

POINT PARK UNIVERSITY

2017-18 Student Planner & Handbook



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Non-Discrimination, Equal Opportunity, and Diversity Initiatives

This policy affirms Point Park University's commitment to non-discrimination, equal opportunity, and the pursuit of diversity. Point Park University does not discriminate on the basis of: sex, race, ethnicity, religion, color, national origin, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, gender, gender identity, height, weight, genetic information, marital status, caregiver 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 local, 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, Age Discrimination Act of 1975, and the Pittsburgh Human Relations Act. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Vice President of Human Resources, telephone number 412- 392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred to the Title IX Coordinator, or deputy Title IX coordinators: the Associate Provost, the Vice President of Human Resources or the Vice President of Student Affairs.

[pointpark.edu/CareersatPointPark/EmploymentListings/
NondiscriminationStatement](http://pointpark.edu/CareersatPointPark/EmploymentListings/NondiscriminationStatement)

The information contained in this Student Handbook
is subject to change at any time.

For the most up to date information, visit

www.pointpark.edu/StudentLife/OfficeofStudentConduct/StudentPlannerHandbook

For questions or comments contact:

Office of Student Affairs

412-392-3840

studentaffairs@pointpark.edu

7th floor Student Center

Point Park University
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 urban 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 with an intense focus on student success through distinctive, innovative, and experiential learning.

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

Table of Contents

University Departments	1
Athletics	1
Career Development Center	2
Center for Student Success.....	2
Financial Aid	3
Honors Program.....	4
Library	5
Registrar	6
Students Accounts	6
Student Center.....	7
Student Conduct	7
Student Employment	8
Student Engagement.....	8
<i>Co-Curricular Transcripts.....</i>	<i>8</i>
<i>Pioneer Experience (New Student Orientation)</i>	<i>9</i>
Student Life	9
<i>Commuter Resources</i>	<i>9</i>
<i>Housing and Occupancy Management.....</i>	<i>9</i>
<i>Residential Programming</i>	<i>9</i>
<i>Student Activities, Involvement, and Leadership (SAIL)</i>	<i>10</i>
Study Abroad.....	10
Services for Students	12
ATM and Change Machines.....	12
Bookstore	12
Copy Machines	12
Dining Services.....	12
<i>Dining Locations.....</i>	<i>13</i>
<i>Meal Plans.....</i>	<i>13</i>
<i>Microwave Ovens.....</i>	<i>14</i>
<i>Vending Machines.....</i>	<i>14</i>
Disability Services	15
<i>Disability Services Appeals Process</i>	<i>15</i>
Fax.....	16
Lockers and Storage	16
Lost and Found	17
Mail Center and Student Mailboxes	17
Printing.....	18
Recycling	19
Repairs and Maintenance.....	19
Student Success Support	20
Study Lounges.....	21
Tutoring Services	21
<i>Peer Tutors (Student Employment Opportunity).....</i>	<i>22</i>

University Policies and Procedures	23
Advertising and Commercial Enterprise	23
Appropriate Dress.....	23
Change of Address, Name, Emergency Contact Information.....	23
Confidentiality of Student Records	23
<i>FERPA</i>	24
<i>Parental Notification and Disclosure</i>	25
<i>Confidentiality of Medical Records</i>	26
Discrimination and Harassment Prevention and Resolution	26
Disruptive Behavior	29
Hazing.....	29
Missing Student Policy	29
Personal Property	31
Pets and Animals	31
Photo Release (Students)	32
Pioneer Cards (Student ID)	32
Political Activities.....	33
Preferred Name Policy	33
Recording Devices.....	33
School Closing and Critical Announcements.....	33
Sign Posting	34
Smoking.....	34
Social Functions (Students)	35
Social Media & Online Behavior Policy	35
Soliciting and Selling	37
Student Complaints.....	37
Student Organizations (Policy)	38
Underage Children on Campus	39
Use of University Facilities	40
Use of University Name.....	40
Weapons	40
Student Conduct Standards and Processes	41
Alcohol and Other Drugs	41
<i>University Alcohol Policy</i>	41
<i>University Drug Policy</i>	42
Code of Student Conduct	42
<i>Statement of Purpose</i>	42
<i>Statement of Community Responsibilities and Expectations</i>	42
<i>Amnesty</i>	43
<i>Student Groups and Organizations</i>	43
<i>Definition of Terms</i>	44
<i>Prohibited Conduct</i>	44
Student Conduct Processes	46
<i>Inherent Authority</i>	46

<i>Procedural Guidelines</i>	48
<i>Student Conduct Meetings</i>	48
<i>Appeals</i>	50
<i>Student Conduct Records</i>	52
<i>Student Conduct Record Expungement</i>	52
<i>Conflicts</i>	52
<i>Student Conduct Sanctions</i>	52
Academic Regulations	57
Academic Integrity	57
<i>Definition of Plagiarism</i>	58
<i>Avoidance of Plagiarism</i>	58
<i>Sanctions for Plagiarism or Other Academic Dishonesty</i>	58
Attendance	59
<i>Notification of Extended and Serious Illness</i>	59
<i>Excused Absences</i>	59
<i>Leave Of Absence</i>	59
Core Curriculum Requirements	60
Grades	61
<i>Incomplete "I" Grade</i>	61
<i>Pass/No Credit Option</i>	62
<i>Grade Changes</i>	62
<i>Grade Point Average (GPA)</i>	62
<i>Grade Appeals</i>	63
<i>Accessing Grades</i>	63
<i>Academic Probation and Dismissal</i>	64
Institutional Review Board	65
Military Deployment Policy	65
Schedule/Course Changes	66
<i>Course Additions and Withdrawals</i>	66
<i>Complete Withdrawal</i>	67
<i>Medical Exception Request</i>	67
Transcripts	70
<i>Official Transcripts</i>	70
<i>Unofficial Transcripts</i>	71
Transfer Credit/Advanced Standing Evaluation Appeal Process	71
Health and Wellness	72
Student Health Center	72
Counseling Services	72
Health Insurance	73
<i>Eligibility to Enroll in the Plan</i>	73
<i>Students Required to Have Health Insurance (Mandatory Students)</i>	73
<i>Coverage Dates & Deadlines</i>	74
<i>Early Termination from Plan</i>	74
<i>Declination/Waiver</i>	74

<i>Athletic and Performing Arts Secondary Accident Insurance</i>	74
Medical and Mental Health Hospitalization	75
Mental Health Emergency Policy and Protocol	75
SafeZone/LGBTQ Support	75
Substance Abuse	76
University Policy Prohibiting Sexual Misconduct, Relationship Violence & Stalking 76	
<i>Emergency Contact Information</i>	77
<i>Confidential Resources and Support</i>	77
<i>Reporting Procedures</i>	78
<i>Amnesty</i>	78
<i>Investigation of Reported Sexual Misconduct, Relationship Violence or Stalking</i> .	78
Safety and Security	79
Security	79
<i>Annual Campus Crime Report</i>	79
<i>Safety Programs</i>	79
<i>General Safety Tips</i>	80
<i>Reporting Crimes and Other Emergencies</i>	80
<i>Residence Hall Security</i>	81
Fire Safety	81
<i>Fire Safety Policies</i>	81
<i>Smoke Detectors and Fire Alarms</i>	82
Emergency Notification System (PointALERT)	82
Emergency Evacuation Procedures	83
<i>General Procedures</i>	83
<i>Physically Challenged Persons</i>	83
<i>Residence Halls</i>	85
Residence Halls	86
General Information	86
<i>Cable TV</i>	86
<i>Dining and Meals</i>	86
<i>Garbage</i>	86
<i>Housekeeping</i>	86
<i>Internet/University Network Access</i>	86
<i>Laundry</i>	87
<i>Mail</i>	87
<i>Recycling</i>	87
<i>Repairs and Maintenance</i>	87
<i>Shopping</i>	87
<i>Telephone Service</i>	87
<i>Transportation and Parking</i>	87
<i>Residence Halls</i>	87
Community Living	88
<i>Rights and Responsibilities</i>	88
<i>Roommate Reminders</i>	89
<i>Resident Educators</i>	90

Housing Policies	90
<i>Insurance (Personal Property).....</i>	90
<i>Room Assignments and Occupancy</i>	90
<i>Room Cancellation/Termination of Contract.....</i>	90
<i>Refund Schedule for Residence Hall Charges</i>	91
<i>Reinstatement Fee</i>	91
<i>Vacation Periods</i>	91
<i>Rate Schedule.....</i>	91
<i>Room Changes</i>	91
<i>Consolidation Policy.....</i>	92
<i>Move-In/Move-Out Procedures</i>	92
Residence Hall Policies	92
<i>Access to Facilities.....</i>	92
<i>Furniture</i>	93
<i>Guests</i>	93
<i>Hall Sports.....</i>	94
<i>Lock Out Policy.....</i>	94
<i>Lofts</i>	94
<i>Lost Keys</i>	94
<i>Pets and Animals.....</i>	94
<i>Pioneer Card (Student ID).....</i>	95
<i>Quiet Hours and Courtesy Hours.....</i>	95
<i>Room Decorations.....</i>	96
<i>Room Occupancy Limits</i>	96
<i>Safety and Security.....</i>	96
<i>Sign Posting.....</i>	97
<i>Sublet Policy.....</i>	97
Computer and Technology Resources.....	98
Blackboard.....	98
Computer Labs.....	98
Computer Purchasing Program	99
Domain Account (Username)	99
<i>Password.....</i>	99
Email	99
Internet/University Network Access.....	100
<i>Residence Hall Connectivity</i>	100
<i>Wireless Access</i>	100
PointWeb	101
Technical Assistance – User Support.....	101
Technical Assistance – Computer Service Center.....	102
Policy for the Responsible Use of Computer and Technology Resources.....	102
<i>Rights</i>	102
<i>Responsibilities.....</i>	103
<i>Prohibited Activities</i>	104
<i>Policy Violations.....</i>	105

Student Organizations 106
Governing Boards 106
Student Media and Organizations 107
Honor Societies 107

Transportation Resources..... 108

Campus Map..... 108
University Shuttle Service 108
 Shopping Shuttles 108
 Shuttle Tracking 108

Train 109

Airport..... 109

Bus Service – Long Distance..... 109

Commuter and Mass Transit 109

Trip Planning..... 109
 Port Authority of Allegheny County (PAT)..... 109
 Bus Service – Outlying Counties 110

Taxi, Limo, Car, and Driver Services 110

Parking 111

Station Square..... 111
 Pittsburgh Parking Authority 111
 Garage Locations Near Point Park..... 111
 Street Parking 112
 Electric Vehicle (EV) Chargers 112
 Bicycle Parking 112

Commuter Resources 113

Academic Calendar 2017-2018 pointpark.edu/Calendar/AcademicCalendar

University Departments

Athletics

Phone 412-392-3844
Location 6th Floor Student Center
Website pointpark.edu/Athletics

General Information

Point Park University currently offers 17 varsity sports that compete on the intercollegiate level. Men's sports include baseball, basketball, cross country, golf, indoor track and field, outdoor track and field, and soccer. Women's sports include basketball, cross country, golf, soccer, softball, indoor track and field, outdoor track and field, and volleyball. Co-ed sports include competitive cheer and dance.

The Point Park Department of Athletics is committed to achieving high standards both athletically and academically. Not only do the Pioneers work hard to represent their school on the field of play, they are also strong academic performers, as evidenced by Point Park's selections to the NAIA Scholar-Athlete teams.

The Pioneers have a national affiliation with the National Association of Intercollegiate Athletics (NAIA) and are a member of the River States Conference, formerly known as the Kentucky Intercollegiate Athletic Conference (KIAC). Through its Champions of Character initiative, the NAIA promotes the five core values of respect, responsibility, integrity, servant leadership, and sportsmanship.

Prospective Student-Athletes

Scholarships are available to Point Park student athletes; eligibility requirements set forth by the NAIA must be met. For example, student athletes must remain full-time students during their competitive career. Students who wish to participate on a varsity sports team should contact the head coach of the sport of interest by phone or email. Contact information for coaches can be found on the website. Tryouts are permitted to assess athletic ability.

Support the Pioneers!

Point Park students are admitted free to every regular season Pioneer sporting event! Point Park student body support is vital to the success of The Pioneers as they represent their school on a very competitive and challenging level of play.

Volleyball home matches and competitive cheer and dance competitions are held in the Student Center gymnasium; all other home venues are off-campus. Transportation to select off-campus home games is available via Fan Vans; information about this free shuttle service can be found online at pointpark.edu/Athletics/FanVan.

Sport	Home Venue	Address
Baseball	Green Tree Park	895 Green Tree Road Pittsburgh, PA 15220
M & W Basketball	CCAC-South Gym	1750 Clairton Road West Mifflin, PA 15122
Competitive Cheer & Dance	Student Center Gym	330 Boulevard of the Allies

Sport	Home Venue	Address
		Pittsburgh, PA 15222
M & W Cross Country	Schenley Park	Schenley Park Pittsburgh, PA 15213
M & W Golf	Quicksilver Golf Club	Quicksilver Golf Club McDonald, PA 15057
M & W Soccer	Highmark Stadium	510 Station Square Drive Pittsburgh, PA 15219
Softball	Fairhaven Park	Fairhaven Road Kennedy Twp., PA 15136
M & W Indoor Track & Field	Consult the schedules online for meet location and directions	
M & W Outdoor Track & Field	Consult the schedules online for meet location and directions	
Volleyball	Student Center Gym	330 Boulevard of the Allies Pittsburgh, PA 15222

Career Development Center

Phone 412-392-3950
 Location 5th Floor West Penn Building
 Email careerdev@pointpark.edu
 Website pointpark.edu/CareerDevelopment
 Job and Internship Postings (Handshake)..... pointpark.edu/StudentLife/CareerDevelopment/HandshakeJobSearch
 Co-Op Program Information..... pointpark.edu/StudentLife/CareerDevelopment/CoOpStudents

The Career Development Center supports the individual career goals of students and alumni through educational and enrichment activities. The Career Development Center is a resource and education center and assists with all aspects of career exploration and the internship and job search process. Services offered include resume and cover letter review, career goals assessment and planning, interview and networking preparation, individual career counseling, career fairs and workshops, and internship, co-op, and job search assistance. For more information, or an appointment, contact the Center or consult the website.

Center for Student Success

Phone 412-392-8153
 Location 5th Floor West Penn Building
 Email css@pointpark.edu
 Website pointpark.edu/Academics/AcademicResources/CenterforStudentSuccess

The University's Center for Student Success is an integral part of a coordinated, campus-wide commitment to support all students, whether first-semester newcomers or graduating seniors, as they pursue a Point Park degree. Students may contact the Center for Student Success as a starting point for any type of academic question, and as a place where they can get the answers, assistance, and encouragement to help them achieve academic excellence.

Academic Support and Guidance

Each Point Park undergraduate student who has declared a major is assigned both a faculty advisor within their field of study, and a success coordinator. Together they assist students in a variety of advising needs including course selections, minors, concentrations, and other academic options. The Pathways to Success program provides students with key points that will be covered by the faculty and coordinators each semester until graduation.

The Center for Student Success staff can help with topics including:

- Transitioning to college life
- Staying on track for graduation
- Learning to use PointWeb, Point Park's online student information hub
- Getting connected to Point Park student services and resources
- Changing a major
- Declaring a double major or minor
- Planning summer courses
- Improving study skills
- Finding a manageable work-life-school balance

Financial Aid

Phone 412-392-3930
Location 1st Floor Thayer Hall – Student Financial Services Center
Email financialaid@pointpark.edu
Website pointpark.edu/Admissions/CostsandFinancialAid

The Financial Aid Office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The office is also open on select evenings and Saturdays; consult the website for the schedule.

The Office of Financial Aid assists students in obtaining financial assistance from all sources including federal, state, and institutional funds. This assistance can be in the form of grants, scholarships, student employment, and/or loan programs. The Office can assist students in completing the Free Application for Federal Student Aid (FAFSA) and advise students and families in all phases of the aid application and delivery system. Staff members also provide information about cost, aid types, college financing, budgeting, and student loan responsibilities that will impact enrollment, graduation, and repayment.

Students must complete the FAFSA (www.fafsa.gov) each year in order to renew their eligibility for financial aid. Students are encouraged to complete the FAFSA as soon as possible after October 1 each year, but no later than March 15, in order to meet priority deadlines and to maximize all available financial assistance from federal, state, and university resources.

Students 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; consult the website for more information.

Students should refer to PointWeb to view the status of their financial aid awards and missing financial documents. For more information consult the website or call the office to make an appointment with a financial aid counselor.

Honors Program

Phone 412-392-3982 / 412-392-8192
Location 405 Lawrence Hall
Email honorsprogram@pointpark.edu
Website pointpark.edu/Academics/AcademicSupport/HonorsProgram

The Honors Program welcomes Point Park University students of all majors and interests who want to move beyond traditional classroom instruction and university experiences. The program encourages enhanced student and faculty collaboration and strives to enrich students' academic, leadership, and community service skills through a variety of methods, including challenging coursework, service projects, leadership activities, a mentor program, and academic programs. Students challenge themselves by enrolling in specific honors sections of courses and by adapting specific classes with additional assignments and activities, permitting them to work collaboratively with professors. Students must take six honors classes and complete three additional one-credit honors projects or activities for certain courses to complete a total of 21 credits, to earn their honors certificate. An honors thesis, capstone or internship is optional but encouraged, particularly for those who plan to attend graduate school.

The Honors Program builds a community of scholars with benefits and extra activities just for its students. For example, honors students reserve their classes ahead of other students each semester. The program includes an Honors Program floor for resident students that focuses on academics and community service and helps incoming honors students build community with their classmates. Students who earn top grades and participate in community service and leadership projects receive book awards. In addition, the program has established an Honors Student Assistant program for eligible sophomores, juniors, and seniors. These students work throughout campus and earn up to \$1,000 per semester. Honors Program students automatically become members of the Honors Student Organization, an active student group on campus that plans community service and leadership programs that contribute to the entire University campus.

Community service and leadership initiatives are an important part of the program. New students begin participating in these initiatives during their Introduction to Honors orientation, then join in with the returning students on projects throughout the academic year. This past year students worked with the Animal Rescue League and Wildlife Center, an animal protection organization; the Pittsburgh Downtown Partnership; Operation Safety Net, a homeless outreach organization; and The Alliance, a group that helps children with developmental disabilities. Students traveled to New York City for an Alternative Spring Break, and combined efforts with an honors program in an advocacy project; raised \$1,200 for the Susan G. Komen Foundation, enjoyed a book club, brought an author to campus for a student workshop, attended lectures by selected authors visiting Pittsburgh, and more. Five students presented original research at the regional honors conference in Pittsburgh, and three traveled to Seattle for a national honors conference. We also planned a program in remembrance of 9-11, an annual event, and traveled to the Flight 93 Memorial in Shanksville, Pennsylvania. Finally, honors sponsored a Korean War history program in conjunction with the Veterans Breakfast Club and provided several documentaries on important topics for the entire campus, cooperating with varying university departments. Honors students become leaders and make a difference on campus and beyond.

Students earning a minimum 3.5 QPA or scoring more than 1200 on the SAT test or 25 on the ACT test are automatically admitted into the Honors Program if they indicate an interest in the program on their application. Other students can complete an application to enter the program, and this

includes returning students. For more information, consult the website or contact Helen Fallon, Honors Program director.

Library

Phone 412-392-3171
Location 1st Floor & Lower Level University Center
Email library@pointpark.edu
Website (click on the Library link at the top of the page) pointpark.edu

The Point Park University Library is open seven days a week with exceptions for interim periods and holidays. Reference staff are on duty during all hours of operation to assist students in person, by phone, text, email, or instant messaging (IM).

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 provides access through its database subscriptions to online journal articles, e-books, and information resources. Most databases and the online catalog can be searched simultaneously with Find It, a 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 can also use EZ-Borrow to request books for 12 weeks from over 50 academic libraries with millions of books. Assistance with writing a research paper and using correct citations is available on the Library's web pages.

A current Pioneer Card is required to borrow material from the Point Park University Library. Students are financially responsible for overdue fines or replacement fees charged to their Library account. Students must clear their accounts in order to register for classes, graduate, or have official transcripts released. Consult the website for policies about circulation and fines/fees charged for overdue, lost, or damaged material.

The Library provides access to PCs and Macs with three black and white printers and one color network printer. The Library is a wireless zone, and students may check out Netbooks for use in the building or use their own devices. The Library also has iPads available for loan. There are also two copiers, ten scanners attached to PC's, and two free-standing scanners where documents can be scanned at no cost to email, smartphone, iPad, Google Docs, or flash drive.

Two group study rooms are available that are equipped with "smart" technology where students can plug in their own devices to work online, utilizing the screen provided. A presentation practice room gives students the opportunity to practice and record their presentations.

For more information about the Library, its policies, hours of operation, and to access the online catalog and databases, consult the website. Students may also contact the Library staff by phone or email, or by texting 66746 and include the keyword Pointlib in the body of the text, and at pointlibim through AOL or Yahoo Instant Messenger or from the IM box on the Library's webpage.

Registrar

Phone 412-392-3861
Location 9th Floor Thayer Hall
Website pointpark.edu/About/AdminDepts/RegistrarsOffice

The Office of the University Registrar is the official source for all student academic records. The office is also responsible for the oversight of all registration of University students. Other functions handled by the Office of the University Registrar include publication of semester course offerings and final examination schedules, enrollment and degree verification, transcript processing, and fulfilling many types of requests for student information.

The Office of the University Registrar is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The office is also open on select evenings and Saturdays; consult the website for the schedule.

For policies related to course additions, withdrawals, transcripts, etc., see also the applicable policy under handbook section, [Academic Regulations](#). For more information, call or visit the office, or consult the website.

Students Accounts

Phone 412-392-3424
Location 1st Floor Thayer Hall – Student Financial Services Center
Website pointpark.edu/StudentAccounts

The Office of Student Accounts is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The office is also open on select evenings and Saturdays; consult the website for the schedule.

The Office of Student Accounts is responsible for billing and collection of all tuition, fees, and room and board charges. Students must agree to the Financial Registration Terms and Conditions upon logging in to PointWeb. All charges are due by the tuition due date each semester. Non-payment by the due date will result in monthly late fees and a hold on the student's account, preventing future registration and release of academic transcripts and diploma.

The Office of Student Accounts is paperless! Students and authorized payers will receive a monthly email in lieu of a paper statement alerting them that their electronic bill (e-bill) statement is available on PointWeb. Parents and third parties who wish to receive email notifications of e-bills will need to be added as authorized payers on the student's account.

The University offers payment plan options for students who do not have resources to fully cover the costs of tuition, fees, and room and board. In addition to monthly payment plans, the University offers deferred payment for students who receive employer reimbursement. Employer reimbursed students can enroll in the University's Employer Reimbursement program and defer payment of tuition and fees up to the amount reimbursed by their employer.

Students should be aware of the dates in which they may drop classes and receive a possible tuition and fee reduction. Specific dates are published in the applicable coursebook and can be found, along with the tuition refund policy.

For further information on office hours, due dates, policies, e-billing, adding authorized payers, and the various payment options available to students, call or visit the office, or consult the website.

Student Center

Phone	412-392-3853
Email	studentcenter@pointpark.edu
Location	330 Boulevard of the Allies
Website	pointpark.edu/StudentLife/StudentCenter
Website	www.fitnessondemand247.com

The Student Center is open year-round, offering opportunities for fitness training, recreation, and individual and group programming. Free weights and Nautilus equipment is available, as well as Fitness on Demand. Billiards, electronic darts, fuss ball, and table tennis are offered as leisure activities, in addition to a full-court gymnasium, and free bike rental. The Student Center also has four computer booths and two 60" televisions located on the second floor.

Students are encouraged to take advantage of the fitness opportunities provided by the Student Center, which is open to all currently registered students free of charge. A valid Pioneer Card is required for entry to the facility. For more information and hours, visit the website; for information about Pioneer Cards, see also [University Policies and Procedures – Pioneer Cards](#)

Student Conduct

Phone – Director of Student Development	412-392-8029
Phone – Coordinator of Student Conduct	412-392-3888
Email	studentconduct@pointpark.edu
Location	711, 712 Student Center
Website	www.pointpark.edu/StudentLife/StudentConduct

The Office of Student Conduct is responsible for the operation and implementation of the campus student conduct process and related programming. Student Conduct's mission is twofold. First is to educate students regarding their actions related to the Code of Student Conduct. The second is to provide programming that assists students in learning about the many aspects of alcohol and other drug consumption, and other life circumstances. If you have questions regarding alcohol and other drug education, or feel uneasy about your own alcohol or other drug consumption, please contact the Coordinator of Student Conduct, the Student Health Center, or the University Counseling Services (see also section [Health and Wellness](#)). For more information about the campus student conduct process, contact the Director of Student Development.

If you or any of your friends are having a drug or alcohol-related emergency, it is very important to get help immediately. There are emergency contacts on campus that will be able to assist you or your friends in this situation. They are most easily contacted by dialing 2222 from any campus phone or 412-392-3960 from a non-campus phone.

Student Employment

Website pointpark.edu/CareersatPointPark/EmploymentListings/StudentEmployment

There are many opportunities for employment for students, both on and off campus, including:

- Federal Work Study (fall & spring terms)
- State Work Study (summer terms only)
- Apprenticeships
- Practicums
- Other on-campus employment with Barnes & Noble, Food Service, Public Safety, and Center for Student Success (tutoring – see also [Services for Students – Tutoring Services](#))
- Off-campus employment

Some student employment has eligibility requirements, or is major-related. For more information, consult the website.

Student Engagement

Phone 412-392-3835

Location 714 Student Center

Email StudentEngagement@PointPark.edu

The Office of Student Engagement is focused on helping students make the most of their experience outside of the classroom.

Co-Curricular Transcripts

Website <https://orgsync.com/24330/chapter>

Website pointpark.edu/StudentLife/OutsidetheClassroom/CocurricularTranscript

Not all learning happens in the classroom. Many of the experiences students have outside the classroom will help to develop and shape them as an adult and young professional. The Co-Curricular Transcript (CCT) is how the University helps track and identify all of the experiences that influence a student's growth.

Throughout their time at Point Park University, students will track specific activities for their CCT. The Office of Student Engagement will verify the activities, and upon graduation the student can request a CCT in addition to the academic transcript. The CCT will be an official University document that can be used to build a resume and demonstrate to potential employers the experiences that make a well-rounded candidate for any position. **NOTE:** The CCT is only available to students who enrolled at the University in fall 2014 or later.

Co-Curricular Transcript Categories

- Cultural Experiences
- Internships/Practicums/Field Experiences
- Community-Based Learning and Service
- Student Involvement and Leadership
- Honors and Awards
- Intellectual and Professional Development Experiences

Pioneer Experience (New Student Orientation)

Email Orientation@pointpark.edu
Website pointpark.edu/PioneerExperience

The Office of Student Engagement oversees the University’s new student orientation program, The Pioneer Experience. This program 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. Pioneer Ambassadors assist students and family members throughout the one and two-day programs by facilitating sessions that provide a chance to meet peers, learn about campus services, and discover the range of opportunities Downtown Pittsburgh offers.

Student Life

Phone 412-392-8026
Location 1st Floor Pioneer Hall
Email studentlife@pointpark.edu
Website pointpark.edu/StudentLife

The Office of Student Life is responsible for creating for all students, including commuters and residents, an enhanced academic experience. The Office of Student Life consists of Housing and Occupancy Management, Residence Life, the Office of Student Activities, Involvement, and Leadership (SAIL), Commuter Resources, and Health and Counseling Services. Through the programs and involvement of the various offices and departments of Student Life, all students will obtain citizenship and conflict-resolution skills, and practice civil interaction, clarity of communication, and self-awareness. For more information call or visit the Office of Student Life, or consult the website.

Commuter Resources

Website pointpark.edu/StudentLife/CommuterResources

The Office of Student Life serves as a resource to the commuter population of Point Park University living off campus, including traditional-age students, non-traditional or adult learners, and graduate students. Essentially, any student not living in a Point Park residence hall is considered a commuter student. We have designated the fourth floor of Lawrence Hall as the Commuter Lounge to provide a space for this population of students to study and relax in between classes. For more information call or visit the Office of Student Life, or consult the website. See also [Transportation Resources](#) and [Commuter Resources](#)

Housing and Occupancy Management

Phone 412-392-3824
Website pointpark.edu/StudentLife/LivingonCampus/Housing

Housing and Occupancy Management is responsible for room selection, room assignments, and room changes, and is the liaison with Physical Plant for residence hall maintenance and repair issues. This office also oversees Move-In, Move-Out, and spring housing selection. For more information call or visit the Office of Student Life, or consult the website.

Residential Programming

Website pointpark.edu/StudentLife/LivingonCampus/Housing/ResidentEducators
Website pointpark.edu/StudentLife/LivingonCampus/Housing/ResidenceLife

Residence Life is responsible for the implementation of all residential education programs. With the leadership of Resident Educators, residential students have the opportunity to engage in their community through various programs and activities.

FREd Programming

Freshman Residential Education Programming focuses on getting residential students acclimated to Point Park and the Pittsburgh community. Residents are given the opportunity to participate in various programs to learn about self-reflection, addressing conflict, communication, community engagement and much more.

SREd Programming

Sophomore Residential Education Programming focuses on deepening the relationship our residential sophomores have with the Point Park community. Residents are given the opportunity to participate in programs that push them out of their comfort zone to explore new ideas and interests as well as establish new campus connections.

J/SREd Programming

Junior/Senior Residential Education Programming is designed to aide our junior and senior residents as they prepare for their next steps. Residents are given the opportunity to participate in programs that focus on networking, critical thinking, and career development.

Student Activities, Involvement, and Leadership (SAIL)

Phone 412-392-4735
Location 102 Student Center
Email sail@pointpark.edu
Website pointpark.edu/StudentLife/SAIL

The Office of Student Activities, Involvement, and Leadership (SAIL) is the campus headquarters for student activities and student 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. SAIL lends valuable support to all recognized student organizations. The 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 (USG), SAIL also serves as a resource for those wishing to get involved in student organizations on campus.

Study Abroad

Email studyabroad@pointpark.edu
Website pointpark.edu/StudyAbroad

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 program and all documents necessary for traveling abroad. Students also assume all responsibilities and risks associated with study abroad opportunities.

Programs Offered

Point Park University offers the following study abroad opportunities:

- Regent's College, London
- American University of Rome
- University of Salford, Manchester
- CSDMA (dance conservatory), Madrid (dance majors only)

This list is subject to change; for the most current list of programs, consult the website.

Other Trips and Study Abroad Opportunities

Occasional trips to Europe are arranged by Point Park University faculty, in which students can participate for University credit. These trips are sometimes identified as three-credit courses, with the travel usually occurring over the summer. In the past, destinations have included Greece, Hungary, England, Scotland, France, Canada, Ireland, Italy, and the Czech Republic.

In addition, other schools and study abroad organizations sponsor programs in which Point Park University students can participate. With these types of programs, students are responsible for researching options and working with the program directly to meet all deadlines and requirements, as well as arranging financing. Students are also responsible for meeting Point Park requirements, which may be found in the Study Abroad portal of PointSync. The Study Abroad Coordinator has a limited amount of information available on these types of programs; students are welcome to visit the office to browse at their leisure.

Participation Requirements

Students wishing to participate in the Point Park Study Abroad Program must meet certain participation requirements. A student must be in good standing academically and financially, have a satisfactory student conduct record, and have no other outstanding obligations at the University in order to participate in the program. A minimum GPA of 2.5 is required; some programs require a higher GPA.

Getting Started

Information meetings are generally held in September and February each year; students planning to study abroad in the spring semester should attend the September meeting; students planning to study abroad during the summer or fall semester should attend the February meeting. The deadline in which to apply for the spring semester is normally on or before October 1; for the summer and fall semesters, it is normally on or before March 1.

In addition to attending an information meeting and viewing the online information, students planning to study abroad should also contact the Office of Financial Aid to discuss how studying abroad will affect their financial aid package.

Programs, requirements, and processes are subject to change. For more in-depth program information and resources, and the most current list of programs and requirements, contact the Study Abroad Coordinator, or consult the website.

Services for Students

ATM and Change Machines

ATM Location	2 nd Floor Academic Hall (Across from the elevators)
ATM Location	1 st Floor Student Center (Near elevators)
Change Machine Location	Inside Point Café (Near vending machines)

Bookstore

Phone	412-392-3448
Location	1 st Floor Lawrence Hall
Website	pointpark.edu/CurrentStudents/Bookstore

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 all required and recommended textbooks. Some titles are available as used textbooks, saving over 25% off the publisher's new book pricing. The Bookstore now also offers several titles as a rentable option, saving over 50% off the new book price. In addition, the Bookstore buys back textbooks that have been adopted for use the next semester. *Note:* In order to search the online textbook listings, the semester, course department and number, and section number of each course are needed and can be found on the student's class schedule. For more information about textbook pricing and book information, placing orders for the next semester, and Bookstore hours of operation, call or visit the Bookstore, or consult the website.

Copy Machines

University Center.....	1 st Floor
Academic Hall.....	4 th Floor
Lawrence Hall.....	4 th Floor Commuter Lounge
Thayer Hall.....	2 nd Floor (Near 221)
West Penn Building.....	8 th Floor Student Lounge

The copy machines listed above are available for student use at a rate of \$.10 per copy.

See also [Services for Students – Printing](#)

Dining Services

Phone – Office	412-392-3829
Phone – Dining Services Director	412-392-4703
Website	pointpark.edu/StudentLife/LivingonCampus/Dining

Dining services are available in various locations throughout the University. Hours of operation vary by location and are subject to change during the summer months and most breaks. Meal plans, Flex Dollars, cash, and Visa/MasterCard may be used to pay for food and food items. If a meal plan or Flex Dollars are purchased, your Point Park University Pioneer Card will be encoded to access your dining services account and must be presented in order to be used as payment. Pioneer Cards are nontransferable. For more information on dining locations, hours of operation, meal plans, Flex Dollars, and more, consult the website.

Dining Locations

Lawrence Hall Dining Room (LHDR)

The Lawrence Hall Dining Room is located on the third floor of Lawrence Hall and offers all-you-care-to-eat dining for breakfast, lunch, and dinner. Traditional home-style foods, ethnically-inspired foods, vegetarian and vegan selections, and more are available. Guests are welcome to dine with you at the rates posted at the entrance. **Removal of food, beverages, or dinnerware from the Lawrence Hall Dining Room is strictly prohibited and may result in disciplinary action.** Students are not permitted to take large glasses or containers into the LHDR. Meal plans, Flex Dollars, Visa/MasterCard, and cash are accepted.

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. In addition, The Point Café proudly serves Starbucks coffee. A meal plan equivalency is offered according to the posted schedule. Flex dollars, Visa/MasterCard, and cash are also accepted.

Premieres – Pittsburgh Playhouse

Premieres is located at the Pittsburgh Playhouse in Oakland and offers a coffee and smoothie bar, as well as grab 'n go sandwiches and salads. Flex Dollars, cash, and Visa/MasterCard are accepted.

Meal Plans

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

Meal plan choices available to all students include:

- Unlimited Meal Flex Plan (incl. \$150 Flex)
- 19-Meal Flex Plan (incl. \$200 Flex)
- 14-Meal Flex Plan (incl. \$200 Flex)
- 10-Meal Flex Plan (Incl. \$275 Flex)

Flex Plan (\$400 Flex Dollars)

Commuter students, as well as residents of Conestoga Hall, Pioneer Hall and Boulevard Apartments, may select the \$400 Flex level as their sole meal plan option. All students are able to add the \$400 Flex option to an existing meal plan if they so choose.

Commuter Meal Plan (30 Block, 50 Block, 75 Block)

Commuters may purchase meals in increments of 30, 50 or 75 for each semester. All-you-can-eat breakfast, lunch and dinner is served in the Lawrence Hall Dining Room. If preferred, any of the meals may also be eaten in the Point Café during breakfast, dinner or late-night hours. This plan also includes Flex Dollars.

Resident students living in Lawrence and Thayer Halls are required to select either the Unlimited, 19, 14, or 10-Meal Flex Plan. Resident students living in Conestoga and Pioneer Suites must select a meal plan; however, they also have the option of selecting the Commuter or Flex Plan instead. Resident students living in the Boulevard Apartments may purchase any of the meal plans, but are not required to do so.

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 absence or is granted a Medical Exception. Meal plan Flex Dollars carry over from the fall semester to the spring semester; however, they are not

transferable, and at the end of the spring semester any unused Flex Dollars are forfeited. Students who wish to change their meal plan must do so during the first two weeks of each semester.

Exemption from Meal Plans

Phone 412-392-8077
Email disabilities@pointpark.edu
Website pointpark.edu/Academics/AcademicResources/DisabilityServices

A resident student requesting exemption from purchasing a meal plan for medical reasons must register for disability services and follow the appropriate policies and procedures necessary to request the appropriate accommodation. For more information, visit the website.

Microwave Ovens

Lawrence Hall 2nd Floor (in the Point Café)
Thayer Hall..... 2nd Floor
Boulevard Apartments 1st Floor

Microwave ovens are available for the general use of the University community. Please report requests for repairs and vandalism to Dining Services.

Vending Machines

There are a variety of vending machines throughout the University. Please report requests for repairs, losses, and vandalism to Dining Services.

Academic Hall 2nd floor (near the elevators)
Boulevard Apartments Lobby
Lawrence Hall 2nd floor (in the Point Café area)
Lawrence Hall 4th Floor
Patterson Building 5th Floor
Pioneer Hall Basement
Playhouse Basement
Student Center Lobby
University Center..... Basement (Library)
West Penn Building 1st Floor
West Penn Building 8th Floor

Disability Services

Phone 412-392-8077
Email disabilities@pointpark.edu
Location 5th Floor West Penn Building
Website pointpark.edu/Academics/AcademicResources/DisabilityServices

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 and the Americans with Disabilities Amendment Act of 2008. Campus accommodations for students are coordinated through the Center for Student Success. Students should contact the Center for Student Success – Disability Services or consult the website for more information on the University’s policy and 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 Student Success Coordinator for Disability Services. The coordinator will determine appropriate and reasonable accommodations after careful review of documentation, consideration of interview findings, and if needed, consultation with the student’s healthcare provider/evaluator, University faculty/staff, and/or external resources.

Students should discuss any concerns related to the provision of reasonable accommodations with the Student Success Coordinator for Disability Services. A student having a complaint or concern related to services or reasonable accommodations provided by the coordinator may initiate the appeals process. A student who is dissatisfied with the outcome of the University appeals process or who wishes to pursue an alternative may file a complaint against the University with the Office of Civil Rights or in court.

Disability Services Appeals Process

A student has the right to appeal an accommodation decision made by the disability services coordinator. The process for that appeal is as follows:

Step One: The Student Success Coordinator for Disability Services will notify the student and appropriate faculty and/or University staff member of the accommodation decision. If the student disagrees with the accommodation decision, he/she may contact the coordinator and seek an informal resolution. It is important to understand that the accommodation decision will be implemented while an appeal is in process.

Step Two: If there is no satisfactory resolution at the informal step, the student must submit a written letter to the representative of the Office of the Provost, explaining the accommodation decision, the reason for the appeal, and the requested remedy. The Office of the Provost’s representative will review the appeal, determine to either support or overturn the original decision, and send a written response within seven (7) calendar days after receiving the appeal. The student has the right to meet with the Office of the Provost’s representative prior to the written response.

Step Three: The student may appeal in writing the Office of the Provost’s representative response within seven (7) calendar days of the postmark of the Office of the Provost’s representative response. The Office of the Provost’s representative will convene a meeting of an appropriately trained appeals committee within fourteen (14) calendar days of receiving the appeal. The appeals committee will consist of representatives from at least two of the following areas: Faculty, Human Resources, Office of the Provost, or Physical Plant Office. The student has the right to present

his/her case before this committee. The student will receive a written notification of the decision of the appeals committee within fourteen (14) calendar days after the committee has met.

There is no appeal within the University beyond the appeals committee. A student who is dissatisfied with the outcome of the University's appeals 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.

Contact Information: Dr. James Thomas, Ed.D.
Representative of the Office of the Provost
822 Academic Hall
412-392-3983
jthomas@pointpark.edu

NOTE: The University reserves the right to seek legal review of the situation at any time during this process.

Fax

Location – Office of Student Life 1st Floor Pioneer Hall
Location – Office of Student Affairs..... 7th Floor Student Center

There is no charge for students to send a fax at either of these locations.

Lockers and Storage

Questions 412-392-8026 or studentlife@pointpark.edu
Locker Registration – Office of Student Life 1st Floor Pioneer Hall
Locker Location 3rd Floor Academic Hall
Website pointpark.edu/StudentLife/CommuterResources/LoungesLockersMeals

Sixty (60) lockers are available for student use. The lockers provide storage space for books, clothing, school supplies, or similar items. Lockers may be utilized at no cost; however, you must provide your own lock. To receive access to the lockers please register in the Office of Student Life. Students who use lockers without permission or not as intended could have their possessions claimed by the University and be charged through the Office of Student Conduct.

Locks and all personal materials must be removed from inside lockers one week after the last day of the spring semester. Beginning on the Monday of the following week, all locks will be cut off and anything found inside will be disposed of. For questions or more information contact the Office of Student Life.

Lost and Found

Phone – Public Safety Dispatch 412-392-3960

Location – Public Safety Dispatch 3rd Floor Frontier Hall

Lost items of value are turned into the Department of Public Safety Dispatch Center. Items of lesser value are turned into the security desks at Academic Hall or University Center.

Mail Center and Student Mailboxes

Phone 412-392-3820

Location 1st Floor Lawrence Hall (Behind the Lobby)

Hours of Operation

Monday-Friday 9:00 a.m. – 4:00 p.m.

Saturday (No Summer Hours) 9:00 a.m. – 1:00 p.m.

Sunday Closed

Holidays (Observed by the University) Closed

Hours of operation are posted at the Mail Center and are subject to change, especially during break periods and holidays.

Services and Supplies

The Mail Center provides a variety of services through the Post Office and supplies for your mailing needs, including envelopes, boxes, stamps, and metered postage; purchases are cash only.

Mailboxes

Thayer & Lawrence Hall Mail Center – Lawrence Hall

Boulevard Apartments Building Entry – To the Right

Pioneer Hall Building Entry – To the Right

Conestoga Hall Building Entry – To the Left

Due to the limited number of mailboxes available, only resident students will be assigned a mailbox. Resident students should report to the Mail Center after moving into their room, at which time they will be given a card with their name, mailbox number, and lock combination or key. All mailboxes are shared by two students with the exception of the Boulevard Apartments, which is one student per mailbox. Residents have twenty-four hour access to their mailboxes.

Entry into Lawrence and Thayer Hall mailboxes is by combination lock, and Pioneer/Conestoga Halls and the Boulevard Apartments mailboxes is by key. Students who lose their key are to report the loss to the Mail Center so that a new key may be ordered; there is a charge for replacement keys which will be billed to the student's University account. . Students are to return their mailbox keys when they move to a different residence hall building, move off campus, graduate, are no longer registered for classes or leave the University for any reason.

For more information about mailboxes, see also [Residence Halls – General Information – Mail](#)

Receiving Mail and Parcels

The University address is on the back of your mailbox card. Regardless of the building in which you live, the mailing address for all residents is:

Student Name

Mailbox Number _____ (Note: Do not write "P. O. Box")

Point Park University

201 Wood Street

Pittsburgh, PA 15222

Any deviation from this address could delay your mail, or even cause items to be returned to the sender by the U.S. Post Office as undeliverable.

Mail or parcels that do not fit into mailboxes must be retrieved at the Mail Center during business hours. In order to retrieve these items, sign the blue Parcel Retrieval Card you received in your mailbox, and present the card and your Pioneer Card at the Mail Center window. If you need to retrieve a parcel in an emergency outside of Mail Center hours, such as prescription medicine, contact Public Safety at 412-392-3960.

Mail and Parcel Forwarding

At the end of each semester, Student Life sends an email to all resident students with a link to the mail forwarding form students can complete to indicate the address to which their mail should be forwarded. Students who do not respond at the end of the academic year will have their mail returned to sender. The Post Office will only forward first class mail and magazine subscriptions. Also, the Post Office does not forward or return mail to international addresses.

Printing

Website pointpark.edu/About/AdminDepts/TechnologyServices/TechnologyResources/StudentPrinting

Website – PaperCut..... <http://print.pointpark.edu>

Most computer labs on campus have printers available for student use. At the start of every semester, all registered students are allocated 30 print credits, which are used when printing to any computer lab printer. Printing cost is as follows:

Black & White Printing	.05 Credits per Page
Color Printing	.20 Credits per Page

Adding Print Credits

Students wishing to add additional print credits to their account may do so by visiting the Technology Help Desk in 220 Thayer Hall or the reference desk at the Library.

Refund Request

In the event of an error with one of the printers and a student is inadvertently charged for the printout, a refund request may be submitted via PaperCut. All requests will be automatically sent to the Technology Help Desk for review, and a determination will be made within seven days.

What is PaperCut?

PaperCut is the print management system used by Point Park University. The print management system tracks all student printing, alerts support staff of any potential issues, and gives users greater control over their print accounts. Users may access their print accounts by visiting the website and logging in with their Point Park Domain Account (username and password).

WebPrint

In a hurry to print out an assignment minutes before class, but all of the lab computers are full with people browsing Facebook? Students now have the ability to print MS Office documents and PDF files to select lab printers from their own personal laptops using WebPrint.

To use WebPrint, just log in to the PaperCut user portal, click WebPrint from the sidebar menu, and then follow the instructions for submitting a job to one of the available printers. Currently, WebPrint is only available for use with the general use printers at the University Center and the 2nd floor of Thayer Hall.

For information on computer labs and types of printers available, domain account, and technical assistance, see also the section [Computer and Technology Resources](#)

Recycling

Website pointpark.edu/About/AdminDepts/PhysicalPlantFacilities/RecyclingPolicy

Point Park University has the environmental impact of a small city. We average:

800	pounds of plastic/aluminum per year
5,000	pounds of co-mingled paper per year
15,000	pounds of corrugated cardboard per year
1,800	pounds of glass per year

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 greener campus, we can better fulfill our educational mission, demonstrate environmental leadership, and set an example for the wider community. Our recycling program allows all members of the University community to participate. Each building floor on campus has recycling containers where recycled materials are picked up by the housekeeping staff. Residence halls have recycling containers on each individual floor and in the elevator lobby. For more information, including a guide to recycling, consult the website.

Repairs and Maintenance

Website pointpark.edu/About/AdminDepts/PhysicalPlantFacilities/WorkOrders

Report maintenance and repair needs by submitting an online work order through the Corrigo Work Order System. For more information, and to submit a work order, visit the website. Please note that the work order system only works with Internet Explorer.

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 Public Safety Dispatch at extension 2222 from any campus phone, or 412-392-3960 using your cell phone, 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*

Student Success Support

At Point Park University, our priority is to help you reach your goals. We are here to support you, the student, in your success and development on the path to degree completion, personal growth, and career readiness. While the number one person who can impact your success is YOU, we have many support services and resources available to help during your time at Point Park University.

The University's Success and Retention Support Team coordinates and provides intervention and ongoing support for all students. We strive to offer direction to those who have questions about their Pathways to Success or course sequencing, as well as intervention for those who are experiencing academic difficulty, personal distress, or are otherwise at risk academically or financially.

The FinishLine Early Alert System is a proactive communication and early intervention tool that allows University faculty and staff to submit information that may impact a student's progress, persistence, and success. Information and concerns submitted via early alerts allow student advisors and success and retention coordinators to reach out, offer support, and intervene with students in a timely fashion.

The objective of this program is to promote student success by:

- Providing students with timely support and referrals to appropriate campus services or resources.
- Actively engaging students in their learning experience and decision-making on their degree pathway.
- Helping students learn useful self-advocacy skills and how to navigate the resources available to them.
- Creating more purposeful communication and documentation between faculty, advisors, and support staff.

Examples of student concerns or issues include unsatisfactory academic progress (scoring poorly on tests or quizzes, poor quality or missing assignments, low mid-term progress reports, or insufficient completion of degree credit requirements) and/or exhibiting behaviors that may lead to academic difficulty (non-attendance, habitually dropping a course, or engaging in disruptive or otherwise troubling behavior).

If you would like assistance but do not know where to turn or have questions regarding the FinishLine Early Alert System, contact retention@pointpark.edu. Information submitted through

alerts and interventions is a part of each student's education record, as defined by FERPA, and is confidentially maintained by the Office of Student Affairs.

Important Notice to Students: Your success is directly tied to your effort, your level of engagement, and your ability to effectively communicate. Please check your Point Park University email multiple times a day, every day. This communication format is the primary form of communication between you and the University. Important timelines and directions from faculty or University offices, campus announcements, event publicity, and outreach regarding academic, personal, or financial concerns will all be communicated primarily via your Point Park University email address. Other communications may include Blackboard messaging, phone calls, or U.S. Mail. For assistance with password issues or setting up your Point Park email on your mobile device(s), visit the Technology Help Desk located at 220 Thayer Hall, or call 412-392-3494. To update your contact information with the University, visit the Office of the University Registrar on the 9th floor of Thayer Hall, or visit the website at pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/ChangeofAddress

Study Lounges

Academic Hall (24 Hours)*	2 nd Floor Atrium
Lawrence Hall (24 Hours)	Lobby
Lawrence Hall (24 Hours)	2 nd Floor Lounge
Lawrence Hall (24 Hours)	200 (Across from Lounge)
Lawrence Hall (24 Hours)*	4 th Floor Commuter Lounge
Student Center	2 nd Floor Lounge
University Center (Library)*	Lower Level
West Penn Building*	Lobby
West Penn Building	8 th Floor Lounge

These areas are available to all students, and some are available 24-hours a day. Please keep in mind that, as some of these areas are able to be reserved, availability is contingent on the events or meetings scheduled for those spaces. For reference, some areas have an events schedule posted outside the space each week on Monday (ex., 200 Lawrence Hall), although the schedules are subject to change throughout the week.

Students are expected to observe a quiet atmosphere suitable for quiet study in areas specifically designated as a study lounge(*). Students are also expected to maintain reasonable noise levels in all other areas and to be considerate of others sharing these spaces.

Students are expected to keep all lounge spaces clean, neat, and free of trash.

Tutoring Services

Phone	412-392-8132
Email	tutoring@pointpark.edu
Location	5 th Floor West Penn Building
Website	pointpark.edu/Academics/AcademicResources/Tutoring

The Center for Student Success provides professional and peer tutors for students who seek tutoring in undergraduate course work. In addition, students may receive assistance with effective study strategies, such as organizing for study, exam preparation, and lecture note taking and annotation. Students may schedule a regular weekly appointment or may schedule appointments as needed.

CSS makes a reasonable effort to meet the tutoring needs of students in a wide variety of undergraduate courses. However, we may not be able to honor every request due to limited student and/or tutor availability or inability to locate a qualified tutor.

If you would like to request a tutor, please contact the Center for Student Success.

Peer Tutors (Student Employment Opportunity)

Peer tutors are a valuable part of Point Park's effort to provide quality services for students. The Center for Student Success actively seeks enthusiastic and qualified candidates to become peer tutors. Tutors are paid through general work funds. Prospective tutors must meet the following qualifications:

- Overall GPA of 3.0
- GPA of 3.0 in the area tutored
- Obtain a recommendation from a faculty member in the area the applicant wishes to tutor

For more information about becoming a tutor, contact the office.

University Policies and Procedures

Advertising and Commercial Enterprise

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, Involvement, and Leadership (SAIL) office. Advertising of commercial products is permitted in the usual published space in student publications. All other forms of advertising must be approved by the Office of Student Affairs.

See also [University Policies and Procedures – Soliciting and Selling](#)

Appropriate Dress

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

Change of Address, Name, Emergency Contact Information

Website <https://pointweb.pointpark.edu/ics>
Website.. pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/ChangeofAddress
Phone 412-392-3861
Fax 412-392-8062
Location 9th Floor Thayer Hall

Use PointWeb to change your address. Simply log in and navigate to the "Personal Info" tab, edit your biographical information and then click "Submit." [View step-by-step instructions.](#)

You can also download the form or stop by the Office of the University Registrar on the ninth floor of Thayer Hall to pick up and complete the form. The form includes change of name, address, and emergency contacts. You are not required to complete each portion; only the section you wish to request changed.

If you are changing your name, the Office of the University Registrar requires a copy of the legal document supporting the change (i.e. driver's license, Social Security card or marriage license) with the form. When faxing the form and identification, please provide a phone number in case it is illegible.

The form may be faxed (see above) or mailed to: Office of the University Registrar, Point Park University, 201 Wood Street, Pittsburgh, PA 15222.

Confidentiality of Student Records

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

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

Point Park University has the right to discuss student records with any other academic institution in which a student or former student has applied or is enrolled.

FERPA

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

- 1. The right to inspect and review their education records within 45 days of the day an appropriate University official receives a written request for access.**

Students shall submit to the University Registrar, Financial Aid Director, Dean of Students, Department Chair, or other appropriate University or school official a written request that identifies the record(s) they wish to inspect.

- 2. The right to request the amendment of education records they believe are inaccurate or misleading.**

Students shall write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University or acting 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); an administrator or faculty member from an institution with which Point Park University has an academic or clinical affiliation who has a legitimate educational interest; 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 discloses education records without consent to officials of another school in which a student is enrolled, or intends to enroll.

Point Park University reserves the right to release directory information without prior written consent of a student unless notified in writing to the contrary. The following items are considered by Point Park University as directory information: student name, addresses (including electronic), telephone number(s), date and place of birth, field(s) or program(s), participation in officially recognized activities, photographs, enrollment status, dates of attendance, height, weight, degrees, awards and honors received, previous schools attended, and post completion placements, including employment and graduate school attendance.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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 substance;
3. If a student is a dependent of his/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 is 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).

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; any disclosure is reserved for the Vice President of Student Affairs, his/her designees, or the President.

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 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 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 the Student Health Center and the University Counseling Services is 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.

Discrimination and Harassment Prevention and Resolution

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 violence of any kind, including but not limited to, discrimination and harassment of any form, including bullying, by any member of the University community. Discrimination and harassment, in any form, including bullying, are prohibited by University policy, are also a violation of federal, state, and local laws, and will not be tolerated. It is also a violation of University policy and the law for anyone to retaliate against an employee, student, or applicant who makes a discrimination or harassment claim.

Any student who, after thorough investigation and an informal hearing, is found to be guilty of discrimination and/or harassment is subject to disciplinary action for violation of University policy appropriate for the severity of the offense, up to and including expulsion or termination.

Definitions of Discrimination and Harassment

Discrimination refers to the treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class, or category to which that person belongs, rather than on individual merit.

When these types of discriminatory actions threaten, intimidate, coerce, or create a hostile and uncomfortable environment for a person, then they are also considered harassment. It is also against policy to harass a person when it means that benefits, privileges, and opportunities are withheld, or are otherwise attached to the harassing behavior. Harassment consists of unwelcome conduct which also includes, but is not limited to, verbal, non-verbal, physical, communication, and/or visual actions.

Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, or puts a person in fear for their safety or security. Harassment is any unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Communication that is unwanted and pervasive is also unacceptable.

Behaviors and/or actions that are considered inappropriate and will not be tolerated include, but are not limited to, creating an intimidating, hostile, or offensive learning, living, or work environment, inflicting psychological or emotional harm on another, and/or unreasonably interfering with a person's educational, work, or living environment which has the purpose of violating a person's sense of worth or creating a hostile environment for that person. The frequency of the harassment will also be considered, especially in cases of harassment by communication. Examples of ways in which any of these may happen include, but are not limited to:

- Verbal
 - Vulgar or offensive language or comments
 - Use of stereotypes
 - Threats
 - Inappropriate email, instant messaging (IM), blogs, tweets, posts
 - Lewd or discriminatory jokes
 - Demeaning or humiliating remarks

- Epithets or slurs
- Teasing
- Offensive personal questions
- Repeated date or sex requests
- Physical Behaviors
 - Assault
 - Vandalism
 - Hazing
 - Inappropriate touching
 - Cold shoulder treatment
- Non-Verbal Actions
 - Offensive materials
 - Gestures
 - Leering
 - Unwanted gifts
 - Graffiti
 - Pictures, cartoons, drawings
- Communication
 - Phone calls
 - Letters
 - Emails
 - Text messages
 - Social media
 - Other forms of technology

Other Actions That Violate This Policy

Retaliation

The University takes incidents of discrimination and harassment very seriously. Therefore, we will also not tolerate any retaliatory action against a person who instigates a complaint of discrimination or harassment. All of the above examples of unacceptable behavior also apply in situations where someone is the victim of retaliatory actions based on a claim they have made.

False/Malicious Claims

False and malicious complaints of discrimination and harassment are also taken seriously and are considered as egregious as violating the policy. Complaints that may be erroneous but are made in good faith will not be considered false or malicious, but if a complaint is found to have been made knowingly under false pretenses, then action up to and including expulsion or termination may be taken.

Related Behaviors

An effective policy on discrimination and harassment requires that everyone share the responsibility of an environment that maintains respect and professional conduct. Those who engage in discriminatory or harassing behaviors will be subject to corrective action, as well as those who fail to cooperate with investigative processes, engage in retaliation as described above, or refuse to implement or otherwise impede corrective efforts.

What You Can Do If You Are Harassed and/or Discriminated Against

Tell the individual that you don't like his or her behavior, and you want it to stop.

You can do this in person, by telephone, email, or letter. It's not easy for victims to confront these individuals, but it's important. Remember—discrimination and harassment of any form is illegal, and you can be protected from reprisals.

Keep a record of events.

Write down what the individual 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 you trust 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 section, *Processing Complaints of Discrimination and/or 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, but it will be your decision. Since there are time limits for filing discrimination and harassment grievances, it is in your best interest to seek advice as soon as possible after you've been discriminated against or harassed.

Processing Complaints of Discrimination and/or Harassment

When conduct that potentially constitutes discrimination and/or harassment is reported, individuals who believe they have been subject to discrimination and/or harassment may obtain redress through established informal and formal procedures.

Every effort will be made to handle complaints of discrimination and harassment of any form with the utmost discretion and confidentiality and will only be communicated to others on a "need to know" basis.

Informal Proceedings

On an informal basis, members of the University community who feel they have been a victim of discrimination and/or 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:

- Vice President of Student Affairs (in all cases involving students)
- Associate Provost (in all cases involving faculty)
- Vice President of Human Resources (in all cases involving staff)

The Office of Human Resources is the central and primary source of information and advisement regarding the University's discrimination and harassment policies and procedures. The Vice President 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 Proceedings

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 Vice President of Student Affairs

(student complaints), the Associate Provost (faculty complaints), or the Vice President 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 Provost within thirty (30) days after all procedural remedies of the respective jurisdictions have been completed and a final report issued.
4. The Provost 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.

Disruptive Behavior

Acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to others; shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others; verbally abusing University officials acting in performance of their duties; or acting in a lewd or indecent manner is prohibited.

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 causes or encourages 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 may result in sanctions up to the dissolution of the organization and expulsion of students involved.

Missing Student Policy

Phone (Public Safety Dispatch)..... 412-392-3960

Website pointpark.edu/About/AdminDepts/PublicSafety/EmergencyProcedures/MissingPerson

Note that the following policy is for students who live in one of Point Park University's Residence Halls, Suites or Apartments. Please refer any concerns about a possibly missing off-campus or commuter student to Public Safety by calling 412-392-3960.

In compliance with the Missing Person Procedures, 20 U.S.C. § 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Office of Student Life and the Point Park Police to investigate any report of a missing student who resides at Point Park University. Point Park University's practice, procedures, and policy are as follows:

Practice:

- A resident student shall be deemed missing when he or she is reportedly absent from the University for more than 24 hours without any known reason.
- All reports of missing students shall be directed to the Point Park Police at 412-392-3960. The Point Park Police will work with Student Life to determine whether the student is missing in accordance with this policy. All police officers are properly trained and clearly understand the requirements and how to handle the reports. Students are advised that their missing person contact information is registered and confidential.
- Upon check-in to the campus residence halls, suites, or apartments, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing.
 - Point Park will notify the missing student's parents or guardian in addition to the person identified as the missing student's contact person for any student who is under 18 years of age and not an emancipated individual. The University will make contact no later than twenty-four hours after the time that the student is determined to be missing.
 - Any notification to parents, guardians, or designated contacts will be made by the Dean of Students.
 - Missing student contact information is registered confidentially. This information is private and only accessible to Point Park employees who are authorized campus officials. This information will not be disclosed to others, with the exception to law enforcement personnel in the furtherance of a missing student investigation.

Notifying Law Enforcement

Point Park will also notify the appropriate local law enforcement agency of the missing student unless the local law enforcement agency was the entity that made the determination that the student was missing. This notification will include any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she has registered a confidential missing student or general emergency contact person. This notification will be made no later than twenty-four hours after the time that the student is determined missing.

Procedure

- Any report of a missing student should immediately be directed to the Point Park Police Department.
- The Point Park Police Department will notify Student Life, and the two departments will work in conjunction to do the following:
 - Attempt to make contact with the student reported missing by calling the student's cell phone number on file, going to the student's room (keying in if no answer), interviewing roommate(s) and floormate(s) concerning the last time the student was seen and find any known plans
 - Check, the student's card access log to determine when they last entered a building, used their meal plan, etc.
 - Check class schedule and look for student in a classroom—if applicable
 - Contact faculty member regarding attendance if appropriate
 - Determine a timeline of when the student was last accounted for
 - Student Life will notify the Administrator on Duty who, in conjunction with the Vice President of Student Affairs/Dean of Students, will initiate whatever action is deemed appropriate under the specific incident's circumstances.
 - If it is determined that twenty-four hours have passed with no known whereabouts, the

Dean of Students or designee will notify the missing student’s designated contact, or if the student is under 18, their custodial parent or guardian, and the Point Park Police Department will notify the Pittsburgh Police — both within 24 hours of making the determination.

- If it has been less than 24 hours and the student’s absence does not appear irregular or suspicious, a note will be left at the student’s room requesting that they contact Point Park Police Department immediately upon their return. If at the 24-hour mark the student still has not returned, then the above stated actions will take place.
- Students under 18 and not emancipated should be aware that parents will be contacted within 24 hours of being determined missing.

Notification to Residential Students Concerning the Missing Student Policy

- At check-in to the residence halls and apartments;
- Discussed during the mandatory hall meetings;
- Included in the annual Campus Security Report; and
- Published on the Student Life webpage.

Personal Property

Phone 1-866-535-0456
Email student@haylor.com
Website haylor.com/college/point-park-university

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 unattended or in an unsecured area. We strongly encourage purchasing personal property insurance to cover your personal belongings against loss or theft of, or damage to, property in the residence halls or elsewhere on campus. Point Park University has arranged for this type of coverage to be available for students to purchase through our broker Haylor, Freyer & Coon, Inc., or students will need to arrange for this coverage through their family’s insurance company.

Pets and Animals

Pets and animals, including but not limited to, animals, birds, reptiles, and insect life, are not permitted on campus. Documented, pre-approved, service animals are permitted.

See also [Residence Hall Policies – Pets and Animals](#)

Photo Release (Students)

All registered students consent to permit Point Park University to do the following:

- Take, record, reproduce, digitally modify for enhancement and refinement, or use photographs, voice, video, or video still, or otherwise obtain, acquire, or use a student's name, image, likeness, voice, biographical information, or other identifying aspects of a student's work;
- Obtain, acquire, record, reproduce, distribute, make derivative works, publicly display, publicly perform, publicly perform by means of a digital audio, video, or audiovisual transmission or otherwise use student testimonials or other statements from students and any biographical information; and
- Take, obtain, acquire, record, reproduce, distribute, make derivative works, publicly display, publicly perform, publicly perform by means of a digital audio, video, or audiovisual transmission or otherwise use a student's name, image, likeness, voice, biographical information, or other identifying aspects of a student's identity and, if indicated, statements and work;

for the following purposes related to marketing or promotion of the University including, without limitation, its classes, activities, and other events:

- Audio, film, videotape, or multimedia production(s) for, or on behalf of, the University including, without limitation, the University's closed-circuit campus channel;
- Internet usage including, without limitation, websites, whether University or non-University;
- Any educational, informational, news, advertising, marketing, promotional materials, and the like without limitation, and for or on behalf of the University, but not as a direct endorsement of any non-University product or service; and,
- Entry in awards, festivals, competitions, and the like without limitation.

Students who do not agree to the above must sign an Image Release Refusal form, which can be obtained in the Office of Student Affairs, located on the seventh floor of the Student Center.

Pioneer Cards (Student ID)

Phone 412-392-8066
Location 133 Thayer Hall
Website pointpark.edu/IDCenter

The Pioneer Card is the official student Identification card of Point Park University. All students are required to carry a Pioneer 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, gain admittance to athletic events, and for participation in various student events. There is no charge for a Pioneer Card. This card is the property of Point Park University. 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.

Using or allowing use of another's Pioneer Card for any purpose, including gaining access to the residence halls, is not permitted and will result in disciplinary action under the provisions of the Code of Student Conduct. Both the person to whom the Pioneer Card 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.

Political Activities

Point Park encourages the interests of its students who wish, as citizens, to work for the advancement of our society; however, the University will remain neutral on political issues.

Preferred Name Policy

Point Park University will be phasing in the Preferred Name Policy starting with the Fall 2016 semester. The goal of the Preferred Name policy is a consistent preferred name experience across University systems and use of one's preferred name wherever legal name is not required. While some systems already reflect a person's preferred name, Point Park University wants to ensure that all appropriate systems reflect preferred names.

Policy/Procedure

It is the policy of Point Park University that any faculty, staff, or student may choose to identify themselves within the University community with a preferred first and/or middle name that differs from their legal name.

As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear in University related systems and documents except where the use of the legal name is required by University business or legal need.

Preferred names are limited to alphabetical characters (A-Z and a-z), a space, or hyphen (-). It is a violation of the Point Park University Preferred Name Policy to indicate a preferred name for the purposes of misrepresentation or fraud. No preferred name will be approved that is inappropriate or could be interpreted as offensive to a reasonable person.

Changing a primary/legal name in University systems to a preferred name can have ripple effects throughout one's day-to-day experiences. Changing a preferred name more than once can lead to confusion regarding identity, challenges in customer service, and/or the interruption of one's ability to access some University systems. Beyond the first name change, additional changes will be handled on an exception basis.

The University's Registrar has final approval of all preferred name requests.

Recording Devices

Point Park University prohibits its students and their guests from using any form of recording device, whether audio or video, when engaged in a behavioral incident with a University administrator. Students are also expected to terminate any recording device, regardless of the circumstance, upon the request of a University official.

School Closing and Critical Announcements

Website – University pointpark.edu
Website – PointALERT pointpark.edu/About/AdminDepts/PublicSafety/PointALERT

In the event of a school closing or delay, the information will be posted to the main page of the University's website, as well as on all major local radio and television stations.

In addition, the University's PointALERT Emergency Notification System sends alerts to students, faculty, and staff who have registered for the service, when needed for campus emergencies and

weather alerts, including school closings and delays. PointALERT is a mass notification system that alerts the campus community by text message, email, Twitter, and Facebook, as well as RSS feed on the Point Park University home page. PointALERT is a completely voluntary and free service. For more information, including how to register for PointALERT, consult the website.

Sign Posting

All internal official signs must be approved by officials of the University. Academic notices, postings, and information must be approved, as appropriate, by the Provost, International Student Services and Enrollment, Department Chair, Office of Admission, Office of Graduate Admission, or the Office of the University Registrar.

Business, employment, informational, and operational notices must be approved, as appropriate, by the President, Finance and Operations, Physical Plant, Human Resources, Career Development, Marketing and Communications, Student Accounts, Financial Aid, Student Life, or Alumni Relations.

All non-academic, extracurricular, and student organization signs and notices must be approved by the Office of Student Activities, Involvement, and Leadership (SAIL). Such signs and notices will then be appropriately stamped with the SAIL stamp of approval and posted on the appropriate bulletin boards. Posters may not contain nudity, profanity, alcohol, tobacco, or other drug references, offensive material, or solicitation. SAIL does not provide any printing services or other posting materials.

Residence hall notices must be approved by SAIL. They will then be given to the Office of Student Life for posting.

Outside solicitation and advertising are not permitted, except where specifically approved relative to the overall educational mission of the University by the Offices of Student 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.

Taping of signs, notices, and other materials to walls or doors is prohibited, except for door postings on offices and rooms of administrators, faculty, and staff. The bridge is off-limits to postings, on both the glass and the pillars, except in exceptional circumstances as approved by Marketing and Communications.

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 to stand or congregate while smoking in front, behind, or alongside any campus building, and all areas of Alumni and Village Parks. 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. The smoking of electronic cigarettes (e-cigarettes) is not permitted in smoke-free areas on campus. Violating this policy will result in a fine of up to \$100.

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 Area

Smoking is permitted only in the designated smoking area located behind the West Penn Building.

Enforcement

The success of this policy depends upon the willingness, understanding, and cooperation of all smokers and non-smokers in all University facilities and vehicles. 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. University police officers are empowered to enforce the provisions of this policy, and violations of this policy are punishable by a fine of up to \$100. Individuals who are fined more than three times in one semester may face more serious disciplinary action. Violations of this policy should be reported to the Department of Public Safety.

Social Functions (Students)

Phone 412-392-4735
Email sail@pointpark.edu
Location 102 Student Center
Website pointpark.edu/StudentLife/SAIL/StudentOrganizations

Only recognized or chartered student organizations in good standing will be permitted to schedule social events. Organizations must complete the appropriate online form(s).

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 Pioneer Card). Social event guests will be required to present identification. Alcohol will not be permitted at on or off campus events for student organizations.

See also [University Policies and Procedures – Student Organizations \(Policy\)](#)

Social Media & Online Behavior Policy

The *Code of Student Conduct* may be applied to academic and non-academic behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials.

Point Park University has a unique student body with a unique point of view. You are encouraged to embrace social 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 (Tumblr)

- 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 Code of Student Conduct 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 or University policy may be subject to disciplinary action.

Social Networking Websites (Twitter, Facebook, LinkedIn)

- 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 or University policy may be subject to disciplinary action.

Content Sharing Web Sites (Instagram, 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 online content without misusing intellectual property.

- Check out Creative Commons (creativecommons.org) if you are interested in using someone else's copyrighted material, or licensing your own material to share with others. 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 photographs that you can use freely or for minimal cost. A great example is freeimages.com
- 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 is to 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.

Online Students

Point Park University treats students enrolled in fully online programs the same as traditional on-campus students. Online students are expected to follow the Code of Student Conduct both in an educational capacity and in non-educational settings. Students that are found to have violated the Code of Student Conduct will be held responsible by University officials.

Disciplinary Action

Any violation of the Code of Student Conduct through online activities will be cause for disciplinary action as described in the Student Planner and Handbook.

Soliciting and Selling

Phone 412-392-4735
Email sail@pointpark.edu
Location 102 Student Center

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 by the Office of Student Activities, Involvement and Leadership (SAIL). Students encountering an unauthorized solicitor are encouraged to notify a Point Park University staff member immediately or call Public Safety Dispatch at 412-392-3960.

All non-academic, extracurricular, and student organization requests to solicit or distribute information on campus must request approval from SAIL by either visiting the SAIL office or emailing sail@pointpark.edu. Students are required to provide copies of any literature intended for distribution. Requests for approval to distribute or solicit must be submitted at least five (5) business days prior to the scheduled program/distribution date.

Literature may not contain nudity, profanity, offensive material, or alcohol, tobacco, or other drug references.

Students will be notified via email once a decision has been made.

SAIL and University administration reserve the right to deny any such request for any reason, at any time.

See also [University Policies and Procedures – Advertising and Commercial Enterprise](#)

Student Complaints

Website pointpark.edu/About/AdminDepts/AcademicAndStudent/StudentComplaint

Point Park University is committed to providing our students with quality academic, co-curricular and support services that combine to provide an outstanding learning environment. In addition, the University is committed to treating all students fairly and respectfully. To that end, the purpose of this policy is to provide our students with an avenue to assist the University in identifying serious or systemic concerns, problems or issues affecting the quality of University life.

Application of The Policy

This policy applies to all students who are currently enrolled at Point Park University at the time of the filing of the complaint. A parent, relative, employer, agent and any other person acting for or on behalf of a student may not file a complaint through this process.

Definition of Complaint

A complaint involves a written concern, problem or issue signed by a Point Park University student. A complaint may be academic or non-academic. A complaint is considered only if the student has first attempted to resolve the concern, problem or issue by approaching the individual University

faculty or staff and then that individual's department chairperson or supervisor. The concern, problem or issue was not resolved at either of these two levels to the satisfaction of the student.

Exclusions

The Student Complaint Process does not apply to grade appeals or Title IX issues.

See also [Academic Regulations – Grade Appeals](#)

See also the website for Title IX information at pointpark.edu/StudentLife/TitleIXSexualMisconduct

Student Complaint Process

Step One: The student attempts to resolve the concern, problem or issue with the individual directly involved. If resolution does not take place then proceed to Step Two.

Step Two: The student attempts to resolve the concern, problem or issue with the individual's department chairperson or supervisor. If resolution does not take place then proceed to Step Three.

Step Three: The student files a written complaint using the Student Complaint Form and submits a Student Affairs complaint (Athletics, Student Life, Resident or Commuter issues, Food Service, Student Center, SAIL, Student Development, Student Conduct, Career Development, Student Engagement, Co-Curricular Transcript, Study Abroad, Pioneer Experience, Health and Counseling Services, Student Organizations, United Student Government) to the Vice President of Student Affairs.

All other complaints should be sent to the Associate Provost.

Step Four: The Vice President or the Associate Provost will refer the complaint to the appropriate University official for review and resolution.

Step Five: The University official will notify the student of the complaint resolution.

Step Six: The University will maintain a record of all student complaints including date of complaint, time to resolve complaint, any pattern of complaints emerging and any policy or procedure changes as a result of the complaint.

Filing a Complaint

Please complete the Student Complaint Form if you have a complaint that you wish to file.

Note: Clicking on the Student Complaint Form link on the website will redirect you to PointWeb. An active student account is required to complete the Student Complaint Form, and you must be able to login to your PointWeb account.

See also [Computer and Technology Resources - PointWeb](#)

Student Organizations (Policy)

Phone 412-392-4735
Email sail@pointpark.edu
Location 102 Student Center
Website pointpark.edu/StudentLife/SAIL/StudentOrganizations

All student organizations must be recognized or chartered through the United Student Government (USG) in order to use any of the services provided by the University. Once recognized, student organizations are responsible for following all University policies, included in, but not limited to, the Student Handbook and the Student Organization Manual. In addition to following all University policies, students must adhere to the following guidelines:

- Student organizations, and their members, must follow the directions of all University faculty and staff.
- All fundraising, both on and off campus, must be approved through the Office of Student Activities, Involvement, and Leadership (SAIL). Student organizations will not be permitted to use the University's name or logo for the purposes of advertising or fundraising without written consent of SAIL and the Marketing and Communications Department.
- Student organizations may not invite outside guests to an event, on or off campus, without written permission of SAIL.
- As per the University Alcohol Policy, no student organization hosting an event, on or off campus is permitted to have alcohol available for consumption.

Failure to follow any of the above policies or policies listed in this handbook or the Student Organization Manual, by any organization member or advisor, may result in probation, suspension, or termination of their involvement with that student organization. Executive members may be held individually accountable for the actions of the entire student organization. Additionally, failure to adhere to any University policy may result in disciplinary action taken by the Office of Student Conduct. For more information contact SAIL or consult the website.

See also [University Policies and Procedures – Social Functions \(Students\)](#)

See also the section [Student Organizations](#) for more information about student organizations on campus.

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 policy include University-wide family events or children enrolled in specific programs such as Playhouse activities, dance programs, summer camps, or other educational programs, etc. Those children must be accompanied by an adult at all times while on campus.

Point Park University is an educational institution. Younger children on campus, in the classrooms, work settings, laboratories, or study areas create distractions, disruptions, and potential liability for the University. They also infringe on others' rights to work and study in a quiet environment. The University cannot and does not assume any liability for children on campus in violation of the stated policy. Faculty, staff, and students have the responsibility to seek daycare, schooling, and/or babysitting services to properly care for their children.

The University recognizes that in emergencies and similar unexpected circumstances, a parent's normal childcare alternatives may become temporarily unavailable. The immediate supervisor or department head (in the case of faculty and staff), or classroom instructor, should be notified of any absence that may result due to such emergencies.

Unattended or unsupervised children on campus will be kept in the office of the Department of Public Safety until the parent or other adult responsible for the child can be located to take custody of the child. Such incidents will be referred to the Dean of Students in the case of student parents, and to the Director of Human Resources, in case of faculty and staff.

Use of University Facilities

Point Park University facilities are expressly for the use of Point Park students, faculty, staff, and their guests, under established University policies. Unauthorized access is subject to arrest. University facilities are not open to the general public except for special programs. No student organization or individual student or group of students is permitted to charge an admission fee for social events without prior approval from the Student Activities, Involvement, and Leadership (SAIL) office. Additionally, students may not engage in behaviors that may damage University facilities or property. Students will be held financially responsible for any damages caused by their actions.

The following policies also apply; violators will be subject to disciplinary action:

- Students and/or their guests are not permitted on any of the building roofs.
- The dropping or throwing of any objects, including water, out of the windows is a serious offense, (Crime Code Section 2705). This will result in disciplinary action including, but not limited to, termination from the residence halls.
- Students and guests may not enter restricted areas including, but not limited to, mechanical rooms, closed floors of buildings, dance studios after hours unless given permission, and areas marked staff-only or restricted.
- Tampering or altering of electrical systems, cables, circuit breakers, switches, wiring, data cables, or elevator wiring is prohibited.
- Accessing fire escapes, fire ladders, or entering/exiting buildings through windows is not permitted in non-emergency situations.
- Painting, graffiti, or marking University facilities, furniture, or property is considered vandalism and is not permitted.

Use of University Name

Phone 412-392-4764
Email marketing@pointpark.edu
Website pointpark.edu/News/MarketingandCommunications

Students may not use the name “Point Park University” in any way that may associate it with their enterprises without written approval. The use of the University’s name in advertising, on apparel, etc., is not permitted unless official University permission and recognition has been given by the Marketing and Communications Department. For more information and for the Graphic Standards Guide, consult the website.

Weapons

Weapons and/or ammunition are not permitted on campus. Weapons are defined as, but not limited to, firearms (BB guns or any other compressed-air or spring-propelled gun), knives (other than kitchen knives), martial arts weapons (throwing stars, nunchaku, swords), and whips. The University will confiscate objects defined as weapons, and a policy violation may result in termination of the student’s residence hall contract and/or suspension or expulsion from the University.

Student Conduct Standards and Processes

Alcohol and Other Drugs

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.
- 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. There may be no more than one (1) case quantity of beer per room/suite/apartment.
- The consumption of alcohol in public areas on campus is prohibited unless otherwise stated by University officials.
- The possession of any apparatus used to facilitate the rapid consumption of alcohol or drinking games is prohibited.
- The possession and use of grain alcohol, outside of scholarly research activities, is prohibited.
- Students will be held responsible for the actions of their guests who fail to comply with the University Alcohol Policy.
- No Point Park student or guests, regardless of age, is permitted to be intoxicated on University property or at an off-campus University-related event.
- Students and guests exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in a conduct complaint for disorderly conduct and/or failure to comply. (NCHERM)*

Residential Alcohol Policies

- No person, regardless of age, may consume or possess alcohol in a room, suite or apartment where all of the residents are under the age of 21.
- 21 year-old residents and their guests of legal drinking age may consume alcoholic beverages within the privacy of their room, suite or apartment, 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 Vice President 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 the Public Safety and/or Student 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.

* The NCHERM Group Model Code Project, 2013.

Student Conduct Action

All alcohol policy violations will be referred to the Office of Student Conduct for student conduct action; and as permitted under FERPA, Point Park University, at its discretion, may contact parents or guardians of students under 21 in alcohol-related incidents.

University 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. Per PA Senate Bill 1006 synthetic marijuana (salvia and bath salts) are now illegal in Pennsylvania as well. The misuse of legal and over the counter drugs is also prohibited—this includes the misuse of one’s own prescription medication and using a medication prescribed to another.

Any student believed to have violated the drug policy will be referred to the Office of Student Conduct; and as permitted under FERPA, Point Park University, at its discretion, may contact parents or guardians of students under 21 in drug-related incidents.

Code of Student Conduct

Statement of Purpose

Any campus student conduct system 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 statement 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 the Code of Student Conduct 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 him/herself in a manner compatible with the University’s function as an educational institution. Students at the University are provided a copy of the Code of Student Conduct annually in the form of a link on the University website, www.pointpark.edu/StudentLife/StudentConduct. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct. The Code and the Procedural Guidelines may be changed at the discretion of the University. (NCHERM)*

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 Code of Student Conduct which clarifies those behavioral standards considered essential to its educational mission.

* [The NCHERM Group Model Code Project, 2013.](#)

Amnesty

For any of the following amnesty provisions to take effect, the Director of Student Development will send the student a letter outlining the conditions of amnesty. Students will be held to the language within the letter. If any agreements made within the letter are broken by the student amnesty may be revoked. Abuse of amnesty requests can result in a decision by the Director of Student Development not to extend amnesty to the same person repeatedly.

For Victims

The University may provide amnesty to victims who could be hesitant to report to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. If amnesty is given, educational options will be explored, but no conduct proceedings or conduct record will result.

For Those Who Offer Assistance

To encourage students to offer help and assistance to others, University can pursue a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Development, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University may be offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Safe Harbor

The University may institute a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of the Director of Student Development outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint may not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated. (NCHERM)*

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.

* The NCHERM Group Model Code Project, 2013.

Definition of Terms

“Student” means any person registered or enrolled in a University program or course of study at Point Park University, either full-time or part-time; any person who may not be enrolled for a particular term but has an ongoing relationship with the University; or any person notified of their acceptance for admission.

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

“Member of the University Community” means any student, alumni, 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 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. Uses intimidation, verbal abuse, threats, harassment, coercion, and/or any other conduct which causes a person to be fearful of physical harm or threatens or endangers the health or safety of a person.
- c. Physically abuses, assaults, or injures another person.
- d. Intentionally slanders or libels another person.
- e. Obstructs or interferes with another person’s civil rights.
- f. Commits an act of sexual misconduct.
- 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. Commits any act prohibited by this Code or University policy because of a person’s race, ethnicity, religion, color, national origin, sex, age, ancestry, disability, veteran status, sexual orientation, height, weight, genetic information, marital status, gender identity, caregiver status, or familial status.
- k. Creates a hostile educational, living, or work environment through harassing or other bullying behaviors.
- l. Uses verbal and/or written communication that is persistent, excessive, offensive, or unwanted which causes a person to feel uncomfortable, annoyed, or harassed.
- m. Deliberately and publicly exposes one’s intimate body parts, publicly urinates or defecates, and/or commits public sex acts. (NCHERM)*

Article 2: Offenses Related to Property

(are committed when a student or student organization):

* The NCHERM Group Model Code Project, 2013.

- 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.
- f. Gambles as prohibited by the laws of the Commonwealth of Pennsylvania. Gambling may include raffles, lotteries, sports pools, and online betting activities. (NCHERM)*

Article 3: Offenses Related to the Operation of the University

(are committed when a student or student organization):

- a. Fails to comply with the directive(s) of a classroom instructor or causes disruption of the classroom atmosphere; including but not limited to the classroom, fieldtrips, group projects, and electronic correspondence.
- b. Abuses or damages University property by using it in a manner inconsistent with its designated purposes.
- c. Forges, alters, possesses, duplicates, or uses documents, records, keys, or identification improperly.
- d. Falsifies records, or submits false information or records to a University official or office.
- 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. Refuses to respond to a legitimate request to report to a University official.
- g. Fails to present University identification upon request by an authorized University official.
- h. Purports to represent the University or another person in the University community improperly and without authorization.
- i. Intentionally obstructs the operation and functions of the University.
- j. Knowingly, and without consent or authorization, misuses or misappropriates services provided by the University.
- k. Violates any other published University policy or regulation.
- l. Exhibits conduct unbecoming a University student.

* The NCHERM Group Model Code Project, 2013.

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

(are committed when a student or student organization):

- a. Violates the University's Weapons Policy by possessing or manufacturing 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, posses, or distributes illegal drugs and other controlled substances or drug paraphernalia in violation of the law and/or the University's Drug Policy. (NCHERM)*
- f. Uses, possesses, or distributes alcoholic beverages or paraphernalia in violation of the law and/or in violation of the University's Alcohol Policy. (NCHERM)*

Article 5: Offenses Related to the University Student Conduct 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 student conduct process or proceeding.
- b. Attempts to influence the impartiality of any member of a student conduct body prior to, or during, the course of a student conduct proceeding.
- c. Fails to respond to the summons of a student conduct body or official.
- d. Knowingly falsifies, distorts, or misrepresents information before a student conduct body.
- e. Disrupts or interferes with the orderly conduct of a student conduct proceeding.
- f. Knowingly institutes a student conduct proceeding without proper cause.
- g. Fails to complete student conduct sanctions by the stated deadline or violates the terms of any student conduct sanctions imposed in accordance with this code.
- h. Influencing or attempting to influence another person to commit an abuse of the Code of Student Conduct system.

Student Conduct Processes

Inherent Authority

The Vice President of Student Affairs is vested with the authority over student conduct by the President. The Vice President of Student Affairs appoints a Director of Student Development to oversee and manage the student conduct process. The Vice President of Student Affairs and Director of Student Development may appoint administrative hearing conference and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. The Vice President of Student Affairs reviews and approves all policies and procedures regarding the Code of Student Conduct on a yearly basis. (NCHERM)*

* The NCHERM Group Model Code Project, 2013.

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 student conduct action against those students whose behavior off-University premises constitutes a violation of this Code. Students are responsible for their behaviors on and off campus and are expected to abide by the Code of Student Conduct, as well as all University policies and procedures at all times. Students are obligated to notify the Office of Student Conduct of any behavior that *occurs off campus that violates local/federal law and/or University policies including being documented on another University's campus.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student. (NCHERM)*

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations. (NCHERM)*

All University community members including guests should report infractions of this Code, as well as any behavior they believe to be suspicious, to the Office of Student Life. The Administrator on Duty (AOD) will take a report of the individual infraction/behavior and send the report to the Director of Student Development. Public Safety will be contacted should police involvement be needed or requested. Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and/or to Public Safety. (NCHERM)*

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing. (NCHERM)*

* The NCHERM Group Model Code Project, 2013.

Procedural Guidelines

1. All incident reports will be received and investigated by the Director of Student Development.
2. Based on that review/investigation, the Director of Student Development will make the decision regarding what policies were allegedly violated, if any, and the process, if any, that the student can follow to resolve the issue.
3. Point Park University can take administrative action based on an incident report by issuing warning letters to any university student. These letters will not be considered a part of one's official student conduct file. However, these letters will be considered as a part of the administrative record to be considered in any future incidents involving the student. Administrative files are not shared with outside agencies when student conduct files are requested unless in conjunction with local, state or federal laws.
4. For more serious incidents, students will be charged and 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 student conduct matter, generally through a student conduct meeting.
5. The Office of Student Conduct reserves the right to substitute a student conduct meeting with a summary judgment. Should a student receive a summary judgment for an incident in which they were involved, the student has the right to accept the summary judgment or request a student conduct meeting.
6. In situations where the accused student is suspected of violating the Code of Student Conduct and deemed to be a clear and present danger to the campus community, an individual, or to him/herself, the Vice President of Student Affairs or designee may impose an interim suspension that occurs immediately, not to exceed 21 business days, while a formalized hearing is organized. Imposition of an interim suspension is not the equivalent of a finding of responsibility. Students will not be able to attend class, reside in the residence halls, or be on any property owned or leased by the University during an interim suspension. During an interim suspension, the student is also banned from all University sponsored events, on or off campus.

Student Conduct Meetings

A student conduct meeting will consist of a formal, non-adversarial meeting between the accused student and a student conduct officer as designated by the Director of Student Development. Student conduct officers are chosen from a pool of annually-trained University representatives selected by the Director of Student Development. (NCHERM)* Charged students may request the Office of Student Conduct call appropriate and relevant witnesses on their behalf. Charged students may also request an informational meeting prior to the student conduct meeting to ask any questions, go over the charges, and review the process. Accused students who fail to appear after written notice (including email) 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 student conduct meeting will waive their right to appeal.

* The NCHERM Group Model Code Project, 2013.

Procedural Guidelines Applicable to Charged Students in Student Conduct meetings

- a. Written notice of the specific charges and date of the scheduled meeting provided at least three days prior to the meeting.
- b. Reasonable access to the case file at least three days prior to, and during, the meeting. 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 Student Conduct. Students should schedule an informational meeting prior to their student conduct meeting with the Office of Student Conduct to review his or her file.
- c. Prior to the student conduct meeting, the charged student may challenge the student conduct officer on the grounds of personal bias. The Vice President of Student Affairs will review the case and decide if a new student conduct officer will be assigned.
- 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 student conduct meeting officer's decision will be based solely on witness accounts and other information presented during the proceeding.
- e. Student conduct meeting will be closed to the public.
- f. The student conduct officer will exercise control over the proceedings to maintain proper decorum and achieve an orderly completion of the meeting. Anyone disrupting the meeting, including the charged student, the support person, or witnesses, may be removed or excluded from the meeting by the student conduct officer, the Director of Student Development, or designee. Such disruption is a violation of this Code, and a person may be charged following his or her disruption and removal.
- g. Only the immediate parties and the charged student's support person, if applicable, to the alleged violation may be present throughout the hearing. Accused students have the right to a support person of his/her choosing, but this person has no role in the student conduct meeting and may not speak or address the student conduct officer for any reason.
- h. The opportunity to respond to the evidence and call appropriate and relevant witnesses. It is expected that all witnesses will provide information that is true and correct. Any student who knowingly provides false information during a student conduct meeting will be charged.
- i. Statements may be accepted, or other accommodations made, at the discretion of the Director of Student Development or designee in lieu of live testimony if a witness is out of state or otherwise determined to be unavailable. These arrangements are to be made prior to the day of the student conduct meeting.
- j. Audio and video recording of student conduct meetings by anyone are prohibited.
- k. The student conduct officer 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. The charged student may question all witnesses.

- m. Reports of the student conduct meeting shall include a finding of fact, mitigating and aggravating circumstances, a determination of whether or not the charged student is in violation of the alleged misconduct, and possible sanctions. If the student conduct officer determines the charged student to be in violation, the Vice President of Student Affairs, Director of Student Development, or designee will review the findings and will impose all sanctions. Sanctions may be appealed based on criteria set by the University; see [Appeals](#)
- n. The accused student will receive, in writing, within a reasonable amount of time, the decision of the student conduct officer and the sanction(s) determined.

Appeals

Appeals must be submitted in writing to the Office of Student Conduct no later than 12:00 pm (5) five business days after receipt of the findings and sanctions letter. Absence from a student conduct meeting may limit one's ability to appeal; any exceptions are made at the discretion of the Director of Student Development. The appeal content must be based upon (a) new, relevant information not previously presented at the student conduct meeting that would significantly alter the finding of fact upon which the sanctions are based, (b) a procedural error occurred that significantly impacted the outcome of the hearing, or (c) the sanctions were not consistent with the nature of the offense. (NCHERM)*

Low Level Appeals

The Director of Student Development will refer all low level request(s) to the University's designated Appeal Review Officer, appointed by the Vice President of Student Affairs. A low level request would be any sanction not including suspension or expulsion.

The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. This person may consult with the Director of Student Development on any procedural or substantive questions that arise. If the Appeals Review Officer finds that the appeal request does not meet the limited grounds, a letter will be sent to the student notifying them of the denial.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeal Review Officer determines whether to refer the appeal to the hearing appeals panel or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts will be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural error, a new panel will be constituted to reconsider the matter, which can in-turn be appealed, once. Where new evidence is presented or the sanction is challenged, the Appeal Review Officer will determine if the matter should be returned to the original decision-maker for reconsideration or if it should be reviewed by the hearing appeals panel with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The hearing appeals panel must limit its review to the challenges presented. Full re-hearings by the hearings panel are not permitted, and the panel will only consider new evidence, or the possibility of a procedural error when making their ruling. Decisions made by the Appeal Review Officer, or the hearing appeals panel, cannot be appealed.

* [The NCHERM Group Model Code Project, 2013.](#)

Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original meeting, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary. Appeals are also not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeal decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

On reconsideration, the hearing appeals panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

All decisions of the hearing appeals panel are to be made within ten (10) days of submission to the panel and are final, as are any decisions made by the original hearing body and Director of Student Development as the result of reconsideration consistent with instructions from the Appeal Review Officer.

The Hearing Appeals Panel

Three-member hearing appeals panels are drawn from a pool of panelists, with the following requirements to serve:

1. They have been properly trained in appeals procedures.
2. They were not involved in the original investigation in any way.
3. They were not involved in the original sanction process in any way.

The Appeal Review Officer will have final authority to approve all those serving on the panel. The parties may challenge any panelist on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse him/herself. The Appeal Review Officer will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Appeal Review Officer will solicit a replacement from the pool of panelists.

The Director of Student Development or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Director of Student Development, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Appeal Review Officer and Director of Student Development, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions. (NCHERM)*

* The NCHERM Group Model Code Project, 2013.

High Level Appeals

The Director of Student Development will refer all high level requests to the Vice President of Student Affairs. A high level request would be sanctions involving suspension or expulsion.

The Vice President of Student Affairs will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. This person may consult with the Director of Student Development on any procedural or substantive questions that arise. If the Vice President of Student Affairs finds the appeal request does not meet the limited grounds, or is not timely, a letter will be sent to the student notifying them of the denial.

All decisions of the Vice President of Student Affairs will be made within ten (10) days of submission and are final, as are any decisions made by the original hearing body and Director of Student Development as a result of reconsideration consistent with instructions from the Vice President of Student Affairs. (NCHERM)*

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Director of Student Development, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Vice President of Student Affairs and Director of Student Development, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions. (NCHERM)*

Student Conduct Records

All conduct records are maintained by the University for seven (7) years after graduation or the date of last attendance. Records that result in separation (suspension or expulsion, including from housing), and those that fall under Title IX, will be maintained indefinitely. (NCHERM)*

Student Conduct Record Expungement

Student Conduct record expungement will only be considered for students who did not receive suspension or expulsion and whose violations were determined to have not threatened or endangered the health or safety of any person. The present demeanor of the student; the conduct of the student subsequent to the violation; and the nature of the violation and the severity of any damage, injury, or harm resulting from it will also be considered. (NCHERM)* At the time of consideration, the student must have earned 90 academic credits and achieved senior standing. For details, contact the Office of Student Conduct at 412-392-8029, or consult the website at www.pointpark.edu/StudentLife/StudentConduct.

Conflicts

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

Student Conduct Sanctions

The following includes, but is not limited to, a list of sanctions that are possible outcomes of the student conduct process when a charged student is found to be in violation of University policy.

* The NCHERM Group Model Project, 2013.

Standard Alcohol Sanctions

Violation	First Offense	Second Offense	Third Offense
Non-Host Alcohol	Censure, Alcohol Education, and a \$75 fine	Reprimand, Parental Notification, Housing Probation, and a \$100 fine	Disciplinary Probation, Parental Notification, Housing Termination, and a \$125 fine
Host Alcohol	Censure, Alcohol Education, and a \$125 fine	Reprimand, Parental Notification, Housing Probation, and a \$150 fine	Disciplinary Probation, Parental Notification, Housing Termination, and a \$175 fine
Severe Alcohol	Reprimand, Parental Notification, Housing Probation, Alcohol Education, and a \$125 fine	Disciplinary Probation, Parental Notification, Housing Termination, and a \$150 fine	University Probation, Parental Notification, and a \$175 fine

Standard Drug Sanctions

Violation	First Offense	Second Offense	Third Offense
Non-Host Drug	Reprimand, Parental Notification, Housing Probation, Drug Education, and a \$200 fine	Disciplinary Probation, Parental Notification, Housing Termination, and a \$250 fine	Suspension, Parental Notification, and a \$300 fine
Host Drug	Reprimand, Parental Notification, Housing Probation, Drug Education, and a \$300 fine	Disciplinary Probation, Parental Notification, Housing Termination, and a \$350 fine	Suspension, Parental Notification, and a \$400 fine
Severe Drug	Disciplinary Probation to Expulsion, Housing Probation to Housing Termination, Parental Notification, Drug Education, and a \$300 fine	Suspension to Expulsion, Housing Termination, Parental Notification, and a \$350 fine	Expulsion, Parental Notification, and a \$400 fine

Sanction Descriptions

Administrative Move – Student may be moved out of a specific community and into another area on campus.

Alcohol and Drug Education – Student may be required to do an online self-assessment, write a reflection paper, meet with a University staff member, the University mental health counselor, or be assessed for addiction. Additional tasks may be assigned.

Alcohol and Drug Fines – All fines go toward Student Conduct education initiatives and programs. Fines may only be paid by cashier's check or money order. If a fine is paid late, the charge will be placed on the student's University account with an additional \$25 charge. The charge will have the specific offense listed next to it (i.e., underage drinking).

Alcohol and Drug Use Letter – Students who are under 21 years of age and are found in violation of the University's Alcohol and/or Drug Policy may have a letter sent to their parent or guardian describing their violation and the sanctions associated with it.

Censure – Written and formal warning that behaviors and/or actions were not appropriate.

Co-Curricular Suspension – A student may be suspended for a set period of time or indefinitely from certain or all co-curricular activities on campus. These activities include, but are not limited to, athletics, student organizations, University sponsored trips, and campus events.

Community and/or University Service Requirements – Student or organization must complete a specific supervised service to the community and/or University.

Confiscation of Prohibited Property – Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Development and/or the Department of Public Safety.

Counselor Assessment – Student must complete an assessment by a certified counselor as determined by the Office of Student Conduct. Assessment results must be sent as a letter addressed to the Office of Student Conduct, Point Park University, 201 Wood Street, Pittsburgh, PA 15222 stating that the student has successfully completed the program. Assessments include but are not limited to alcohol, drugs, and anger management.

Disciplinary Probation – Disciplinary status for an indefinite period of time, not to be less than one year. A serious encumbrance upon a student's standing in the University. Departmental or extracurricular/co-curricular restriction may be imposed while on probation. While on disciplinary probation, should a student violate the Code of Student Conduct or any University policy, further action will be taken and the status will be taken into consideration when the student is sanctioned. A student may be given requirements to complete or recommendations to consider while on disciplinary probation.

Educational Program – Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on or off campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

Expulsion – Student is removed from the campus community on a permanent basis. The student will be withdrawn from classes, their housing contract will be terminated if applicable, and the student will be banned from campus and all University-sponsored events, on or off campus. All tuition and fees will be forfeited.

Fine – Certain policy violations may require a student to pay a monetary fine. Fines may only be paid by cashier's check or money order. If a fine is paid late, the charge will be placed on the student's University account with an additional \$25 charge. The charge will have the specific offense listed next to it (i.e., underage drinking).

Host Alcohol and Drug Offenses – These are for any student who hosts a gathering in their residence hall space that is in violation of the University Alcohol and/or Drug Policy.

Housing Contract Termination – Student's residence hall contract is terminated immediately and the student is given a deadline to move completely out of the residence hall and return their room key and id. The student will be banned from all residential areas on campus. All housing fees will be forfeited.

Loss of Guest Privileges – Student will not be permitted to host guests for a determined amount of time. During this period, a student may not sign-in guests or ask another student to sign-in any guests for them.

Loss of Housing Selection – Student loses the ability to participate in the housing selection lottery. The student will be given the last remaining number after all eligible students have selected.

Loss of Privileges – Student will be denied specified privileges for a designated period of time.

Persona Non Grata (PNG) – A list of banned students is maintained in the Office of Student Conduct, the Department of Public Safety, and at each building's front 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 a certain floor of a building. A student may also be banned from the entire campus, to include off campus University-sponsored events.

No Contact Order – Directive to cease and desist from any intentional contact, direct or indirect, with one or more designated persons or groups through any means, including personal contact, email, telephone, texting, or through third parties. Should the student fail to cease contact, they may be subject to additional student conduct action with the possibility of arrest by the police. To quickly address a situation, an Interim No Contact Order may be imposed by the Vice President of Student Affairs or designee to ensure the safety of the members of the University community.

Non-Host Alcohol or Drug Offenses – These are for any student who is in violation of the University Alcohol and/or Drug Policy that is not hosting a gathering.

Other Sanctions – Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Development or designee. (NCHERM)*

* The NCHERM Group Model Code Project, 2013.

Reprimand – A disciplinary status for a set time period. While on reprimand, should a student violate the Code of Student Conduct or any University policy, further action will be taken and the reprimand status will be taken into consideration when the student is sanctioned.

Restitution – Compensation for damage caused to the University or any person’s property. This could also include situations such as failure to return a reserved space to proper condition. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Restorative Justice – A restorative justice meeting is a potential sanction when a student has accepted responsibility for their actions, and has shown remorse for the harm they have caused. This meeting will take place between the offender, the affected parties, and a trained restorative justice mediator. Students participating in a restorative justice meeting have the ability to reduce or eliminate the monetary fines associated with the case. Presenting a restorative meeting as a sanction option is at the sole discretion of the Director of Student Development, or the designated student conduct officer.

Severe Alcohol Offenses – This is for any student who is in violation of the University Alcohol Policy and medical attention may have occurred during the incident.

Severe Drug Offenses – This is for any student who is in violation of the University Drug Policy for distributing and/or using drugs that pose a serious risk to the student’s health.

Student Group Sanctions – One or more of the sanctions listed above in combination with the possible loss of all privileges, including loss of active status, and status as an officially recognized University student organization, for a specified period of time.

Suspension – 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 the student will be banned from the campus and all University-sponsored events, on or off- campus. All tuition and fees will be forfeited.

University Probation – A final and formal warning that a student risks being suspended or expelled from the University if another policy or the Code of Student Conduct is violated.

The Point Park University Code of Student Conduct is adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

www.nchem.org

Academic Regulations

Office of the Provost

Phone	412-392-3976
Email	ProvostsOffice@pointpark.edu
Website	pointpark.edu/About/AdminDepts/AcademicAndStudent/UndergraduatePolicies
Website	pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/Coursebook
Website	pointpark.edu/About/AdminDepts/AcademicAndStudent/UniversityCatalogs
Website	pointpark.edu/About/AdminDepts/AcademicAndStudent/StudentComplaint

Point Park University awards undergraduate and graduate degrees to students through its Conservatory of Performing Arts, School of Arts and Sciences, School of Business, and School of Communication. Students must meet the minimum requirements for their particular degrees and programs of study as stated in the applicable Undergraduate or Graduate Catalog.

As a Point Park University student, you will need to understand and follow all academic policies and procedures in order to successfully complete your course of study. University officials such as Center for Student Success coordinator, faculty advisor, or department chair can provide assistance, but it is ultimately your responsibility to be aware of policies relating to grading, academic process, withdrawal from courses, declaring or changing majors, and requirements for graduation.

The Student Handbook discusses some general academic policies and procedures. Academic policies and procedures may be changed at the discretion of Point Park University. For more information on academic policies and procedures consult the appropriate coursebook, catalog, or policy on the website.

Academic Integrity

Students found guilty of plagiarism and/or other academic dishonesty may be dismissed from the University. The minimum penalty for plagiarism and other academic dishonesty is an automatic 'F' for the course. The Office of the University Registrar will notify the student involved in the incident by letter and a copy of the Academic Integrity Violation Form.

Any facts which are not common knowledge and not widely disseminated locally must be credited to the source from which they came. All phraseology purported to be original must be the student's. If at any time the student's language is identical with that of the source, the latter must be identified.

Besides plagiarism, other forms of academic dishonesty carrying the same penalties for the same reasons include, but are not limited to:

1. Fabricating data, evidence, facts, including but not limited to, laboratory results and journalistic interviews or observations;
2. Obtaining prohibited assistance from another student, regardless of whether that other student is aware of it, by looking at another student's paper (in or out of class) during a quiz, exam, or during work on an assignment;
3. Turning in the same work in two or more different courses, regardless of whether the two courses are taught by the same professor, in the same degree program, or even at the same institution, without explicit prior approval from both instructors, because students should not obtain credit twice for doing work once;

4. Forging or altering documentation of an illness and/or absence that has been requested or required by an instructor.

In cases of marked disparity between in-class and out-of-class work, the student will receive a grade no higher than the average of that student's in-class work, unless it can be demonstrated that the student received no improper assistance on the out-of-class work.

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.

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...."

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.

Instructors and appropriate stylebooks provide information on correct documentation format in academic disciplines (generally the American Psychological Association stylebook, in social sciences and some other programs; the *MLA Handbook for Writers of Research Papers*, by Joseph Gibaldi, in humanities and some other programs; or the *Chicago Manual of Style* by the University of Chicago Press). Instructors reserve the right to check the originality of students' writing by various means, including submission to electronic search engines.

Sanctions for Plagiarism or Other Academic Dishonesty

Punishment for plagiarism or other academic dishonesty may include failure in an assignment, failure in a course, or expulsion from the University. For more information on plagiarism, check with your instructor and the following web site: Purdue Online Writing Lab at <http://owl.english.purdue.edu>

Works Cited:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Association of America, 2003.

Rottenberg, Annette T. *Elements of Argument: A Text and Reader*. 7th ed. New York: Bedford/St. Martin's, 2003.

Attendance

Classroom attendance at Point Park University is the responsibility of the student. The University encourages students to attend all classes. Attendance requirements in any course are set by the faculty member.

Participation in certain University events and/or work-related travel may, at the discretion of the faculty member, constitute an excused absence.

Notification of Extended and Serious Illness

Students who miss class for serious and extended illnesses may request the assistance of the Student Health Center or University Counseling Services in notifying their faculty members. The responsibility of arranging to make up missed assignments or to submit assignments late belongs to the student.

Excused Absences

Students must report consecutive (i.e., two or more) absences because of illness or injury to the Student Health Office (203 Thayer Hall) or University Counseling Services (714 Student Center). In cases of prolonged absence, these offices will notify the appropriate faculty, who, in this instance, have an obligation to try to accommodate the student attempting to satisfy all course requirements. The responsibility for arranging to make up missed assignments or to submit assignments late belongs with the student.

Participation in certain University events and/or work related travel may, at the discretion of the instructor, constitute an excused absence.

Leave Of Absence

Website pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/RegistrationForms

A Leave of Absence is not equivalent to a complete withdrawal. This is a separate process which must be submitted to the Office of the University Registrar within the published deadlines. Graduate students should begin the complete withdrawal process with their program director.

The Conservatory of Performing Arts requires performance majors to re-audition for artistic acceptance after a one-year absence from school.

Students should be aware that a leave of absence may result in the student not graduating as originally planned.

See also [Academic Regulations – Complete Withdrawal](#)

Undergraduate

A student must complete a Leave of Absence form if the student is a) full-time or part-time and will miss one semester, or b) online and will miss two consecutive eight-week terms. Failure to do so will require the student to go through readmission in the Office of Admission and to follow the program of study in effect during the term of return.

A student must have a cumulative G.P.A. of 2.0 or above to apply for a leave of absence. A student granted a leave of absence may return and maintain the same degree requirements that the student was following during the student's last term of attendance at the University. Any University financial aid will be maintained; there is no guarantee of state or federal financial aid. For more information, contact the Office of Financial Aid.

Graduate

A student must complete a Leave of Absence form if the student will miss one eight-week or fifteen-week term. Failure to do so will require the student to go through readmission in the Office of Graduate Admission and to follow the program of study in effect during the term of return.

A student must have a cumulative G.P.A. of 3.0 or above to apply for a leave of absence. A student granted a leave of absence may return and maintain the same degree requirements that the student was following during the student's last term of attendance at the University. There is no guarantee of federal financial aid. For more information, contact the Office of Financial Aid.

See also [University Departments – Financial Aid](#)

Core Curriculum Requirements

The philosophical foundation that supports the implementation of the Core Curriculum stems directly from the Point Park University Mission Statement: Point Park University educates students in a diverse urban environment and prepares them to apply knowledge to achieve their goals, advance their professions and serve their communities. Accordingly, the Core Curriculum has been designed to provide each student with opportunity to function as a problem solver, an effective researcher, and an excellent communicator. The Core curriculum builds the foundation of a Point Park education through courses that:

- Allow students to integrate knowledge and insights from diverse fields.
- Emphasize the development of critical thinking and written and oral communication skills.
- Emphasize interactive learning: students are encouraged to think independently and to seek creative solutions to intellectual, ethical, and practical challenges.

Core Curriculum Outcomes

Communication:	Employ written and oral communication skills in order to convey clear and organized information to target audiences for specific purposes.
Information Literacy:	Locate, evaluate and use information effectively, ethically, and legally from a variety of formats both traditional and digital.
Problem Solving:	Analyze problems and develop independent solutions.
Global/Cultural Literacy:	Analyze issues within their political, economic, socio-cultural, historical, and environmental contexts.

Creativity/Aesthetics: Recognize, define, analyze and interpret a variety of aesthetic expressions and/or demonstrate originality and inventiveness.

University Core Curriculum

(42 credits)

<i>Required Courses:</i>		
COMM 101	Oral Comm. & Pres.	3 credits
* ENGL 101	College Composition	3 credits
UNIV 101	City-University Life	3 credits
Senior Capstone		3 credits
<i>Choose thematic core courses in the following:</i>		
Explore the World - Choice 1		3 credits
Explore the World - Choice 2		3 credits
Investigate Science		3 credits
Investigate Mathematics		3 credits
Become a Storyteller		3 credits
Understand People - Choice 1		3 credits
Understand People - Choice 2		3 credits
Succeed in Business		3 credits
Appreciate & Apply the Arts		3 credits
Discover Technology		3 credits

*One Writing Intensive course in addition to ENGL 101 is required for graduation.

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 document 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 request the information from the appropriate department chair. The department chair has the responsibility to assist the student in obtaining, in writing, a clear 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.

Pass/No Credit Option

To encourage exploration and experimentation in academic areas in which a student may have limited familiarity, courses may be taken on a Pass/No Credit basis under the following conditions: "P" will be recorded for "A", "B", "C," and "D" grades and "N" will be recorded for an "F" grade. Neither the "P" nor the "N" will affect the GPA. Only general college electives may be taken on the Pass/No Credit option. Baccalaureate degree candidates may choose a maximum of eight Pass/No Credit courses, and associate degree candidates are limited to four such courses. Only one course during any term may be so elected. Courses taken under the Pass/No Credit option must be designated as such before the end of the Schedule Change period for each semester or summer session. In some instances, a course may be announced as one in which "P" and "N" will be the only grades. For example, departments may offer non-traditional courses that include travel, a practicum, field work or other components that may be difficult or impossible to evaluate through testing or other traditional means.

Passing “P” Grade

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

No Credit “N” Grade

The grade “N” (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, and the Registrar. Changes of the recorded grade resulting from a student grievance must follow established grievance procedures.

Grade Point Average (GPA)

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

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

The GPA 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 earned.

The effect of an “F” grade on the GPA 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 GPA. 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.

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 instructor'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.

Appeals must occur within four weeks of the succeeding fall/spring 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 Associate Provost 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. The grade change outcome can result in the original grade being raised or lowered. Students who believe that the departmental process resulting in the dismissal of their appeal was flawed may petition the Associate Provost 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 Associate Provost, 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 Associate Provost 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 Associate Provost 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 Associate Provost's action ends the appeals process.

Accessing Grades

Website pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/GradeInformation

Grade submission deadlines (by faculty) are established in the administrative calendar. Grades, including mid-term grade reports, may be accessed in PointWeb. For more information on grade deadlines and instructions on accessing grades and grade reports, visit the website.

For assistance with PointWeb, see also [Computer and Technology Resources – PointWeb](#)

Academic Probation and Dismissal

Probation status may affect financial aid eligibility. Students on continued probation should consult the Financial Aid Office. Students admitted or placed on academic probation are subject to the following conditions:

Initial Probation

Students are placed on initial probation when they fail to meet the minimum GPA requirement for their academic class level, determined as follows:

Freshman (1-29 credits)	GPA of 1.80
Sophomore (30-59 credits)	GPA of 2.00
Junior (60-89 credits)	GPA of 2.00
Senior (90+ credits)	GPA of 2.00

Continued Probation

Students remain on probation if they fail a second time to attain the minimum GPA requirement for their academic level. Students may remain enrolled on continued probation for a third term only if their GPA has shown a marked improvement.

Dismissal

Students who fail to earn the minimum required GPA for the term during which they are on continued probation are subject to dismissal.

Students who fail to earn a cumulative GPA of 1.00 for the term during which they are on initial probation are subject to dismissal.

Students must maintain a cumulative GPA of 2.00 in required courses in order to continue in a major. Some majors have higher minimums for remaining in the major; consult the requirements for your major for further information.

The disregard of academic rules and regulations may also subject a student to dismissal.

Institutional Review Board

Website pointpark.edu/About/AdminDepts/AcademicAndStudent/IRB

The Institutional Review Board (IRB) reviews all research protocols involving human and non-human participants 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 and research protocols involving human participants must be approved by the Point Park University Institutional Review Board. For more information and forms, consult the website.

Military Deployment Policy

Phone 412-392-3433

Location – Veterans Benefits Coordinator 105 Thayer Hall

Email dbateman@pointpark.edu

Website – Registrar pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/Forms

Website – Veteran Benefits & Resources pointpark.edu/Admissions/VeteransBenefits

Point Park University has established a policy to assist military personnel that may be called to active duty during an academic semester. The purpose of this policy is to provide guidelines with regard to grading, withdrawals, and tuition and fees.

Students called to active duty during an academic semester must notify the Office of the University Registrar in writing of the activation order using the Military Leave of Absence Request Form, which can be found online at the links above.

The student will remain on the program guide for his or her degree upon return, unless the degree program has significantly changed, and the student’s adviser and/or department chair recommends that the student move to an updated program guide.

The student can select from the following three options with regard to the courses in which they are enrolled at the time they are called to active duty:

1. Receive Grade Earned to Date

A student can receive the grade he or she has earned to date in the enrolled class provided that more than 75 percent of the class meetings have expired, and both the faculty and student agree upon this option. The appropriate credits for the course and grade will be assigned in the official grading period at the end of the semester. A student selecting this option will not be refunded any tuition or fees and completes the following forms:

- Military Deployment Agreement
- Military Leave of Absence Request

2. Incomplete Grade

A student may request an Incomplete (I grade) at the end of the semester if both the faculty and student agree upon this option. The student and faculty will need to discuss the completion requirements for the course. A student selecting the incomplete grade option will have one year after return from active duty to contact the University to make arrangements to complete the course requirements and thus remove the I grade.* If the incomplete is not satisfied by this time, the grade will be converted to an “F” or other grade agreed upon by the faculty member and student when the incomplete grade request was made. The student

selecting this option will not be refunded any tuition or fees and completes the following forms:

- Incomplete Grade Request Form
- Military Leave of Absence Request

*Any student who has received an Incomplete (I) grade, and whose course has been discontinued, or if the faculty member is no longer with the University, should contact the department chair to arrange for completion of the course.

3. **Withdraw From Course(s)**

A student can elect to withdraw from one or all courses with a “W” grade at any time during the semester in which military activation occurs by informing the Office of the University Registrar. Students selecting this option complete the following forms:

- Schedule Changes Request Form (for one or multiple course withdrawals, but not all courses) **OR** the Complete Withdrawal Form (for withdrawing from all courses)
- Military Leave of Absence Request

Tuition and fees will be refunded or credited in full, without credits awarded for the term. Students need to be aware that choosing this option may result in the need to return funds to the University.

Residence Hall and Other Fees

Students who live in a residence hall at Point Park University may at any time during the semester of military activation be released from his/her contract for room and board. Students who need to cancel their room and board contract should contact the Office of Student Life by phone at 412-392-8026, or visit the office on the first floor of Pioneer Hall. Housing and room and board charges and other fees will be refunded for the unused portion of the contract on a pro rata basis.

Forms available through the Office of the University Registrar may be obtained online, or by visiting or calling the office.

Schedule/Course Changes

Course Additions and Withdrawals

Phone – University Registrar 412-392-3861

Location 9th Floor Thayer Hall

Website pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/WithdrawalScheduleChange

Academic Calendar pointpark.edu/Calendar/AcademicCalendar

The schedule for course changes, including additions and withdrawals, is published by the Office of the University Registrar and is available online. Courses may be added to or dropped from a student’s academic schedule within the add/drop period either online in PointWeb or by completing a Schedule Changes Request Form, which is also available online or in the Office of the University Registrar.

After the add/drop period, the faculty member has the option to give a grade of “W” or “F,” up to and including the last day to withdraw. Should a “W” or “F” be placed on a student’s record, it remains a permanent part of that record.

International students must contact the University’s International Student Services and Enrollment

Office before initiating a course withdrawal.

Because current and future financial aid may be jeopardized by processing a “W” or “F” grade, students are advised to consult the Office of Financial Aid prior to completing the submitting a withdrawal request.

Complete Withdrawal

Phone – Center for Student Success..... 412-392-8153
Location5th Floor West Penn Building
Website pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/WithdrawalScheduleChange

Students wishing to withdraw from the University before or after the beginning of a term must submit a Complete Withdrawal Form to the Office of the University Registrar in order to drop all classes. Graduate students should begin the complete withdrawal process with their program director. The date the Office of the University Registrar processes the completed form is the effective date of the complete withdrawal.

The completed form must contain the following signatures or the form will not be processed:

- Center for Student Success
- Student Financial Services Center
- ISD (International Student Services & Enrollment Director; applicable only for International Students)
- Office of the University Registrar

All recipients of federal financial aid need to be aware their financial aid package will be adjusted under the Return of Title IV Funds Policy if the student withdraws from all of their classes. Additional information is available online at pointpark.edu/Admissions/CostsandFinancialAid/TotalWithdrawal.

Medical Exception Request

Phone 412-392-3840
Location 706 Student Center
Email studentaffairs@pointpark.edu

Students who experience a medical issue during an academic term of such a severity that they are unable to continue or keep up with their courses may consider requesting a Medical Exception for the academic term. A Medical Exception can impact a student’s academic career in a number of ways, and students are encouraged to consider alternatives before applying for a Medical Exception. Students are strongly encouraged to meet with the Center for Student Success to discuss alternatives to the Medical Exception process, which may include requesting incomplete grades.

Students with a medical condition involving a short-term or long-term disability should also consider meeting with the Student Success Coordinator - Disability Services in the Center for Student Success.

See also [Services for Students – Disability Services](#)

International students should meet with the International Student Services and Enrollment (ISSE) staff to discuss how a Medical Exception will affect their visa status. Call the office at 412-392-4775, email iss@pointpark.edu or visit the office on the 1st floor of the 101 Wood Street Building.

Except for short-term temporary issues, students must be actively attending classes in order to be permitted to live in the University residences. A student applying for a Medical Exception will be required to move out of the residence halls. Room and board charges may be able to be prorated based upon the date the student vacates the residence hall or last uses the meal plan, whichever date is later. For information on terminating a resident contract and moving out, contact the Office of Student Life.

See also [University Departments – Student Life](#)

A Medical Exception will be granted for a full academic term only; requests for a partial term or part of a student's course load will not be granted; thus, in order to request a Medical Exception the student will be required to withdraw from all classes for the applicable academic term. Only one Medical Exception for a total of one academic term will be granted per student.

Medical Exception Request Process

Students must request a Medical Exception Request packet from the Office of Student Affairs. The request may be made in person or by phone or email. The packet will include all forms and instructions needed to submit the documents required to request a Medical Exception. As the policy, forms, and instructions may change from time to time, the student must follow all instructions and submit all forms as directed at the time they receive the Medical Exception Request packet.

Medical Exception Request Form

All students requesting a Medical Exception must complete the Medical Exception Request Form and attach verifiable, legible medical documentation that supports and substantiates the request. The type and amount of documentation to be supplied is at the discretion of the student and may include, but is not limited to, a letter from the student's medical provider, medical records, etc. The student bears the responsibility of submitting all supporting medical documentation for the Medical Exception Request. The Office of Student Affairs will not contact medical providers to obtain supporting medical documentation.

Complete Withdrawal Form

If the student has not already completely withdrawn from all of their courses for the academic term, the student is required to complete the Complete Withdrawal Form, which is included in the Medical Exception Request packet.

Students requesting a complete withdrawal and/or Medical Exception are required to contact the Offices of Financial Aid and Student Accounts to discuss how these will affect their student account and any financial aid they may have or expect to receive in the future.

See also pointpark.edu/Admissions/CostsandFinancialAid/TotalWithdrawal

Leave of Absence Form

If the student is eligible for a leave of absence, it is recommended s/he complete the Leave of Absence Form. If the student is unsure if they are eligible for a leave of absence, it is recommended that the student complete the form. Leaves of absence will be granted according to University policy. The Office of the University Registrar will make the eligibility determination and will notify the student of the decision via U.S. Mail to the address on the form (separately from the Medical Exception Request decision).

See also [Academic Regulations – Leave of Absence](#)

Authorization to Release Information Form

This form is optional. It permits the Office of Student Affairs to release information about the student to a person(s) of their choosing, such as a family member. If the student submits this form, only the information specifically authorized will be released, to the person(s) specified on the form.

Due to the sensitive nature of the information involved with a student's Medical Exception Request, without a completed and signed authorization form that includes specific instructions, the Office of Student Affairs will only discuss the general Medical Exception Request process with any person inquiring about a Medical Exception; specific questions regarding a student's Medical Exception Request will not be able to be answered.

This Authorization to Release Information Form cannot be used in lieu of submitting supporting medical documentation for the Medical Exception Request.

Deadline to Submit Medical Exception Request

All documents related to a Medical Exception Request must be received in the Office of Student Affairs no later than fifteen (15) calendar days after the end of the academic term for which the Medical Exception is requested.

Submitting Medical Exception Request Documents

All documents (Medical Exception Request Form, supporting documentation, Complete Withdrawal Form, Leave of Absence, Authorization to Release Information, etc.) must be submitted to the Office of Student Affairs, regardless of the instructions on the form. The Office of Student Affairs will distribute forms and information as required (see next section on Confidentiality of Medical Records).

Students are to submit all completed forms and supporting documentation to the Office of Student Affairs in person, by fax, U.S. mail, or email:

Office of Student Affairs
Point Park University
201 Wood Street
Pittsburgh, PA 15222

Email: studentaffairs@pointpark.edu
Fax: 412-392-3855

Office Location: 705-706 Student Center

It is strongly recommended that students keep copies of all Medical Exception Request documents and proof of submission. The Office of Student Affairs will confirm the receipt of documents upon request.

Confidentiality of Medical Records

The Office of Student Affairs understands and takes seriously the confidentiality of the student's medical information provided during the Medical Exception process. This information is shared only with a) University staff needed to consult with regarding the merits of the request, such as the University Nurse or Director of Counseling Services, or b) person(s) permitted per the Authorization to Release Information Form if submitted by the student. All Medical Exception Request Forms and supporting documentation will be housed solely within the Office of Student Affairs. University offices such as the Offices of the University Registrar, Student Accounts, and Financial Aid will be notified of the decision to grant or deny a Medical Exception Request, but not the details of the Request.

Please be advised that the Complete Withdrawal Form and Leave of Absence Form are distributed to the appropriate University offices. It is not necessary or recommended to explain the medical circumstances on the leave of absence form.

See also [University Policies and Procedures – Confidentiality of Medical Records](#)

Medical Exception Request Decision

A Medical Exception Request and supporting documentation will be reviewed by the Vice President of Student Affairs as soon possible after the Office of Student Affairs receives all documents related to the request. A decision will be sent to the student via U.S. Mail to the address provided on the Medical Exception Request Form.

Readmission to the University

Readmitted students are responsible for meeting all academic requirements in effect at the time they are readmitted, not at the time they were originally admitted to the University. Students granted a Medical Exception may also be required to fulfill additional requirements as a condition of granting the Medical Exception, such as obtaining clearance from their medical provider.

Transcripts

Phone 412-392-3861
Fax 412-392-8062
Location 9th Floor Thayer Hall
Website pointpark.edu/About/AdminDepts/RegistrarsOffice/StudentResources/Transcripts

Point Park University students who have completed three or more credits, and graduates, may request copies of official or unofficial transcripts. Transcripts will not be released to any person or agency without proper signed authorization from the student or graduate. A transcript request will not be honored if there is a financial obligation on the student's account, and the individual will be notified by email in that situation.

Official Transcripts

All official transcript requests are electronically processed and expedited through the National Student Clearinghouse. With this process, we are able to send transcripts electronically, and you may track your order by email, text message, or logging in to the National Student Clearinghouse. Official transcripts can be ordered online using any major credit/debit card and can be delivered two ways:

- A printed official transcript can be mailed from or picked up at the Office of the University Registrar for \$7.50.

- An electronic PDF version of an official transcript can be sent through the National Student Clearinghouse for \$9.25.

Unofficial Transcripts

Only unofficial transcripts will be processed by the Office of the University Registrar. To request an unofficial transcript, print the Unofficial Transcript Request Form available in the Office of the University Registrar or on the website. Mail the completed form to the Office of the University Registrar, Point Park University, 201 Wood Street, Pittsburgh, PA 15222 or fax to 412-392-8062.

- The Unofficial Transcript Request Form must include the student signature.
- Transcripts will not be released to parents, spouses, other relatives, or friends without written permission of the student
- Unofficial Transcripts typically take between three and five working days to process.

Unofficial transcripts are also available for pick up in the Office of the University Registrar during regular business hours. You will need to bring a photo ID and the completed Unofficial Transcript Request Form. Persons wishing to pick up an unofficial transcript must give the Office of the University Registrar 24-hours' notice.

Transfer Credit/Advanced Standing Evaluation Appeal Process ***(Transfer Student Appeal Process)***

After transfer or new students have their credits assessed via an articulation agreement or an individual review of transcripts, students need to carefully review their Advanced Standing Evaluations for any omissions or errors. If any are discovered, students have the right to appeal on those grounds, as well as the appropriate placement of courses on their program guides toward degree completion. Those appeals can occur through a faculty process upon admission to Point Park or during their enrollment, following the steps outlined below.

1. Upon admission to the University and receipt of the Advanced Standing Evaluation, the student can contact the Director of Articulation with a description of the specific item(s) being appealed and an explanation for the appeal. The Director will consult with the appropriate department chair or faculty designee. The Director has ten (10) calendar days to make a decision and respond to the student. This response will include contact information for further appeal to the department chair and appropriate faculty if it is denied. The student can then follow the procedure outlined in step three.
2. During their time of enrollment at Point Park, students can request a review of an Advanced Standing Evaluation for omissions and errors after meeting with their faculty adviser. The faculty adviser will review course materials and descriptions provided by the student, compare those materials to Point Park courses and then make a recommendation to the department chair.
3. If the situation is not resolved to the satisfaction of the student, he/she may appeal in writing within fifteen (15) calendar days to the department chair. This document must explain why the decision at the informal level should be changed. The department chair can either review the materials or appoint a faculty committee to discuss and review the appeal. Either the department chair or the committee person has ten (10) calendar days to make a decision and respond to the student.

Health and Wellness

Student Health Center

Phone	412-392-3800
Location	203 Thayer Hall
Hours	Monday-Friday, 8:30 a.m. – 3:30 p.m.
Website	pointpark.edu/StudentLife/HealthandStudentServices

A primary concern of Point Park University is the physical and mental health and well-being of its students. To ensure students' health needs are met, the University provides medical and counseling services to currently enrolled Point Park University students.

At Point Park, the Student Health Center provides care to all students, at no charge, that includes first aid intervention, illness and injury assessment, starter doses of over-the-counter medication, health screenings (i.e., blood pressure checks, height and weight measurements), and community health referrals. In addition, the Student Health Center provides health education resource materials and is responsible for maintaining student health and immunization records.

When arranged through the Student Health Center, students are eligible for office visits at no charge with the University-contracted physician. Costs for additional services, such as x-rays, laboratory testing, etc., are the responsibility of the student.

All students must have a completed Student Health Record, including complete immunization documentation, on file in the Student Health Center. Failure to submit proper immunization documentation may result in the student's inability to register for classes and live in on-campus housing.

The staff of the Student Health Center is bound by the medical ethics of confidentiality. Information provided will not be released to a third party, including parents, without the student's written authorization, unless legally required or permitted.

For more information, call or visit the Student Health Center, or consult the website.

Counseling Services

Phone – During Office Hours	412-392-3959
Phone – After-Hours Emergencies (Director of Counseling Services)	412-918-6915
Phone – Emergencies (Public Safety)	412-392-3960
Location	508J Floor Lawrence Hall
Hours	Fall and Spring: Monday-Thursday, 8:00 a.m. – 4:00 p.m. Friday, 8:00 a.m. – 12:00 Noon Evening hours by appointment Summer hours vary and are by appointment only
Email	counseling@pointpark.edu or tbucci@pointpark.edu
Website	pointpark.edu/StudentLife/HealthandStudentServices/MentalHealthCounseling

Short-term confidential counseling services are available to students free of charge at University Counseling Services. The counselor will assist students with a number of personal and school-related problems such as stress, difficulty making adjustments, depression, anxiety, eating disorders, personal relationship concerns, relationship violence, drug and alcohol problems, and

resolving conflicts with others. If additional counseling is needed, referral to outside resources will be made; the counselor will take into consideration a student’s health insurance coverage. Cost of external treatment is the responsibility of the student. For more information, contact the office or consult the website.

See also [Health and Wellness – Mental Health Emergency Policy and Protocol](#)

Health Insurance

Assistance with Insurance Enrollment or Waiver Haylor, Freyer & Coon, Inc.
Phone 1-866-535-0456
Email student@haylor.com
Website pointpark.edu/Health (follow the Student Health Insurance link)

Point Park University understands the importance of maintaining good health while you attend college, and we make it a priority that our campus be a place that is as beneficial to student bodies as it is to student minds.

For care involving the treatment of minor illnesses and injuries, the University maintains the Student Health and Counseling Services Center located on campus. However, we realize that more serious medical situations may require care beyond the capabilities of a campus health facility — costly care such as emergency department visits, surgery, hospital stays, and therapy visits. Without insurance, a serious illness or injury can result in bills totaling thousands of dollars that could place serious financial roadblocks in the way of a college education.

To safeguard against this type of situation, the University partners with Highmark Blue Cross Blue Shield. This partnership offers student health insurance that is not only affordable and easy to use, but includes benefits that far surpass those typically found in student health plans. For specific plan information such as benefits, costs, and how to enroll, visit the website.

Eligibility to Enroll in the Plan

All full-time, registered, undergraduate and graduate students are eligible to participate in the University’s student health plan.

Dependents (spouse, children) of students are eligible to enroll in the plan, but the student must also enroll in the plan.

Students NOT required to have insurance may choose to voluntarily enroll in the student health plan. Voluntary enrollment is done online through Haylor, Freyer & Coon, Inc.. Payment in full is required at the time of enrollment. Students who voluntarily enroll must do so every academic year they wish to continue coverage; coverage does not automatically continue from year to year.

Students Required to Have Health Insurance (Mandatory Students)

Per University policy, the following students are required to have health insurance coverage that meets University requirements:

- Dance and Theatre majors (all concentrations)
- International students
- Student athletes

These mandatory students are automatically charged for the student health plan on their student account (one-half of the premium to each of the fall and spring semesters). They will be

automatically enrolled in the student health plan, unless they already have insurance coverage that meets University requirements AND their request to waive the student health plan for the 2017-18 academic year is successfully submitted and approved by the waiver deadline. Once the student's request to waive the student health plan is accepted, students will receive a credit on their student account for the amount of the premium.

Coverage Dates & Deadlines

Term	Intended For	Coverage Dates	Enrollment Deadline	Waiver Deadline
Annual (Full-Year)	Students registered with the University in the Fall 2017 semester	Aug. 1, 2017 to Jul. 31, 2018	Sep. 30, 2017	Sep. 15, 2017
Spring-Only	New students entering the University in the Spring 2018 semester	Feb. 1, 2018 to Jul. 31, 2018	Jan. 31, 2018	Jan. 15, 2018

Early Termination from Plan

The Point Park University student health plan is a term insurance policy. Once enrolled in the plan, students are required to remain enrolled in the plan until the end of the plan year (July 31, 2018), unless there is a qualifying life event. Students requesting termination because of a qualifying life event must do so in writing within 30 days of the qualifying life event. Proof of the qualifying life event will be required. Please direct early termination requests to student@haylor.com.

Declination/Waiver

In order to waive (decline) the student health plan, students must successfully complete the waiver process every academic year they are required to have health insurance; information may be found online at pointpark.edu/health (follow the Student Health Insurance link).

Mandatory students required to have insurance who do not successfully waive (decline) the student health plan by the deadline will be enrolled in the student health plan. Students who miss the waiver deadline will not be able to waive the student health plan until the next academic year.

Students who are not required to have health insurance coverage: Do not waive (decline) the student health plan.

Athletic and Performing Arts Secondary Accident Insurance

To provide optimal care to student athletes and performing artists, the University has purchased an athletic and performing arts accident insurance policy. This policy provides secondary insurance coverage for accidents incurred while participating in official University-sponsored athletic or performing arts events. Insurance coverage will not be provided for pre-existing conditions or non-athletic/performing arts-related injuries. Coverage will also only be provided for students who have either enrolled in the student health plan or successfully waived (declined) the plan. Information on the secondary accident insurance coverage is available in the Athletic Training Office located on the first floor of the Student Center.

Medical and Mental Health Hospitalization

Students, on occasion, are hospitalized for medical and mental health reasons. When this occurs, students must provide information to the Student Health and University Counseling Services staff such as the hospital discharge summary or physician recommendations. This enables the Student Health and University Counseling Services staff to provide students with physical, medical, and/or counseling support and follow-up services as needed.

Mental Health Emergency Policy and Protocol

Phone – During Office Hours (Director of Counseling Services)	412-392-3959
Phone – After-Hours Emergencies (Director of Counseling Services)	412-918-6915
Phone – Department of Public Safety (from any phone).....	412-392-3960
Phone – Department of Public Safety (from any campus phone)	2222

Point Park University is committed to the following with respect to our campus community. When the University becomes aware of comments or behavior that may constitute a mental health crisis (either on or off campus), the University will respond by:

- Intervening immediately and appropriately when staff becomes aware of behavior that suggests or confirms emotional or mental health distress. This behavior could be the result or indication of severe depression, psychosis, eating disorders, failure to appropriately use prescription medication, attempted suicide or suicide ideation, or suicidal behavior.
- Intervention will always be initiated as a result of direct or reported behavior of the community member.
- We will, in all cases, respond to protect the individual whose behavior has given rise to this concern, but we will also act to protect the University community as well, especially when the behavior has occurred in our residence halls, or, as is sometimes the case, in the classroom.

The University will utilize the Director of Counseling Services and/or other mental health professionals in making a decision for the appropriate action steps. Students that present a potential risk to themselves or others may be removed from campus for a period of time pending clearance from a mental health professional and the Director of Counseling Services. To report a possible mental health issue, contact the Department of Public Safety or your Resident Educator immediately.

SafeZone/LGBTQ Support

Website pointpark.edu/StudentLife/HealthandStudentServices/SafeZoneLGBTQSupport

Mission

SafeZone provides training to faculty and staff to help them become better allies to the Point Park LGBTQ community. SafeZone volunteers provide spaces where LGBTQ individuals are assured a comfortable place to learn about resources and ask questions about the LGBTQ community, gender, and sexuality. SafeZone volunteers are not counselors, but they are available to provide support and connections to additional help, both on and off campus.

Goals

1. SafeZone will provide training to faculty and staff to increase awareness and knowledge of LGBTQ issues, gender, and sexuality.
2. SafeZone will prepare faculty and staff to interact with members of the LGBTQ campus community in a positive, supportive manner and to provide referrals and resources as necessary.

- SafeZone volunteers will create a visible atmosphere of support for LGBTQ individuals on campus by displaying the SafeZone logo in their work space or on a lapel pin and representing the program at student events.
- SafeZone volunteers will work with the Point Park's Gender and Sexuality Spectrum Alliance to increase LGBTQ educational and social events on campus.



To find a SafeZone, stop in anywhere you see the rainbow SafeZone logo around campus. For a current list of SafeZone volunteers, visit the website.

The SafeZone web page also has additional information for LGBTQ students, faculty, staff, and their allies including emergency, on-campus, local, and regional resources, as well as general tips for allies.

Substance Abuse

Assistance in Recognizing and Dealing with the Abuse of Alcohol and Other Drugs

Phone – During Office Hours (Director of Counseling Services)	412-392-3959
Phone – After-Hours Emergencies (Director of Counseling Services)	412-918-6915
Phone – Emergencies (Public Safety)	412-392-3960
Location	508J Lawrence Hall
Hours	Fall and Spring: Monday-Thursday, 8:00 a.m. – 4:00 p.m.
.....	Friday, 8:00 a.m. – 12:00 Noon
.....	Evening hours by appointment
.....	Summer hours vary and are by appointment only
Email	counseling@pointpark.edu or tbucci@pointpark.edu
Website	collegedrinkingprevention.gov/OtherAlcoholInformation/FAQsonAlcoholAbuseandAlcoholism.pdf
Website	pointpark.edu/StudentLife/HealthandStudentServices

Point Park University is concerned about, and has an interest in, the well-being of its students and encourages any student facing a drug or alcohol problem to seek confidential help. Counseling and referrals for treatment are available for members of the Point Park student community. Information on the services offered is available in the University's Student Health Center in 203 Thayer Hall and the University Counseling Services in 508J Lawrence Hall.

University Policy Prohibiting Sexual Misconduct, Relationship Violence and Stalking

Website: pointpark.edu/StudentLife/TitleIXSexualMisconduct

Point Park University prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, and sexual abuse, domestic violence, dating violence, and stalking. Sexual misconduct, domestic violence, dating violence, and stalking are inconsistent with the University's values and will not be tolerated. All members of the Point Park community share in the responsibility to maintain the University's environment that supports the safety and dignity of each member of the community.

Any Point Park student who has experienced sexual misconduct, including sexual assault, is strongly encouraged to **seek medical assistance immediately and call 911 or notify the University's Department of Public Safety.** Visiting a hospital emergency room will ensure treatment for possible

injuries, pregnancy, or sexually transmitted disease. Public Safety can coordinate free transportation to and from the hospital. Pittsburgh Action Against Rape (PAAR) has trained crisis counselors who will accompany a victim to the hospital 24 hours a day.

Emergency Contact Information

EMERGENCY RESPONSE	HEALTH & SAFETY	COUNSELING
911	Student Health Center 203 Thayer Hall 412-392-3800	University Counseling Services 508J Floor Lawrence Hall 412-392-3959 Office Hours 412-918-6915 After Hours
Point Park Public Safety Contact any Officer 412-392-3960	Magee-Womens Hospital 412-641-4933	Pittsburgh Action Against Rape (PAAR) 1-866-END-RAPE (363-7273)
University Residence Life Staff 412-287-4628	UPMC Mercy Hospital 412-232-8222	Women’s Center and Shelter of Pittsburgh 412-687-8005 (24-hour hotline)

Confidential Resources and Support

Confidential resources and support are available. Confidential resources will not share information with the University nor will speaking with a confidential resource trigger action by the University, unless there is an imminent threat to self or others.

ON CAMPUS	OFF CAMPUS
Taffie Bucci, Director of Counseling Services 508J Floor Lawrence Hall 412-392-3959 Office Hours 412-918-6915 After Hours	Pittsburgh Action Against Rape (PAAR) 1-866-END-RAPE (363-7273) www.paar.net
Heather Capo, Nurse Student Health Center 203 Thayer Hall 412-392-3800	Center for Victims 24-Hour Helpline 412-392-8582 www.centerforvictims.org
	Women’s Center and Shelter of Pittsburgh 412-687-8005 (24-hour hotline) www.wcpspittsburgh.org

Reporting Procedures

The University encourages any person who has experienced, or knows of an occurrence of sexual misconduct, to report the behavior to a University official. This includes incidents which occur on or off-campus and those which occur during non-university sponsored events, such as off-campus parties.

To report suspected sexual misconduct, please promptly contact one of the following:

Title IX Office:

Elizabeth H. Rosemeyer

Title IX Coordinator

rosemeyer@pointpark.edu

412-392-3980

James Thomas, Ph.D.

Associate Provost

Deputy Title IX Coordinator

jthomas@pointpark.edu

412-392-3983

Keith Paylo

VP of Student Affairs

Deputy Title IX Coordinator

kpaylo@pointpark.edu

412-392-3862

Lisa Stefanko

VP of Human Resources

Deputy Title IX Coordinator

lstefanko@pointpark.edu

412-392-4727

Point Park University Police

Frontier Hall, 3rd Floor

412-392-3960

Amnesty

Assisting students who are reporting sexual misconduct is the University's primary interest. In order to facilitate reporting, the Dean of Students may choose not to charge students who report sexual misconduct and any material witnesses with Code of Student Conduct violations for behavior that would otherwise be considered violations (for example, consuming alcohol underage or consuming illegal drugs).

Investigation of Reported Sexual Misconduct, Relationship Violence or Stalking

The University will conduct an appropriate investigation into any report of sexual misconduct, relationship violence or stalking that is reported. Interim remedies to assist and protect the safety of the individual filing the report will be offered as appropriate. Some examples of interim remedies might include, but are not limited to, assistance obtaining counseling and medical services, altering class and work schedules, changing housing and transportation arrangements, offering academic support, and providing extra security for the complainant or in the area where the reported incident occurred.

For more resources and to read the complete University Policy Prohibiting Sexual Misconduct, Relationship Violence, and Stalking please visit [pointpark.edu/StudentLife/TitleIXSexual Misconduct](http://pointpark.edu/StudentLife/TitleIXSexualMisconduct)

Safety and Security

Security

Phone – From Any Campus Phone	2222
Phone – From Any Phone	412-392-3960
Text.....	412-COPSTIP (267-7847)
Metis Emergency Call Boxes	Various Campus Locations – Touch the "HELP" button
Location	3 rd Floor Frontier Hall
Website	pointpark.edu/About/AdminDepts/PublicSafety

The Department of Public Safety is responsible for providing a safe, secure living and learning environment for the Point Park University community. Public Safety provides services in the areas of patrol, investigations, residence hall protection, building security, crime prevention, and special event security. Police 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, contact the Department of Public Safety by phone or consult the website.

Annual Campus Crime Report

Website pointpark.edu/About/AdminDepts/PublicSafety/AnnualCampusCrimeReport

The Point Park University Annual Campus Crime Report includes statistics for the previous three years on reported crimes that occurred on 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 Department of Public Safety, Point Park University, 201 Wood Street, Pittsburgh, PA 15222 or by visiting the website.

Safety Programs

Website pointpark.edu/About/AdminDepts/PublicSafety/PSO/SafetyTips

The Department of Public Safety sponsors numerous safety programs; for more information, consult the website or contact Public Safety.

- Bike Registration
- Call Boxes
- Campus Patrols
- Closed Circuit Television
- Disaster Planning and Response
- Emergency Guide
- Escort Security Service
- Fire Drills
- Hall Meetings
- Identification (ID) Center
- Lock-out Services
- Lost and Found
- Mass Emergency Notification System-PointAlert
- Pedestrian Safety
- Proactive Observation and Reporting
- Property Identification
- Rape Prevention/ Date Rape Education
- Routine Life Safety Equipment Inspections
- Safety Advisories (Crime Alerts)
- Safety Committee
- Safety Inspections
- Sexual Harassment, Assault Prevention
- Student Safety Brochure

General Safety Tips

- All suspicious activity should be reported to the Department of Public Safety by dialing 2222 from any campus phone, 412-392-3960 from any phone, or by texting 412-COPSTIP (412-267-7847).
- 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.
- Be aware of campus and local crime trends. You are your best protection - educate yourself.
- Always be alert and aware of your surroundings and project a confident attitude.
- 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 purses, wallets, keys, cell phones, etc. unattended, even for brief periods of time.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- 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 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 emergency using a cell phone, or other non-campus phone, dial 412-392-3960 for immediate attention and response.
- To report any crime or emergency by text, please text 412-COPSTIP (412-267-7847).
- Go directly to the Public Safety Department located on the third floor of Frontier Hall.

When reporting a crime or incident, 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

Police officers are radio dispatched to handle emergencies, safety, and security duties anywhere on campus. In addition, there are Metis emergency devices that provide two-way voice communications between the device and University police dispatch. At the press of a button, people in need can speak with Public Safety dispatchers, and their location is automatically pinpointed so help can be rapidly dispatched if needed.

Confidential Reporting of Crimes

Persons wanting to report a crime or incident can do so confidentially by contacting the Assistant Vice President of Public Safety/Chief of Police at 412-392-3960 or through the following University departments:

Human Resources.....7th Floor Frontier HallStaff and Faculty

Student Health Center.....	203 Thayer Hall	Staff, Faculty, and All Students
Student Counseling	714 Student Center	All Students
Student Affairs.....	705-706 Student Center	All Students
Student Life	1 st Floor Pioneer Hall	All Students

The reporting person's name will be kept confidential, but the incident may be included in the Annual Campus Crime 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 Pioneer Card for his or her own use. Do not loan your key/card to anyone; doing so is a violation of the Code of Student Conduct. 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 doors or intentionally allowing anyone to enter a building, except via authorized entrances, is prohibited.

Fire Safety

Fire prevention can be defined as the 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 Student Conduct. This equipment is for emergency use only.

Fire Safety Policies

Violating any of the fire safety policies will result in disciplinary action to include the possibility of losing University housing privileges and/or being suspended or expelled 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 Student Conduct 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 disciplinary 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 of, or tampering with, emergency safety equipment, including automatic door closures, is strictly prohibited. Illegal use of fire alarms, fire hoses, sprinkler systems, emergency phones, and fire extinguishers are a violation of state and local laws, and jeopardizes the safety of all members of the campus community. Students violating this policy will be charged through the Office of Student Conduct. 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, and/or suspension from the University.

Flammable Materials

Flammable liquids or materials (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 a residence hall 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.

First time violators of the incense and candle policies will receive a \$25 fine. Second time violators will receive a \$50 fine.

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

Emergency Notification System (PointALERT)

Website pointpark.edu/PointALERT

In an effort to better disseminate emergency information, Point Park University’s PointALERT Emergency Notification System sends alerts to students, faculty, and staff who have registered for the service, during, and only during, a campus emergency or weather alert. This system is a mass notification system that alerts the campus community by text message, email, Twitter, and Facebook, as well as RSS feed on the Point Park University home page. PointALERT is a completely voluntary service. For more information, including how to register for PointALERT, consult the website.

Emergency Evacuation Procedures

Phone – Department of Public Safety 412-392-3960

Website pointpark.edu/About/AdminDepts/PublicSafety/EmergencyProcedures

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 through the halls 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. Should a fire alarm occur during class hours, leave the classroom in an orderly manner and evacuate the building through the appropriate exit. When an alarm sounds, be sure to follow the basic procedures outlined below:

General Procedures

- 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, etc.) with you.
- Evacuate the building using the nearest hallway door marked “Exit.”
- If you encounter smoke or the exit is blocked, look for 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, 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.

Information on procedures and additional responses to other emergencies, consult the website. Any questions can be addressed by the Department of Public Safety.

Physically Challenged Persons

Website pointpark.edu/About/AdminDepts/PublicSafety/EmergencyProcedures/SpecialNeedsEvacuations

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

Horizontal Evacuation

Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.

Vertical Evacuation

Using stairway steps to reach ground level exits from the building.

Stay in Place

Unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire resistant door. With this approach, the person may keep in contact with the Public Safety Dispatch Center by dialing 412-392-3960 and reporting his or her location directly. The Public Safety Dispatch Center will immediately relay this location to on-site Point Park Public Safety personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.

The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A "solid" or fire resistant door can be identified by a fire label on the jam and frame. Non-labeled 1-3/4" thick solid core wood doors hung on a metal frame also offer good fire resistance.

Area of Refuge

With an evacuation assistant, going to an area of refuge away from obvious danger. The evacuation assistant will then go to the building evacuation assembly point and notify the onsite emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include: fire rated corridors or vestibules adjacent to exit stairs and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway. For assistance in identifying areas of refuge, call the Point Park Public Safety Department.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by either the Point Park Public Safety Department or the City of Pittsburgh Bureau of Fire.

Mobility Impaired - Wheelchair

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell the Point Park Public Safety Department the location of the person with a disability. If the person with a disability is alone, he/she should phone the Public Safety Dispatch Center at 412-392-3960 with their present location and the area of refuge they are headed too.

If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

Mobility Impaired - Non Wheelchair

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Persons with hearing impairments may not hear audio emergency alarms nor see fire alarm strobe lights and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

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 Pioneer Card.
- Use your assigned emergency exit, or closest exit, to leave the building.

Residence Halls

Office of Student Life

Phone 412-392-8026
Email studentlife@pointpark.edu
Location 1st Floor Pioneer Hall
Website pointpark.edu/StudentLife/LivingonCampus

General Information

Cable TV

All residence hall rooms are equipped with a cable TV port. Residents will have access to basic cable, expanded basic cable, and HBO service. Premium channels are available, at an additional charge, by contacting Comcast at 1-800-COMCAST. Students are expected to provide their own cable to connect their television to the cable TV port. Cables may be purchased from the campus bookstore. For issues relating to cable service in the residence halls, contact or visit the Office of Student Life.

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

Dining and Meals

Cooking is not permitted in the first-year residence halls. No appliances of any type are permitted in Thayer or Lawrence Halls. Pioneer and Conestoga Suites are equipped with a sink, mini fridge, and a microwave. The Boulevard Apartments are equipped with a stove and oven, full refrigerator, and a dishwasher.

For more information on dining locations on campus, dining schedules, meal plans, and more, see also [Services for Students – Dining Services](#)

Garbage

There is a garbage room and recycling containers on each floor of every residence hall on campus. For more information about recycling, see also [Services for Students – Recycling](#)

Housekeeping

Students are expected to clean their own rooms. The Office of Student Life has vacuums, brooms, dust pans, mops, and buckets for residents' use. The University's housekeeping staff will attend to the public areas and community bathrooms.

Internet/University Network Access

All residence hall rooms are equipped with a data network port. The data port permits each student to connect his or her personal computer to the Internet. More information about minimum system requirements and network cards is mailed to all residence hall students during the summer. Students are expected to provide their own cable to connect their computer to the data port. Cables may be purchased from the campus bookstore. **Cable Specifications:** Data/network-Category 5 Ethernet, 4 pair UTP, 24AWG

For technology issues or more information on Internet or University network access (including email, PointWeb, Blackboard, WiFi, etc.), see also the section [Computer and Technology Resources](#)

Laundry

Website pointpark.edu/StudentLife/LivingonCampus/Housing/ResidenceHalls

Work Orders pointpark.edu/About/AdminDepts/PhysicalPlantFacilities/WorkOrders

Lawrence Hall 8th Floor

Thayer Hall Every Floor

Conestoga Hall Every Floor

Pioneer Hall Every Floor

Boulevard Apartments Every Floor

There is no charge for the use of the washers and dryers. If a machine malfunctions, please place a work order online through the Corrigo system. All work orders will be directed to the Physical Plant Office. See also [Services for Students – Repairs and Maintenance](#)

Mail

Thayer and Lawrence Hall residents pick up their mail in the Mail Center on the first floor of Lawrence Hall. Students in Pioneer, Conestoga, and the Boulevard Apartments have mailboxes on the first floors of their buildings. For more information about mailbox access and the services available through the Mail Center, see also [Services for Students – Mail Center/Student Mailboxes](#)

Recycling

There are recycling containers and a garbage room on each floor of every residence hall. For more information on recycling, see also [Services for Students – Recycling](#)

Repairs and Maintenance

Students are not permitted to paint or make repairs and/or improvements to their rooms that cause permanent changes or damage. If something in your room or a common area needs maintenance or repair, submit an online work order through the Corrigo Work Order System. See also [Services for Students – Repairs and Maintenance](#)

Shopping

The Office of Student Activities, Involvement, and Leadership (SAIL) sponsors Point Park University shuttles to stores for students' shopping needs. For more information see also [Transportation Resources – University Shuttle Service](#)

Telephone Service

There is no phone service in the residence halls. Residents must provide their own cell phone.

Transportation and Parking

For more information on transportation and parking, see section [Transportation Resources](#)

Residence Halls

Website pointpark.edu/StudentLife/LivingonCampus/Housing/ResidenceHalls

Point Park University's residence halls offer students a dynamic living and learning environment in the urban setting of Downtown Pittsburgh. The University has five residence halls that are conveniently located on campus and offer many different living options for students.

David L. Lawrence Hall

The former 21-story Sherwyn Hotel houses approximately 420 residents; the ninth through 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 ports, WiFi access, and wall-to-wall carpeting. Laundry facilities are located on the eighth floor. Telephone service is not provided. Lawrence Hall is a smoke-free building.

Clara Thayer Hall

A 10-story traditional-style residence hall, Thayer Hall accommodates approximately 184 residents; the third 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, WiFi access, and cable TV/Ethernet ports. Telephone service is not provided. Please be aware that not all Thayer Hall rooms have overhead lighting; you will need to provide your own lighting for those rooms. Laundry facilities are located on each floor. 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 single gender. Each suite consists of two bedrooms, two bathrooms, a living room, and a kitchenette. Each bedroom has a loft bed, dresser, standing closet, desk, and 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 ports and WiFi access. Laundry facilities are located on each floor. 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 our newest residences. There are four apartments per floor; two 2-bedroom and two 3-bedroom. The apartments are co-ed, but each bedroom is single gender. Each bedroom has its own 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 full-size refrigerator, stove, and dishwasher. Each apartment has cable TV/Ethernet ports and WiFi access. Telephone service is not provided. Each apartment is air-conditioned, and the building is smoke-free. Laundry and trash facilities are located on each floor.

Community Living

Rights and Responsibilities

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/residence hall.
4. Freedom from harassment, especially acts of racial or ethnic prejudice, hazing, or discrimination based upon race, ethnicity, religion, color, national origin, sex, age, ancestry,

disability, veteran status, sexual orientation, height, weight, genetic information, marital status, gender identity, caregiver status, or familial status.

5. Assistance and support from the residence hall staff.
6. The right to associate with whomever you please.
7. The right to respectfully 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 residence hall staff with respect, consideration, and consistent cooperation.
3. Make every effort to understand and comply with all University and residence hall 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 they deserve.
7. Observe the Quiet Hours and Noise Courtesy Policies by keeping your stereo, your voice, and other activities at a reasonable volume, and reminding 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

- Be respectful of alternative lifestyles.
- Communicate your feelings. A roommate cannot react to unexpressed feelings. Do not act in a passive-aggressive manner; talking is much more effective.
- Do not pretend that everything is fine if it is not. If you wait until a situation escalates, you may overreact to something minor.
- Ask before borrowing anything; make sure that you replace anything you borrow (or break) in at least the same condition as it was when it was borrowed.

- 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 Resident Educator assist you in settling disputes.
- If you expect your roommate to respect your rights, you must do the same!

Resident Educators

Resident Educators are upper-classmen who have been hired by the Office of Student Life based upon their level of maturity, social skills, and desire to serve the University community. They are trained to address the needs of their residents and are well versed in the needs of the community in which they live. Resident Educators work with resident students to provide opportunities for educational, co-curricular activities that promote the values and life skills that are the hallmarks of an educated citizen.

Housing Policies

Insurance (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 unattended or in an unsecured area. We strongly encourage purchasing personal property insurance to cover your personal belongings against loss or theft of, or damage to, property in the residence halls or elsewhere on campus. Point Park University has arranged for this type of coverage to be available for students to purchase through our broker Haylor, Freyer & Coon, Inc., or students will need to arrange for this coverage through their family's insurance company. See also [University Policies and Procedures – Personal Property](#)

Room Assignments and Occupancy

The University considers the information on the housing and food service contract and roommate questionnaire when assigning rooms; however, 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 dates the housing and food service contract and room deposit are received.

Roommate preferences are considered only by mutual request of all potential roommates; 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 Housing and Occupancy Management 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/Director of Housing and Occupancy Management may make exceptions if space allows.

Room Cancellation/Termination of Contract

Continuing students who have room assignments for the fall term have until May 1st to cancel without penalty. After May 1st students will receive the \$150 liability deposit but forfeit the \$250 room deposit portion of the fee. Students transferring out in the spring semester have until

December 1st to cancel without incurring the \$250 fee. Cancellations after taking occupancy of the room will be subject to the Refund Schedule.

Refund Schedule for Residence Hall 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:

First calendar week.....	90%
Second calendar week.....	75%
Third calendar week.....	50%
Fourth calendar week.....	No refund

Reinstatement Fee

A student who cancels/terminates their housing and food service contract and reinstates it during the same semester will be assessed a \$25 reinstatement fee.

Vacation Periods

The residence halls are open during Thanksgiving and Spring breaks. Students who prefer to remain in the residence halls during these periods may do so. Students may not stay in Lawrence and Thayer Halls during the Winter Break. Students living in the suites and apartments are permitted to remain during any and all semester breaks.

There is no food service provided during Thanksgiving, Winter, or Spring breaks.

Students living in any residence hall during the summer months will be permitted to remain during the month of August, at no charge, providing they have a fall semester assignment.

Residents may leave their personal belongings 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, if 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 the pro-rated share of the remaining days in the term.

Room Changes

The Office of Student Life will consider room and/or roommate changes only after the student(s) involved make every effort to resolve current issues. The Assistant Dean/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, irresolvable 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

Move-in procedures are mailed to each student's home approximately two weeks prior to the start of the term. New student move-in begins on the Thursday 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 needing to move in prior to their scheduled move-in day will be assessed a \$100 per day fee. Exceptions may be made by contacting the Office of Student Life prior to moving in.

Move-out information will be distributed to residents via email and their campus mailbox several weeks before the end of the spring semester. The Office of Student Life strongly suggests that students vacate their residence hall room no later than 24 hours after completing their last final exam. Failure to return the room key will result in a \$70 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.

Residence 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 their actions, and that of their guests, 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 when and why 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
- 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.

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 back to its original state 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 is in 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 who do not live in the residence halls, or non-students. The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

1. All guests must abide by Point Park University policies, as well as the Code of Student Conduct.
2. All guests visiting the residence halls must be 16 years of age or older; exceptions may be made during University-wide family events. However, no guest under 16 years old will be permitted to stay **overnight** at any time.
3. 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.
4. Visitation must not interfere with the sleep, study, or comfort of roommates and neighbors.
5. Guests are not permitted in the residence halls without a resident host. Guests must always be accompanied by their resident host.
6. Guests, including overnight guests, will not be issued keys by University staff or by their host.
7. Residents will be held responsible for the behavior of their guests and of their guests' adherence to University rules and regulations.
8. Guests are required to provide and leave a valid photo ID with the desk attendant upon entering a residence hall; no exceptions will be made.
9. Guests in violation of University policies may be escorted from the premises and barred from further entry into the residence halls.
10. Any guest may be asked to leave by a roommate. Such a request must be met with complete and immediate compliance.
11. A residence hall may be closed to non-residents at any time in order to ensure the safety and welfare of the resident population.
12. Additional sign in procedures, which may include, but are not limited to, 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. Guests are required to provide identification to the desk attendant upon entering a residence hall; no exceptions will be made.
2. All non-Point Park guests must be accompanied by their host during sign in.
3. 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.
4. A student may not host or allow a person access to the residence halls who is on the PNG List.

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, vacation, or move-in periods.

3. Conflicts regarding visitation and infractions of the guest policy will be handled through disciplinary action, as appropriate.
4. Students may not use their space, or any empty spaces in their room, for rental purposes (i.e., Airbnb).

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 may 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 Public Safety Department, who will come at their earliest availability to unlock the door. After a resident has used their two free lockouts, the following charges will be enforced:

3rd occurrence.....	\$25 fee
4th occurrence.....	\$50 fee
5th occurrence.....	Re-core and student will bear the cost, plus \$50 fine
6th occurrence.....	2nd re-core and student will bear the cost, plus \$100 fine

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

Lofts

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.

Lost Keys

Keys to residence hall rooms are issued by Residence Life only, and only to the registered student assigned to that room. When moving out, all keys must be returned to the Office of Student Life. If you lose your key, report it immediately to the Office of Student Life, who will report the loss to the Public Safety Department. A lock change will be ordered for your room; there is a \$70 fee for all lock changes.

Pets and Animals

Possession, care, or harboring of all animals, including but not limited to, animals, birds, reptiles, or insect life forms is strictly prohibited in the residence halls. Evidence of pet care such as pet food, terrariums, etc. is also prohibited. If an animal, bird, reptile, insect, etc. 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 it is removed from the residence hall.

The only exception to this policy is that resident students are permitted to have a small aquarium of fish; the Office of Student Life will have the right to approve or deny an aquarium. Documented, pre-approved, service animals are permitted.

See also [University Policies and Procedures – Pets and Animals](#)

Pioneer Card (Student ID)

Residents are expected to carry their Pioneer Card at all times. Residents must present their Pioneer Card to Public Safety, residence hall staff, or any other University official upon request. You must have a valid Pioneer Card to gain entrance to the residence halls floors. Your Pioneer 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 Pioneer Cards can be replaced through the ID Center, 1st floor Thayer Hall. There is a \$25 replacement charge for a new Pioneer Card.

See also [University Policies and Procedures – Pioneer Cards](#)

Quiet Hours and Courtesy Hours

The University strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are expected to respect the rights of others with regard to noise levels appropriate for studying, sleeping and individual lifestyle choices. Respectful interactions are expected within the residence hall communities regarding the university's Quiet Hour and Courtesy Hour Policies.

It is very important that residents take the responsibility to follow the Quiet Hours and Courtesy Hours Policies in the residence halls. Even when classes are not in session, residents have the right to sleep and study, and live in a comfortable environment.

- On all days when classes are held the following morning (Sunday through Thursday), Quiet Hours are in effect from 11:00 p.m. through 9:00 a.m.
- Weekend (Friday and Saturday) Quiet Hours are in effect from 1:00 a.m. through 10:00 a.m.
- Courtesy Hours are always in effect in the residence halls.
- During the last week of classes, the weekend prior to final exam week, and final exam week, quiet hours are in effect 24 hours per day.

Quiet hours

Quiet Hours are considered vital and important for studying and sleeping and are established in order to give students in the residence halls the opportunity to study and rest. When quiet hours are in effect, music should be played only using headphones or ear buds, instruments may be played only in University practice spaces. Speaker systems and other sound-magnification devices are strictly prohibited. Social gatherings must be structured in a manner that is not disruptive to other residents or the community as a whole and should not be held in common areas (i.e., hallways, lounges, etc.). Any other activities that may result in excessive noise are prohibited during this time.

Courtesy Hours

Courtesy Hours are observed 24 hours a day throughout residence halls. Courtesy Hours imply that students should be respectful of the rights and feelings of others, especially when academic pursuits are involved. During daytime hours, when Quiet Hours are not in effect, any resident or staff member may ask another to reduce noise levels.

Residents are expected to uphold the standards set in place to ensure everyone is doing their part to maintain an enjoyable living environment. Any time a request is made for noise to cease, residents are expected to comply without exception. Failure to comply may result in disciplinary action through the Offices of Student Life or Student Conduct.

Noise-Amplifying Equipment Must Be Used Responsibly

Musical instruments can be played at different volumes, and some may not be appropriate for use in the residence halls. Acoustic guitars, non-amplified electric guitars and electronic pianos with the use of headphones are some examples of instruments that can be played at a reasonable level and are permitted. Other noise-amplifying equipment includes stereo speakers/subwoofers, video games, and loud TV. The University has practice rooms that may be reserved for those choosing to play instruments on campus for University-sponsored events or academics. To the extent that such instruments violate the Quiet Hours and Courtesy Hours policies, they may not be used within the residence halls. Repeated disregard for the noise level by the use of sound equipment may result in the removal of the equipment from the student room/suite/apartment.

Criteria For Determining If Noise Is Loud Or Not Loud

If noise is bothering one person on the floor or in the building, it is too loud. Noise should not be heard outside of a student's door or in adjacent rooms where others may be disrupted.

Room Decorations

While every person likes to personalize their space in order to feel "at home," the residence halls are governed by certain local fire safety ordinances, as well as University policies. 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, exposed pipes, or sprinklers.
- Candles, incense, and halogen lamps are not permitted.
- Live-cut trees are not permitted.
- 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. Residence 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 Limits

For noise, fire, and safety reasons, residents are not permitted to host large gatherings in their room. Room occupancy is restricted to the number of residents, doubled, plus one. For example, the capacity for a triple room would be 7 people: $3 \text{ (number of occupants)} \times 2 \text{ (doubled)} + 1 = 7$.

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, incense, and halogen lamps are prohibited in the residence halls.
- Propping doors open 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 residence hall staff.
- Storage of flammable liquids is prohibited

Security

- All students are required to show their Pioneer Card upon entrance to the residence halls as requested by Public Safety staff.
- In non-emergencies, students may not exit or enter any building through a fire exit-only door, window, or other restricted area. Students may only access fire escapes in cases of emergency.
- Propping doors open 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.
 - Students who remove the bolts or blocks from their room window(s) will face the following minimum sanctions:
 - 1st Offense \$75 fine
 - 2nd Offense \$150 fine
 - 3rd Offense Deferred Housing Contract Cancellation
- Students and guests are not permitted to be on building roofs
 - Students who are found to be on a roof will face the following minimum sanctions:
 - 1st Offense \$250 fine and Deferred Housing Contract Cancellation
 - 2nd Offense Housing Contract Cancellation

Sign Posting

Postings in residential facilities must first be approved by the Office of Student Activities, Involvement, and Leadership (SAIL). They will then be properly hung or distributed by the Residence Life staff. Outside solicitation and advertising are not allowed, except where specifically approved by the Offices of Student Life and/or Student Affairs. As a private institution, Point Park University 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 by Student Life staff members). Postings not properly approved or hung will be removed by the University.

See also [University Policies and Procedures – Sign Posting](#)

Sublet Policy

No student is permitted to sublet any University assigned housing. This includes their own housing or an empty bed within their residence hall space. Students who are found to be violating this policy will be referred to the Office of Student Conduct and may lose their University housing.

Computer and Technology Resources

Website pointpark.edu/About/AdminDepts/TechnologyServices

The Office of Information Technology Services focuses on advancing education for students, faculty and staff by planning, implementing and supporting technology.

Information Technology Services assists Point Park University students, faculty and staff in meeting their educational and administrative goals by providing a full range of technology resources.

Point Park University is a state-of-the-art campus equipped with the latest computer systems, software packages, numerous Wi-Fi hot spots across campus, and wired high-speed Internet access in all residence halls. The University is constantly evolving to keep up with the latest technologies.

Blackboard

Website <https://pointpark.blackboard.com>

Blackboard is an online course management platform that brings the latest in proven educational technology tools to Point Park University by making class content available to students via the Internet. Because it is web-based, it also makes course materials readily available to students any time they wish.

Accessing Blackboard

Students, faculty and staff will use their Point Park Domain Account (username and password) to log in to Blackboard. Only students registered for the current semester will have access to the Blackboard system. Students will automatically be enrolled in Blackboard courses based on course information from the Office of the University Registrar. If you do not appear in a Blackboard course for which you are enrolled, the faculty member should contact the administrative assistants in their department to confirm a student's enrollment status. Contact the Technology Help Desk for assistance with any issues pertaining to the use of Blackboard.

Computer Labs

Website pointpark.edu/About/AdminDepts/TechnologyServices/TechnologyResources/ComputerLabs

Point Park University has more than a dozen PC and Mac computer labs for general student use, as well as department-specific labs. The computer lounge on the second floor of Thayer Hall and the computer lab in 212 Thayer Hall are open twenty-four hours in the Fall and Spring semesters. All hours are subject to change. Summer semester hours vary as needed. Students will need to check with their departments for specifics on their computer labs. A list of the software and the type of printing available on the computers in the labs is also available on the website.

Helpful Hint: On the website, clicking on the name of any lab will show many systems are available/in use at the present time (may not work with Chrome).

Computer Purchasing Program

Phone 412-392-6141
Email cpp@pointpark.edu
Website pointpark.edu/About/AdminDepts/TechnologyServices/ComputerPurchasingProgram

Point Park University students, staff, and faculty are eligible to receive education discounts on Apple and Lenovo products through our custom online stores. Warranty service for any computer systems purchased through the program may be performed for free at our Computer Service Center. Discounts on popular software products are also available online. Students will be asked to provide verification of affiliation with Point Park University. Visit the website for more information.

Domain Account (Username)

Point Park domain accounts (usernames) are automatically created for each incoming new student. Students use their domain account to login to University online and network resources such as computers in the computer labs, Blackboard, PointMail (Point Park email), student printing, OrgSync, and Point Park WiFi. Your username is your first initial + middle initial (if provided to Point Park) + the first five letters of your last name. For example:

Student Name: Jane A Johnson
Username: jajohns

Password

Information about passwords will be provided directly to each incoming student. If you do not receive your password information, visit the Technology Help Desk and bring your Pioneer Card. If you are a current student and have forgotten your password, contact the Technology Help Desk by phone or email and they will reset it for you.

Email

Website – PointMail <https://portal.office.com>
Website – New Account Information [pointpark.edu/About/AdminDepts/TechnologyServices/
New_Email_Account](http://pointpark.edu/About/AdminDepts/TechnologyServices/New_Email_Account)

Your success is directly tied to your effort, your level of engagement, and your ability to effectively communicate. Please check your Point Park University email multiple times a day, every day. This communication format is the primary form of communication between you and the University. Important timelines and directions from faculty or University offices, campus announcements, event publicity, and outreach regarding academic, personal, or financial concerns will all be communicated primarily via your Point Park University email address.

All current students are provided a Point Park University email account as follows: username@pointpark.edu. For example:

Name: Jane A. Johnson
Email Address: jajohns@pointpark.edu

Email can be retrieved online at the Office 365 site from any computer that has Internet access, as well as on most mobile devices. For information regarding the Microsoft Exchange configuration, please contact the Technology Help Desk.

Internet/University Network Access

Internet access and a Point Park University email account are provided to all Point Park University students. Official correspondence via email from the University will be sent to this account only. Student-owned computers must meet minimum requirements to connect to the University network, and must include a reliable Ethernet card.

Residence Hall Connectivity

All residence hall rooms are equipped with cable TV and data network ports. Residents will have access to basic cable, expanded basic cable, and HBO service. Premium channels are available at an additional charge by contacting Comcast at 1-800-COMCAST. The data port permits each student to connect his or her personal computer to the Internet. More information about minimum system requirements and network cards will be mailed to all residence hall students during the summer.

Students are expected to provide their own cables to connect their television to the cable TV ports and their computer to the data port. Students may also purchase these cables from the campus bookstore. Specifications for these cables:

- Cable TV: CATV patch cord, 75 ohm RG-6, male to male
- Data/network: Category 5 Ethernet, 4 pair UTP, 24AWG

For issues relating to cable service in the residence halls, call the Office of Student Life at 412-392-8026 or visit the office on the first floor of Pioneer Hall. For technology issues, contact the Technology Help Desk or the Computer Service Center (see above for contact information).

Wireless Access

Website pointpark.edu/WiFi

The department of Information Technology Services provides campus-wide wireless access to the University community. There are two wireless networks available on campus; PointParkWebLogon and PointPark8021.X.

PointPark802.1X allows you to authenticate your device once and stay connected while moving across campus. With PointParkWebLogon, no configuration is necessary but you must authenticate every time you connect. You'll authenticate to the WiFi network by logging in with your Point Park domain account. For questions regarding your domain account, see also [Point Park Domain Account](#)

For more information or technical support, contact the Technology Help Desk, or consult the website.

PointWeb

Phone – Technology Help Desk	412-392-3494
Email	helpdesk@pointpark.edu
Location – Technology Help Desk	220 Thayer Hall
Website	http://PointWeb.pointpark.edu

Use PointWeb to access:

- Unofficial Transcripts
- Student account balance and online payment options
- Financial aid information
- Grades, including mid-term progress and final grades
- Quick links to campus resources
- Online personal calendar and list of campus events
- Course registration and schedule changes
- Change your address on file with the University

How To Gain Access To PointWeb

Your PointWeb user id number is the id number on your Pioneer Card. If you do not have a Pioneer Card, one may be obtained in the ID Center on the first floor of Thayer Hall, or you can obtain your Point Park ID number from the Office of the University Registrar.

To obtain your PointWeb password, log on to your Point Park email account and look for the email with this information. Alternatively, you can go to PointWeb, enter your Point Park ID number and click on *I forgot my password*; your PointWeb password will be emailed to your Point Park email account.

Password Note: Changing your email password does not change your PointWeb password. The password for your PointWeb account must be changed separately.

Technical Assistance – User Support

Phone – Technology Help Desk	412-392-3494
Location	220 Thayer Hall
Email	helpdesk@pointpark.edu
Website	pointpark.edu/About/AdminDepts/TechnologyServices/HelpDesk

The Technology Help Desk staff members are available to assist the University community with any issues involving the technology resources available at Point Park University. They are the primary point of contact for all issues involving Information Technology Services.

Please note that depending on the nature of your support request, you may need to provide personal information so that your identity can be confirmed. If you do not wish to provide this information, you will need to make arrangements to visit the Technology Help Desk during normal business hours. Please bring a photo ID for verification.

Visit the website for hours of operation, which are subject to change.

Technical Assistance – Computer Service Center

Computer Service Center Phone	412-392-6141
Location	220 Thayer Hall
Email	csc@pointpark.edu
Website	pointpark.edu/About/AdminDepts/TechnologyServices/ComputerServiceCenter

Having problems with your personal computer? The certified technicians at the Computer Service Center are available to assist you with any of your computer repair needs. In addition to the already low rates, anyone who purchases a computer via the Computer Purchasing Program will receive a 10 percent discount on any non-warranty services performed. Visit the website for hours, services offered, and prices.

Policy for the Responsible Use of Computer and Technology Resources

The use of University-owned computer and technology resources by Point Park University students, faculty, staff, 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 have certain rights and responsibilities. Because the computer and technology-related resources at the University 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.

Rights

Assignment of Accounts

All Point Park students are invited to utilize a level of technology resources appropriate to their needs. Currently enrolled students are entitled to internet access and an email account. Students are expected to use their University email address for all official and academic-related correspondence with faculty, staff, 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

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 their account prior to its removal.

Use of Resources

Any Point Park 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 University computer and technology resources will do so in a manner that supports University-related activities. Non-matriculated students and resident students who are under 18 will be required to have a parent or guardian's permission to utilize the resources.

Safety

Users of University 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 she/he is in danger in a lab, or through electronic means such as email harassment or electronic stalking, she/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 University 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 University 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 the University will take reasonable measures to protect information that is transmitted electronically, it cannot guarantee that such information will remain private. As the owner of all 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 University website 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 the University 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 University's Internet Service Provider's Acceptable Use Policies which can be found at <https://www.3rox.net/index.php/about/acceptable-use-policies>. The 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.

Point Park University computer users are prohibited from:

- Utilizing University computer or technology resources to violate a federal, state, or local law.
- 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, but not limited to, 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 University technology-related resources to gain or attempt to gain unauthorized access to local or remote computers.
- Connecting hubs, routers, switches, and/or wireless access points/devices to the Point Park network.
- Installing, transporting, and/or using password capture, cracking, or hacking programs.
- 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, but not limited to, viruses, Trojan horses, and worms.
- Utilizing computer or technology resources to commit violations of personal security, including, but not limited to, harassment, use of anonymous email, chain email, nicknames, and/or handles with malicious intent.
- Creating, forwarding, and/or transporting electronic messages or files for the purpose of "mass mailings," including, but not limited to, spam and chain email.
- Making unauthorized use of a network account, including, but not limited to, use of a Point Park account that is not your own or permitting others to use your Point Park account.
- Violating copyright laws and software licensing agreements, including, but not limited to, 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.
- Using University resources for commercial, religious, or political activity other than official University-sanctioned activities, including, but not limited to, personal financial gain, political persuasion, and other activities that might jeopardize the University's tax exempt status.
- Using University resources to aid or assist internal or external computer/network users in the operation of their systems for activities, legal or otherwise, including, but not limited to, mail forwarding programs and IRC bouncers.

- Using University resources for computer programs that perform “server” functions and/or generate unnecessary network traffic, unless specifically authorized, including, but not limited to, 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.
- Altering, removing, adding, or enhancing any University computer or communication resource, including, but not limited to, telephone jacks, network jacks, cable TV jacks.
- 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 who improperly uses technology-related resources is subject to disciplinary measures, including, but not limited to, revocation of his/her 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 the Student Planner and Handbook 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 student’s need for this account to perform his/her job or course studies.

Peer-To-Peer File Sharing Programs Promoting 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 Point Park students 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 outlined in the Code of Student Conduct.

Student Organizations

Phone – Student Activities, Involvement, and Leadership (SAIL) 412-392-4735
Email sail@pointpark.edu
Location 102 Student Center
Website pointpark.edu/StudentLife/SAIL/StudentOrganizations

Student clubs and organizations at Point Park University are initiated and run by students. They provide students with co-curricular opportunities for social interaction, recreation, leadership training, and enhancement of academic interests. Students learn to organize and to work with others, pursue special interests, and make friends.

Any student is welcome to start a club or organization. The United Student Government (USG) approves all club and organizations. Contact USG and SAIL to find out how to start one on campus. For more information and a complete list of student organizations, visit the website.

Governing Boards

Campus Activities Board

Phone 412-392-3804
Email cab@pointpark.edu
Location 204 Student Center
Website pointpark.edu/StudentLife/SAIL/StudentOrganizations/GoverningBoards/CAB

Campus Activities Board (CAB) is the official programming organization of SAIL.

United Student Government

Phone 412-392-3850
Email usg@pointpark.edu
Location 717 Student Center
Website facebook.com/usgppu

The United Student Government (USG) is the system of student governance and representation for the student body of Point Park University.

Student Media and Organizations

Website pointpark.edu/Academics/Schools/SchoolofCommunication/StudentMedia

Visit the website to find information about the student media below, as well as School of Communication professional outlets and student media clubs and organizations

The Globe Weekly student newspaper
WPPJ Campus radio station
U-View Campus television station

Honor Societies

Alpha Chi

Location – Honors Program 405 Lawrence Hall
Website pointpark.edu/Academics/AcademicSupport/HonorsProgram

Alpha Chi is a national honor scholarship society which promotes academic excellence and exemplary character among full-time undergraduate college and university students and honors those achieving such distinction. Point Park University's Pennsylvania Eta Chapter was chartered in 1982. Membership is open to those junior and senior students who meet Alpha Chi's membership criteria:

1. Good reputation and character;
2. Have a minimum Q.P.A. of 3.5 and highest ranking 10% of junior or senior class;
3. Minimum of 60 credits earned;
4. At least 45 credits earned at Point Park University for transfer students;
5. Must be enrolled as a full-time student during the current semester and for two regular semesters immediately preceding.

For more information contact the Honors Program Director or visit the Honors Program office.

Alpha Phi Sigma

Website pointpark.edu/Academics/Schools/SchoolofArtsandSciences/Departments/CriminalJusticeandIntelligenceStudies/alphaphisigmanationa

Alpha Phi Sigma is the national criminal justice honor society that recognizes academic excellence by undergraduate and graduate students of criminal justice programs.

Chi Alpha Sigma

Phone 412-392-3844
Location 6th Floor Student Center

Chi Alpha Sigma National College Athlete Honor Society, Rho Chapter, recognizes Point Park University student athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative GPA throughout their junior and senior years. For more information, call or visit the Athletic Department.

Transportation Resources

Campus Map

Website pointpark.edu/About/Directions

For directions to campus, area hotels, a map of the University campus, parking information, and more, visit the website.

University Shuttle Service

Website pointpark.edu/About/AdminDepts/PhysicalPlantFacilities/Transportation

Activities Shuttles pointpark.edu/StudentLife/SAIL/ActivitiesShuttleServices

Shuttle Tracking <http://www.pointparkshuttle.com/default.aspx>

University fleet vehicles are used to transport members of the University community to locations such as the Pittsburgh Playhouse, Stage AE, and shopping trips, as well as athletic and other University-sponsored activities and events.

All University fleet vehicle passengers must have Point Park University identification or a guest pass issued by a sponsoring University department in order to utilize University fleet service.

The regular drop-off and pick-up location is in the Student Center Parking Lot located between the Student Center and the fire station, on the Boulevard of the Allies side of the lot. During parades or other road closures which cause the Boulevard of the Allies to be closed the primary alternative drop-off and pick-up location is First Avenue and Wood Street, and the secondary location is Fort Pitt and Wood Street near the West Penn Building. Once the Boulevard of the Allies is open for vehicles, service will resume at the Student Center Parking Lot.

All fleet vehicle schedules are subject to change due to traffic, road conditions, weather, road constructions, and other unforeseen circumstances. For more information about transportation services, as well as current schedules, consult the website.

Items left on fleet vehicles will be turned in to lost and found located at the Academic Hall security desk.

Shopping Shuttles

The Office of Student Activities, Involvement and Leadership (SAIL) sponsors Point Park University shuttles to stores for students' shopping needs. Destinations and schedules change based on student feedback, but have included locations such as Trader Joe's, Giant Eagle, Whole Foods, and Target in East Liberty, as well as locations in The Waterfront. Visit the website for current destinations and schedules.

Shuttle Tracking

Real time tracking of University shuttle locations, as well as estimated time of returns and departures, is available online at www.pointparkshuttles.com, or download the app. Links to the app download are available on the tracking website (upper right corner).

Train

Amtrak Station

Phone 800-USA-RAIL (872-7245)
Location 1100 Liberty Avenue, Pittsburgh, PA 15222
Website amtrak.com

Airport

Pittsburgh International Airport

Phone 412-472-3525
Website flypittsburgh.com/home
Bus Route (Port Authority of Allegheny County – See below for info) 28X Airport Flyer

Bus Service – Long Distance

Greyhound Station

Phone 412-392-6514
Location 55 11th Street
Website greyhound.com

Commuter and Mass Transit

Trip Planning

Website circlegate.com/ezride

If you know you're going to use public transportation but are not sure where to start, try the EZ Ride Pittsburgh app!

Port Authority of Allegheny County (PAT)

Phone 412-442-2000
Downtown Service Center 534 Smithfield Street
Website portauthority.org
Website connectcard.org
Website portauthority.org/paac/RiderServices/MobileApps.aspx

The Port Authority primarily serves Allegheny County with bus, T (light rail), incline, and paratransit service. You can find updated fare information and schedules on the Port Authority website, along with how to ride, how to pay, how to read a timetable, transit do's and don'ts, and Park & Ride lots.

Printed schedules are available at the Port Authority's Downtown Service Center; select schedules are also available in Lawrence Hall Lobby. You can also find schedules online using the Trip Planner feature, and use the real-time vehicle-tracking system known as Tru-Timesm. There are also a number of apps available for mobile devices that will provide this information; visit the Mobile Apps page on the Port Authority's website for a list of apps and which ones use the Port Authority's real-time data.

Fare Information and Payment

Fare information can be found online and on the printed schedules. Generally, riders pay \$2.50 per ride, and pay upon entering the vehicle. Riders are encouraged to pay via ConnectCard. Cash (exact change) is still being accepted at the time of publication, but the Port Authority is planning to phase out cash payments in the near future.

Passes and stored cash value can be loaded onto Port Authority's plastic, reusable fare card called the ConnectCard. ConnectCards can be reloaded at the Port Authority's Downtown Service Center, dozens of ConnectCard machines throughout the Port Authority's service area, participating area Giant Eagle stores, or on the ConnectCard online management system.

Paying your fare with your ConnectCard is easy. Simply tap your ConnectCard on the orange target of the farebox or validator when you ride; no worrying about having exact change!

If you register your ConnectCard by calling the Port Authority, or online, and your card is lost or stolen, call the Port Authority to report it. They will shut off your ConnectCard, then you can go to the Downtown Service Center and get a replacement, at which time they will also transfer any active passes, tickets, or remaining cash balance onto the new card. You MUST call first; the Service Center cannot shut off your card in person.

The Office of Student Life has ConnectCards available for students for a nominal fee. Just stop in the office on the 1st floor of Pioneer Hall and pick one up while they last. These cards do not have any stored passes or cash value; you will need to register them and load them yourself.

Bus Service – Outlying Counties

Website portauthority.org/PAAC/portals/1/pdfs/RegionalTravel.pdf

In addition to services provided in Allegheny County, the Port Authority website provides contact information for mass transit options for outlying counties, including:

- Beaver County
- Butler County and Grove City, Pa.
- Charleroi and California, Pa.
- Mid-Mon Valley Transit Authority
- Fayette County – Uniontown, Pa.
- New Castle, Pa.
- Washington County
- Westmoreland County

Taxi, Limo, Car, and Driver Services

Star Transportation Group

Includes Classy Cab, VETaxi, Cranberry Taxi, Air Star Access, & Star Limo

Website stgpgh.com/

Pear Transportation Company LLC

Provides designated driver or personal chauffeur services

Website thepearcares.com

zTrip

Black car or taxi service

Website ztrip.com

Uber

Car service

Website uber.com

Parking

Station Square

Phone – Station Square Parking Office 412-261-1993
Location 301 West Station Square Drive
Website stationsquare.com/info/parking

Because Downtown Pittsburgh is a thriving business and cultural destination — with lots of things to do and many advantages for Point Park students — parking options can be tight. For students who drive to campus, Point Park has an arrangement with Station Square parking for a discounted monthly parking lease for Point Park students. You can park at Station Square, then take a free shuttle (operated by Station Square) from the parking lot to campus.

To acquire a discounted Station Square monthly parking pass (lease), you must:

- Visit the Office of Student Life on the 1st floor of Pioneer Hall
- Show your Pioneer Card and fill out a parking contract
- Have the contract signed by the Director of Student Life
- Take your contract and your Pioneer Card to Station Square

Shuttles leave from the West Lot of Station Square (near the hotel) and stop at each intersection on the Boulevard of the Allies from Stanwix Street to Smithfield Street. Shuttles run Monday – Friday, 7–10 a.m. and 3–7 p.m.

Parking is available at either the East Lot (closest to the Smithfield Street Bridge) or the West Lot. Discounted monthly leases cost around \$100 per month, or park there daily for \$6 a day if you are in before 10 a.m.

Pittsburgh Parking Authority

Phone 412-560-PARK (7275)
Location 232 Boulevard of the Allies
Website pittsburghparking.com

Search the Parking Authority’s website for current information on parking locations and cost (by neighborhood, type of parking), leases, meters (enforcement hours, cost, reporting broken meters), parking tickets, etc.

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
Monongahela Wharf Entrance – Intersection of Fort Pitt Boulevard & Wood Street

The Third Avenue and Wood-Allies garages are 24-hour garages that offer parking by the hour or day, as well as monthly lease options.

The Mon Wharf parking area charges a flat rate to park all day (cash only) and is closed occasionally when the river rises high enough to spill over onto the shore.

Street Parking

Website	pittsburghparking.com
Website (FAQ's).....	apps.pittsburghpa.gov/ppa/Frequently_Asked_Questions - Pay by License Plate Meters.pdf
Meter Enforcement Hours	8:00 a.m. – 6:00 p.m. Monday – Saturday

Hours of enforcement are also displayed on the meter screen

Metered on-street parking is regulated by the Pittsburgh Parking Authority, and is STRICTLY enforced. It is a pay-by-license system with meter kiosks; look for signs directing you to the nearest kiosk. Payment is by credit card (Visa or MasterCard) or quarters; dollar bills are not accepted. You can also download the Go Mobile Pgh app on your phone and pay by credit card via the app. You can also set the app to alert you when the parking time is about to expire, then renew your parking through the app, if needed. Parking policies are subject to change by the City of Pittsburgh. It is up to the student to follow all regulations currently in place. For current information, consult parking meter or visit the Parking Authority's website for more information.

Electric Vehicle (EV) Chargers

The Parking Authority has two garages in the city that each have two (2) Eaton level II Dual Electric Vehicle Chargers. Each garage can charge four vehicles at a time with a 4-hour charging time. The parking spaces dedicated to the EV charging stations are highly visible and clearly marked and signed. Locations:

- Grant Street Transportation Center Red Garage - Close to the 2nd floor elevators
- First Avenue Garage – 3rd floor adjacent to the T-Station and elevator lobby

Bicycle Parking

Pennsylvania Bicycling Laws	pacommutes.com/biking/safety-and-laws/
Pennsylvania Bicycle Driver's Manual	http://safety.fhwa.dot.gov/ped_bike/docs/pamannual.pdf

Biking can be a great way to get to campus; it's is good for your health, can save you money and is kind to the environment. For your safety, and the safety of others on the road around you, please be aware of Pennsylvania's Bicycling Laws and read Pennsylvania's Bicycle Driver's Manual.

On-Campus Bicycle Parking

Bike racks are available in two locations on our campus:

- Outside Academic Hall on the Third Avenue side
- Inside Lawrence Hall in the basement

Please note: You must provide your own lock. Point Park University does not assume any responsibility for bikes parked in the bike racks.

Off-Campus Bicycle Parking

Phone – Pittsburgh Parking Authority	412-560-PARK (7275)
Location	Third Avenue Garage Bicycle Station
Pittsburgh Parking Authority	pittsburghparking.com/bike-station
Other Bicycle Parking Resources	bikepg.org/resources/bike-parking/

Off-campus bicycle parking is available in the Third Avenue Garage Bicycle Station on a first-come, first served basis; preferred (paid) and free-use parking facilities are available. Additionally, all other Pittsburgh Parking Authority garages have free sheltered bike racks, some are even near an attendant. Consult the websites for more information.

Commuter Resources

The Student Handbook has information for commuters on:

- Transportation and parking
- Dining services that includes information on meal plans, vending machines, and microwaves
- Lockers
- Study lounges – The 4th Floor Lawrence Hall lounge is also designated as the commuter lounge and has a TV, vending machines, microwave, copy machine, WiFi, and comfortable furniture

The Commuter Resources web pages also have this information, along with a Renter's Guide to help with apartment renting:

<http://www.pointpark.edu/StudentLife/CommuterResources>