during Sexual Assault Awareness Week to reinforce the messages by engaging students in interactive events.

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

• **Community Partnerships**: The University has worked closely with the Crawford County Women’s Center, PPC Violence Free Network, and the local YWCA as support and resources for students.

**FEDERAL DEFINITIONS**

**Dating Violence:**

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

A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

B. where the existence of such a relationship shall be determined based on a consideration of the following factors:

   i. the length of the relationship
   ii. the type of relationship
   iii. the frequency of interaction between the persons involved in the relationship

**Domestic Violence:**

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

**Stalking:**

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

Rape: 18 Pa.C.S.A. § 3121

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

(1) By forcible compulsion.

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

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

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

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

(b) Additional penalties.—In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years’ confinement and an additional amount not to exceed $100,000

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

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

(e) Sentences.—Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:

(1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.

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

Sexual Assault: 18 Pa.C.S.A. § 3124.1

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant’s consent.
Domestic Violence: 23 Pa.C.S.A. § 6102

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

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

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

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

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

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

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

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

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

“Comparable court.” A foreign court that:

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

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

“Confidential communications.” All information, whether written or spoken, transmitted between a victim and a domestic violence counselor or advocate in the course of the relationship. The term includes information received or given by the domestic violence counselor or advocate in the course of the relationship, as well as advice, reports, statistical data, memoranda or working papers, records or the like, given or made in the course of the relationship. The term also includes communications made by or to a linguistic interpreter assisting the victim, counselor or advocate in the course of the relationship.

“Domestic violence counselor/advocate.” An individual who is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, who has undergone 40 hours of training.
“Domestic violence program.” A nonprofit organization or program whose primary purpose is to provide services to domestic violence victims which include, but are not limited to, crisis hotline; safe homes or shelters; community education; counseling systems intervention and interface; transportation, information and referral; and victim assistance.

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

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

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

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

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

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

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

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

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

“Sheriff.”

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

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

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

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

Stalking: 18 Pa.C.S. §2709.1

A. Offense defined.--A person commits the crime of stalking when the person either:

i. engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

ii. engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

CONSENT IN REFERENCE TO SEXUAL ACTIVITY:

(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.
KEY DEFINITIONS UNDER THE CLERY ACT

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

b. **Forcible Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

c. **Incest**: Non-forceful sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

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

g. **Stalking**: To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.
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, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran.
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.

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 to the priority of academic needs and to reasonable University rules and regulations regarding use of facilities.
MEDICAL AMNESTY PROTOCOL

The University of Pittsburgh’s primary concern is for the health, safety, and well-being of students. Failure to summon, or limiting the ability of someone else to summon, emergency assistance for a student experiencing an emergency due to alcohol or drug use, may result in University and/or criminal charges. As a result, all students are expected to seek immediate assistance for themselves or others in situations where someone is experiencing an emergency due to alcohol or other drug use.

In situations where a student or student organization follows the Medical Amnesty procedure below, the University of Pittsburgh will treat the situation as a health and safety matter; meaning neither the student(s) calling, nor the student(s) experiencing an alcohol or other drug emergency will be charged with violating any University of Pittsburgh alcohol and other drugs policy. In situations where a non-student calls on behalf of a student, or a student calls on behalf of a non-student, Medical Amnesty will also apply.

Medical Amnesty Procedure

In order for Medical Amnesty to apply, the calling student(s) and/or student organization must complete the following steps:

1. Contact emergency officials by calling 412-624-2121 or 911. Identify yourself, and report the incident.
2. Remain with the individual(s) needing assistance until emergency officials arrive.
3. Cooperate with emergency officials as requested.

After complying with these steps both the calling student and/or student organization and the student who experienced the medical emergency, must:

1. Meet with University officials following the emergency and complete any assigned educational programs and/or counseling interventions. Failure to complete any assigned programs or interventions will negate the application of Medical Amnesty and will initiate the conduct process.
2. Pay all fees related to any assigned program or intervention.

When Medical Amnesty is applied, the alcohol or drug policy violation will be documented, but will not become part of the student’s and/or student organization’s conduct record.

While the main goal of this protocol is to encourage students to make healthy decisions and to seek medical attention when they or one of their peers are in distress, repeated requests for medical Amnesty will be addressed on a case-by-case basis.

Medical Amnesty does not prevent disciplinary action for other violations of the Code associated with alcohol and other drug emergencies, including but not limited to sexual misconduct, physical assault, hazing, property damage, use of a fake ID, distribution of alcohol or other drugs, etc.

While this protocol does not prevent criminal action by police or civil action by third parties, Commonwealth of Pennsylvania drug and alcohol Good Samaritan and Response Immunity laws may be applicable.
OFFENSES RELATED TO PERSON(S)

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

1. Limits or restricts the freedom of a person to move about in a lawful manner without authority or consent.

2. Physically abuses or injures a person.

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

4. Harasses or attempts to harass a person through repeated, unwanted communications or by putting another person in objective and subjective fear of injury or unreasonably causing severe or pervasive distress by: purposely following another person; communicating in an anonymous manner; or acting in another manner with the intent to harass a person.

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

6. Engages in any act or preparation intended to result in a violation of this Code, which, if not prevented, would have resulted in the completion of the act intended.

7. Violates any provision of any of the following:
   a. University of Pittsburgh Sexual Misconduct Policy;
   b. University of Pittsburgh Non-Discrimination and Anti-Harassment Policy;
   c. University of Pittsburgh Anti-Hazing Policy;
   d. University of Pittsburgh Student Organization Registration Guidelines;
   e. University of Pittsburgh Student Alcohol Policy;

8. Uses a telephone, social media websites, or any form of technology to carry out an offense related to a person.

9. Commits any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent; or engages in unlawful, non-forcible sexual acts. This includes, but is not limited to, rape, forcible fondling, incest, and statutory rape.

10. Commits any act of relationship violence as defined below:
    a. Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person living with or has lived with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist with the presence of physical abuse.

    b. Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.
11. Stalking and/or cyber-stalking: To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

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

**OFFENSES RELATED TO PROPERTY**

An offense related to property is committed when a student or student organization:

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

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

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

4. Intentionally, negligently, or without consent alters, misuses, abuses, damages, or destroys property owned or in the possession of another person or the University.

5. Affixes, implants, or otherwise fastens any object to floors, ceilings, or walls of any University property which might stain, scar, vandalize, or otherwise cause damage to University property.

6. Throws anything from the windows and/or balconies of any University building.

7. Obtains the property of another person or the University by misrepresentation or fraudulent means.
   a. A student may not borrow, buy, or use University identification, keys, parking permits, etc. issued in the name of another person.
8. Enters or uses facilities or property of another person or the University without consent or authorization.
   a. Students may not hold group functions in any University area without the express advance approval of the appropriate University official.
   b. A student and/or their guest may not enter University Food Services areas in an unauthorized manner (e.g., via elevator, exit doors, garage, etc.) or without proper identification.
   c. A student may not enter the University Food Service areas without being properly clothed as defined by University Food Services.
   d. A student may not enter the room of another student without proper authorization.

9. Violates any provision of the University of Pittsburgh Posting and Chalking Guidelines.

OFFENSES RELATED TO THE OPERATION OF THE UNIVERSITY

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

1. Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials.
   a. A student may not deface, transfer, duplicate, loan, borrow, or sell University identification, bus passes, parking permits or Pitt Cards.
   b. A student may not duplicate University building keys; this includes University owned housing keys.
   c. A student may not possess or use keys to University facilities unless expressly authorized to do so.

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

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

4. Fails to present University identification or gives false identification or identifying information upon request by an authorized University official who has offered proper identification as to his/her status.

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

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

7. Engages or participates in non-University commercial activity on campus, unless written authorization for such activity has been given by the Provost or Executive Vice Chancellor or their designee. This prohibition includes, but is not limited to, the sale or misuse of class materials and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study.
8. Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved by the Vice Provost and Dean of Students, which shall by incorporation become part of this Code, including, but not limited to, the following:
   a. A student may not possess or use any cooking appliances and/or cooking equipment in University owned housing unless the appliance, equipment, and/or cooking facility is provided by the University or unless the usage of such is expressly authorized by the University. Please see the Student Handbook for a list of approved items.
   b. A student may not have pets in University owned housing.
   c. A student may not post or display posters, banners, or advertising on University property (except within their individual accommodation) or in a Food Services area without the advance approval of the appropriate University official and/or Food Services.
   d. A student is required to observe QUIET HOURS in University owned housing, Sunday through Thursday from 10:00 pm to 8:00 am, also Friday and Saturday from 11:00 pm to 8:00 am and is expected to maintain a level of reasonable quietness at all other times.
   e. A student shall be responsible for their guest(s) at all times, and shall be held responsible for any violations of the Code committed by their guest(s).


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

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

12. Engages in conduct which is disorderly, lewd, or indecent or a breach of peace.

13. Violates the provisions of the Housing and Dining Services Contract, the Student Handbook, any student organization policy, and/or other University policy, procedure, or guideline whether or not listed in the Code.

14. Violates any federal, state or local law(s), or violates any international law(s) while abroad.

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

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

1. Uses, possesses, or manufactures, without University or other appropriate authorization or consent, firearms, explosives, weapons, or other dangerous articles or substances injurious to person or property, while on University property.

2. Fails or 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 having just cause; or fails to vacate a University building, including residence halls, when an emergency alarm sounds.
3. Uses, misuses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue. The use of medical marijuana in the workplace and on campus is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, the University of Pittsburgh is required to prohibit the use of marijuana on campus.

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

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

6. Violates any provision of any University alcohol policies, possesses paraphernalia, such as beer bongs, or is knowingly present during the commission of the violation(s) of “possesses or consumes alcoholic beverages if under the age permitted by the Commonwealth of Pennsylvania or dispenses alcoholic beverages to an individual who is under the age permitted by the Commonwealth of Pennsylvania.”

7. Falsely reposts a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or any other emergency situation of University property.

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

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

10. Ignites or burns materials which cause a fire without consent or authorization, while on University property.

11. Ignites or burns incense, candles, and/or like materials without consent or authorization, while on University property.

12. Violates University restrictions on smoking.

**OFFENSES RELATED TO THE CONDUCT SYSTEM**

An offense related to the conduct system is committed when a student or student organization:

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

2. Attempts to influence the impartiality of any member of the code process prior to or during the course of a conduct proceeding.

3. Fails to respond to the request of a conduct administrator or University official.
4. Knowingly falsifies, distorts, or misrepresents information before a conduct administrator or University official.
5. Disrupts or interferes with a conduct proceeding.
6. Knowingly institutes a conduct proceeding without proper cause.
7. Attempts to circumvent settlement agreements reached through the Office of Student Conduct.

RESPONSIBILITIES OF STUDENT INFORMATION TECHNOLOGY RESOURCE USERS

“Information Technology Resources” includes, but are 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 University Information Technology resources is committed when a student or student organization:

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 Information Technology resources to cause damage, program disturbances, or harassment to other persons.
3. Repeatedly or purposefully engages in activities which can be reasonably expected to, or do, unreasonably tax Information Technology resources, go beyond the intended or acceptable use, or use the system for any purpose for which it is not intended (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 to use of University Information Technology resources by a third party.
5. Obtains the password(s) of other persons in order to use University or University-related Information Technology resources without proper authorization or impersonates another person or an information technology resource.
6. Uses electronic media to harass or threaten other persons, or to display, design, copy, draw, print or publish obscene language or graphics. Submits or causes to be submitted to the University false, misleading, harassing or deceptive help requests or complaints. Uses University information technology resources to gain or attempt to gain unauthorized access to information technology resources either inside or outside of the University.
7. Intercepts, attempts to intercept or otherwise monitors any communications not explicitly intended for them.

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8. 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.

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

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

PROCEDURES FOR MINIMIZING THE EFFECT OF COMPUTER VIRUSES ON THE PIT T-TITUSVILLE CAMPUS

Students will be required to have Anti-virus software installed before they get their network 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 RESOURCE 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 email. 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 of the University of Pittsburgh, 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 that responsibility to the Campus Dean. All disciplinary actions remain subject to final review by the President of the University of Pittsburgh at Titusville.

THE ROLE OF THE CAMPUS DEAN OR DIRECTOR OF STUDENT LIFE IN THE DISCIPLINARY PROCEDURE

The supervision of student conduct and discipline is the responsibility of the Campus Dean, and is delegated to the Director of Student Life. All disciplinary actions remain subject to final review by the President of the University of Pittsburgh at Titusville.

The Director of Student Life shall serve as the liaison with students who have been placed on disciplinary probation or separated from the University; the Office of Student Affairs shall be responsible for informing the student of the procedure for reinstatement.

The Dean has authority to carry out or direct interim suspension of students as authorized by the President of the University. The Dean also has authority either to recommend or to place holds from further registration on the student’s record with appropriate legal and procedural safeguards to the rights of students. The Dean may release information concerning the status of a discipline case to persons involved in the case. These may include the accuser, the witnesses, the Student Affairs staff, and other appropriate University officials.

The Director of Student Life serves as the advisor to the Campus Judicial Board. The Director may not be a member of any board, nor may the Director impose a more severe sanction than the most severe sanction recommended to the Director by the Student Judicial Board.

The Director of Student Life 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. (PLEASE NOTE: If the complaint involves any form of sexual misconduct, the case is referred to the Title IX Liaison who will conduct the investigation and make recommendations for sanctions when appropriate. Please refer to the policy on Sexual Misconduct located elsewhere within this handbook.) Complaints which appear to be substantially indicative of a violation of a University regulation shall be reason to charge the student. The student will be notified via email of the specific charges against them and will be instructed to meet with the Director of Student Life and/or their designee to resolve the matter in a timely manner. The accused student in consultation with the Director of Student Life and/or their designee, shall decide upon one of the following four options for resolution:

1. To dispose of the case through an informal hearing with the Director of Student Life and/or their designee, with no subsequent proceedings or appeals.
2. To have a hearing with the Restorative Justice Board, with no subsequent proceedings or appeals.
3. To take the case to the Campus Judicial Board for adjudication during the fall and spring terms for Level IV and V offenses. All sanction recommendations from the CJB will be reviewed by the Director of Student Life and/or their designee and the official decision letter outlining the sanction and appeal process will be given to the accused student within one business day following the hearing.

4. Appropriate mediation may be used to resolve the incident should the parties involved choose this option.

**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 Director of Student Life 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 have only relevant information considered by the Hearing Board or Officer.
18. To be informed of all decisions within a reasonable time.
19. 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 has witnessed, has been subject to or has knowledge of a potential violation of the Code may schedule a meeting with the Director of Student Life or their designee to discuss possible next steps and/or file an incident report with the Director of Student Life or their designee.

Any University official or member of the University community may institute a proceeding against a student by filing a complaint with the Director of Student Life. Paper incident reports may be obtained from the Director of Student 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.
5. Names of persons having personal knowledge of circumstances/events. (Witnesses)
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 Student Life and or his/her 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 students 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.

RESTORATIVE JUSTICE BOARD (RJB)
The Restorative Justice Board (RJB) shall be composed of a least twelve (12) students with advisement from the Director of Student Life and/or designee. When the Board meets for each case, five (5) members shall be present for the hearing. The Board will listen to the parties involved in attendance at the meeting and determine the sanction(s) for the case.

Appointments to the RJB shall be made by the Director of Student Life which shall be representative of the students and meet the following requirements:
1. Must be a registered student.
2. Must not be on academic or disciplinary probation.

REMOVAL OF A RESTORATIVE JUSTICE BOARD MEMBER
Students will be removed from the RJB if they are no longer a student at the Titusville campus and/or are placed on academic or disciplinary probation.

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.

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 Executive Director of Student Affairs (EDSA) 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.

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 Student 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.

**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). A sanction matrix has been included below, that will serve as a template for the judicial process.
### Sanction Legend

<table>
<thead>
<tr>
<th>DR</th>
<th>Disciplinary Reprimand</th>
<th>ICHA</th>
<th>Involuntary Change of Housing Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>JE</td>
<td>Judicial Educator</td>
<td>IS</td>
<td>Interim Suspension</td>
</tr>
<tr>
<td>ES</td>
<td>Educational Sanction</td>
<td>HP</td>
<td>Housing Privileges</td>
</tr>
<tr>
<td>DP</td>
<td>Disciplinary Probation</td>
<td>HS</td>
<td>Housing Suspension</td>
</tr>
<tr>
<td>PNG</td>
<td>Persona Non Grata/No Contact Order</td>
<td>DD</td>
<td>Disciplinary Dismissal</td>
</tr>
<tr>
<td>HD</td>
<td>Housing Dismissal</td>
<td>DS</td>
<td>Disciplinary Suspension</td>
</tr>
</tbody>
</table>

### Minimum Sanction Duration

<table>
<thead>
<tr>
<th>Sanction</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP/DS</td>
<td>1 Semester</td>
</tr>
<tr>
<td>PNG</td>
<td>2 Semesters</td>
</tr>
<tr>
<td>ICHA/HS/HP</td>
<td>1 Semester</td>
</tr>
<tr>
<td>DD/HD</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

### Offenses Related to Persons

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
<th>Sanction</th>
<th>Minimum Sanction Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Limits or restricts the freedom of a person to move about in a lawful manner without authority or consent.</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII: 2nd Offense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judicial Educator</td>
<td>HS/ICHA/DS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Educational Sanction</td>
<td>PNG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persona Non Grata (As Applicable)</td>
<td>DD</td>
</tr>
<tr>
<td>2</td>
<td>Physically abuses or injures a person.</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII: 2nd Offense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Judicial Educator</td>
<td>HS/ICHA/DS</td>
</tr>
<tr>
<td>3</td>
<td>Threatens, intimidates, coerces, or uses physical force in a manner which causes another person to be reasonably apprehensive or which endangers the health or safety of oneself or another person.</td>
<td>Disciplinary Probation</td>
<td>Permanent</td>
</tr>
<tr>
<td>4</td>
<td>Harasses or attempts to harass a person through repeated, unwanted communications or by putting another person in objective and subjective fear of injury or unreasonably causing severe or pervasive distress by: purposely following another person; communicating in an anonymous manner; or acting in another manner with the intent to harass a person.</td>
<td>Judicial Educator</td>
<td>LII/LIII: 3rd Offense</td>
</tr>
<tr>
<td>5</td>
<td>Obstructs, interferes, or denies another student the rights and privileges affirmed by the Board of Trustees.</td>
<td>Disciplinary Reprimand</td>
<td>HD/ICHA/DS</td>
</tr>
<tr>
<td>6</td>
<td>Engages in any act or preparation intended to result in a violation of this Code, which, if not prevented, would have resulted in the completion of the act intended.</td>
<td>Disciplinary Reprimand</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
| 7 | Violates any provision of any of the following:  
a. University of Pittsburgh Sexual Misconduct Policy;  
b. University of Pittsburgh Non-Discrimination and Anti-Harassment Policy;  
c. University of Pittsburgh Anti-Hazing Policy;  
d. University of Pittsburgh Student Organization Registration Guidelines;  
e. University of Pittsburgh Student Alcohol Policy;  
|---|---|---|---|
| 8 | Uses a telephone, social media websites, or any form of technology to carry out an offense related to a person. | Disciplinary Reprimand  
Disciplinary Probation  
Judicial Educator  
Educational Sanction | LII/LIII: 2nd Offense—HS/ICHA  
LIV/LV: 3rd Offense—HD/DD |
| 9 | Commits any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent; or engages in unlawful, non-forceable sexual acts. This includes, but is not limited to, rape, forcible fondling, incest, and statutory rape. | | |
| 10 | Commits any act of relationship violence as defined below:  
a. Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person living with or has lived with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of the jurisdiction. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist with the presence of physical abuse.  
b. Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse. | Disciplinary Reprimand  
Disciplinary Probation  
Judicial Educator  
Educational Sanction | LII/LIII  
HS/ICHA  
LIV/LV  
HD/DD |
| 11 | Stalking and/or cyber-stalking: To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person. | Disciplinary Reprimand  
Disciplinary Probation  
Judicial Educator  
Educational Sanction | LII/LIII  
HS/ICHA  
LIV/LV  
HD/DD |
| 12 | Any unauthorized use of electronic or other device to make an audio or video record of any person while on University premises without his/her prior knowledge, or without | Disciplinary Reprimand  
Disciplinary Probation  
Judicial Educator | LII/LIII: 2nd Offense—HS/ICHA/PNG  
LIV/LV: 3rd Offense—HD/DD |
<table>
<thead>
<tr>
<th></th>
<th>Offenses Related to Property</th>
<th>Education Sanction</th>
<th>HD/DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knowingly and without consent or authorization has in their possession, dominion or control,</td>
<td>Disciplinary Reprimand</td>
<td></td>
</tr>
<tr>
<td></td>
<td>property of another person or the University.</td>
<td>Judicial Educator</td>
<td></td>
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<tr>
<td>2</td>
<td>Removes or uses in their room, University property which has been placed in lounges or other</td>
<td>Restitution (If Damage)</td>
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<tr>
<td></td>
<td>public areas of University owned housing.</td>
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<td>3</td>
<td>Knowingly and without consent or authorization removes, (mis)uses, misappropriates, or sells</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII: 2nd Offense – DP</td>
</tr>
<tr>
<td></td>
<td>the property of another person or the University.</td>
<td>Judicial Educator</td>
<td>LIV/LV: 3rd Offense – HP/HS</td>
</tr>
<tr>
<td></td>
<td>a. A student is not permitted to remove food or property from University Food Services service</td>
<td></td>
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<td></td>
<td>areas unless expressly authorized by University Food Services personnel.</td>
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<td></td>
<td>b. A resident may not lease, sublet, or change rooms without authorization from the appropriate</td>
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<td>University official.</td>
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<td></td>
<td>c. A student is not permitted to compromise the security of University property through acts</td>
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<td>such as propping doors open, tampering with locking mechanisms, etc.</td>
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<tr>
<td>4</td>
<td>Intentionally, negligently, or without consent alters, misuses, abuses, damages, or destroys</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII – DP</td>
</tr>
<tr>
<td></td>
<td>property owned or in the possession of another person or the University.</td>
<td>Disciplinary Probation</td>
<td>LIV/LV – HP/HS</td>
</tr>
<tr>
<td>5</td>
<td>Affixes, implants, or otherwise fastens any object to floors, ceilings, or walls of any</td>
<td>Educational Sanction</td>
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<td></td>
<td>University property which might stain, scar, vandalize, or otherwise cause damage to</td>
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<td></td>
<td>University property.</td>
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<tr>
<td>6</td>
<td>Throws anything from the windows and/or balconies of any University building.</td>
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<tr>
<td>7</td>
<td>Obtains the property of another person or the University by misrepresentation or fraudulent</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII – DP</td>
</tr>
<tr>
<td></td>
<td>means.</td>
<td>Disciplinary Probation</td>
<td>LIV/LV – HP/HS</td>
</tr>
<tr>
<td></td>
<td>a. A student may not borrow, buy or use University identification, keys, parking permits, etc.</td>
<td>Educational Sanction</td>
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<td>issued in the name of another person.</td>
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<tr>
<td>8</td>
<td>Enters or uses facilities or property of another person or the University without consent or</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII – DP</td>
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<tr>
<td></td>
<td>authorization.</td>
<td>Disciplinary Probation</td>
<td>LIV/LV – HP/HS</td>
</tr>
<tr>
<td></td>
<td>a. Students may not hold group functions in any University area without the express advance</td>
<td>Educational Sanction</td>
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<td></td>
<td>approval of the appropriate University official.</td>
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<tr>
<td></td>
<td>b. A student and/or their guest may not enter University Food Services areas in an</td>
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<td>unauthorized manner (e.g. via exit doors, etc.) or without proper identification.</td>
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<tr>
<td>Violates any provision of the University of Pittsburgh Posting and Chalking Guidelines.</td>
<td>Disciplinary Reprimand</td>
<td>LII/LIII – DP LIV/LV – HP/HS</td>
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</table>

### Offenses Related to Operation of the University

<table>
<thead>
<tr>
<th>Offense</th>
<th>Sanction</th>
<th>LII/LIII: 2\textsuperscript{nd} Offense – Extended DP LIV/LV: 3\textsuperscript{rd} Offense – HP/HS</th>
</tr>
</thead>
</table>
| 1 | Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials.  
   a) A student may not deface, transfer, duplicate, loan, borrow, or sell University identification.  
   b) A student may not duplicate any University keys.  
   c) A student may not possess or use keys to University facilities unless expressly authorized to do so. | Disciplinary Reprimand  
Disciplinary Probation  
Restitution (\textit{If Damaged}) |
| 2 | Falsifies information or records submitted to a University official or office. | Disciplinary Reprimand  
Disciplinary Probation  
Judicial Educator |
| 3 | Fails without just cause to comply with the lawful direction of a University official acting in the performance of their duties and authority. | |
| 4 | Fails to present University identification or gives false identification or identifying information upon request by an authorized University official who has offered proper identification as to his or her status. | Disciplinary Reprimand  
Judicial Educator  
$25 Fine |
| 5 | Purports to represent the University or another person in the University community improperly and without authorization. | |
| 6 | Engages in solicitation of any type in or on University property unless approved in advance by an appropriate University official. | Disciplinary Reprimand  
Judicial Educator  
Educational Sanction  
$25.00 fine |
| 7 | Engages or participates in non-University commercial activity on campus, unless written authorization for such activity has been given by an appropriate University official. This prohibition includes, but is not limited to, the sale or misuse of class materials and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study. | Disciplinary Reprimand  
Judicial Educator  
Educational Sanction  
$25.00 fine |
<p>| | | |</p>
<table>
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</thead>
</table>
| 8 | Obstructs the operation and functions of the University by failing to comply with regulations properly established and approved by the Campus Dean, which shall by incorporation become part of this Code, including, but not limited to, the following: | Disciplinary Reprimand  
Judicial Educator  
Educational Sanction  
$25.00 fine |
|   | a. A student may not possess or use any cooking appliances and/or cooking equipment in University owned housing unless the appliance, equipment, and/or cooking facility is provided by the University or unless the usage of such is expressly authorized by the University. Please see the Student Handbook for a list of approved items. | LII/LIII: 2nd Offense –  
Extended DP/HP  
LIV/LV: 3rd Offense – HS/DD |
|   | b. A student may not have pets in University owned housing. | |
|   | c. A student may not post or display posters, banners, or advertising on University property (except within their individual accommodation) or in a Food Services area without the advance approval of the appropriate University official and/or Food Services. | |
|   | d. A student is required to observe QUIET HOURS in University owned housing, Sunday through Thursday from 10:00 pm to 9:00 am, also Friday and Saturday from midnight to 11:00 am and is expected to maintain a level of reasonable quietness at all other times. | |
|   | e. A student shall be responsible for their guest(s) at all times, and shall be held responsible for any violations of the Code committed by their guest(s). | |
| 9 | Violates any provision of the Residence Hall Visitation Policy. | Disciplinary Reprimand  
Judicial Educator  
Educational Sanction |
| 10 | Obstructs or interferes with the reprimand, discipline, or apprehension of another person who is involved in a commission of an offense under the Code or other University regulations or rules. | LII/LIII: 2nd Offense – DP/HP  
LIV/LV: 3rd Offense – HS/DD |
| 11 | Disrupts or prevents the peaceful and orderly conduct or classes, lectures, quiet study, and/or meetings or deliberately interferes with the freedom of any person to express their views, including invited speakers. | Disciplinary Reprimand  
Judicial Educator  
Educational Sanction |
| 12 | Engages in conduct which is disorderly, lewd, or indecent or a breach of peace. | LII/LIII: 2nd Offense –  
Extended DP/HP  
LIV/LV: 3rd Offense – HS/HD |
| 13 | Violates the provisions of the Housing and Dining Services Contract, the Student Handbook, any student organization policy, and/or other University policy, procedure, or guideline whether or not listed in the Code. | Disciplinary Reprimand  
Judicial Educator |
| 14 | Violates any federal, state or local law(s), or violates any international law(s) while abroad. | LII/LIII: 2nd Offense – DP/HP  
LIV/LV: 3rd Offense – HS/DD |
## Offenses Related to Welfare, Health, or Safety

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Action/Waiver</th>
<th>LII/LIII: 2nd Offense – Extended DP/HP LIV/LV: 3rd Offense – HD/DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Uses, possesses, or manufactures, without University or other appropriate authorization or consent, firearms, explosives, weapons, or other dangerous articles or substances injurious to person or property while on University property.</td>
<td>Disciplinary Probation Educational Sanction $50 Fine</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Fails or 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 having just cause; or fails to vacate a University building, including residence halls, when an emergency alarm sounds.</td>
<td>Judicial Educator Educational Sanction $50 Fine</td>
<td>LII/LIII: 2nd Offense – DP LIV/LV: 3rd Offense – HP/HS</td>
</tr>
<tr>
<td>3</td>
<td>Uses, misuses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity such as pipes with drug residue. The use of medical marijuana in the workplace and on campus is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, the University of Pittsburgh is required to prohibit the use of marijuana on campus.</td>
<td>Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction x2 $75 Fine</td>
<td>LII/LIII: 2nd Offense – Extended DP/HP LIV/LV: 3rd Offense – HS/HD</td>
</tr>
<tr>
<td>4</td>
<td>Students who are knowingly present during the commission of the violation(s) of “uses, misuses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity such as pipes with drug residue.”</td>
<td>Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction x2 $75 Fine</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Possesses, consumes or is under the influence of alcoholic beverages if under the age permitted by the Commonwealth of Pennsylvania, or dispenses alcoholic beverages to an individual who is under the age permitted by the Commonwealth of Pennsylvania.</td>
<td>Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction x2 $75 Fine</td>
<td>LII/LIII: 2nd Offense – Extended DP/HP LIV/LV: 3rd Offense – HS/HD</td>
</tr>
<tr>
<td>6</td>
<td>Violates any provision of any University alcohol policies, possesses paraphernalia, such as beer bongs, or is knowingly present during the commission of the violation(s) of “possesses or consumes alcoholic beverages if under the age permitted by the Commonwealth of Pennsylvania or dispenses alcoholic beverages to an individual who is under the age permitted by the Commonwealth of Pennsylvania.”</td>
<td>Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction x2 $75 Fine</td>
<td>LII/LIII: 2nd Offense – Extended DP/HP LIV/LV: 3rd Offense – HS/HD</td>
</tr>
<tr>
<td></td>
<td>Offense</td>
<td>Judicial Educator Educational Sanction</td>
<td>LII/LIII: 2\textsuperscript{nd} Offense – DP/HS LIV/LV: 3\textsuperscript{rd} Offense – HD/DD</td>
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</tr>
<tr>
<td>7</td>
<td>Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or any other emergency situation of University property.</td>
<td>$50 Fine Restitution (<em>If Damage</em>)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Abuses, removes, damages, or alters fire safety equipment, security equipment, and/or exit signs.</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Engages in games of chance for money or other gain in violation of the law.</td>
<td>Judicial Educator Educational Sanction</td>
<td>LII/LII -- DD/HS LIV/LV – HD/DD</td>
</tr>
<tr>
<td>10</td>
<td>Ignores or burns materials which cause a fire without Consent or authorization, while on University property.</td>
<td>Judicial Educator Educational Sanction $50 Fine Restitution (<em>If Damage</em>)</td>
<td>LII/LIII – DP/HS LIV/LV – HD/DD</td>
</tr>
<tr>
<td>11</td>
<td>Ignores or burns incense, candles, and/or like materials without consent or authorization, while on University property.</td>
<td>Judicial Educator Educational Sanction</td>
<td>LII/LIII: 2\textsuperscript{nd} Offense – DP LIV/LV: 3\textsuperscript{rd} Offense – HP/HS</td>
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</tbody>
</table>

### Offenses Related to The Conduct System

<table>
<thead>
<tr>
<th></th>
<th>Offense</th>
<th>Judicial Educator Educational Sanction</th>
<th>LII/LIII: 2\textsuperscript{nd} Offense – Extended DP/ICHA LIV/LV: 3\textsuperscript{rd} Offense – HS/DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attempts to intimidate coerce, influence, or retaliate against a person by any means in an effort to discourage or prevent their use of or participation in any conduct process or proceedings.</td>
<td>Persona Non Grata Disciplinary Probation Educational Sanction Judicial Educator</td>
<td>LII/LIII: 2\textsuperscript{nd} Offense – Extended DP/ICHA LIV/LV: 3\textsuperscript{rd} Offense – HS/DD</td>
</tr>
<tr>
<td>2</td>
<td>Attempts to influence the impartiality of any member of the code process prior to or during the course of a conduct proceeding.</td>
<td>Disciplinary Probation Educational Sanction</td>
<td>LII/LIII: 2\textsuperscript{nd} Offense – Extended DP LIV/LV: 3\textsuperscript{rd} Offense – HS/DD</td>
</tr>
<tr>
<td>3</td>
<td>Fails to respond to the request of a conduct administrator or University official.</td>
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<tr>
<td>4</td>
<td>Knowingly falsifies, distorts, or misrepresents information before a conduct administrator of University official.</td>
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</tr>
<tr>
<td>5</td>
<td>Disrupts or interferes with a conduct proceeding.</td>
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<tr>
<td>6</td>
<td>Knowingly institutes a conduct proceeding without proper cause.</td>
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<tr>
<td>7</td>
<td>Attempts to circumvent settlement agreements reached through the Office of Student Conduct.</td>
<td>Persona Non Grata Disciplinary Probation Educational Sanction Judicial Educator</td>
<td>LII/LIII: 2\textsuperscript{nd} Offense – Extended DP/ICHA LIV/LV: 3\textsuperscript{rd} Offense – HS/DD</td>
</tr>
</tbody>
</table>

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 will 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 will 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 will 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 will 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 Executive Director of Student Affairs (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.

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 (CJB) shall be made to the (URB).

PROCEDURES FOR APPEAL OR REVIEW

All requests for appeals must be submitted to the EDSA in writing within 48 hours of the initial hearing. The URB normally will act on a request for an appeal within 120 hours (five days) of receiving the appeal from the EDSA.

GROUNDS FOR APPEAL OR REVIEW

The student's appeal letter must address one or more of the following grounds for appeal. The URB will not review an appeal that does not address at least one of these three grounds for appeal.

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

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

The Campus Dean shall either accept the decision of the URB or not. If after reviewing the case, the Campus Dean does not accept the recommendation of the URB, the Campus Dean must provide a full written explanation to the URB for that decision.

The recommendation is submitted to the Campus Dean with a full explanation for the decision. The Campus Dean may accept the recommendation of the URB or not. If the Campus Dean does not accept the recommendation of the URB, the Campus Dean must provide a full written explanation for the decision.

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.

**PURPOSE OF APPEAL**

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 Student 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). In addition to the penalty imposed pursuant to section 6310.4 (relating to restriction of operating privileges), a person convicted of violating subsection (a) may be sentenced to pay a fine of not more than $500 for the first violation and not more than $1,000 for the second and each subsequent violation.
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 and around all owned and leased University of Pittsburgh facilities at all campuses.”

Smoking is prohibited inside all University owned and 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.
**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 Office of Student Conduct at (814-827-4455).

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

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

DEFINITION OF HARASSMENT

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 Diversity and Inclusion at (412) 648-7860.
Nondiscrimination Policy

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

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

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

For complete details on the University’ Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (07-01-03) and Sexual Misconduct Policy (06-05-01) please visit: http://diversity.pitt.edu/affirmative-action/policies-procedures-and-practices., or contact the Title IX or ADA Coordinator, 500 Craig Hall, 200 S. Craig Street, University of Pittsburgh, Pittsburgh, PA 15260, Phone: 412-648-7860.
RESIDENCE LIFE

The Office of Student 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.

ROOM & BOARD CONTRACT

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) **ACTIVITY PARTICIPATION:** I fully recognize that there are dangers and inherent risks to which I may be exposed while participating in University sponsored activities. Examples of these dangers include stressed to muscular, cardiovascular, and skeletal systems, which could result in serious injury or loss of life. I understand that the University Of Pittsburgh does not require me to participate in these activities, but I want to do so, despite the possible dangers and risks. I agree to obey all rules and follow all safety procedures involved with this program as established by the University. I therefore agree to assume and take on myself all of the risks and responsibilities in any way associated with these University sponsored activities. I understand that I am not covered under any University insurance program for any injuries sustained while participating in any activity sponsored by the University.

6) **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.**

7) **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.

8) **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.

9) **OCCUPANCY OF ROOMS:** Students may occupy their assigned rooms no earlier than 1:00 pm 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.

10) **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.

11) **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.

12) 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.

13) 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 Student 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 Student Life. Students with such convictions must agree to assist the Office of Student 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 Student 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/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.

FIRE DOORS

The principal means of passive fire protection in structures is by completely enclosing areas with fire barriers. Fire barriers include fire doors, walls, ceiling, and floors. Fire barriers play an integral role in managing a fire by interrupting the spread of smoke, other toxic gasses, and the fire itself from one fire zone into another.

Fire exit doors are often held open for the convenience of employees and visitors, creating a significant fire hazard for all building occupants because of the break created in the fire barrier. Doors that are designed to be fire exit doors can be held open, but only if they automatically release when building fire alarms are activated.

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.
**CCTV (Closed Circuit Television)**

The University employs CCTV throughout the campus to enhance the safety and security of the community members and visitors, their property and the property of the University. Surveillance cameras are placed strategically throughout the campus and continuously record video. The video recordings captured from the cameras have helped solve numerous crimes and policy violations.

**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 or Student Life or Assistant Director of Housing & Student Conduct, 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 or by the posted closing time each term, whichever is earlier.

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 Residence Life 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 and stairwell/floor keys are to be returned to a Residence Life staff member. Failure to return room keys will result in a $10 assessment per key and a $50 lock-core change fee. Failure to return stairwell/floor or townhouse keys will result in a $25 charge and a $50.00 core charge.

4. Mailbox key must be returned to the Mail Center. A $25.00 fee will be charged to the student’s account if a key is not returned to the Mail center within 24 hours of the check-out period.

5. Failure to follow checkout procedures will result in a minimum monetary charge of $50 and may also include other disciplinary sanctions.

6. **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 damage charges. Residents are also responsible for any damages caused by their visitors/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 Student Life (814) 827-4455. 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 or criminal charges of criminal mischief, PA CC 3304. Criminal mischief is generally a summary offense with a fine of up to $300.00 plus restitution unless the pecuniary loss is over $500.00 then it will be a misdemeanor offense.

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.

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.

Residents and their guests should be aware that:

1. The main entrances to residence hall facilities will be locked twenty-four (24) 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. Guests may not stay more than six (6) nights during any calendar month. The total number of overnight guest and/or visitor nights allowed for any resident student is twenty-one (21) in a given term.

3. Late night (after 11:00 pm) or overnight guests who enter and or stay in the residence halls must obtain permission of roommate and sign in with Campus Police. All guests staying in a room after 11:00 pm must sign in with Campus Police before entering another resident’s room. Both the guest and resident student host must be in the Campus Police Office to sign the guest in and provide their student ID card and intended date and time of departure from the host student’s room. The Campus Police Office will provide the guest with a Visitor ID card which must be carried with the guest at all times and the guest is required to show proof of guest identification if requested to do so by any member of the University’s staff. Failure to comply with this policy may result in University intervention. The Visitor ID card must be returned to the Campus Police Office by the guest at the conclusion of their stay with their host. Failure to return the Visitor ID card will result in a replacement fee placed on the guest student’s account until the card is returned or the $25 replacement fee is paid. Subsequent offenses violating the guest policy will result in judicial referral for sanctions that can include but are not limited to the guest being PNG’d from a residence hall or floor. Failure to comply with this could result in the loss of guest or visitor privileges for the student host.

VISITORS- PERSONS WITHOUT CURRENT HOUSING CONTRACTS

University housing is only available to matriculated full-time students. Visitors found to be living in a campus housing assignment 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 visitors should be aware that:

1. The main entrances to residence hall facilities will be locked twenty-four (24) hours a day. Resident students are permitted to have visitors in their rooms. All visitors who enter and/or stay in the residence halls must obtain permission of the roommate and sign in with Campus Police.

2. A visitor may stay overnight no more than three (3) nights in a seven (7) day period. Visitors may not stay more than six (6) nights during any calendar month. A resident student may have up to two (2) visitors at one time. A resident student is only allowed up to three (3) nights of visitation in one (1) seven day period or six (6) nights in a calendar month. The total number of overnight guest and/or visitor nights allowed for any resident student is twenty-one (21) nights in a given term.

All visitors must sign in with Campus Police before entering any residence hall facility. Both the visitor and the resident student host must be in the Campus Police Office to sign the visitor in. The resident student host must provide Campus Police with their campus student ID card. The visitor(s) must provide Campus Police with a valid photo ID card, a valid telephone number, and the intended date and time of departure from campus. The Campus Police Office will provide the visitor with a Visitor ID Card which must be carried with the visitor at all times and visitors are required to show proof of visitor identification if requested to do so by any member of the University’s staff. Failure to comply with this policy may result in University intervention. The Visitor ID Card must be returned to the Campus Police Office by the visitor before departing campus, after returning the Visitor ID Card the visitor is not permitted to enter the residence hall again. Failure to return the Visitor ID Card will result in a replacement fee placed on the host student’s account until the card is returned or the $25 card replacement fee is paid. Subsequent offenses violating the visitor policy will result in judicial referral for sanctions that can include but are not limited to the visitor being PNG’d from campus. Failure to comply with this could result in loss of visitor privileges for the student host.

Roommates must approve of the visitor(s) prior to the visitor being signed in. The right to privacy, sleep, or study of a contractual student supersedes visitation privileges.

Visitors must be accompanied by their host of the residence hall they are visiting at all times, regardless of the day or time. When the resident student host is in class or not with the visitor, the visitor is not permitted to be in the residence hall unaccompanied, he or she must wait for the student host in a public area of campus such as the Library, Student Union, or outside area. Visitors are not permitted to be in possession of residence hall keys. If a visitor is found in possession of a residence hall key, the key will be confiscated and sanctions issued to the host and/or visitor. Visitors may not utilize student’s bed or personal possessions without consent.

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 Student 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 3503 criminal trespass.

Visitors under the age of 18 are not permitted to visit the residence halls at any time, unless they are either members of a student’s immediate family or if prior permission has been granted by the Residence Life Office.

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. Visitors are not permitted to stay in a residence hall room or common area without their student host. Any unescorted visitors found in the residence halls
shall be presumed to be there improperly and will be asked to leave. If the person is a non-student, the individual’s failure to comply with such a request will constitute violation of the trespass law and may result in the arrest of the individual. 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 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 lost keys or keys not returned upon check out. There is a fee for lost keys.

**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 Office of Student Affairs 814-827-4460. 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 Resident Assistant (RA) or Graduate Resident Director (GRD) 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.

POSTING AND CHALKING GUIDELINES FOR STUDENTS AND REGISTERED STUDENT ORGANIZATIONS

1. General Posting Notice: The University offers many designated posting areas in and around the campus. The placement of posters, notices, flyers or similar materials is permitted only on designated University posting boards. Some campus facilities, such as athletic buildings and academic buildings may have additional requirements for posting materials, accordingly students should contact the appropriate administrator for the specific building prior to posting any materials. The placement of posters, notices, flyers or similar materials is prohibited on any permanent University structure, including but not limited to benches, brick, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.

2. University Residence Halls: Students are not permitted to place any posters, notices, flyers or similar materials within the Residence Halls without first seeking the approval of the Office of Residence Life or Office of Student Activities, located on the second floor of the Student Union. Students in University Housing (including Residence Halls) are not permitted to display in or hang from the windows any posters, notices, flyers or similar materials.

3. Student Union: All advertising within the Student Union must be submitted and approved in accordance with the Student Unions’ Policies and Procedures.

4. Posting Requirements: Each poster, notice, flyer or similar material must be for a campus-wide event, be non-commercial in nature, and contain the name and current contact information of the student and/or registered student organization. No more than one poster, notice, flyer or similar material may be placed on each posting board. No materials may be placed over the materials of other groups, unless the previously advertised event has passed.
5. **Chalking:** Students and registered student organizations wishing to chalk may do so provided the chalking is on a horizontal walking surface (e.g., sidewalk), that is in an open area that is exposed daily to the elements (not covered area). Only use of water-soluble stick type chalk is permitted.

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

**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, dehumidifiers, pets, decorative alcoholic beverage containers, water guns, electric grill, sandwich makers, lighter fluid, propane tanks, hover boards, and more than one refrigerator or one larger than five (5) cubic feet. The Office of Student 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 Campus Police 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 Recreation 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.

**RA DUTY PHONE**

When the RA is on duty, residents may contact the RA by calling 814-564-0342 to report a need, concern or violation.

**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 Student 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 Student 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 Student Life. Students interested in applying for a room change should contact the Office of Student 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 town houses 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.

ROOM OCCUPANCY
There are to be no more than eight (8) people in a residence hall room at any time, including the assigned resident(s) of that room. In the Townhouses, there are to be no more than fifteen (15) people in the house, including people in the resident rooms and the common area.

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 Director of Student Life 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 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. If you are having issues with the internet or cable in your residence hall room, please complete the form located at http://upt.pitt.edu/resnet-problem-form to have the IT staff know about your issue(s).

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.