

POINT PARK **U N I V E R S I T Y**

2021-22 **Student Planner & Handbook**



For questions or comments contact:

Office of Student Affairs
412-392-3840
studentaffairs@pointpark.edu
7th floor Student Center

Rev. 7/20/21

Nondiscrimination, Equal Opportunity and Diversity Initiatives

This policy affirms Point Park University's commitment to nondiscrimination, 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 and policies, or complaints, should be referred to Point Park's vice president of human resources, equity and inclusion, phone number 412-392-3952. Complaints of discrimination can be filed via the Incident Reporting Form online at pointpark.edu/incidentreport and will be processed by the University Office of Equity and Inclusion according to Point Park's policy on discrimination and harassment. Complaints may also be emailed to equity@pointpark.edu

Inquiries regarding Title IX and the Title IX regulations should also be referred to the University's Title IX coordinator. The Title IX coordinator, Vanessa Love, may be reached at vlove@pointpark.edu, 412-392-3980 or Student Center, Room 104D, 201 Wood Street, Pittsburgh, PA 15222. A Title IX incident report can be filed via the Incident Reporting Form online at pointpark.edu/incidentreport.

COVID-19

Please refer to the University website for all up to date COVID-19 related information. In case of conflict, COVID-19 policies and procedures supersede those in this Student Handbook.

PointPark.Edu/COVID

Mission of Point Park University

Point Park University provides innovative undergraduate and graduate education in a dynamic urban setting. Dedicated to academic excellence and community engagement, we prepare students of diverse backgrounds with the knowledge, skill, and experience to lead meaningful lives as informed citizens and successful professionals.

Vision of Point Park University

To 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

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

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University Departments and Programs

Athletics

Phone 412-392-3844
Location.....6th Floor Student Center
Website PointParkSports.com

General Information

Point Park University currently offers 18 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, competitive dance, and esports.

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. 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; esports competitions are held in the esports arena. All other home venues are off-campus. Transportation to select off-campus home games is available via Fan Vans. More information about game schedules and events can be found at PointParkSports.com and on social media @PointParkSports.

Sport	Home Venue	Address
Baseball	Green Tree Park	895 Green Tree Road Pittsburgh, PA 15220
M & W Basketball	CCAC-Allegheny Physical Education Building	808 Ridge Avenue Pittsburgh, PA 15212
Competitive Cheer & Dance	Student Center Gym	330 Boulevard of the Allies Pittsburgh, PA 15222
M & W Cross Country	Schenley Park	Schenley Park Pittsburgh, PA 15213
Esports	Esports Arena 2 nd Floor Student Center	330 Boulevard of the Allies Pittsburgh, PA 15222
M & W Golf	Hickory Heights Golf Club	116 Hickory Heights Drive Bridgeville, PA 15017
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

Center for Student Success

Phone 412-392-8153
 Location.....5th Floor West Penn Hall
 Email..... css@pointpark.edu
 Website [Center for Student Success](#)

The University's Center for Student Success is at the heart of a coordinated, campus-wide commitment to helping freshmen obtain their degree in four years and supporting transfer students in the timely completion of their Point Park program of study. 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 advising and guidance

Each Point Park undergraduate student who has declared a major is assigned to a faculty member, within their field of study, who serves as a professional and scholarly mentor. Faculty advisors are the student's primary resource for discussing the selection of courses within the major as they relate to professional goals, graduate school options, internships and career opportunities, and professional networking.

Student success coordinators within the Center for Student Success assist students with academic process and monitor degree progress to ensure timely graduation. The Center

for Student Success also works closely with undecided students to help them explore majors that match their career and personal interests to find the best fit.

For all students, the Center for Student Success staff can help with topics including:

- Transitioning to college-level academics
- Staying on track for graduation
- Learning to use PointWeb, Point Park's online student information hub
- Registering for classes
- Learning about Point Park student services and educational opportunities
- Changing a major
- Declaring a double major or a minor
- Improving study skills
- Learning to balance a heavy course load

Family Weekend

Email..... StudentAffairs@PointPark.edu
Website [Family Weekend](#)

Every fall all Point Park students and their families are invited to attend Family Weekend. This is a wonderful time for families to spend together enjoying some of the many opportunities available to their students, as well as exploring Downtown Pittsburgh. Registration typically opens in September and closes a week before the event.

Financial Aid

Phone 412-392-3930
Location..... 1st Floor Thayer Hall – Student Financial Services Center
Email..... financialaid@pointpark.edu
Website [Financial Aid](#)

The Office of Financial Aid 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 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](#) 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. May 1 is the deadline date for the Pennsylvania State Grant.

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](#).

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 412-392-8192
Location..... 405 Lawrence Hall
Email..... honorsprogram@pointpark.edu
Website [Honors Program](#)

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.

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 honors housing for resident students that focuses on academics and community service and helps incoming Honors students build community with their classmates. 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.

The Honors Program has three specific foci: Academics, Service, and Leadership. In the context of academics, students challenge themselves by enrolling in specific honors sections of courses and by “honoring” non-honors sections to gain honors credits. Thus, allowing students to extend their learning while supporting their schedules and academic interests. Students must take six honors classes (either honors sections or by honoring non-honors sections) and complete three additional one-credit honors courses (HON 299, 399, 499) to complete a total of 21 credits, to earn their honors certificate. Additionally, our students submitted to and presented at national honors conferences, which offer national and regional academic opportunities for our students to learn.

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 and in their Honors UNIV 101 classes. This past year students worked with Wood

Street Commons and collectively learned about housing injustice in our communities. Through a Pittsburgh Arts and Lecture partnership, the Honors Program in collaboration with the Black Student Union organized campus-wide access to the Ta-Nehisi Coates lecture. Through experiences like this in all areas, inside and outside the classroom, we as a program seek to support our campus and community.

Students earning a minimum 3.5 GPA or scoring more than 1200 on the SAT or 25 on the ACT 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 your Admissions Counselor.

Library

Phone	412-392-3171
Text (During Hours of Operation)	412-444-7333
Location.....	1 st Floor & Lower Level - University Center
Email.....	library@pointpark.edu
Website	Library

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, and children's literature collections.

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 the student's 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. The Library has a collection of textbooks on reserve for in-Library use only. 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 Library. Students are financially responsible for overdue fines or replacement fees charged to their Library account. Students must clear their accounts 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 laptops

for use in the building or use their own devices. The Library also provides calculators, HDMI cords, and headphones available for loan. Three free-standing scanners allow users to scan documents at no cost to email, smartphone, iPad, Google Docs, or flash drives.

Study rooms 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. These rooms can be reserved for up to three hours through the Library’s webpage.

For more information about the Library, its policies, hours of operation, and access to the online catalog and databases, consult the website. Students may also contact the Library staff by phone, text, or email, or through the Chat box on the Library’s webpage.

Pioneer Ambassador Program

Email.....Orientation@PointPark.edu
Website [New Student Orientation](#)
Instagram [@PointParkPAS](#)
Twitter..... [@PointParkPAS](#)

The Pioneer Ambassador (PA) program is one of the University’s premier leadership opportunities on campus. The PA Leadership Team is comprised of a student chair and five student coordinators. The coordinators each have a team of Pioneer Ambassadors they oversee. The PA team supports the initiatives of the Office of Student Affairs and the University, serving as resources and mentors to incoming freshmen, new and current students, families, and all University guests. They participate in various campus events including, but not limited to, new student orientations, Tea Tuesdays, continuity events, Family Weekend, Open Houses, Admitted Students Days, and career fairs.

Professional Career-Readiness Center

Phone 412-392-3950
Location.....5th Floor West Penn Building
Email..... careerdev@pointpark.edu
Website [Professional Career-Readiness Center](#)
Schedule an Appointment with Counselor and Job & Internship Search [Handshake](#)

The Professional Career-Readiness Center is an education and resource center that provides programs and services to enhance student success by creating opportunities to achieve career-readiness, increase knowledge of career pathways, and connect to experiential learning such as internships and co-ops. The Center also assists students in developing professional skills and connecting to meaningful employment through strategic partnerships and targeted events. Individuals who utilize our programs and services learn to:

- Explore and understand career options, develop professional marketing materials, participate in the job search process, and successfully complete interviews

- Interact with business leaders, community members and employers through career-focused workshops, seminars, and other networking opportunities
- Establish professional career-readiness by developing and practicing competencies identified by the National Association of Colleges and Employers
- Participate in experiential learning programs such as internships and co-ops to gain real-world, professional experience

Career-Ready. That’s the POINT.

The Point Park University Professional Career-Readiness Center is always ready to help students — before and after graduation — with career mapping, job searches, professional documents, brand management, interviewing skills and much more! [Schedule an appointment](#) or learn more about our services at Pointpark.edu/CareerReady.

Registrar

Phone 412-392-3861
 Location..... 9th Floor Thayer Hall
 Website [Office of the University Registrar](#)
 Website [University Catalogs](#)
 Website [Coursebook](#)

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 course registration processes. Other functions handled by the Office of the University Registrar include publication of academic calendar, 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 Saturdays; consult the website for the schedule.

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

Reserve Officers Training Corps (ROTC) Program

Phone (Office of Student Affairs) 412-392-3840
 Location.....7th Floor Student Center
 Email.....studentaffairs@pointpark.edu

Army ROTC

Phone 412-624-6254
 Email..... armyrotc@pitt.edu
 Website Three Rivers Battalion

The Army ROTC program is open on all students at Point Park University through a cross-registration agreement with Duquesne University. ROTC prepares college students to become Army officers by giving them the tools, training, and experiences needed to help them succeed.

Army ROTC courses are usually taken as an elective each semester in conjunction with the courses required for the student's degree program. College credit is received for the ROTC courses, and some courses may be used to fulfill degree requirements. Students entering the program in their second year of college may have to attend Cadet Basic Camp in the summer after their second year.

Students may participate in the ROTC Basic Course (level 100 and 200 courses) their freshman and sophomore years without obligation to join the Army, unless they receive an Army scholarship. Completion of the program leads to a commission as a Second Lieutenant in the US Army, the Army National Guard, or the US Army Reserve.

Army ROTC scholarship opportunities exist for qualified students. Scholarships and/or tuition assistance is also available for students who have served in the Armed Services previously, or are currently serving in the National Guard or Reserve.

For more information on, visit the Three Rivers Battalion [website](#), email armyrotc@pitt.edu, or call (412) 624-6254.

Air Force ROTC (AFROTC)

The AFROTC program is open to all full-time Point Park University students through a cross-registration agreement with the University of Pittsburgh. The AFROTC offers both a two- and a four-year program leading to a commission as a Second Lieutenant in the Air Force or Space Force.

Students complete one or two years in the General Military Course (GMC) before competing for an enrollment allocation into a two-week summer leadership training program at Maxwell AFB in Alabama. After completion of the summer training program, students are enlisted into the Professional Officer Course (POC), where they will take on a role leading anywhere from 10–50 of their fellow cadets in weekly activities.

Students are under NO contractual obligation to the Air Force until entering the POC or accepting an Air Force scholarship. In addition to the academic portion of the curriculum, each student attends a weekly two-hour, hands-on “leadership laboratory” that tests both their followership and leadership abilities amongst their peers. This lab is used to practice various leadership and management techniques and groom students into future military leaders.

For more information, visit the AFROTC Detachment 730 [website](#), email afd730@pitt.edu, or call (412) 624-6031.

Student Accounts

Phone	412-392-3424
Location.....	1 st Floor Thayer Hall – Student Financial Services Center
Hours.....	Monday-Friday, 8:30 a.m. – 4:30 p.m.
Website	Office of Student Accounts
Website	Academic Calendar
Website	Undergraduate and Graduate Catalogs

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 the student’s 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 online billing statement (e-bill) 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; visit pointpark.edu/authorizedpayer for instructions.

The University offers payment plan options for students who want to budget for tuition and other direct costs through monthly payments. For details, please visit pointpark.edu/paymentplans.

In addition to monthly payment plans, the University offers deferred payment for students who are eligible to receive tuition assistance from their employers. For details, please visit pointpark.edu/employerdeferred.

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 Undergraduate and Graduate Catalogs and can be found in the academic calendar online 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	Student Center

The Student Center is open year-round, offering opportunities for fitness training, recreation, and individual and group programming. Free weights and cardio equipment are available. Billiards, electronic darts, and table tennis are offered as leisure activities, in addition to a full-court gymnasium, and free bike rental. The Student Center also has two small rooms available on the second floor which may be reserved by students.

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 Conduct.....412-392-8029
Email.....studentconduct@pointpark.edu
Location..... 715 Student Center
Website[Office of Student Conduct](#)

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 Director of Student Conduct, the Student Health Center, or the University Counseling Center (see also section [Health and Wellness](#)).

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 calling the University Police Department’s 24-Hour Dispatch Center at 412-392-3960.

Student Employment

Website [Student Employment](#)

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

- Federal Work Study (fall & spring terms)
- State Work Study (summer terms only)
- Apprenticeships
- Other on-campus employment with Barnes & Noble, Culinary, the Athletic Department (van drivers), and the Center for Student Success (tutoring – see also [Services for Students – Tutoring Services](#))
- Off-campus employment

Some opportunities for student employment have eligibility requirements or are major-related. For more information, consult the website.

Student Life

Phone 412-392-8026
Location.....7th Floor Student Center
Email.....studentlife@pointpark.edu
Website [Office of Student Life](#)

The Office of Student Life is responsible for creating an enhanced academic experience for all students, including commuters and residents. The Office of Student Life consists of Housing and Occupancy Management, Residence Life, the Office of Student Activities, Involvement, and Leadership (SAIL), Commuter Resources, Study Abroad, the Student Health Center, and the University Counseling Center. 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 [Commuter Resources](#)

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. Visit the Commuter Resources web pages for more information on transportation and parking, lockers, dining on campus (including meal plans for commuters), a renter’s guide, and the Commuter Lounge on the 4th floor of Lawrence Hall. This lounge has a TV, microwave, computers, free Wi-Fi, and comfortable furniture to hang out, relax, or study between classes. You can also call or visit the Office of Student Life or see information in this Handbook on these topics:

- [Dining Services](#)
- [Lockers and Storage](#)
- [Study Lounges](#)
- [Transportation Resources](#) (includes parking information)

Housing and Occupancy Management

Phone 412-392-3824
Website [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. The 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 [Resident Educators](#)

Website [Residence Life](#)

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

First-Year 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 readiness.

Student Activities, Involvement and Leadership (SAIL)

Phone 412-392-4735

Location..... 102 Student Center

Email..... sail@pointpark.edu

Website [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 offers support to all recognized student organizations and serves as a resource for students to develop their leadership skills. In coordination with the Student Government Association (SGA), SAIL also serves as a resource for those who wish to get involved in student organizations on campus.

Study Abroad

Email..... studyabroad@pointpark.edu

Website [Study Abroad](#)

Website [PointSync Study Abroad Portal](#)

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.

Affiliated Programs

Point Park University has vetted and developed affiliation agreements with the following partners for semester-long programs open to students of all majors:

- Regent's University London in London, England
- American University of Rome in Rome, Italy
- University of Salford in Manchester, England
- CEA Study Abroad in multiple destinations

Additionally, the following majors have program-specific partnerships available:

- Dance Majors – CSDMA (dance conservatory) in Madrid, Spain
- Education – SEK International Schools Student Teaching Placement
- Musical Theatre – University of West London in London, England

Independent Study Abroad Programs

Students are permitted to participate in study abroad programs not affiliated with Point Park as long as they meet eligibility requirements and submit their study abroad application and all required documentation prior to traveling. With these types of programs, students are responsible for researching options and working with the program directly to meet program deadlines and requirements, as well as arranging financing.

Participation Requirements

Students wishing to participate in the Point Park Study Abroad Program must meet the following participation requirements:

- Must be in good standing with the University and be able to obtain academic, financial, student conduct, and Student Affairs clearances with no other outstanding obligations at the University
- Must be a currently registered student that has completed at least one semester at Point Park prior to the application process
- Must have attained sophomore status or higher by the time of travel
- Must have and maintain a minimum GPA of 2.5; some programs may 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 1st; for the summer and fall semesters, it is normally on or before March 1st.

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.

Faculty-Led International Group Travel

In addition to semester-long individual study abroad opportunities, there are also occasional short-term international faculty-led trips. These trips are usually arranged through an academic department, or as part of a course in which students can participate for University credit. Examples include:

- **Teaching Abroad in the Emerald Isle:** Education majors had the opportunity to travel to Ireland to complete their student teaching practicum
- **International Media Trips:** As part of the International Media course, Point Park School of Communication and Honors Program students travel to various locations, allowing them to compare media in the U.S. versus other countries, as well as experience different cultures and networking opportunities.
- **Cultural and academic immersion programs in the Rowland School of Business** enable students to experience other cultures on a personal level. Trips have included the Irish Culture and Human Resource Practices Immersion Trip, Disney Leadership Seminar, and the Greek Economic Experience.

For more information on faculty-led group travel opportunities, visit the website or check with your academic department.

Services and Support

Accessibility Services

Phone	412-392-8077
Email.....	disabilities@pointpark.edu
Location.....	1 st Floor Student Center
Website	Accessibility Services
Website	Accessibility Services Appeals Process

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 Office of Equity and Inclusion. Students should contact the Assistant Director of Accessibility, Equity and Inclusion or consult the website for more information on the University’s policy and the procedures for verifying disabilities and requesting reasonable accommodations.

Because students’ needs vary, accommodations are determined on a case-by-case basis. Therefore, after the appropriate documentation has been provided, students must participate in an interview with the Assistant Director of Accessibility, Equity and Inclusion. The Assistant Director of Accessibility, Equity and Inclusion 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 Assistant Director of Accessibility, Equity and Inclusion. A student having a complaint or concern related to services or reasonable accommodations provided by the Assistant Director of Accessibility, Equity and Inclusion may initiate the appeals process or file a complaint under the Policy on Discrimination and Harassment. A student who is dissatisfied with the outcome of the University processes, or who wishes to pursue an alternative may file a complaint against the University with the Office of Civil Rights or in a court.

ATM Machines

ATM Location	2 nd Floor Academic Hall (Across from the elevators)
ATM Location	1 st Floor Student Center (Near elevators)

Bookstore

Phone	412-392-3448
Location.....	1 st Floor Lawrence Hall
Website	Bookstore

The Bookstore carries Point Park University apparel, accessories and gifts, stationery supplies, leisure-reading books and magazines, snacks, and other miscellaneous items. The Bookstore also carries all required and recommended textbooks. Titles are available as hard copy, with some titles available in digital format. Also, in addition to purchasing new textbooks, some titles are available as used, saving over 25% off the publisher's new book pricing, and many are available as a rental 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. Visit the website or the Bookstore for buy-back rules and deadlines

To search the online textbook listings, the semester and course information is needed, including department, number, and section, which can be found on the student's class schedule available in [PointWeb](#). For textbook pricing, book information, placing orders for the next semester, and Bookstore hours of operation, call or visit the Bookstore, or visit the website.

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

Copy Machines

University Center	1 st Floor
Lawrence Hall.....	4 th Floor Commuter Lounge
Thayer Hall	2 nd Floor, Next to Room 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	Dining on Campus
Website	Add Flex Dollars

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. Accepted forms of payment vary by location and include meal plans, Flex Dollars, cash, and Visa/MasterCard. If a meal plan or Flex Dollars are purchased, your Point Park University Pioneer Card (ID Card) will be encoded to access your dining services account and must be presented to be used as payment. Pioneer Cards are nontransferable. For

more information on dining locations, hours of operation, meal plans, Flex Dollars, and more, see below and consult the website.

Dining Locations

Lawrence Hall Dining Room (LHDR)3rd Floor Lawrence Hall
Payment Accepted Meal Plan, Flex Dollars, Visa/Mastercard, Cash
Hours of Operation [Dining on Campus](#)

The Lawrence Hall Dining Room 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 bring large glasses or containers into the LHDR.

Point Café 2nd Floor Lawrence Hall
Payment Accepted Flex Dollars, Visa/Mastercard, Cash
..... Meal Plan Exchange (breakfast, dinner, & late night – no lunch)
Hours of Operation [Dining on Campus](#)

The Point Café offers a wide range of grab-and-go, and made-to-order menu selections. The Point Café serves Farmer Brothers coffee, fresh salads and deli sandwiches, and a wide selection of grill items. Don't feel like going to the store? Pick up a snack at the C-Store located right in the Point Café.

Point Perk 100 Wood Street; adjacent to Village Park
Payment Accepted Flex Dollars, Visa/Mastercard, Cash
Hours of Operation [Dining on Campus](#)

Set up as a "We Proudly Serve" location you can find all your favorite Starbucks beverages and beverage programs. With a dynamic hot food program that you won't find anywhere else on campus, and a varied selection of grab-and-go snacks, Point Perk is the perfect place for a quick snack and an awesome study session. Teaming up with SAEM, Point Perk hosts performances and open mic nights that you must see to believe.

Meal Plans and Flex Dollars

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

Resident students living in

- Lawrence and Thayer Halls **Required** Unlimited, 19, 14, or 10-Meal Flex Plan
- Thayer Hall **Required** Unlimited, 19, 14, or 10-Meal Flex Plan
- Conestoga Hall **Required** Unlimited, 19, 14, or 10-Meal Flex Plan
..... OR Commuter Meal Plan or Flex Plan
- Boulevard Apartments **May Purchase Any Meal Plan, But Not Required To**

Meal Flex Plans

Enjoy a set number of meals per week, Sunday through Saturday. All-you-can-eat breakfast, lunch and dinner is served in the Lawrence Hall Dining Room. If you prefer, any of these meals used as a meal exchange in the Point Café during breakfast, dinner or late-night hours. These plans also include Flex Dollars which may be used at on-campus locations that accept Flex Dollars.

- 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 Dollar amounts are subject to change.

Flex Plan (\$400 Flex Dollars)

Commuter students, as well as residents of Conestoga 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) – Inc. \$200 Flex

Commuters (any student not living in a University residence) 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. These block plans also include \$200 in Flex Dollars.

Meals are not guaranteed when food service facilities are closed. No credit will be given for missed meals unless a student 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.

Meal Plan Exemptions

Phone 412-392-8077
Email..... disabilities@pointpark.edu
Website [Disability Services](#)

A resident student requesting exemption from purchasing a meal plan for medical reasons must register with [Accessibility Services](#) and follow the appropriate policies and procedures necessary to request the appropriate accommodation. For more information, visit the website.

Microwave Ovens

Lawrence Hall	2 nd Floor (in the Point Café)
Thayer Hall	2 nd Floor
Boulevard Apartments	1 st 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	2 nd floor (near the elevators)
Boulevard Apartments	Lobby
Student Center	Lobby
University Center	Lower Level (Library)
West Penn Building	1 st Floor
West Penn Building	8 th Floor

Disability Services

See [Services and Support – Accessibility Services](#)

Lockers and Storage

Questions	412-392-8026 or studentlife@pointpark.edu
Locker Registration – Office of Student Life	7 th Floor Student Center
Locker Location	3 rd & 4 th Floors Academic Hall
Website	Lounges, Lockers, and Meals

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 – University Police 24-Hour Dispatch Center 412-392-3960
Location – University Police 24-Hour Dispatch Center 3rd Floor Frontier Hall
Website [Safety Programs and Tips](#)

Lost items of value are turned into the University Police Department. Items of lesser value are turned into the security desk at Academic Hall.

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.
Sundays and 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 & Supplies

The Mail Center has stamps available for sale on a cash-only basis and is able to process personal letters or flat mailers that are ready for mailing. Preparation and mailing service of personal packages is not available.

Personal USPS, UPS or FedEx Ground packages will be accepted as long as they are prepared and have a prepaid label. Personal USPS packages without a prepaid label should be taken to the Post Office located at the Times Building on Third Avenue (near the corner of Third and Smithfield Avenues).

Mailboxes

Thayer & Lawrence Hall Mail Center – Lawrence Hall
Boulevard Apartments 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. After moving into their residence hall room, students should report to the Mail Center to obtain their mailbox card that includes their mailing address, mailbox number and lock combination or key. All mailboxes are shared by two students, except 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 Hall 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 tuition account. Students are to return their mailbox key 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
Campus Box 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 are retrieved at the Mail Center during business hours. Just sign the blue Parcel Retrieval Card 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 the University Police Department 24-hour Dispatch Center 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 U.S. 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 [Student Printing](#)
Website [PaperCut](#)

Most computer labs on campus have printers available for student use. At the start of each 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
Photo Lab Printing	3.00 Credits per Square Foot

Adding Print Credits

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

Refund Request

In the event of a printer error and a student is 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 of people browsing Facebook? Students are now able to print MS Office documents and PDF files to select lab printers from their 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, domain account (username and password), and technical assistance, see also the section [Computer and Technology Resources](#)

See also – [Services for Students - Copy Machines](#)

Recycling

Website [Recycling Policy](#)
Website [Sustainability](#)

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

- 2,600 pounds of plastic/aluminum per year
- 5,000 pounds of co-mingled paper per year
- 15,000 pounds of corrugated cardboard 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.

Inkjet and Laser Printer Cartridge Recycling

Location - Printing and Office Services.....Lower Level, Academic Hall

Point Park recycles all brands of inkjet and laser printer toner cartridges and has a central repository for all printer cartridge located inside Printing and Office Services on the lower level of Academic Hall.

Repairs and Maintenance

Website [Work Orders](#)

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.

Definitions of Work Order Classifications:

Routine: This work will be reviewed and, if possible, completed within four business days. *Examples include, but are not limited to: light out, dripping faucet, minor repairs to living space*

Urgent: This work will be reviewed and, if possible, completed within two business days. *Examples include, but are not limited to: more than one light out, leak around toilet or tub, window not working properly*

Emergency: This work will be reviewed and, if possible, completed within one hour. Also, please call the University Police 24-Hour Dispatch Center at extension 2222 from any campus phone, or 412-392-3960 from any 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

Email..... retention@pointpark.edu

Website [Student Success Support Contacts](#)

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 on a regular basis, at least daily. 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 Schoology messaging, phone calls, U.S. Mail, and the [PointAlert](#) emergency notification system.

For assistance with password issues, setting up your Point Park email on your mobile device(s), or other technology issues, visit the Technology Help Desk [online](#) or in person at 220 Thayer Hall, or call 412-392-3494.

To update your contact information with the change request form, visit the Office of the University Registrar [online](#) or in person on the 9th floor of Thayer Hall.

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 Center2 nd Floor Lounge
University Center (Library)*Lower Level
West Penn Building8 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 the 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, to be considerate of others sharing these spaces, and keep all lounge spaces clean, neat, and free of trash.

Tutoring Services

Phone412-392-8132
Email/General Inquiries tutoring@pointpark.edu
Location5 th Floor West Penn Building
Website Tutoring Services
Website Tutor Scheduling

Point Park Tutoring Services provides professional and peer tutors for students who seek assistance in their coursework, both online and on-ground. In addition, students may receive guidance with effective study strategies, such as organization, time management, note-taking techniques, and exam preparation. Students make appointments online through Point Park's tutor scheduling software. This system will allow students to schedule one-on-one tutoring appointments and to upload writing assignments for review when a student doesn't need to meet in person with a writing consultant.

The Center for Student Success makes a reasonable effort to meet the tutoring needs of students in a wide variety of courses. However, we may not be able to honor every request due to limited tutor availability or inability to locate a qualified tutor.

Tutoring and Writing Centers

Location – Tutoring Center 517 West Penn Building

Location – Writing Center 519 West Penn Building

Website [Tutor & Writing Centers Appointment Scheduling](#)

Tutors at the Tutoring Center provide students with assistance in science, technology, engineering, and math (STEM) courses as well as other subject areas.

Consultants at the Writing Center provide support across the curriculum with writing assignments at any stage of the writing process. Writing consultants can assist students with:

- Understanding the assignment handout,
- Getting started, brainstorming, and prewriting,
- Writing a thesis statement,
- Organization strategies,
- Grammar, usage, and style-skill development,
- Proofreading strategies,
- Correctly documenting sources, and
- Understanding and responding to instructor feedback

Use the link above to make an appointment with a tutor or writing consultant, or submit a writing assignment for review when an appointment with a writing consultant is not needed.

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 or services is permitted in the appropriate 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](#)

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

Appropriate Dress

Proper attire must be worn at all times in public areas of campus (i.e. lobbies, lounges, laundry rooms, food service areas, elevators, etc.). Proper attire includes, but is not limited to, shirt and shoes.

Change of Address, Name, Emergency Contact Information

Website	Change of Address, Name, Emergency Contact Information
Phone	412-392-3861
Fax	412-392-8062
Location.....	9 th Floor Thayer Hall

Download and complete the Change of Address, Name, Emergency Contact Information Form, or stop by the Office of the University Registrar to pick up and complete the form. Complete only the section(s) of the form containing the information you would like changed.

If you are changing your legal 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 or mailed to: Office of the University Registrar, Point Park University, 201 Wood Street, Pittsburgh, PA 15222.

See also [Preferred Name Policy](#)

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.

Family Educational Rights and Privacy Act (FERPA)

Website [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 Center are bound by the medical ethics of confidentiality. Information will not be released to a third party, including parents, without the student's written authorization, unless legally required or permitted.

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, whether in person or online, 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; presenting false or inaccurate information on behalf of the University; or acting in a lewd or indecent manner is prohibited.

Hazing

Website [Hazing Policy & Report](#)

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. For the most up to date information on hazing review the online [Hazing Policy & Report](#).

Medical Documentation Policy

Student Health Center 412-392-3800
Fax 412-392-3801
Email..... studenthealth@pointpark.edu
Location..... 203 Thayer Hall

Student Intervention 412-392-8022
Email..... sguidi@pointpark.edu
Location..... 537 West Penn

The Medical Documentation Policy provides a streamlined process for students, staff, and faculty when needing to obtain medical documentation pertaining to excused absences. The Medical Documentation Policy aims to clearly define the appropriate collection of health-related records in accordance with HIPAA regulations.

HIPAA defines a medical record as, “...any item, collection, or grouping of information that includes PHI [Protected Health Information] and is maintained, collected, used, or disseminated by or for a covered entity.” A covered entity refers to any health plan and most health care providers.

The Student Health Center is the only office on campus permitted to collect, maintain, and request any medical records detailing student health concerns. *Faculty and staff members should *not* request, collect, or maintain the medical documentation of any student. In the event that a medical excuse is needed to verify a student’s absence(s), the student should be directed to the Student Health Center for further guidance. Students will be able to submit medical documentation directly to the Student Health Center, who in turn will submit a redacted, confidential medical alert via the FinishLine early alert system. The Director of Student Intervention will notify the appropriate academic department, faculty and/or staff member.

Procedure:

1. Student notifies staff or faculty of a medical concern that has either already or will imminently prevent class attendance
2. Student is directed to the Student Health Center for further guidance and any required submission of medical documentation
3. Student may request medical documentation from a health care provider be sent to the Student Health Center
4. Student Health Center official submits a medical alert in the FinishLine early alert module within PointWeb
5. Director of Student Intervention shares notification of verified excuse with appropriate academic department, faculty members, and/or staff member

**Students requesting a medical exemption through the Office of Student Affairs may be asked to provide medical documentation during that process.*

For questions or more information, contact the Office of Student Intervention or the Student Health Center.

Missing Student Policy

Phone – University Police 24-Hour Dispatch Center 412-392-3960
 Website [Missing Student Policy](#)

The Missing Student Policy applies to students living in Point Park University's residence halls, suites or apartments. Concerns about a possible missing off-campus or commuter student should be referred to the University Police 24-Hour Dispatch Center.

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 University Police Department to investigate any report of a missing student who resides in Point Park University's residence halls, suites or apartments, following Point Park University's practices and procedures outlined below:

Practice:

- A resident student shall be deemed missing when they are reportedly absent from the University for more than twenty-four hours without any known reason.
- All reports of missing students shall be directed to the University Police Department at 412-392-3960. The University 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.
 - 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.
 - 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 of law enforcement personnel in the furtherance of a missing student investigation.

- When the student is under 18 years of age and not an emancipated individual, Point Park will notify the missing student's parents or guardian in addition to the person identified as the missing student's contact person.
- The University will make contact no later than twenty-four hours after the time the student is determined to be missing.
- Any notification to parents, guardians, or designated contacts will be made by a member of Student Affairs.

Law Enforcement Notification

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

Procedure

- Any report of a missing student should immediately be directed to the University Police Department.
- The University Police Department will notify the Office of 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 any known plans
 - Check the student's card access log to determine when they last entered a building, used their meal plan, etc.
 - Check the student's class schedule and look for the student in a classroom, as applicable
 - Contact faculty regarding attendance, as 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 Vice President of Student Affairs/Dean of Students or designee will notify the missing student's designated contact, and if the student is under 18, their custodial parent or guardian, and the University Police Department will notify the Pittsburgh Police — all within twenty-four hours of making the determination.

- If it has been less than twenty-four 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 the University 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.

Notification to Residential Students Concerning the Missing Student Policy

- At check-in to the residence halls, suites, and apartments;
- Discussed during the mandatory hall meetings;
- Included in the Annual Campus Security Report; and
- Published on the Student Life web pages.

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. To prevent thefts and crimes of opportunity, students are advised not to leave their property unattended or in an unsecured area. Point Park University strongly encourages students to purchase personal property insurance to cover their 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. Students may also purchase 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 and Multimedia 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..... 8th Floor, Frontier Hall
 Website [ID Center](#)

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 your first 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 Office of the University Registrar has final approval of all preferred name requests.

Any person who is purposefully denied the use of their preferred name may consult with the [Office of Equity and Inclusion](#) to determine if the Policy on Discrimination and Harassment has been violated.

See also [Change of Address, Name, Emergency Contact](#)

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 Homepage](#)

Website [PointALERT](#)

In the event of a school closing or delay, the information will be posted to the home 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 and Information Distribution

Internal Requests

All internal requests from students, staff, and faculty for campus notices, postings, signage, and information distribution must be pre-approved by officials of the University.

Academic Requests

Academic requests must be approved, as appropriate, by the Provost, International Student Services and Enrollment, Academic Dean or Department Chair, Office of Admission, Office of Graduate Admission, or the Office of the University Registrar.

Business, Employment, Informational, and Operational Requests

Business, employment, informational, and operational requests must be approved, as appropriate, by the President, Finance and Operations, Physical Plant, Human Resources, Professional Career-Readiness Center, Marketing and Communications, Student Accounts, Financial Aid, Student Life, or Alumni Engagement and Giving.

Residence Hall Requests

Residence hall requests must be approved by SAIL. Once approved, information to be posted will be given to the Office of Student Life for posting.

Non-Academic, Co-Curricular, and Student Organization Requests

Non-academic, co-curricular, and student organization requests must be approved by the Office of Student Activities, Involvement, and Leadership (SAIL).

SAIL Approval Process

- Requests are to be submitted to SAIL, 102 Student Center.
- Requests for approval must be submitted at least five (5) business days prior to the scheduled program/distribution date.
- Students are required to provide copies of the item(s) intended for distribution or posting.
- Information to be distributed or posted may not contain nudity, profanity, alcohol, tobacco, or other drug references, offensive material, or solicitation.
- Approved items will be stamped with the SAIL stamp of approval and posted on appropriate bulletin boards.
- SAIL does not provide printing services or posting materials.

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 any other surface, except in exceptional circumstances as approved by Marketing and Communications.

External Requests

External solicitation and advertising are not permitted on campus, 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.

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 of, 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 their 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 University Police Department.

Social Functions (Students)

Phone	412-392-4735
Email.....	sail@pointpark.edu
Location.....	102 Student Center
Website	Student Organizations
Website	Student Organization Resources

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

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 is not 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 digital 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.
- In general, 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 Sites (Twitter, Facebook, Instagram, Snapchat, LinkedIn)

- Even when your profile is private, the information you post can easily be made public with a simple screenshot. Be smart about what you publish. Once you put something online, you cannot take it 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 global nonprofit organization which provides free licenses and other legal tools to mark creative work with the freedom of use the creator wants it to carry, so others can share, remix, and/or use commercially.
- The music in [YouTube Studio's audio library](#) is free to download and use, subject to YouTube's terms and conditions.
- 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.

Students in Fully Online Programs

Point Park University students enrolled in fully online programs are treated 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 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 on campus are encouraged to notify a Point Park University staff member immediately or call the University Police 24-Hour Dispatch Center at 412-392-3960.

All non-academic, cocurricular, and student organization requests for soliciting and selling (i.e., fundraising) on campus must be approved by SAIL. Requests should be submitted as early as possible and include all relevant details including the name of student organization involved, contact information for the student organization, an explanation of the event, purpose of the event, date/time, location, etc. Notification will be 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[Student Complaints](#)

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, if necessary, 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. For Title IX issues visit the website for [Title IX: Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking](#).

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

Student Complaint Process

Step One: The student attempts to resolve the concern, problem, or issue with the individual faculty or staff 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 online Student Complaint Form.

Submit a Student Affairs complaint to the Vice President of Student Affairs for a concern, problem, or issue related to Athletics, Student Life, Resident or Commuter issues, Food Service, Student Center, Student Activities, Involvement and Leadership (SAIL), Student

Conduct, Professional Career-Readiness Center, Co-Curricular Transcript, Study Abroad, international or domestic group travel, Pioneer Experience, Student Health Center and University Counseling Center, Student Organizations, or Student Government Association.

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 taken 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 domain account (user name and password) 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 [Student Organizations](#)
Website [Student Organization Resources](#)

All student organizations must be recognized or chartered through Student Government Association (SGA) in order to access University services. Once recognized, student organizations are responsible for following all University policies. Policies may be found in, but are not limited to, the Student Handbook and Planner, 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 Office of Marketing and Communications.

- 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 of any organization member or advisor to follow any of the above policies or policies listed in this handbook or the Student Organization Manual 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.

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, 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 schooling or other childcare 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 University Police Dispatch Center 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 the case of faculty and staff.

University Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking

Website: [Title IX](#)
Website [University Policy Prohibiting Sexual Harassment, Relationship Violence, and Stalking](#)
Website [Online Incident Report](#)

Sexual harassment, including sexual misconduct, sexual assault, relationship violence and stalking, of any kind is 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. If there are incidents of sexual harassment that do not rise to a violation of this policy, the incidents will be referred to the Office of Student Conduct.

Full text of Point Park University's [Policy Prohibiting Sexual Harassment, Relationship Violence, and Stalking](#), in pdf format.

Reporting Sexual Harassment

You may contact any of the Title IX contacts listed here under the Title IX Contacts heading, to make a report or you can complete an [Online Incident Report](#). This report may be completed by a victim, a third party or anonymously. This report can be seen by the Vice President of Human Resources, the Vice President of Student Affairs, the Dean of Student Life, the Director of Student Conduct, and the Title IX & Diversity Specialist. Once a report is received it will be routed to the Title IX Coordinator who will determine what action, if any is required for the conduct that is alleged.

Any inquiries or complaints related to Title IX can be made by contacting, Vanessa Love, Director of Title IX and Diversity at 412-392-3980, vlove@pointpark.edu, or 1st Floor Student Center, 201 Wood Street, Pittsburgh, PA 15222.

Title IX Contacts

Vanessa Love

Assistant Vice President of Equity and Inclusion
Title IX Coordinator
vlove@pointpark.edu
412-392-3980

Vince Rugani

Assistant Director of Title IX, Equity and Inclusion
vrugani@pointpark.edu

Lisa Stefanko

Vice President of Human Resources,
Equity and Inclusion
lstefanko@pointpark.edu
412-392-4727

Visit the [website](#) for contacts and information on confidential support resources, additional resources, reporting a crime, crisis support, supporting a friend, frequently asked questions (FAQ's) and more.

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 Office of Student Activities, Involvement, and Leadership (SAIL). 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 the roof of any building.
- The dropping or throwing of any objects, including water, out of a window 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

Website [Office of Marketing and Communications](#)

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 Office of Marketing and Communications. 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

Email.....studentconduct@pointpark.edu
Phone 412-392-8029
Location.....7th Floor Student Center
Website[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.

* The NCHERM Group Model Code Project, 2013.

- Twenty-one 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 University Police officers 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.

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, sale, distribution, and cultivation of illegal or controlled substances and drug paraphernalia. Per PA Senate Bill 1006 synthetic marijuana (salvia and bath salts) is 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. More specifically this includes, but is not limited to:

- Students are not permitted to consume, transport, cultivate or possess illegal or controlled substances and drug paraphernalia on or off-campus.
- Students with a state regulated medical marijuana card are able to consume and possess marijuana as per the stipulations of their prescription. However, they are still not permitted to consume or possess marijuana in any University building, facility, or property, unless authorized by University administration. Students traveling as a part of a University related trip will have to receive written authorization from the Vice President of Student Affairs to use their prescribed medical marijuana.
- Students found in possession of large quantities of illegal or controlled substances will be investigated for the potential of distributing and/or sale of these substances.
- The possession of devices and materials that aid in the use and/or cultivation of illegal or controlled substances in any University building, facility, or property, unless authorized by University administration, is prohibited.

- The possession of devices and materials that aid in the sale and/or distribution of illegal or controlled substances in any University building, facility, or property, unless authorized by University administration, is prohibited.
- The intention to sell and/or distribute illegal or controlled substances on or off-campus, whether successful or not, is prohibited.
- The possession and or use of any apparatus, such as a vape pen or e-cigarette, containing THC or other illegal substances is prohibited.
- Students will be held responsible for the actions of their guests who fail to comply with the University Drug 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 drug 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) *

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](#). Students are responsible for

* The NCHERM Group Model Code Project, 2013.

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.

Amnesty

The amnesty policy is designed to offer students the ability to seek help or assistance in certain difficult situations. Amnesty will be granted by the Director of Student Conduct or their designee, solely at their discretion. For any of the following amnesty provisions to take effect, the Director of Student Conduct or their designee 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 Conduct 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 they 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 Conduct, 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 Conduct 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

* The NCHERM Group Model Code Project, 2013.

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.

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.

* The NCHERM Group Model Code Project, 2013.

- 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):

- 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 digital 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.

* The NCHERM Group Model Code Project, 2013.

- 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.
- m. Creates a false alarm, report or terroristic threat involving the University in any capacity.

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.

* The NCHERM Group Model Code Project, 2013.

- 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 the Director of Student Conduct to oversee and manage the student conduct process. The Vice President of Student Affairs and Director of Student Conduct 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 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)*

* The NCHERM Group Model Code Project, 2013.

All individuals, both inside and out of the University, are welcomed to report infractions of this Code, as well as any behavior they believe to be suspicious, to the Office of Student Affairs. There are several avenues in which reports can be received.

- Any staff member within the division of Student Affairs can take a verbal or written statement that can then be forwarded to the Office of Student Conduct.
- Concerned individuals can go to the Student Conduct portion of the University website and click on the incident report link to file a report.
- The Administrator on Duty (AOD) can also take a report of the individual infraction/behavior and send the report to the Office of Student Conduct.

The University Police should be contacted directly if anyone is in immediate danger. The Administrator on Duty and/or other University personnel will contact the University Police should their 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 Affairs and/or to the University Police. (NCHERM)*

No complaint will be forwarded for a student conduct meeting 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)*

Procedural Guidelines

1. All incident reports will be received and investigated by the Director of Student Conduct, or their designee.
2. If the Director of Student Conduct is made aware of a situation that does not have an incident report, they may ask for an investigation to be completed to gather all necessary information that will be subsequently put in a report.
3. Based on that review/investigation, the Director of Student Conduct, or their designee, 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.
4. 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.
5. 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 NCHERM Group Model Code Project, 2013.

- 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.
6. 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.
 7. 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. You have the right to contest this suspension within 48 hours of notification. To contest the Interim Suspension, you must submit in writing a letter to the Vice President of Student Affairs explaining why the Interim Suspension should not be upheld.

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 Conduct, or their designee. Student conduct officers are chosen from a pool of trained University representatives selected by the Director of Student Conduct. (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.

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

* The NCHERM Group Model Code Project, 2013.

- to their student conduct meeting with the Office of Student Conduct to review his or her file.
- c. Student conduct files are not permitted to leave the area in which they are reviewed in. Students can take handwritten notes while reviewing their conduct records but are not permitted to take pictures or make photocopies of their file. Student conduct files will only be distributed to said student but are able to be viewed by any persons that the student deems necessary.
 - d. Prior to the student conduct meeting, the charged student may challenge the student conduct officer on the grounds of personal bias. The student will have to put in writing why they believe the conduct officer has a personal bias against them and describe in detail the events surrounding this bias. The Vice President of Student Affairs will review the case, this written statement and any supporting documentation to decide if a new student conduct officer will be assigned. All decisions made by the Vice President of Student Affairs are final.
 - e. 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.
 - f. Student conduct meeting will be closed to the public.
 - g. 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 Conduct, or designee. Such disruption is a violation of this Code, and a person may be charged following his or her disruption and removal.
 - h. 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.
 - i. 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.
 - j. Statements may be accepted, or other accommodations made, at the discretion of the Director of Student Conduct 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.
 - k. Audio and video recording of student conduct meetings by anyone are prohibited.
 - l. 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.
 - m. The charged student may question all witnesses that are present.

- n. 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 Conduct, or designee will review the findings and will impose all sanctions. Sanctions may be appealed based on criteria set by the University; see [Appeals](#)
- o. 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. Failure to participate in and/or 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 Conduct, or their designee. 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 Conduct, or their designee, 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.

Prior to the appeal review, the charged student may challenge the appeal review officer on the grounds of personal bias. The student will have to put in writing why they believe the appeal review officer has a personal bias against them and describe in detail the events surrounding this bias. The Vice President of Student Affairs will review the case, this written statement and any supporting documentation to decide if a new appeal review officer will be assigned. All decisions made by the Vice President of Student Affairs are final.

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 Conduct, or their designee, 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

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

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 or parties 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.

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 Conduct, or their designee, 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 Conduct 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 Conduct, 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 Conduct, in consultation, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions. (NCHERM)*

High Level Appeals

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

Prior to the appeal review, the charged student may challenge the Vice President of Student Affairs on the grounds of personal bias. The student will have to put in writing why they believe the Vice President of Student Affairs has a personal bias against them and describe in detail the events surrounding this bias. The Provost will review the case, this written statement and any supporting documentation to decide if a new appeal review officer will be assigned. All decisions made by the Provost are final.

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 Conduct 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 Conduct as a result of reconsideration consistent with instructions from the Vice President of Student Affairs. (NCHERM)*

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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](#).

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.

COVID-19 Related Sanctions

Violation	First Offense	Second Offense	Third Offense
Residential Student	Written warning and reminder of policy	Housing Probation & Disciplinary Probation	Loss of housing & University Probation
Commuter Student	Written warning and reminder of policy	Disciplinary Probation	University Probation

* The NCHERM Group Model Project, 2013.

Standard Alcohol & Drug Sanctions

Violation	First Offense	Second Offense	Third Offense
Non-Host Substance	Censure Alcohol and/or Drug Education \$125 Fine per Substance *Parental Notification for Drug Violation	Reprimand Parental Notification Housing Probation \$200 Fine per Substance	Disciplinary Probation to Suspension Parental Notification Housing Probation to Termination \$275 Fine per Substance
Host Substance	Reprimand Alcohol and/or Drug Education \$200 Fine per Substance *Parental Notification for Drug Violation	Disciplinary Probation to University Probation Parental Notification Housing Probation \$275 Fine per Substance	University Probation to Suspension Parental Notification Housing Probation to Termination \$350 Fine per Substance
Severe Substance	Reprimand to Expulsion Parental Notification Housing Probation to Housing Termination Alcohol and/or Drug Education \$275 Fine per Substance	University Probation to Expulsion Parental Notification Housing Probation to Termination \$350 Fine per Substance	Suspension to Expulsion Parental Notification Housing Termination \$425 Fine per Substance

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, or meet with a University staff member. 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.

Assessment – The Office of Student Conduct may require an assessment to determine mental health or substance use treatment needs. In these cases, the student will be referred to a mental health professional as determined by the Office of Student Conduct in consultation with the University Counseling Center. The Office of Student Conduct may require that assessment results be sent as a letter addressed to the Office of Student Conduct, Point Park University, 201 Wood Street, Pittsburgh, PA 15222. Alternatively, students are encouraged to meet with a counselor at the University Counseling Center for support and assistance in arranging the assessment and communicating the results to the Office of Student Conduct.

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 Conduct and/or the University Police.

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 University Police Department, 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 Conduct or designee. (NCHERM)*

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 Conduct, 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.

* The NCHERM Group Model Code Project, 2013.

Sexual Harassment and Misconduct Policy

Prohibition of Sexual Harassment and Misconduct

All reports will be referred to the Title IX and Diversity office. The Title IX and Diversity office will determine if the Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking was violated. If the report does not fall within the scope of the Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking, the Title IX and Diversity office will dismiss the complaint and refer it to the Point Park Policy on Discrimination and Harassment or to the Director of Student Conduct to initiate the complaint under this policy.

This policy prohibits sexual harassment which occurs on or off-campus and between one or more current students if the allegations do not fall within the scope of the Point Park Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking. This policy also prohibits sexual misconduct, that takes place outside of University programs or activities, which includes off-campus and online conduct, but which may nonetheless impact students of the University community or the University's educational mission.

The Director of Student Conduct will determine if off-campus conduct could have an on-campus impact or an impact on the educational mission of the University, including:

- a. Any action that constitutes criminal offense as defined by federal or Pennsylvania state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- b. Any situation where it appears that the accused student may present a danger or threat to the health or safety of self or others;
- c. Any action that creates or could create a hostile environment for student learning;
- d. Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder;
- e. Any situation that is detrimental to the educational interests of Point Park University or students of the Point Park community

Prohibition of Gender-Based Harassment

This policy prohibits unwelcome conduct that is nonsexual in nature and based upon a student's actual or perceived sex, gender identity, gender expression, or nonconformity with gender stereotypes when these allegations do not rise to the level of a potential violation of Point Park's Policy on Discrimination and Harassment.

Prohibition of Retaliation

The University does not tolerate retaliation and will pursue actions against those who take retaliatory measures against reporting individuals or witnesses.

Definitions

Sexual Misconduct is non-consensual sexual contact or non-consensual sexual intercourse (as defined below) from a current student to another current student. Sexual misconduct includes sexual contact or sexual intercourse achieved by the use or threat of force or violence, coercion or intimidation, without consent, or where an individual is incapacitated.

- a. **Consent** is knowing, voluntary and clear permission by word or action, to engage in a particular activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
1. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.
 2. It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
 3. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
 4. In Pennsylvania, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.
 5. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacity may result from mental disability, involuntary physical restraint and/or from the use of alcohol or drugs. Intoxication is not necessarily the same thing as incapacitation, unless one is so intoxicated as to be incapacitated. Incapacitation of the alleged perpetrator does not excuse otherwise prohibited conduct.
- b. **Non-consensual sexual contact** is any sexual touching, however slight, with any part of a person or an object, by any person upon another without consent (as defined below), or by forcing any person to touch you or his/herself in a sexual

manner. Non-consensual contact includes improper touching of intimate body parts, non-consensual removal of another's clothing, indecent contact (i.e. the unwanted touching of intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts), or causing another to have indecent contact with those intimate body parts.

- c. **Non-consensual sexual intercourse** is any sexual intercourse by any person upon another without consent (as defined below). It includes oral, anal and vaginal penetration, to any degree, with any part of the body or any object. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have intercourse against that person's will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual sexual intercourse can also occur when another person is incapable of denying or giving consent.

Sexual Harassment is unwelcome conduct, from a student, of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic or physical conduct of a sexual or gender-based nature. It may be found in a single episode, as well as in persistent behavior. Sexual harassment in any educational program or activity that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's educational program or activity will be evaluated under Point Park's Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking. Any allegations of sexual harassment that do not meet the severe, pervasive, and objectively offensive standard (on or off-campus) may be evaluated under this policy.

- a. **Unwelcome Conduct** occurs when the target of the conduct did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome Conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phone or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome Conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome Conduct can involve students of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that the individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Relationship Violence, Exploitation & Stalking are any acts committed by one student to another student that violates one of the following provisions listed below:

- a. **Domestic Violence** is committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim.

- b. **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement, taking into consideration the following factors:
1. The length of the relationship;
 2. The type of relationship; and
 3. The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of this policy, does not include emotional abuse.

- c. **Sexual Exploitation** involves:
1. Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved;
 2. Voyeurism (spying on others who are in intimate or sexual situations);
 3. Distributing intimate or sexual information about another person without that person's knowledge;
 4. When a student takes unjust or abusive sexual advantage of another student for their own advantage or benefit or for the benefit or advantage of anyone other than the exploited party.
- d. **Stalking** means to engage in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for his or her safety or the safety of others and/or
 2. Suffer substantial emotional distress.

One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above or interferes with a person's property.

Retaliation is any action taken by any individual against any person because that person was believed to have violated this policy or because that student has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempted to stop sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Resolution Process

Point Park University students may choose an Informal or Formal Resolution process for resolving complaints, as described below. The Informal Resolution process is available only for reports of incidents where the reported behavior could **not** constitute a crime. Reports that could include crimes such as, sexual assault, dating or domestic violence, or stalking cannot be resolved informally.

A Formal Resolution process may be used for any report of behavior that may violate this policy, including reports that may involve behavior that could constitute a crime. A Formal Resolution involves a full investigation and will be adjudicated by the Director of Student Conduct.

Regardless of the resolution process chosen by the complainant, the University commits to providing all parties with a prompt, fair and impartial process from the initial investigation to the final result. This includes receiving timely notice, equal opportunities to be heard, and equal opportunities to respond to the reported behavior.

Informal Resolution

An informal resolution is a mechanism for achieving resolution between parties without a formal investigation. Once an official complaint has been filed the parties will be offered informal resolution. If this method of resolution is pursued, then each party will sign the informal resolution form and a Notice of Informal Resolution will be sent out to both parties. Parties choosing this path of resolution do not forego access to remedies needed to continue their education. Both parties must agree to informal resolution in writing. Either party may choose to end an informal resolution and begin a formal investigation at any time prior to final determination.

Either party can request an informal resolution but both parties have to agree to participate. Either party may request informal resolution, up until (10) business days prior to formal resolution process beginning. Please understand that while both parties can agree to participate, the Director of Student Conduct will ultimately decide whether this complaint is appropriate for informal resolution. If the Director of Student Conduct approves and both parties agree to participate, the formal process will be adjourned while the informal resolution process is pending. If during the informal resolution process, no agreement is reached, the formal grievance process will be resumed.

Upon initiation of the informal resolution process, the Director of Student Conduct will assign the matter to a trained, informal resolution mediator. The mediator will consult with each party separately in an effort to reach a resolution that best meets the interests and needs of the parties. Any resolution agreed to by the parties will be documented by the mediator in an informal resolution agreement to be signed by both parties. Unless the parties mutually agree, they will not be together in the same space as part of the process. Through the informal resolution process, neither the Complainant nor the Respondent may appeal the outcome. If the Respondent is charged in a later case, the informal resolution case may be incorporated in the new case.

If the parties are unable to come to an agreement, the complaint will be taken through the formal resolution process.

Failure to comply with the signed informal resolution agreement may result in further student conduct sanctions.

Formal resolution

Upon initiation of the formal resolution process, the Director of Student Conduct will assign the matter to trained investigators. Investigations will include interviews by all relevant, involved parties. The investigation team will give its best faith effort to interview all concerned parties. During their interviews, students will have the opportunity to describe why they believe a policy violation did or did not occur. A draft of the Finding of Facts will be reviewed by the Complainant and Respondent. Each party has the ability to add comments to that document. After any comments have been submitted to the investigation team, a Final Finding of Fact Report will be submitted to the Director of Student Conduct, or designee.

The Director of Student Conduct, or their designee, is responsible for reviewing the Findings of Fact Report and determining whether a violation of the University's Sexual Harassment and Misconduct policy has occurred. This determination will include a full review of all relevant information and be based on a preponderance of the evidence standard (i.e., whether it is more likely than not that a violation occurred).

Upon deciding whether a violation has occurred, the Director of Student Conduct, or their designee will issue an Outcome Letter outlining the decision made and will also explain any imposed sanctions and remedies. This information will be provided in writing to the Complainant and the Respondent, taking into consideration any applicable privacy issues.

Possible sanctions that may be imposed upon a Respondent found in violation of the University's policy may include the following:

- a. a warning letter,
- b. required prevention education,
- c. removal from a student program,
- d. restrictions on access to certain University facilities, such as a residence hall,
- e. No Contact Order,
- f. restrictions on future class scheduling to avoid classes with a complainant,
- g. limits on employment at the University,
- h. suspension for one to four semesters,
- i. suspension for the remainder of an academic year,
- j. or expulsion.

The Director of Student Conduct, or their designee, will review the Outcome Letter with the Complainant and Respondent separately to ensure the reasoning of the decision is fully understood and to inform the Complainant and Respondent of the right to appeal.

Upon request, the University will disclose results of the investigation and resolution to the next of kin, if the complainant is deceased. Note, however, that a Complainant or Respondent who has refused to participate in the investigation process has no right to appeal.

Right to appeal

Except as noted above, both the Complainant and the Respondent have the right to appeal the decision of the Director of Student Conduct, or their designee. Parties to the case are informed of their right to appeal through the Sexual Harassment and Misconduct policy in writing and electronically. Further, the Complainant and Respondent will receive written notice of their right to appeal in their Outcome Letters which provides the determination whether the University's policy has been violated.

An appeal must be filed within ten (10) business days of the date of the Outcome Letter. An appeal may only be filed on three bases: 1) the appealing party has new information that was not included in the investigation Findings of Fact Report and could not have been provided earlier, 2) the appealing party believes the sanction was not proportionate to the offense, or 3) the appealing party believes the University did not follow its investigation and/or resolution process.

The appeal should be submitted in writing to the Vice President of Student Affairs and shall state the ground(s) for the appeal and provide any additional information or evidence. The Vice President of Student Affairs will review the Findings of Fact Report and related evidence, the decision by the Director of Student Conduct, or their designee, and the information provided in the appeal documents to determine whether the appeal should be upheld on one or more grounds. Using a preponderance of the evidence standard, the Vice President of Student Affairs will issue an Outcome Letter to the appealing party detailing the decision and any applicable modifications to previously-imposed sanctions or remedies. Absent extenuating circumstances, the Vice President of Student Affairs will issue the Outcome Letter within fifteen (15) business days of the date the appeal is filed. If any changes occur to the original decision, the non-appealing party will be made aware of the change. The decision is final with no further appeal process.

Academic Policies

Office of the Provost

Phone	412-392-3976
Email.....	Office of the Provost
Website	Undergraduate and Graduate Catalogs
Website	Coursebook (Course Listings)
Website	Course Descriptions
Website	Student Complaint

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

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

The Student Handbook includes some, but not necessarily all, academic policies and procedures. Also, 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 or catalog 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 website [Purdue Online Writing Lab](#)

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 Center 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 Center. If needed, the [Student Health Center](#) or [University Counseling Center](#) can assist students in connecting with campus and community resources and communicating with the appropriate faculty. In cases of a prolonged absence students may be required to provide documentation from their health provider. The Student Health Center may assist with notifying 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

Phone 412-392-3861

Email.....officeoftheregistrar@pointpark.edu

Website [Office of the University Registrar - Registration Forms](#)

A student must complete a Leave of Absence form if the student is

- a) On-ground and will miss one semester, **or**
- b) Online and will miss two consecutive eight-week sessions

Once a leave of absence form is submitted, the student is granted leave and is eligible to return to the University within one year from the date the form was officially processed. If the student returns within the year timeframe, the student will maintain the same degree requirements from the student's last term of attendance at the University.

If a student extends a leave of absence beyond one-year, the student will be required to apply for readmission to the University and will be assigned the current degree requirements for the student's program of study, if that program is available. If the program is no longer available the student will be required to choose a new program.

Any University-awarded financial aid will be maintained. There is no guarantee of state or federal financial aid. Please see the Office of Financial Aid.

A Leave of Absence form is not equivalent to a complete withdrawal. A complete withdrawal is a separate form which must be submitted to the Office of the University Registrar within the published deadlines. Student should contact their advisor for the Complete Withdrawal form.

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 provides innovative undergraduate and graduate education in a dynamic urban setting. Dedicated to academic excellence and community engagement, we prepare students of diverse backgrounds with the knowledge, skill, and experience to lead meaningful lives as informed citizens and successful professionals." 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

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 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

Website [Incomplete Grade Request Form](#)

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 and submitted to the Office of the University Registrar.

If the agreed upon conditions are not fulfilled, the "I" grade will be changed to the grade stipulated to on the Incomplete Grade Request Form. If no grade is stipulated, the "I" will be changed to an "F."

Once agreed upon conditions are fulfilled, the faculty member will complete the Change of Grade form when all expectations are met.

The student is responsible for contacting the faculty member and ensuring that all expectations with regard to the Incomplete Grade Request Form are met and that the Change of Grade form has been completed by the instructor and submitted to the Office of the University Registrar by the deadline.

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.

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 University Registrar. Changes of the recorded grade resulting from a student grievance must follow established grievance procedures.

Grade Point Average (GPA)

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 successfully repeating 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[Grade Information](#)

Grade submission deadlines are established in the administrative calendar. Grades, including mid-term grade reports, may be accessed in PointWeb. For more information on grade submission deadlines, as well as 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	Junior (60-89 credits)	GPA of 2.00
Sophomore (30-59 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.

Graduate Students

Graduate students must achieve a GPA of 3.00 in graduate course work to attain the master's degree. In any 500-level course, a grade of C or higher must be achieved for credit to be granted toward the degree.

Students whose GPA falls below 3.00 are placed on academic probation and are subject to dismissal if unable to achieve a cumulative GPA of 3.00 or higher upon completion of the subsequent 12 credits of graduate course work. Students will be placed on final probation at the discretion of the graduate program director, depending on the number of credits for which they are enrolled in subsequent semesters.

Leadership and Administration (Ed.D.) doctoral students must have a 3.25 GPA plus timely completion of department and program requirements.

Policy for Appeal of Academic Dismissal from Graduate Programs

Students wishing to appeal academic dismissal from graduate programs must first appeal to the program director of the school which administers the student’s graduate program. This appeal must be made within one week of receiving official notification of their academic dismissal. The program director shall respond to the student’s appeal within two weeks. If the program director denies the student’s appeal or fails to respond within two weeks the student may appeal to the Provost. The Provost may accept or reject the program director’s recommendation. The Provost decision ends the appeals process for academic dismissal.

Institutional Review Board

Website [Institutional Review Board](#)

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 – Veterans Benefits Coordinator 412-392-3433
Location – Veterans Benefits Coordinator 903 Thayer Hall
Email – Veterans Benefits Coordinator dbateman@pointpark.edu
Website [Veterans Benefits and Resources](#)
Website – Office of the University Registrar [Related Forms](#)*

*All forms referred to in this section are available online or in the Office of the University Registrar, 9th floor Thayer Hall, except the Complete Withdrawal Form, which can be obtained by contacting the Center for Student Success by phone at 412-392-8153 or email at css@pointpark.edu, or by visiting the Center in person, 5th floor of West Penn.

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.

The student will remain in the same program of study 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 of study.

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 arrange 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.

See also – [Incomplete "I" Grade](#)

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 (withdraw from one or more courses, but not all) **OR** Complete Withdrawal Form (withdraw 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.

See also – [Course Additions and Withdrawals](#) (one or more courses, but not all)

See also – [Complete Withdrawal](#) (all courses)

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. To cancel a room and board contract contact the Office of Student Life by phone at 412-392-8026, by email at studentlife@pointpark.edu, or visit the office on the 7th floor of the Student Center. Housing and room and board charges and other fees will be refunded for the unused portion of the contract on a pro-rated basis.

Online 8-Week Course Policy

On-ground students wishing to take an 8-week online course must meet the following criteria:

- Student should be at junior level standing or higher.
- Student should have a minimum GPA of 2.5.
- Student may take one (1) online course per 8-week term with a maximum of three (3) 8-week online courses for the fall and spring semester.
- If a student has failed a 15-week course, the student will not be able to retake the course in an 8-week term during a fall or spring semester.
- Student will work with their Success Coordinators in the Center for Student Success to ensure appropriate course and modality selection.
- Course requests will come from the CSS advisor and are subject to approval by the student’s department and by the Online Division.
- Some requests may not be approved or may have to wait until a week prior to the start of the term to ensure availability for students enrolled in fully online programs.

Schedule/Course Changes

Course Additions and Withdrawals

Phone – University Registrar 412-392-3861

Location 9th Floor Thayer Hall

Website [Academic Calendar](#)

Website [Withdrawal and Schedule Changes](#)

Website [Schedule Change Request Form](#)

The schedule for course changes, including additions and withdrawals, is published by the

Office of the University Registrar and is available online in the Academic Calendar. 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 Change 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 International Student Services and Enrollment (ISSE) 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.

See also – [Office of Financial Aid](#)

Complete Withdrawal

Phone – Center for Student Success412-392-8153
Location.....5th Floor West Penn Building
Website[Withdrawal and Schedule Changes](#)

Students wishing to withdraw from all of their courses for a semester, or 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:

- 1) Center for Student Success[Office Information](#)
- 2) Student Financial Services Center[Office Information](#)
(Offices of [Financial Aid](#) and [Student Accounts](#))
- 3) ISD (International Student Services & Enrollment Director).....[Office Information](#)
(Applicable only for International Students)
- 4) Office of the University Registrar.....[Office Information](#)

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.

Medical Exception Request

Phone – Office of Student Affairs..... 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 complete their course load 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 their Success Coordinator in the Center for Student Success to discuss alternatives to the medical exception process, which may include requesting incomplete grades. If you have considered the alternatives, but find that a medical exception is the best or only solution, contact the Office of Student Affairs for more information.

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 interested in applying for a medical exception are to request a Medical Exception Request packet from the Office of Student Affairs. The request may be made in person, 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, it is important that the student follow all instructions and submit all forms as directed at the time they receive the Medical Exception Request packet.

Readmission to the University

Depending on the length of absence from school, some students may need to [reapply for admission](#) to the University prior to returning and the Conservatory of Performing Arts may also require performance majors to re-audition for artistic acceptance. 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.

Accessibility and Accommodations

Students with a medical condition who require short-term or long-term accommodations should also consider meeting with Accessibility Services.

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

International Students

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.

Housing

Except for short-term temporary issues, students must be actively attending classes in order to be permitted to live in the University residence halls. A student applying for a medical exception will be required to move out of the residence halls. For information on terminating a resident contract and moving out, contact the Office of Student Life via email studentlife@pointpark.edu or call 412-392-8026, or visit the office on the 7th floor of the Student Center.

Transcripts

Phone	412-392-3861
Location.....	9 th Floor Thayer Hall
Email.....	officeoftheregistrar@pointpark.edu
Website	Transcripts

Official or unofficial transcripts may be requested. 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 account. If unable to be honored, the individual will be notified by email.

Official Transcripts

All official transcript requests are processed through the National Student Clearinghouse, and a credit/debit card is required to place the order. With this process, students may track their order by email, text message, or through the National Student Clearinghouse. Official transcripts can be delivered two ways:

- A printed official transcript can be mailed from or picked up at the Office of the University Registrar.
- An PDF of the official transcript can be sent through the National Student Clearinghouse.

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.

- The Unofficial Transcript Request Form must include the student signature.
- Unofficial transcripts can be mailed, but will be mailed to students only.
- Unofficial Transcript requests 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 Credits/Transfer Policy

Advanced Standing Credit

The University may grant advanced standing credits as explained below. These credits, designated with "PT" on the transcript, carry no quality points.

Students must submit official transcripts from each college or school attended and official records of test scores to the appropriate admissions office in order to receive Advanced Standing Credit. Applicants cannot expect to receive a final evaluation of credits until the application for admission and all previous academic records have been received. Transfer students may submit course descriptions and syllabi to assist in the course evaluation process. Because preliminary evaluations proceed as the transcripts arrive, students should begin the transfer process as early as possible to provide accurate information during registration. Final evaluations of transfer credits are conducted once official transcripts have been received from the institutions where the credits were originally earned.

Undergraduate Program Transfer Credits

In general, the University awards transfer credit for courses completed at other accredited institutions, passed with a grade of "C" or above, (a C- is not acceptable) and having comparable content and classroom attendance to the course at Point Park University. The University will not grant credit for remedial, physical education or other analogous courses designated as non-transferable. Not all credit granted will apply toward the student's degree program and as such, will count as elective credits. Evaluation and acceptance of credits completed 10 years or more prior to the transfer request is exceptional. The ultimate decision in such cases resides with the school dean.

Point Park University awards credit in semester hours. One credit is equivalent to 14 hours of class meeting time or equivalent instructional activities. Laboratories generally meet at least twice that amount of time per semester hour. The maximum number of credits the University will grant for work completed through any combination at two-year colleges, proprietary schools, or the first two years at a four-year college is 70 credits. The University may grant an additional 20 credits, bringing the total to 90, for courses completed at the 300 and 400 levels at four-year colleges and universities. Ninety-six credits may be accepted from the Pittsburgh Institute of Mortuary Sciences in the Capstone B.S. degree in Specialized Professional Studies in Funeral Services. All students must meet the residency requirements stated in the applicable [Undergraduate Catalog](#) section on graduation requirements.

Graduate Program Transfer Credits

At their graduate program director's discretion, graduate students may be able to transfer graduate credits from other institutions, provided those credits carry a grade of "B" or above. Courses with grades of "B-" and lower will not be accepted in transfer. Only credits in academic subjects relevant to the Point Park graduate programs will be accepted. Transfer credit decisions are made by the director of the graduate program in which the student is enrolled, regardless of the discipline in which proposed transfer credits were earned. For a list of the maximum number of graduate hours accepted in transfer by graduate program, see the [Graduate Catalog](#).

Post-Matriculation Transfer Credit

Point Park recognizes that currently enrolled students occasionally may wish to take courses at other institutions, and transfer those credits back to the University to count toward their degree requirements. It is the student's responsibility to review this policy in advance of registering for, and completing, the courses the student wishes to be transferred.

Note: The policy also applies to current students pursuing the College Level Examination Program (CLEP) or the Defense Activity for Non-Traditional Education Support (DANTES).

Requirements and Limitations

- Students intending to earn credit for academic work completed at another institution, during summer or any other academic term, must obtain formal permission in advance by completing the Request for a Transfer of Credits form and obtaining approvals from:
 - 1) Chairperson of the student's academic department
 - 2) Center for Student Success[Office Information](#)
 - 3) ISD (International Student Services & Enrollment Director).....[Office Information](#)
(Applicable only for International Students)
 - 4) Office of the University Registrar[Office Information](#)
- Courses must be taken at an accredited institution.
- Students must have sophomore status at Point Park and a GPA of 2.00 or higher.
- Students must adhere to residency requirements (see University Catalog)
- Restrictions may apply for specific majors and minors.
- Students may not take a course elsewhere that is being offered at Point Park that same semester.
- Point Park's fundamental courses (COMM 101, ENGL 101 and UNIV101), capstone courses, and selected thematic core curriculum courses must be taken in residence at Point Park.
- Courses failed at Point Park may neither be repeated elsewhere for credit, nor receive CLEP or DANTES credit for that course.
- No more than one course (3-4 credits) per semester and two courses (6-8 credits) during the summer may be taken.
- No more than six total courses may be taken for credit elsewhere from the time a student enrolls at Point Park through graduation.

- Students must earn a grade of C or above at the other institution in order for credits to be considered for transfer to Point Park.

Transfer Credit/Advanced Standing Evaluation 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 and Certification 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, they 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

Medical Documentation Policy

See [University Policies and Procedures – Medical Documentation Policy](#)

Medical and Mental Health Hospitalization

Occasionally students are hospitalized for medical and mental health reasons. When this occurs, students must provide information to the [Student Health Center](#) or the [University Counseling Center](#) staff, as appropriate, such as the hospital discharge summary or physician recommendations. This enables the staff to provide students with physical, medical, and/or counseling support and follow-up services as needed.

Mental Health Emergency Policy and Protocol

Phone – University Counseling Center (During Office Hours)	412-392-3977
Phone – University Police 24-Hour Dispatch Center (from any phone)	412-392-3960
Phone – University Police 24-Hour Dispatch Center (from any campus phone)	2222
Phone – resolve Crisis Services (24-Hour Hotline)	888-796-8226
Website	University Counseling Center

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 a mental health emergency. This behavior could be the result of an inability to care for oneself due to situations like severe depression, psychosis, eating disorder, failure to appropriately use prescription medication, attempted suicide or suicidal behavior.
- Intervention will always be initiated as a result of directly observed or reported behavior of the community member of concern.
- We will, in all cases, respond to protect the well-being of the individual whose behavior has given rise to this concern, and we will act to protect the well-being of the University community as well.

The University will utilize the Director of the University Counseling Center and/or other mental health professionals in deciding the appropriate action steps. Students who present a potential safety risk to themselves or others may be required to engage in treatment needed to ensure well-being before being allowed to resume studies or return to campus. Students are strongly encouraged to provide information to the University Counseling Center staff, as appropriate, to ensure the adequate treatment and/or supports are in place to ensure the student’s well-being and academic success. This enables the clinical staff to assist with coordination of the care plan and help students manage ongoing support needs while maintaining appropriate privacy.

To report a possible mental health emergency, contact the University Police or your Resident Educator immediately.

SafeZone: LGBTQ Support

Website [SafeZone: LGBTQ Support](#)

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.
3. 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.
4. 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.

Student Health Center

Phone 412-392-3800
 Email..... studenthealth@pointpark.edu
 Location..... 203 Thayer Hall
 Hours..... Visit the website or contact the office for current hours
 Website [Student Health Center](#)

The Student Health Center provides medical care to all currently enrolled 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.

In addition, when students need to see a doctor, virtual visits are available to students through UPMC AnywhereCare. These visits can be completed from the comfort of your own space using your phone, tablet, or computer. Appointments are available same-day and usually within a few hours of scheduling. Virtual visits are arranged by the nurse in the Health Center.

All students are responsible for submitting the appropriate health and vaccination forms to the Student Health Center. Failure to submit proper immunization documentation may result in the student’s inability to register for classes and/or live in on-campus housing. Forms and related information are available [online](#).

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 visit the website.

Student Health Insurance Plan (SHIP)

Assistance with Insurance Enrollment or Waiver Haylor, Freyer & Coon, Inc.
Phone 1-866-535-0456
Email..... student@haylor.com
Website [Student Health Insurance Plan \(SHIP\)](#)

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 Center and the University Counseling Center 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 a student health insurance plan (SHIP) 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 and Enrollment

All registered undergraduate and graduate students who are considered full-time in the academic program are eligible to participate in the SHIP. Dependents (spouse, children)

of students are eligible to enroll in the plan; in this case the student must also enroll in the plan. Visit the website for more information on eligibility and enrollment.

Students not required to have insurance (voluntary students) may choose to voluntarily enroll in the SHIP. Voluntary enrollment is done online and is coordinated by Haylor, Freyer & Coon, Inc. Payment in full by credit card is required at the time of enrollment. If voluntary students have financial aid available, they may request to use it to pay for the cost of the SHIP. Visit the website for instructions.

Students required to have insurance (mandatory students) who choose to enroll in the SHIP are encouraged to do so as soon as possible in order to activate their benefits as early as August 1st when the plan year begins. Payment is not required at the time of SHIP enrollment, as charges are automatically billed to the student's tuition account. Enrollment in the SHIP is online; visit the website for details. NOTE: Mandatory students who wait for the University to enroll them in the SHIP will not have their benefits activated until mid to late September, after the open enrollment/waiver period ends.

All students enrolled in the plan who wish to continue coverage from year to year must re-enroll each academic year; coverage does not automatically continue.

Students Required to Have Health Insurance (Mandatory Students)

The following mandatory students are required to have health insurance that fully meets University requirements:

- Athletes
- International students
- Dance and theatre majors (all concentrations)

Mandatory students automatically have the cost of the SHIP added to their Point Park student (tuition) account, with half of the full-year rate charged to each of the fall and spring semesters. New students entering the University in the spring semester, or returning students only registered for spring (not fall), are charged the spring-only rate for that semester.

Mandatory students who wish to enroll in the SHIP, see [Eligibility and Enrollment](#).

Mandatory students who do NOT want to enroll in the SHIP must

- Have insurance that fully meets all University requirements,
- Successfully submit their online request to waive the SHIP every academic year they are mandatory, and
- Have the waiver approved by the waiver deadline.

Students who do not submit the online waiver, do not fully meet the requirements, or miss the deadline will be enrolled in the SHIP for the full academic year and the charge will remain on their student account. No late waivers or early termination requests are

accepted unless there is a qualifying life event. Visit the website for full waiver instructions and the link to the online waiver portal.

Important Notes for Athletes

- The SHIP waiver process is NOT the same as providing an insurance card or information to the Athletics Department or the athletic trainers as part of the medical information required for participation in the student’s sport.
- International athletes must use the athlete enroll/waive portal, NOT the dance/theatre/international portal.

Deadlines and Coverage Dates

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

SHIP Late Enrollment Requests (enrollment after the deadline)

Late enrollment requests will be accepted when related to a qualifying life event that causes an involuntary loss of insurance coverage. Enrollment in the plan must take place within 30 days of the loss of insurance coverage. Proof of the qualifying life event and certificate of coverage from the student's (or dependent's) previous insurance will be required. Costs will be charged on a pro-rated basis, based upon the enrollment date. Please direct late enrollment requests to student@haylor.com. Examples of qualifying events for late enrollment requests:

- Student reached the age limit for coverage through another plan after the open enrollment deadline
- Student lost their insurance coverage because of a job loss or divorce
- Student's dependent(s) lost insurance coverage because of a job loss or divorce (student must already be enrolled, or qualify for late enrollment)*
- Student has new dependent(s) because of a birth, adoption, marriage, or new domestic partner*

*Dependents may only be added to a student's coverage during an open enrollment period unless there is a loss of coverage due to a qualifying life event.

SHIP Early Termination (before July 31)

The SHIP is a term insurance policy. Once enrolled in the plan, students are required to remain enrolled until the end of the plan year (July 31), unless there is a qualifying life

event that results in a change in insurance coverage. Examples of events that qualify for early termination:

- New eligibility for insurance coverage because of a new spouse or domestic partner.
- New eligibility for insurance coverage because of a new job or position (same or different company)
- Remove dependent(s) from SHIP coverage because of a divorce or domestic partnership termination
- Mandatory students enrolled in the SHIP for the fall semester, who do not return for the spring semester, will automatically be terminated effective January 31.
- Complete withdrawal from all classes during a semester of SHIP enrollment (coverage will not be terminated for University holiday or break periods).

Examples of events that do not qualify for early termination:

- New coverage because of an open enrollment period, such as through a current employer, the Marketplace, Medicare, etc.
- Change in financial circumstance

Students requesting termination because of a qualifying life event must do so in writing within 30 days of the event. Proof will be required of: 1) the qualifying life event, and 2) new insurance that meets University requirements. Early termination requests are considered on a case-by-case basis, and may not be granted if there are claims against the policy. If a refund is due it will be issued based on the method of billing (student account or credit card). Please direct early termination requests to student@haylor.com.

SHIP Waiver

Mandatory students who do NOT want to enroll in the SHIP must

- Have insurance that fully meets all University requirements,
- Successfully submit their online request to waive the SHIP every academic year they are mandatory, and
- Have the waiver approved by the waiver deadline.

Students who do not submit the online waiver, do not fully meet the requirements, or miss the deadline will be enrolled in the SHIP for the full academic year and the charge will remain on their student account. No late waivers or early termination requests are accepted unless there is a qualifying life event. Visit the website for full waiver instructions and the link to the online waiver portal.

Students who are not required to have insurance (voluntary students): Voluntary students are **not** charged for, or automatically enrolled in, the SHIP and do not submit the online waiver to decline the SHIP. Voluntary students who wish to enroll in the SHIP, see [Eligibility and Enrollment](#).

Mandatory vs. Voluntary Status

All students (mandatory and voluntary) are sent at least one email with general information about SHIP enrollment and waiver so that students are aware of the plan,

options, and possible responsibilities. It is the student's responsibility to read and understand the information provided to them and to take action based on their mandatory or voluntary status.

Regardless of what a student believes is their mandatory or voluntary status, if they receive correspondence containing information specifically related to mandatory students, such as an email letting them know they have been charged for the insurance, or a postcard with a waiver deadline reminder, they need to be aware the University has classified them as mandatory for insurance, even if they do not believe they are mandatory.

If a student believes they have been incorrectly classified as mandatory or voluntary, it is their responsibility to notify Haylor in writing via email and explain why they believe they have been incorrectly classified. This should be done as soon as possible so there is sufficient time for the information to be reviewed and to allowed for the completion of the enrollment or waiver process by the applicable deadline if it is determined the student is mandatory.

Athletic and Performing Arts Secondary Accident Insurance

Point Park University has purchased an athletic and performing arts accident insurance policy that provides **secondary** insurance coverage for accidents incurred by student athletes and performing artists (dance and theatre majors--all concentrations) while participating in official University-sponsored athletic or performing arts events. Coverage is not provided for illness, pre-existing conditions, or non-athletic/performing arts-related injuries.

There is no additional cost for this coverage, and there are no enrollment forms to complete; however, to be eligible for this secondary accident insurance coverage, the student must meet the following criteria:

- The student must be enrolled in the University's SHIP, **or**
- The student's request to waive the SHIP must be approved for the current academic year.

Students who do not meet the above criteria are not eligible for the secondary accident insurance coverage.

It is important to note that due to the accident insurance policy's deductible and limitations, it may not provide full reimbursement for all out-of-pocket expenses, especially for those students with high-deductible health insurance plans.

Injuries are reported to, and claims are handled by, the Athletic Training Office located on the third floor of the Student Center. Other questions regarding this coverage should be directed to the Office of Student Affairs.

Substance Abuse

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

Phone – University Counseling Center (During Office Hours).....	412-392-3977
Phone – University Police 24-Hour Dispatch Center (from any phone).....	412-392-3960
Location – University Counseling Center	5 th Floor Lawrence Hall
Hours.....	Visit the website for current hours
Email.....	counseling@pointpark.edu
Website	CollegeDrinkingPrevention.gov
Website	Health Services and Student Support

Point Park University is invested in the well-being of its students and encourages any student facing a drug or alcohol problem to seek confidential help. The University Counseling Center offers consultation and referrals for treatment of enrolled students. Information on community supports and treatment options is available on the website.

University Counseling Center

Phone – During Office Hours.....	412-392-3977
Phone – Emergencies (University Police 24-Hour Dispatch Center)	412-392-3960
Phone – resolve Crisis Services (24-Hour Hotline)	888-796-8226
Location.....	5 th Floor Lawrence Hall
Hours.....	Visit the website or contact the office for current hours
Email.....	counseling@pointpark.edu
Website	University Counseling Center

The University Counseling Center (UCC) addresses the mental health needs of the University community through a variety of services. We provide a safe, confidential environment for students to talk about personal or academic concerns, assist students who need to connect with mental health resources in the community, and support staff and faculty who have concerns about the well-being of a student.

The UCC offers mental health services at no cost to all enrolled students, whether full- or part-time, commuter or resident. Students come to the UCC for a variety of reasons. In some cases, students use therapy for self-exploration as a way to better understand themselves. Some students are looking for emotional or psychological support to learn how to deal with a psychological difficulty. Confidential services for students include consultation, brief individual psychotherapy, groups, crisis support, and referrals. Our staff also provides consultation and education for students, faculty, staff, and family members to address concerns regarding the well-being of a student and questions about our services or psychological treatment. For more information, contact the office or consult the website.

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

University Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking

Website[Title IX](#)
Website [University Policy Prohibiting Sexual Harassment, Relationship Violence, and Stalking](#)

See also section University Policies and Procedures: [University Policy Prohibiting Sexual Harassment, Relationship Violence and Stalking](#)

Safety and Security

University Police Department

24-Hour Dispatch Center – From Any Campus Phone	2222
24-Hour Dispatch Center – From Any Phone	412-392-3960
Metis Emergency Call Boxes	Various Campus Locations – Touch the "HELP" button
Location.....	3 rd Floor Frontier Hall
Website	Submit an Anonymous Tip
Website	University Police Department

The University Police Department is responsible for providing a safe, secure living and learning environment for the Point Park University community. University police provide 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 University Police Department by phone or consult the website.

Annual Security Report

Website	Annual Security Report
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The Point Park University Annual Security 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. This report is available online or can be requested by contacting the University Police Department, Point Park University, 201 Wood Street, Pittsburgh, PA 15222.

Safety Programs

Website	Safety Programs and Tips
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The University Police Department sponsors numerous safety programs; for more information, consult the website or contact the University Police Department.

- Bike Registration
- Call Boxes
- Campus Patrols
- Closed Circuit Television
- Disaster Planning and Response
- Emergency Guide
- Escort Security Service
- Fire Drills
- Hall Meetings
- 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, Rape Prevention
- Student Safety Brochure

General Safety Tips

- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the University Police Department 24-Hour Dispatch Center.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
- Avoid walking alone at night; walk with a group. If you must walk alone, make sure to use well-lit paths and sidewalks, and take the most direct route. Inform someone of your destination and your expected arrival and return times. Utilize the University Police escort service.
- Keep your doors locked, and do not prop residence hall doors open.
- Report all maintenance problems in the residence halls (broken doors, locks, etc.) to the [Office of Student Life](#) immediately.
- 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.
- Be aware of campus and local crime trends. You are your best protection - educate yourself.
- Carry only necessary cash and credit cards, and avoid wearing expensive jewelry.
- TRUST YOUR INSTINCTS! If someone on campus does not look right to you or makes you feel uneasy, get away fast! Immediately report them to the University Police.

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 an anonymous tip, search "PointParkPD" in your app store to download the [Point Park University Police tip app](#).
- Go directly to the University Police 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	7 th Floor Frontier Hall.....	Staff and Faculty
Student Health Center	203 Thayer Hall.....	Staff, Faculty, and 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 Security 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 University Police Department 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 through the student conduct process. 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 through the student conduct process 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 student conduct process. 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 through the student conduct process.

Emergency Notification System (PointALERT)

Website [PointALERT](#)

The PointAlert emergency notification system is in place to provide all members of the campus community with appropriate notice of potential or actual threats to health or safety. In the event of a threat, the PointAlert system immediately communicates a time sensitive message to the entire campus community by mass email via the campus email system. The PointAlert system also has the ability to deliver such messages using one or more additional methods, as may be elected by members of the campus community. Such additional methods of communication include: mobile phone, social media accounts, text pager, or PDA with a wireless connection. The PointAlert notification system is deployed by the University Police Dispatch Center, a 24 hour a day, year-round operation as well as RSS feed on the Point Park University home page. PointALERT is a voluntary service. For more information, including how to register for PointALERT, visit the website.

Emergency Evacuation Procedures

Phone – University Police Department 24-Hour Dispatch Center 412-392-3960

Website [Emergency Procedures](#)

It is recommended that all faculty, staff, and students become familiar with the fire exits on the floors where they live, attend or teach class, or work. This can be done by walking 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 University Police Department.

Special Needs Evacuations

Website [Special Needs Evacuations](#)

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 University Police 24-hour Dispatch Center by dialing 412-392-3960 and reporting his or her location directly. The Dispatch Center will immediately relay this location to University police officers, 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 University Police 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 University Police 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 University Police Department the location of the person with a disability. If the person with a disability is alone, they should phone the University Police 24-Hour 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.....	7 th Floor Student Center
Website	Living on Campus
Website	Frequently Asked Questions (FAQs)

General Information

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. 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 University’s housekeeping staff will attend to the public areas and community bathrooms.

Internet/University Network Access

All residence hall rooms have access to the University’s Wi-Fi and are equipped with a data network port. The data port permits each student to connect his or her personal computer to the Internet. 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, Wi-Fi, etc.), see also the section [Computer and Technology Resources](#)

Laundry

Website

Lawrence Hall.....	8 th Floor
Thayer Hall	Every Floor
Conestoga Hall	Every Floor
Boulevard Apartments	Every Floor

Lawrence Hall.....	8 th Floor
Thayer Hall	Every Floor
Conestoga 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. 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 Conestoga Suites 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. See also [Services for Students – Repairs and Maintenance](#)

Shopping

Point Park University shuttles have regularly scheduled trips to stores and shopping areas for student use. Destinations and schedules change based on student feedback and usage, but have included locations such as Trader Joe's and Giant Eagle in East Liberty, as well as locations in The Waterfront and Strip District. Visit the website for the current schedule and destinations. A valid Pioneer Card is required to board the shuttles. For more information see also [Transportation Resources – University Shuttle Service](#)

Telephone Service

There is no landline service for students 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 [Residence Halls](#)

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, ethernet ports, Wi-Fi 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, Wi-Fi access, and 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 Hall

Conestoga is suite-style housing, and the floors are co-ed. 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 ethernet ports and Wi-Fi access. Laundry facilities are located on each floor. Telephone service is not provided. Each suite is air-conditioned, and Conestoga is a smoke-free building.

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. 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 ethernet ports and Wi-Fi 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. 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. Residents are not permitted to give their Pioneer Card (student ID card) to their guests to use for any reason.
10. Guests in violation of University policies may be escorted from the premises and barred from further entry into the residence halls.
11. Any guest may be asked to leave by a roommate. Such a request must be met with complete and immediate compliance.
12. A residence hall may be closed to non-residents at any time in order to ensure the safety and welfare of the resident population.
13. 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. Residents living in Lawrence Hall must sign guests in with the desk attendant in Academic Hall. Once Lawrence Hall guests have been signed in at Academic Hall, they may be escorted across the skywalk into Lawrence Hall. No guests will be admitted through the turnstiles in Lawrence Hall.
3. All non-Point Park guests must be accompanied by their host during sign in.
4. Guests whose names appear on the Persona Non Grata (PNG) List will not be permitted into the residence halls. If a guest happens to share a name with, but is not, someone on the PNG List, the guest must show proof of birth date to verify that they are not the banned individual.
5. A student may not host or allow a person access to the residence halls who is on the PNG List.

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, they will call the University Police 24-Hour Dispatch Center, 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 University Police 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 any 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 University police, 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, 8th Floor Frontier 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 (number of occupants) x 2 (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 personnel.
- 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 and Information Distribution

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 and Information Distribution](#)

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

Phone – Technology Help Desk..... 412-392-3494
Location..... 220 Thayer Hall
Email..... helpdesk@pointpark.edu
Website [Office of Information Technology Services](#)

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.

Computer Labs

Website [Computer Labs](#)

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

Email..... helpdesk@pointpark.edu
Website [Computer Purchasing Program](#)

Point Park University students, staff, and faculty are eligible to receive education discounts on Apple and Lenovo products through our custom online stores. 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)

Website [Account Information](#)
Point Park domain accounts (usernames) are automatically created for each incoming new student. Students use their domain account to login to many of the University online and network resources such as their Point Park email, computers in the computer labs, Handshake, LinkedIn Learning, PointSync, PointWeb, Point Park Wi-Fi, and Schoology. 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 [My Point Park](#)
Website [New Account Information](#)

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 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 have an ethernet port, or an ethernet adapter to take advantage of wired internet access.

Residence Hall Connectivity

All residence hall rooms are equipped with data network ports. The data port permits each student to connect his or her personal computer to the Internet. Students are expected to provide their own cables and adapters to connect their computer to the data port. Specifications for the cables:

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

For data port issues, contact the [Technology Help Desk](#).

Wireless Access

Website[Wi-Fi Access](#)

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 PointPark802.1X.

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 Wi-Fi 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 [PointWeb](#)

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
- Class schedule
- Course registration and schedule changes
- Change your address on file with the University

How to Gain Access to PointWeb

Login to PointWeb with your Point Park email login and password.

Schoology

Website [Schoology](#)

Schoology is the university's main Learning Management System; all courses are taught using Schoology.

Technical Assistance – User Support

Phone – Technology Help Desk 412-392-3494

Location 220 Thayer Hall

Email helpdesk@pointpark.edu

Website [Help Desk](#)

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 arrangement 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.

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 they are in danger in a lab, or through electronic means such as email harassment or electronic stalking, they should report such incidents to the University Police Department.

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](#). 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 movies, music, 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	Student Organizations
Website	PointSync
Website	Student Organization Resources

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

All students are welcome to start a club or organization. Student Government Association (SGA) approves all new club and organizations. Contact SGA and SAIL to find out how to begin the process. For more information, visit the website, or connect with SAIL.

Campus Activities Board

Phone	412-392-3804
Email.....	cab@pointpark.edu
Location.....	2 nd Floor Student Center
Website	Campus Activities Board

The Campus Activities Board (CAB) is the official programming organization of the Office of Student Activities, Involvement and Leadership (SAIL) at Point Park University. CAB provides the students of Point Park with quality activities that promote fun, personal development, learning, school spirit and pride, and foster an atmosphere conducive to social interaction among their peers.

Who can join?

CAB membership gives students the opportunity to plan, market, and execute events for the University community and is open to all full-time undergraduate students at Point Park. Email cab@pointpark.edu for more details and how to join.

Student Government Association

Phone	412-392-3850
Email.....	sga@pointpark.edu
Location.....	717 Student Center
Website	Facebook
Website	PointSync

The Student Government Association (SGA) is a student governance system whose purpose is to act as the recognized communication channel between the students, faculty, and administration of Point Park University; advocate for and act as a protective

body representing the students of Point Park University; allocate funds to student organizations and clubs; and appoint student members on faculty and general and standing committees and ad hoc committees, as appropriate. SGA is composed of an executive branch and a legislative body. Governance is codified by a constitution and bylaws.

Student Media and Organizations

Website [Student Media](#)

Visit the website for information on the many student media organizations, as well as School of Communication professional outlets.

The Globe Weekly student newspaper
WPPJ Campus radio station (AM and internet radio)
U-View Campus television station
The Fix Photography magazine

Clubs and Organizations

- Photography Collective
- Pittsburgh Center for Sports Media and Marketing
- Society of Professional Journalists (SPJ)
- American Advertising Federation/Public Relations Student Society of America (AdFed/PRSSA)
- National Press Photographers Association (NPPA)
- Broadcast Education Association (BEA)

School of Communication Professional Outlets

- Point Park News Service operates as a wire service, drawing content from across the School's curriculum and offering it to local and regional media outlets.
- Wood Street Communications offers high-level public relations and advertising solutions to non-profit organizations in the Pittsburgh area.

Honor Societies

Alpha Chi

Location – Honors Program 405 Lawrence Hall
Website [Honors Program](#)

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[Alpha Phi Sigma](#)

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.....Athletic Department, 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.

Getting Around and Finding Your Way

Campus Map

Website [Campus Map](#)

For an interactive map of the University campus and area points of interest, parking and area hotel information, and directions, visit the website.

Quick Tip! On the interactive map key, uncheck/check the colored boxes to the left of a building, venue, etc. to remove the item from or add it to the map. This helps to focus on specific locations.

University Shuttle Service

Website [University Transportation Services](#)

Website [University Shuttle Tracking](#)

Pittsburgh Transportation Group provides vehicles and transportation services to the members of the University community to locations such as shopping trips and other University-sponsored activities and events.

All passengers **MUST** have Point Park University identification or a guest pass issued by a sponsoring University department in order to utilize these services. Anyone not having identification may not be permitted onto a shuttle.

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 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 Pittsburgh Transportation Group vehicles will be turned in to lost and found located at the Academic Hall security desk.

Shopping Shuttles

Point Park University shuttles have regularly scheduled trips to stores and shopping areas for student use. Destinations and schedules change based on student feedback and usage, but have included locations such as Trader Joe's and Giant Eagle in East Liberty, as

well as locations in The Waterfront and Strip District. Visit the website for the current schedule and destinations.

Shuttle Tracking

Real time tracking of shuttle locations, as well as estimated time of returns and departures, is available on the tracking website or via app download (links are available on the tracking website in the upper right corner menu.

Airport

Pittsburgh International Airport

Phone – Airport Information 412-472-3525
Location..... 100 Airport Boulevard, Pittsburgh, PA 15231
Website (Includes transportation information to/from airport) [Pittsburgh International Airport](#)
Bus Route (Port Authority of Allegheny County – See below for info) 28X Airport Flyer

Train

Amtrak Station

Location..... Union Station, 1100 Liberty Avenue, Pittsburgh, PA 15222
Website [Amtrak](#)

Bus Service – Long Distance

Greyhound

Phone 412-392-6514
Location..... Grant Street Transportation Center, 55 11th Street, Pittsburgh, PA 15222
Website [Greyhound](#)

Megabus

Phone 877-462-6342
Website [Megabus](#)
Location..... [Bus Stop Location Information](#)

Public Transportation and Ridesharing

Trip Planning

Website [EZ Ride](#)

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
Location..... Downtown Service Center, 623 Smithfield Street, Pittsburgh, PA 15222
Website [Port Authority of Allegheny County](#)
Website [How to Ride](#)
Website [Accessibility](#)

Website [Connect Card](#)
Website [Mobile Apps](#)

The Port Authority primarily serves Allegheny County with bus, T (light rail), incline, and paratransit service. You can find 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 Applications 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, but transfers (good for 3 hours) are only available to those using a Connect Card; riders paying in cash must pay full price for each trip.

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, as well as a number of independent retailers, 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 fare box 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.

Other Regional Commuting Options

Website [CommuterInfo.Org](#)

CommuterInfo.org provides commuters within the 10-county Southwestern Pennsylvania Commission region, including City of Pittsburgh, Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland counties, with information on ridesharing. By increasing the number of people who rideshare, we are

also reducing the amount of harmful emissions that enter the atmosphere. Depending on location, ridesharing options may include carpool, vanpool, transit (bus), bike, and walking.

Taxi, Limo, Car, and Driver Services

[Classy Cab](#)

[Lyft](#)

[Star Limo](#)

[Uber](#)

[VETaxi](#)

[zTrip](#)

Parking

Station Square

Phone – Station Square Parking Office 412-261-1993

Email..... [See website](#)

Location..... 301 West Station Square Drive, Pittsburgh, PA 15219

Website [Station Square 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 daily or choose to keep their car nearby, Point Park has an arrangement with Station Square parking for a discounted monthly parking lease for Point Park students in Station Square’s West Lot (near the Highmark Stadium). The lot is open 24/7.

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

- Visit the Office of Student Life on the 7th floor Student Center
- 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

Important Note about Station Square Shuttle Service: As of July 2021, there is no shuttle service between Station Square and Downtown, and it is not known whether it will run in the future. The operation of this service is at the discretion of Station Square and ABM Parking. Direct questions and concerns directly to Station Square and ABM Parking.

Pittsburgh Parking Authority

Phone 412-560-PARK (7275)

Location..... 232 Boulevard of the Allies, Pittsburgh, PA 15222

Website [Pittsburgh Parking Authority](#)

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 GarageOn 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.

ParkPGH

Website[ParkPGH](#)

ParkPGH provides real-time garage parking space availability for select Pittsburgh garages located in the Cultural District, the Central Business District, and the North Shore. Parking inventory is updated every 30 seconds and available via app or web.

Street Parking

Website[Pittsburgh Parking Authority](#)

Website[On-Street Meters](#)

Website[GoMobilePgh App](#)

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 street 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 GoMobilePgh 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 have EV charging stations. These 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

You will need a ChargePoint card or download the mobile app at [chargepoint.com](https://www.chargepoint.com) in order to activate a charging session from the new EV charging locations at the First Avenue garage.

Bicycle Information and Parking

Pennsylvania Bicycling Laws..... [Bicycle Safety and PA Laws](#)

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 available on the Bicycle Safety and Pennsylvania Laws website.

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..... [Third Avenue Garage Bike Station](#)

Other Bicycle Parking Resources.....[BikePgh](#)

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.

Resources for Commuters

- [Transportation and parking](#)
- [Dining Services](#) information such as meal plans, vending machines, and microwaves
- [Lockers](#)
- [Study Lounges](#) including the location and amenities available in the various spaces

The Commuter Resources web pages also have this information, along with a Renter's Guide to help with apartment renting:

[Commuter Resource Information](#)