



University of
Pittsburgh | Greensburg

**STUDENT CODE OF CONDUCT
& CONDUCT PROCEDURES**

EFFECTIVE AUGUST 15, 2020

**University of Pittsburgh at Greensburg
Student Conduct System Administrators**

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To the Students of the University of Pittsburgh at Greensburg:

The rules and regulations that govern student conduct and define your rights and responsibilities as a student may be found within this student handbook. I encourage you to read and understand these policies. They are designed to ensure that we provide a living and learning environment that allows students to realize their academic and personal potential and achieve their educational goals.

Sincerely,



Robert G. Gregerson, PhD
President, University of Pittsburgh at Greensburg

Introduction

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

The Board of Trustees has the authority to establish regulations and standards for Students. Responsibility for these regulations and standards is delegated to the Chancellor and in turn to specified administrative officials. The Board of Trustees and University administrators acknowledge and affirm the rights and responsibilities of Students – as members of society, as guaranteed by Federal and State Constitutions, and as expressed by federal, state, and local laws.

The *Code* is subject to change at the discretion of the University. All Students are expected to familiarize themselves with and are required to abide by the provisions of the current *Code*.

This *Code* is *not a contract*.

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

Non-Discrimination Statement

The University of Pittsburgh values equality of opportunity and prohibits unlawful discrimination. Find the full Notice of Non-Discrimination at: <https://www.diversity.pitt.edu/about/notice-non-discrimination>.

Application, Scope, and Jurisdiction of the Code

Students and/or Student Organizations may be charged with *Code* Violations. Additionally, individual members of Student Organizations may be held accountable for *Code* Violations when they participate in any Violation committed by the Student Organization.

Students are expected to conduct themselves as responsible members of the University community. Students who violate the *Code* will be subject to disciplinary action by the University, when such conduct takes place on University Property or in the course of a University-sponsored or University-supervised activity.

In addition, conduct off-campus may be subject to disciplinary action by the University if that conduct: 1) threatens the health, welfare, safety, or educational environment of the University community or any individual member thereof, or otherwise disrupts the neighboring environments; and/or 2) is considered by the University to be a serious offense that would negatively reflect upon the student's character and fitness as a member of the student body; and/or 3) is an incident occurring within the University of Pittsburgh-Greensburg Police jurisdiction.

Student Conduct Record Retention Policy

The Office of Student Conduct maintains conduct records for a period of seven (7) years from the date of the incident, however, for all pending incidents and incidents resulting in on-campus housing dismissal, disciplinary suspension or disciplinary dismissal, the conduct record will be maintained permanently.

STUDENT RIGHTS WITHIN THE UNIVERSITY COMMUNITY

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

- ❖ To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write, or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the University to make reasonable rules and regulations related thereto.
- ❖ To associate with whomsoever they please.
- ❖ To engage in the educational process.
- ❖ To engage in peaceful, orderly, and nondestructive picketing, protests, and demonstrations, to the extent they do not violate public law and do not interfere with the educational process or, the rights of other members of the University.
- ❖ To be free from discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran.
- ❖ To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the University and the student against whom the legally authorized search is directed.
- ❖ To be free from violence, force, the threat of force, entrapment, and coercion.
- ❖ To organize one's own personal behavior as long as such behavior does not violate public law, University rules or policies, or the rights of others and does not interfere with the educational process.
- ❖ To be informed of the standards and the norms of conduct established by the University and the right to have advance notice of any potential sanctions for violations thereof.
- ❖ To have the benefit of fair and equitable procedures for determining the validity of charges of alleged violations of University standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges while providing due process and fundamental fairness to all persons.
- ❖ To retain unaltered status as a member of the University community and to be present on the campus and attend classes during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the University community or University property or a student's own physical or emotional safety and well-being.
- ❖ To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the University community.
- ❖ To have University records reflect only such information as is reasonably related to the educational process of the University.
- ❖ To be informed of the existence, custodianship and general character of all personal records maintained by the University.
- ❖ To inspect all personal records, except records determined to be confidential in accordance with properly established criteria.
- ❖ To have protection from disclosure of personal records to unauthorized persons. Information will not be released outside of the University community without the expressed consent of or waiver by the student involved, except under valid legal compulsion or where there is a clear and present danger to a member of the University community, in which case the student will be informed of any such release.
- ❖ To establish and elect a representative, democratic student government which is accountable to the University and the student community.
- ❖ To be heard and have one's views considered at appropriate levels of the decision-making process within the University community.
- ❖ To use designated University facilities as individuals and members of student organizations for extra-curricular activities sponsored by certified student organizations and student groups, subject to the priority of academic needs and to reasonable University rules and regulations regarding use of facilities.

Student Rights under FERPA

The Notification of Rights under the Family Education Rights and Privacy Act (FERPA) is available at:
<http://www.registrar.pitt.edu/ferpa.html>

Guardian Notifications for Drug and Alcohol Violations

FERPA permits the University to notify parent(s)/guardian(s) when a Student who is under the age of twenty-one (21) is found responsible for, or admits to, an alcohol or drug violation.

Notification to parent(s)/guardian(s) of such violations is part of a strategy to connect parent(s)/guardian(s) with appropriate University representatives to reduce the risk of University students developing patterns of behavior that may jeopardize their academic success, health, or well-being. Under special circumstances, professional staff at the University may use their discretion to determine whether or not this notification is in the best interest of the student.

When and how parent(s)/guardian(s) will be notified:

Parent(s)/guardian(s) will be notified via a written letter when the appeals period has ended and a student is found responsible for an alcohol or drug violation. This does not include students who are sanctioned solely for being "knowingly present" during drug and/or alcohol violation(s).

Who should parents/guardians contact if they have any questions?

The guardian notification letter will identify who to contact for additional information. Before calling for more information, the University encourages parent(s)/guardian(s) to speak to their student to see if the student requires any assistance and to encourage the student to make responsible choices that will help the student avoid future conduct violations.

Student Identification Requirements

Students are required to carry valid University ID cards at all times. Students are required to present valid University ID when requested by an authorized University official. Additionally, all residence hall students must carry, and present, valid University ID to gain access into their assigned residence halls.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT¹

A violation is committed when a Student or a Student Organization:

1. Fails to comply with guidance set forth by the University, federal, state and/or local authorities regarding public health and/or safety.
2. Engages in conduct which is disorderly, lewd, or indecent or a breach of peace; or aids, abets, or procures another to do the same.
3. Violates any federal, state or local law(s), or while abroad, violates any international law(s).
4. Possesses, consumes, or is under the influence of alcoholic beverages if under the age of 21, or dispenses alcoholic beverages to an individual who is under the age of 21.
5. Is knowingly present during the commission of the violation(s) of "possesses or consumes alcoholic beverages if under the age of 21 or dispenses alcoholic beverages to an individual who is under the age of 21."

¹ Please note that just because the expression of an idea or point of view may be offensive or inflammatory, it is not necessarily a violation of the Code. The University values freedom of expression and the open exchange of ideas, and the expression of controversial ideas and differing views is a vital part of the University's mission.

6. Consuming, carrying, or possessing an open container of alcoholic beverages on campus property, or violates any other provisions of the campus alcohol policy as specified in the Resident Student Handbook.
7. Operates a motor vehicle while impaired by or under the influence of drugs or alcohol.
8. Uses, misuses, possesses, distributes, manufactures, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.
The use or possession of marijuana (medical or otherwise) in the workplace and on campus is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, the University of Pittsburgh prohibits the use or possession of marijuana on campus.
9. Is knowingly present during the commission of violation(s) of “uses, misuses, possesses, distributes, manufactures, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.”
10. Without authority or consent, limits, or restricts the freedom of a person to move about in a lawful manner.
11. Physically abuses, injures or endangers a person’s health, welfare or safety.
12. Threatens, intimidates, coerces, or uses physical force in a manner which causes another person to be reasonably apprehensive or which endangers a person’s health, welfare or safety.
13. Harassment. Harassment may occur through verbal, physical, or electronic means when: 1. The conduct is severe or pervasive and objectively and subjectively has the effect of: a. Unreasonably interfering with an individual’s work or equal access to education; or b. Creating an intimidating, hostile, or offensive work or academic environment; or 2. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number 1 immediately above. Harassment can occur on University premises or, under limited circumstances, off campus. It can occur between people of the same or different protected group statuses.
14. Violates the [University of Pittsburgh Sexual Misconduct Policy](#) including, but not limited to:
 - a. Sexual Assault
 - b. Relationship Violence
 - c. Sexual Harassment
 - d. Stalking/Cyberstalking
15. Assists in the violation of the [University of Pittsburgh Sexual Misconduct Policy](#).
16. Violates the University of Pittsburgh Anti-Hazing Policy (See Appendix C).
17. Assists in the violation of the University of Pittsburgh Anti-Hazing Policy.
18. Operates an unregistered Student Organization, including, but not limited to fraternities/sororities and club sports, or organizes or sponsors any event or activity that promotes or gives the impression or appearance that the group is a Registered Student Organization.
19. Providing assistance to or in any way perpetuating the activities of an Underground Group. An “Underground Group” is defined as a formerly recognized Student Organization or group that has lost or been denied university registration or recognition or dissolved as a consequence of responsibility for Code and/or other policy violations, even if operating under a different name.
20. Violates or assists in the Violation of any University policy, procedure or guideline including, but not limited to the following:

- a. [University of Pittsburgh Non-Discrimination and Anti-Harassment Policy](#)
 - b. [University of Pittsburgh Drug Free Workplace/Drug Free Schools Policy](#)
 - c. [University of Pittsburgh Smoking Policy](#)
 - d. Any [Computing Services and Systems Development Policy](#)
 - e. Any provision of the Poster and Sidewalk Chalk Policy (See Appendix F).
 - f. Any provision of the Political Activity Regulations Policy (See Appendix G).
 - g. Any other University policy, procedure, or guideline whether or not listed in the *Code*
21. Violates any provision of the Resident Handbook, including, but not limited to:
 - a. Quiet Hours Policy
 - b. Visitation Policy
 - c. Possession of Prohibited Items
 - d. Alcohol Policy
 - e. Other
 22. Obstructs, interferes with, or denies another Student's Rights and Responsibilities affirmed by the Board of Trustees (please see Students Rights within the University Community).
 23. Uses, possesses, or manufactures firearms, explosives, weapons, fireworks or other dangerous articles or substances injurious to person or property, while on University Property.
 24. Activates emergency warning equipment, or communicates false information regarding any emergency situation.
 25. Abuses, removes, damages, or alters fire safety equipment, security equipment, and/or exit signs.
 26. Ignites or burns materials, including but not limited to incense and candles, without proper authorization, while on University property.
 27. Throws anything from windows, balconies, patios, or any other area of any University building.
 28. Affixes, implants, or otherwise fastens any object to any University property floors, ceilings, windows, or walls which might stain, scar, vandalize, or otherwise cause damage to said property.
 29. Without proper authorization, lends, possesses, abuses, damages, destroys, removes, (mis)uses, misappropriates, or sells the property of another, including, a business or the University.
 30. Obtains the personal information of another person by misrepresentation or fraudulent means.
 31. Without proper authorization enters or uses property of another, a business, or the University.
 32. Forges, alters, takes possession of, duplicates, or uses documents, records, keys, identification, or computer accounts without proper authorization.
 33. Fails to present University identification or gives false identification or identifying information upon the request of an authorized University official.
 34. Falsifies information or records submitted to a University official or office.
 35. Fails without just cause to comply with the lawful direction of a University official, or other lawful authority having just cause and acting in the performance of their duties and authority.

36. Engages in solicitation of any type (including non-University commercial activity) on University property unless approved in advance by an appropriate University official.
37. Participates in the sale or misuse of class materials including but not limited to: recordings, papers, examinations or any other class materials.
38. Disrupts or prevents the peaceful and orderly conduct of classes, lectures, quiet study, speaker presentations, and/or meetings or deliberately interferes with the freedom of any person to express their views.
39. Engages in any act or preparation intended to result in a violation of this *Code*, which, if not prevented, would have resulted in the completion of the act intended.
40. Obstructs or interferes with the apprehension or discipline of another student who may be involved in a commission of a Violation of the *Code*.
41. Intimidates, coerces, influences, or retaliates or attempts to do the same against a person who is participating or has participated in any University process or proceeding.
42. Disrupts or interferes with the conduct process.
43. Makes or distributes any unauthorized audio or video recording of any person in violation of federal, state, or local law, or without their prior authorization.
44. Engages in games of chance in violation of federal, state, or local law.

PROCESS AND PROCEDURES FOR CONDUCT REFERRALS

(for Title IX matters, please see Appendix D)

Student Rights:

See *Students Rights Within the University Community* listed at the beginning of this *Code*.

Commonly Used Terms:

Adjudication: Completion of any investigative or hearing process and/or any accompanying appeal process.

Complainant: A University community member who files a referral that alleges a violation of the *Code*.

Conduct Referral: A report alleging violations of the *Code*.

Respondent: Student/Student Organization alleged to have violated the *Code*.

Process and Procedures:

A. Filing a Conduct Referral

The University's Conduct process is initiated when a member of the University files a Conduct Referral against a Student/Student Organization alleging that there has been a violation of the *Code*.

Any member of the University community who has witnessed, has been subject to or has knowledge of a potential violation of the *Code* may contact the Office of Student Conduct to complete a Conduct Referral.

Conduct Referrals which allege violations of the University's Sexual Misconduct Policy will proceed under Title IX as listed in Appendix D of this *Code*.

B. Review of the Conduct Referral and Initiation of the Conduct Process

Once a Conduct Referral is submitted, the Director of Student Conduct, or their designee, will determine whether the behavior alleged in the Conduct Referral, if substantiated, would constitute a *Code* Violation. In some instances, the Director of Student Conduct, or their designee, may need to meet with the alleged Respondent prior to making this determination.

If it is determined that the Conduct Referral alleges a *Code* violation, the Director of Student Conduct, or their designee, will decide if the Conduct Referral will proceed under the Level I or Level II Process. Once this determination is made, the Director of Student Conduct, or their designee, will notify the Respondent of the next steps in the conduct process by sending an email to the Respondent's University e-mail address.

Most Conduct Referrals proceed under the Level I Hearing Process and are heard by the Office of Student Conduct, the Student Conduct Judicial Board, or Residence Life staff (collectively hereinafter referred to as "Hearing Officers"). Generally, after filing the Conduct Referral, Complainants do not participate in the Level I Hearing Process. The Level II Hearing Process is facilitated by the Office of Student Conduct. This process is followed when:

1. The alleged violations may result in sanctions that include Disciplinary Suspension, Disciplinary Dismissal, Suspension or Dismissal from University Housing; or
2. The Respondent is a Student Organization; or
3. Deemed appropriate by the Director of Student Conduct.

C. Interim Action

Prior to initiation of the conduct process, the Dean of Students, or their designee, may take limited or temporary action to protect the health, safety or well-being of the University community and/or to help ensure the effective functioning of the University. Examples of behavior that may lead to interim action by the University may include, but are not limited to, being charged with a serious criminal offense, physical violence, sexual assault, significant disruption of the educational or living environments of the University, significant damage to property, and possession and/or distribution of controlled substances. The Dean of Students, or their designee, will make reasonable efforts to give the student an opportunity to respond to the alleged offense.

Interim action remains in effect only as long as the Dean of Students determines there is a need for such action **or** until the matter has been investigated, adjudicated, or otherwise resolved in accordance with the *Code*.

Interim actions may include suspension from the University, removal from University housing, suspension of privileges, and other similar measures.

Within ten (10) business days of an interim action, the Student/Student Organization may request, in writing, that the Dean of Students reconsider the interim action. This request must include the reasons why the Student/Student Organization believes the interim action should be lifted. The Dean of Students will consider the request and advise the Student/Student Organization of any modification to the interim action within five (5) business days of the submission of the request. The interim action remains in place during the Dean of Students' review.

Interim action does not replace the conduct process, which shall proceed as outlined in this *Code*.

D. General Information for Respondents and Complainants in both Level I and Level II Hearing Processes and Appeals

In addition to the rights affirmed by the Board of Trustees, Respondents have the right to *decline to testify against themselves*. The Hearing Officer or the Judicial Board will use a *preponderance of the evidence standard* (meaning more likely than not) when deciding if a Respondent is responsible for a violation of the *Code*.

Legal rules regarding the wording of questions, hearsay, and opinions, as well as legal rules regarding admissibility of evidence, will not be formally applied. Legal motions will not be entertained, but reasonable rules of relevancy will apply. Reasonable limits may be imposed on the number of factual and/or character witnesses and the amount of cumulative evidence that may be introduced.

Respondents/Complainants have the right to call witnesses during the hearing process.

E. Advisor, Support Person and/or Representative

Complainants and Respondents in both the Level I and Level II conduct process are entitled to one advisor or support person of their choice. This advisor or support person may accompany the party to any meeting or proceeding, but may not stand in place of either the Complainant or the Respondent. Information regarding the processing of any referral will only be shared with the Complainant or Respondent.

While not necessary or required, Complainant(s) and/or Respondent(s) in a Level II process have the right to use a Student Advocate to assist them during the conduct process. This Student Advocate may actively participate in the Level II Conduct Process, but may not answer questions on behalf of the Complainant or Respondent. Student Advocates are selected members of the student body who assist students during conduct proceedings. It is up to the Complainant(s) and/or Respondent(s) to contact the Advocate and keep the Advocate informed about the conduct proceedings. A Respondent's or Complainant's failure to secure an Advocate will not cause a Hearing to be postponed or canceled.

Legal counsel shall be restricted to an advising role and may not directly participate.

Throughout the conduct process, the Complainant and/or Respondent may request to review the Conduct Referral.

If a Respondent chooses not to participate in any stage of the hearing process, adjudication will proceed and sanctions may be imposed or a Judicial Hold may be placed on the student's account.

F. Level I Hearing and Appeal Process

Level I Hearing Process:

1. The Hearing Officer will read the alleged *Code* violations and allow the Respondent to review the Conduct Referral.
2. The Respondent will have the opportunity to ask questions and to present relevant information through personal and/or witness testimony and/or documents.
3. The Hearing Officer may ask questions regarding any information provided.
4. Using a preponderance of the evidence standard, the Hearing Officer will determine if the Respondent is responsible for violating the *Code* and if so, will inform the Respondent of the imposed sanctions, either at the conclusion of the Level I Hearing or within a reasonable time thereafter.
5. If the Respondent is found responsible for violating the Code, the Respondent will have the option to:
 - a. Accept the findings and imposed sanctions.
 - b. Accept the findings, but reject and appeal the imposed sanctions.
 - c. Reject the findings and imposed sanctions and appeal both.
6. If the Respondent is found not responsible for violating the *Code*, no sanctions will be imposed.
7. If the Respondent fails to attend the Level I Hearing, the Hearing may proceed in the Respondent's absence and sanctions will be imposed or a Judicial Hold may be placed on the Student's account.

Level I Appeal Process

Respondents seeking to appeal a Level I Hearing must file a written appeal with the designated office as listed in their decision letter within ten (10) business days of the date of the Hearing decision letter.

The reason for appeal must fall within the scope of review. The scope of review shall be limited to statements and facts supporting one or more of the following questions:

1. Whether rights affirmed by the Board of Trustees have been denied.
2. Whether established Level I Hearing procedures were not followed in a manner that would have significantly affected the decision.
3. Whether there was an absence of a rational connection between the facts found and the findings.
4. Whether the issued sanctions are substantially disproportionate to the severity of the Violation.
5. Whether new evidence is presented which was not available or discoverable during the Level I process that if available at the time would have significantly altered the findings or sanctions.

Once the designated office receives a request for an appeal, the designee will review and notify the Respondent whether the appeal will be heard. If the appeal is to be heard, the designee will notify the Respondent of the date, time, and place of the appeal meeting. Decisions following the appeal meeting are final.

G. Level II Hearing and Appeal Process

Level II Pre-Hearing Process

When a Conduct Referral falls under the Level II Hearing Process, the Director of Student Conduct will schedule a Disciplinary Conference with the Respondent. The purpose of the Disciplinary Conference, which may occur over a period of several meetings, is to 1) allow the Director to discuss the alleged violations(s) with the Respondent; 2) make recommended sanctions, taking as true all facts in the Conduct Referral; and 3) provide the Respondent the opportunity to choose their response to the Conduct Referral, as defined below:

- a. Accept responsibility for violating the *Code*, accept the recommended sanction(s) and waive the Level II Hearing and Appeal Process.
- b. Proceed before the Level II Conduct Judicial Board for a Sanctions-Only Hearing.
- c. Proceed before the Level II Conduct Judicial Board for a Full Hearing.

If the Respondent elects to proceed with a Level II Hearing, the Director of Student Conduct will answer questions regarding the procedures and format of the student conduct process, will schedule the Level II Hearing, and will provide other assistance as appropriate.

Both the Complainant and Respondent will receive an e-mail notification of the date, time, and place of the Level II Hearing. If a party has been sent notice in accordance with the *Code*, and fails to appear at the scheduled date, time, and place, the Level II Hearing may be held in the party's absence.

Witnesses

The Complainant and Respondent may provide the Director of Student Conduct with a witness list, containing a brief description of each witness's proposed testimony. This description must be submitted to the Director not less than five (5) business days prior to the Level II Hearing date. It is the responsibility of the Complainant and Respondent to coordinate any witness's participation in the Level II Hearing. The Director may provide reasonable assistance in facilitating any witness participation.

Where necessitated by fairness, the Director of Student Conduct may make arrangements for the recorded, telephonic, or written testimony for use in a proceeding. The Director, at their discretion, may allow the Complainant, the Respondent or any witness to testify via closed-circuit audio/video technology. For either accommodation, a written request must be received by the Hearing Officer not less than five (5) business days prior to the Level II Hearing date.

Both Complainants and Respondents may review, not less than two (2) business days prior to the Level II Hearing date, any approved witness list submitted by the opposing party. To schedule such a review, Complainants and/or Respondents must contact the Director of Student Conduct to make an appointment.

Evidence

The Complainant and Respondent will have the opportunity to submit evidence that they intend to introduce at the Level II Hearing. Such evidence must be submitted to the Hearing Officer not less than five (5) business days prior to the Level II Hearing date. Not less than two (2) business days prior to the Level II Hearing date, both the Complainant and Respondent shall have the opportunity to review all evidence that has been approved for use in the hearing. To schedule such a review, the Complainant and/or Respondent must contact the Hearing Officer to make an appointment.

Level II Hearing

The Director of Student Conduct, or their designee, will serve as the Hearing Moderator for all Level II Hearings.

The Hearing Moderator will convene the Level II Hearing and introduce the parties involved in the proceeding. The Complainant/Respondent, or their Advocate as described above, may object to the participation of any member of the Level II Conduct Judicial Board or to the procedures, and the Hearing Moderator will make any necessary decisions regarding the validity of such concerns or objections. The Hearing Moderator shall read the alleged violations, and if the hearing is Sanctions-Only, the Hearing Moderator also will share the University's recommended sanctions.

The Complainant/Respondent, or their Advocate, will have the opportunity to state their case, offer evidence, and call, question, and cross-examine witnesses. During any presentation, the Hearing Moderator and Level II Conduct Judicial Board Members also will have the opportunity to ask questions to the Complainant/Respondent or any of their witnesses.

At the conclusion of all testimony, the Complainant/Respondent or their Advocate will be given the opportunity to offer a closing statement which may include information regarding the imposition of sanctions.

Deliberations for Sanctions-Only Hearing

1. The Level II Hearing will be concluded and all participants except the Level II Conduct Judicial Board will be dismissed.
2. The Level II Conduct Judicial Board will deliberate in private and decide whether to accept or alter the University's recommended sanction(s).
3. The Level II Conduct Judicial Board will create a written record of recommended sanctions.

Deliberations for Full Hearing

1. The Level II Hearing will be concluded and all participants except the Level II Conduct Judicial Board will be dismissed.
2. Using the preponderance of the evidence standard, the members of the Level II Conduct Judicial Board will deliberate in private until a finding regarding responsibility is reached.
3. If the Respondent is found responsible, the Hearing Moderator will share the University's recommended sanction(s) with the Level II Conduct Hearing Board. The Level II Conduct Judicial Board will return to deliberations and decide whether to accept or alter the University's recommended sanction(s).
4. The Conduct Judicial Board will create a written record of findings and recommended sanctions, if any.

Hearing Outcome

The Level II Conduct Judicial Board's findings and/or recommendation(s) will be sent to the Dean of Students. The Dean of Students may increase, decrease, or otherwise change the recommended sanction(s) if they believe that the totality of circumstances, including but not limited to University precedent, justifies such a change.

The final decision of the Dean of Students shall be forwarded to the Respondent, as well as appropriate University officials.

Respondents have ten (10) business days from the date of the Dean of Students' decision letter to file petitions for appeal and for postponement of sanctions pending appeal. Prior to submission of the petitions for appeal, the Respondent may schedule an appointment with the Office of Student Conduct to review the conduct file.

Level II and Sexual Misconduct Appeal Process

Petition to Appeal and Petition to Postpone Sanctions

Appeal petitions related to Level II Hearings may be filed by Respondents. Appeal petitions related to Sexual Misconduct Violations may be filed by either the Complainant or the Respondent. Persons filing an appeal will have ten (10) business days from the date of the hearing decision letter to file their petition with the University Review Board (URB) by submitting it to the Office of Student Conduct. The appeal petition must include a thorough statement and all facts or evidence which support one or more of the following (Scope of Review):

1. Whether rights affirmed by the Board of Trustees have been denied.
2. Whether established procedures were not followed in a manner that would have significantly affected the decision.
3. Whether there was an absence of a rational connection between the facts found and the findings.
4. Whether the issued sanctions are substantially disproportionate to the severity of the violation.
5. Whether new evidence is presented which was not available or discoverable during the process that if available at the time would have significantly altered the findings or sanctions.

The URB shall hear appeals on the petition of a student or student organization when a petition, together with supporting documentation, presents a substantial question within the scope of review of the URB and either the prior adjudication or action resulted in:

- 1) Suspension or dismissal from the University.
- 2) Suspension or dismissal from the University residence halls.
- 3) Procedural rulings or substantive interpretations that have an important impact upon the Pitt-Greensburg Judicial system or University community.

As discussed under University Review Board procedures, the URB Moderator and applicable URB members will make their determination of whether to proceed with an appeal based on submitted documentation only.

In addition, persons filing an appeal may also request postponement of sanctions pending appeal. Such requests must explain why the imposition of sanctions must be postponed. The question to be answered in determining whether to postpone sanction(s) is, whether the immediate imposition or postponement of the sanction(s) will unfairly prejudice either party, pending a final determination of the appeal.

All decisions regarding the postponement of sanctions will be made within five (5) business days of the receipt of such a request and will be communicated to appropriate parties in writing through the Office of Student Conduct.

Until favorable decision on the appeal or favorable action on a petition for postponement of sanction pending appeal, the original sanction(s) imposed remains in effect.

URB Procedures for Reviewing Petition to Appeal

The URB Moderator, in consultation with one student and one faculty member of the URB, will review petitions and determine whether the petition meets all requirements for filing an appeal; whether the petition raises a question within the Scope of Review; and, whether the appeal will proceed. In cases involving Sexual Misconduct, the URB Moderator will consult with two faculty or staff members of the URB. The URB Moderator and applicable URB members will make their determination of whether to proceed with an appeal based on submitted documentation only.

Where the URB has determined that an appeal's petition does not fall within the Scope of Review, the URB Moderator and two URB members will render and submit a written opinion and recommended dismissal of appeal, accompanied by the record, to the Office of Student Conduct. Notice of the outcome will be given to the Respondent. In cases involving Sexual Misconduct, both the Complainant and Respondent will receive notice of the outcome of the review of the petition to appeal.

URB Procedures for Proceeding with an Appeal

Where it has been determined that a petition falls within the Scope of Review, the URB Moderator will notify the applicable parties that an appeal has been initiated.

The URB Moderator will then schedule an appeal proceeding. Applicable parties to the appeal proceedings will receive a copy of the appeal petition and procedures and written notification of the time, date, and place of the proceeding.

The appeal will be conducted under the procedural guidance of the URB Moderator, who also shall determine the composition of the URB panel.

The URB panel, in its discretion, may elect to decide an appeal based solely on the submission of documents from the applicable parties, without oral argument. The URB appeal process does not include testimony from witnesses.

If the URB, in its discretion, decides to allow oral argument, applicable parties will be given reasonable time to present their position. A party may refer to any records, documents, or recordings from a prior proceeding and may present written argument. A party may question the other about their argument, except in cases involving Sexual Misconduct. Members of the URB panel and the URB Moderator may question the parties.

The URB panel may remand a matter to the Office of Student Conduct or Title IX for further proceedings when the URB panel determines that there are insufficient written findings or prejudicial procedural error. In other cases, the URB panel, by a majority, shall forward a written opinion, recommend action, and complete record to the Office of Student Conduct. There may be an accompanying minority opinion. Applicable parties will be notified.

The decision of the University Review Board is the final level of University review.

SANCTIONS

The University may impose a wide range of sanctions for violations of this *Code*. Any of these sanctions may be used outside of the conduct process as an interim action to help ensure the health, welfare, safety, or educational environment of the University community or any individual member thereof, or to otherwise limit disruptions to the neighboring environments. Sanctions may be imposed by the Dean of Students or their designee. A record of imposed sanctions will be maintained in the Office of Student Conduct and any other appropriate office(s) to which the sanction(s) or interim action(s) apply.

If a Student fails to complete sanctions, a Judicial Hold may be placed on the student's account and/or the student may face further disciplinary action. Student organizations that fail to complete sanctions may face additional disciplinary action.

Some sanctions may affect both University and non-University opportunities, including, but not limited to studying abroad, participation in a student organization, and employment.

Sanctions that may be imposed are:

Alcohol and/or Drug Assessment -- An assessment of substance use by an independent agency. The student must follow through with all recommendations from assessment for the sanction to be considered complete. Repeated or aggravated violations of any section of this Code may result in residence hall and/or disciplinary suspension.

Alternative Sanction — A mandated sanction to be created and assigned.

Community Service -- Events or activities in which students provide unpaid assistance to a charitable or philanthropic organization. The student is responsible for providing verifiable documentation that the community service has been completed.

Counseling Assessment — An assessment by the University Counseling Center, which may include recommendations for additional resources.

Disciplinary Dismissal -- A termination of registration of a student, which prevents the student from returning to any University of Pittsburgh campus. Upon Dismissal, the student is placed on Persona Non Grata status on all University Property and is not permitted to enter or use University Property unless the student receives permission from the Dean of Students or their designee. In accordance with University Policy 09-05-08, there may be no financial adjustment made to tuition or fee charges for Students who are Disciplinary Suspended/Dismissed.

Disciplinary Probation -- A conditional retention of student status for a specified period of time. During the probationary period a student may be excluded from representing the University in intercollegiate athletics, holding a student office or similar position, or other extra-curricular University activities. Such loss of privilege(s) will depend on each individual set of circumstances.

Disciplinary Reprimand -- A written statement from the Dean of Student Services or his/her designee expressing disapproval of conduct.

Disciplinary Suspension -- A termination of registration as a student for a specified period of time. During the period of Disciplinary Suspension, a student is excluded from classes and all other University privileges or activities. In accordance with University Policy 09-05-08, there may be no financial adjustment made to tuition or fee charges for Students who are Disciplinary Suspended/Dismissed.

The student will be Persona Non Grata on all University property during the period of suspension and will not be permitted to enter or use University property unless the student receives written permission from the Dean of Student Services or his/her representative.

Prior to returning, the student must contact the Office of Student Conduct to discuss the student's return to campus. The student may be allowed to return to the University on a probationary basis for a period of one year unless otherwise specified by the Office of Student Conduct.

Educational Programming — An educationally-driven sanction to be created and assigned. The student or student organization may be responsible for costs associated with the programming.

Fine -- A monetary sanction that can be imposed. Failure to pay a fine on time will result in a hold on a student's account and/or additional disciplinary action.

Information Technology Resource Probation — A written reprimand for a violation of a specified university technology regulation. This probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any university technology regulation.

Information Technology Resource Suspension/Termination -- A temporary suspension or permanent termination of part or all of a student's access to information technology resources. No refund of any fees charged and applied to information technology resources will be made.

Involuntary Change of Residence Hall Assignment -- A written direction to relocate a student to an alternative residence hall accommodation within a specified period of time which is imposed by the Dean of Students, or their designee. Involuntary Change of Residence Hall Assignment is imposed only to ensure safety and well-being of a member of the University community, or University property, or to maintain an academic residential environment, or to ensure the student's own physical or emotional safety and well-being.

Judicial Hold — A restriction placed on a student's account, which may prevent activities, including, but not limited to, registering for classes, obtaining enrollment or degree verification, receiving an official transcript, and issuance of a housing contract.

Letter of Apology — A written statement of apology for an action or behavior.

Membership Review — The members shall be reviewed by the Office of Student Involvement and/or the Office of Student Conduct to determine which members may continue their participation.

No Contact Order — A directive to cease and desist from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including, but not limited to personal contact, e-mail, telephone, texting, social media or any electronic or other means, or through third parties. Should the student fail to cease contact, the student will be subject to additional action, up to and including suspension and/or dismissal from the University. Additionally, failure to follow the No Contact Order may result in criminal arrest or the initiation of criminal action. No Contact Orders may be issued outside of the conduct process. In these instances, the No Contact Order would not be considered a sanction.

Online Educational Class – Completion of an online course specific to the violation. Assignment of the course will be made through the student's Pitt email address. Verification of completion will be required.

Parental Notification -- As permitted by applicable law, a student's legal parent(s)/guardian(s), as on record with the Office of the Registrar will either be called or sent a letter by either the Director of Residence Life or the Director of Student Conduct and will be informed that the student has violated the Student Code of Conduct and has been sanctioned accordingly.

Persona Non Grata -- An exclusion from a facility or area for a specified period of time or until otherwise notified. During the period the student is excluded from a specified facility or area of the University and may not enter or participate in any function within the confines of the area or facility of the University. The student will not be permitted to enter or use University property for visitation, meals, employment, or any other purpose. The student will not be permitted within a minimum of 100 feet of the excluded property. Should the student reappear in any of the areas heretofore mentioned, additional disciplinary action may be taken, and he/she will be subject to arrest. Persona Non Grata may be issued outside of the conduct process. In these instances, the Persona Non Grata would not be considered a sanction.

Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.) -- A program designed to: 1) develop a high level of alcohol and other drug awareness; and/or 2) identify individuals with substance abuse early so they can be referred to the University's network of support. P.R.I.D.E. requires participation in an online educational program and a subsequent personal interview. Failure to participate in the P.R.I.D.E. program may result in additional disciplinary action including, but not limited to, judicial holds and/or monetary fines.

Residence Hall Dismissal -- A termination of residence and permanent exclusion from the residence halls. If the student reapplies for residence, he/she will not be allowed to return to the residence halls. The student will be Persona Non Grata on all University residence property. This status means he/she will not be permitted to enter or use University residence hall property for visitation, meals, employment, or for any other purpose. This status also includes exclusion from residence hall lobbies, patios, and adjacent University property. The student will not be permitted within a minimum of 100 feet of the excluded property. Should the student reappear in any of these areas, additional disciplinary action may be taken, and he/she will be subject to arrest.

Residence Hall Probation -- A conditional retention of resident status for a specified period of time. During the probationary period a student may be excluded from participation in extracurricular residence hall activities and may not represent the residence hall as an athlete or in other capacities, nor may he/she hold any appointed or elected position within the residence hall community.

Residence Hall Reprimand -- A written statement from the Director of Residence Life, or their designee, expressing disapproval of conduct.

Residence Hall Suspension -- A termination of residence for a specified period of time from the residence halls. The student will be Persona Non Grata on all University residence hall property during the period of suspension. This status means he/she will not be permitted to enter or use University residence hall property for visitation, meals, employment, or any other purpose. This status also includes exclusion from the residence hall lobbies, patios, and adjacent University property. The student will not be permitted within a minimum of 100 feet from the excluded property. Should the student reappear in any of these areas, additional disciplinary action may be taken, and he/she will be subject to arrest.

At the conclusion of the period of suspension, the student will be allowed to return to the residence halls property on a probationary basis for a period of one year unless otherwise specified.

Restitution -- A written directive to replace, repair, or make specific compensation for property of the University or another person that was damaged, destroyed, or misused. Failure to make restitution by a designated date may result in a hold on a student's registration and/or additional disciplinary action.

Substituted Sanction -- A constructive and voluntary undertaking by a student, which, by agreement of the student and the Judicial Board or Hearing Officer, shall be substituted for any of the above, sanctions.

Suspension of Privileges — A loss of specific privileges for a specified period of time.

Termination of Privileges — A loss of specific privileges on a permanent basis.

Termination of Residence Hall Privileges -- A termination of specific privileges for a specified period of time intended to remedy a student's disregard for the rights of others.

GLOSSARY

Adjudication: Completion of any investigative or hearing process and/or any accompanying appeal process.

Complainant: A University community member who files a referral that alleges a violation of the *Code*.

Conduct Referral: A report alleging violations of the *Code*.

Consent: An informed decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.

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

Disciplinary Conference: A meeting with the Director of Student Conduct to discuss an alleged violation of the *Code*. The purpose of this conference, which may occur over several meetings, is to determine whether the Respondent will accept general responsibility and the recommended sanctions or will proceed to a Level II Hearing.

Full Hearing: A Level II Hearing to determine whether the Respondent is responsible for violating the *Code* and whether sanctions should be recommended. For a full description, please refer to Level II Hearing.

Hearing Officers: Individuals, including but not limited to, Office of Student Conduct staff, Student Conduct Judicial Board members, or Residence Life staff who have the authority to adjudicate cases.

Level I Hearing: A meeting with a Hearing Officer to discuss an alleged violation of the *Code*. For a full description, please refer to Level I Hearing.

Level II Hearing: A process involving the resolution of an alleged violation of the *Code* using a Student Conduct Judicial Board. For a full description, please refer to Level II Hearing.

Respondent: Student alleged to have violated the *Code*.

Sanctions-Only Hearing: A Level II hearing, in which the Respondent admits general responsibility for the violations of the *Code*, but does not agree to the recommended sanctions. For a full description, please refer to Level II Hearing.

Student: All individuals taking courses at the University, both degree and non-degree seeking, as well as individuals enrolled in non-credit courses and programs. *Code* jurisdiction also includes individuals who have accepted an offer of admission to the University; and students who withdraw after allegedly violating the *Code*, who are on leave of absence from the University, or who are not officially registered and/or enrolled for a particular term, but have a continuing relationship with the University.

Student Conduct Judicial Board (JB): The Student Conduct Judicial Board (JB) is a standing body comprised of at least ten (10) undergraduate students who hear cases involving *Code* violations. During the Summer Term, the JB shall be a standing body of no less than three (3) members. If necessary, interim appointments may be made to maintain this number. Judicial Board students must be a registered student in their second or subsequent semester at Pitt-Greensburg, in good academic standing, and must not be on academic, residence hall, or disciplinary probation, suspension, or dismissal. Applicants shall be solicited for each academic year and as needed from the University population. The Director of Student Conduct shall interview applicants and recommendations for appointment shall be made to the Dean of Student Services. The JB may determine responsibility and issue sanctions. The JB will provide due process for students while protecting the rights of all members of the University community. All JB members will receive appropriate training. No JB member will serve on a panel when they have any direct interest or prior involvement in or knowledge of the incident under consideration, or where the Respondent has identified the member as having a possible bias.

Student Organization: An association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily students of the University.

University Property: All property (real, intellectual, and/or personal) owned, leased, controlled, or utilized by the University.

University Review Board (URB): The University Review Board (URB) is the duly authorized appellate body which serves as an advisor to the President, or their designee.

URB Structure: The URB shall be a standing body of students, faculty, staff, and administration as appointed under the direction of the Director of Student Conduct. In matters involving sexual misconduct, no students shall serve on the URB panel.

URB Moderator: The URB Moderator shall be a faculty or staff member appointed by the Director of Student Conduct and is authorized to:

- 1) Conduct the administrative and procedural operation of the URB.
- 2) Determine the appropriateness and completeness of Petitions to the URB in consultation with one student and one faculty or staff member of the URB.
- 3) Provide advice and assistance to members of the University community regarding the processing of an appeal.
- 4) Moderate all proceedings before the URB.

Violation: Behavior and/or attempts to engage in behavior inappropriate to the University community for which disciplinary actions may be instituted. This may include violations of any federal, state, or local law, and/or of any rule, policy, or *Code* provision of the University of Pittsburgh.



University of
Pittsburgh | Greensburg

RESIDENT HANDBOOK 2020--2021

EFFECTIVE AUGUST 15, 2020

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A WELCOME TO OUR RESIDENT STUDENTS

On behalf of the entire Office of Housing and Residence Life, I would like to welcome you to Pitt-Greensburg! Whether you are new to campus or returning, we are excited to have you as a part of our Residence Life community. We believe that living in the residence hall provides students with the best opportunity to achieve academic success and become connected with campus life. While living in the residence halls, our goal is to help students to actively participate in their community, engage with the Pitt-Greensburg and surrounding community, and demonstrate respect for themselves and others.

To assist you with your living experience, each residence hall has staff members that can assist you in exploring and connecting to campus resources. I encourage you to utilize them as a resource to make your residential experience more fulfilling. In addition, the Residence Hall Association is a terrific way for students to become an active participant in the residence hall community while improving the residential experience.

I hope your year is filled with excitement and that we can assist you along the way. Sincerely,

Troy W. Ross
Director of Housing and Residence Life

INTRODUCTION

The Residence Life Program at Pitt-Greensburg is designed to create a "home away from home" environment for the residents. The halls are more than a place to sleep; they provide opportunities to learn and grow outside of the classroom. As a resident, the majority of your out-of-class time will be spent in our residence halls, so we do our best to ensure that the environment is safe, clean, and conducive to your academic and personal growth.

The Pitt-Greensburg Resident Handbook provides information that will familiarize you with every aspect of residence living. This handbook will answer many questions; however, many new questions may arise. We encourage you to contact The Office of Housing and Residence Life at 724-836-7869 regarding any questions you may have.

This Handbook is not intended to be a complete statement of all University policies, procedures, and academic regulations. Additional information may be found in the Student Handbook and/or the University of Pittsburgh Student Code of Conduct and Judicial Procedures. These materials are available in the Office of Student Services. Information contained in this Handbook is subject to change at any time, with or without notice. This Handbook does not represent a contract between the University of Pittsburgh at Greensburg and its students. The information contained herein supersedes that published in previous Handbooks.

HOUSING AND RESIDENCE LIFE STAFF

The Residence Life Staff are dedicated to the continuing improvement of on-campus living. They strive to establish and maintain an environment that provides a balance of support and challenges, to enable students to grow. Their wide range of experience allows the staff to serve as effective resources and to assist students experiencing housing or personal concerns. The professional staff members directly responsible for housing and residence life include:

Rick Fogle - Dean of Student Services 219
Chambers Hall
Phone: 724-836-9916
e-mail: fogle@pitt.edu

Troy W. Ross – Director of Housing and Residence Life 219c
Chambers Hall
Phone: 724-836-9953
e-mail : twr@pitt.edu

Brian K. Root – Assistant Director of Housing and Residence Life 213
Chambers Hall
Phone: 724-836-7470
e-mail: b.k.root@pitt.edu

Ms. Noelia Ruiz - Resident Director
Lyceum 103
Phone : 724-836-7606
e-mail: nmr60@pitt.edu

Evelyn Mendlowitz – Graduate Resident Director
Lyceum 103
Phone: 724-836-9937
e-mail: emb64@pitt.edu

Molly Verostick – Graduate Resident Director
Lyceum 103
Phone : 724-836-7879
e-mail: mav94@pitt.edu

Kevin Hartenstein – Graduate Assistant for Leadership, Activities, and Orientation 212
Chambers Hall
Phone: 724-836-9879
e-mail: anr170@pitt.edu

Linda Wagner – Student Services Administrative Assistant 219
Chambers Hall
Phone: 724-836-9879
e-mail: kgh23@pitt.edu

Loretta Shelapinsky – Student Services Administrative Assistant 219
Chambers Hall
Phone: 724-836-9917
e-mail: lms233@pitt.edu

RESIDENT DIRECTOR (RD)

Resident Directors (RDs) are full-time professionals who live on the campus. RDs have a wide variety of responsibilities. Resident Directors directly supervise the Community Assistant staff. Apart from making sure that the needs and interests of the residents are met, they are also responsible for maintaining order and discipline in the residence halls. They serve as an important liaison between the Community Assistants and other departments in the University. In addition to this, they are responsible for maintaining communication with all necessary personnel, maintaining residence hall records and coordination of efforts with other University offices.

GRADUATE RESIDENT DIRECTOR (GRD)

The Graduate Resident Directors (GRDs) are members of the professional Residence Life Staff at Pitt-Greensburg. The Graduate Resident Directors work and live on campus. As members of the professional Residence Life Staff, the Graduate Resident Directors share the same duties as the RDs, such as maintaining order and discipline in the residence halls, and work with CAs on residence life programming and activities. The GRDs also work very closely with the Student Services Office in Judicial Affairs, Career Services, Health and Counseling Services, and Student Activities.

COMMUNITY ASSISTANT (CA)

Community Assistants (CAs) are upper-class students who play a pivotal role in Residence Life. The CA's primary role is to create a positive sense of community and supportive academic environment in his/her residence hall. CAs also identify unique hall/apartment and building needs and continually make concerted efforts to address and meet these needs. In addition to community development, CAs are responsible for providing opportunities for life skills development in their residence halls and

encouraging students to participate in these opportunities. CAs also provide personal advisement and referral of residents as needed. CAs assist in the discipline process by confronting and documenting inappropriate behavior.

Community Assistants reside in the following locations:

Westmoreland Hall

WH 101
WH 106
WH 301
WH 306

Academic Village

Franklin House 101
Mead House 101
Athena House 101
Apollo House 101
Marshall House 101
Selene House 101

College Hall

CH 206
CH 217
CH 307
CH 318

Robertshaw Hall

RSH 126
RSH 142
RSH 226
RSH 242

University Court

UC A-5 (2)
UC B-5 (2)

TYPES OF HOUSING

The University of Pittsburgh at Greensburg provides housing in its two residence halls and three apartment complexes. These facilities are designed to maximize student interaction and to promote programming and activities. Every room or apartment comes with basic cable TV service (students must provide their own TV), wi-fi internet access, and at least one Ethernet port. All facilities are equipped with laundry rooms and various vending machines for student use.

1) ACADEMIC VILLAGE COMPLEX

The Academic Village complex is designed to give students an enjoyable, exciting and intellectual home to explore ideas. The Village is intended to build a sense of belonging for all students as they forge friendships while they are participating in the life of the Academic Village programs. Field trips, performances, lectures and exhibits are planned for students' enjoyment. The objectives of these programs are to engage our students fully in their areas of interest and to extend their experiences in creative ways to strengthen the college curriculum. The Village welcomes commuters and residents alike to participate in this unique community of scholars. Village apartment residents share an apartment with three other students, but enjoy their own private bedroom. Each apartment has four bedrooms, two full bathrooms, a living room, air conditioning, and is equipped with a full kitchen, including a dishwasher, stove, refrigerator, and microwave oven.

2) COLLEGE HALL

Each room in College Hall has a private bathroom. The living quarters are carpeted and contain plenty of shelf space. A microwave and refrigerator combination unit and an entertainment center are provided. The large central lobby and common area TV room provide for a positive interactive community.

3) ROBERTSHAW HALL

Robertshaw Hall is designed in a two-room suite arrangement. Each room has a private vanity and an adjoining shower and toilet facility. The restroom is shared with only one other room. Also, each room is equipped with a microwave and refrigerator combination unit, and plenty of closet space. The large central lobby provides a friendly environment that fosters resident interaction and community development.

4) UNIVERSITY COURT

These apartments offer more independent living. Each has two bedrooms, a living room, a linen closet, a pantry, a full bathroom, and a kitchen/dining area. The bathroom includes a shower/bath tub, toilet, sink, and mirror. The kitchen has a stove, refrigerator, sink, and cabinets. The apartments are fully furnished.

5) WESTMORELAND HALL

Westmoreland Hall features apartment-style living accommodations. Students who live in this building will share an apartment with three other individuals, but they will have their own private bedroom. Each apartment has four bedrooms, two full bathrooms, a living room, air conditioning, and a kitchenette area. Westmoreland is also the home to the OACS community.

OUTDOOR ADVENTURE AND COMMUNITY SERVICE: The mission of the Outdoor Adventure and Community Service community is to provide participants with experiential learning activities in a non-traditional setting. The outdoor adventure component is designed to develop interpersonal and leadership skills; the community service component is designed to engage students in the community around them. The intended outcome is a more well-rounded, holistically educated student.

AVAILABLE SERVICES

1) CABLE TV

Basic cable television service is provided to each room/apartment in the Pitt-Greensburg residence halls. Students who encounter problems with cable service should contact a member of the Residence Life staff.

2) INSURANCE OF PERSONAL PROPERTY

A student's personal property is not covered by University insurance. Check to see if coverage is provided by parents' homeowners' policy. If not, students may want to purchase their own insurance against loss or damage.

3) LAUNDRY ROOMS

Laundry facilities are provided at all residential locations. The cost to utilize the facilities is included in residence hall room rates. If machines are vandalized or otherwise misused, those responsible will be prosecuted, charged under the Student Code of Conduct, and may lose their residency.

4) MAIL

College Hall, Robertshaw Hall, and Westmoreland Hall mailboxes are located inside the lobby in each building. The Academic Village mailboxes are located in Village Hall. University Court mailboxes are located inside the Rec Room. At check-in, each resident will be assigned a mailbox and will be given the key to that box. Mail is delivered Monday through Friday to the campus mailroom and then distributed in the residence halls once a day by a Community Assistant.

All mail should be addressed in the following manner:

Student's Name
(Room #) (Building Name)
University of Pittsburgh at Greensburg
150 Finoli Dr.
Greensburg, PA 15601

5) PACKAGES

UPS/FedEx will deliver to Robertshaw Hall, College Hall, University Court, the Academic Village, and Westmoreland Hall. A staff member will sign for the package(s) and inform the resident(s) via a notice in their mailbox or email.

6) FACILITIES MANAGEMENT

Our custodial staff cleans public bathrooms, lounges, hallways, and stairwells Monday through Friday. Students are responsible for cleaning their own room/apartment and bathrooms. Supplies such as toilet paper, light bulbs, vacuums, garbage bags, mops, and buckets are available from the CA on duty each night and on weekends during regular duty hours.

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the facilities management staff. Any damage or breakdown of equipment should promptly be reported to a member of the Residence Life staff. Do not attempt to make repairs. This is a violation of the Student Code of Conduct and could result in injury and/or a higher-than-normal damage charge.

7) TELEPHONE SERVICES

Courtesy phones are located throughout each residence hall for student use. Students can make local calls on any of the courtesy phones. Students can purchase a phone line for \$60.00 per term. Students will be responsible for providing their own telephone unit. To request a telephone line, please contact the Office of Housing and Residence Life.

Guideline for placing calls from a campus phone:

CAMPUS CALLS: Dial 6 + 4-digit telephone number

LOCAL CALLS: Dial 9 + 10-digit telephone number

800 NUMBERS: Dial 9 + 1 + 800 + 7-digit telephone number

HOUSING PROCEDURES

1) ABSENCES FROM THE RESIDENCE HALL

Students that plan to be absent from the residence hall for longer than three days, should notify a member of the Residence Life Staff. It is also a good idea to inform roommates as a matter of courtesy and safety. Federal law requires the University to notify the listed emergency contact within 24 hours of a student being determined a missing person.

2) BEDS BUNKING/UNBUNKING

When roommates mutually agree, a request to bunk or unbunk beds may be made. Due to safety concerns, residents may not do this themselves and should instead do the following:

a) Beginning of each term:

Submit a facilities request to do the bunking/unbunking. Facilities requests may be submitted to a CA or online at the Pitt-Greensburg housing website.

b) During the term:

Requests will be done on a "schedule-permitting" basis by Facilities and should not be expected immediately. Facilities requests may be submitted to a CA or online at the Pitt-Greensburg housing website.

PLEASE NOTE: Disciplinary action will be taken for beds that are bunked/unbunked improperly.

Safety rails are available for residents using a top bunk. To have a safety rail installed, submit a facilities requests to a CA or online at the Pitt-Greensburg housing website.

Bunk beds cannot be placed in an area that would impede escape or rescue during a fire and must not obstruct windows.

3) CHECK-IN PROCEDURES

Notice of check-in dates is sent to all residents well in advance so that travel plans may be finalized. The specified date and time will be the only time residents are permitted to move in. Resident students are required to sign a form stating that they have either had the meningitis vaccine or are choosing not to receive it before they are permitted to check-in. Rooms unclaimed after the first day of classes may be reassigned with no refund and full financial obligation in force unless the Director of Housing and Residence Life, or his/her representative, grants permission for late arrival.

4) CHECK-OUT AND END OF TERM

Students withdrawing from the University or released from their contracts must vacate their rooms/apartments not more than 24 hours after the date of withdrawal, release, or the end of the term. A student properly terminates residence hall occupancy by removing all belongings from the room/apartment and turning in the room/apartment key and the mailbox key. The keys must be returned to Campus Police.

End of Term: When students check out at the end of the term or year, all trash, posters, decorations, etc. must be removed from the room before the Residence Life Staff will inspect for damage, etc. A member of the Residence Life Staff will inspect the room/apartment for damages after the last resident has vacated. A charge will be made for rooms/apartments left in an unsatisfactory condition or requiring special cleaning. Any items left in a room/apartment after the student has checked out will be disposed of by the University.

5) CONTRACT TERMINATION

a) Prior to Terms: If the student requests release from his/her contract prior to the beginning of the term, the request will be considered by the Director of Housing and Residence Life only on a replacement basis. Approved releases will result in forfeiture of the \$150.00 housing deposit to the University to defray administrative costs. Failure to pay tuition and fees by the deadline may result in loss of student status and, therefore, loss of housing.

b) During Terms: Release from housing contracts may be granted only for extenuating circumstances such as death of the contracting student, marriage, involuntary military service, academic dismissal or other circumstances as approved by the Director of Housing and Residence Life. A contract terminated for one of the above valid reasons will result in a refund or credit of charges for that term pro-rated as of the date the Office of Student Services was notified of the student's withdrawal. If a student withdraws from housing and food service for any other reason, he/she may receive a partial refund as set forth in the Housing and Food Services contract. Students requesting termination of the contract after the add/drop period of the semester will be assessed the full semester fees and no refund will occur.

c) Termination by the University: The University may terminate the housing contract if the student's behavior poses a clear and present danger to the individual, the University or the community at large or as the result of judicial action. The student is not entitled to a refund or adjustment of housing and food service charges in this case. The University may also terminate the contract if, after specific efforts to call disruptive behavior to the attention of a resident, that behavior remains unchanged or if the resident consistently fails to assume necessary community responsibilities. For example, residents who consistently violate the rights and/or privacy of others or who exacerbate roommate relationships may have their contracts terminated.

6) ELIGIBILITY FOR ON-CAMPUS HOUSING

Any full-time Pitt-Greensburg student may apply for on-campus housing. However, the University does not have facilities suited for family living. A non-refundable housing deposit of \$150.00 will be required at the time of application. Eligibility for housing may be forfeited if the application with the housing deposit is not returned to the Office of Student Services by the due date indicated unless an extension is requested and granted by that Office. Returning residents with financial holds on their student accounts will not be eligible for housing until the obligation has been met and the hold removed.

7) GENERAL UNIVERSITY RESIDENCY POLICY

The University of Pittsburgh at Greensburg considers it a privilege and not a right to reside in university housing. The residence halls are operated under the supervision of the Office of Housing and Residence Life in the Division of Student Services. Students who reside in the residence halls are expected to comply with all Federal, State, and Local laws. Resident students and their guests are expected to follow the rules and regulations governing residence life and are held accountable for the community standards of behavior as a vital part of their growth process. Students who violate these housing rules may be subject to termination of their housing contract, and/or other disciplinary action.

8) KEYS

Students may not have their room or mailbox keys duplicated. If a key is lost, stolen or misplaced the student should report this to a Residence Life staff member to arrange for a replacement. There will be a \$50.00 charge assessed for each room key replaced and a \$10.00 charge for each mailbox key. As a matter of security, students should never loan their key to another student or leave their room/apartment unlocked. If a student is found to be in possession of a residence hall key that is not his/her own, or if a visitor is found to be in possession of any residence hall key, the key will be confiscated and the resident to whom the key was issued will be sanctioned.

9) OCCUPANCY PERIODS

Pitt-Greensburg residence halls and dining facilities will be closed during Thanksgiving break, Winter Recess, and Spring break. Residents will be notified of closing and reopening dates well in advance. Residents are responsible for making their own

temporary arrangements during these periods. Due to reasons of safety and security, a person found in university housing during breaks without authorization will be subject to university disciplinary action and/or criminal prosecution.

10) PARKING

All students with cars at Pitt-Greensburg must purchase a campus-parking permit from the Business Office located in Millstein Library. Residents must park in their assigned lot and display their parking permit at all times.

NOTE: Visitors are not permitted to park in residence hall parking lots.

11) ROOM CHANGES

Room change requests are not usually granted during the first two weeks of a term. Residents are encouraged to work out roommate conflicts through communication and the assistance of the Residence Life Staff. Communicating with roommates is the key to building and maintaining a positive relationship. Enjoying relationships with roommates contributes to student satisfaction with University life and may even promote academic success.

If roommates experience conflict, it is important that all individuals involved work to resolve the differences. For example, one of the issues in which roommates sometimes experience difficulty involves guests. If a roommate experiences dissatisfaction with guests, it is the responsibility of that roommate to share concerns. If a roommate is not responsive to concerns or if approaching a roommate is difficult, contact a CA or a member of the Residence Life Staff for assistance.

REMEMBER: Talk with your roommate about problems that you're experiencing. Share your concerns, express how you feel, and negotiate a resolution to the conflict. **COMMUNICATE!** If there's a problem, take the initiative to act positively - you'll be exercising control over the quality of your residence hall experience.

If, after all options to resolve roommate conflicts have been exhausted, the parties feel they cannot live together, room change requests will be considered by the Director of Housing and Residence Life or his/her designee. Students may move only after they receive official permission and when the normal check-in/check-out procedures have been completed. Room changes will not be made for reasons that violate the University Non-Discrimination Policy. Room changes may take place in one of three ways:

a) Room Swap:

If student A wants to move into student B's room, and B wants to move into A's room, A and B should complete a Room Change Request form online. All students and roommates involved in the room swap must provide their student ID number on the Room Change Request.

b) Immediate Room Change:

If a resident is having serious problems with his/her roommate(s), the student may request an immediate room change. We expect that this request be made only after he/she has talked with a Residence Life Staff member to try to resolve the roommate conflict. The room change may be postponed until efforts have been made on the part of all roommates in the room/apartment to compromise and work out the issues. In an immediate change, the resident will be assigned to whatever space is available at that time. If no vacancies are available, the Residence Life Staff will monitor the situation and work closely with the roommates to prevent further problems until a space is available.

c) Involuntary Room Change:

This is a written direction to relocate a student to an alternative residence hall accommodation within a specified period of time. The Director of Housing and Residence Life, the Coordinator of Judicial Affairs, or the Dean of Student Services may impose this sanction. Involuntary Room Change is imposed only to insure safety and well-being of a member of the University community, or University property, or to insure the students' own physical or emotional safety and well-being.

12) ROOM CONSOLIDATIONS

Residents whose roommates have left may be moved to another room/apartment where space exists. If there is no space available, the resident(s) may remain in a partially occupied room/apartment without additional charge.

13) ROOM/APARTMENT ASSIGNMENTS

a) New Residents:

All first-time residents, including transfers and students relocating from other Pitt campuses, may be assigned to any

residential location (except Westmoreland Hall). Assignments are made based on preference of the applicant, date housing process was completed (including application/contract and deposit) and the room preference survey returned by the applicant.

b) Returning Residents:

Residents returning for a consecutive year in the residence halls are given preference in regard to residence hall room/apartment when the deadline for returning housing applications is met. Returning residents who apply for housing after the deadline will be assigned after new residents that have applied by the deadline have been assigned. Returning residents are asked to select their own roommates. If they do not choose enough roommates to comprise a full room or apartment, additional resident(s) will be assigned by the Housing Office. The University reserves the right to add residents to any and all rooms/apartments should the need arise.

14) ROOMMATE RIGHTS

Each resident has certain rights that must be respected by his/her roommate(s) and guests. These rights include:

- * The right to read, study and sleep in one's room without undue interference due to noise, guests, etc.
- * The right to free access to one's facilities without pressure from a roommate.
- * The right to expect that a roommate and his/her guests will respect one's personal belongings.
- * The right to personal privacy.

It is the responsibility of each resident to insure that he/she does not infringe upon the rights of his/her roommate(s) and that visits by guests also do not infringe on these rights.

HOUSING POLICIES AND REGULATIONS

(Also, refer to the Student Code of Conduct.)

1) ALCOHOL - Also refer to Appendix A and Appendix B

Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are adjudicated in accordance with Pennsylvania statutes. In addition, public intoxication, consuming, carrying, or possessing an open container of alcoholic beverages on campus property, or violating any other provisions of the campus alcohol policy as listed below, by students or guests **including those 21 or older** anywhere on the Pitt-Greensburg campus, or being knowingly present during an alcohol violation, is not permitted.

Violation of this University of Pittsburgh at Greensburg policy can result in dismissal from the University. Students who violate this policy will be referred to the University's Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.) program. This program has been instituted for students who demonstrate an inability to comply with the University's alcohol policy and/or show evidence that may indicate loss of control over his/her behavior. The intent of this program is to develop a high level of alcohol awareness and to identify students with substance abuse problems early so that they may be referred to the University's network of support. Students who have any questions regarding the P.R.I.D.E. Program, should contact a member of the Residence Life staff or the Director of Student Conduct.

Alcohol Policy

- Residents and non-residents who are under the age of twenty-one (21) years are prohibited from possessing or consuming alcohol.
- Residents who are twenty-one (21) years of age may possess and consume alcohol where doing so is allowed on campus.
- Residents who are twenty-one (21) may not distribute or provide alcohol to any person under that age of twenty-one.
- Residents who are twenty-one (21) may not be knowingly present when a person under the age of 21 is consuming or possessing alcohol.
- Open containers of alcohol are prohibited outside of apartments (including lounge areas, hallways, study rooms, etc...)
- Regardless of the resident's age, alcohol is prohibited in Robertshaw Hall and in Franklin House.
- Residents from other buildings and non-resident guests or commuters are not permitted entrance to a hall while in possession of alcoholic beverages, regardless of age.
- Residents and non-resident guests or commuters who are twenty-one (21) years of age or older are allowed to consume alcohol if the host of the room they are visiting is twenty-one (21) years of age or older.

- Residents are responsible and may be legally accountable for their own actions and the actions of their visitor(s)/guest(s), including any damages or injuries which result from actions during or after the consumption of alcoholic beverages.
- The amount of alcoholic beverages per person twenty-one (21) years and older in on-campus housing cannot exceed:
 - twelve (12) 12 ounce containers of beer, two (2) 64 ounce growlers, or 144 ounces of beer in total; **OR**
 - one (1) pint container or one (1) 375 ml. container of liquor; **OR**
 - one (1) 1.5 liter container of wine; **OR**
 - two (2) four-packs of wine coolers or other mixed drinks sold in such a quantity, **OR**
 - two (2) six-packs of malt beverages, hard seltzers or other mixed drinks sold in such quantity.
- Only factory sealed containers of alcoholic beverages may be brought into on-campus housing. Micro-brewing or brewing alcohol of any kind in campus housing is strictly prohibited.
- Drinking games that promote mass consumption (e.g. beer/water pong tables, quarters, or flip cup) are not permitted. Items used for drinking games will be confiscated.
- Kegs, bulk containers, pumpers, beer bong, taps, beer funnels, and any device used to promote mass consumption of alcohol will be confiscated. In addition, the possession or storage of empty beer kegs, taps, other related accessories and other bulk dispensers is prohibited and these items will likewise be confiscated.
- Alcoholic beverages in possession of individuals under the age of twenty-one (21), any alcoholic beverages not permitted under this policy, or alcohol in excess of amounts permitted under this policy, will be confiscated and disposed of, regardless of ownership or origin.
- For residents under the age of twenty-one (21), alcohol containers found in on-campus housing being used as decorations, or for any other purpose, may be confiscated and disposed of, regardless of ownership or origin.

The 2020-2021 academic year will be a pilot year for this Alcohol Policy at the University of Pittsburgh at Greensburg. The University of Pittsburgh at Greensburg reserves the right to revise or remove the policy, if deemed necessary, at any point during the 2020-2021 academic year.

2) AUTHORIZED ENTRY AND SEARCHES

The University reserves the right for authorized representatives to enter the premises for housekeeping purposes, for damage inspections, for repairs or maintenance, to ensure the well-being and safety of members of the University community, and to check the condition of University property. In addition, rooms may be entered when there is probable cause to believe that there is a safety concern or emergency.

3) BREAK POLICY

The residence halls will be closed during the following periods, and residents must vacate the residence halls:

- Thanksgiving recess
- Winter recess
- Spring recess

- Break between the end of the spring term and beginning of summer term
- Break between the end of summer term and beginning of fall term

During these times, only students who have University-related and approved business and international students living abroad (because of visa related issues) may submit a written request to remain in the residence halls if *no alternate housing* is available in the area. During winter recess, international students cannot request break housing and must vacate the residence halls. Requests to stay during any University break/recess must be submitted to the Director of Housing and Residence Life a minimum of three weeks prior to the start of the break. Requests submitted less than three weeks in advance will be denied. The University reserves the ability to deny requests based on budget or staffing or other reasons and to move students to other residence halls. The University may impose additional housing fees for this period. All students without written approval must vacate the residence halls.

4) COMMERCIAL ACTIVITY

Students and/or visitors may not engage or participate in non-University commercial activity in the residence halls, unless written authorization for such activity has been given by the Vice President for Academic Affairs or Vice President for Administration or their designee. This prohibition includes, but is not limited to, the sale or misuse of class notes and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study.

5) CRIMINAL DISCLOSURE

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

To disclose this information, students must complete a Criminal Conviction Disclosure Form. Criminal Conviction Disclosure Forms are located on the Pitt-Greensburg housing website in the Housing Forms section. Forms can also be obtained in 219 Chambers Hall.

Failure to disclose convictions prior to residing on campus will be considered a violation of the Student Code of Conduct and may result in immediate removal from campus housing.

6) DAMAGES

When a student moves into a residence hall, he/she and his/her roommates are asked to complete a Room Condition Report. If the condition of the furniture or room/apartment is not the same as listed, the roommates should note the discrepancy. Occupants of a room/apartment will be held responsible for any damages to the room and furnishings not noted on the Check-in Condition Report. Failure to return the Condition Report within the designated time may result in forfeiture of right to appeal any damage charges. Damage charges may include replacement, repair of damage and any costs incurred to return the room to its original condition including removal of debris and cleaning.

Residents who wish to claim personal responsibility for damages should complete a Damage Responsibility Form. If responsibility for the damages cannot be determined or are not claimed by any individual, charges will be divided and assessed equally among roommates.

Residents may also be held collectively responsible for damage in common areas/lobbies of buildings such as windows, corridors, lounges, study rooms and laundry rooms. Residents are also responsible for any damages caused by their visitors or guests.

Should furniture be removed from the room/apartment, residents responsible will be fined, billed for any damage or loss, and charged with theft of University property. Furniture provided for lounges and recreational areas may not be moved to student rooms. A fine will be assessed for each unauthorized piece of furniture found in a room/apartment.

7) DECORATIONS/FURNISHINGS

Pictures, posters and other decorations may be hung in residents' rooms or apartments using masking tape or poster putty only.

The use of nails, screws, tacks, glue and adhesives other than masking tape or poster putty is prohibited. All decorations must be removed when the resident checks out of the room/apartment. The use of tape or any other adhesive on room/apartment doors will cause damage for which the residents of that room/apartment will be responsible. Permission must be received from the Office of Student Services to hang any poster in public areas. Public areas include hallways, study lounges, lobbies, recreation rooms, laundry rooms, etc. Any poster in a public area without a stamp from the Office of Student Services will be removed. Any obscene material posted in public areas, including hallways, will be removed.

Students are responsible for all University provided furnishings. Residents may arrange furniture within a given room/apartment in any reasonable manner. Furniture must remain in the room/apartment, rest on the floor and may not be suspended or placed in supports. Residents are not permitted to bring large pieces of furniture such as upholstered chairs or couches. For items other than small crates or bookcases, students should first consider space restrictions. If uncertain whether an item is allowed, please ask a member of the Residence Life Staff.

Furnishings are marked for identification and placement. Removal of these items from the areas in which they are placed, including removal from the building or the removal from another area of the building without authorization, is considered an act of theft. Students are not permitted to bring additional furniture unless approved by the Director of Housing and Residence Life.

Alcoholic beverage containers and/or alcoholic paraphernalia cannot be used as decorations or for any other purpose whatsoever within the residence halls. Also, for fire safety reasons, possession of and/or burning of candles, incense, potpourri or the use of other open-flame devices are prohibited in University housing. These items will be confiscated if found and students may face disciplinary action.

8) DOOR PROPPING

For the safety of all residents, entry doors to residence halls are not permitted to be propped open. Any individual caught propping entry doors to the residence halls will be sanctioned with a \$50 fine.

9) DRUGS/DRUG PARAPHERNALIA

Federal law prohibits the possession, sale, transportation or usage of illicit drugs. All violations regarding drugs and other controlled substances will be dealt with in accordance to the sanctions listed in the Student Code of Conduct and in accordance with local, state, and federal laws. (The use of medical marijuana in the workplace and on campus is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, the University of Pittsburgh prohibits the use of marijuana on campus)

10) FAILURE TO COMPLY

It is a violation of the University Student Code of Conduct for a student to fail to comply with the direction of or to present identification to University officials acting in the performance of their duty. This includes all University officials, i.e., Community Assistants, Residence Life staff, and University Police Officers.

11) FIRE DRILL PROCEDURES AND REGULATIONS

Safety of students and property is a major concern for the University community. All Pitt-Greensburg residence halls conform to fire and safety standards as set by the State Department of Labor and Industry. The halls are periodically inspected to insure safety. Hempfield Township supplies fire protection for the campus. Residence halls are equipped with state-of-the-art alarm systems, fire extinguishers and fire doors. Because preparedness for an actual fire is the best policy to protect residents' safety, organized fire drills are held periodically. Residence Life staff members are trained in fire drill organization, enforcement of fire regulations, and instructed in the use of fire equipment. Full protection against fires can best be achieved if residents abide by fire regulations, are prepared for emergencies and are concerned about the safety of fellow students. At the beginning of each academic year, each student will be provided with specific drill procedures and routes from his or her room/apartment. Failure to evacuate during a drill or emergency is a violation of the Housing and Food Service Application and Contract and the Student Code of Conduct. Tampering, misuse or theft of any fire equipment, extinguishers, alarms, doors, hoses, sprinklers, smoke detectors, location lights, exit signs, or directional maps are prohibited.

False alarms are a violation of state law and University policies. Violators will be reported to the proper authorities and will be prosecuted to the fullest extent of the law.

Students should use extreme caution when using personal grooming appliances (hair dryers, curling irons, etc.) We further advise students not to overload electrical outlets with appliances.

Remember: Always Treat A Fire Drill As A Real Fire!

12) GAMES OF CHANCE

Students found engaging in games of chance for money or other gain in violation of the law will be subject to disciplinary action.

13) INSPECTIONS

Apartments/rooms will be inspected periodically to insure that the facilities are being maintained in a healthy and safe manner. Residents will be notified of the inspection dates and an appointment will be made for the inspection. They will also be provided with a list of tasks to be completed. At least one roommate must be present during the inspection. At this time obvious damages will be noted and charged. Damages that are not obvious at the time of inspection may be charged at the end of the term.

14) LOCKOUTS

Residents who have locked themselves out of their room or apartment should first attempt to gain admittance by calling a roommate to let them in. If no roommates are available, the Community Assistant on duty may be called, followed by the Campus Police. However, residents who continuously ask for assistance to gain admittance to their room or apartment may be fined. Residents who have lost keys may not depend on others to let them into their residence but must report the lost key and have it replaced immediately. After three lockouts, a student may be charged to be let into their apartment.

15) PETS

Pets of any kind are prohibited in the residence halls. If a student is found to have pets in their room/apartment, they will be given a deadline for removal of the pet and be sanctioned. Failure to remove the pet by the deadline will result in disciplinary action. Small fish in a ten-gallon tank are the only exception to this policy.

16) PHONE ABUSE/PHONE FRAUD

Any damage or abuse to phone equipment will result in charges for damages and disciplinary action.

Any fraudulent use of the phone system (i.e., use of calling card or access codes) will result in criminal charges and possible suspension or dismissal from the residence halls and/or the University.

It is a crime under both federal and state laws for anyone to make obscene or harassing telephone calls. These laws have penalties including imprisonment and/or a fine, as well as sanctions within the University, including loss of housing.

17) QUIET HOURS

Quiet hours in the residence halls are from 10:00pm to 8:00am. On weekends (i.e. Fridays and Saturdays), quiet hours will begin at 12:00 am. During these hours residents must maintain a reasonable level of quiet, so that others may comfortably sleep or study. Courtesy hours are enforced 24 hours a day. That is, at any time, a resident who is disturbed by noise may request those making that noise to be quiet. During examination periods, study hours will be established when the noise level is expected to be even lower than normal. At all times, the level of noise in a residence hall should not interfere with those wishing to read, study or sleep. Those who consistently violate the rights of others may face disciplinary action including a fine and possible loss of residency. The use of amplified instruments or other instruments producing loud volume is prohibited in the residence halls.

18) RESIDENTIAL COMPUTING POLICY

The Residential Computing (ResCom) program at the University of Pittsburgh at Greensburg provides in-room network connections and support to students in compliance with the academic mission of the University. It is the responsibility of every student to use these resources appropriately and in compliance with all University regulations as well as local, state and federal laws.

Computer operation and network access is a privilege that can be revoked due to inappropriate use. By accepting University housing and/or connecting to ResCom, the user agrees to the terms and conditions of the ResCom Policy and all other University information technology resource policies.

Students agree to abide by the University's regulations concerning the use of information technology resources as outlined in the ResCom Policy, the Student Code of Conduct, by the Federal Copyright Act of 1976, and by other applicable University guidelines and policies as well as local, state and/or federal law.

Misuse of ResCom network connections, computing equipment and/or other University information technology resource access may result in other University, local, state and/or federal sanctions.

In order to facilitate the administration of the ResCom program and to maintain equitable use of information technology resources, the following policies apply:

ResCom services, equipment, wiring and/or jacks may not be altered or extended beyond the location of their intended use.

Residents who choose to bring a computer to campus will receive individual access to the Internet. The Technology Center will help students connect their computers to PittNet and provide network, device, and basic software support.

Residents will be responsible for any theft of or damage to the computer equipment or wiring in their room, including replacement or repair costs. Unauthorized duplication of copyrighted resources (software or proprietary files) may also lead to criminal charges and/or disciplinary action.

Students are personally responsible for all use of the computer equipment and network connections and will be held accountable for any violations that occur involving the computer and/or network connections. Students must not give their personal passwords to any other person. Students must not allow others to use their computer if it is logged-in to PittNet using their Pitt username and password.

Students are not permitted to use computers as servers or Web sites. A Web page may be created using the available AFS space of the student's UNIX account. Each student accepts full responsibility for the content and any violations involving that Web site that occur, even if the content has been published or the violation is committed by a user other than the owner.

Students are not permitted to use wired nor wireless routers, nor hubs.

Violations of these ResCom policies will be adjudicated, as appropriate, by the Director of the Computing and Telecommunications, the Director of Housing and Residence Life or through the University Student Judicial System. Sanctions imposed as a result of such violations may include (but are not limited to):

- * Loss or suspension of ResCom services and/or of all Pitt-Greensburg computing privileges
- * Restitution to the University or other appropriate source
- * Disciplinary and/or criminal charges

19) SEXUAL ASSAULT POLICY (See also "Sexual Violence Awareness and Assistance" and the Student Code of Conduct)

There are several educational programs offered to the campus community throughout the year addressing awareness and prevention concerning sexual assault. Procedures a student should follow if a sexual assault occurs are listed in APPENDIX E of the Student Code of Conduct, Title IX and Sexual Misconduct Resources, Information, and Procedures. These procedures can also be found in the campus Safety and Security Brochure, which is available from Pitt-Greensburg's Police and Safety Center. This brochure also lists campus and community resources available to a student following a sexual assault. Students who have any questions should contact the Health Center at 724-836-9947 or the Counseling Center at 724-836-9870.

20) TOBACCO FREE ENVIRONMENT

The University of Pittsburgh is a tobacco free environment. The use of tobacco is strictly prohibited in university buildings including all residence halls. Smoking and the use of smokeless tobacco in University of Pittsburgh at Greensburg residence halls will result in disciplinary action. Use of electronic cigarettes or similar devices is prohibited in residential facilities.

The University Smoking Policy and Procedures prohibit smoking within 25 feet of all University building primary entrances and HVAC intake vents. Primary entrances shall be defined as the common public access points to each building, and is not intended for doors exclusively designated as emergency exits only or as service entrances. Portions of entrances and loading docks that are under building cover (such as an overhang/porch) and interior garages shall be considered as inside the building, and smoking shall be prohibited.

21) VENDING/VIDEO MACHINES

Vending machines provided in the residence halls are a privilege that must not be abused. If machines are vandalized or otherwise misused, they will be removed and those who are responsible will be prosecuted, charged under the Student Code of Conduct and may lose their residency.

22) VISITATION/OVERNIGHT GUEST POLICY

The following policy and procedures governing visitation have been developed in order to meet the needs of resident students for personal security and privacy and to help maintain an environment in the residence halls that is conducive to the personal and academic goals of each resident.

A visitor is a person who does not live on campus or lives in a different residence hall. A visitor is present at the invitation of a contractual student assigned to the residence hall they are visiting.

There are two classification of visitors: non-resident visitor and resident visitor.

- a.) A non-resident visitor is any person who is not a resident at Pitt-Greensburg who is in the residence halls. This includes Pitt-Greensburg students that commute and non-students.
- b.) A resident visitor is current campus resident that is in a residence hall they are not assigned to (example: a Robertshaw Hall resident that is in College Hall would be a resident visitor).

All visitor (non-resident or resident) are subject to the following:

- a.) Visitors must be accompanied by a host of the residence hall they wish to visit at all times, regardless of the day or time or visitor classification.
- b.) Hosts are accountable for any rule infractions that occur as a result of the actions of their visitor, including those signed in by the resident and those accompanied by the residents, as well as all visitors within a resident's room/apartment.
- c.) Visitors must present a photo ID if requested by a staff member. d.) Host cannot have more than 2 visitors at any time.
- e.) Roommates must approve of the visitors.
- f.) Visitors are not permitted to be in possession of residence hall keys. If a visitor is found in possession of a residence hall key, the key will be confiscated and sanctions issues to the host and/or visitor.
- g.) Visitors may not utilize student's bed or personal possessions without consent. h.) Visitors may not visit while under the influence of drugs and/or alcohol.
- i.) Visitors must follow all University policies.
- j.) Persons under the age of sixteen cannot be a visitor unless accompanied by a parent/guardian or has the permission of the Office of Housing and Residence Life.
- k.) Children under the age of five are not permitted to be visitors without permission of the Director of Housing or his/her designee.
- l.) The right to privacy, sleep, or study of a contractual student supersedes visitation privileges.
- m.) Visitation privileges may be revoked as a result of violations of this policy and/or other disciplinary infractions.

In addition to the general guidelines listed above, non-resident visitors are subject to the following:

- a.) Non-resident visitor must be registered with a member of the Residence Life staff when they are in a residence hall between the hours of 8:00 pm – 12:00 am.
- b.) If in the residence halls prior to 8:00 pm, non-resident visitors must report to the desk area with their host between 8:00-8:30 pm to register as a visitor.
- c.) Non-resident visitors must present a proper photo I.D. that will be kept by a member of the Residence Life Staff until vacating the residence hall.
- d.) The host must be present when signing in the non-resident visitor.
- e.) Non-resident visitors must park in the areas designated for visitor parking near the residence hall they are visiting. Please refer to the "Parking" section for more details.
- f.) Non-resident visitors that wish to stay overnight (i.e. between the hours of 12:00 am – 8:00 am) are subject to the following:
 - a. Non-resident visitors must complete an overnight guest form with a residence life staff member. This must be completed prior to 12:00 am.
 - b. Non-resident visitors must present a photo ID when completing the overnight host form.
 - c. Host must sign the overnight form.
 - d. Roommates of the host must sign the overnight form.
 - e. A room/apartment may have no more than four overnight guests at a time. This includes non-resident and resident visitors.
 - f. Non-resident visitors may not stay more than three consecutive nights.
 - g. Non-resident visitors may not stay more than eight nights during any calendar month.
 - h. The Office of Housing and Residence Life reserves the right to revoke overnight privileges of any non-resident visitor.

In addition to the general guidelines stated above, resident visitors are subject to the following: a.)

Must be with a host of the building they are visiting at all times.

b.) Must present photo ID at the request of residence life staff.

c.) The Office of Housing and Residence Life reserves the right to revoke overnight privileges of any resident visitor.

For convenience, residents are permitted to register one non-resident visitor as a pre-approved overnight guest. Once registered as a pre-approved overnight guest, a host will not have to acquire signatures of roommates when registering the visitor as an overnight guest. Residents can register their non-resident visitor as a pre-approved overnight guest at the residence hall desk area between the hours of 8:00 pm – 12:00 am.

To register a pre-approved overnight guest:

- a.) Signature of all roommates is required in the pre-approved overnight guest log at residence hall desk.
- b.) The pre-approved overnight guest must comply with all overnight guest conditions as noted above.
- c.) The host student and the pre-approved overnight guest must still complete the overnight guest form as required for every overnight visit.
- d.) If at any time a roommate decides to revoke their pre-approval for an overnight guest, they may do so by contacting a member of the Residence Life staff. Students are encouraged to discuss any guest visitation issues prior to revoking privileges.

Any unescorted guest/visitor found in the residence halls shall be presumed to be there improperly and will be asked to leave. If the person is a student of the University, he or she shall be subject to University discipline. If the person is a non-student, the individual's failure to comply with such a request will constitute violation of the trespass law and may result in the arrest of the individual.

Ensuring safety within the residence hall is a responsibility of all campus residents. When resident students encounter any suspicious persons or unescorted visitor in the residence hall, they should immediately contact a member of the Residence Life Staff or Campus Police for assistance by dialing 724-836-9865.

This policy will be reviewed at the end of each term or as necessary to maintain a safe environment conducive to learning.

RELATED SERVICES

(Please see additional information regarding Related Services in the Student Services portion of this handbook.)

1) DINING SERVICES

Resident students have the option of choosing one of eight different meal plans. There are 19 meals served in the dining hall weekly.

- 75 Meal Block w/ \$150 Flex
- 75 Meal Block w/ \$300 Flex
- 120 Meal Block w/ \$150 Flex
- 120 Meal Block w/ \$300 Flex
- 10 Meal Plan w/ \$150 Flex
- 10 Meal Plan w/ \$300 Flex
- 14 Meal Plan w/ \$150 Flex
- 14 Meal Plan w/ \$300 Flex

First Semester Freshmen Students are not eligible for the 75 Meal Block Plans.

In addition, residents may use their meal plans at the Bobcat Station. Meals can be exchanged for a cash allowance during the times listed below:

Breakfast: 7:30am -- 10:30am
Lunch: 11:15am -- 2:00pm
Dinner: 4:30pm -- 7:00pm

The student's ID card is also their meal plan card. Students must present their ID card to gain access and to record the meals eaten. A student's meal plan cannot be honored more than once during the same meal period (except for residents that have the 75 and 120 Block Plan and/or have FLEX). Flex dollars must be used by the end of each term or the remaining amount will be forfeited.

Hours of Operation:

The **Dining Hall** offers continuous dining on weekdays. All regular meal items are available upon request between regular meal hours:

Weekdays: Continuous Services Monday-Thursday 7:30am – 7:00pm, Friday 7:30am-6:30pm

Weekends: Continuous Services Brunch & Dinner 11:30 am- 5:30 pm

Bobcat:

Monday - Thursday: 7:30am -- 7:00pm

Friday: 7:30am – 3:00pm

Meal equivalency times and amounts:

Breakfast: 7:30 am- 10:00 am	\$4.00
Lunch: 11:30 am- 2:00 pm	\$4.75
Dinner: 4:30 pm- 7:00pm	\$5.50

Coffee House in Village Hall:

Monday- Friday: 8:00am- 1:30 pm and 7:00 pm- 12:00 midnight

Saturday, and Sunday: 5:30 pm – 12:00 midnight Flex,

Catcash, and cash accepted

NOTE: Call Chartwells Dining Services, 724-836-9945 for more information.

2) STUDENT ID CARDS

All students are required to obtain a University photo identification card. This card is necessary to gain access to the cafeteria, checkbooks out of the library, obtain admittance at campus functions, use University facilities, and sign in at and access the residence halls. It must be presented as a form of identification to any University official who asks to see it.

3) POLICE AND SAFETY DEPARTMENT

The University of Pittsburgh at Greensburg Police Department has officers on duty 24 hours a day, 7 days a week, 365 days a year. The officers carry mobile units, which allow students to contact them immediately at any time by dialing 69865 from a student's room/apartment phone, any of the beige phones in campus buildings or any emergency phone on the campus grounds.

It is the responsibility of all residents to help ensure that adequate security is maintained in the residence halls. Outside doors at all residential facilities are locked 24 hours a day for students' protection. A student's room/apartment key will open these doors as well as their room/apartment. Residents must refrain from behavior that will compromise building and room/apartment security such as:

- * Leaving room doors unlocked and/or opened
- * Propping open building doors
- * Not shutting building doors completely

Residents also have an obligation to abide by the visitation regulations of the University, including properly escorting guests to and from the building entrances and exits. Students should also report unauthorized persons to the proper authorities (Chief of Police, Director of Housing and Residence Life, Assistant Director of Housing and Residence Life, GRDs, RDs, or CAs) and be constantly aware of the importance of maintaining security in the halls.

FINES AND SANCTIONS

The University of Pittsburgh at Greensburg reserves the right to impose fines, and sanctions on students who violate University policies and regulations.

1) CASES OF A SERIOUS DIMENSION OR NATURE

In cases that are deemed as immediately threatening to the health and safety of an individual(s) in the University, particularly in the case of behavior exhibited while under the influence of alcohol or illicit drugs, more serious sanctions up to and including dismissal will be considered. The primary aim of these guidelines is meant to be educational; however, they are in addition to and not a substitution for current sanctions under the Pennsylvania Crimes Code, the Student Code of Conduct or other University policies and procedures.

2) USE OF FINES COLLECTED

Fines collected for alcohol violations will be deposited in a fund used to support the P.R.I.D.E. Program. All other fines will be deposited in the Resident Programming Fund with the exception of damages and lost keys, which will be used for replacement.

Fines not paid will result in a hold on the student's account. That student will not be permitted to register for the following term and will not receive grades or transcripts until the fine is paid.

APPENDIX A
University of Pittsburgh at Greensburg Alcohol Policy

Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are adjudicated in accordance with Pennsylvania statutes. In addition, public intoxication, consuming, carrying, or possessing an open container of alcoholic beverages on campus property, or violating any other provisions of the campus alcohol policy as specified in the Resident Student Handbook, by students or guests **including those 21 or older** anywhere on the Pitt-Greensburg campus, or being knowingly present during an alcohol violation, is not permitted.

Violation of this University of Pittsburgh at Greensburg policy can result in dismissal from the University. Students who violate this policy will be referred to the University's Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.) program. This program has been instituted for students who demonstrate an inability to comply with the University's alcohol policy and/or show evidence that may indicate loss of control over his/her behavior. The intent of this program is to develop a high level of alcohol awareness and to identify students with substance abuse problems early so that they may be referred to the University's network of support. Students who have any questions regarding the P.R.I.D.E. Program, should contact the Director of the Health Center, the Director of Student Conduct, or the Director of Housing and Residence Life.

Medical Amnesty

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

Scope:

1. **Medical Amnesty applies when the allegations under the Code of Conduct involve** consumption or possession of alcohol or other drugs or knowingly present violations related to consumption or possession of alcohol or other drugs.
2. **Medical Amnesty eliminates responsibility for Code violations outlined above for** the caller and/or the individual experiencing the medical emergency.
3. **Medical Amnesty mitigates University conduct consequences for** student organizations that call for emergency assistance.

Medical Amnesty does not prevent disciplinary action for other violations of the *Code*, including, but not limited to unlawful distribution of alcohol or other drugs, harassment, hazing, possessing or using false identification, causing or threatening physical harm, sexual misconduct, or damage to property.

Medical Amnesty Process:

In order for Medical Amnesty to apply to the caller, the caller must complete the following steps:

1. Contact appropriate University or emergency officials by calling 724.836.9865 or 911. Identify yourself, and report the incident.
2. Remain with the individual(s) needing assistance until emergency officials arrive.
3. Cooperate with University and emergency officials as requested.
4. Complete all assigned programs or interventions within the designated time frame.
5. Notify the Director of Student Conduct that all steps have been completed. Medical Amnesty may not apply until verification of completion has occurred.

In order for Medical Amnesty to apply to the individual who experienced the medical emergency, this individual must complete the following steps:

1. Cooperate with University and emergency officials as requested.
2. Complete all assigned programs or interventions within the designated time frame.
3. Notify the Director of Student Conduct that all steps have been completed. Medical Amnesty may not apply until verification of completion has occurred.

Even when medical amnesty applies, the University and/or the student may need to disclose information regarding the application of medical amnesty, including but not limited to study abroad programs, potential employers, professional governing bodies (ex. Bars or Medical Boards), or another university through an admissions process. While the main goal of Medical Amnesty is to encourage students to make healthy decisions and to seek medical attention when they or one of their peers are in distress, repeated requests for Medical Amnesty will be addressed on a case-by-case basis.

Application of Medical Amnesty by the University does not prevent criminal action by police or civil action by third parties.

Commonwealth of Pennsylvania drug and alcohol Good Samaritan and Response Immunity laws may be applicable.

APPENDIX B
Personal Responsibility Initiated through Drug/Alcohol Education (P.R.I.D.E.)

In general, any student who demonstrates an inability to comply with the University's alcohol and drug policies is providing evidence that may indicate loss of control over behavior. While one policy violation may not be cause for alarm, research tends to show that two or more may indicate a substance abuse or dependency problem.

It is recognized that each allegation in a judicial case must always be judged on a complete review of its own circumstances. The following guidelines, nonetheless, will be followed to respond to the growing seriousness of alcohol and drug violations and to insure uniform sanctions for similar offenses. After a case has been referred for judicial action, the following will occur:

First Finding or Admission of Responsibility: Adjudication through the University of Pittsburgh at Greensburg Student Conduct System will require an assessment interview, participation in an online alcohol or drug education course, a post-course evaluation, a \$50.00-\$100 fine, parental notification, and one year of either Residence Hall Probation or Persona Non Grata status from the residence halls. Additional sanctions may be assigned at the discretion of the Director of Student Conduct, or their designee. Failure to attend and complete any of the assigned sanctions within the specified time period, will result in a judicial hold for each sanction not completed being placed on the student's account.

Second Finding or Admission of Responsibility:

An automatic fine of \$100.00, eight hours of community service, parental notification, extension of Residence Hall Probation or Persona Non Grata status, and one year Disciplinary Probation will be imposed. Additional sanctions may be assigned at the discretion of the Director of Student Conduct. Students will be required to meet with a university official and this individual may mandate that the student complete some or all of the following additional treatment or educational options:

- 1) Participation in the online alcohol or drug education course if not previously completed.
- 2) Attendance and participation in workshops or seminars pertaining to healthy lifestyle choices.
- 3) Referral to other student support services (e.g., Counseling Center, Learning Resource Center, etc.).
- 4) Educational requirements, including informational brochures, video, audio and interactive methods.
- 5) Outpatient drug and alcohol services at SPHS Behavioral Health.

Note: For second violations of the drug policy, Residence Hall or Disciplinary Suspension may be recommended.

Failure to attend and complete any of the assigned sanctions within the specified time period, will result in a judicial hold for each sanction not completed being placed on the student's account, and the student may face Residence Hall Suspension.

Subsequent Findings or Admissions of Responsibility: Disciplinary probation or suspension will be considered. Residence Hall suspension will be imposed for residence hall students. Other sanctions will be at the discretion of the Director of Student Conduct or the Director of Housing and Residence Life.

Hosting a Violation: A \$50 "host" fine and one month loss of visitation will be imposed upon any residence hall student that either (a) permits their room or apartment to be used to violate the alcohol or drug policy by any person not assigned to the room or apartment, including other residents or (b) has a registered guest that violates the alcohol or drug policy. These sanctions are in addition to any other sanctions incurred as a result of an alcohol or drug policy violation.

Knowingly Present: Students who are present during an alcohol or drug violation, but who are found not responsible for consumption, possession, providing, or hosting, will receive a lesser sanction. However, any subsequent violation of being "knowingly present" will incur sanctions consistent with a standard violation.

These sanctions are intended as guidelines and may be adjusted based on the nature and severity of an incident and previous disciplinary violations. If a student is found responsible for providing alcohol to minors, more serious sanctions will be imposed.

Judicial Holds: Failure to fulfill sanctions by the specified due date will result in a Student Services Judicial hold or "J" hold on the student's account that does not permit class registration, release of grades, transcript requests, library usage, etc.

Use of Monies Collected as Fines: All P.R.I.D.E. fines will be deposited in an account for use in drug and alcohol education and/or judicial board training.

In cases that are deemed immediately threatening to the health and safety of other individuals in the University, particularly in the case of illicit drugs, more serious sanctions, up to and including dismissal, will be considered instead of the above options. The primary aim of these guidelines is therefore meant to be educational, but these actions *are in addition to and not a substitute for* current sanctions under the Pennsylvania Crimes Code, the Student Code of Conduct or other University policies and procedures.

APPENDIX C
Anti-Hazing Policy

Hazing at the University of Pittsburgh-Greensburg is considered a violation of the University's Anti-Hazing Policy and *Code* and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

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

Hazing is defined as follows:

Hazing

A person commits hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- (1) Violate Federal or State criminal law;
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- (5) Endure brutality of a sexual nature;
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing

A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

- (1) the person acts with reckless indifference to the health and safety of the minor or student; or,
- (2) the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

A Student Organization commits organizational hazing if the organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to the University Police (724-836-9865), the Office of Student Conduct (724-836-9954) or the Office of Student Involvement (724-836-9991). Hazing related to any University of Pittsburgh-Greensburg athletics teams may also be reported to the Director of Athletics at 724-836-9949.

APPENDIX D Sexual Misconduct Process and Procedures

Reporting Sexual Misconduct and University Response

This is a supplement to University Policy [06-05-01](#).

Complainant: A University community member who files a referral that alleges a violation of the *Code*.

Respondent: Student alleged to have violated the *Code*.

Several options are available for you to report sexual misconduct.

- You may file a complaint with the University's [Title IX](#) Coordinator at (724) 836-9902.
- You may file a criminal complaint by contacting the Pitt-Greensburg police (724-836-9865) or 911.
- Report a Crime Anonymously by [download the RAVE Guardian app](#). The RAVE Guardian app allows you to set a safety timer, add guardians, send anonymous tips, and call the police directly from the app.

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

Once imposed, the University will take necessary action to enforce the implemented measures. Anyone who becomes aware of, or has a concern about a student's failure to follow any University-imposed interim measure or accommodation, should report this concern to the Office of Student Conduct at 724-836-9954.

Interim Measures, Accommodations, and Resource Assistance for Complainants and Respondents

To quickly address a situation, the University, where it determines it is appropriate, may impose a wide range of interim measures, or offer accommodations, to any Complainant or Respondent. Such measures or accommodations may include:

- Any interim action as stated in the *Process and Procedures for Conduct Referrals* section of this Code.
- Implementation of a "No Contact Order"
- Change in University-related class or work schedules or job assignments
- Change in University-owned housing
- Assistance from University staff in completing housing relocation
- Assistance in addressing off-campus living arrangements
- Restricting a student's access to certain University facilities or activities pending resolution of a matter
- Providing an escort to facilitate safe movement between classes and activities
- Access to academic support services, such as, but not limited to, tutoring
- Rescheduling of exams and assignments
- Availability of alternative course completion options, including, but not limited to the opportunity to change class schedules by transferring course sections or withdrawing without penalty
- Voluntary leave of absence
- Any other interim measure or accommodation necessary and appropriate to facilitate Complainant's or the Respondent's access to educational opportunities
- Assistance with contacting the appropriate police department
- Access to counseling services, including assistance in arranging an initial appointment, on and/or off-campus
- Access to and assistance with obtaining necessary medical services
- Assistance in contacting community resources such as the Blackburn Center Against Domestic and Sexual Violence or other support services
- Assistance in contacting legal resources such as County Bar Association Legal Referral, or other legal support
- Guidance and support with filing a report through the Title IX Office, and/or through the criminal justice process

Advisor or Support Person

Both a Complainant and a Respondent are entitled to one advisor or support person of their choice, and the advisor or support person may accompany the party to any meeting or proceeding under these processes. However, the advisor or support person shall not be permitted to participate directly in the Informal or the Formal resolution process. This includes advisors who are also attorneys. An advisor or support person may not stand in place of either the Complainant or the Respondent, and information regarding the progress of the inquiry or investigation will only be shared with the Complainant or Respondent, and not the advisor of choice. If the advisor or support person has any questions, they should contact the Title IX Liaison.

In keeping with the University's desire to resolve sexual misconduct complaints in a timely manner, the University reserves the right to proceed with any meeting regardless of the availability of the student's advisor or support person.

Informal Resolution

The Informal Resolution process is a voluntary process, available to Complainants, which attempts to reach a resolution without initiating the Formal Complaint Process and a specific finding of a Policy and/or *Code* Violation. This process can include the application of Interim Measures, as referenced below. Under the Informal Resolution process, no disciplinary action is taken. Rather, the Title IX Liaison will review the facts and circumstances of the situation with the Complainant and, based on the severity of the alleged incident, make a determination on whether the Informal Resolution process is an appropriate response. In this process, the Title IX Liaison will contact the parties involved separately, review the allegations presented and develop an action plan to address the conduct.

A Complainant may choose to start with the Informal Resolution process in an attempt to resolve the issue and then choose to move to the Formal Complaint Process if needed or desired. A written record of any measures, meetings or communications from this Informal Resolution process will be kept on file in the Title IX Office. The Title IX Office maintains all informal resolution process records and files for seven years. Once an incident has been resolved through the Informal Process the matter is closed. A violation of any action plan instituted under the informal resolution process may trigger the Formal Complaint process or disciplinary action under the *Code*.

The University will also consider additional interim measures appropriate to the situation at hand. When necessary, the University may make any "interim" measure permanent. The imposition of interim measures or accommodations does not affect the ability of the Complainant to pursue disciplinary action.

Formal Complaint Process and University-Initiated Investigations

The Formal Complaint process is initiated when the Complainant provides a signed statement that includes a brief description of the alleged incident and, to the extent known, the Respondent's name(s) and the date, time and location of the incident (hereinafter "Complaint"). The Formal Complaint process may also be initiated by the University under appropriate circumstances and consistent with the University's obligations under Title IX. The Formal Complaint process involves a prompt, and equitable investigation conducted by the Title IX Liaison. The investigation is a fact-finding process, giving all parties notice and the opportunity to be heard, to identify witnesses and offer evidence, and to pose questions to parties and witnesses. Interim measures may be applied at any time throughout the Formal Complaint process.

The Formal Complaint process will generally progress as follows:

1. Once the Complaint is received or the University otherwise initiates the Formal Complaint process, the Title IX Liaison will interview the Complainant.
2. Following the completion of their interview with the Complainant, the Title IX Coordinator will determine whether or not the allegations set forth in the Complaint, if substantiated, would constitute a violation of the University's Sexual Misconduct Policy, and accordingly, a violation of the *Code*.
 - a. If the Title IX Liaison determines that such allegations, if substantiated, would not constitute a violation of University's Sexual Misconduct Policy, the Title IX Liaison, may dismiss the Complaint, and that decision shall be final, barring new information. The Title IX Liaison shall provide the Complainant and Respondent(s) with written notice of such dismissal.
 - b. In the event that the Title IX Liaison determines that the allegations set forth in the Complaint, if substantiated, would constitute a violation of University policy, or if the Title IX Liaison determines that the matter should

be investigated, the Title IX Liaison will conduct a fact-finding investigation. Steps including in this investigation will include, as appropriate:

- The Respondent will be provided with written notification of investigation, and be made aware that a Formal Complaint has been submitted to the Title IX Office. The Respondent will be provided with an opportunity to review the Complaint at the Title IX Office.
 - The Title IX Liaison will meet separately with the Complainant and the Respondent(s).
 - The Title IX Liaison will interview relevant witnesses and review relevant physical, documentary or other evidence.
 - As described below, each party will be given an opportunity to identify relevant witnesses. In order to have a prompt and equitable process, the investigator may provide deadlines for providing information. Delays in providing witness contact information and/or evidence may impact the Title IX Liaison's ability to consider these elements.
3. The Title IX Liaison may consider the credibility of the parties and witnesses and relevant information, including evidence of pattern. Both parties may provide information and names of witnesses to the Title IX Liaison. The Title IX Liaison will not apply rules of evidence followed in court proceedings and will not entertain legal motions. Legal rules pertaining to the wording of questions, hearsay, and opinions will not be applied. Reasonable rules of relevancy will guide the Title IX Liaison in deciding on the admissibility of evidence and witness statements. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced.
 4. After the Complainant(s) and/or Respondent(s) have been interviewed by the Title IX Liaison, each will be provided with an opportunity to review a written summary of their own interview. The Complainant and Respondent will then have five (5) business days from the date the summary is made available to review their own interview summary and provide any comments or new evidence to the Title IX Liaison. Comments will be reviewed and retained in the investigative file, but may not necessarily result in a change to the summary.
 5. After the Title IX Liaison concludes gathering and evaluating evidence, including witness interviews, an investigation summary will be prepared. At this time, the Complainant and Respondent will have an opportunity to review, in the Title IX Office, the investigative summary. The investigative summary will include the relevant information provided by the Complainant, Respondent, and any witnesses, as well as other evidence gathered during the investigation which will be considered in making a determination regarding the alleged University's Sexual Misconduct Policy and/or *Code Violation*. Within five (5) business days of the date that the investigative summary was first made available for review, the Complainant and Respondent must submit verbally or in writing to the Title IX Liaison any comments (including additional statements, proposed witness questions and additional evidence) concerning the summary. This portion of the investigation may be an iterative process.
 6. Following the receipt of any comments on the investigative summary, or after the five (5) day period has lapsed without comment, the Title IX Liaison will prepare a final written report that includes the investigative summary and a determination of whether a violation has occurred and a recommendation of the sanction(s) to be imposed, if any. The final written report will include the basis upon which the Title IX Liaison reached their determination of responsibility. This determination will be made using the preponderance of the evidence standard, asking whether it is more likely than not that the University's Sexual Misconduct Policy has been violated.
 7. The final report will be forwarded to the Dean of Students for approval of any recommended sanctions. The Dean of Students will have discretion to accept or alter the recommended sanction(s), if they believe that the totality of circumstances, including but not limited to University precedent, justifies such a change.
 8. Once the Dean of Students has made a determination on sanctions, either the Title IX Office or the Dean of Students will provide written notification of the completion of the Formal Complaint process, to both the Complainant and Respondent. At this time, a copy of the final Title IX report will be available in the Title IX Office for review.
 9. Both the Complainant and the Respondent may submit an appeal to the University Review Board within ten (10) business days from the date of the decision letter. See the [Level II Hearing Appeal Process](#).

The University's Prohibition Against Retaliation

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the Complainant, a witness, an investigator or anyone else, is prohibited. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in the process based on the person's reporting or participation in the process. Retaliation includes behavior on the part of the respondent or the complainant and other related persons, including, but not limited to, acquaintances, friends, and family members. Although independent action will be taken against anyone engaging in retaliation, the complainant and the respondent are responsible for discouraging such actions and will also be held responsible to the extent of their involvement in the retaliation.

Retaliation will constitute separate grounds for disciplinary action. An individual who believes that he/she has experienced retaliation should contact the Title IX Office, and the University will investigate the complaint. If the University determines that evidence exists to support that retaliation occurred, appropriate action will be taken regardless of the outcome of the underlying sexual misconduct complaint. This may involve referral of the retaliation concerns to another University process for resolution.

Filing with External Agencies

Any person may file a complaint with the U.S. Equal Employment Opportunity Commission or the U.S. Department of Education's Office for Civil Rights. Inquiries may also be directed to the Office for Civil Rights of the U.S. Department of Education at (800) 421-3481 or by email at OCR@ed.gov.

APPENDIX E Title IX and Sexual Misconduct Resources and Information

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

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

Getting Help

What to do if you are assaulted

IMMEDIATELY AFTER AN INCIDENT

- **Physical Safety:** Your immediate safety is the top priority. As quickly as possible, find a safe place away from the perpetrator or any other potential danger.

You are encouraged to seek immediate medical attention as soon as possible for your own physical health and to preserve all physical evidence. You can receive treatment at any medical facility, however hospital emergency departments may be in the best position to treat you and collect physical evidence. Please note that not all hospitals employ trained sexual assault nurse examiners (SANE). SANE nurses are registered nurses who have completed specialized education and clinical preparation in the medical forensic care of the patient who has experienced sexual assault or abuse. Also, be aware that all hospitals are required by law to report to the police any injury that is the result of a crime. This does not obligate you to file formal criminal charges.

- **Preserving Physical Evidence**

In the aftermath of a sexual assault, although it may not be foremost on your mind, the preservation of evidence is strongly encouraged. Even if you do not think you want to pursue a criminal or civil proceeding, preserving evidence keeps your

options open in case you change your mind. To preserve evidence, do not shower, douche, or change clothes or bedding before you seek medical attention. Also, if oral contact took place, do not brush teeth, smoke, or eat. Optimally, evidence collection should occur within 72 hours of the assault, but many hospitals will attempt to collect evidence 7-10 days after an assault. There are medical facilities in the area that can assist you:

- Excela Westmoreland Hospital Emergency Room
724-832-4355
- Student Health Center, 8:30am-5:00pm, Monday-Friday, mid-August through April
Nurse Pam Freger, Director
216 Chambers Hall, **724-836-9947**
- **Contact the Police:** You are strongly encouraged to call the Pitt-Greensburg Police Department (**724-836-9865**) or call **911** and report the situation. The Police are trained and able to assist in obtaining other physical evidence, such as video surveillance.
- **Contact the Title IX Liaison,** at **724-836-9902** or msk59@pitt.edu. The Title IX Liaison will advise students of reporting and resource options, and if desired, can guide students through the process of notifying campus authorities or local police.

Reporting and Confidentiality

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

You may have concerns about confidentiality, and you should know that different employees on campus have different abilities to maintain a victim's confidentiality. If you are still unsure about confidentiality requirements after reviewing the following explanation, please contact the Title IX Coordinator, Mary Anne Koleny at msk59@pitt.edu or (724) 836-9902

The Different Types of Employees and Their Confidentiality Responsibilities:

A. Privileged and Confidential Resources

- ***Professional Counselors: University Counseling Center and Student Health Center***

Both the University Counseling Center and Student Health Center may be required to report de-identifying information to the University of Pittsburgh-Greensburg Police Department for Clery reporting purposes and to the Title IX Office. This de-identified report – which includes no information that would directly or indirectly identify the victim – will include the nature, date, time, and general location of an incident.

These reports help keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before filing any de-identified report, the Counseling Center and Health Center staff will take reasonable efforts to make sure that the report contains no personally identifying details.

In addition, a victim who speaks to a professional or non-professional counselor or advocate must understand that if they only want to share de-identified information, the University will unlikely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, the victim who at first requests that only de-identified information be shared may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. The Counseling Center and Health Center personnel will provide the victim with assistance if the victim wishes to do so.

The Counseling Center is located in 217 Chambers Hall, **724-836-9870**, 8:30am-5:00pm, Monday-Friday. To reach the Counselor after normal business hours or on the weekends, call Campus Police at **724-836-9865**.

The Student Health Center is located in 216 Chambers Hall, **724-836-9947**, 8:30am-5:00pm, Monday-Friday, mid-August through April.

B. Exceptions to Confidential Communications

While the University Counseling Center and Health Center personnel may maintain a victim's confidentiality as described above, they may have reporting or other obligations under state law. For example, Pennsylvania law requires mandatory reporting to law enforcement in cases involving minors and certain crimes.

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

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

C. Reporting to "Responsible Employees" and Confidentiality

Generally, all Pitt-Greensburg employees are responsible employees unless their job requires professional confidentiality, as in the case of counselors, physicians, and nurses. A "responsible employee" is a University employee who has the actual or perceived duty to report or authority to help address incidents of sexual misconduct.

With respect to confidentiality, a responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the survivor— including, if known, the names of the survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the survivor's consent or unless the victim has also reported the incident to law enforcement, or if there is a health or safety emergency.

Please visit titleix.pitt.edu for additional information on responsible employee role.

Requesting Confidentiality from the Title IX Office:

The Title IX Coordinator will evaluate requests for confidentiality: Mary Anne Koleny
Title IX Liaison
University of Pittsburgh at Greensburg
150 Finoli Drive
Greensburg, PA 15601
Phone: 724-836-9902
msk59@pitt.edu

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

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

Although rare, there are times when the University may deny a Complainant's request for confidentiality in order to help protect the greater campus community and provide a safe, non-discriminatory environment for all students.

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

- The increased risk that the Respondent will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same Respondent;
 - whether the Respondent has a history of arrests or records from a prior University indicating a history of violence;
 - whether the Respondent threatened further sexual violence or other violence against the Complainant or others;

- whether the sexual violence was committed by multiple Respondents;
- whether the sexual violence was perpetrated with a weapon;
- whether the Complainant is a minor;
- whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

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

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

The University will remain ever mindful of the party's well-being, and will take ongoing steps to protect both parties from retaliation or harm and work with the parties to create a safety plan. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

- assist both the Respondent and Complainant in accessing other available resources, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing an interim or permanent no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the Respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the Complainant of the right to report a crime to campus or local law enforcement and provide the victim with assistance if the victim wishes to do so.

Because the University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action. Such action may include increased monitoring, supervision or security in locations where the reported sexual violence occurred; increased education and prevention efforts, including to targeted population groups; climate assessment and victimization surveys; and/or revision of University policies and practices.

Public awareness events such as candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual misconduct, are not considered notice to the University of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Similarly, participation in a research study, or writing submitted for a class, are not considered notice to the University.

Sexual Misconduct Resources

The University Counseling Center

Seeking emotional support in the aftermath of sexual misconduct is very important for recovery. The Counseling Center is the primary mental health service for students enrolled at the University of Pittsburgh at Greensburg. The Counseling Center offers a variety of mental health services to students, including counseling to victims who have experienced sexual misconduct or harassment, relationship violence, and/or stalking of another person. They can assist victims in obtaining medical care and offer support in all aspects of the recovery process.

The Counseling Center is located in 217 Chambers Hall, **724-836-9870**, 8:30am-5:00pm, Monday-Friday. To reach the Counselor after normal business hours or on the weekends, call Campus Police at **724-836-9865**.

Student Health Center

The University of Pittsburgh at Greensburg's Student Health Center provides ongoing confidential medical treatment for any physical problems related to an assault. The Student Health Service can assist in assessing pregnancy risk and risk for sexually transmitted diseases, and assess, treat, and/or offer/give referrals for physical injuries.

The Student Health Center is located in 216 Chambers Hall, **724-836-9947**, 8:30am-5:00pm, Monday-Friday, mid-August through April.

Additional Resources

University of Pittsburgh at Greensburg students can contact their community assistant (CA), resident director (RD), or other residence life staff member for support (available 24 hours a day).

Any member of the University community also may contact the University's Title IX coordinator at **724-836-9902** or at msk59@pitt.edu. This office provides resources, and assists students alleging sexual misconduct, among other things.

Community Resources

Victims can contact the Blackburn Center at **1-888-832-2272** and/or the National Sexual Assault Hotline (RAINN) at **1-800-656-4673**. Both organizations answer 24 hours a day. Both groups can assist victims through the medical and/or legal process. Students who seek assistance from these organizations are not obligated to press charges against the assailant.

Title IX Explained

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

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

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

Some Examples of Unlawful Practices Under Title IX Include:

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

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

Definitions of Sexual Misconduct

A summary of important definitions related to sexual misconduct and relationship violence can be found on the Title IX website at <http://www.titleix.pitt.edu/policies-procedures>.

Title IX Contact information can be found here: <http://www.titleix.pitt.edu/resources/title-ix-and-sexual-assault-response-programs-contacts>.

Prevention

Education and Training Programs

- **Freshmen Students:** Incoming students are required to complete Campus Clarity, an online course on alcohol use, sexual misconduct, and harassment.
- **Awareness Campaigns:** Campus-wide sexual misconduct and consent awareness campaigns, featuring videos and creative print advertising, are used throughout the year to educate students about the issues.
- **University Police Seminars:** Members of Pitt-Greensburg's police are trained in responding to and investigating sex offenses, domestic violence, and stalking incidents. The police provide special programs on safety issues to Cornerstone classes and student groups upon request.
- **Community Speakers:** The Blackburn Center Against Domestic Violence provides programs and speakers for campus groups during the year.
- **The Dignity and Respect Campaign:** Students pledge in August/September to treat each other with dignity and respect.

University Resources:

Title IX Liaison:	Mary Anne Koleny; (724)836-9902; 108 Lynch Hall; 150 Finoli Drive, Greensburg, PA 15601-5860; msk59@pitt.edu
University Police:	Chief Dan Lynch; (724)836-9865; Police and Safety Center; 150 Finoli Drive., Greensburg, PA 15601-5860
Health Center:	Nurse Pam Freger; (724) 836-9947; 216 Chambers Hall; 150 Finoli Drive, Greensburg, PA 15601-5860; pmr20@pitt.edu
Student Services Judicial Officer:	Leigh Hoffman; (724)836-9954; 219 Chambers Hall; 150 Finoli Drive., Greensburg, PA 15601; leigh7@pitt.edu
Counseling Center:	Gayle Pamerleau; (724)836-9870; 217 Chambers Hall; 150 Finoli Drive, Greensburg, PA 15601-5860; gaylep@pitt.edu

APPENDIX F
Poster and Sidewalk Chalk Policy

All certified Pitt-Greensburg student organizations, University departments and official University committees may request approval to chalk sidewalks on campus, as well as for posters/flyers to be displayed on campus in the Office of Student Services. Approval for chalking and posters publicizing non-profit, non-University groups will be determined on a space available basis. Posters and chalk advertising for profit enterprises will not be approved.

- 1) All posters/flyers must be approved, stamped and dated by the Office of Student Services, Chambers Hall 219. Posters/flyers will be removed after the publicized event has occurred or after having been posted for ten days. Non-approved posters will be removed. Multiple flyers related to the same event will result in only one being posted in order to allow space for all events.
- 2) Posters/flyers to be posted for a specific dated event/activity must be turned into Student Services at least a week before the event. If materials are dropped off later than that, we cannot guarantee that they will be posted on time.
- 3) The Office of Student Services must be notified prior to the event of activity if a student organization, University department, or official University committee requests to chalk an advertisement on a sidewalk at Pitt-Greensburg.
- 4) The name of the sponsoring organization must be prominently displayed on any advertisement, including chalkings.
- 5) Poster size must not exceed 17"x 24".
- 6) Only water soluble chalk may be used.
- 7) As posters and sidewalk chalk may be viewed by everyone without the exercise of individual choice, signs that contain profane, indecent or obscene expressions will not be approved.
- 8) Posters may be displayed at all campus locations except the walls of the Faculty Office Building, Millstein Library and Lynch Hall. Posters also must not be hung on the non-glossy painted walls in Smith Hall or Chambers Hall. Posters must be hung with masking tape. Sidewalks eligible to be chalked are those that can be reached without obstruction of trees, overhangs, or rooflines. Walls, trees, stairs or other campus structures may not be chalked.
- 9) Posters and messages publicizing the distribution or consumption of alcoholic beverages will not be approved.
- 10) Posters and messages containing statements which violate the spirit of the University's Affirmative Action Policy will not be approved.
- 11) Posters may be placed on classroom windows but not on glass doors or exterior windows/doors.
- 12) Violations of the poster and/or sidewalk chalk policy and/or damage to sidewalks, building surfaces, wood work, doors, windows, furniture and painted areas will result in removal and damage charges, loss of future privileges, and/or other disciplinary action.

APPENDIX G

Political Activity Locations & Regulations

The University of Pittsburgh – Greensburg encourages discussion about politics (issues, candidates, and process) as part of the academic environment. The University has established guidelines and expectations for organized political campaign activity on campus so that a civil and respectful academic environment is maintained. This policy is in accordance with [University Policy 02-03-09 Participation in Political Campaigns](#), the [Pitt-Greensburg Student Handbook](#), and the [Pitt-Greensburg Guidelines for Student Organization Certification](#).

Prior to any activity all spaces must be reserved through the [room and event reservation request](#) system. All activity must follow applicable University policies. Any political campaign activities must be invited and sponsored by a Registered Student Organization. Tables and chairs for these activities must be requested through the [Pitt-Greensburg Facilities Management department](#).

- Political campaign activities are permitted in and must be restricted to the following locations during normal hours of space and/or building access:
 - Chambers Hall Lawn (area between the Smith Hall Parking Lot sidewalk and sidewalk in front of McKenna Hall) – 8AM-11PM (M-R), 11AM-11PM (F-Su)
 - Chambers Hall Lobby – 8AM-11PM (M-R), 11AM-11PM (F-Su)
 - Powers Hall Lobby – 8AM-10PM
 - Smith Hall Lobby – 8AM-10PM
 - Walkway between Powers Hall & Faculty Office Building – 8AM-10PM

Registered Student Organizations may set up booths and tables, provided such activity is conducted in accordance with University Policy 02-03-09. The organizations can invite candidates to speak on campus, provided such activity is conducted in accordance with the policies noted above. Registered Student Organizations may not use University facilities to raise funds through admission, fees, contributions, donations etc. to benefit a political party, campaign or candidate. Registered Student Organizations may not use the University's name or seal in connection with partisan political activity. Registered Student Organizations may not use University funds or resources (including student activity fees) for partisan purposes, such as to purchase/create promotional material, pay for campaign ads or contribute in any way to a political campaign.

Any Registered Student Organizations hosting an event or advertising on behalf of or in opposition to a candidate for political office, or taking a position on an issue for the purpose of supporting or opposing a candidate, must make it clear they are speaking as individuals and should at all times include the following disclaimer: *"This event/publication/solicitation is sponsored solely by the [name of student organization] without support or endorsement of The University of Pittsburgh - Greensburg. The University of Pittsburgh - Greensburg does not participate in political campaigns on behalf of, or in opposition to, any candidate for public office."*