ALMA MATER
So, we come to the rising hills and three winding rivers
Bringing dreams from our many roots, open-ended visions
To Point Park ready to begin, to become and to be
And to find courage to explore from within and beyond
Who we are, what there is to know
How to work together
And to share and to build upon what we’ve learned from you.

Words and music by
Dr. Shirley Barasch
May, 1982

UNIVERSITY MISSION STATEMENT

MISSION OF POINT PARK UNIVERSITY
Point Park University educates students in a diverse environment and prepares graduates to apply knowledge to achieve their goals, advance their professions and serve their communities.

VISION OF POINT PARK UNIVERSITY
Point Park University will be one of the most dynamic private urban universities in America.

VALUES OF POINT PARK UNIVERSITY
Promoting academic excellence
Focusing on student needs
Fostering a community of mutual respect and diversity
Encouraging innovation
Ensuring integrity and ethics in our actions
Responding to our stakeholders
Facilitating civic engagement

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This Week

PRIORITY THIS WEEK:

24
MONDAY

25
TUESDAY

26
WEDNESDAY

27
THURSDAY

28
FRIDAY

29
SATURDAY

30
SUNDAY

www.thezonelive.com

www.eventlink.com
This Week

PRIORITY THIS WEEK:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

AUGUST 2009

SEPTEmBER 2009

OCTObER 2009

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

september

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

Jonh Doe

www.thezonelive.com

www.eventlink.com
This Week

PRIORITY THIS WEEK:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

September 2009

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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

October 2009

1 2 3 4 5
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13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Eid al-Fitr begins at sundown

Rosh Hashanah begins at sundown

Laylat al-Qadr begins at sundown
This Week

PRIORITY THIS WEEK:

Monday

Tuesday

Wednesday

First Day of Autumn

Thursday

Friday

Saturday

Yom Kippur begins at sundown

Sunday
PRIORITY THIS WEEK:

Columbus Day (Observed)
PRIORITY THIS WEEK:
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**Priority This Week:**

- October 31: Halloween
- November 1: Standard Time returns
This Week

PRIORITY THIS WEEK:

Election Day
This Week

PRIORITY THIS WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

DECEMBER

NOVEMBER 2009

DECEMBER 2009

JANUARY 2010

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15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

www.thezonelive.com  www.eventlink.com
This Week

PRIORITY THIS WEEK:
**PRIORITY THIS WEEK:**

- **Monday, November 30, 2009**
- **Tuesday, December 1, 2009**
- **Wednesday, December 2, 2009**
- **Thursday, December 3, 2009**
- **Friday, December 4, 2009**
- **Saturday, December 5, 2009**
- **Sunday, December 6, 2009**

**First Day of Winter**

**Christmas**

**Kwanzaa begins**
DECEMBER

This Week

PRIORITY THIS WEEK:

www.thezonelive.com

NEW YEAR'S DAY

www.eventlink.com
PRIORITY THIS WEEK:
**PRIORITY THIS WEEK:**

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**DECEMBER 2009**

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[www.thezonelive.com](http://www.thezonelive.com) [www.eventlink.com](http://www.eventlink.com)
PRIORITY THIS WEEK:
PRIORITY THIS WEEK:

8
MONDAY

9
TUESDAY

10
WEDNESDAY

11
THURSDAY

12
FRIDAY

13
SATURDAY

14
SUNDAY

February

www.thezonelive.com  www.eventlink.com
This Week

PRIORITY THIS WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

www.thezonelive.com

www.eventlink.com
### February 2010

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### March 2010

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### April 2010

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**Daylight-Saving Time begins on March 14, 2010.**
PRIORITY THIS WEEK:

- St. Patrick's Day
- First Day of Spring
This Week

APRIL

PRIORITIZE THIS WEEK:

MARCH 2010

APRIL 2010

MAY 2010

www.thezonelive.com

www.eventlink.com
PRIORITY THIS WEEK:

TUESDAY

THURSDAY

SATURDAY

SUNDAY
### PRIORITY THIS WEEK:

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[www.thezonelive.com](http://www.thezonelive.com) [www.eventlink.com](http://www.eventlink.com)
This Week

PRIORITY THIS WEEK:

24

25

26

27

28

29

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www.thezonelive.com

www.eventlink.com
PRIORITY THIS WEEK:

MEMORIAL DAY (OBSERVED)
This Week

Monday

Tuesday

Wednesday

PRIORITY THIS WEEK:
### Priority This Week:

**Monday:**

**Tuesday:**

**Wednesday:**

**Thursday:**

**Friday:**

**Saturday:**

**Sunday:**

---

#### June 2010

**Flag Day**

---

#### Father’s Day
This Week

PRIORITY THIS WEEK:

First Day of Summer

www.thezonelive.com

www.eventlink.com
Ramadan begins at sundown

Nisfu Sha'ban begins at sundown
ATHLETICS
Point Park University currently offers nine varsity sports that compete on the intercollegiate level. Men’s sports include baseball, basketball, cross country, and soccer. Women’s sports include basketball, cross country, soccer, softball, and volleyball.

The mission of intercollegiate athletics at Point Park University is to provide student athletes opportunities to participate in athletic competition, limited to the number of varsity teams which the University sponsors.

The success of the athletics program is represented by the lives of the participants and the quality of their experience at the University and in the athletics program, rather than strictly by win-loss records, numbers of spectators, or press releases. The programs are conducted within the rules and regulations of the governing bodies of which the institution is a member. Fair play, sportsmanship, and the well-being of the individual student are the principle concerns of all those who direct and work within the program.

Students who wish to participate on an athletic team must meet certain eligibility requirements as established by the National Association of Intercollegiate Athletics (NAIA). Student athletes also must remain full-time students during their competitive career. The NAIA permits tryouts to assess athletic ability, and teams have a limited number of athletic grants-in-aid available for talented student athletes. Prospective athletes are encouraged to contact the head coach of each sport in advance of the start of the season at 412-392-3844.

Additional information and links to each sport are available on our website at www.pointpark.edu/athletics.

Go Pioneers!

INTRAMURAL SPORTS/RECREATION PROGRAMS
Intramural sports and recreation programs at Point Park University offer the Point Park community a variety of intramural activities, including flag football, dodgeball, floor hockey, cornhole, table tennis, and pool. Also, the department sponsors free play in basketball and bowling at select times of the year. The goal of the recreation programs is to provide safe recreational activities to enhance the students’ total educational experience and quality of life.

Intramural activities are not meant to be highly competitive, but rather provide an opportunity for fun physical activity. Most of the activities are seasonal and vary from fall to spring semesters. The schedule can be found by clicking the Recreation & Leisure Time link on the Point Park athletics webpage, www.pointpark.edu/athletics.

Students with ideas for new activities, please feel free to contact the Director of Recreation Programs at 412-392-3926.

CAREER DEVELOPMENT
The Office of Career Development, located on the seventh floor of Lawrence Hall, supports the individual career goals of students and alumni through educational and enrichment activities. Career Development offers individual career counseling, career personality assessments, employer resources, resume and cover letter assistance for internships and jobs, interview, network and negotiation skills, and information that covers a four-step process for developing your own personal career goals. Furthermore, Career Development offers assistance with maximizing online resources and also sponsors career events and job fairs.

For an appointment, contact the Office of Career Development at 412-392-3950 or careerdev@pointpark.edu. No appointment is necessary to use the resource room, which is accessible during regular business hours. Career information and services are also available through the University website at www.pointpark.edu, keyword “career.”

CAMPUS LIFE
The Office of Campus Life is responsible for creating for all students, commuters and residents, an enhanced academic experience. The Office of Campus Life consists of Alcohol and Other Drug Education, Housing and Occupancy Management, the Office of Judicial Affairs, Living and Learning Community Programs, New Student Orientation, Sophomore and Community Living Standards, and the Office of Student Activities. Through the programs and involvement of the different offices and departments of Campus Life, all students will obtain citizenship and conflict-resolution skills, and practice civil interaction, clarity of communication, and self awareness.

Alcohol and Other Drug Education
This office is here to assist students in learning about the many aspects of alcohol and other drug consumption. If you have any questions regarding alcohol and other drug education, or feel uneasy about your own alcohol or other drug consumption, feel free to contact the Office of Alcohol and Other Drug Education by phone at 412-392-8032, by email at campuslife@pointpark.edu, or visit the office which is located in 716 Lawrence Hall.

The Office of Alcohol and Other Drug Education also has Peer Educators to help educate students on alcohol and other drug use. They are involved in the programming efforts on campus and bring a fresh perspective to our students. If you would like to become involved with this group, please contact the Office of Alcohol and Other Drug Education at 412-392-8032.

Housing and Occupancy Management
This office is responsible for room selection, room assignments, and room changes, and is the liaison with Physical Plant for residence hall maintenance and repair issues. The office also oversees move in and move out and any other business functions related to living on campus.

The Office of Housing and Occupancy Management is located in the first floor of Pioneer Hall and can be reached at 412-392-3824 or campuslife@pointpark.edu.

Judicial Affairs
This office is responsible for the operation and implementation of the campus judiciary as prescribed by the Student Code of Conduct. Judicial Affairs’ mission is to adhere to the fundamental rights and responsibilities inherent in scholarly inquiry, civil discourse, and intellectual rigor. The Office of Judicial Affairs is also responsible for the activities of the University Judicial Board (UJB). The Office of Judicial Affairs it is located on the seventh floor of Lawrence Hall and can be reached at 412-392-8029 or campuslife@pointpark.edu.

Living and Learning Community Programs
This office is responsible for the implementation of the Living and Learning Communities in the residence halls and helping students enhance their co-curricular education. Living and Learning Communities will devise their own activities to enhance both the academic and residential experience at Point Park University. The Living and Learning Community Programs main office is located in the Office of Campus Life on the first floor of Pioneer Hall and can be reached at 412-392-8026 or campuslife@pointpark.edu.

New Student Orientation
The New Student Orientation Program, or “The Pioneer Experience,” is designed to help new students and their families discover all that Point Park University has to offer, make new friends, and get acclimated to their new environment. Orientation Leaders will assist students and family members throughout the two-day program by facilitating sessions that provide a chance to meet peers, learn about campus services, and discover the range of opportunities Downtown Pittsburgh offers. The New Student Orientation Program is located in the Office of Campus Life on the first floor of Pioneer Hall and can be reached at 412-392-4735 or campuslife@pointpark.edu.

The mission of intercollegiate athletics at Point Park University is to provide student athletes opportunities to participate in athletic competition, limited to the number of varsity teams which the University sponsors.

The Office of Judicial Affairs is also responsible for the activities of the University Judicial Board (UJB). The Office of Judicial Affairs it is located on the seventh floor of Lawrence Hall and can be reached at 412-392-3960 on a non-campus phone.

The Office of Alcohol and Other Drug Education also has Peer Educators to help educate students on alcohol and other drug use. They are involved in the programming efforts on campus and bring a fresh perspective to our students. If you would like to become involved with this group, please contact the Office of Alcohol and Other Drug Education at 412-392-8032.

Housing and Occupancy Management
This office is responsible for room selection, room assignments, and room changes, and is the liaison with Physical Plant for residence hall maintenance and repair issues. The office also oversees move in and move out and any other business functions related to living on campus.

The Office of Housing and Occupancy Management is located in the first floor of Pioneer Hall and can be reached at 412-392-3824 or campuslife@pointpark.edu.

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Sophomore Community Standards

The Sophomore Community Standards Initiative, as a part of the Office of Campus Life, is designed to assist students during their sophomore year within the residence halls of Point Park University. The goal of the Office of Campus Life and the Sophomore Community Standards Initiative is to provide all students with citizenship and conflict-resolution skills, the practice of civil interaction, clarity of communication, and self-awareness.

Through the Sophomore Community Standards Initiative set forth by the Office of Campus Life, Point Park University residents will have the opportunity to establish their own living standards for their community as well as their individual rooms. The Sophomore Community Standards Initiative is located in the Office of Campus Life on the first floor of Pioneer Hall and can be reached at 412-392-8026 or campuslife@pointpark.edu.

Student Activities

The Office of Student Activities is the campus headquarters for student activities and organizations. The office performs a variety of functions that help maintain a dynamic and socially-interactive campus environment where students can gather and work together to create fun, exciting, and educational activities for the University community. Students can also obtain information about other events and activities in and around the City of Pittsburgh. The Office of Student Activities lends valuable support to all recognized clubs and organizations. This office also serves as a resource for students to develop their leadership skills as well as get involved in community service projects both on and off campus. In coordination with the United Student Government, this office also serves as a resource for those wishing to get involved in student groups on campus. The Office of Student Activities is located in the Office of Campus Life on the first floor of Pioneer Hall and can be reached at 412-392-4735 or by email at studentactivities@pointpark.edu.

FINANCIAL AID

The Financial Aid Office is located on the first floor of Thayer Hall in the Student Service Center. The Office is open from 8:30 a.m. to 6:00 p.m., Monday through Thursday, and from 8:30 a.m. to 4:30 p.m. on Friday. The Office is also open on the first and third Saturday of each month.

The purpose of the Financial Aid Office is to assist students in obtaining financial assistance from all sources including federal, state, and institutional funds. This assistance can be in the form of grants, scholarships, work programs, or loan programs. The Office can also assist students in completing the Free Application for Federal Student Aid (FAFSA) and provide counseling services to students to determine which programs are available to help meet expenses at the University.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year in order to renew their eligibility for financial aid. Students are encouraged to complete the FAFSA by April 15 in order to be considered on time for funds and to maximize all available financial resources at the University.

Student should be aware that if they withdraw from all coursework, any federal funds that were awarded are subject to the Return of Title IV Funds policy.

For further information or to make an appointment with a Financial Aid Counselor, contact the Office of Financial Aid at 412-392-3930.

LIBRARY

The Point Park University Library is located on the first floor and lower level of the University Center. The library is open seven days a week with some exceptions for interim periods and holidays. Reference staff is on duty during all hours of operation to assist with research and informational questions.

The Library’s holdings include books, e-books, DVDs, videos, CDs, audio books, video games, plays, musical scores and anthologies, print journals, daily newspapers, popular fiction/nonfiction, children’s literature and school curriculum collections, and journals on microfilm and microfiche. The Library subscribes to over 50 individual databases with access to online journal articles, e-books, and information resources. Most databases and the online catalog can be searched simultaneously with One Search, a federated search engine available through the Library web pages. Articles and e-books from the databases can be accessed from off-campus using a Point Park email username and password. Students may also use EZ-Borrow to request Library material from 60 participating academic institutions with 36 million books. Students can borrow directly from Carnegie Mellon and Duquesne Universities with a PALINET form from the Library.

A student needs a current student ID to borrow material from the Point Park University Library. Students are financially responsible for any overdue fines or charges that may be levied against their Library account. Students must clear their accounts in order to register for classes, graduate, or have official transcripts released. Policies about circulation and fines charged for overdue, lost, or damaged material can be viewed on the Library Web pages.

The Library also houses computer labs with networked laser printers. Students may check out laptops for use in the building. The Library is a wireless zone, and students can access the Internet with their own laptops.

For more information about the Library, its policies, hours of operation, and to access the online catalog and databases, go to www.pointpark.edu and click on the Library link. Students may also contact the Library staff by phone at 412-392-3171, by email at library@pointpark.edu or at pointlibim through AOL or Yahoo Instant Messenger.

PROGRAM FOR ACADEMIC SUCCESS (PAS)

The Program for Academic Success (PAS) offers a wide variety of educational and support services designed to help students achieve their goals and become successful independent learners. Components include counseling, tutoring, and services for students with disabilities. All services are free of charge.

Counseling

PAS provides individual counseling services to identify, explore, and discuss issues that may hinder student success. The Counselor is available by appointment or on a walk-in basis, and offers assistance in a variety of areas, such as connecting to University and community resources, adjusting to campus life, understanding University policies and procedures, and employing effective strategies for time management, goal-setting, and stress reduction.

Tutoring

Professional and peer tutors are available to students who seek tutoring for undergraduate course work or who wish to strengthen skills in areas such as English, writing, mathematics, and content area study skills. Furthermore, students may receive assistance in organizing for study, test-taking strategies, lecture note taking, and conducting, compiling, and presenting research. Students may schedule a regular weekly appointment or may schedule appointments as needed. In addition, students may access online writing tutoring through the PAS website. PAS makes a reasonable effort to meet the tutoring needs of students in a wide variety of courses. However, we may not be able to honor every request due to circumstances beyond our control such as limited student and/or tutor availability or inability to locate a qualified tutor.

Disability Services

Campus accommodations for students with disabilities are coordinated through PAS. Students should contact the Office for specific information on the University’s ADA policy and the procedures for verifying disabilities and requesting reasonable accommodations.

To find out more about PAS services, call 412-392-3870, stop by the PAS offices located on the seventh floor of Lawrence Hall, or consult the PAS website.
RECREATION CENTER

The Recreation Center is located in the lower level of Lawrence Hall. The Rec Center and is open year-round and offers students, staff, faculty, and alumni opportunities for fitness training and recreation. The Rec Center is staffed by a recreation professional and student personnel for individual and group programming. Equipment such as treadmills, stationary bikes, elliptical machines, free weights, Nautilus equipment, and a Pilates Reformer are available. In addition, billiards and table tennis are offered as leisure activities. Discounted memberships to the YMCA and Gold’s Gym are available and can be purchased directly at each location.

You are encouraged to take advantage of the fitness opportunities provided by the Recreation Center. The Rec Center staff is committed to enhancing the quality of life at Point Park University. Your good health and enjoyment are its major goals. For more information and hours consult the Rec Center website at www.pointpark.edu/recreation or call 412-392-3853.

REGISTRAR/TRANSCRIPTS

Located on the first floor of Thayer Hall, the Office of the Registrar is open from 8:30 a.m. to 6:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:30 p.m. on Friday. The Office is also open on the first and third Saturday of every month.

Point Park University students who have completed three or more credits, and graduates, may request copies of official or unofficial transcripts from the Office of the Registrar located in the Student Service Center, first floor of Thayer Hall. Persons desiring a transcript must complete a Transcript Request form or write a letter of request. The Registrar cannot release transcripts to any person or agency without proper authorization in writing from the student or graduate, and the Registrar cannot release transcripts, official or otherwise, to any person with outstanding financial debts to the University.

The Office responds to transcript requests in three to five working days. Persons wishing to pick up transcripts in person must give the Office 24-hours’ notice. In addition, if a student must withdraw from classes, the withdrawal must be submitted in writing to the Registrar’s Office.

STUDENTS ACCOUNTS

The Student Accounts Office is located on the first floor of Thayer Hall in the Student Service Center. The office is open from 8:30 a.m. to 6:00 p.m., Monday through Thursday, and from 8:30 a.m. to 4:30 p.m. on Friday. The Office is also open on the first and third Saturday of each month.

This office is responsible for billing and collection of all tuition, fees, and room and board charges. The University provides many options for students to consider assisting them in paying their charges at the University. Students can participate in the Point Park University payment plan option which is managed by the Student Accounts Office. Students who have a corporate reimbursement program through their place of employment can sign up for the Universities Corporate Reimbursement Plan as well.

For further information on the various options available to students, please contact the Office of Student Accounts at 412-392-3444.

STUDY ABROAD

Intent of Program

The Study Abroad Program at Point Park University is an “opportunity” for students, not a “requirement” for their degree program. Students are responsible for all paperwork associated with the study abroad programs and assume all responsibilities for documents necessary for traveling abroad. Students also assume all responsibilities and risks associated with study abroad opportunities and will be explained these risks and responsibilities by the Study Abroad Coordinator.

Programs Offered

Point Park University offers the following three study abroad opportunities:

Semester at Regent’s College, London

Point Park University sponsors a program for students to take classes at Regent’s College, located in the heart of London, England. At Regent’s, courses are taught American-style by British instructors in many areas of the arts and sciences and business. By means of the Eurotrain systems and the Channel Tunnel, many beautiful and historical European cities can be explored on weekends.

Study the Arts in Paris

Through an agreement with Wells College, students can participate in the Wells Program for the Arts in Paris, France. The program is designed for students wishing to develop their interest and talent in areas such as dance, music, painting, photography, sculpture or theater, while experiencing another culture. The program does not assume any fluency in French. However, it offers very successful language training with special emphasis on the terminology used in the arts, assuring that all committed students reach a good mastery of French before their return.

American University of Rome

Through the University’s membership in the Pittsburgh Council on Higher Education (PCHE) consortium, Point Park students are able to study at the American University of Rome, Italy. Founded in 1969, AUR is the oldest degree-granting American university in Rome, offering challenging courses with professors who are highly trained and experienced in their respective fields and have high academic standards. AUR’s urban campus is located on top of the Janiculum, Rome’s highest hill, in a dedicated set of buildings in a prestigious neighborhood, within walking distance of the center of “the Eternal City.”

Other Study Abroad Opportunities and Trips

Occasional trips to Europe are arranged by Point Park University faculty, in which students can participate for University credit. These trips are typically identified as three-credit courses and are often offered over the summer. Destinations include Greece, Hungary, England, Scotland, and France. Also, other schools sponsor trips in which Point Park University students can participate, such as Semester at Sea.

Participation Requirements

Students wishing to participate in the Study Abroad Program at Point Park University must meet certain participation requirements. A student must be in good standing both academically and financially at the institution in order to participate in the program.

Contact Information for Study Abroad Program

Students wishing to participate in the Study Abroad Program should contact Keith Paylo, the Study Abroad Coordinator, at 412-392-3840, by email at studentaffairs@pointpark.edu, or visit the office in 405 Lawrence Hall.

The Study Abroad Coordinator is able to answer questions pertaining to the campuses available, location information, application information, costs, policies, and procedures associated with the program. The Coordinator will also be able to refer students to individuals that will assist with financial aid, student accounts, and registration for all of the study abroad programs.
Notification To Study Abroad

Students are encouraged to plan at least one semester ahead when planning to study abroad. For example, if a student is planning to study abroad during the summer or fall term, students should contact the Study Abroad Coordinator in January of the previous semester. In addition, students who plan on studying abroad during the spring term should contact the Study Abroad Coordinator in September of the previous semester.

By contacting the program coordinator a semester ahead of time, students will be able to coordinate and complete all necessary paperwork for a smooth transition into their study abroad experience.

In addition, by notifying the proper individuals in a timely fashion, students will have a better opportunity to participate in the program due to the limit on study abroad opportunities for each term.

SERVICES FOR STUDENTS

ATM/CHANGE MACHINES

An ATM is located across from the elevators on the second floor of Academic Hall. Change machines are located on first floor of Academic Hall near the restrooms and in the Point Café near the vending machines.

BOOKSTORE

Point Park University’s bookstore is located on the first floor of Lawrence Hall. The bookstore carries Point Park University apparel and gift items, stationery supplies, leisure-reading books and magazines, snacks, and other miscellaneous items.

The bookstore also carries new and used textbooks. Used textbooks are available, in limited quantities, for purchase at a discounted price. In addition, the bookstore buys textbooks back that have been adopted for use the next semester. Note: In order to search the textbook listings, the semester, course department and number, and section number of each course are needed and can be found on each student’s class schedule.

For more information, including payment, refund, and textbook buy-back policies, the latest textbook titles being used for classes, and bookstore hours, visit the bookstore or the website at http://pointpark.bncollege.com or call 412-392-3448.

CABLE TV

All residence hall rooms are equipped with a cable TV access port. Residents will have access to basic cable and expanded basic cable TV, along with HBO. Premium Channels are available, at an additional charge, by contacting Comcast Cable.

Students are expected to provide their own cable to connect their television to the cable TV port. Specifications for the cable are as follows:

- Cable TV: CATV patch cord, 75 ohm RG-6, male to male

Cables are available in the University Bookstore at a cost of around $15 each.

For issues relating to cable service, contact the Campus Life Office at 412-392-8026 or visit the office on the first floor of Pioneer Hall.

COMPUTER LABS

Point Park University has multiple computer labs for general student use, as well as department-only. Students will need to check with their departments for specifics on their computer labs.

Hours of general student labs are:

- Monday through Thursday, 8:00 a.m. to 12:00 p.m.
- Friday, 8:00 a.m. to 6:00 p.m.
- Saturday, 8:00 a.m. to 8:30 p.m.
- Sunday 10:00 a.m. to 6:00 p.m.

The labs located in 208 and 212 Thayer Hall are open twenty-four hours in the Fall and Spring semesters. All hours are subject to change. Summer semester lab hours vary as needed.

General student computer labs are located:

- 208 Thayer Hall
- 212 Thayer Hall
- 406 Academic Hall
- 407 Academic Hall
- 408 Academic Hall
- 409 Academic Hall
- 716 Academic Hall
- 701 West Penn – Teaching Lab
- Lower Level University Center
- 116 University Center – Mac Lab
- 200 University Center – Mac Lab
- Library – 10 wireless-ready laptops
surf as much as you want for free for your first two hours per day. If you need more time after that, a prompt will pop up, telling you that your free two hours are about to expire and asking you if you'd like to purchase more time. If you choose to purchase more time, you will be prompted to provide credit card information via a secure connection.

How to Connect to Free Downtown Wireless:
- Locate the wireless icon on your desktop toolbar and right click.
- Click on “Viewable Wireless Networks.”
- Select “WiFi Pittsburgh” and click “Connect.”
- Once connected, click on your Internet browser (you will receive the WiFi Downtown Pittsburgh page).
- If not already registered, click on the “Register Now” box and follow the instructions.
- Once registered, you can surf the Internet anywhere outdoors Downtown for two hours free.
- Next time you use the network, just type in your password and go!
- To register for WiFi Downtown Pittsburgh go to: www.WiFiPittsburgh.com.

US Wireless Online Subscription Packages:
- Single-day Connect (24 hours) $7.99
- Mobile Connect (1 month) $14.99
- Annual Connect (1 year) $119.99
- For network support, contact US Wireless Online twenty-four hours a day, seven days a week, at 1-866-WIFI PGH (1-866-943-4744).

LAUNDRY
There are washers and dryers located on the eighth floor of Lawrence Hall and every floor in Thayer Hall, Pioneer Hall, Conestoga Hall, and the Boulevard Apartments. There is no charge for the use of the washers and dryers. If a machine malfunctions, please contact the Office of Campus Life at 412-392-8026 to report the malfunction.

MAIL CENTER/STUDENT MAILBOXES
The Mail Center and student mailboxes for those in Lawrence and Thayer Hall are located on the first floor of Lawrence Hall. Mailboxes for Conestoga, Pioneer, and Boulevard residents are located in the lobby area of those buildings. Each resident is issued a mailbox upon arrival. Mail can be picked up twenty-four hours a day, with the exceptions of packages, special delivery, or registered mail, which must be picked up during the posted Mail Center hours. Packages mailed to the University, prior to the resident’s arrival, will be held in the Mail Center for pickup during regular hours.

The Mail Center is closed on Sunday and all holidays observed by the University.

The Mailing Address For All Residents Is:
Your Name
Point Park University, Box_______
201 Wood Street
Pittsburgh, PA 15222

The Mail Center staff issues box numbers and combinations/keys.

POINTWEB
Use PointWeb to access your:
- Account balance
- Quick links to campus resources
- Online personal calendar
- List of campus events

How To Gain Access To Point Web
Get your Point Park ID# in the Student Service Center, log on to your Point Park Email account to get your password, and then go to: http://pointweb.pointpark.edu and log in.
RECYCLING
Point Park University has the environmental impact of a small city. We average:

- 3,366 pounds of paper per week
- 248 pounds of plastic/aluminum per week
- 6,229 cans per week
- 7,850 bottles per week

Through campus environmental stewardship we can make campus operations less consuming of natural resources and less polluting of natural ecosystems. By committing ourselves to becoming a “green campus” we can better fulfill our educational mission, demonstrate environmental leadership, and set an example for the wider community. We have started on this critically important endeavor, but we have a long way to go before we achieve anything approaching genuine environmental sustainability.

Our recycling program allows all members of the University community to participate in recycling. Our recycling program uses the same procedures across campus. Each building floor on campus has recycling containers, where recycled materials are picked up by the housekeeping staff. Residence halls have recycling containers in each elevator lobby. If you do not know where the nearest recycling containers are located, please contact Physical Plant at 412-392-3490.

REPAIRS AND MAINTENANCE
All students must report needed repairs through Corrigo Work Order System located on the Point Park University website at http://pointpark.corrigo.com

If you need assistance with the Corrigo Work Order System, visit www.pointpark.edu/default.aspx?id=2062 and click on one of the Training Demo links (.pdf or Flash).

Definitions of Work Order Classifications:
- **Routine:** This work will be reviewed and if possible, completed within four business days. Examples include, but are not limited to: light out, dripping faucet, minor repairs to living space
- **Urgent:** This work will be reviewed and if possible, completed within two business days. Examples include, but are not limited to: more than one light out, leak around toilet or tub, window not working properly
- **Emergency:** This work will be reviewed and if possible, completed within one hour. Also, please call the Public Safety Dispatch Center (Extension 2222 from a campus phone only, or using your cell phone, call 412-392-3960) to report the emergency to the University. Examples include, but are not limited to: fire, burning smell, no power; no water; no heat; lock or door trouble, flood

STORAGE AND LOCKERS
More than 200 lockers are available in Academic Hall, floors three through six. The lockers provide storage space for books and clothing. Lockers may be utilized at no cost. Students must provide their own key/combination lock.

**Yearly Summer Locker Clean-Out**
Locks and all personal materials must be removed from inside lockers by one week after the last day of the semester. Beginning on the Monday of the following week, all locks will be cut off and anything found inside will be disposed of. If you have any questions please feel free to contact Physical Plant at (412) 392-3490.

STUDENTS WITH DISABILITIES
It is the intention of Point Park University to provide appropriate, reasonable accommodations for students who are disabled in accordance with the Americans with Disabilities Act (ADA) of 1990. Campus accommodations for students are coordinated through the Program for Academic Success (PAS), located on the seventh floor of Lawrence Hall, 412-392-3870. Students should contact PAS for specific information on the University’s ADA policy and the procedures for verifying disabilities and requesting reasonable accommodations.

Because students’ needs vary, accommodations are determined on a case-by-case basis. Therefore, after the appropriate documentation has been provided, students must participate in an interview with the coordinator of disability services. Students are strongly encouraged to notify PAS prior to the start of their first semester at the University. Students should discuss any concerns related to the provision of reasonable accommodations with the coordinator of disability services.

A student having a complaint or concern related to services or reasonable accommodations provided by the coordinator of disability services may initiate the grievance procedure. PAS and the Office of Student Affairs may provide information regarding this procedure. A student who is dissatisfied with the outcome of the University grievance procedure or who wishes to pursue an alternative may file a complaint against the University with the Office of Civil Rights or in a court.

STUDY LOUNGE
Study lounges are located on the second floor of Academic Hall, second floor of Thayer Hall, and fourth floor of Lawrence Hall. The study lounges provide students with an atmosphere suitable for quiet study twenty-four hours a day. Students are expected to observe a quiet atmosphere and keep the area clean and free of trash. Please note that the study lounge on the fourth floor of Lawrence Hall is above the residential dining facility and may be loud during normal meal hours.

TELEPHONES-PAY PHONES
Pay phones are located:
- Main Lobby of Academic Hall, near the elevators
- Second Floor of Lawrence Hall, past the dance studios
- Second floor of Lawrence Hall, entrance to the Point Café
- First floor of the University Center, outside of the restrooms

TV LOUNGE
The TV lounge is located in the Recreation Center in the lower level of Lawrence Hall.
UNIVERSITY POLICIES AND PROCEDURES

APPROPRIATE DRESS

Proper attire, including shirt and shoes, must be worn at all times in public areas of campus (i.e. lobby, laundry rooms, food service areas, elevators, etc.).

ASSAULT

A student or guest who threatens, intimidates, coerces, or uses physical force in a manner which causes a person to be fearful of physical harm, is in violation of the Student Code of Conduct. This will result in immediate disciplinary action including, but not limited to, termination from the residence halls and interim suspension from the University.

COMMERCIAL ENTERPRISE AND ADVERTISING

Commercial enterprise of any kind (solicitation, sales, distribution, etc.) by students or student organizations is permitted on campus only with the approval of the Student Activities Office. Advertising of commercial products is allowed in the usual published space in student publications. All other forms of advertising must be approved by the Office of Student Affairs.

CONFIDENTIALITY OF STUDENT RECORDS

All University records are kept confidential, with the exception that University personnel may have access to records and information as necessary to perform their assigned responsibilities, and may not be transferred to a third party.

Point Park University will abide by all federal, state, and local laws with regards to student confidentiality and reporting.

FERPA

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

The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want amended, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

In conformity with the Family Educational Right and Privacy Act, as amended, Point Park University will not disclose any personally identifiable information to any person other than the student without the student’s specific, signed permission. The Act, however, authorizes three exceptions to the general rule that permit certain disclosures:

1. Point Park University may, at its discretion, disclose the final results of a disciplinary proceeding against a student in which the student is an alleged perpetrator of any crime of violence. [Note: Prosecution of any crime by public law enforcement agencies will result in a public record of the reported incident and the disposition of the case.]

2. Point Park University may, at its discretion, disclose to parents or guardians personally identifiable information from an education record of a student under the age of 21 if the University determines the student violated the school’s policies regarding the use or possession of alcohol or controlled substances;

3. If a student is a dependent on his or her parents for tax purposes, Point Park University may disclose personally identifiable information from the education record of the student to either parent (or legal guardian).

The only other information that will be released without student consent are dates of enrollment and attendance, degrees and honors awarded, and academic major. Upon the specific, signed request of a student, information will be forwarded to a third party for that party’s use only. (An appropriate service fee will be charged).

Disclosure to School Officials

Another exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Point Park University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

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

Parental Notification and Disclosure

The Higher Education Reauthorization Act of 1998 permits the University to use disclosures with discretion, relative to specific non-academic disciplinary circumstances. The President of Point Park University delegates non-academic disciplinary matters to the Office of Student Affairs.

If a student is under twenty-one years old, Point Park University, through the Office of Student Affairs, may notify the student’s parents or legal guardians regarding any violation of any federal, state, or local law, or of any rule or policy of the University governing the use or possession of alcohol or a controlled substance, if the University determines that the student has committed a disciplinary violation with respect to such use or possession.
Point Park University, through the Office of Student Affairs, upon written request, will disclose to the alleged victim of any crime of violence or a nonforcible sex offense (or the next of kin in situations where the alleged victim is deceased as a result of the crime or offense), the outcome of any disciplinary action taken against the alleged perpetrator.

Confidentiality of Medical Records
The staff of Student Health and Counseling are bound by the medical ethics of confidentiality. Information will not be released to a third party, including parents, without the student’s written authorization, unless legally required or permitted to do so.

DISRUPTIVE BEHAVIOR
Students are expected to conduct themselves in a safe and orderly fashion. Behavior which disrupts the Point Park University community or is deemed threatening is not acceptable.

HAZING
The University forbids the practice or act of hazing among students or within student organizations. Hazing is defined as any activity (on- or off-campus) that subjects a person, with or without their consent, to the risk of bodily harm or emotional distress, or causing or encouraging behaviors that would be a violation of law or University policy, for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization (University-recognized or not). Violations of this policy will result in the dissolution of the organization and expulsion of students involved. Additional information on hazing can be obtained from the Office of Student Affairs.

IDENTIFICATION CARDS
Each student is required to carry an identification card that is issued by the ID Center. The card must be carried at all times and presented upon request by University officials. The card must also be presented to check out books from the library, to gain admittance to athletic events, and for participation in various student events. There is no charge for an ID card. The card is the property of Point Park University, and upon termination of a residence hall contract, the ID must be returned to the Office of Campus Life. The use of this card is governed by all Point Park University regulations and is not transferable.

A lost or mutilated card should be reported to the ID Center immediately. There is a $25 charge for a replacement. If found, an official University ID can be dropped in any mailbox. Postage is guaranteed.

This card is the property of Point Park University. Upon the termination of a residence hall contract, the ID card must be returned to the Housing and Occupancy Management Office accompanied by a termination form. At that time, your residence hall deposit will be returned, subject to any applicable charges, if any.

Using or allowing use of another’s ID for any purpose (including gaining access to the residence halls) is not permitted. The use of the ID by a person other than the student to whom the ID was issued will result in disciplinary action under the provisions of the Student Code of Conduct. Both the person to whom the ID was issued and the person who misuses the card may be charged with a violation of the Code. When a card is presented by anyone other than the owner, it will be confiscated.

INSTITUTIONAL REVIEW BOARD
All original research involving Point Park University faculty, staff, and/or students, including course projects, term papers, homework assignments, and master’s theses, that involves either human subjects or animals, must be approved by the Institutional Review Board (IRB) of Point Park University. The IRB reviews all such research protocols to determine whether the research participants are placed at risk and ensures their rights and welfare are adequately protected. The forms, policies, and procedures for submitting a research protocol to the IRB are available in the Vice Provost’s office.

PERSONAL PROPERTY
Students are responsible for their own personal property, as well as for the property of groups to which they belong. In order to prevent thefts and crimes of opportunity, students are advised not to leave their property in areas where security is not adequate. For more information, contact your respective office. Special insurance that must be arranged for the student through the family’s insurance company.

PETS AND ANIMALS
Pets, with the exception of service animals, are not permitted on campus.

POLITICAL ACTIVITIES
Point Park encourages the interests of its students who wish, as citizens, to work for the advancement of our society. The University, however, must maintain neutrality on political issues.

ROOM RESERVATION PROCEDURES
Student organizations who wish to reserve space on campus for meetings, events, etc., must make arrangements through the Office of Student Activities by completing a Room Reservation Form at least two weeks prior to the event.

SCHOOL CLOSING/CRITICAL ANNOUNCEMENTS
In the event of a school closing or delay, the information will be posted to the University website, www.pointpark.edu, as well as on all major local radio and television stations. In addition, Point Park University’s PointALERT Emergency Notification System alerts students, faculty, and staff to campus emergencies and weather alerts, including school closings and delays. For more information on PointALERT, including how to register for the service, see Section 7: Safety and Security, Emergency Notification System, or visit the website at www.pointpark.edu/default.aspx?id=3121.

SIGN POSTING
All internal, official signs must be approved by officials of the University. Academic notices, postings, and information must be approved by the Provost, Vice Provost, academic dean, International Student Services and Enrollment, department chairperson, Graduate and Adult Enrollment, or the Registrar.

Business, employment, informational, and operational notices must be approved by the President, Human Resources, Career Development, Public Relations, Student Accounts, Financial Aid, Campus Life, Admissions or Alumni Relations.

All non-academic, extracurricular, and student organization signs and notices must be approved by the Office of Student Activities. Such signs and notices will then be posted in the glass display case if they are University events and on the open bulletin boards if they are non-University events.

Residence hall notices must first be approved by the Office of Campus Life. They will then be given to the Community Facilitators for posting. Outside solicitation and advertising are not allowed, except where specifically approved relative to the overall educational mission of the University by the Offices of Campus Life and/or Student Affairs. As a private institution, Point Park reserves the right to exclude materials that may not be in the best interest of the University community.

There will be no taping of signs and notices to walls or doors (except for door postings on offices and rooms of administrators, faculty members, and community facilitators). The bridge is off-limits to postings, on both the glass and the pillars, except in exceptional circumstances as approved by the Office of University Advancement.
SMOKING

It is the policy of the University to provide a smoke-free environment in all campus facilities and vehicles in which University functions or services are carried out. Smoking of any material is prohibited in all University facilities, at all locations, including all enclosed locations in buildings and University-owned vehicles, other than authorized areas. It is also prohibited within five (5) feet of any entrance or exit door, and all areas of Alumni Park. It also is prohibited in any outside area adjacent to a facility whose configuration and/or other physical circumstance allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility.

Violating this policy will result in a $50 fine.

Definition

Smoking includes the burning or carrying of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of combustible material.

Authorized Smoking Areas

Smoking is permitted only in the designated smoking area located behind the West Penn Building (corner of First Avenue and Wood Street).

Enforcement

The success of this policy depends upon obtaining and maintaining the willingness, understanding, and cooperation of all smokers and non-smokers in all University facilities. It is the responsibility of all members of the Point Park community to observe this smoking policy. Each University member is responsible for monitoring compliance with this policy at his/her level of involvement in the University community. Violations of this policy should be reported to the Department of Public Safety.

SOLICITING AND SELLING

For the safety and protection of all students, staff, and faculty, and to prevent the interruption of studies, class, or sleep, solicitation on campus is prohibited unless prior approval has been given from the Director of Student Activities. Students encountering a solicitor are encouraged to notify a Point Park University staff member immediately or call Public Safety Dispatch at 412-392-3960.

STUDENT SOCIAL FUNCTIONS

Only recognized student organizations in good standing will be permitted to schedule social events. Organizations will be required to complete and submit an Event Request Form. These forms are available in the Office of Student Activities or from the organization’s advisor. All student social events may either be closed events (for the student organization’s membership and their personal signed-in guests) or open events (for the student organization’s membership, their personal signed-in guests, Point Park University students and/or students from other institutions possessing a valid ID card). Social event guests will be required to present identification and possess a special social pass for that event which can be secured before the event or at the door. For events with alcohol, refer to the University Alcohol policy for additional guidelines.

UNDERAGE CHILDREN ON CAMPUS

Children under the age of 16 are not permitted on campus at any time. This policy applies to children of faculty, staff, students, and other visitors to the campus. Exceptions to this general policy apply to children enrolled in specific programs such as the Point Park Children’s School, Playhouse activities, dance programs, etc. Those children must be accompanied by an adult to and from such programs.
JUDICIAL STANDARDS AND PROCESSES

ALCOHOL AND DRUGS
In compliance with the federal “Safe and Drug-Free School and Communities Act of 1994” 20 USCS §§ 7101 et seq., Point Park University prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. These prohibitions cover any individual’s actions that are part of any University activities, including those occurring while on University property or in the conduct of University business away from the campus or not on University property.

Disciplinary Sanctions for Employees and Students Who Violate Drug and Alcohol Laws in Violation of this Policy
Students will be disciplined in accordance with the procedures of the Student Handbook.
Staff members will be disciplined in accordance with the procedures set forth in the Staff Handbook and any applicable collective bargaining agreement and/or employment contract.
Faculty members will be disciplined in accordance with the procedures set forth in the Faculty Handbook and any employment contract.

Secondary civil consequences may also flow from criminal drug violations. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the state or federal governments.

Those who are convicted of felony violations may be barred from governmental employment and from licensed professions such as law, medicine, and teaching.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
1st conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both.
After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
  a. 1st conviction and the amount of crack possessed exceeds 5 grams,
  b. 2nd conviction and the amount of crack possessed exceeds 3 grams.
  c. 3rd or subsequent conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881 (a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, if that offense is punishable by more than one year imprisonment. (See special sentencing provisions regarding crack).

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a
Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense; up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Legal Sanctions - State
State criminal statutes (which may be generally found under Title 35 §780-113 of the Pennsylvania Consolidated Statutes) cover the same scope of conduct as the federal laws.

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance, if that offense is punishable by more than one year imprisonment. (See special sentencing provisions regarding crack).

21 U.S.C. 853(a)(2) and 881 (a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, if that offense is punishable by more than one year imprisonment. (See special sentencing provisions regarding crack).

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

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Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense; up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Finally, any person who has false identification issued or transferred to him or her is guilty of

sell, any identification that falsely represents the identity, age, or birthday of another are subject to a minimum penalty of $1,000 for a first violation and $2,500 for each additional violation.

Violators will lose their driving privileges for at least 90 days and up to two years for each conviction, and repeat offenders will be fined up to $500.

Under Pennsylvania law, anyone under age 21 is considered a minor for purposes of the consumption and purchase of alcoholic beverages. Simply put, minors are not permitted to drink or buy alcoholic beverages anywhere in Pennsylvania. Mandatory criminal penalties as well as civil liability are imposed upon minors who violate the law. Moreover, any person who furnishes or helps furnish alcoholic beverages to minors has violated the law in Pennsylvania and can be criminally prosecuted and held responsible for any damages that may result from their actions.

Pennsylvania Penalties for Alcohol Violations

Penalties for underage drinking
Under Pennsylvania law, anyone under age 21 is considered a minor for purposes of the consumption and purchase of alcoholic beverages. Simply put, minors are not permitted to drink or buy alcoholic beverages anywhere in Pennsylvania. Any minor who attempts to purchase, purchases, consumes, possesses or knowingly transports alcoholic beverages has committed a criminal offense. Upon conviction, the minor will automatically lose his or her driver’s license for at least 90 days and up to two years. For each conviction of three separate instances of underage drinking, the minimum license suspensions would be 270 days.

In addition to the above penalties, repeat offenders can be fined up to $500 for each additional conviction. Also, the police department making an arrest for a suspected underage drinking violation shall notify the parent or guardian of the minor charged.

It is a violation of Pennsylvania law for anyone under age 21 to misrepresent his or her age in order to buy alcohol or have it furnished to him or her. Violators will lose their driving privileges for at least 90 days and up to two years for each conviction, and repeat offenders will be fined up to $500.

The mere possession of identification that falsely represents that one is 21 years of age or older is in and of itself a crime in Pennsylvania. Use of another’s identification by a minor to obtain alcoholic beverages also violates Pennsylvania law. A minor convicted of either of these offenses will lose his or her driver’s license for at least 90 days, and up to two years for each offense, and repeat offenders are subject to a fine of up to $500. Persons who sell, make, or attempt to sell, any identification that falsely represents the identity, age, or birthday of another are subject to a minimum penalty of $1,000 for a first violation and $2,500 for each additional violation. Finally, any person who has false identification issued or transferred to him or her is guilty of a misdemeanor punishable by a fine of up to $300 or a term of imprisonment of up to 60 days.
Penalties for permitting underage drinking

Persons age 21 and over also violate Pennsylvania law regarding alcohol when they furnish alcohol to a minor. A fine of up to $2,500 or imprisonment for up to three months for failure to pay any fine will be imposed. Repeat offenders will be fined at least $300 and may be imprisoned for up to one year. Adults are guilty of a misdemeanor if they give identification to any person with the intent to help that person obtain alcohol. This offense carries a penalty of up to 60 days imprisonment and/or a fine of up to $300.

If an individual represents a minor to be of adult age for the purpose of having alcohol furnished to the minor, the individual is subject to a minimum penalty of a $300 fine.

Penalties for driving under the influence of alcohol

Anyone who operates a vehicle while under the influence of alcohol shall pay a mandatory fine of no less than $300 and serve a minimum jail sentence of 48 hours for a first offense. First-time offenders shall also lose their driving privileges for one year. Second time offenders must also pay a minimum fine of $300 and serve at least 30 days in jail. For third time offenders, the jail sentence increases to a minimum of 90 days, and for fourth time offenders, the jail term is a minimum of one year.

Accelerated Rehabilitative Disposition

Any person who accepts Accelerated Rehabilitative Disposition of a D.U.I. charge for a first offense shall accept the conditions of the judge that will include, but are not limited to, the following:

• A mandatory suspension of operating privilege for a period of not less than one month but not more than 12 months.
• A fee to cover the reasonable costs, if any, of a municipal corporation in connection with prosecution and enforcement of ARD.
• Make restitution to any person who incurred determinable financial loss as a result of your actions that resulted in a charge of D.U.I.
• Engage in a program of collecting litter from public and private property, especially property that is littered with alcoholic beverage containers.

University Alcohol Policy

Point Park University upholds the standards set forth in all state and federal laws with respect to the consumption, sale, and possession of alcohol by persons under the age of 21. Behavior which abuses the lawful use of alcohol is also prohibited.

The University prohibits alcohol intoxication; the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this includes, but is not limited to:

• Students under the age of 21 are not permitted to consume, transport, or possess alcoholic beverages.
• No Point Park student, regardless of age, may provide alcohol to anyone under 21 years of age.
• No Point Park student or guest, regardless of age, is permitted to be intoxicated on campus.
• The possession of beer kegs, cases of beer, or any common source container in any University building, facility, or property, unless authorized by University administration, is prohibited.
• The possession of any apparatus used to facilitate the rapid consumption of alcohol or drinking games is prohibited.
• Students will be held responsible for the actions of their guests who fail to comply with the University Alcohol Policy.

Residential Alcohol Policies

• No person, regardless of age, may consume alcohol in a room where any residents are under the age of 21.
• Residents, and their guests of legal drinking age, may consume alcoholic beverages within the privacy of their room, with the door closed.
• Alcoholic beverages are not permitted in public (common) areas of the residence halls (e.g. lounge spaces) without the express, written permission of the Dean of Student Affairs.
• Alcohol consumption is prohibited in all residence building hallways.
• Students and their guests who appear to be intoxicated will be stopped by security, public safety, and/or campus life staff to assess any wellness or safety issues. Intoxicated, or seemingly intoxicated, guests will not be permitted access to the residence halls. Students who appear intoxicated must comply with the direction given by staff.

Disciplinary Action

All alcohol policy violations will be referred to the Office of Judicial Affairs for disciplinary action. Students being found in violation of the University Alcohol Policy will be sanctioned to meet with the Alcohol and Other Drug Educator. Students will also be assessed a fine to fund the alcohol education programs and resources.

• First Offense—$25
• Second Offense—$75
• Third Offense—$125
• Severe Alcohol Offenses—where the student is deemed to be intoxicated by the onsite staff, i.e. stumbling, slurred speech, vomiting, combative behavior, and the paramedics must be called to determine whether the student should be transported to the emergency room.

• First Offense—$75
• Second Offense—$125

In addition to the sanctions above, students are subject, but not limited, to disciplinary probation, loss of housing, or suspension from the University, depending on the severity of the incident. As permitted under FERPA, Point Park University, at its discretion, may contact parents or guardians of students under 21 in alcohol-related incidents.

DRUG POLICY

Point Park University strictly adheres to federal and state laws with respect to prohibiting the possession, use, distribution, and cultivation of illegal or controlled substances and drug paraphernalia. Any student believed to have violated the drug policy will be referred to the Office of Judicial Affairs with sanctions to include possible suspension or expulsion from the University. Residents who violate these prohibitions will also be subject to the termination of their residence contracts and forfeiture of room fees.

Evidence of drug use such as paraphernalia, smoke, or smell is also prohibited and a violation of this policy.

STUDENT CODE OF CONDUCT

Statement of Purpose

Any campus judiciary must have, at its core, the intention to adhere to the fundamental rights and responsibilities inherent in scholarly inquiry, civil discourse, and intellectual rigor. No university community can exist if these values are not safeguarded and explored, free from violence and bias.

With this in mind, the University has set forth reasonable expectations and standards of behavior in the Statement of Community Responsibilities and Expectations. The goal of this document is to put in place the community’s procedures for resolving conflict, educating community members as to standards of interaction, and, if necessary, removing from our community those who will not adhere to these standards.
Statement of Community Responsibilities and Expectations

The purpose of this code is to delineate non-academic standards of conduct appropriate to the University in consonance with the educational goals of the University. A student enrolling in the University assumes a responsibility to conduct himself/herself in a manner compatible with the University’s function as an educational institution. All students are expected to familiarize themselves with the provisions of the Code and their individual responsibility with it.

The Student Code of Conduct applies to all students of Point Park University.

The student is expected to respect and abide by local ordinances, and state and federal statutes, both on and off campus. As a member of the educational community, s/he is expected to abide by the institution’s Student Code of Conduct which clarifies those behavioral standards considered essential to its educational mission.

Student Groups and Organizations

Student groups and organizations, including athletic teams, may be charged with violations of this Code. A student group or organization may be held collectively responsible and its officers may be held individually responsible when violations of the Code by those associated with the group or organization have occurred.

A position of leadership in a student group, organization, or athletic team entails responsibility. Student officers cannot permit, condone, or acquiesce in any violation of this Code by the group or organization.

Definition of Terms

“Student” means any person registered or enrolled in a University program or course of study at Point Park University.

“University Official” means any person employed or contracted by the University who is assigned administrate or professional responsibilities.

“Member of the University Community” means any student, faculty member, University official, or employee of the University.

“Offense” means conduct and/or attempts to engage in conduct inappropriate to the University community for which disciplinary action may be instituted.

“University Property” means all property owned, leased, or controlled by the University.

Prohibited Conduct

Article 1: Offenses Related to Persons

(are committed when a student or student organization):

a. Intentionally or knowingly, and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.

b. Threatens, intimidates, coerces, or uses physical force in a manner that causes a person to be fearful of physical harm or threatens or endangers the health or safety of a person.

c. Physically abuses or injures another person.

d. Intentionally slanders or libels another person.

e. Obstructs or interferes with another person’s civil rights.

f. Sexually assaults another person.

g. Sexually harasses another person.

h. Exhibits behavior of any kind that imperils or jeopardizes the health and safety of any person or persons. This includes any action which could be injurious to self or others.

i. Knowingly, whether with or without consent, hazes another student.

j. Exhibits behavior or uses language which is intolerant or discriminatory of age, race, ethnicity, skin color, national origin, religion, gender, sexual orientation, marital status, veteran status, ability/disability, and/or socioeconomic status.

Article 2: Offenses Related to Property

(are committed when a student or student organization):

a. Knowingly, and without consent or authorization, has in his or her possession property of another person or the University.

b. Knowingly, and without consent or authorization, removes, uses, misappropriates, or sells the property of another person or the University.

c. Damages or destroys property owned or in the possession of another person or the University.

d. Obtains the property owned by another person or the University, by misrepresentation or fraudulent means.

e. Enters property or uses facilities of another person or the University without consent or authorization.

Article 3: Offenses Related to the Operation of the University

(are committed when a student or student organization):

a. Abuses or damages University property by using it in a manner inconsistent with its designated purposes.

b. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on University property.

c. Refuses to respond to a legitimate request to report to a University official.

d. Fails to present University identification upon request by an authorized University official.

e. Fails, without just cause, to comply with the lawful directions of a University official acting in the performance of his or her duties and authority.

f. Deliberately obstructs the University’s function or operations.

Article 4: Offenses Related to Welfare, Health, or Safety

(are committed when a student or student organization):

a. Possesses or manufactures, without University authorization, firearms, explosives, dangerous weapons, or other articles or substances injurious to persons or property.

b. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on University property.

c. Refuses to vacate buildings, sidewalks, driveways, or other facilities of the University when directed to do so by an official of the University having just cause to so order, unless official government actions be declared.

d. Abuses, misuses, removes, or damages fire or safety equipment.

e. Uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogenics, dangerous drugs, or controlled substances except as permitted by law.

f. Possesses, consumes, or dispenses alcoholic beverages in violation of the law and/or in violation of the University alcohol policy.
Article 5: Offenses Related to the University Judicial System

(are committed when a student or student organization):

a. Attempts to intimidate, coerce, or influence a person by any means in an effort to discourage or prevent his/her use of, or participation in, any disciplinary process or proceeding.

b. Attempts to influence the impartiality of any member of a disciplinary body prior to, or during, the course of a disciplinary proceeding.

c. Fails to respond to the summons of a disciplinary body or official.

d. Knowingly falsifies, distorts, or misrepresents information before a disciplinary body.

e. Disrupts or interferes with the orderly conduct of a disciplinary proceeding.

f. Knowingly institutes a disciplinary proceeding without proper cause.

g. Fails to complete disciplinary sanctions by the stated deadline or violates the terms of any disciplinary sanctions imposed in accordance with this code.

STUDENT JUDICIAL PROCESSES

Inherent Authority

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior off-University premises constitutes a violation of this Code. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Disciplinary actions at the University will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought.

All University community members including guests should report infractions of this Code, as well as any behavior they believe to be suspicious, to Point Park Public Safety. The Public Safety officers will take a report of the individual infraction/behavior and send the report to the Director of Judicial Affairs.

Procedural Guidelines

1. All incident reports will be received and investigated by the Director of Judicial Affairs.

2. Based on that review/investigation, the Director of Judicial Affairs will make the decision regarding what policies were violated, if any, and what each student’s charges will be, along with the process that the student can follow to resolve the issue.

3. The charged student will receive a letter that includes:
   • The policies in which they are being charged with violating
   • The date in which the alleged violation occurred
   • The time, date, and location to report to resolve the judicial matter

Disciplinary Conferences

A disciplinary conference will normally consist of an informal, non-adversarial meeting between the accused student and a University administrator as designated by the Senior Assistant Dean of Campus Life, designee, or the Director of Judicial Affairs. Charged students may request the Office of Judicial Affairs to call appropriate and relevant witnesses on their behalf. Charged students may request the Office of Judicial Affairs to call appropriate and relevant witnesses on their behalf. Charged students may also request an informational hearing prior to the disciplinary conference to ask any questions, go over the charges, and review the process. Accused students who fail to appear after written notice has been given will be deemed not to have contested the allegations against them; however, a student may elect not to speak on his or her own behalf. Students who fail to be present for their disciplinary conference will waive their right to appeal.

Procedural Guidelines Applicable To Charged Students In Disciplinary Conferences

a. Written notice of the specific charges and date of the scheduled conference at least three days prior to the conference.

b. Reasonable access to the case file at least three days prior to, and during, the conference. A case file is part of the student’s education record under the Family Educational Rights and Privacy Act of 1974 (FERPA). The personal notes of University staff members are not included in the case file. The case file will be retained in the Office of Judicial Affairs.

c. The opportunity to respond to the evidence and call appropriate and relevant student witnesses. It is expected that all witnesses will provide information that is true and correct. Any student who knowingly provides false information during a disciplinary conference will be charged.

d. Accused students have the right to a support person of his/her choosing, but this person has no role in the hearing and may not speak or address the Board for any reason.

e. Notarized affidavits may be accepted, or other accommodations made, at the discretion of the presiding officer in lieu of live testimony if a witness is out of state or otherwise determined to be unavailable.

University Judicial Board Hearings

The University Judicial Board (UJB) will convene to determine a finding of fact and render a decision of “In Violation/Not in Violation” for all charges, when the sanction and finding could be, removal from the residence halls, suspension, or expulsion from the University.

A University Judicial Board (UJB) is made up of four student representatives and one faculty or staff representative. If the alleged misconduct may result in suspension or expulsion from the University, whenever possible, a faculty or staff member will be included; however, the absence of a faculty or staff member will not prevent the Board from hearing a case. A quorum will consist of three board members in any combination. Adhoc boards may be appointed by the Director of Judicial Affairs, Senior Assistant Dean of Campus Life, or designee if, after reasonable effort, a board is not able to be constituted, is unable to obtain a quorum, or is otherwise unable to hear the case. Adhoc boards may be composed of staff, faculty, students, or any combination thereof.

Procedural Guidelines Applicable In All UJB Hearings Including UJB Disciplinary Conferences

a. Charged students will have a pre-hearing conference with the Director of Judicial Affairs or designee to review the charge letter and the election of action form.

b. The accused student will be given written notice of the specific charges, date of the scheduled conference at least three days prior to the conference or hearing, and will be given reasonable access to the case file, which will be retained in the Office of Judicial Affairs.

c. The Office of Judicial Affairs will take steps to compel the attendance of student witnesses whose testimony may help the UJB establish the factual record. Failure to appear when called will result in charges under this Code but will not invalidate the proceedings. Character witnesses will not be heard.

d. Accused students who fail to appear after written notice, which includes email notice, will be deemed not to have contested the allegations against them; however, a student may elect not to speak on his or her own behalf. In such cases, the UJB’s decision will be based solely on witness testimony and other information presented during the proceeding.

e. Hearings will be closed to the public.

f. The presiding officer will exercise control over the proceedings to maintain proper decorum, avoid needless consumption of time, and achieve an orderly completion of the hearing. Anyone disrupting the hearing, including the charged student, the support person, or witnesses, may be removed or excluded from the hearing by the presiding officer, the Senior Assistant Dean of Campus Life, or designee. Such disruption is a violation of this Code, and a person may be charged following his or her disruption and removal.
g. Hearings will be audio recorded at the discretion of the Senior Assistant Dean of Campus Life or designee.

h. Any party may challenge a Board member on the grounds of personal bias. The decision to disqualify a Board member will be made by the Senior Assistant Dean of Campus Life or designee. This decision is final.

i. Witnesses will be truthful in giving testimony before the Board. Furnishing false information in such a context is a violation of this Code and appropriate sanctions will be applied.

j. Only the immediate parties, and the charged student’s support person if applicable, to the alleged violation may be present during the hearing. All parties will be excluded during Board deliberations.

k. The Board will question all parties in an effort to establish the factual record. On disputed points, a preponderance of the evidence available, fairly considered, will decide the facts. A “preponderance of the evidence” means that it is “more likely than not” that a fact is true or an event occurred.

l. Formal rules of evidence will not be applicable in disciplinary proceedings described in this Code. Confidentiality will be observed.

m. Board members and the charged student may question witnesses who testify for any of the parties at the hearing.

n. Prior to the hearing, the Senior Assistant Dean of Campus Life or designee may appoint a special presiding officer in complex cases.

o. Reports of the Board shall include a finding of fact and a determination of whether or not the charged student is in violation of the alleged misconduct. If the Board determines the charged student to be in violation, the report will include a recommendation of sanction. The Board may consider mitigating or aggravating circumstances when making a sanction recommendation. The report will be forwarded to The Director of Judicial Affairs or designee for review. The Director of Judicial Affairs will impose all sanctions other than suspension or expulsion from the University. Should the Board recommend suspension or expulsion, the Senior Assistant Dean of Campus Life will review and impose sanctions for suspension, and the Associate Dean of Campus Life will review and impose sanctions for expulsion. Sanctions may be appealed based on criteria set by the University (see Appeals).

p. The accused student will receive, in writing, within a reasonable amount of time, the decision of the Board and the sanction(s) determined.

q. Accused students have the right to a support person of his/her choosing, but this person has no role in the hearing and may not speak or address the Board for any reason.

r. Affidavits may be accepted, or other accommodations made, at the discretion of the presiding officer in lieu of live testimony if a witness is out of state or otherwise determined to be unavailable.

s. Charged students will be given the option to either have their case heard in front of a full University Judicial Board or at a University Judicial Board Disciplinary Conference (UJB DC). At a UJB DC, the charged student will have their case heard by one UJB representative. All sanctions and procedures still apply.

Selection and Removal of Judicial Board Members

At least twenty students will be nominated by the President and Vice President of the United Student Government to represent all student constituents and are appointed by the Director of Judicial Affairs after an interview/selection process. Faculty and staff appointments are made by the Director of Judicial Affairs. UJB nominations may also be received through the solicitation of campus offices, faculty, or staff members.

Appointments are for one (1) academic year.

Members of any judicial pool who are charged with any violation of this Code, or with a criminal offense, will be suspended from their judicial positions by the Director of Judicial Affairs, Senior Assistant Dean of Campus Life, or designee during the pendency of the charges against them. Members found in violation of any such conduct or criminal offense will be disqualified from any further participation in the University judicial system. Additional grounds and procedures for removal may be established by the Senior Assistant Dean of Campus Life or designee. Students, faculty, and staff appointed as members of any UJB must adhere to absolute confidentiality relative to the matters and names of all persons who participate in the judicial process. Any student who violates this provision will be charged and, if found in violation, will be sanctioned.

Appeals

Requests for appeals must be in writing and based on new, relevant information not previously presented at the disciplinary conference or hearing that would significantly alter the findings of fact upon which the sanctions are based. Appeals must be submitted in writing to the Office of Judicial Affairs no later than five business days after receipt of the findings and sanctions letter. Appeals of low level disciplinary conferences will be reviewed by the Director of Judicial Affairs or designee. Mid-level disciplinary conferences and UJB-level disciplinary conferences or hearings with sanctions resulting in up to removal from housing will be reviewed by the Senior Assistant Dean of Campus Life or designee. UJB-level disciplinary conferences or hearings with sanctions resulting in suspension from the University will be reviewed by the Associate Dean of Campus Life or designee. UJB-level disciplinary conferences or hearings with sanctions resulting in expulsion from the University will be reviewed by the Dean of Student Affairs or designee.

Appeals will be reviewed to determine their viability based on new information significantly altering the findings of fact. Failure to appeal within the allotted time, or denial of the appeal, will render the original decision final and conclusive. Decisions to grant or deny the appeal will be based on information supplied in the written appeal and, when necessary, on the record of the original proceedings. Findings and sanctions arising from new hearings or conferences are final and conclusive.

Judicial Record Expungement

For sanctions other than termination of housing contract, suspension, or expulsion, a student may appeal to have their judicial history expunged after two years from the completion of all sanctions or in their semester of graduation. For details, contact the Office of Judicial Affairs at 412-392-8029, or refer to the Office of Judicial Affairs’ portion of the Point Park University website.

Conflicts

In event of conflict between the terms of this Student Code of Conduct and any other provision of the Student Handbook, the terms of this Code shall govern.

All students are responsible for upholding all University policies and procedures. The Student Code of Conduct and Procedural Guidelines may be changed at the discretion of the University.
**Judicial Sanctions**

The following list includes possible outcomes from the University’s judicial process if the charged student was found to be in violation of policy.

### Alcohol Incidents

- **Alcohol Education**—a student would meet with the Coordinator of Alcohol and Other Drug Education. After the meeting, an activity will be assigned to the student based on the needs of the student and the incident.
- **Fines**—all fines go toward Alcohol and Other Drug Education initiatives and programs.
  - Standard Alcohol Offenses
    - 1st Offense-$25
    - 2nd Offense-$75
    - 3rd Offense-$125
  - Severe Alcohol Offenses—where the student is deemed to be intoxicated by the onsite staff, i.e. stumbling, slurred speech, vomiting, combative behavior, and the paramedics must be called to determine whether the student should be transported to the emergency room.
    - 1st Office--$75
    - 2nd Offense-$125
  - Depending on the nature of the incident, a student found in violation could be placed on disciplinary probation, have their housing contract terminated, or be suspended or expelled from the University. More serious offenses would be referred to a University Judicial Board hearing.

### Other Drug Incidents

- **Other Drug Education**—a student may be required to meet with the Coordinator of Alcohol and Other Drug Education, the campus mental health counselor, or be assessed for addiction.
- **Fines**—all fines go toward Alcohol and Other Drug Education initiatives and programs
  - 1st Offense-$75
  - 2nd Office-$125
- **If a student lives on campus and is found to have had any amount of any illegal substance, or legal substance used illegally, the student will have their housing contract terminated and all fees will be forfeited.**
- **Students will be referred to a University Judicial Board hearing.**

### Sexual Assault

If the alleged perpetrator of a sexual assault is a member of the University community, an interim suspension will immediately be imposed. This is an immediate exclusion from all classes and all other University privileges and activities. Interim suspension includes exclusion from all campus properties. The interim suspension shall be imposed as a temporary measure pending the determination of the appropriate student judicial board or any appeal thereof. Interim suspension is imposed to ensure the safety and well-being of other members of the University community.

Following the filing of a complaint of sexual assault against a member of the University community, a hearing may be scheduled through appropriate collegiate jurisdictions. The alleged perpetrator shall be entitled to have an advisor present.

For more information on sexual assaults, see *Health and Wellness: Sexual Assault.*

### Disciplinary Probation

—A serious encumbrance upon a student’s standing in the University. Departmental or extracurricular restriction may be imposed while on probation. Additionally, should a student violate the Student Code of Conduct or any University policy during this period, further judicial action will be taken to include, but not be limited to, suspension or expulsion from the University.

### Suspension

—A student is no longer considered a student for a set period of time. The student will be withdrawn from classes, their housing contract will be terminated if applicable, and they will be banned from the campus.

### Interim Suspension

—A student may be removed from the campus community for an interim amount of time while a formalized hearing is organized if they are deemed to be a clear and present danger to the campus community, an individual, or to themselves. Students will not be able to attend class, reside in the residence halls, or be on campus during an interim suspension.

### Expulsion

—A student is removed from the campus community on a permanent basis. Housing Contract Termination—A student’s residence hall contract is terminated immediately and the student is given a deadline to be completely out of the residence hall and return their room key and id. The student will not be permitted back into the residence halls.

### Persona Non Grata (PNG)

—A list of banned students is maintained at the Office of Judicial Affairs, the Department of Public Safety, and at each security desk. If a student is on the PNG list, they are trespassing if found in the area from which they are banned. A student may be banned from all residence halls, individual residence rooms, suites, or apartments, or even a certain floor of a building.
ACADEMIC REGULATIONS

ACADEMIC INTEGRITY

Note: The following general principles about plagiarism apply primarily to writing but may apply as well to other kinds of academic work in disciplines such as mathematics, science, technology, business, computer science, and performing arts. For specific conventions and ways of avoiding plagiarism in these disciplines, check with your instructor.

The faculty of Point Park University is committed to each student’s intellectual development and welcomes every student into a community that values learning. Writing is a crucial aspect of that learning, and the faculty at Point Park University strives to help students become confident, ethical, proficient writers.

Plagiarism, however, destroys any hope of intellectual growth or progress in writing. Therefore, to help students, the following policies define plagiarism, spell out ways to avoid it altogether, and indicate sanctions for plagiarism.

I. Definition of Plagiarism

Plagiarism, according to Annette T. Rottenberg in Elements of Argument, is “The use of someone else’s words or ideas without adequate acknowledgment—that is, presenting such words or ideas as your own…Deliberate plagiarism is nothing less than cheating and theft…. “

II. Avoidance of Plagiarism

Document all sources of words, paraphrases, and ideas that derive from someone else’s work. Acknowledge help you received in completing your work. Also, enclose in quotation marks words copied from a source and identify that source; identify a source which you have summarized or paraphrased; note the course of an idea you have taken from someone else’s work; acknowledge sources in all formats, including web pages, television, sound recordings, as well as traditional hard copy.

Faculty members and appropriate handbooks will provide information on correct documentation format in academic disciplines. For instance, in English classes, students should consult Joseph Gibaldi’s MLA Handbook for Writers of Research Papers, 6th Edition. Faculty members reserve the right to check the originality of students’ writing by various means, including submission to electronic search engines.

III. Sanctions for Plagiarism

Punishment for plagiarism may include failure in an assignment, failure in a course, or expulsion from the University. For more information on plagiarism, check with your faculty member and the following web sites: turnitin.com, and the Purdue University Online Writing Lab, http://owl.english.purdue.edu.

Works Cited:


GRADES

Faculty have primary responsibility for assigning grades, but they do not give them; rather, students must earn them. Grades represent a faculty member’s impartial, professional evaluation of a student’s work on a given assignment or in a given course.

At the outset of any course, the students should receive a course syllabus including a clear statement of the course requirements and grading standards. Students who do not receive such a statement should promptly ask their faculty member to provide it. In the event the faculty member does not comply, the requesting student has the responsibility to report that failure to the appropriate department chair or school dean. The chair or dean, in turn, has the responsibility to assist the requesting student in obtaining, in writing, a clear written statement of the course requirements and grading standards.

Incomplete “I” Grade

A student who does not complete a course by the end of the term may request, and may be granted, at the faculty member’s discretion, an “I” (Incomplete). The “I” in a given course must be completed within a period of time set by the faculty member. This time period may not exceed one year from the end of the semester in which the course was taken.

An Incomplete Grade Request form detailing the conditions under which the “I” is permitted must be signed by both the student and the faculty member. If the agreed upon conditions are not fulfilled, the “I” grade will be changed to the grade stipulated in section V of the Incomplete Grade Request form. If no grade is stipulated, the “I” will be changed to an “F.” The student is responsible for contacting the faculty member and ensuring that all expectations with regard to removal of an “I” grade and the completion of a Change of Grade form are met. The faculty member will complete the Change of Grade form when all expectations are met.

Passing “P” Grade

The grade “P” (Passing) indicates that credits are earned and quality points are not computed.

No Credit “NC” Grade

The grade “NC” (No Credit) in a course taken under the Pass-No Credit option indicates that no credits are earned and quality points are not computed.

Audit “AU” Grade

The grade “AU” (Audit) indicates that no credits have been given in a course. In any semester, a student may change his or her status to audit until the end of the add-drop period but a student may not change from audit status to credit enrollment.

Grade Changes

All grade changes must be processed within one calendar year.

Changes of the recorded grade will be considered under exceptional circumstances upon the recommendation of the faculty member, the approval of the department chair, school dean, and the Registrar. Changes of the recorded grade resulting from a student grievance must follow the established grievance procedure contained in this catalog.

Grade Point Average (G.P.A.)

Undergraduate student academic performance is measured by computation of the Grade Point Average (G.P.A.). In this system letter grades are given the following numerical (grade point) values:

- A = 4.0
- A- = 3.75
- B+ = 3.25
- B = 3.0
- B- = 2.75
- C+ = 2.25
- C = 2.0
- C- = 1.75
- D = 1.0
- F = 0.0

The G.P.A. is determined by multiplying the numerical (grade point) value earned in each course by the number of credits assigned to that particular course, summing the total grade points, and dividing by the total number of credits attempted.

The effect of an “F” grade on the G.P.A. can be removed only by successful repetition of the course at Point Park University.

Should a student repeat a course in an effort to improve a grade, it will be the last earned grade, whether higher or lower, that is computed in the G.P.A. Each attempt to complete the course and grade earned will be listed on the student’s transcript as the official record of the student’s academic progress. Students may not repeat a failed course at another institution for credit.

Works Cited:


Grade Appeals

Students who believe a final grade in a given course represents an inaccurate evaluation of their work have the right to appeal. A student begins the appeals process by discussing the issue with the faculty member who assigned the grade. In doing so, the student should be prepared to demonstrate how the assigned grade fails to reflect the faculty member’s stated course requirements and grading standards.

If the discussion with the faculty member does not produce a mutually satisfactory resolution, the student’s next step in this procedure is to meet with the faculty member’s department chair. The chair reviews the issue with the student. If at the end of that discussion the student wishes to file a formal appeal, the chair advises the student how to proceed.

Formal grade appeals must occur within four weeks of the succeeding semester and must be submitted to the department chair in writing. Written appeals will show the extent to which a disputed grade fails to correspond with the faculty member’s stated course requirements and grading standards. They must also indicate the date on which the student-to-faculty member grade discussion took place.

A department chair receiving a written appeal will appoint a department committee of three faculty members to sit on an ad hoc appeals committee. Department chairs unable to convene their committees within two weeks of receiving the student’s written appeal will notify the dean of the school to that effect. When the committee does meet to consider the appeal, at least one of its members will have professional familiarity with the content of the subject course. Based on the committee’s deliberations, the department chair will either sustain the grade or ask the faculty member to change it.

Students who believe that the departmental process resulting in the dismissal of their appeal was flawed may petition the dean of the school in which the course was offered for reconsideration on these grounds. Students must submit in writing an evidentially-supported petition, and they must do so within one week of receiving the results of the departmental appeals review. The school dean, within one week, will consider such materials carefully and either conclude the appeals process or convene a grievance committee.

If a grievance committee does convene, it will do so expeditiously, and the school dean will notify the committee within two weeks of receiving the student’s written appeal. The committee’s determination, the dean will accordingly either sustain the grade or ask the faculty member to change it.

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If a grievance committee does convene, it will do so expeditiously, and the school dean will serve as its chair. Grievance committees have three voting members: a student and two faculty members who sit on the academic standing subcommittee of the school. The purpose of a grievance committee is to determine whether a grade is both fair and reasonable, nothing more; thus, grievance committees limit their activities to making those determinations. Depending on the committee’s determination, the dean will accordingly either sustain the awarded grade or see that the grade is changed. The grade change outcome can result in the original grade being raised or lowered. The dean’s action ends the appeals process.
SEXUAL ASSAULT

Sexual assault is a felony pursuant to Title 18, Crimes and Offenses, of the Pennsylvania Consolidated Statutes. Pertinent provisions include, but are not limited to, 18 Pa C.S.A. § 3101, 3104, 3105, 3106, 3107, 3121, 3123. The Sexual Assault Policy has been formulated by Point Park University to provide members of the University community with information on procedures to be followed when dealing with the issue of sexual assault in the campus environment. The policy encompasses three distinct but related areas:

1. Education programs aimed at the prevention of sexual assault and the proactive measures members of the University community can take,
2. The procedures to be followed when a sexual assault occurs, including the services available to the victim and the notification of appropriate personnel, and
3. The on-campus disciplinary actions and coordination between campus and local law enforcement personnel.

Definition of Sexual Assault

The most severe type of sexual assault is rape, which is generally defined as forced sexual intercourse that is perpetrated against the will of the victim. This definition applies regardless of whether the assailant is a stranger or an acquaintance. The type of force used by the assailant may involve physical violence, coercion, or the threat of harm to the victim.

Acquaintance rape is the most prevalent form of rape on college campuses. The acquaintance may be a date or friend, or someone the victim knows only casually from the residence halls, a class, or through mutual friends. Regardless of the relationship between them, if one person uses force or coercion to induce another into submitting to sexual intercourse, the act is defined as rape. The same on-campus disciplinary procedures, as well as criminal laws and penalties, apply in cases of acquaintance rape as in cases of stranger rape.

Although rape is the most severe type of sexual assault, other behavior which does not involve penetration would also be sexual assault. Sexual battery is a type of assault that is generally defined as the unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast, for the purpose of sexual arousal.

No type of sexual assault crime will be tolerated by Point Park University.

SEXUAL HARASSMENT

Point Park University is committed to an academic and work place environment in which its students, faculty, and staff have a right to be free from sexual harassment by any member of the University community. Sexual harassment is prohibited by University policy and is also a violation of state, federal, and local laws. It is also a violation of University policy and the law for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment.

Sexual harassment is any unwelcome advance, request for sexual favor, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is an explicit or implicit condition of academic success or employment;
2. Submission to or rejection of such conduct is used as the basis for an academic or employment decision; or
3. Such conduct has the purpose or effect of:
   a. Unreasonably interfering with an individual’s academic or work performance; or
   b. Creating an intimidating, hostile, or offensive academic or work place environment.

Sexual harassment may also include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented “kidding” or “teasing,” practical jokes, jokes about gender or specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another’s body.

What you can do if you are sexually harassed

Tell the harasser that you don’t like his or her behavior, and you want it to stop. You can do this in person, by telephone or by letter. It’s not easy for victims to confront harassers, but it’s important. Remember—sexual harassment is illegal, and you can be protected from reprisals.

Keep a record of events.

Write down what the harasser said or did, when and where he or she said or did it, and your response. Get the names of any witnesses.

Talk about it with someone you trust.

Talking the situation over with someone can relieve a lot of unnecessary guilt and provide you with support. Other people may be witnesses; they may know of other victims; they may even have been victims themselves.

Ask for help.

Any of the individuals listed in the following “Processing Complaints of Sexual Harassment” can provide you with information and confidential advice. You don’t have to file a formal written grievance if you don’t want to. It is often better to try to settle the problem informally at first. It will be your decision. Since there are time limits for filing sexual harassment grievances, it is in your best interest to seek advice as soon as possible after you’ve been harassed.

Processing Complaints of Sexual Harassment

When a particular interaction is determined to be offensive and un-consented, individuals who believe they have been subject to sexual harassment may obtain redress through established informal and formal procedures. Formal procedures will not be initiated without a written, signed complaint.

Every effort will be made to handle complaints of sexual harassment with the utmost discretion and confidentiality and will only be communicated to others on a “need to know” basis.

Informal Action

On an informal basis, members of the University community who feel they have been a victim of sexual harassment and wish to address the issue without initiating a formal written, signed complaint may contact the following individuals for informal counseling and advice to determine what course of action should be taken:

- Dean of Student Affairs (student vs. student; student vs. faculty/staff; faculty/staff vs. student)
- Provost or Vice Provost and Dean of Faculty (in all cases involving faculty)
- Director of Human Resources (in all cases involving staff)

The Office of Human Resources is the central and primary source of information and advice regarding the University’s sexual harassment policies and procedures. The Director of Human Resources/Affirmative Action Officer may also be consulted or act as a mediator in a final effort to achieve an informal resolution to the complaint.

Formal Action

If the results of the informal action do not meet the needs of the person initiating the complaint, and/or the individual wishes to proceed with more formal action, the following steps shall be taken:

1. The complainant shall file a written statement of the complaint as soon as possible following the occurrence, preferably within ten (10) days, to the Dean of Student Affairs (student complaints), the Provost (faculty complaints), or the Director of Human Resources (staff complaints).
2. The appropriate officer shall investigate and respond to the complaint within thirty (30) days after it is received from the complainant unless additional time is necessary to obtain essential data or to complete the investigation, or the complaint may be referred to the appropriate hearing boards in respective jurisdictions for participation in the review process. The complainant shall be informed of the reasons for an extension of time or referral of the complaint to the respective hearing board.

3. The complainant retains the right to appeal to the University President within thirty (30) days after all procedural remedies of the respective jurisdictions have been completed and a final report issued.

4. The University President shall respond within thirty (30) days. Decisions resulting from any such appeal are final to the internal complaint process.

External Remedies
After the internal procedures have been completed, the complainant may pursue the matter in an external forum such as:

• Administrative complaint under Title VII of the Civil Rights Act or under Title IX of the 1972 Education Amendments;
• Civil suit for damages; or
• Criminal complaint against the suspected offender.

SUBSTANCE ABUSE
Assistance in Recognizing and Dealing with the Abuse of Alcohol and Other Drugs
Point Park University is concerned about, and has an interest in, the well-being of its students and employees and encourages any individual facing a drug or alcohol problem to seek prompt treatment. Counseling and referrals for treatment are available for members of the Point Park community. Further information on the services offered is available in the University’s Student Health and Counseling office.

The University has an obligation to uphold both state and federal laws concerning the possession, distribution, or sale of marijuana or narcotics and alcohol (with regards to minors), and therefore prohibits the use of such materials. Any violations will be subject to disciplinary action by the University under the Student Code of Conduct and legal authorities.

Health Risks Associated with the Abuse of Alcohol
Alcohol consumption causes a number of marked changes in behavior. Even a low amount can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate amounts of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high amounts of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high amounts cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower amounts of alcohol will produce the effects described here. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Females who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

SAFETY AND SECURITY

SECURITY
The Department of Public Safety is responsible for providing a safe, secure living and learning environment for the Point Park University community. The Department provides services in the areas of patrol, investigations, residence hall protection, building security, crime prevention, and special event security. Public Safety Officers are on duty 365 days a year and provide immediate response to all types of emergencies on campus. For more information on safety, security, and emergency preparedness, visit the website at http://www.pointpark.edu/default.aspx?id=3122.

Annual Campus Security Report
A copy of the Point Park University annual security report includes statistics for the previous three years concerning reported crimes that occurred on the campus; in certain off-campus buildings or property owned by, or controlled by, the University; and on public property within, or immediately adjacent to, and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of Student Affairs or the Department of Public Safety, Point Park University, 201 Wood Street, Pittsburgh, PA 15222 or by accessing the following website: www.pointpark.edu/default.aspx?id=1794.

General Safety Tips
• Always be alert and aware of your surroundings and project a confident attitude.
• All suspicious activity should be reported to the Department of Public Safety by dialing 2222 from any campus phone or 412-392-3960 from any non-campus phone.
• Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
• Avoid walking alone at night; walk with a group. If you must walk alone, make sure to use well-lit paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
• Keep your doors locked, and do not prop residence hall doors open.
• Identify your valuables—record serial numbers of TVs, computers, etc. or engrave them. Should you decide to engrave valuables, do not use your Social Security number. Instead use information that will have meaning to you alone.
• Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended even for brief periods of time.
• Use designated crosswalks and pedestrian crossings to safely cross roadways.
• Be aware of campus and local crime trends. You are your best protection - educate yourself.
• Carry only necessary cash and credit cards, and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
• TRUST YOUR INSTINCTS! If someone on campus does not look right to you or makes you feel uneasy, get away fast! Immediately report him/her to the Department of Public Safety.

Reporting Crimes and Other Emergencies
• Dial 2222 from any campus phone to report a crime in progress and/or other emergency.
• To report any crime or any emergency using a cell phone, dial 412-392-3960 for immediate attention and response.
• Go directly to the main security desk located in the Atrium of Academic Hall.
When reporting a crime or incident please provide as much information and be as specific as possible, to include:

- Details of what happened
- Specific location
- Identity and/or description of person(s) involved
- Date and time of incident

Security foot patrols are radio dispatched to handle emergencies, safety, and security duties anywhere on campus. In addition, there are house phones located on each floor of all campus buildings that can be used to facilitate the reporting of crimes, fires, and other emergency situations.

Confidential Reporting of Crimes

Persons wanting to report a crime or incident can do so confidentially by contacting the Director of Public Safety at 412-392-3819 or through the following University Departments: Human Resources (staff and faculty) Health Services (staff, faculty, and all students), Student Counseling Services (all students), Student Affairs (all students), or Campus Life (residential students). The reporting person’s name will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person’s name or any other information that would infringe on his/her confidentiality.

Residence Hall Security

Unfortunately, thefts do occur from time to time, but thefts from residence hall rooms almost always take place when the room is left unlocked and unattended. Every student is issued a key and/or ID card for his or her own use. Do not loan your key/card to anyone. Always be sure your door is locked properly when you leave the room, even for a few minutes to go down the hall. Do not prop open corridor doors or emergency fire doors. Should a theft occur, contact the Department of Public Safety so that a report may be taken.

Residents of Lawrence Hall should not remove the blocks placed on the windows for safety and security reasons. You will be charged to have the blocks replaced by maintenance. Residents of Thayer Hall are not permitted to unbolt the windows for any reason. Propping open or intentionally allowing anyone to enter the buildings by means of an exterior door is prohibited.

FER SAFETY

Fire prevention can be defined as the amount of common sense necessary to eliminate any condition that would cause a fire. Many fires are caused each year as a result of pranks or similar thoughtless acts. The cooperation of everyone within the University community is needed to avoid fire damage and bodily harm.

Misuse of alarm bells and/or fire extinguishers or other emergency equipment is a threat to the safety of all and will result in disciplinary action by the Office of Judicial Affairs. This equipment is for emergency use only.

Fire Safety Policies

Violating any of the fire safety policies will result in University judicial action to include the possibility of losing University housing privileges and/or being suspended from the University.

- Fire Alarms and Evacuation: In the event of a fire alarm, all students and guests must evacuate the building(s). Failure to evacuate the building(s) during a fire alarm will result in disciplinary action by the Office of Judicial Affairs which may include a sanction of housing termination or suspension from the University. Falsely activating a fire alarm or being the cause of a false fire alarm will result in judicial action to include a fine of up to $500 to cover the expense that the City of Pittsburgh assesses to Point Park University for each false alarm.

- Fire Equipment: Unauthorized use or tampering with emergency safety equipment (including automatic door closures) is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler system, emergency phones, and fire extinguishers are a violation of state and local laws, which jeopardizes the safety of all of the residents. Students violating this policy will be charged through the Office of Judicial Affairs. Sanctions resulting from a violation could include, but are not limited to, a charge for the repair/replacement cost, a fine of $100, the loss of housing, or suspension from the University.

- Flammable Materials: Flammable liquids or materials (i.e. spray paint, gasoline, kerosene, etc.) and explosives (i.e. fire crackers) are strictly prohibited in all University-owned or leased buildings.

Smoke Detectors and Fire Alarms

A smoke detector/alarm is located in each residence hall room. When the detector is activated it will emit a loud, pulsing sound. It will sound in your room only when a general alarm has been sounded.

A few basic rules to remember:
1. Never smoke where receptacles are not provided or where “NO SMOKING” signs are posted. The smoke alarms are very sensitive to smoke.
2. Do not tamper with fire safety equipment.
3. Do not use combustible material for decorative purposes.
4. Do not burn candles or incense (they are not permitted in the residence halls.)
5. Do not prop open corridor entrance doors or fire emergency doors.

In the event of a fire alarm, all faculty, staff, students, and guests must evacuate the affected building. Failure of a student to evacuate during a fire alarm will result in disciplinary action by the Office of Judicial Affairs.

EMERGENCY NOTIFICATION SYSTEM

In an effort to better disseminate emergency information, Point Park University’s PointALERT Emergency Notification System alerts students, faculty, and staff during, and only during, a campus emergency or weather alert. This system is a mass notification system that alerts the campus community with a text message on one’s mobile phone, email, and/or wireless PDA, as well as RSS feeds on the Point Park University home page. Point ALERT is a completely voluntary service to receive emergency notification messages from the point park Public Safety Department. To register, go to www.pointpark.edu/default.aspx?id=3121.

EMERGENCY EVACUATION PROCEDURES

It is recommended that all faculty, staff, and students become familiar with the fire exits on the floors where they live, attend or teach class, or work. This can be done by walking down the hall of the building in which you are located and noting the location of doors marked “Exit.” Fire alarms may go off within the University for a number of reasons, including fire drills, false alarms, and actual fires, but all alarms must be reacted to as though they are an actual alarm. When an alarm sounds, be sure to follow the basic procedures outlined below:

General
- Immediately prepare to leave the area (classroom, residence hall, office, etc.).
- Leave the lights on.
- Close and lock the door.
- Close windows.
- Turn off air conditioners.
- Secure any hazardous materials or equipment.
- If possible, take readily available personal items (keys, ID, coat, purse, books, etc.) with you.
- Evacuate the building using the nearest hallway door marked “Exit.”
• If you encounter smoke or the exit is blocked, try another escape route.
• If you have to escape through smoke, crawl on your hands and knees and keep your head low where the air is cleanest.
• Walk, do not run, in single file, down the stairs.
• Follow the stairs down to street level, exiting onto the sidewalk. Do not use the elevator!
• Do not cross the bridge between Lawrence Hall and Academic Hall.
• Do not stand in front of, or block entrances to, the affected buildings.
• Cross the street to be out of the way of any fire or police vehicles.
• Follow directions given by evacuation wardens.
• Notify emergency services of anyone trapped or injured inside.
• Go to the evacuation assembly point (EAP) designated in the building’s evacuation plan and on building emergency evacuation signs.
• Do not reenter the building until permission is given.

Physically Challenged Residents
Any resident who is temporarily or permanently disabled should be familiar with and follow the emergency evacuation procedures listed below:

1. All physically challenged residents must self identify to the coordinator of disabled services, located in the PAS Office, seventh floor of Lawrence Hall, AND to their Community Facilitator to be placed on the emergency evacuation list.
2. When first arriving in the residence halls, secure the assistance of at least three residents who will be available to assist you in the event of an alarm.
3. Upon hearing the alarm, all students must immediately evacuate the building. The physically challenged student, and his or her assistants, should proceed to the elevator area on their floor as quickly as possible to facilitate a rapid evacuation. Once arriving in the elevator area, use the emergency phone to contact the Public Safety Dispatch Center (extension 2222, or using your cell phone, call direct at 412-392-3960) to report your location.
4. Please be sure that the coordinator of disability services is informed of any room changes and additions or deletions to the emergency evacuation list throughout the year.

Residence Halls
If you hear a fire alarm in a residence hall room, evacuate the building. Upon hearing the fire alarm, all residents and guests must immediately evacuate the building. Failure to evacuate during an alarm will result in a fine of $30 and possible action by the City of Pittsburgh Office of Public Safety.

In addition to the general emergency evacuation procedures mentioned previously, residents are reminded of the following:
• Wear hard-soled shoes.
• Wear or carry a coat in cool weather.
• Take eyeglasses and/or medication.
• Carry your room key and ID card.
• Use your assigned emergency exit or closest exit to leave the building.

RESIDENCE HALLS

CAMPUS RESIDENCES

David L. Lawrence Hall
The former 21-story Sherwyn Hotel houses approximately 420 residents. The ninth through the twentieth floors are residence hall floors. Rooms in Lawrence Hall are single, double, or triple occupancy. Each room is equipped with furniture, a private bathroom, Cable TV/Ethernet hookups, and wall-to-wall carpeting. Telephone service is not provided. Lawrence Hall is a smoke-free building.

Clara Thayer Hall
A 10-story traditional-style residence hall, it accommodates approximately 135 residents. The fifth through eighth floors are residence hall floors.

Rooms in Thayer Hall are single, double, or triple occupancy with two community bathrooms on each floor. Each room is equipped with furniture, an individual heating/air conditioning unit and Cable TV/Ethernet hookups. Telephone service is not provided. Please be aware that Thayer Hall does not have overhead lights in the rooms. You will need to provide your own lighting for your room. Thayer Hall is a smoke-free building.

Conestoga and Pioneer Suites
Conestoga and Pioneer Suites are suite-style housing. The floors are co-ed, but each suite is gender neutral.

Each suite consists of two bedrooms, two bathrooms, a living room, and a kitchenette. Each bedroom has a loft bed, a dresser, a standing closet, a desk, and a chair for each resident. The living room is furnished with a couch, chair, coffee table, entertainment center, and a table with chairs. The kitchenette is supplied with a microwave, under-counter refrigerator and cabinets. Each suite has Cable TV/Ethernet hookups. Telephone service is not provided. Each suite is air-conditioned, and both Conestoga and Pioneer are smoke-free buildings.

Boulevard Apartments
The Boulevard Apartments are directly across the street from the new dance complex. There are four apartments per floor; two 2-bedroom and two 3-bedroom. The apartments are co-ed, but each bedroom is gender neutral. Each bedroom has its own separate bathroom.

The living room is furnished with a couch, chair, coffee table, entertainment center, and a table with chairs. The kitchen is supplied with a microwave, full-size refrigerator, stove, and dishwasher. Each apartment has cable TV/Ethernet hookups. Telephone service is not provided. Each apartment is air-conditioned and smoke-free. Laundry and trash facilities are located on each floor.

HOUSING GUIDELINES

Insurance
The University is not responsible for theft or destruction of personal property. Information about insurance is available through the Office of Campus Life. It is highly recommended that valuables be covered by homeowner’s or renter’s insurance.

Room Assignments and Occupancy
The University agrees to consider the information on the Housing and Food Service Contract and Roommate Questionnaire when assigning rooms. However, no there is no guarantee of a specific assignment.

Returning residents are assigned prior to assigning any new residents. Priority in assigning new residents is based on the date the Housing and Food Service Contract and room deposits are received.

Roommate preferences are honored only by mutual request; however, there are no guarantees. The University reserves the right to make room assignments as deemed necessary.

Failure to occupy the assigned room before noon of the second day of classes without prior notification to the Office of Campus Life of a delayed arrival will result in the loss of assigned accommodations, and the student will be liable for the $150 cancellation fee.
In order to reside in Point Park University housing, you must be a full-time student. The Assistant Dean of Campus Life/Director of Housing and Occupancy Management will make exceptions if space allows.

Room Cancellation/Termination of Contract
Continuing students who have room assignments for the fall term have until May 1 to cancel without penalty. After May 1 they will be charged a cancellation fee of $150. Students who have room assignments for the spring term have until December 1 to cancel without incurring the $150 fee.

Cancellations after taking occupancy of the room will be subject to the Refund Schedule for Campus Life Charges.

Refund Schedule for Campus Life Charges
Any student who moves out of the residence halls after taking occupancy of the room and prior to the end of the term will be subject to the following refund schedule:

<table>
<thead>
<tr>
<th>Calendar Week</th>
<th>Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>90%</td>
</tr>
<tr>
<td>Second</td>
<td>75%</td>
</tr>
<tr>
<td>Third</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Reinstatement Fee
A student who cancels/terminates the Housing and Food Service Contract and reinstates it during the same semester will be assessed a $25 reinstatement fee.

Vacations Periods
The residence halls are open during the Thanksgiving, Spring, and Easter breaks. Students who prefer to remain in the residence halls during these periods may do so.

Students may stay in the residence halls during the Christmas break and the month of August, (for those taking summer classes) providing they will be resident students the following semester. A nominal fee will be charged for this time period. Those living in the suites and the apartments will not be subject to any fees.

Residents may leave their personal effects in their rooms during vacation periods if they are returning to the same room. The University will take reasonable precautions during these periods, but WILL NOT BE RESPONSIBLE FOR STUDENT LOSSES.

When students leave the residence halls for the summer break they must remove their personal property from the room. Point Park University does not provide storage.

Rate Schedule
If the Housing and Food Service Contract is signed before the end of the second week of classes (14 consecutive days from the first day of classes), full rates for Housing and Food Service Contracts will be charged. If a transfer from one room to another occurs during this period, the full rate will be charged for the room to which the resident transfers, providing that there is a rate differential. If the Housing and Food Service Contract is signed after the second week of classes (14 consecutive days from the first day of classes), charges will be on a pro-rated share of the remaining days in the term.

Room Changes
The Office of Campus Life will consider room and/or roommate changes only after the student(s) involved make every effort to resolve current issues. The Assistant Dean of Campus Life/Director of Housing and Occupancy Management must approve requests for room changes. No room changes will be approved during the first two weeks of the semester.

Consolidation Policy
At times, for various reasons, a consolidation may need to take place. This means that students from one room or floor may need to be split up or moved to another room. This may be for reasons of discipline, safety, health, irreconcilable differences, or to achieve maximum space considerations. You will be notified at least forty-eight hours in advance before required moving, unless emergency circumstances dictate otherwise.

Move In/Move Out Procedures
Check in procedures are mailed to students’ homes approximately two weeks prior to the start of the term. New student move in begins on the Wednesday prior to the first day of classes. Move in for all returning students begins on the Saturday prior to the first day of classes. Any student arriving to move in before or after the scheduled hours will be assessed a $25 fee. Exceptions may be made by contacting the Office of Campus Life prior to moving in.

Before moving out, a resident is to have his/her room checked by the Community Facilitator and turn in the room key and University ID card. Failure to return the room key and University ID card will result in an $80 charge. A resident is to remove all refuse and discarded material and must leave the room clean. All charges for cleaning or removal of personal property will be billed equally to the residents. Belongings left behind will be considered abandoned and will be discarded.

COMMUNITY LIVING

Community Standards Initiative
The residence halls at Point Park University are devoted to establishing positive living and learning communities for our residents. Each floor in the residence halls will develop its own set of community standards at its initial floor meeting through a community compact. The community compact will address issues such as quiet hours, guests, and general day-to-day activities on the floor. In addition to the community compact, each room in the residence halls will have a roommate agreement. The roommate agreement is a mutually agreed upon contract ratified by those who occupy any given room. Just as in the community compact the roommate agreement will outline the living standards for that room.

Rights and Responsibilities
Remember that you have rights and responsibilities within the University community just as you would in the outside community. By exercising your rights, with respect for the rights of others, and by taking your responsibilities seriously, you will do your part to make campus living a pleasant experience for everyone.

Your Rights
1. The ability to sleep, read, and study free from undue interference, unreasonable noises, and other disturbances.
2. Personal privacy within the limits of the residence halls and the respect of others for your personal belongings.
3. A clean living environment and unrestricted access to your room and residence hall.
4. Freedom from harassment, especially acts of racial or ethnic prejudice, hazing, or discrimination based upon race, color, creed, religion, national origin, sex, sexual preference, age, or disability.
5. Assistance and support from the Campus Life staff.
6. The right to associate with whomever you please.
7. The right to confront another’s behavior when it infringes on your rights.
Your Responsibilities

1. Express your understanding of your individual rights to fellow residents in a calm and diplomatic manner.
2. Treat fellow residents and Campus Life staff with respect, consideration, and consistent cooperation.
3. Make every effort to understand and comply with all University and Campus Life policies and regulations.
4. Exercise an individual commitment to personal and community security.
5. Avoid damaging the public areas and their furnishings, and elevators.
6. Give every resident the personal dignity he/she deserves.
7. Observe quiet hours, keep your stereo and your voice at a reasonable volume, and remind others that you expect the same from them.

You and Your Roommate(s)

Honesty, consideration, mutual respect, discussion, compromise, and understanding are keys in learning to live with roommates. If you experience initial difficulties in adjusting to a new roommate, remember you are not alone. The following information should be helpful in dealing with roommate situations.

Your Rights as a Roommate

1. The right to read and study free from interference in one’s room. Unreasonable noise levels and other distractions inhibit the exercise of this right.
2. The right to sleep at a reasonable hour without disturbance from noise, guests, roommates, etc.
3. The right to a clean environment in which to live.
4. The right to expect that a roommate will respect your personal belongings.
5. The right to free access to one’s room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to be free from fear of intimidation, physical, and/or emotional harm.

Remember, if you continue to communicate and respect each other, most problems are easily solved. Having a roommate is one of the greatest experiences of living on campus.

Enjoy your roommate relationship and benefit from it.

Roommate Reminders

- Try to be appreciative of alternative lifestyles.
- Talk about your feelings. A roommate cannot react to unexpressed feelings. Don’t leave nasty notes; talking is much more effective.
- Don’t pretend that everything is fine if it is not. If you wait until a situation gets really bad, you may overreact to a minor situation.
- Make sure that you replace anything you borrow (or break).
- Make every effort to keep your living space clean, comfortable, and pleasant. Be sure to do your share.
- Be careful of practical jokes; the intent could be misunderstood.
- If necessary, have your community facilitator assist you in settling disputes.
- If you expect your roommate to respect your rights, you must do the same!

Community Facilitators

Community facilitators are upper class students who have been hired based upon their level of maturity, social skills, and desire to serve the University community. They are trained in the co-curriculum devised for all freshmen: conflict/dispute resolution skills, self-assessment skills, and academic persistence. The community facilitator’s primary concern is to establish a positive living and learning community for Point Park University residents to utilize and take advantage of the opportunities that the Living and Learning Communities offer.

REIDENTIAL HALL POLICIES

All residents are responsible for the behaviors that occur in their residence hall room. For the safety and well-being of all residents, resident students are expected to ensure that the actions of their room visitors do not violate University policy.

Access to Facilities

Authorized representatives of the University may enter any University space at any time to inspect facilities or carry out repairs and maintenance. Such inspections will normally be conducted according to announced schedules but the University may authorize entrance to an accommodation if convinced that a clear and present danger or violation of the University’s regulations requires such entrance. Any maintenance issue that requires the Physical Plant Department to enter a room will be accompanied by a form left in the room. The form will state why and when the room was entered, and by whom.

The University reserves the right to enter any room for the following reasons:

- In the case of an emergency
- For safety or health reasons
- To make repairs or supply services
- To do periodic inspections during the year and at the end of each term closing
- To assure compliance with federal, state, and local laws, and University policies
- Whenever there is cause to believe a violation has occurred or is taking place

Hindering or delaying a University Official’s entrance into an area is prohibited.

Courtesy Noise Policy

Although each residential community creates their own quiet-hour guidelines, the residence hall environment should always be conducive to study and sleep. If asked by another student or staff member to adjust the noise volume, a student is expected to comply. Excessive or unreasonable noise levels are not acceptable.

Furniture

Residents may arrange the furniture in their rooms in a reasonable manner. Furniture must remain in the room and may not be moved from room to room. Furniture must be reassembled and rearranged prior to departure. You and your roommate(s) are responsible for the furniture in your room. If furniture is broken you will be assessed a fine for replacement. Furniture provided to the student lounges are public areas and may not be moved to residents’ rooms.

Guests

Students are responsible for the actions of their guests. Guests may be current Point Park University students, or non-students. The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

1. All guests, regardless of their designation, must abide by Point Park University policies, as well as the Student Code of Conduct.
2. Visitation must always be with the consent of roommates. Additionally, where visiting hours are determined by a community compact or other University directives, these policies must be followed.
3. Visitation must not interfere with the sleep and study of roommates and neighbors.
4. Guests are not permitted in the residence halls without a resident host or hostess. Guests must always be accompanied by a resident host or hostess.
5. Guests, including overnight guests, will not be issued keys by University staff or by their hosts or hostesses.
6. Residents will be held responsible for the behavior of their guests and of their guests’ adherence to University rules and regulations.
7. Guests must carry valid photo identification at all times, and must produce that identification upon request by any security or residence hall staff member.
8. Guests in violation of University policies may be escorted from the premises and barred from further entry into the residence halls.
9. Any guest may be asked to leave by a roommate. Such a request must be met with complete compliance.
10. A residence hall may be closed to non-residents at any time in order to insure the safety and welfare of the resident population.
11. Additional sign in procedures, which may include requests to show additional forms of identification, may be put in place in any residence hall where it is deemed necessary to maintain a safe and secure environment.

**Guest Sign In**

1. Students must sign in and sign out all guests at their respective security stations.
2. All guests must be accompanied by their host or hostess during sign in.
3. Guests must have a valid photo ID during sign in. Students without valid photo ID will not be permitted into the residence halls; no exceptions will be made.
4. Guests whose names appear on the Persona Non Grata (PNG) List will not be permitted into the residence halls. If a guest happens to share a name with, but is not, someone on the PNG List, the guest must show proof of birth date to verify that they are not the banned individual.
5. A student may not host or allow a person access to the residence halls who is on the PNG List.
6. All guests must sign out. Hosts or Hostesses will be held responsible for those guests failing to sign out.

**Overnight Guests**

1. Guests may not remain in a residence hall more than three nights per month.
2. No overnight guests will be permitted during examination periods or during vacation periods.
3. Conflicts regarding visitation and infractions of the guest policy will be handled through disciplinary action, as appropriate.

**Hall Sports**

The playing of sports (i.e. baseball, basketball, football, soccer, hockey, golf, Frisbee, etc.) in the hallways and public areas is prohibited. The riding of skateboards, roller skates, rollerblades, etc. is also prohibited. If such an item is used within the University, it could be confiscated.

**Lock Out Policy**

Each resident will receive two free lockouts. In the event that a resident is locked out of his/her room, he/she will call the Office of Campus Life for the office assistant/key manager to unlock the door. After a resident has used their two free lockouts, the following charges* will be enforced:

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd occurrence</td>
<td>$25 fee</td>
</tr>
<tr>
<td>4th occurrence</td>
<td>$50 fee</td>
</tr>
<tr>
<td>5th occurrence</td>
<td>Re-core and student will bear the cost, plus $50 fine</td>
</tr>
<tr>
<td>6th occurrence</td>
<td>2nd re-core—cost to student, as well as $100 fine</td>
</tr>
</tbody>
</table>

For any occurrence beyond the sixth, the student will meet with Community Director to further address the problem, and disciplinary action may be taken by the University.

*Lockout fees are used by the Office of Campus Life to hire student workers for this duty.

**Lost Keys**

If you lose your key, report it immediately to the Office of Campus Life and a lock change will be ordered for your room. There is a $55 fee for all lock changes.

**Pets and Animals**

Possession, care, or harboring of all animal or insect life forms, with the exception of fish and documented, pre-approved service animals, is strictly prohibited in the residence halls. Evidence of pet care such as pet food, terrariums, etc. is also prohibited. If an animal or insect is found in a resident’s room, the resident will have twenty-four hours to remove it or be assessed a $25 charge per day until the animal or insect is removed from the residence hall.

**Resident Identification Card**

Residents are expected to carry their Point Park University ID card at all times. Residents must present their ID card to Security, Community Facilitators, or any other University official upon request. You must have a valid ID card to gain entrance to the residence halls floors. Your ID card will access all residence hall floors from 7:00 a.m. to midnight. After midnight you will only have access to your floor. Lost or stolen ID cards can be replaced through the ID Center. There is a $25 replacement charge for a new ID card.

**Room Changes**

The Office of Campus Life will consider room and/or roommate changes only after the student(s) involved make every effort to resolve current issues. The Director of Occupancy Management must approve requests for room changes. No room changes will be approved during the first two weeks of the semester.

**Room Decorations**

While every person likes to personalize his/her space in order to feel at “home,” the residence halls are governed by certain local fire safety ordinances. It is necessary for residents to be aware of the following guidelines:

- Students are not permitted to paint, renovate, or modify their rooms in any way.
- Furniture must not obstruct smoke detectors or sprinklers or impair a quick exit from the room.
- Students are permitted to hang decorations (pictures, posters, etc.) in their room, however, any damage that necessitates painting and/or repairs will be at the resident’s expense.
- Decorations must not be hung from or cover smoke detectors or sprinklers.
- Candles, incense, and halogen lamps are not permitted.
- Live-cut trees are not permitted in the residence halls.
- Students may hang minimal decorations on their room door. If door hangings are determined to be a fire hazard, students will be required to remove such decorations. The Office of Campus Life reserves the right to deny any decorations that are deemed inappropriate or offensive.
- Alcohol bottles, binge drinking paraphernalia (i.e. beer pong tables, beer funnels, etc.), and drug paraphernalia are not considered decorative items. Students possessing these items may be charged with a violation of the University’s alcohol or drug policy.

**Room Occupancy**

For noise, fire, and safety reasons, you cannot host large gatherings in your room. Room occupancy is restricted to the number of residents, doubled, plus one. For example, for a triple room, the capacity would be 7 people—3 (number of occupants) x 2 (doubled) +1 = 7.

Lofts are permitted in the residence halls if built of fire-retardant wood and able to hold 500 pounds. Lofts are not permitted to be left in your room over the summer months or when you terminate from the residence halls. The University does not provide tools to build or dismantle a loft.
Safety and Security

Fire Safety

• Smoke detectors may not be damaged, tampered with, or covered. If the maintenance staff determines that a smoke detector has been damaged or tampered with, a $100 charge and/or replacement costs will be assessed to the occupants of the room and disciplinary action will be taken.
• Combustible material is not to be used for decorative purposes.
• Candles and incense are prohibited from the residence halls.
• Propping of doors is strictly prohibited.
• All appliances, with the exception of thermostatically-controlled hotpots for boiling water only, are prohibited in Lawrence and Thayer Halls. Prohibited appliances will be confiscated by the Campus Life staff.
• Storage of flammable liquids is prohibited

Security

• All students are required to show their Point Park ID upon entrance to the residence halls as requested by security staff.
• In non-emergencies, students may not exit/enter any building through a fire exit-only door, window, or other restricted area. Students may only access fire escapes in cases of emergency.
• Door propping is prohibited.
• Entering, or allowing entrance to, exit-only or non-secured doors (ex. Thayer side door after-hours) is prohibited.
• Removing window screens, bolts, or blocks from residence hall windows is not permitted.

FOOD SERVICE

Food service for Point Park University is provided by a contracted service and is available in various locations throughout the University. Meal plans, flex dollars, cash, and in some cases, credit card may be used to pay for food and food items. If a meal plan or flex dollars are purchased, your Point Park University ID card will be encoded to access your food service account and must be presented in order to be used as payment. ID cards are nontransferable.

RESIDENTIAL DINING FACILITY (RDF)
The RDF is located on the third floor of Lawrence Hall and offers all-you-care-to-eat dining for breakfast, lunch, and dinner. In the RDF, traditional home-style foods, ethnically-inspired foods, vegetarian selections, and more are available. Meal plans, flex dollars, and cash are accepted in the RDF.

Guests are welcome in the RDF to dine with you for nominal rates; these are posted at the entrance. Removal of food, beverages, or dinnerware from the RDF is strictly prohibited and may result in disciplinary action. Students are not permitted to take large glasses or containers into the RDF.

POINT CAFÉ
The Point Café is located on the second floor of Lawrence Hall and offers a wide range of grab-and-go and made-to-order menu selections. Specialty coffee drinks and smoothies are also available. A meal plan equivalency is offered for breakfast, dinner, and late night. Flex dollars, credit cards, and cash are also accepted.

GRAB-AND-GO
A grab-and-go food area is located across from the JVH Auditorium on the second floor of Thayer Hall. Flex dollars and cash are accepted.

STARBUCKS
Starbucks is located on the first floor of Conestoga Hall. Flex dollars, cash, and credit cards are accepted.

MEAL PLANS
Point Park University offers meal plans that combine the security of guaranteed meals and the flexibility in dining choices.

Resident students living in Lawrence and Thayer Halls are required to select either the 14- or 10-Meal Flex Plan. Resident students living in Conestoga and Pioneer Suites must select a meal plan, but have the option of selecting one of the Commuter Meal Plans in place of the 14- or 10-Meal Flex Plans. Resident students living in the Boulevard Apartments are not required to select a meal plan, but may purchase a Commuter Meal Plan.

If you wish to change your meal plan, you must do so during the first two weeks of each semester.

Note: Meals are not guaranteed when food service facilities are closed. No credit will be given for missed meals unless a student is on an approved medical leave of absence and completes the proper paperwork.

14-Meal Flex Plan with $200 Flex Dollars

This meal plan is available to all resident students and entitles you to any 14 meals per week (Sunday through Saturday) and includes $200 flex dollars per semester. Enjoy all-you-care-to-eat dining for breakfast, lunch, and dinner in the RDF. Each time you eat in the RDF, one meal is subtracted from your weekly meal allowance. For added flexibility and convenience, a meal exchange may be used in the Point Café during breakfast, dinner, or late night (cannot be used for lunch).
**10-Meal Flex Plan with $275 Flex Dollars**

This meal plan is available to all resident students and entitles you to any 10 meals per week (Sunday through Saturday) and includes $275 flex dollars per semester. Enjoy all-you-care-to-eat dining for breakfast, lunch, and dinner in the RDF. Each time you eat in the RDF, one meal is subtracted from your weekly meal allowance. For added flexibility and convenience, a meal exchange may be used in the Point Café during breakfast, dinner, or late night (cannot be used for lunch).

**Commuter Meal Plans**

Commuter meal plans are available to full-time (12 to 18 credits) non-resident students. Meals are purchased in blocks of 30 ($175 in flex dollars is included in addition) or 75 ($125 in flex dollars is included in addition) and may be used at any time during the semester for all-you-care-to-eat dining for breakfast, lunch, and dinner in the RDF. Each time you eat in the RDF, one meal is subtracted from your semester total. For added flexibility and convenience, a meal exchange may be used in the Point Café during breakfast, dinner, or late night (cannot be used for lunch).

**Flex Dollars**

Flex dollars are an option for all students and are accepted like cash in the RDF, Point Café, and Starbuck’s. Flex dollars may be added to your account at any time and may be purchased in increments of $25. No refunds are given for unused flex dollars. Flex dollars will transfer from the fall to the spring semester, but not from spring to fall. To purchase flex dollars, contact the Food Service Office at 412-392-3829 or visit the office in 207 Lawrence Hall.

**Exemption from Meal Plans**

A resident student requesting exemption from purchasing a meal plan for medical reasons must provide documentation from his/her physician. The University’s consent will be based upon the decision of Student Health Services.

**VENDING MACHINES**

There are a variety of vending machines and a microwave oven on the second floor of Lawrence Hall in the Point Café area. There are also vending machines in the basement of Pioneer Hall, as well as a microwave on the second floor of Thayer Hall. Please report requests for repairs, losses, and vandalism to the Food Service Manager at 412-392-3829 or 412-392-4703.

**DINING SCHEDULE**

**RDF – Weekdays**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 a.m. to 9:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 a.m. to 1:30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:00 p.m. to 6:30 p.m.</td>
</tr>
</tbody>
</table>

**RDF – Weekends**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>11:30 a.m. to 1:30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 p.m. to 6:30 p.m.</td>
</tr>
</tbody>
</table>

**Point Café**

Monday through Saturday: 7:00 a.m. to Midnight

**Point Café – Meal Equivalency**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 a.m. to 10:30 a.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:00 a.m. to 6:30 a.m.</td>
</tr>
<tr>
<td>Late Night</td>
<td>7:00 a.m. to 10:00 p.m.</td>
</tr>
</tbody>
</table>

Hours of operation are subject to change during the summer months and most breaks.

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**COMPUTER AND TECHNOLOGY RESOURCES**

The use of University-owned computer and technology resources by Point Park students, employees, and guests is intended for purposes relating to the mission of the University and the academic purposes for which the University exists. While the University respects the individual’s rights and protections under the First Amendment, it expects all users of its resources to abide by good sense, University policy, and local, state, and federal laws.

Under this policy, students, employees, and guests have certain rights and responsibilities. Because the computer and technology-related resources at Point Park represent shared and finite resources, it is important for all users of such resources to remember that their actions can impact others’ abilities to enjoy their rights. Activities that extraordinarily impair a Point Park user’s ability to utilize the resources in the manner for which they are intended, or those that interfere with the operation of the University, will not be tolerated and appropriate action will be taken.

Please refer to the Staff, Faculty, and/or Student Handbooks for more information pertaining to general University policies, technology-related policies, and disciplinary measures.

**RIGHTS**

**Assignment of Accounts**

All Point Park students, employees, and guests are invited to utilize a level of technology resources appropriate to their needs. All Point Park employees are entitled to an email account, access to the Internet, and access to academic and administrative programs where necessary. Enrolled students are entitled to a network and email account. Students are expected to use their University-supplied Point Park email address for all academic-related correspondence with instructors and other students. This is the only email address that is acceptable for course-related correspondence. In addition, students are expected to check their Point Park email address frequently for official University announcements and information, and as a result, will be held accountable for having received that information.

**Removal of Accounts**

Employees who voluntarily terminate their employment with Point Park will have their network, email, and administrative system accounts revoked upon completion of their last working day on-site. Employees whose termination is non-voluntary will have their accounts revoked upon request by the Director of Human Resources and/or an officer of the University. Students who graduate or leave Point Park will have their accounts removed within thirty (30) days of their departure. It is the responsibility of the departing student to extract any files from his/her account prior to its removal.

**Use of Resources**

Any Point Park employee or student may use the computers in the open labs at no charge; however, users of these facilities are asked to limit their usage to academic activities only. It is expected that users of Point Park computer and technology resources will do so in a manner that supports Point Park-related activities. Non-matriculated students or students who are under 18 will be required to have a parent or guardian’s permission to utilize the resources.

**Safety**

Users of Point Park computer and technology resources are entitled to use such facilities in a safe manner. The University will take all reasonable precautions to provide safe access, but cannot guarantee a user’s safety. If a computer user feels as though s/he is in danger in a lab, or through electronic means such as email harassment or electronic stalking, s/he should report such incidents to the Department of Public Safety.
Access to Information

Point Park University will not censor access to information freely available on the Internet. However, it is the responsibility of the computer user to abide by all federal, state, and local laws regarding access to information, including text, pictures, audio and video recordings, and other electronic data. Certain Point Park policies will also apply to access to institutional data, and will be implemented in accordance with Family Educational Rights and Privacy Act (FERPA) and its subsequent amendments.

Freedom of Expression

Point Park reserves the right to review a computer user’s individual home page for appropriate content. Content should reflect the mission, vision, and standards of the University. The information posted must not be represented as an official opinion or viewpoint of Point Park University. Computer users must abide by all federal, state, and local laws regarding posting of illegal or copyrighted information on their home pages or home directories.

Privacy

Computer users must recognize that electronic messages and files are neither secure nor private communications. While Point Park will take reasonable measures to protect information that is transmitted electronically, it cannot guarantee that such information will remain private. As the owner of University computer and technology resources, Point Park reserves its right to inspect, log, and/or archive data files stored on University-owned computers and messages transmitted across its network. Such activities will not occur as a matter of course, but may occur with cause if it is necessary to investigate a suspected breach of internal policy or external law. Authorized IT Center personnel may also inadvertently view or access data files or messages while performing system maintenance or management functions, but will maintain the confidentiality of the information. Point Park University reserves the right to search data stored on its servers should it be suspected that a user is violating a policy or guideline.

Official University Information

Only those individuals who have been granted the right and responsibility to post information on the official Point Park web site will be permitted to do so.

RESPONSIBILITIES

Accounts

Each computer user is responsible for any activity that occurs from her/his account. Accounts are given to individuals, and are not permitted to be shared with friends, family members, classmates, co-workers, or any other individual or group.

Disclosure of Information

Unless permitted by law, or requested by law enforcement officials, no information pertaining to anyone affiliated with Point Park will be disclosed for any reason. Computer users who are authorized to have access to confidential or protected information will not under any circumstances (except as described above) disclose institutional information.

Internet Service Provider Acceptable Use Policy

All computer users are expected to abide by the Point Park Internet Service Provider’s Acceptable Use Policy. The University’s current ISP is Level 3, and its policy can be found at http://www.level3.com/legal/acceptable_use_policy.html

Point Park University takes reasonable measures to secure electronic information. Students, faculty, and staff must also be responsible for the protection of their password and ensure that their accounts are logged off when in open lab environments.

PROHIBITED ACTIVITIES

This list is not intended to be exhaustive, but rather provides general guidelines for activities that are prohibited on Point Park computers and networks. Point Park reserves the right to make additions, modifications, and deletions to this list without prior notice.

• Computer users are prohibited from utilizing Point Park computer or technology resources to violate a federal, state, or local law.

• Computer users are prohibited from installing, transporting, and/or using hardware or software that can function as a mechanism to compromise or infiltrate system or network security on any computer system, Point Park or otherwise (including, without limitation, port scanners, network probes, “sniffers,” network vulnerability tests, traffic monitoring, mail bombing, flooding, broadcast attacks, IP address forging, concealing of identity, “denial of service” attacks, and other activities that attempt to use Point Park technology-related resources to gain or attempt to gain unauthorized access to local or remote computers).

• Computer users are prohibited from connecting hubs, routers, switches, and/or wireless access points/devices to the Point Park network, unless specifically authorized by the Director of Information Technology.

• Computer users are prohibited from installing, transporting, and/or using password capture, cracking, or hacking programs.

• Computer users are prohibited from engaging in the creation or distribution, intentional or otherwise, of programs that could result in the eventual destruction of computer resources, including data files (including, without limitation, viruses, Trojan horses, and worms).

• Computer users are prohibited from utilizing computer or technology resources to commit violations of personal security (including, without limitation, harassment, use of anonymous email, chain email, nicknames, and/or handles with malicious intent).

• Computer users are prohibited from creating, forwarding, and/or transporting electronic messages or files for the purpose of “mass mailings” (including, without limitation, spam and chain email).

• Computer users are prohibited from making unauthorized use of a network account (including, without limitation, use of a Point Park account that is not your own or permitting others to use your Point Park account).

• Computer users are prohibited from violating copyright laws and software licensing agreements (including, without limitation, the creation, acquisition, modification, and/or distribution of software, images, audio and video recordings, text, and other protected material for which the user does not own the copyright).

• Computer users are prohibited from using Point Park resources for commercial, religious, or political activity other than official Point Park-sanctioned activities (including, without limitation, personal financial gain, political persuasion, and other activities that might jeopardize the University’s tax exempt status).

• Computer users are prohibited from using Point Park resources to aid or assist internal or external computer/network users in the operation of their systems for activities, legal or otherwise, (including, without limitation, mail forwarding programs, IRC bouncers).

• Computer users are prohibited from using Point Park resources for computer programs that perform “server” functions and/or generate unnecessary network traffic, unless specifically authorized (including, without limitation, web hosting and co-location, IRC servers, FTP servers, firewalls, WINS servers, DHCP servers, SMS servers, domain servers, mail servers, news servers, DNS servers, remote access servers, routers, servers/programs that listen to a network port).

• Computer users are prohibited from altering, removing, adding, or enhancing any Point Park computer or communication resource (including, without limitation, telephone jacks, network jacks, cable TV jacks).

• Computer users are prohibited from releasing confidential or institutional information unless permitted by law. Confidential student data may only be utilized for official University business and made available to members of the University community who have a legitimate educational interest on a need-to-know basis.
POLICY VIOLATIONS
Any Point Park student, employee, or guest who improperly uses technology-related resources is subject to disciplinary measures, including, without limitation, revocation of network account. Activities deemed to be in violation of local, state, or federal laws will be reported to the appropriate authorities.

Disciplinary processes already defined in employee and student handbooks will be followed where possible. Decisions pertaining to the revocation of a network account will be made based upon the severity of the infraction and the employee or student’s need for this account to perform his/her job or course studies.

PEER-TO-PEER FILE SHARING PROGRAMS
THAT PROMOTE THE EXCHANGE OF SOFTWARE AND MULTIMEDIA FILES
At this time, Point Park University is not banning access to or use of these sites or programs. However, all students, employees, and guests of Point Park are asked to keep the following facts in mind:

1. These programs utilize an excessive amount of “bandwidth,” which is the pipeline the University uses to connect to the Internet. The exchange of MP3 and other multimedia files can, and will, bring a network to a grinding halt. Your participation in the exchange of these files will severely limit access to resources by your peers, as their participation will affect yours.

2. Many of the audio and video files available on the Internet have been illegally created and obtained. Point Park has a “zero tolerance” policy for copyright infringement and will invoke disciplinary measures when necessary. Please be considerate, and obey the law. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject students to copyright violation and civil and criminal penalties. Point Park University also reserves the right to follow its own disciplinary actions related to these types of violations as documented in the Point Park University Student Code of Conduct and the Staff and/or Faculty Handbook.

MEDIA POLICY
If you have access to a computer, you are likely plugged-in to new media and social networking on some level. Whether you are commenting on your favorite blog or sharing pictures with friends on Facebook, Web 2.0 is a part of how you stay connected.

Point Park University has a unique student body with a unique point of view. You are encouraged to embrace new media as a means of expressing your ideas and featuring your work. This policy outlines several key points to remember as you participate in online communities.

Blogging
• You are legally responsible for your blog posts, both as an administrator and as a commenter. This means that you may be subject to liability if your posts are found to be defamatory, harassing or in violation of any other applicable law. A good rule of thumb is to follow the Student Code of Conduct outlined in the Student Handbook when you blog or comment on a blog.

• Your posts are open to public viewing. If you feel even slightly uncomfortable with something you are about to publish, don’t shrug off that feeling. Review this policy, try to figure out what it is that bothers you about the content, and then fix it.

Students whose posts are found to be defamatory, harassing or in violation of any other applicable law may be subject to disciplinary action.

Social Networking Web Sites (bebo, Facebook, MySpace)
• Even when your profile is private, the information you post can easily be made public with a simple copy and paste. Be smart about what you publish. Once you put something online, it can be very difficult to take back.

• If something gives you pause before you post it, take a moment to consider why you might be hesitating. Be sure you feel completely comfortable with the content you are sharing on social networking sites.

• Not only can your friends read and see everything you post, but so can your parents, grandparents, teachers, mentors, and even potential employers. Conduct yourself accordingly.

Students whose posts are found to be defamatory, harassing or in violation of any other applicable law may be subject to disciplinary action.

Content Sharing Web Sites (flickr, YouTube, vimeo)
Intellectual property, including copyrighted materials, trademarks, patents, designs, music, photography, film, video, choreography, or theatrical works, is bound by the same rules and regulations online as it is offline. Intellectual property belongs to the copyright owner, who has the sole right to grant permission for its use, whether it is for a television broadcast or a YouTube video. Below are some resources to help you develop your web content without misusing intellectual property.

• Check out Creative Commons (creativecommons.org) if you are interested in using someone else’s copyrighted material. Creative Commons is a nonprofit corporation, which provides free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof.

• A subscription to Royalty-Free Music (www.royaltyfreemusic.com) lets you download royalty-free music up to a certain monthly or yearly limit.

• A number of online image libraries exist which provide a large bank of pictures that you can use freely or for minimal cost. A great example is Stock.XCHNG (http://www.sxc.hu/).

• If you’re quoting a source, be sure to cite the appropriate reference. There are a number of styles that you can follow, but the point here is to make certain you give credit where it is due.

Students who post materials protected by copyright, including research, photography, music, film, video or recordings of performances, online without permission of the copyright holder will be subject to disciplinary action.

Disciplinary Action
Any violation of the Student Code of Conduct through online activities will be cause for disciplinary action as described in the Student Handbook.
STUDENT GROUPS

For a complete list of student clubs and organizations, visit the Student Activities website.

MEDIA ORGANIZATIONS

The Cavalcade
Purpose: Student literary magazine
Who many join: Anyone, open to all majors
Events: Publish once-a-semester literary magazine
Advisor: Heather Starr Fiedler, hstarr@pointpark.edu, 412-392-3409

The Globe
Purpose: Weekly student newspaper
Who many join: Anyone, open to all majors
Advisor: Heather Starr Fiedler, hstarr@pointpark.edu, 412-392-3409

WPPJ
Purpose: Provide news, music, discussion, and other entertainment to the college community. WPPJ provides an opportunity for Point Park students to get actively involved with a realistically-structured and commercially-operated radio station.
Who many join: Any current full-time or part-time student with a 2.5 or greater GPA; $5/semester activity fee.
Events: WPPJ broadcasts news, music, sports, and other entertainment programs during the academic year. Sponsors or co-sponsors numerous dances, concerts, movie nights, and other social and fundraising events throughout the year. The station’s biggest event is its annual Fall Term 67-hour Rock-a-Thon for the benefit of the Early Learning Institute of Pittsburgh.
Advisor: David J. Fabilli, dfabilli@pointpark.edu, 412-392-3415

GOVERNING BODIES

Campus Activities Board (CAB)
The purpose of the Campus Activities Board is to provide Point Park University’s full-time undergraduate students with activities that promote fun, personal development, and learning. This board is the official programming organization of the Office of Student Activities and is solely comprised of students. Anyone interested in planning events is welcome to join. Clubs and organizations are also encouraged to request event funding from CAB. Please direct any questions to studentactivities@pointpark.edu.
Advisor: JW Tabacchi, jtabacchi@pointpark.edu, 412-392-4793

United Student Government (USG)
USG is the system of student governance and representation for the student body of Point Park University. USG’s purpose is to represent students to the University administration, allocate funds for student clubs and organizations, and to appoint student members to various University committees.
Advisor: Keith Paylo, kpaylo@pointpark.edu, 412-392-3840

Residence Hall Association (RHA)
The purpose of the Resident Hall Association is to create a strong and vibrant community in all residence halls; address concerns of residents regarding residence hall issues; recommend, review, formulate, and develop policies and procedures relating to the residence halls; provide representation for residents to University administrators; create a forum of discussion and promote general social welfare; broaden the academic, cultural, and social attitudes of residents through educational, charitable, and social programming; encourage and assist the development of a healthy community that promotes diversity, student involvement, and respect; provide leadership positions for Point Park University residents that serve as avenues for their leadership development; and foster campus spirit and pride.
Membership in RHA shall be open to all full-time, undergraduate students who reside in a Point Park University residence hall.
Interested students may contact RHA by email at RHA@pointpark.edu or inquire in the Office of Campus Life.

HONOR SOCIETIES

Alpha Chi National Honor Society
Purpose: Alpha Chi is a co-educational honor society whose purpose is to promote academic excellence and character among college students and to honor those achieving such distinction. Alpha Chi is a general honor society, bridging across all majors. To be eligible for Alpha Chi membership, students must be full-time juniors or seniors who are in the top ten percent of their class and maintain a GPA of no less than 3.50.
Events: Alpha Chi sponsors an annual induction ceremony for new members as well as hosts various speakers. Alpha Chi participates in the regional and national conferences, and hosts various community service events.
Advisor: P.K. Weston, pkweston@pointpark.edu, 412-392-3886

Alpha Phi Sigma Criminal Justice Honor Society
Purpose: Alpha Phi Sigma is the honor society for those within the Intelligence and National Security Major Advisor:
Advisor: Gregory Rogers, grogers@pointpark.edu, 412-400-4727, x3924

Alpha Sigma Lambda Part-Time Student Honor Society
Purpose: Alpha Sigma Lambda is an academic honor society for part-time students who have attained preeminence in their academic endeavors. Through their fellowship, they hope to acknowledge and inspire the same sharing of excellence elemental to leadership among new members.
Advisor: Dr. Dimitris Kraniou, dkraniou@pointpark.edu, 412-392-3447

SERVICE ORGANIZATIONS

Alpha Phi Omega (Rho Sigma Chapter)
Purpose: APO is a co-ed, community service fraternity. Events include Daffodil Days, youth service projects, Scouting for Food Campaign. Members attend conferences and provide leadership, friendship and service. Membership is open to all students.
Advisor: Cathy Houghton, choughton@pointpark.edu, 412-392-3877
COMMUNITY RESOURCES

TRANSIT INFORMATION

Amtrak Station (Train)
1100 Liberty Avenue
412-471-6172
www.amtrak.com

Greyhound Station (Bus-Long Distance)
990 Second Avenue
412-392-6513
Bus: From 4th and Grant, catch the 56B or 56E
www.greyhound.com

Port Authority of Allegheny County (PAT) (Bus-Local)
412-442-2000
www.portauthority.org

Riding the Bus
Bus schedules are available in the lobby of Lawrence Hall and on PAT’s website. Monthly bus
passes are available in the bookstore. You’ll need to show your Point Park student ID to receive
the discounted rates. Pass information is also listed on the Point Park University website under
the Student Activities section.

Pittsburgh International Airport
412-472-3525
www.pitalairport.com
http://www.flypittsburgh.com
Bus: 28X Airport Flier

Cab Companies
Eagle Cab Company
412-765-1555

Checker Cab Company
412-381-5600

People’s Cab Company
412-441-5343

Yellow Cab Company
412-655-8100

Parking
Garage locations near Point Park:

Third Avenue Garage
On Third Avenue, across from Thayer Hall

Wood-Allies Garage
On the Boulevard of the Allies, across from Thayer Hall

Teris Parking Lot
On the corner of Wood Street and the Boulevard of the Allies

Discounted Parking
Point Park University offers discount parking at Station Square for all students, faculty, and
staff. For more information, email studentactivities@pointpark.edu.

Street Parking
There is metered on-street parking which is free from 6:00 p.m. to 8:00 a.m. Monday through
Saturday and all day on Sundays.

THINGS TO DO DOWNTOWN
Type “Things to Do Downtown” in the Google search bar on the Point Park website to find
an up-to-date list of things to do.

GROCERY STORES
Giant Eagle in Squirrel Hill—61C
Giant Eagle in the Southside—51A
Trader Joe’s in East Liberty—77A
Whole Foods in East Liberty—77A

PRINTING AND SUPPLIES
FedEx Office (Kinko’s)
(Printing, Copying, Shipping)
210 Grant Street
Pittsburgh, PA 15219
www.fedex.com/us/office
412-471-8004

Top Notch Art Centre
(Fine Art, Graphic Art, & Drafting Material Supplies)
411 South Craig Street
Pittsburgh, PA 15213
www.tnartsupply.com
412-683-4444

Weldin’s Wishes
(Greeting Cards, Gifts, Office & Art Supplies)
413 Wood Street
Pittsburgh, PA 15222
412-281-0123

PLACES OF WORSHIP
Type “Places of Worship” in the Google search bar on the Point Park website to find an up to
date list of places of worship in the Pittsburgh area.
ACADEMIC CALENDAR 2009 - 2010

FALL 2009

Fall Term Begins (Traditional & Accelerated) ........................................... Saturday, August 29
Labor Day, University Closed ................................................................. Monday, September 7
Thanksgiving Break ................................................................. Monday, November 23 – Saturday, November 28
Last Regular Class Session ................................................................. Friday, December 11
Final Examination Week ................................................................. Saturday, December 12 – Friday, December 18

SPRING 2010

Spring Term Begins (Traditional & Accelerated) ........................................... Saturday, January 9
Spring Break ................................................................. Monday, March 1 – Saturday, March 6
Last Regular Class Session ................................................................. Friday, April 23
Final Examination Week ................................................................. Saturday, April 24 - Friday, April 30
Graduation ................................................................. Saturday, May 1

SUMMER 2010

Summer Term Begins (Summer I, Summer 12-Week, & Accelerated) .... Saturday, May 8
Memorial Day, University Closed ................................................................. Monday, May 31
Summer I Classes End ................................................................. Monday, June 21
Summer II Classes Begin ................................................................. Tuesday, June 22
Independence Day Break ................................................................. Monday, July 5
Summer II & Summer 12-Week Classes End ........................................... Monday, August 2

UNIVERSITY DIRECTORY

All telephone numbers are area code and exchange (412-392) unless otherwise indicated. The main telephone number of the University is 412-391-4100.

EMERGENCIES

Medical .................................................. Health Services Office ............... 3800
Security .................................................. Public Safety Dispatch ............... 3960
.................................................. On Campus phones only ............... 2222

AT ALL OTHER TIMES

Repairs & Maintenance .................................................. Physical Plant ............... 3490
Security .................................................. Public Safety Dispatch ............... 3960
Student Messages .................................................. Student Affairs ............... 3840

DEPARTMENTS AND OFFICES

Admissions, Full-Time
101 Academic Hall ........................................ Ext. 3430 ...................... Fax: 3902
Admissions, Part-Time, Accelerated, and Graduate
1st Floor Thayer Hall ........................................ Ext. 3808 ...................... Fax: 6164
Alumni Relations
1st Floor Patterson ........................................ Ext. 4750
Arts and Sciences, School of (Dean)
714 Lawrence Hall ........................................ Ext. 3976 ...................... Fax: 3874
Athletics
6th Floor Bank Tower ........................................ Ext. 3844
Bookstore
1st Floor Lawrence Hall ........................................ Ext. 3448 ...................... Fax: 412-642-7649
Business, School of (Dean)
11th Floor West Penn ........................................ Ext. 3940 ...................... Fax: 8048
Campus Life Office
1st Floor Pioneer Hall ........................................ Ext. 8026 ...................... Fax: 4799
Career Development
706 Lawrence Hall ........................................ Ext. 3950
Children’s School
401 Thayer Hall ........................................ Ext. 3970 ...................... Fax: 3968
Cinema and Digital Arts
2nd Floor University Center ........................................ Ext. 4313 ...................... Fax: 4307
Communication, School of (Dean)
607 Academic Hall ........................................ Ext. 4730 ...................... Fax: 3917
Computer Labs/Help Desk
406 Academic Hall ........................................ Ext. 3494
Community Conservatory Classes/Summer Dance  
709 Lawrence Hall Ext. 3456 Fax: 3803

Conservatory of Performing Arts (COPA) (Dean)  
625 Lawrence Hall Ext. 345 Fax: 2424

Criminal Justice and Intelligence Studies  
5th Floor Patterson Ext. 3830 Fax: 3925

Education  
710 Academic Hall Ext. Fax:

Financial Aid  
Student Service Center - 1st Floor Thayer Hall Ext. 3930 Fax: 4795

Food Service  
207 Lawrence Hall Ext. 3829 Fax: 3848

Globe (Student Newspaper)  
711 Lawrence Hall Ext. 4740

Help Desk (Computer)  
406 Academic Hall Ext. 3494

Housing and Occupancy Management  
1st Floor Pioneer Hall Ext. 3824 Fax: 4799

Human Resources  
210 Thayer Hall Ext. 3952 Fax: 3953

Humanities and Human Sciences (HHIS)  
502 Lawrence Hall Ext. 3480 Fax: 4781

ID Center  
141 Academic Hall Ext. 8066

Information Technology Services, Center for  
208 Academic Hall Ext. 3420 Fax: 3912

Intramurals – See Recreation Programs

International Student Services and Enrollment  
8th Floor Lawrence Hall Ext. 4775 Fax: 4792

Journalism/Mass Communications (J/MC)  
607 Academic Hall Ext. 4730 Fax: 3917

Judicial Affairs  
7th Floor Lawrence Hall Ext. 8029 Fax: 4796

Library

University Center  
Reference/Circulation Desk Ext. 3171 Fax: 3168

Living and Learning Communities  
1st Floor Pioneer Hall Ext. 8026 Fax: 4799

Mailroom  
1st Floor Lawrence Hall Ext. 3820

Maintenance and Repairs—See Physical Plant

Natural Sciences and Engineering Technology (NSET)  
605A Academic Hall Ext. 3900

Non-Traditional Student Programs  
508M Lawrence Hall Ext. 3954

Payroll  
213 Thayer Hall Ext. 4788 Fax: 4795

Physical Plant  
7th Floor Bank Tower Ext. 3948
*Maintenance staff is available 24 hours a day, 7 days a week*
*Place work orders on the web at http://pointpark.corrigo.com*

Pittsburgh Playhouse of Point Park University  
222 Craft Avenue, Pittsburgh PA 15213 412-621-4445

Point Café  
2nd Floor Lawrence Hall Ext. 3847

President, Office of the  
807 Academic Hall Ext. 3990 Fax: 4715

Program for Academic Success (PAS)  
7th Lawrence Hall Ext. 3870

Provost, Office of the  
802 Academic Hall Ext. 3860 Fax: 4720

Public Safety Dispatch (Security)  
Security Desk Academic Hall Ext. 3960 Fax: 4717
EMERGENCY (From any campus phone only) Ext. 2222

Radio Station (WPPJ)  
2nd Floor Lawrence Hall Ext. 4725

Recreation Center  
Lower Level Lawrence Hall (Rec Center Director) Ext. 3854
(Front Desk) Ext. 3853

Recreation Programs (Intramurals)  
6th Floor Bank Tower Ext. 3926

Registration  
Student Service Center - 1st Floor Thayer Hall Ext. 3861 Fax: 3962

Security (Public Safety Dispatch)  
Security Desk Academic Hall Ext. 3960
EMERGENCY (From any campus phone only) Ext. 2222
WHAT DOES THAT MEAN?

APO  Alpha Phi Omega
AH   Academic Hall
ACD  Assistant Community Director
ACF  Assistant Community Facilitator
BSU  Black Student Union
CAB  Campus Activities Board
CD   Community Director
CF   Community Facilitator
COPA Conservatory of Performing Arts
CSB  College Students in Broadcasting
ELS  English Language Services
DFS  Downtown Film Series
FAN VAN Shuttle to athletic events
GRW  George R. White Theatre – Located in the UC
J/MC Journalism/Mass Communication
JVH  John V. Hopkins Auditorium – Located in TH
Lawrence Hall
LLC  Living and Learning Community
NSET Natural Sciences and Engineering Technology
PAS  Program for Academic Success
PAT  Port Authority Transit (Allegheny County Public Transportation)
PCHE Pittsburgh Council on Higher Education
PT   Patterson Building
RDF  Residential Dining Facility – Located on the 3rd floor of LH
SAEM Sport, Arts, and Entertainment Management
TH   Thayer Hall
UC   University Center
USG  United Student Government
WPPJ Point Park Radio Station, 670 AM, also known as PJ
Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran status, sexual orientation, marital status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University’s educational programs and activities.

*This policy is in accord with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, 2nd floor, Thayer Hall, telephone number 412-392-3952. Inquiries regarding Title IX and the Title IX regulations can also be referred to the Human Resources Officer as the Title IX coordinator.*