



STUDENT HANDBOOK, RESOURCES AND POLICIES



2026-2027 Academic Year

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*Disclaimer**

The information shared via the above links is not a contract and is subject to change without notice. This information should be read in conjunction with the University of Pittsburgh Student Code of Conduct. Violations of expectations outlined in the above-referenced University policies are considered a violation of the Code.

**Except where exempt by federal or state laws.*

Appendix A

ADDITIONAL GUIDELINES AND POLICIES

The rights of students as members of the Education & Training Center at Pitt-Titusville (ETC) community are set forth in the ETC *Student Code of Conduct*. Each student should become familiar with this *Code*.

There are several regulations and policies listed here which apply to all members of the ETC community. While not exhaustive, they are important in safeguarding ETC community members and/or protecting ETC property. All students should become familiar with these rules.

The relationship between ETC and its Partners' students is non-custodial in nature, and no "special relationship" is established because of an individual's student status.

ANIMALS

No animals (other than service animals) are permitted in campus buildings. Emotional support animals (ESAs) are not service animals and must be approved in advance by Disability Resources and Services.

DRONES (UNMANNED AERIAL DEVICES)

The Education & Training Center at Pitt-Titusville prohibits any individual from operating/using unmanned aerial devices (drones) on any part of campus or inside university-owned buildings. Individuals seeking exceptions for the use of such devices for any reason must first receive permission from the Officer in Charge of Campus Police and Security and ETC's Executive Director.

ID CARD

Students are required to always have their ETC ID Card with them. This card is used to borrow library books, use equipment in the fitness area, and to gain admission into ETC buildings. ETC and University of Pittsburgh personnel may require a student to show their ID card for purposes of identification. A lost, stolen, or mutilated ID is subject to a \$25 replacement fee. Any student who cannot locate their ID must go to the Campus Police and Security Office in Davis Hall during business hours for a replacement. The \$25 replacement fee must be paid at that time.

MOTOR VEHICLE POLICIES

ETC considers it a privilege and not a right to have an automobile or motorcycle on campus. Students who fail to follow policies for motor vehicle usage and parking may be subject to their vehicle(s) being banned from campus.

1. The campus speed limit is 15 miles per hour. Drivers should exercise extreme caution due to frequent pedestrian traffic.
2. Motorized vehicles are not permitted on sidewalks or lawns; banning vehicles from campus could result.
3. Snowmobiles are prohibited on campus unless prior approval is given by the Officer in Charge of Campus Police.
4. Under no circumstances may any motorized vehicle (moped, motorcycle, etc.) be kept in a stairwell. Fumes and gasoline from these vehicles can create a safety and fire hazard; consequently, all motorized vehicles must be kept in the designated University parking areas.

PARKING

All students who have motorized vehicles on campus are required to register their vehicle and obtain a parking permit.

1. Parking is permitted only in designated parking lots and spaces.
2. Faculty, staff, and students are not permitted to park in any "Visitor Only" parking lots.
3. See the Campus Parking map for additional lot details and descriptions.
4. Temporary "guest" parking permits, valid for up to seven consecutive days, may be obtained in the Campus Police and Security Office.

PARKING LOT CLEARING FOR EMERGENCY SITUATIONS AND SNOW REMOVAL

To provide access for emergency vehicles and provide parking areas clear of ice and snow, the following procedure will be followed during winter months and at any time an "emergency situation" shall arise requiring the removal of all vehicles from a parking area.

1. When Facilities Management has cleared a lot, they will request that Campus Police alert members of the campus community to temporarily move their vehicles from uncleared to cleared areas so that snow removal may be accomplished in uncleared areas.
2. When this has been accomplished, vehicles may be returned.
3. When notified by Campus Police to move their vehicle, individuals must do so within a pre-designated period.
4. Campus Police reserves the right to have a vehicle towed (at the owner's expense) if the owner does not cooperate by moving the vehicle when requested.

RECYCLING

ETC is committed to promoting recycling and the wise use of natural resources, and to fostering an ethic of waste reduction. All members of the campus community are expected to actively participate in these efforts.

ROLLERBLADING, ROLLER SKATING, SKATEBOARDING

These activities are prohibited in ETC buildings. However, rollerblading, roller skating, and skateboarding are permitted on sidewalks, and parking lots if such activities do not interfere with pedestrian and/or vehicular traffic.

E-Scooter & E-Bike

The Education & Training Center at Pitt-Titusville prohibits electric scooters from being parked or stored on all University property. Electric scooters found parked or stored on University property are subject to fines and impoundment.

This change supports campus safety and aligns with Pennsylvania state law, which already places significant restrictions on where electric scooters can legally operate. The policy aims to reduce pedestrian and vehicle collision risk, address fire hazards linked to lithium-ion batteries, and keep campus walkways and building entrances clear and accessible.

SEVERE WEATHER POLICY

ETC's general severe weather policy is to remain open in all but the most extreme circumstances. Each partner may choose to close or operate on its own policy. Individuals must make their own decision whether to come to class or report for work. Public announcements will be communicated to area radio and television stations for broadcast and will be posted on [ETC's website](#) regarding any official closures or delays no later than 6:15 am. If severe weather commences later in the day, public announcements of class cancellations or campus closure will be made as quickly as possible. Also, in those rare instances when all classes are canceled, the emergency alert system will be used.

SMOKING POLICY

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

Appendix B

ALCOHOL AND DRUG RELATED POLICIES

ALCOHOLIC BEVERAGES POLICY

SECTION 1: In accordance with the laws of the Commonwealth of Pennsylvania, people under the age of 21 are prohibited from possessing or consuming alcoholic beverages. Violators of any section of this policy will be subject to ETC and University of Pittsburgh judicial sanctions and criminal prosecution in accordance with Pennsylvania law.

SECTION 2: Alcoholic beverage containers will be confiscated if their possession constitutes violation of ETC and University of Pittsburgh policy. These items become University property and will not be returned. Alcoholic beverage containers cannot be used as decorations or for any other purpose. Kegs, bulk containers, pumpers, taps, etc. are not permitted.

SECTION 3: Drinking games, beer funnels, and beer/water pong tables are not permitted. Any device/game used to promote mass consumption of alcohol will be confiscated and will not be returned. If ETC furniture or doors are used for drinking games the University will charge a minimum damage fee of \$50.

SECTION 4: Commuters and campus visitors may not possess or consume alcoholic beverages on campus regardless of age. Majority age (21 or older) non-residents in possession of alcohol in unopened containers will be asked to leave the campus. Open containers will be confiscated by university police or other authorized ETC and University of Pittsburgh officials.

SECTION 5: Student organizations may not purchase/provide/furnish alcohol in any way at events, even just for the organization's members.

SECTION 6: Student bars are prohibited on ETC property.

DRUGS AND OTHER CONTROLLED SUBSTANCES POLICY

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

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS POLICY

ETC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on ETC and University of Pittsburgh property or as part of any ETC activity. Faculty, staff, and students must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

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

Any ETC and University of Pittsburgh employee paid from federally funded grants or contracts, or any student participating in any federally funded or guaranteed student loan program, must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in university activities.

Drug and alcohol counseling and treatment programs are available in the Titusville area. Please check with the Executive Director's Office for additional information.

OPEN CONTAINER POLICY

It is a violation of ETC and University of Pittsburgh policy to have open containers holding alcoholic beverages outdoors on campus or in academic buildings unless given prior permission by the University for established events. People found to be in violation of this policy will be subject to appropriate disciplinary/criminal action. Furthermore, minors will be subject to citation for underage possession of alcoholic beverages.

Appendix C

CHALKING AND POSTING GUIDELINES

CHALKING

Students and registered student organizations and Partner programs wishing to chalk may do so provided the chalking is:

1. On a horizontal walking surface (e.g., sidewalk)
2. In an open area that is exposed daily to the elements (not a covered area). Only use of water-soluble stick type chalk is permitted.
3. Group agrees to clean chalk area, if necessary.

POSTING

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 ETC posting boards. Some campus facilities 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 ETC structure, including but not limited to benches, brick, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, painted surfaces, railings, seating, sidewalks, trees, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.

POSTING REQUIREMENTS

Each poster, notice, flyer or similar material must contain the name and current contact information of the student, registered student organization, and/or ETC partner program responsible for it.

No more than one poster, notice, flyer or similar material per event may be placed on each posting board.

No materials may be placed over the materials of other individuals/groups, unless the previously advertised event has passed.

Only students, faculty and staff may post materials in campus facilities. There will be no item posted by a non-affiliated group or individual which implies ETC affiliation. This applies to students, faculty, and staff who are working or volunteering with outside agencies, when such agencies wish to use this individual to advertise or announce a non-affiliated event. External persons wishing to post items may do so only with the permission of the Executive Director or Officer in Charge of Campus Police.

No person is to deface, remove, or conceal any portion of another sign or poster.

Organizations/individuals are asked to remove outdated materials on a regular basis, to permit space for new materials.

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 chalked or posted on ETC property must comply with applicable ETC regulations and local, state and federal laws.

Appendix D

ON-CAMPUS DEMONSTRATION GUIDELINES

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

Students or student groups who engage in on-campus demonstration must refrain from disrupting the educational process and from infringing upon the rights of other members of the ETC community. Additionally, on-campus demonstrations must be compliant with all applicable federal, state, or local laws and ordinances, as well as with these “ETC On-Campus Demonstration Guidelines” and all other applicable University guidelines, policies and procedures including the Student Code of Conduct.

ETC and the University of Pittsburgh maintain the right to regulate and monitor the time, place and manner of any proposed on-campus demonstrations as may be necessary to help ensure the safety and well-being of community members and orderly conduct of classes and other University functions.

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

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

1. Only registered student organizations are eligible to reserve ETC property, including facilities, certain outdoor spaces, equipment and services. For reservation information, please submit an Event Registration form to the ETC Executive Director’s Office.
2. No demonstration shall impede pedestrian and/or vehicular traffic.
3. No demonstration shall block or interfere with a person’s ability to enter/exit ETC and University of Pittsburgh property (buildings/gathering spaces, etc.).
4. No demonstration shall obstruct or disrupt activity related to ETC or any of its partners’ educational process, including, but not limited to, activity occurring in classrooms, offices, laboratories or other University facilities or grounds, except as may be permitted under the [Event Scheduling Guidelines](#), which outline appropriate means to demonstrate during a sponsored event.
5. Use of Tiki lamps, oil lamps, torches, or similar open flame devices are prohibited during any demonstration. Use of candles and luminaries during religious or ceremonial events may be permitted, if used in compliance with fire safety regulations.
6. Use of sound/voice amplifiers is prohibited inside ETC owned or operated facilities. Use of sound/voice amplifiers is also prohibited if it disrupts activity related to ETC’s educational process.
7. Demonstrators shall not engage in any behavior or activity that causes or threatens to cause physical injury to another person.
8. No demonstration shall cause damage to or the destruction of any property.
9. Picketing using signs attached to rigid supports/frames is prohibited in any ETC owned or operated building.
10. Distributing or posting literature is acceptable under ETC and the University of Pittsburgh policies on solicitation and/or the [University’s Chalking and Posting Guidelines](#). For information related to distribution during registered speakers/events, see the [Event Scheduling Guidelines](#).

Any student organization hosting an event or advertising on behalf of/in opposition to a candidate or taking a position on an issue to support/oppose a candidate, must make it clear they speak as individuals and should include the following disclaimer: “This event/publication is sponsored solely by [name of student organization] without support or endorsements of ETC or the University of Pittsburgh. ETC and the University do not participate in political campaigns on behalf of, or in opposition to, any candidate for public office.”

ENFORCEMENT

ETC, University officials or law enforcement agents may reposition or request the removal of any demonstrator believed to be in violation of federal, state or municipal laws and ordinances, and/or the Student Code of Conduct. Anyone involved in/witness to an incident in which they believe an ETC community member responded inappropriately, is encouraged to report this to an appropriate ETC or ETC partner office (Student Affairs, Human Resources, Student Care & Conduct, Campus Police).

These guidelines outline ETC's parameters that must be followed by individuals involved in on-campus demonstrations. For more information about your rights during a demonstration, visit this ACLU link: [ACLU Know Your Rights: Protesters' Rights](#).

Appendix E

EVENT SCHEDULING GUIDELINES

ETC affirms the constitutional rights of its community members. Freedom of thought, speech, assembly and expression are integral to the holistic development of each student. These freedoms are necessary to foster diverse educational experiences for each student, regardless of race, color, religion, ethnicity, national origin, ancestry, age, sex, sexual orientation, gender identity/expression, genetic information or marital, veteran, familial, or disability status. In alignment with our values as an institution, ETC supports student organizations in their pursuit to provide programs, speakers, and opportunities for intellectual conversation, discourse, and learning.

These guidelines should assist student organizations as they plan events on campus, including but not limited to inviting speakers. To best ensure a safe, successful presentation/event, please seek advice from the Office of the Executive Director or building management. Note: only ETC partners are eligible to use University facilities, equipment, and services, for their events or student organization events affiliated with their organization.

PRE-EVENT CONSIDERATIONS:

1. Student Organizations scheduling an event need to be in good standing with their ETC partner.
2. Events need to be approved by ETC and the sponsoring ETC partner.

SECURITY

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

Regardless of the other provisions included herein (so long as the hosting organization works with the Office of the Executive Director and Campus Police in advance to allow time for a complete security assessment), if an event meets the following criteria, the hosting organization security fees will not be assessed:

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

The hosting organization is responsible for security costs assessed per these Guidelines; costs will be used for payment of security personnel and associated equipment costs/rentals, as required by the criteria. If a hosting organization has questions regarding these fees, they should contact the Executive Director to discuss the assessment fee rationale. Content/viewpoint of a speaker's/performer's message and the community's expected reaction to the event will not be considered when determining security costs to be paid by the hosting organization. If the University of Pittsburgh requires additional security beyond that assessed above, the University will bear all costs associated with that additional security.

ADVERTISING

Hosting organizations are encouraged to advertise scheduled events. Advertisement should identify the event's purpose and sponsors/co-sponsors. ETC encourages hosting organizations to include the following disclaimer in all advertising related to speaker events:

"The Education & Training Center at Pitt-Titusville embraces its role to foster a diverse educational experience for all students through the free expression and exchange of ideas. The use of an ETC facility for this event does not necessarily constitute an endorsement by ETC or the University of Pittsburgh of any speaker, presentation, content or expressed viewpoint."

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

PARTICIPANT ENGAGEMENT

Expression and Dissent. A speaker's right of expression and the audience's right to listen take precedence. While students are encouraged to maintain open minds during a presentation, there may be times when attendees will not agree with the spoken/displayed viewpoint of the speaker. This is why free speech must be protected for every student and University community member. Students may dissent peacefully during an event.

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

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

Silent/Symbolic Protest: Protesting noiselessly, such as displaying signs, wearing clothing, gesturing, or standing, is acceptable so long as the protest does not interfere with the audience's view or prevent the audience from hearing/listening to the speaker. Use of signs, prolonged standing, or other activity likely to block the view of anyone in the audience must be done in the back/side of the room, if space is available.

However, if dissent interferes with any audience member's ability to hear/view the speaker, impedes ability of the audience to move freely, or causes/threatens to cause harm to audience, speaker or ETC community at-large, police and/or ETC staff may intervene and reposition/remove offending person(s). Chanting/making other sustained or repeated noise which substantially interferes with the speaker's communication is not permitted, whether inside or outside the meeting. Noise making devices are prohibited. Using and/or threatening force or violence (i.e., defacing signs or assailing a speaker/audience member) is never permitted. Behavior that violates the law or the *Student Code of Conduct* may result in arrest and/or issuance of ETC sanctions. In addition, nothing herein restricts ETC or the University of Pittsburgh from responding appropriately to obscenity, fighting words, defamation (includes libel and slander), child pornography, incitement to imminent lawless action, true threats or solicitations to commit crimes.

ENFORCEMENT

Campus Police, ETC, and/or University of Pittsburgh personnel may reposition or remove any person impeding the ability of attendees to view, hear, or participate in a speaker event, or possibly violate the law or Code. Conditions that may lead to such intervention include, but are not limited to:

1. Any verbal/nonverbal action that disrupts a speaker's ability to present the message or the audience's ability to receive the message.
2. Any verbal/nonverbal action that interferes with or impedes the movement of those in attendance, or the speaker(s).
3. Any verbal/nonverbal action that causes or threatens to cause injury to any attendee, the speaker(s), or property.

4. Any verbal/nonverbal action that impacts the imminent health/safety of attendees, speaker(s), or University community-at-large.

QUESTION AND ANSWER (Q&A) SESSION

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

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

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

In all situations, the Q&A session should be moderated by a member of the hosting organization or its designee.

ASSISTANCE AND ACCOUNTABILITY

When hosting an event or speaker on campus, registered student organizations are required to comply with all applicable federal, state and local laws as well as ETC and University of Pittsburgh policies and procedures. ETC will hold hosting organizations accountable for any failure to comply with such laws, policies, procedures or other conditions agreed to during the event registration and management process. Potential consequences may include, but are not limited to, loss of funding and loss of student organization registration status for a period.

SUMMARY

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

Any faculty, staff, or student wishing to reserve an Education & Training Center at Pitt-Titusville facility for a meeting or event may contact the Administrative Assistant to the Executive Director in Davis Hall room 204 or by calling 814-827-4509.

Appendix F

NOTIFICATION OF RIGHTS UNDER FERPA

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

- 1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate program director, written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing and is available at UP policy and Procedure 09-08-01.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and student health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the University will disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The University will forward records upon request of another school.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Pittsburgh to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Questions concerning the University of Pittsburgh at Titusville's FERPA Policy may also be directed to the Office of Student Services at (814) 827-4431.

DIRECTORY INFORMATION

The University may establish categories of information known as "Directory Information" and release this information without student consent, upon request. A student may request that any or all the categories below be excluded from Directory Information that would be released without the student's consent if requested by a third party. The University designates the personally identifiable information contained in a Student's Educational Record listed below as "Directory Information":

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

For University of Pittsburgh students, when the Student Services Office receives a student's refusal to permit the release of "Directory Information," no further disclosures are made without the student's written consent (except to parties who have legal access to student records without written consent). A student may rescind this action by submitting the request in writing to the Student Services Office, located in Davis Hall.

Students attending classes at ETC should notify the partner they are affiliated with directly if they choose to NOT have Directory Information shared with outside persons. Students enrolled in courses through the MAC, nursing, and Pitt-Bradford general education courses should contact the Pitt-Titusville Student Services Office in Davis Hall.

Appendix G

FACILITY-SPECIFIC INFORMATION

HOURS OF OPERATION

Fall and Spring Hours

Office	Monday – Friday	Saturday - Sunday
ETC Offices	8:30 am – 5:00 pm	Closed
Broadhurst Science Center G5 Public Computer Lab	7:30 am – 5:00 pm	Closed
Haskell Memorial Library	8:30 am – 5:00 pm	Closed
McKinney Commons Dining Hall	11:00 am – 3:00 pm	Closed
Student Union	Monday – Thursday: 7:00 am – 9:30 pm Friday: 7:00 am – 5:00 pm	Closed

Summer Hours

Office	Monday – Friday	Saturday - Sunday
ETC Offices	8:00 am – 5:00 pm	Closed
Broadhurst Science Center G5 Public Computer Lab	7:30 am – 5:00 pm	Closed
Haskell Memorial Library	8:30 am – 5:00 pm	Closed
McKinney Commons Dining Hall	11:00 am – 3:00 pm	Closed
Student Union	Monday – Thursday: 7:00 am – 9:30 pm Friday: 7:00 am – 5:00 pm	Closed

During holidays and 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.

PARTNER ADMISSIONS CONTACTS

Manchester Bidwell Corporation
814-827-4445
<mailto:jpapada@manchesterbidwell.org>

Manufacturing Assistance Center
814-827-4437
<mailto:etcmac@pitt.edu>

Northern Pennsylvania Regional College
814-598-3968
<mailto:admissions@nprc.edu>

Pitt Dental Medicine
412-624-6165
<mailto:hnl16@pitt.edu>

Pitt-Titusville
814-827-4408
<mailto:uptadm@pitt.edu>

Appendix H

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

NOTICE OF NONDISCRIMINATION

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

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

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

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

For complete details on the University's Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (CS 07) and Sexual Misconduct Policy (CS 20), visit the [Office of Policy Development and Management](#).

ANTI-HARASSMENT POLICY STATEMENT

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

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

FACULTY, STAFF, AND STUDENT RELATIONSHIPS

The policy on Consensual Relationships (CS 02) establishes the University's approach to consensual romantic or sexual relationships. This policy has been established in an effort to ensure that the University's educational and work environment is based on professional relationships in an atmosphere of mutual trust and respect. When

individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the University, or closely work together, there is the potential for a conflict of interest, favoritism, and exploitation. In order to protect the integrity of the University's academic and work environment, and recognizing the unpredictable nature of human relationships, this policy outlines limitations on consensual romantic, sexual or intimate relationships between faculty, staff, and students at the University. As an academic institution, the well-being and safety of our students is a primary concern and will be paramount in administering this policy. Consensual relationships between faculty, staff, and students that commence after the student has enrolled at the University are strongly discouraged and in certain situations, not permitted. This policy applies to all members of the University community, including all post-doctoral associates and post-doctoral scholars, research associates, faculty, faculty administrators, staff, staff administrators and other University officials, whether full- or part-time.

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

Dr. David Fitz, Title IX Liaison
[Pitt Concern Connection](#)

814-362-5119
800-468-5768

Appendix I

Responsibility of Student Information – Technology Resource Users

“Information Technology Resources” includes but are not limited to campus computing facilities (labs and individual machines); Education & Training Center at Pitt-Titusville timesharing services, remote access services; 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 Education & Training Center at Pitt-Titusville 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 Education & Training Center at Pitt-Titusville and therefore applies to Information Technology use and resources as it applies to all other university resources.

An offense related to Education & Training Center at Pitt-Titusville 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.
4. Borrows, lends, falsifies or misuses a computer account or Information Technology resource, or allows, or facilitates the unauthorized access to use of Education & Training Center at Pitt-Titusville Information Technology resources by a third party.
5. Obtains the password(s) of other persons in order to use Education & Training Center at Pitt-Titusville or ETC-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 Education & Training Center at Pitt-Titusville false, misleading, harassing or deceptive help requests or complaints.
7. Uses Education & Training Center at Pitt-Titusville Information Technology resources to gain or attempt to gain unauthorized access to information technology resources either inside or outside of the Education & Training Center at Pitt-Titusville.
8. Intercepts, attempts to intercept or otherwise monitors any communications not explicitly intended for them.
9. 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.
10. 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 Education & Training Center at Pitt-Titusville to students by giving, lending, selling, or leasing such media or software to others for their own use.
11. Interferes with the operation of the Education & Training Center at Pitt-Titusville’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.

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, Telecommunications, and Media (CTM) Services or their 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 Education & Training Center at Pitt-Titusville, 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 protected 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 Education & Training Center at Pitt-Titusville 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 Education & Training Center at Pitt-Titusville – but may not provide liability protection to individual computer users who commit copyright infringement.
5. In order to qualify for DMCA liability protection, the Education & Training Center at Pitt-Titusville shall take specific actions including:
 - a. Removal of offending computers from the Education & Training Center at Pitt-Titusville 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 Information Technology staff will contact the offender by email. Wireless access will be disabled until the offending material has been removed and notification to the University of Pittsburgh has been completed. Information will be submitted to the Office of the Assistant Executive Director. The student will be referred to their campus partner's student conduct office regarding the violation. Students found in violation may be subject to monetary and/or educational sanctions. Repeated violations may lead to dismissal and/or other sanctions from the Education & Training Center at Pitt-Titusville.