



University of
Pittsburgh

Office of
Student Affairs

Bradford

STUDENT HANDBOOK, RESOURCES AND POLICIES



2022-2023 Academic Year

[ACADEMIC AFFAIRS](#)

[Academic Procedures and Policies](#)

[Consumer Information](#)

[First Year Seminar](#)

[Grade Appeal Process](#)

[Internships](#)

[Majors and Minors](#)

[Power of Pitt](#)

[Undergraduate Research](#)

[ACADEMIC RESOURCES](#)

[Academic Advising Center](#)

[Academic Coaching and Tutoring Center](#)

[Hanley Library](#)

[Mathematics Center](#)

[TRIO Student Support Services](#)

[Writing Center](#)

[ATHLETICS](#)

[CAMPUS POLICE AND SAFETY](#)

[COMMUNICATIONS AND MARKETING](#)

[DIRECTORY – FACULTY AND STAFF](#)

[ENROLLMENT SERVICES](#)

[Academic Records and Transcripts](#)

[Educational Records and Student Rights](#)

[Graduation Application Instructions](#)

[Eligibility for Pennsylvania Tuition Rates](#)

[Name or Address Changes](#)

[Payment Plan](#)

[Refunds](#)

[Registration Process](#)

[View Grades](#)

[Relocation](#)

[Your Student Account](#)

[FINANCIAL AID](#)

[Checklist for Current Students](#)

[Checklist for Prospective Students](#)

[Federal Work Study](#)

[Financial Aid Forms](#)

[Grants and Loans](#)

[How to Apply for Financial Aid](#)

[Satisfactory Academic Progress](#)

[Scholarships](#)

[Tuition and Fees](#)

[U.S. Army ROTC Benefits](#)

[Veterans' Educational Benefits](#)

[OFFICE OF DIVERSITY AND INCLUSION](#)

[PANTHER SERVICES](#)

[Campus Dining](#)

[Mail Center](#)

[Panther Student ID Card Center](#)

[The Panther Shop](#)

[Vending and Laundry Services](#)

[STUDENT AFFAIRS](#)

[Career Services](#)

[Counseling Services](#)

[Disability Resources and Services](#)

[Health Services](#)

[Leadership Learning, Service & Advocacy](#)

[Residence Life](#)

[Student Care and Conduct](#)

[Student Engagement](#)

[TECHNOLOGY SERVICES](#)

[TITLE IX](#)

[Appendix A – Additional Guidelines and Policies](#)

Animals

Drones (Unmanned Aerial Devices)

Golfing

ID Card/Panther Card

Motor Vehicle Policies

Parking

Parking Lot Clearing for Emergency Situations and Snow Removal

Recycling

Rollerblading, Roller Skating, Skateboarding

Severe Weather Policy

Smoking Policy

[Appendix B – Alcohol and Drug Related Policies](#)

Alcoholic Beverages Policy

Drugs and Other Controlled Substances Policy

Drug-Free Workplace/Drug-Free Schools Policy

Open Container Policy

[Appendix C – Chalking and Posting Guidelines](#)

[Appendix D – On-Campus Demonstration Guidelines](#)

[Appendix E – Event Scheduling Guidelines](#)

[Appendix F – Notification of Rights Under FERPA](#)

[Appendix G – Building/Location-Specific Information and Policies](#)

Dining Services

Frame-Westerberg Commons
Hanley Library
Harriett B. Wick Chapel
McDowell Sport and Fitness Center and Kessel Athletic Complex
Panther Monument
The Panther Shop

[Appendix H – Policies on Non-Discrimination, Anti-Harassment, and Faculty-Student Relationships](#)

Notice of Nondiscrimination
Anti-Harassment Policy Statement
Faculty, Staff, and Student Relationships

*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 Student Code of Conduct and Residential Handbook. 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.*

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES

Appendix A

ADDITIONAL GUIDELINES AND POLICIES

The rights of students as members of the University community are set forth in the University of Pittsburgh at Bradford *Student Code of Conduct*. Each student should become familiar with this *Code*. Students living on campus and those visiting residence halls should note the rules and regulations in the *Residential Handbook*, the *Code*, and this *Handbook* which apply to both residents and guests.

There are a number of regulations and policies listed here which apply to all members of the University community. While not exhaustive, they are important in safeguarding University community members and/or protecting University property. All students should become familiar with these rules. Resident students should also be aware of the terms and conditions of their housing contract.

The relationship between the University and its students is non-custodial in nature, and no “special relationship” is established as a result of an individual’s student status.

ANIMALS

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

DRONES (UNMANNED AERIAL DEVICES)

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

GOLFING

Golfing is prohibited on University property due to the potential safety hazard to others, as well as potential damage to buildings/grounds.

ID CARD/PANTHER CARD

Students are required to have their University ID (Panther) Card with them at all times. This card is used to borrow library books, use equipment in the Commons/Sports Center, enter the dining room, and gain admission to athletic events and programs. University 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 Panther Services during business hours for a replacement. The \$25 replacement fee must be paid at that time.

MOTOR VEHICLE POLICIES

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

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

PARKING

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

1. Parking is permitted only in designated parking lots and spaces.
2. Faculty, staff, and students are not permitted to park in any “Visitor Only” parking lots.
3. See the Campus Parking map for additional lot details and descriptions.
4. Temporary “guest” parking permits, valid for up to 7 consecutive days, may be obtained at Campus Police.

PARKING LOT 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 Maintenance 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 of time.

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

Pitt-Bradford is committed to promoting recycling and the wise use of natural resources, and to fostering an ethic of waste reduction. All members of the campus community are expected to actively participate in these efforts. Resident students are supplied with one green recycling bin in their respective apartments, and in Livingston Alexander House bedrooms, as well as a large plastic bag liner.

The bin should be used to recycle the following items:

Cardboard and clean boxboard (shoe/cereal boxes)
Magazines, newspapers, junk mail and envelopes
Glass bottles and jars

Office paper (white/colored)
Aluminum and tin cans
Plastic bottles #1 to #7

Non-recyclables include:

No unmarked plastics (laundry baskets/chairs/toys)
No Pyrex or ceramics (dishes/plates/mugs/pots)
No aerosol cans (paint/hairspray/cleaner cans)

No windows/light bulbs
No foam packaging
No recyclables containing food waste

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

ROLLERBLADING, ROLLER SKATING, SKATEBOARDING

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

SEVERE WEATHER POLICY

Pitt-Bradford's general severe weather policy is to remain open in all but the most extreme circumstances. Individuals must make their own decision whether or not to come to class or report for work. In the past, faculty have been understanding when students miss class because of severe weather. It is the student's responsibility, however, to notify a faculty member within one week of a weather-related absence so it can be noted as such. All university faculty, staff, and students are urged to use their own discretion in deciding whether they can safely commute to class or to work. Public announcements will be communicated to area radio and television stations for broadcast and will be posted on the University's Web site at www.upb.pitt.edu regarding any official closures or delays no later than 6:15 am. If severe weather commences later in the day, public announcements of class cancellations or campus closure will be made as quickly as possible. Also, in those rare instances when all classes are canceled, the emergency alert system will be used.

SMOKING POLICY

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

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES

Appendix C

CHALKING AND POSTING GUIDELINES

Chalking

Students and Registered Student Organizations 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.

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 University posting boards. Some campus facilities, such as athletic buildings and academic buildings, may have additional requirements for posting materials. Accordingly, students should contact the appropriate administrator for the specific building prior to posting any materials.

The placement of posters, notices, flyers or similar materials is prohibited on any permanent University structure, including but not limited to benches, brick, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, trees, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.

University Residence Halls:

Students are not permitted to place any posters, notices, flyers or similar materials within the Residence Halls without first seeking the approval of the Office of Residential Life and Housing. Students in University Residence Halls are not permitted to display in or hang from the windows any posters, notices, flyers or similar materials.

Frame-Westerberg Commons:

All advertising within the Frame-Westerberg Commons must be submitted and approved in accordance with the [Frame-Westerberg Commons guidelines and procedures](#) (see Appendix G).

Posting Requirements

Each poster, notice, flyer or similar material must contain the name and current contact information of the Student and/or Registered Student Organization 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 University affiliation. This applies to students, faculty, and staff who are working or volunteering with outside agencies, when such agencies wish to use this individual to advertise or announce a non-affiliated event. External persons wishing to post items may do so only by permission of Conference Services or the Director of Student Engagement.

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, in order 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 University property must comply with applicable University regulations and local, state and federal laws.

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES

Appendix D

ON-CAMPUS DEMONSTRATION GUIDELINES

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

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

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

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

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

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

Enforcement

University officials or law enforcement agents may 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 a University community member responded inappropriately, is encouraged to report this to an appropriate University office (Student Affairs, Human Resources, Student Care & Conduct, Campus Police).

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

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES

Appendix E

EVENT SCHEDULING GUIDELINES

The University of Pittsburgh at Bradford affirms the constitutional rights of its community members. Freedom of thought, speech, assembly and expression are integral to the holistic development of each student. These freedoms are necessary to foster 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, the University 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 Student Engagement (OSE) or building management. Note: only student organizations registered on Panther Pursuit (<https://upb-pitt.presence.io>) are eligible to use University facilities, equipment, and services.

Pre-Event Considerations:

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

Security

Keeping with the University's obligation to provide a safe environment for its faculty, staff, students and guests, student organizations (hereinafter, "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 OSE to discuss this issue during the planning process. OSE 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 University 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 other provisions included herein (so long as the hosting organization works with OSE and Campus Police in advance to allow time for a complete security assessment), if an event meets both following criteria, the hosting organization will not be assessed security fees:

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

The hosting organization 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 Vice President and Dean of Student Affairs to discuss the fee assessment 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 requires additional security beyond that assessed above, the University will bear all costs associated with that additional security.

Advertisement

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

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

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

Categories

Open Event: An event funded in whole or part by student activity fees shall be open to all Pitt-Bradford students who pay the activity fee. The hosting organization, at its discretion, may allow other Pitt community members and the public-at-large to attend an open event. The hosting organization may offer priority access to students, followed by other Pitt community members (faculty and staff), and then the general public. Recording of a program (audio or video) is determined by the guest speaker or event performance agreement executed with the hosting organization prior to the event. For information about Student Government Association (SGA) funding policies, refer to the SGA Constitution.

Private Event: An event funded in whole or part by the student activity fee where the hosting organization elects to limit the audience to University of Pittsburgh at Bradford students.

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

Participant Engagement

Expression and Dissent. A speaker's right of expression and audience's right to listen take precedence. While students are encouraged to maintain open minds during a presentation, there may be times where 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/sides 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 University community at-large, police and/or University 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 University sanctions. In addition, nothing herein restricts the University from responding appropriately to obscenity, fighting words, defamation (includes libel and slander), child pornography, incitement to imminent lawless action, true threats or solicitations to commit crimes.

Enforcement

Campus Police and/or University staff may reposition or remove any person impeding the ability of attendees to view, hear, or participate in a speaker event, or who possibly violates 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. The University recommends that hosting organizations carefully plan the question and answer facilitation.

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

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

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

Assistance and Accountability

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

Summary

The University 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 University staff. Such pre-event discussion increases the probability that the event will run smoothly and be a productive event. Additionally, such discussion ensures that University of Pittsburgh students throughout their college years will have the opportunity to experience and learn from presentations that represent varied, diverse, and controversial viewpoints.

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES

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 in order to fulfill his or her professional responsibility. Upon request, the University will disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The University will forward records upon request of another school.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Pittsburgh to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Questions concerning the University's FERPA Policy may also be directed to the Enrollment Services Office at (814) 362-7602.

Directory Information

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

1. The Student's name
2. The Student's address, phone number and electronic mail address
3. The Student's major field of study
4. 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

When the Enrollment Services Office receives a student's refusal to permit the release of "Directory Information", no further disclosures are made without the student's written consent (except to parties who have legal access to student records without written consent). A student may rescind this action by submitting the request in writing to the Enrollment Services Office, located in the Hangar Building.

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

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES

Appendix G

BUILDING/FACILITY-SPECIFIC INFORMATION AND POLICIES

DINING SERVICES

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

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

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

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

Resident students unable to come to the dining room due to either an illness or an injury that causes immobility may have a friend pick up a meal for them by completing a "Sick Tray Request Form." These forms are available from Health Services or in the evening or on weekends from the Resident Advisors. They should then be submitted to the Director of Dining Services.

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

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

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

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

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

FRAME-WESTERBERG COMMONS

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

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

All members of the Pitt-Bradford community are asked to do their part in ensuring that the Frame-Westerberg Commons building and its facilities are not abused in any manner.

Your cooperation with regard to the following policies is appreciated:

1. Individuals or organizations desiring to display signs, posters, etc. in the Commons must follow the [Chalking and Posting Guidelines](#). In addition, the following guidelines must be followed: posters and flyers are approved and hung by the Commons staff. Posters are not to exceed 17" x 24". The name of the sponsoring organization must be clearly indicated on all advertisements. Posters that are written in a foreign language must include an English translation. Any advertising that contains profane or indecent expressions or graphics will not be approved. Unauthorized materials will be removed and discarded. Posters will be removed after the publicized event has occurred or after having been posted for 14 days. Events sponsored by University organizations will be favored over non-University organizations if space is limited. The Commons staff cannot hang materials that conflict with any student clubs or organizations sponsored through SGA, nor is staff responsible for posters after they have been hung on bulletin boards.

2. Room reservations for club/organization meetings are to be made in advance in Panther Services, located on the first floor of the Commons. Scheduling arrangements for use of all campus facilities, other than classes, is coordinated by Panther Services.
3. The fireplaces may be used when authorized by the Building Manager on duty. Building Managers have the sole responsibility for starting, maintaining, and extinguishing all fires in the fireplaces.
4. The Game Room has pool tables and a ping pong table, and is open only when staffed appropriately. Students, faculty, and staff may sign out equipment/games at the Information Desk with a valid Pitt-Bradford ID. No food or beverages are permitted on gaming tables.
5. Under no circumstances may furniture or University equipment be removed from the Commons. Persons removing University property from this or any other building will be subject to University disciplinary action, possible civil action, and/or substantial monetary fines.
6. Each resident student will be assigned a combination lock or keyed mailbox, located outside the Mail Center. Mail Center hours and package pick-up times are posted at the Mail Center. The Mail Center is closed on Saturdays and Sundays.
7. All persons are expected to conduct themselves in a responsible manner at all times in the Commons. The Vice President and Dean of Students has authority to ban any individual not conducting themselves in a responsible/manner from any part of the building.
8. Consumption of alcoholic beverages is prohibited in the building. In addition, anyone showing signs of intoxication is prohibited from entering the building. Building Managers will require any intoxicated person participating in an activity in the Commons to leave the facility. Individuals cited for intoxication will be required to meet with the Director of Student Care and Conduct for disciplinary action.
9. Pets are not permitted in any area of the building, with the exception of service (eye or hearing) dogs.
10. Any form of gambling is prohibited by University and State law.
11. Bicycles, skateboards, in-line skates (roller blades), and roller skates are not permitted in the building.
12. Shoes and shirts must be worn in the Commons at all times. Bare feet are not permitted.
13. Children under the age of 16 must be accompanied by a parent/guardian if they are using any of the facilities of the Commons.

HANLEY LIBRARY

Hanley Library contains books, audio visual materials, and periodicals. Electronic databases, e-journals, and e-books are available at www.library.pitt.edu. A staff of professional librarians and library specialists, along with student employees, are available to assist patrons. Most library material circulates for one term. Interlibrary loan is available for material unavailable at the Hanley Library. For more information about the Hanley Library, visit www.library.pitt.edu/bradford.

HARRIETT B. WICK CHAPEL

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

MCDOWELL SPORT AND FITNESS CENTER and KESSEL ATHLETIC COMPLEX

The McDowell Sport and Fitness Center includes the KOA Arena which seats 1,200, and is designed for both volleyball and basketball; the Paul Duke aquatics center with an NCAA regulation-length six-lane pool; the expansive Kenneth Jadlowiec Fitness Center; an aerobics, dance, and martial arts studio; an auxiliary gym (Tom L. McDowell Fieldhouse) for recreation, intramural sports, physical education/conditioning and other events; and multiple offices for staff in athletics and recreational sports.

Located at the Kessel Athletic Complex are a lighted softball field, a baseball field, six tennis courts, 2 pickle ball courts, and several soccer fields. Additional outdoor recreational facilities throughout campus include basketball courts and a sand volleyball court.

All athletic facilities are for use by students, staff, and faculty at Pitt-Bradford. To maintain these facilities so that their optimum use may be realized, efforts must be made not to abuse them. This can be accomplished by adhering to the following rules and regulations:

1. Parking for all vehicles will be in the parking lot.
2. Rollerblades, roller skates, skateboards, motorcycles, and bicycles are not allowed in the building.
3. Food and beverage consumption will be confined to the lobby only.
4. Tobacco products are prohibited in all parts of the building.
5. Only authorized personnel are permitted in offices, storage, and control rooms.
6. No one is permitted in the training room unless accompanied by an authorized person.
7. Athletic practices and/or athletic equipment use is not permitted in the lobby.
8. Non-university personnel are not permitted to use the building without the consent of authorized persons.

9. All students, faculty, and staff must present a current validated university ID to use facilities and equipment.
10. Lockers and equipment services are to be handled through the athletic office.
11. Sneakers or tennis shoes must be worn when using the facility.
12. The Sport and Fitness Center may be closed for purposes of school utilization during home athletic contests and special events.
13. Specific rules for the Jadowiec Fitness Center and other areas are posted. All persons using the facilities are expected to abide by them.
14. Pets are not permitted in any area of the building, with the exception of service (i.e., eye or hearing) dogs.

PANTHER MONUMENT

The bronze Panther monument at the main entrance of the Commons is a unique, expensive piece of art paid for in large part by Student Government Association contributions over several years. No person is permitted to climb on the Panther monument, both for reasons of personal safety and to protect the bronze casting and finish so the Panther may be enjoyed by many future generations.

THE PANTHER SHOP

Located on the first floor of the Frame-Westerberg Commons, the Panther Shop carries textbooks and course materials, school and office supplies, general and reference books, and a wide range of imprinted merchandise.

The Panther Shop accepts payment in the following forms: Visa, MasterCard, Discover, debit card, cash, check, travelers check, and money order. Students are also given the option of charging textbooks and required academic materials against their student accounts, with full payment due before the course registration period for the following term or session.

Students must bring their course schedules to the bookstore in order to purchase textbooks and course materials, which are sold the first four weeks of each term. Refunds will only be awarded to a student with a cash register receipt and a completed and processed add/drop or withdrawal slip. For a student to obtain a refund, the original price tag must be on the book; new books must be in perfect condition and used books in good condition.

For questions regarding textbook rentals, please inquire at the store. For further information, call the Panther Shop at (814) 362-7540.

UNIVERSITY OF PITTSBURGH AT BRADFORD – STUDENT HANDBOOK, RESOURCES AND POLICIES
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: <https://www.policy.pitt.edu/university-policies-category>.

Anti-Harassment Policy Statement

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

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

Faculty, Staff, and Student Relationships

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

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

Please contact:

Sofia Bednez, Director of Human Resources and Title IX

Liaison: Pitt Concern Connection:

(814) 362-0251

<http://pi.tt/concern> or (800) 468-5768

ROOM AND BOARD REFUNDS

Fall and Spring Terms

1. A student who voluntarily leaves the University during drop period is given a pro-rated credit of room and board charges on their account.
2. A student who voluntarily leaves the University after the drop period but before the last day to resign is given a pro-rated credit of board charges only on the student account. Room charges are not refundable.
3. A student who leaves in the last two weeks of a term (after last day to resign) is not eligible for credit/refund of room and board charges.
4. A student who is required to leave the University or University housing as a result of disciplinary action is not eligible for any credit or refund of room and board charges.
5. In order for any credit or refund of room and board charges to be made, the student's room key must be returned to the Office of Residential Life and Housing, at which time the dining room pass is de-activated.

Summer Sessions

1. Returning students can receive free housing during the summer term when they are enrolled in three or more credits, or an equivalent internship or academic initiative. Contract board plans are not provided during the summer sessions.
2. Students falling below 3 credits, withdrawing from their internship/academic initiative, or failing a course, will be billed the full room amount.