



Education and Training Hub

Student Handbook

2020-2021

CONTENTS

HISTORY	4
MISSION STATEMENT	5
CORE VALUES	5
FACILITIES	6
NON-DISCLOSURE OF DIRECTORY INFORMATION	7
HUB RESOURCES AND SERVICES	9
STUDENT IDENTIFICATION CARDS	9
FACILITY RESERVATIONS	9
HEALTH AND COUNSELING SERVICES	9
HASKELL MEMORIAL LIBRARY	10
HOUSING ACCOMODATIONS	10
RECREATION AND FITNESS ACTIVITIES	10
BICYCLES	11
GUIDANCE ON SERVICE & EMOTIONAL SUPPORT ANIMALS	11
DINING SERVICES AND MEAL PLANS	12
VENDING MACHINES.....	13
POLICY ON RELIGIOUS GROUPS ON CAMPUS	13
STUDENT UNION FACILITIES AND SERVICES	14
INFORMATION DESK	15
MAILING SERVICES	15
HOURS OF OPERATION	16
CAMPUS POLICE AND SECURITY	16
“OPERATION ID”	17
PARKING REGULATIONS	17
STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES	18
SEXUAL ASSAULT RESOURCES	20
PITT PROMISE	36
STUDENT RIGHTS	37
RESPONSIBILITIES OF STUDENT INFORMATION	
TECHNOLOGY RESOURCE USERS	38
PROCEDURES FOR MINIMIZING THE EFFECT OF	
COMPUTER VIRUSES ON CAMPUS	40
PENALTIES FOR ALLEGED INFORMATION TECHNOLOGY	
RESOURCE VIOLATIONS	40
FILE SHARING AND COPYRIGHT VIOLATIONS	40
PENALTIES FOR COPYRIGHT INFRINGEMENTS	41
JUDICIAL SYSTEM ADMINISTRATION: INTRODUCTION	42
ROLE OF THE EXECUTIVE DIRECTOR OR ASSISTANT EXECUTIVE	
DIRECTOR IN DISCIPLINARY PROCEDURES	42
RIGHTS OF STUDENTS IN DISCIPLINARY PROCEEDINGS	43
JUDICIAL SYSTEM FILING PROCEDURES	44
INFORMAL HEARINGS	44
GRID OF STUDENT CONDUCT VIOLATIONS.....	45
LEVEL 1 – V SANCTIONS	55
GROUNDS FOR APPEAL OR REVIEW	58

MEDIATION PROGRAM	60
MEDICAL AMNESTY PROCESS	61
DRUG-FREE SCHOOLS AND COMMUNITIIES ACT OF 1989	62
ALCOHOL POLICY	62
OTHER CONTROLLED SUBSTANCES	65
SMOKING POLICY	65
ANTI-HAZING POLICY	65
ANTI-HARASSMENT POLICY	66
NONDISCRIMINATION POLICY	67
ON-CAMPUS DEMONSTRATION GUIDELINES	68
POSTING AND CHALKING GUIDELINES	70
HOUSING ACCOMODATIONS	71
ROOM & BOARD CONTRACT	71
CRIMINAL DISCLOSURE	73
SAFETY AND SECURITY	73
FIRE SAFETY	74
CLOSED CIRCUIT TELEVISION	75
CHECKOUT PROCEDURES	75
CO-ED VISITATION GUIDELINES	76
CODITION OF RESIDENCE HALL ROOMS	77
ENTERING STUDENT ROOMS	78
ESCORT POLICY	78
FIREARMS AND WEAPONS	78
FURNITURE	79
GENDER-NEUTRAL HOUSING POLICY	79
KEYS	80
LAUNDRY EQUIPMENT	80
LOCKING DOORS/LOCKOUTS	80
NO BURN POLICY	81
PETS	81
QUIET & COURTESY HOURS	82
REASONABLE REQUEST	82
RESIDENCE HALL AMENITIES	83
APPLIANCES	83
PROHIBITED ITEMS	83
ROOMATES AND ROOM CHANGES	84
ROOM INSPECTIONS	85
SIGN POLICY	86
TELEPHONES	86
TELEVISION	86
VISITOR – PERSONS WITHOUT CURRENT HOUSING CONTRACTS	86

HISTORY

The University of Pittsburgh at Titusville was established in 1963 in response to a long recognized need for higher educational opportunities in the Oil Region. Efforts to open some type of higher educational facility began as early as 1957 and became a reality in early 1963 with Pitt's decision to establish the regional campus.

Following a successful half-million-dollar fundraising campaign, Pitt-Titusville began classes in the fall of 1963 in the McKinney mansion, the current administration building. Joe M. Ball, a University of Pittsburgh administrator, was named the first President. He served in that capacity until his retirement in 1984.

The first entering class of 75 students was welcomed by 10 faculty members. The McKinney mansion and the adjacent carriage house were remodeled to provide classroom, office, and library space. The following year, 1964, the Titusville Women's Club donated a building located several blocks from campus to house the college's library, and the carriage house was remodeled to accommodate science laboratories. In the early years, out-of-town students found rooms and apartments in the area or were housed in the Drake Hotel until residential facilities were built on Murdoch Boulevard.

In February 2018, the University of Board of Trustees voted to establish the University of Pittsburgh at Titusville Education and Training HUB on the University of Pittsburgh at Titusville campus. The University of Pittsburgh is renovating, upgrading, and re-configuring the Titusville campus from a single institution campus to an education and training hub with multiple institutions that are dedicated to education and training programs specifically designed for the workforce needs of the local region. Partners include the University of Pittsburgh (Pitt), Northern Pennsylvania Regional College (NPRC), Manchester Bidwell Corporation/Workforce and Opportunity Center (MBC/WOC: a Pittsburgh based non-profit training center), and a University of Pittsburgh program which is similar to the Manufacturing Assistance Center (MAC), but operated independently by the HUB.

On October 4, 2019 the Partners signed an official Memorandum of Understanding indicating their commitment to this project. A public celebration was held to commemorate that event the same afternoon at the University of Pittsburgh at Titusville Campus. Each of the Partners committed to offering their own programs on the campus in addition to collaborating in the offering of joint programs. The University of Pittsburgh continues to own the HUB campus, and operates the campus on behalf of all of the academic Partners on the campus. This partnership and collaboration allows the HUB to provide expanded education and training programs specifically chose to meet the needs of the regional economy.

The University of Pittsburgh brings to the HUB all of its vast educational and community engagement expertise.

Pitt continues to offer two associate degree programs in nursing and physical therapist assistant. These programs will continue the long tradition of supplying the region with well-trained and well-prepared graduates who provide the highest level of health care to our friends and neighbors.

Pitt will replicate its world-renowned Manufacturing Assistance Center and offer comprehensive precision machinist training programs enabling students to master the technical skills regional employers seek. Students will learn to operate manual and computer numerical control (CNC) machining and coding; they will learn computer-aided design and manufacturing (CAD/CAM) software; and they will improve their technical math and communication skills.

Manchester Bidwell Corporation brings its world-renowned program on a smaller scale in Titusville by establishing a Workforce & Opportunity Center for adults and youth. The Center will combine an adult career-training institution—designed to fill employer needs through strong partnerships with leading regional corporations, agencies and organizations—with a youth development program that uses the visual arts to improve academic performance, develop higher-order critical-thinking skills, and improve interpersonal skills through applied learning. Clerical and medical assistant will be the first certificate program offered for adults. The youth arts program will connect with local high schools and focus on ceramics and digital arts.

Northern Pennsylvania Regional College will offer the opportunity to engage in all of its associate degree programs at the Hub. The current programs are in business administration, criminal justice, early childhood education, liberal studies, and social sciences. In addition, NPRC will offer a general education certificate program that will prepare students to enroll in the Pitt nursing and physical therapist assistant programs.

Today, the University of Pittsburgh at Titusville Education and Training Hub has a straightforward mission.

EDUCATION AND TRAINING HUB MISSION STATEMENT

The University of Pittsburgh at Titusville Education and Training Hub provides students with a quality educational experience offered in a supportive environment conducive to learning, self-discipline, and mutual respect. Pitt-Titusville combines the advantages of a small college with the resources of an internationally renowned institution by:

- Providing a point of access to the instructional and research facilities of the University of Pittsburgh for northwest Pennsylvania;
- Providing a full range of educational opportunities that serve as entry level access to a variety of professions or academic programs;
- Serving as an educational, cultural and economic resource for northwest Pennsylvania.

CORE VALUES

The Teacher-Student Relationship
Community
Competence
Diversity

Integrity
Quality
Service
Tolerance

FACILITIES

McKINNEY HALL: When the doors opened in 1963, McKinney Hall was the University of Pittsburgh at Titusville. Originally built in 1873 as the home of John C. Bryan, L.C. McKinney and his family purchased the estate in 1926. The structure was remodeled in 1929, and when the University of Pittsburgh was seeking a location for its regional campus, the McKinney's daughter, Charlotte McKinney Haskell, donated the estate to the University. Today, McKinney Hall serves as one of the Pitt-Titusville Administration Buildings, housing the Office of the Pitt-Titusville President. In addition, the University of Pittsburgh at Titusville Education and Training Hub Offices for the Executive Director, Assistant Executive Director, Marketing Coordinator, as well as classrooms and faculty offices are located within this building.

BENNETT DAVIS HALL: Part of the McKinney estate donated in 1963, this former carriage house originally served as the Pitt-Titusville library and later was converted into laboratories and classrooms for the sciences. In 2000, Bennett Davis Hall was converted into offices and currently houses Pitt-Titusville's Admissions, Student Accounts, Registrar, Financial Aid, and Human Resources Offices. The first floor also houses the Hub's Campus Police and Security Office.

BROADHURST SCIENCE CENTER: Completed in 1998, this facility houses laboratories, classrooms and faculty offices for the life and physical sciences and engineering, the Nursing Division and the Physical Therapist Assistant Division. The Broadhurst Science Center continues to function as the primary academic building on campus, mostly including spaces related to medical and science-oriented courses, such as Pitt's nursing, and biosciences, as well as Manchester Bidwell's soon-to-be-added eMA and pharmacy technician programs. Associated faculty offices are located within the Broadhurst Science Center. It also is the location of the 417-seat Henne Auditorium.

HASKELL MEMORIAL LIBRARY: Opened in 1975, this building houses the Pitt-Titusville library on its upper level. Its collection exceeds 40,000 items, and access to the more than six million volumes of the University of Pittsburgh is readily available. The library provides several areas for quiet study. This building includes the Computer Center and space to support both academic and social collaboration, with spaces designated for small group study, research, and tutoring. Additionally, Manchester Bidwell's ceramics studio will be featured in this facility after the renovations. The ceramics studio will include an indoor and outdoor kiln. To further support the student commons concept and artistic integration of the ceramics studio, a small café will be added at the front of the building, with the current lobby to be transformed into café seating and informal art gallery.

J. CURTIS McKINNEY II STUDENT UNION: The Student Union facility opened its doors in 1980. It includes McKinney Commons, an 8,100 square foot dining facility that opened in January 2013 that offers cook-to-order stations and a wide variety of food choices. Boomer's is also located in the Student Union as a multipurpose meeting and activity room. This building includes two classrooms, a gymnasium, game room, three racquetball courts, fitness center with aerobic and weightlifting equipment, and locker rooms with sauna facilities. Northern Pennsylvania Regional College (NPRC) hosts classes on the second floor of this facility; and

after renovations will include be the future home of the MAC Center and MBC Digital Arts Studio.

SPRUCE RESIDENCE HALL: This residential facility, housing up to 156 students, was completed in the fall of 1988 and includes laundry facilities, direct computer access, and kitchenette. There is a study lounge on each floor.

SERENITY HOUSE: Located on the McKinney Lawn, this structure was part of the original estate and was used as a changing house for the swimming pool and lounge area during warm, summer months. Now known as Serenity House, the building was refurbished and opened in 2012 as a quiet place for students to relax or study.

NON-DISCLOSURE OF DIRECTORY INFORMATION

The University of Pittsburgh at Titusville Education and Training Hub may establish categories of information known as “Directory Information” and release this information without student consent, upon request. A student may request, in the format provided below, that the following categories be excluded from “Directory Information” that would be released without the student’s consent if requested by a third party.

The University of Pittsburgh at Titusville Education and Training Hub designates the personally identifiable information contained in a Student’s Educational Record listed below as “Directory Information”:

1. The Student’s name
2. The Student’s address, phone number, and electronic mail address
3. The Student’s major field of study
4. Place of birth
5. The Student’s achievements, degrees, academic awards, or honors
6. The Student’s weight and height, if a member of an athletic team
7. The Student’s previous educational institutions
8. Participation in officially recognized activities and sports
9. Dates of attendance
10. The Student’s photograph

When the Office of the Hub Registrar receives a student’s refusal to permit the release of “Directory Information,” no further disclosures of “Directory Information” are made without that student’s written consent (except to parties who have legal access to student records without written consent.) A student may rescind this action by submitting the request in writing to the Office of the Hub Registrar. Note that the following procedures apply:

1. Students may review their educational records by submitting a written request to the Records Custodian in the appropriate University Unit. A listing of those University offices that routinely possess educational records of students are set forth in University Procedure 09-08-01.
2. Students may request amendment of educational records that they believe are inaccurate or misleading, by submitting a written request to the Records Custodian and following the steps set forth in University Procedure 09-08-01.

TITUSVILLE EDUCATION AND TRAINING HUB RESOURCES AND SERVICES

The mission of the University of Pittsburgh at Titusville Education and Training Hub is to develop a well-rounded student by providing quality services, programs, and experiences that enhance the quality of life and prepare graduates to serve as leaders and civically engaged members of their community.

STUDENT IDENTIFICATION CARD REQUIREMENTS

Students can obtain a University of Pittsburgh at Titusville Education and Training Hub Student Identification Card (Student ID) in the Campus Police and Security Office located in Davis Hall, Room 112. The Hub ID is considered the official University of Pittsburgh at Titusville Education and Training Hub means of identification. The card should be carried at all times and produced when requested by any properly identified University of Pittsburgh at Titusville Education and Training Hub or partner official. The ID card serves as a student's meal card, library card, and package pick-up authorization, right to use to recreation activities such as the racquetball courts and game room, access to the fitness center, residence hall access card, computer lab and assistance identification and other identification purposes. Flex dollars are used to purchase food and drink at McKinney Commons and in campus vending machines. Flex dollars and Shop dollars are deducted from your account every time you swipe your ID card. There is no initial cost for a student ID. There is a \$25.00 replacement fee for a lost or damaged ID card and payable at the time you receive the new card from the Campus Police and Security Office. Old ID cards must be turned in before a new card will be issued. Students are required to report lost or stolen ID cards and obtain a new card within 24 hours. All full and part-time University of Pittsburgh at Titusville Education and Training Hub students must have a validated photo ID to use any University of Pittsburgh at Titusville Education and Training Hub facility.

FACILITIES RESERVATIONS

Any faculty, staff, or student wishing to reserve a University of Pittsburgh at Titusville Education and Training Hub facility for a meeting or event may contact the Administrative Assistant to the Executive Director (814-827-4400). First priority for usage is given to regularly scheduled class meetings. Other requests are honored on a first-come, first-serve basis. Facilities are available to recognized University of Pittsburgh at Titusville Education and Training Hub organizations at no charge. Student organizations from Hub partners who wish to sponsor activities on campus, must contact the Administrative Assistant to the Executive Director to complete paperwork to secure a location in a timely manner before advertising their event. The official University of Pittsburgh at Titusville Education and Training Hub Calendar of Events is maintained by the Administrative Assistant to the Executive Director (814-827-4400). Groups and individuals planning events for members of the University of Pittsburgh at Titusville Education and Training Hub community are encouraged to check with this office in advance to prevent scheduling conflicts with other events.

HEALTH AND COUNSELING SERVICES

Students who need assistance with health and counseling services will be provided those services through the University of Pittsburgh at Bradford. Counseling Services will provide students with individual consultations or video therapy, access to self-help resources through TAO, and access

to video workshops. Health Services will provide consultations through telehealth appointments. To set up an appointment, students should call 814-362-5272

HASKELL MEMORIAL LIBRARY

Haskell Library contains nearly 40,000 titles including books, periodicals, and newspapers. While working on campus, students can access millions of electronic resources using PittCat, the library's online catalog; use one of our computer workstations or bring your own device and connect through Wi-Fi to access our resources. The library also contains 90 study spaces for individual and group study. Haskell Library staff is happy to help with all of your research and information needs!

HOUSING ACCOMODATIONS

Hotel-style lodging is available on campus with limited amenities in Spruce Hall. Residents must be enrolled in at least 12 credits with one of the partner institutions while living on campus. Policies and regulations are set by the University of Pittsburgh at Titusville Education and Training Hub regarding the facilities and procedures within the residence hall to ensure student needs are met, while promoting community living by developing a sense of community within each living unit to promote respect for individual rights and an environment conducive to the student's academic success.

The Assistant Executive Director oversees the housing and auxiliary services of the University of Pittsburgh at Titusville Education and Training Hub which includes establishing living arrangements for registered students, fostering community standards, serving as a resource for information, and managing the facility.

Housing rates are established each year and will be published accordingly. The housing rate will be invoiced to the student by the University of Pittsburgh at Titusville Education and Training Hub and must be paid according to the contract. Students must be 17 years of age by August 1st of the year they sign the Housing Contract in order to live on campus. All students under the age of 18 must have a parent or guardian sign the Housing Contract and activities waiver before moving into the facility.

Housing is processed on a first come basis. Should an opening become available throughout the term or at a time when a student needs housing, the next student on the housing wait list will be contacted about the availability.

RECREATION AND FITNESS ACTIVITIES

The Gymnasium is available for recreational use by University of Pittsburgh at Titusville Education and Training Hub students, faculty, and staff. The racquetball courts are not available during the COVID-19 pandemic. After the pandemic, reservations for the courts can be made through the Office of the Assistant Executive Director within 24 hours of use. Both the men's and women's locker rooms include saunas and lockers that may be reserved by the semester through the Office of the Assistant Executive Director. Padlocks may be reserved for the locker room lockers to secure personal belongings with in the Office of the Assistant Executive Director. Any unregistered padlocks on the lockers will be removed 48 hours after the end of each term.

There is an Auxiliary Gym on the second floor of the Student Union that is open to currently enrolled faculty, staff, and students of University of Pittsburgh at Titusville Education and Training Hub partners. To gain access to the facility, a medical form and release must be on file in the Office of the Assistant Executive Director. This facility is open during published Student Union hours each term and includes a variety of weight machines and exercise equipment. During the COVID-19 pandemic, the Auxiliary Gym may be closed for health and safety concerns. Signs will be posted on the entrance door when the facility is not available and on machines for social distancing.

The Student Union is managed through the Office of the Assistant Executive Director.

BICYCLES

Bicycles provided by the University of Pittsburgh at Titusville Education and Training Hub are for recreational use only. To reserve a bike, see the Campus Police and Security Office located in Davis Hall.

Bicycles are prohibited inside any building, including the residence hall. Bicycles are not to be stored in any of the individual student's room, office, or common areas of any facilities of the University of Pittsburgh at Titusville Education and Training Hub. There are bicycle racks available for outside storage on the Campus.

All terrain and recreational vehicles, snowmobiles, etc. are not permitted anywhere on campus. Motorcycles must be registered and parked in the provided lots. **Use of skateboards and rollerblades on any University of Pittsburgh at Titusville Education and Training Hub property is prohibited.**

Water fights, water balloons, water guns, and snowball throwing are strictly prohibited on campus as they often lead to injury and property damage.

GUIDANCE ON SERVICE AND EMOTIONAL SUPPORT ANIMALS

The University of Pittsburgh at Titusville Education and Training Hub complies with The Americans with Disabilities Act (ADA) and amendments in allowing the use of Service Animals on campus. The ADA defines Service Animal as "...any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." The work or tasks performed by a Service Animal must be directly related to the handler's disability. A service animal is permitted to accompany the person with a disability at any time, which includes places where pets are not permitted. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not Service Animals. Students who require the use of a Service Animal on campus are encouraged to contact their Partner Institution's Disability Resources and Services (DRS) for clarification and paperwork for their animal to be on campus. The Service Animal must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animals' work or the individual's disability prevents using these devices. In that case, the student must maintain control of the animal through voice, signal or other effective control.

INQUIRIES REGARDING SERVICE ANIMALS

Individuals cannot be asked about the nature or extent of their disability, but two inquiries can be made to determine whether an animal qualifies as a Service Animal.

1. If the animal is required because of a disability and;
2. What work or task the animal has been trained to perform.

The University of Pittsburgh cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal. Also, individuals are prohibited from making inquiries about a Service Animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

EMOTIONAL SUPPORT ANIMALS

The University of Pittsburgh at Titusville Education and Training Hub recognizes the importance of emotional support animals to individuals with a documented disability. An emotional support animal may provide emotional support, stability and comfort. Emotional support animals are not required to be trained to perform a specific job or task and therefore they do not qualify as "Service Animals" under the Americans with Disabilities Act. Emotional support animals are only permitted in the University of Pittsburgh at Titusville Education and Training Hub residence hall if the animal has been determined to be a reasonable accommodation for an individual with a disability by DRS.

To receive housing accommodations for an Emotional Support Animal, the University of Pittsburgh at Titusville Education and Training Hub must receive the appropriate medical documentation that confirms the student's needs and animal is vaccinated. Should the housing accommodation be deemed reasonable, you will be required to agree to the established Emotional Support Animal guidelines of the University of Pittsburgh at Titusville Education and Training Hub.

DINING SERVICES

The Dining Hall operates on a four-week menu cycle and provides a salad bar, sandwich bar, dessert bar, pizza, theme meals, grill, and extensive beverage counter. Special meals are regularly planned and student feedback is welcome through the dining/housing committee. Optional commuter meal plans are available.

Shirt and shoes are required when entering and using the dining area. During COVID-19, all food and drinks will be served and available in carryout containers only. Members of the campus community may eat their meal in McKinney Commons, using the social distancing criteria in place or take their meal with them elsewhere on campus.

MEAL COSTS

Students, faculty, and staff of the University of Pittsburgh at Titusville Education and Training Hub may eat in the Dining Hall at an ala carte price for meals during the COVID-19 pandemic. The buffet meal option may be available after the pandemic concludes.

McKinney Commons operates in a cashless operation at this time, Shop Dollars can be added to a Hub ID card to pay for food and drinks within the dining facility. Stop by the Student Services Office in Davis Hall to add Shop Dollars to your card.

VENDING MACHINES

The vending machines are provided for students' convenience. Shop Dollars can also be used in the vending machines for food and drink purchases. Abuse of any vending machine will be considered abuse of University of Pittsburgh at Titusville Education and Training Hub property. Money lost in the machines will be refunded by the suppliers. Report your loss to the Administrative Assistant for the Executive Director located on the 1st floor of McKinney Hall.

POLICY ON RELIGIOUS GROUPS ON CAMPUS

1. All denominational on-campus religious programming endeavors of particular churches and the synagogue must be done under the auspices of the Office of the Assistant Executive Director. (Examples: Roman Catholic Masses on holy days of obligation, Protestant Reformation Day services, Jewish Passover Seder, etc.). In addition, denominational programming may only be done by religious groups if there is already a presence of members of that religious group within the student body of the University of Pittsburgh at Titusville Education and Training Hub. These restrictions do not apply to denominational religious programming held off campus in the local churches or synagogue.
2. The University of Pittsburgh at Titusville Education and Training Hub will encourage and support programs of an ecumenical nature (e.g., picnics, retreats, Ash Wednesday services, Bible studies, topical programs and lectures, etc.). Such programs will recognize the common religious beliefs and bonds held by all, while being sensitive to and accepting of individual and denomination difference.
3. Religious organizations that seek to provide on-campus programs, services, and/or ministry to University of Pittsburgh at Titusville Education and Training Hub students, including gathering students in locations on-campus for the purpose of ecumenical discussion (e.g. cafeteria, Serenity House, Student Union, etc.) but who refuse to do so through the auspices of the Office of the Assistant Executive Director will not be permitted by the University of Pittsburgh at Titusville Education and Training Hub to utilize institutional facilities or to provide programs on campus. The only exception to this is in regard to the distribution of literature, which may be done solely in the lobby of the Student Union building, under guidelines and restrictions established by the Assistant Executive Director.
4. The broad purpose is to provide an ecumenical ministry to students of the University of Pittsburgh at Titusville Education and Training Hub in a cooperative manner. Efforts that promote denominational rivalry or the denominational proselytizing of students will be discouraged on the University of Pittsburgh at Titusville Education and Training Hub. "Conflicts arising between the University of Pittsburgh at Titusville Education and Training Hub organization and community identities (churches, church employees, etc.) will be solved under the auspices of the Assistant Executive Director."

STUDENT UNION FACILITIES AND SERVICES

The J. Curtis McKinney II Student Union is the heart of the campus and includes a variety of facilities and services to meet the needs of the University of Pittsburgh at Titusville Education and Training Hub community as well as the general public. As the main gathering area on the campus, the faculty, staff, students, alumni and guests have a place to relax, entertain and interact. It is more than just a building; it provides educational, recreational, social and cultural enrichment of campus life.

Included in the Student Union are the McKinney Commons Dining Hall, Boomer's multi-purpose room with a gathering space and a television, activity areas, game room, gymnasium, racquetball courts, weight and exercise room, classrooms, and Facilities Office.

All members of the University of Pittsburgh at Titusville Education and Training Hub community are asked to do their part in ensuring that the building and its facilities are not abused in any manner. Your cooperation with regard to the following policies is appreciated:

1. Room reservations for student organization meetings are to be made in advance with the Administrative Assistant to the Executive Director. Scheduling arrangements for use of all campus facilities, other than classes, is coordinated through the Administrative Assistant to the Executive Director.
2. The Game Room has pool tables, television and seating area. This room is open when the Student Union is open. The room is open to all University of Pittsburgh at Titusville Education and Training Hub students, faculty, and staff. Students, faculty, and staff may use the equipment and games at the Student Union Front Desk with a valid University of Pittsburgh at Titusville Education and Training Hub ID card. No food or beverages are permitted on gaming tables. Any form of gambling is prohibited by University and State law.
3. Shoes and shirts must be worn in the Student Union, including the Auxiliary Gym all times. Bare feet are not permitted.
4. No one under the age of 18 is permitted to use our recreational facilities except for registered University of Pittsburgh at Titusville Education and Training Hub students who complete a liability waiver.
5. All persons are expected to conduct themselves in a responsible manner at all times in the Student Union. The Assistant Executive Director or designee has the authority to ban any individual from any part of the building who does not conduct themselves in a responsible and mature manner.
6. Any person showing signs of intoxication is prohibited from entering the building. Staff members will require any intoxicated person participating in an activity hosted in the Student Union to leave the facility. Individuals who are documented for intoxication will be required to meet with the Assistant Executive Director and/or his or her designee for disciplinary action.
7. Individuals or organizations desiring to display signs, posters, etc. in the Student Union must follow the guidelines of the posting policy of the Student Handbook. In addition, the following guidelines must be followed: only posters and flyers that are approved by the Assistant Executive Director or designee can be hung on bulletin boards. Nothing can be posted on glass, walls or doors. Posters are not to exceed 17" x 24". The name of the sponsoring organization must be clearly indicated on all advertisements. Posters that are written in a foreign language must include an English translation. Any advertising

that contains profane or indecent expressions or graphics will not be approved. Unauthorized materials will be removed and discarded. Posters must be removed after the publicized event has occurred or after having been posted for 14 days. Events sponsored by University of Pittsburgh at Titusville Education and Training Hub organizations will be favored over non University of Pittsburgh at Titusville Education and Training Hub organizations if space is limited.

8. Under no circumstances may furniture or any University of Pittsburgh at Titusville Education and Training Hub equipment be removed from the Student Union. Persons removing University of Pittsburgh at Titusville Education and Training Hub property from any University of Pittsburgh at Titusville Education and Training Hub building will be subject to disciplinary action, possible civil action, and/or substantial monetary fines.
9. Pets are not permitted in any area of the building, with the exception of service dogs/animals.
10. Bicycles, skateboards, in-line skates (roller blades), and roller skates are not permitted in the building.

INFORMATION DESK

The Information Desk serves a variety of purposes. Athletic and game room equipment is available at the desk. A University of Pittsburgh at Titusville Education and Training Hub ID is needed for these services. The Information Desk is a source for general information.

MAILING SERVICES

The Mail Center is located on the main floor of McKinney Hall. Resident students will be issued a mailbox key at the beginning of the term by the Assistant Executive Director for a mailbox located in Student Union Room 116. The key is the property of the University of Pittsburgh at Titusville Education and Training Hub and cannot be exchanged with or given to another person. A \$25.00 fee will be charged to the student's account if a key is not returned to the Assistant Executive Director within 24 hours of the check-out period. Keys are not returned on Thanksgiving, Spring Breaks, or between terms unless the student is not enrolling in the next term. First class mail will be forwarded for ten days after the close of the semester.

All incoming mail and packages for students residing on campus will be distributed to the individual student's mailbox weekdays. If a student receives a large package that will not fit in the mailbox, a package pick-up slip will be placed in the student's mailbox, directing the student to pick up their package in the Campus Police and Security Office with a valid Hub ID card.

Students must ensure their incoming mail is properly addressed. The mailing address for resident students is as follows:

Student Name
 University of Pittsburgh at Titusville Education and Training Hub
 Student Mail Box Number
 508 East Walnut Street
 Titusville, PA 16354

Outgoing Post Office mail and packages can be sent out from the Mail Center. The Pitt-Titusville Student Services Office on the first floor of Davis Hall ships UPS packages and has

daily UPS pick-up. Payment for mail or packages can be made by cash or check. Packages with prepaid labels can be dropped off at any time. In order for a package to be shipped out the same day it must be delivered to the Student Services Office by 2 pm.

HOURS OF OPERATION

	<u><i>Fall & Spring Hours</i></u>	<u><i>Summer Hours</i></u>
<u>Hub Offices</u>		
Monday – Friday	8:30 am – 5:00 pm	8:00 am – 4:30 pm
Saturday -- Sunday	Closed	Closed
<u>Haskell Public Computer Lab (G7)</u>		
Monday – Thursday	7:30 am – 3:45 pm	7:30 am – 3:45 pm
Friday	7:30 am – 3:45 pm	7:30 am – 3:45 pm
Saturday	Closed	Closed
Sunday	Closed	Closed
<u>Haskell Memorial Library</u>		
Monday – Thursday	8:00 am – 6:00 pm	8:00 am – 5:00 pm
Friday	8:00 am – 2:00 pm	8:00 am – 5:00 pm
Saturday	Closed	Closed
Sunday	Closed	Closed
<u>McKinney Commons Dining Hall</u>		
Monday – Friday	10:00 am – 3:00 pm	Closed
Saturday -- Sunday	Closed	Closed
<u>Student Union</u>		
Monday – Friday	7:00 am – 5:00 pm	8:00 am – 5:00 pm
Saturday -- Sunday	Closed	Closed

During holidays and breaks/recess the hours of operation may not be as listed. Contact the area you plan to visit to confirm the hours of operation when the University is not in academic session. All times are subject to change.

CAMPUS POLICE AND SECURITY SERVICES

Campus Police and Security provides for the safety and security needs of University of Pittsburgh at Titusville Education and Training Hub students, staff, faculty, and its facilities as well as assisting in the enforcement of University of Pittsburgh at Titusville Education and Training Hub policies, local, state, and federal laws on University property. The office provides an escort service for students and is the location of lost and found articles. Campus Police and Security is located on the first floor of Bennett Davis Hall, Room 112. In the event of an emergency or to report a violation or crime, phone 814-827-4488 or use the yellow emergency

phones located at the rear entrance of the Student Union, the Serenity House and Spruce Street side of Spruce Hall.

“OPERATION ID”

Protect your property and prevent crime. The Department of Campus Police and Security has engraving equipment available for marking and identifying your personal property, and keeps a record of items, makes, models, and serial numbers of your valuable items. Contact Campus Police for more information.

PARKING REGULATIONS

All motor vehicles using University of Pittsburgh at Titusville Education and Training Hub parking areas must have a valid parking permit. Students may obtain a parking permit at the Campus Police and Security Office (Davis Hall, 1st floor) at a cost of \$20.00 per year. The hanging permit must be displayed on the rearview mirror or dashboards and must be visible from the outside of the vehicle. Failure to display the parking permit as required will result in a fine of \$5.00. Visitors to the campus or vehicles used by students for a short period of time may use designated student parking areas but must display a temporary parking permit on the rear view mirror. Temporary permits can be obtained from the Campus Police and Security Office (814-827-4488) at no charge. Resident students are reminded that their visitor(s) and or guest(s) vehicles must display the temporary permit when parked on campus.

The designated parking area for student vehicles is the Student Union parking lot located on the east side of the Student Union and Spruce Hall. ALL OTHER HUB PARKING AREAS ARE RESTRICTED TO FACULTY AND STAFF.

Vehicles parked in violation of rules will be ticketed (fined), towed, or both as follows:

- Parked in a NO PARKING ZONE \$ 5.00
- Parked in a LOADING ZONE \$ 5.00
- Parking Permit NOT DISPLAYED \$ 5.00
- Parked in a RESTRICTED SPACE \$10.00
- Parked in a HANDICAPPED SPACE \$25.00
- Failure to Register Vehicle \$25.00

Parking tickets may be appealed by submitting a Parking Appeals form to the Office of Campus Police and Security, Davis Hall, Room 112, within two business days of receipt of the ticket. The Parking Review Officer shall render decision on all appeals. Parking fines not appealed are payable within 10 business days of the issuance of the ticket in the Campus Police and Security Office. Unpaid fines will result in withholding of campus services and/or the issuance of summary traffic citations under Title 234 of the PA Code. Any vehicle driven or parked on University property is done so at the risk of the owner or operator. The University is not responsible for damage to or theft of any vehicle or its contents.

STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES INTRODUCTION

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

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

The *Code* is subject to change at the discretion of the University. **All Students are expected to familiarize themselves with and are required to abide by the provisions of the current *Code*. This *Code* is not a contract.** To ensure you have the most recent version, please visit www.studentaffairs.pitt.edu/conduct/. Copies of the *Code* are also available at the Office of Student Conduct.

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

The University's Prohibition on Retaliation

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

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

To review the University's Statement on Confidentiality and Non-retaliation, please follow this link: <https://www.diversity.pitt.edu/make-report>. In addition to outlining the University's stance against retaliation, this statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

Application, Scope, and Jurisdiction of the Code

Students and/or Student Organizations may be charged with *Code* Violations. Additionally, individual members of Student Organizations may be held accountable for *Code* Violations when they participate in any violation committed by the Student Organization. Students are expected to conduct themselves as responsible members of the University community. Students who violate the *Code* will be subject to disciplinary action, when such conduct takes place on University property or in the course of a University-sponsored or University-supervised activity.

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

University policies, practices, guidelines, and procedures, which may be updated and approved after the publication of this *Code*, may take precedence over the content of this *Code*. Students are advised that standards and procedures other than those set forth in this *Code* may more appropriately apply to a given dispute or situation, including, but not necessarily limited to, the University of Pittsburgh at Titusville Guidelines on Academic Integrity and the University of Pittsburgh Sexual Misconduct Policy. The University determines which policies and procedures to apply. To ensure you have the most current information, contact the Office of the Assistant Executive Director at 814-827-4455.

The following shall be the meaning of terms as used herein:

In the context of individuals in housing, **RESIDENT** refers to a student with a current housing contract while **VISITORS** means all other individuals visiting a student in a residence hall facility.

INFRACTION means a violation of any Federal, State, or local law, or of any rule, policy or **Student Code of Conduct** provision of the University of Pittsburgh.

JUDICIAL HOLD is a restriction placed on a Student's account, which may prevent activities, including, but not limited to, registering for classes, obtaining enrollment or degree verification, receiving an official transcript, and issuance of a housing contract.

OFFENSE means conduct and/or attempts to engage in conduct inappropriate to the University community for which disciplinary actions may be instituted.

RESIDENT means any person who holds a valid contract to reside in the University residence hall or other University housing.

STUDENT are all individuals taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, both degree and non-degree seeking, as well as individuals enrolled in non-credit courses and programs.

UNIVERSITY OFFICIAL means any person employed by the University who is assigned administrative, staff, or professional responsibilities.

UNIVERSITY PROPERTY means all property (real, intellectual, and/or personal) owned, leased, controlled, or utilized by the University.

SEXUAL ASSAULT RESOURCES, INFORMATION AND PROCEDURES

The University of Pittsburgh values the safety and health of all members of the Pitt community and seeks to foster an environment in which students and employees treat other persons with respect, civility, and dignity. Any behavior that involves sexual misconduct or harassment, relationship violence, or stalking of another person is prohibited. Sexual misconduct can be a violation of criminal law, Title IX, other laws, and this *code*. The University has the authority to take disciplinary action for conduct occurring on campus and off campus when the conduct, among other things, effects the educational environment or threatens the safety of the University community. The University will provide a prompt, fair, and impartial investigation and resolution.

What to do...

If you are the victim of sexual assault, know that resources are in place to provide immediate support and assistance, as well as to ensure your health and safety, whether you choose to report the incident or not.

Contact Campus Police and Security

Call 814-827-4488 or 4488 from a campus phone. Even if you choose not to formally report the incident, Campus Police and Security can assist, including transporting you to emergency medical care and evaluation.

Get Emergency Medical Attention

Receiving expert medical attention as soon as possible will protect your health and can preserve important medical evidence. The local hospital is the Titusville Area Hospital Emergency Department and the phone number is 814-827-1851.

Seek Confidential Crisis Counseling and Support

Contact a counselor to provide you with immediate emotional support and help connect you to key resources and information. Counseling is completely confidential.

Woman's Services, Inc.

24 – Hour Hotline 888-881-0189 or 814-333-9766

Emergency Housing at St. James House

Call 814-827-2746 for availability.

University Health and Counseling Services

University of Pittsburgh at Bradford Health and Counseling Services: 814-362-5272

On-Campus Resources

Office of the Assistant Executive Director: 814-827-4455

Title IX Office: 814-827-4460

Summary of Important Definitions

The following is a summary of important definitions relating to sexual assault and relationship violence.

Sexual Assault is a term that encompasses rape, forcible fondling, incest and statutory rape. In Pennsylvania, sexual assault is also a separate statute defined as sexual intercourse or deviate sexual intercourse without the complainant's consent.

Relationship Violence refers to domestic and dating violence.

Stalking repeatedly following, harassing, threatening or intimidating another individual using such methods including, but not limited to, telephone, mail, electronic communication, and social media.

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

Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation or confinement. Agreement obtained under such conditions does not constitute consent. A person's use of alcohol and/or other drugs does not eliminate his or her responsibility to obtain consent. Consent under Title 18 of the Pennsylvania Crimes Code:

- a) **General Rule** – The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
- b) **Consent to bodily injury** – When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:
 - 1) The conduct and the injury are reasonable foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
 - 2) The consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).
- c) **Ineffective consent** – Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

- 1) It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
- 2) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
- 3) It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
- 4) It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

Disclosing Sexual Violence: Reporting and Confidentiality

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

You may have concerns about confidentiality, and you should know that different employees on campus have different abilities to maintain a complainant's confidentiality. *If you are still unsure about confidentiality requirements after reviewing the following explanation, please contact the Title IX Coordinator.*

- Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to a victim in confidence, and generally only report to the University that an incident occurred with out revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident against the victim's wishes.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the University – and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

The Different Types of Employees and Their Confidentiality Responsibilities

A. Privileged and Confidential Resources

- **Pastoral Counselors:**
Pastoral counselors are not required to report any information about an incident to the Title IX coordinator without a victim's permission.

Here is the contact information for these individuals:

<http://www.pitt.edu/~chaplain/>

- **Professional Counselors: University Counseling Center (UCC); Medical Staff, Counselors, and Advocates: Student Health Service (SHS)**

Both the University Counseling Center (UCC) and Student Health Service (SHS) keep reports of sexual misconduct confidential. However, they generally report de-identifying information to the

University of Pittsburgh Titusville Police and Security Office for Clery reporting purposes. This de-identified report – which does not include information that would directly or indirectly identify the complainant – will include the nature, date, time, and general location of an incident.

Before filing any de-identified report, the UCC and SHS staff will take reasonable efforts to make sure that the report contains no personally identifying details.

In addition, a Complainant who speaks to a professional or non-professional counselor or advocate must understand that if they only want to share de-identified information, the University will unlikely be able to conduct an investigation into the particular incident or pursue disciplinary action against the respondent.

However, the complainant who at first requests that only de-identified information be shared, may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. The UCC and SHS counselors and other personnel will provide the complainant with assistance if the complainant wishes to do so.

Here is contact information for University Counseling Center and Student Health Service:

Student Health and Counseling Service, University of Pittsburgh at Bradford, available through telehealth. 814-362-5272

This office provides ongoing confidential medical treatment for any physical problems related to an assault. The Student Health Service can assess for pregnancy risk, assess, treat and/or offer/give referrals for physical injuries, and give referrals for sexually transmitted infections. Specialized counseling services are designed to assist students who have experienced sexual assault, dating violence, stalking and/or harassment.

B. Exceptions to Confidential Communications

While these professionals may maintain a complainant’s confidentiality as described above, they may have reporting or other obligations under state law. For example, Pennsylvania law requires mandatory reporting to law enforcement in cases involving minors and certain crimes.

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

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

C. Reporting to “Responsible Employees” and Confidentiality

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

With respect to confidentiality, a responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the survivor – including, if known, the names of the survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the survivor’s consent or unless the victim has also reported the incident to law enforcement, or if there is a health or safety emergency. Please visit titleix.pitt.edu for additional information on responsible employee role.

Requesting Confidentiality from the Title IX Office and University:

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

If the university honors the request for anonymity, a complainant must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

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

The University has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

Eddie Buggie
 Title IX Coordinator
 Phone: 814-362-7513
ebuggie@pitt.edu

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

The increased risk that the respondent will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual misconduct complaints about the same respondent;
- Whether the respondent has a history of arrests or records from a prior University indicating a history of violence;
- Whether the respondent threatened further sexual violence or other violence against the complainant or others;
- Whether the sexual violence was committed by multiple respondents;

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

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

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

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

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

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

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

Quick Guide to Confidentiality

Resource	Information/Support	Confidentiality Level
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Counseling Center	Yes	Confidential, is not required to report
Student Health Service	Yes	Confidential, required to report statistics of crime but no identifying information
Chaplains	Yes	Confidential, is not required to report
Title IX Office	Yes	Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable.
Division of Student Affairs Staff, including the Conduct Office; all University Staff	Yes	Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to Title IX Coordinator.
Resident Life Staff, Athletic Director and Coaches	Yes	Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to the Title IX coordinator.
Professors, Teaching Assistants, Academic Advisors and Administrative Staff	Yes	Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to the Title IX coordinator.
University Police	Limited	Information shared on a need to know basis in the investigation or student conduct process. Matter is kept as private as practicable. Must report to Title IX Coordinator.

Interim Measures and Accommodations in Response to Sexual Violence

Overview

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

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

Available Interim Measures or Accommodations

To quickly address a situation, the University, where it determines it is appropriate, may take action and impose a wide-range of measures, or offer accommodations, on a limited or temporary basis, to any complainant or respondent. Such measures or accommodations may include:

- Any interim action
- Implementation of a "No Contact Order" or Persona Non Grata
- Change in Hub-related class or work schedules or job assignments
- Change in Hub-owned housing
- Assistance from Hub staff in completing housing relocation
- Assistance in addressing off-campus living arrangements
- Restricting a student's access to certain Hub facilities or activities pending resolution of a matter
- Providing an escort to facilitate safe movement between classes and activities
- Access to academic support services, such as, but not limited to, tutoring
- Rescheduling of exams and assignments
- Availability of alternative course completion options, including but not limited to the opportunity to change class schedules by transferring course sections or withdrawing without penalty
- Voluntary leave of absence
- Any other interim measure or accommodation necessary and appropriate to facilitate the complainant's or respondents access to educational opportunities
- Assistance with contacting the appropriate police department
- Access to counseling services, including assistance in arranging an initial appointment, on and/or off-campus
- Access to and assistance with obtaining necessary medical services
- Access to and assistance with connecting to pastoral care.
- Assistance in contacting community resources
- Assistance in contacting legal resources
- Guidance and support filing a report through the Title IX Office, and/or through the criminal justice process

The University will also consider additional interim measures appropriate to the situation at hand. When necessary, the University may make any “interim” measure permanent.

Interim Suspension

In situations where the accused student suspected of violating the Student Code of Conduct may pose a threat to the safety of the reporting student, other students or the University community, and it is determined to be appropriate under the circumstances, the University’s Campus Dean or representative may impose on the accused student an interim suspension from either the University or University-owned housing. This interim suspension will remain active as needed to meet safety needs and until it is determined by the Campus Dean or representative that it is no longer necessary. Imposition of an interim suspension is not the equivalent of a finding of responsibility.

Filing a Complaint Reporting Options

Several options are available for you to report sexual misconduct.

- You may file a complaint with the University’s Title IX Coordinator. This office will discuss reporting options and resources available. This office generally investigates complaints of sexual misconduct against faculty, students, and staff (814-362-7513).
- You may file a criminal complaint by contacting the Campus Police and Security (814-827-4488). The Title IX Coordinator will be notified of the referral.
- You may file a referral through the Hub’s Office of Student Conduct if the alleged assailant is a University of Pittsburgh student (814-827-4455) in McKinney Hall Room 109. The Student Conduct Officer will refer you to the Title IX Coordinator. Potential sanctions range from disciplinary reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary dismissal from the University of Pittsburgh.

Non-retaliation – Retaliation is prohibited

Retaliation against anyone involved in the investigation of alleged incidents of sexual misconduct, whether they are the complainant, a witness, an investigator or anyone else, is prohibited by the University’s Statement on Confidentiality and Non-retaliation www.cfo.pitt.edu/policies/policy/07/07-01/03.html. This statement also clarifies that all individuals involved in the investigation process are expected to honor the confidentiality of the process and the information involved.

Frequently Asked Questions

Q: Is there a central office to help me if I have been a victim of sexual assault?

A: Survivors can call the University of Pittsburgh at Bradford Health and Counseling Services Office at (814) 362-5272, they may also contact the Hub’s Office of the Assistant Executive Director at (814) 827-4455 if they’d like to meet with someone on campus for resources. After hours, survivors are encouraged to contact Campus Police and Security at (814) 827-4488 for assistance and resources.

Q: I do not know if I want to pursue legal action. What should I do?

A: Survivors are encouraged to report sexual assaults to the Pitt-Titusville Campus Police and Security (814-827-4488) if the assault occurred on campus, or the City of Titusville Police Department (814-827-1890) if the assault occurred off campus. Survivors have the right to refuse to press charges even if they file a police report. However, campus police will assist the survivor in pressing charges on or off campus if the survivor decides to do so.

If the alleged assailant is a Pitt-Titusville student (on any University of Pittsburgh campus), the survivor also has the option of filing a complaint with the Student Conduct Officer (814-827-4455). The Student Conduct officer will refer you to the Title IX Coordinator. Various offices will assist survivors in notifying these authorities and pressing charges if desired. Women's Services provides a support person to discuss options and accompany survivors through the legal process.

Q: How does the University take action against alleged sexual assailants?

A: In addition to possible legal action, if the alleged assailant is a Pitt-Titusville student (on any University of Pittsburgh campus); the survivor has the option of filing a complaint against the assailant for violation of the *Student Code of Conduct*. This complaint may be resolved informally or formally through the Title IX process.

Q: What sanctions can be imposed following a formal resolution process?

A: For both forcible and non-forcible sexual offenses, sanctions range from disciplinary reprimand (with possible residence hall dismissal if the accused lives on campus) to disciplinary dismissal from the University of Pittsburgh. Any party affected by the decision rendered may petition for appeal to the University Review Board.

Punishment for convicted offenders may also be carried out by the public court system if the survivor pursues additional legal prosecution or civil action.

The Option of Filing a Complaint with the University's Title IX Office

Title IX Explained

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

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

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

Examples of Unlawful Practices Under Title IX Include:

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

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

For More Information or to Report Title IX Violations

Individuals who feel the Title IX statute has been violated have the right to file a complaint or to refuse to file a complaint. This office will conduct a prompt investigation and can be reached by contacting Edward Buggie, University's Title IX Coordinator at (814)362-7513 or ebuggie@pitt.edu.

Campus Police and Security	(814) 827-4488	112 Davis Hall
Student Health and Counseling Services	(814) 362-5272	University of Pittsburgh at Bradford
Hub Assistant Executive Director/ Student Conduct Officer	(814) 827-4455	109 McKinney Hall 217 Student Union

Prevention Education and Training Programs

The University has a comprehensive array of educational programs aimed at preventing sexual misconduct and harassment, relationship violence, and stalking that include the following:

- **New and Transfer Students:** Incoming students are required to complete Campus Clarity, an online course on sexual misconduct and harassment.
- **New Student Orientation:** We offer programs during a student's first few days on campus that address the issue of sexual assault.
- **Awareness Campaign:** Campus-wide sexual misconduct and consent awareness campaigns, featuring videos and creative print advertising, are used throughout the year to educate students about the issues.
- **Sexual Assault Awareness Week:** A variety of programs occur each spring during Sexual Assault Awareness Week to reinforce the messages by engaging students in interactive events.

- **University Police Seminars:** Members of Pitt’s police are trained in responding to and investigating sex offenses, domestic violence, and stalking incidents. The Pitt police provide special programs on sexual misconduct and other safety issues to student groups upon request.
- **Community Partnerships:** The University has worked closely with the Crawford County Women’s Center, PPC Violence Free Network, and the local YWCA as support and resources for students.

Federal Definitions

Dating Violence:

The term “dating violence” means violence committed by a person:

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship

Domestic Violence:

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse 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 under the domestic or family violence laws of the jurisdiction received grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking:

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Pennsylvania Definitions

Rape: 18 Pa.C.S.A. § 3121

- (a) **Offense defined** – A person commits a felony of the first degree when the person engages in sexual intercourse with a complainant:
 - (1) By forcible compulsion.
 - (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution.
 - (3) Who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring.
 - (4) Where the person has substantially impaired the complainant’s power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.

- (5) Who suffers from a mental disability, which renders the complainant incapable of consent.
- (b) **Additional penalties** – In addition to the penalty provided for by subsection (a), a person may be sentenced to an additional term not to exceed ten years' confinement and an additional amount not to exceed \$1000,000 where the person engages in sexual intercourse with a complainant and has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, any substance for the purpose of preventing resistance through the inducement of euphoria, memory loss and any other effect of this substance.
- (c) **Rape of a child** – A person commits the offense of rape of a child, a felony of the first degree, when the person engages in sexual intercourse with a complainant who is less than 13 years of age.
- (d) **Rape of a child with serious bodily injury**, - A person commits the offense of rape of a child resulting in serious bodily injury, a felony of the first degree, when the person violates this section and the complainant is under 13 years of age and suffers serious bodily injury in the course of the offense.
- (e) **Sentences**, - Notwithstanding the provisions of section 1103 (relating to sentence of imprisonment for felony), a person convicted of an offense under:
- (1) Subsection (c) shall be sentenced to a term of imprisonment which shall be fixed by the court at not more than 40 years.
 - (2) Subsection (d) shall be sentenced up to a maximum term of life imprisonment.

Sexual Assault: 18 Pa.C.S.A. § 3124.1

Except as provided in section 3121 (relating to rape) or 3123 (relating to involuntary deviate sexual intercourse), a person commits a felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

Domestic Violence: 23 Pa.C.S.A. § 6102

- (a) **General Rule** – The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“Abuse” – The occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- (2) Placing another in reasonable fear of imminent serious bodily injury.
- (3) The infliction of false imprisonment pursuant to 18 Pa.C.S. § 2903 (relating to false imprisonment).
- (4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
- (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under

circumstances, which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

“Adult” – An individual who is 18 years of age or older.

“Certified copy” – A paper copy of the original order of the issuing court endorsed by the appropriate clerk of that court or an electronic copy of the original order of the issuing court endorsed with a digital signature of the judge or appropriate clerk of that court. A raised seal on the copy of the order of the issuing court shall not be required.

“Comparable court” – A foreign court that:

- (1) Has subject matter jurisdiction and is authorized to issue ex parte, emergency, temporary or final protection orders in that jurisdiction; and
- (2) Possessed jurisdiction over the parties when the protection order was issued in that jurisdiction.

“Confidential communications” – All information, whether written or spoken, transmitted between a victim and a domestic violence counselor or advocate in the course of the relationship. The term includes information received or given by the domestic violence counselor or advocate in the course of the relationship, as well as advice, reports, statistical data, memoranda or working papers, records or the like, given or made in the course of the relationship. The term also includes communications made by or to a linguistic interpreter assisting the victim, counselor or advocate in the course of the relationship.

“Domestic violence counselor/advocate” – An individual who is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, who has undergone 40 hours of training.

“Domestic violence program” – A nonprofit organization or program whose primary purpose is to provide services to domestic violence victims which include, but are not limited to, crisis hotline; safe homes or shelters; community education; counseling systems intervention and interface; transportation, information and referral; and victim assistance.

“Family or household members” – Spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners or persons who share biological parenthood.

“Firearm” – Any weapon that is designed to or may readily be converted to expel any projectile by the action of an explosive or the frame or receiver of any such weapon as defined by 18 Pa.C.S. § 6105(i) (relating to persons not to possess, use, manufacture, control, sell or transfer firearms).

“Foreign protection order” – A protection order as defined by 18 U.S.C . § 2266 (relating to definitions) issued by a comparable court of another state, the District of Columbia, Indian tribe or territory, possession or commonwealth of the United States.

“Hearing officer” – A magisterial district judge, judge of the Philadelphia Municipal Court, arraignment court magistrate appointed under 42 Pa.C.S. § 1123 (relating to jurisdiction and venue), master appointed under 42 Pa.C.S. § 1126 (relating to masters) and master for emergency relief.

“Master for emergency relief” – A member of the bar of the Commonwealth appointed under section 6110(e) (relating to emergency relief by minor judiciary).

“Minor” – An individual who is not an adult.

“Other weapon” – Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term does not include a firearm.

“Safekeeping permit” – A permit issued by a sheriff allowing a person to take possession of any firearm, other weapon or ammunition that a judge ordered a defendant to relinquish in a protection from abuse proceeding.

“Secure visitation facility” – A court-approved visitation program offered in a facility with trained professional staff operated in a manner that safeguards children and parents from abuse and abduction.

“Sheriff” – (1) Except as provided in paragraph, the sheriff of the county.
(2) In a city of the first class, the chief or head of the police department.

“Victim” – A person who is physically or sexually abused by a family or household member. For purposes of section 6116 (relating to confidentiality), a victim is a person against whom abuse is committed who consults a domestic violence counselor or advocate for the purpose of securing advice, counseling or assistance. The term shall also include persons who have a significant relationship with the victim and who seek advice, counseling or assistance from a domestic violence counselor or advocate regarding abuse of the victim.

“Weapon” – Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a firearm which is not loaded or lacks a magazine, clip or other components to render it immediately operable and components which can readily be assembled into a weapon as defined by 18 Pa. C.S. § 907 (relating to possessing instruments of crime).

Other terms – Terms not otherwise defined in this chapter shall have the meaning given to them in 18 Pa.C.S. (relating to crimes and offenses).

Stalking: 18 Pa.C.S. § 2709.1

- (a) **Offense defined** – A person commits the crime of stalking when the person either:
- (1) Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
 - (2) Engages in a course of conduct or repeatedly communicates to another person under circumstances, which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent in Reference to Sexual Activity

- (a) **General Rule** – The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
- (b) **Consent to bodily injury** -- When conduct is charged to constitute an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury is a defense if:
- (1) The conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
 - (2) The consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).
- (c) **Ineffective consent** – Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
- (1) It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
 - (2) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
 - (3) It is given by a person whose improvident consent is sought to be prevented by the defining the offense; or
 - (4) It is induced by force, duress or deception of a kind sought to be prevented by the defining the offense.

Key Definitions under The Clery Act

- (a) **Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his or her youth). For Clery reporting purposes, the crime of rape also includes sexual assault (intercourse without consent), sexual assault with an object, and forcible sodomy.

- (b) **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- (c) **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- (d) **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- (e) **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person living with or has lived with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction.
- (f) **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim.
- (g) **Stalking:** To engage in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

The Pitt Promise: A Commitment to Civility

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a Hub Student

I will embrace the concept of a civil community, which abhors violence, theft, and exploitation of others;

I will commit myself to the pursuit of knowledge with personal integrity and academic honesty;

I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;

I will support a culture of diversity by respecting the rights of those who differ from myself;

I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued; and

I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

STUDENT RIGHTS WITHIN THE TITUSVILLE EDUCATION AND TRAINING HUB COMMUNITY

With the approval of the University of Pittsburgh Board of Trustees and the Titusville Education and Training Hub Advisory Board, the University of Pittsburgh at Titusville Education and Training Hub affirms the following student rights and privileges:

1. To engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write, or print freely on any subject, and to sponsor speakers of their choice, in accordance with the guarantees of our Federal and State Constitutions, subject only to the right of the University of Pittsburgh at Titusville Education and Training Hub to make reasonable rules and regulations related thereto.
2. To associate with whomsoever they please.
3. To engage in the educational process.
4. To engage in peaceful, orderly, and nondestructive picketing, protests, and demonstrations, to the extent they do not violate public law and do not interfere with the educational process or the rights of other members of the University of Pittsburgh at Titusville Education and Training Hub.
5. To be free from discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran.
6. To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures; and in the event of a legally authorized search, whenever possible to have present an official of the University of Pittsburgh at Titusville Education and Training Hub and the student against whom the legally authorized search is directed.
7. To be free from violence, force, the threat of force, entrapment, and coercion.
8. To organize one's own personal behavior as long as such behavior does not violate public law or the rights of others and does not interfere with the educational process.
9. To be informed of the standards and the norms of conduct established by the University of Pittsburgh at Titusville Education and Training Hub and the right to have advance notice of any sanctions for violations thereof.
10. To have the benefit of fair and equitable procedures for determining the validity of charges of alleged violations of the University of Pittsburgh at Titusville Education and Training Hub standards of conduct. All procedures shall be structured to facilitate a reliable determination of the truth or falsity of charges while providing due process and fundamental fairness to all persons.
11. To retain unaltered status as a member of the University of Pittsburgh at Titusville Education and Training Hub community and to be present on campus and attend classes

during the consideration of any disciplinary matter, except for reasons relating to the safety and well-being of members of the University of Pittsburgh at Titusville Education and Training Hub community or property or a student's physical or emotional safety and well-being.

12. To petition for redress of a grievance arising from negligent, malicious, or irresponsible actions of a member of the University of Pittsburgh at Titusville Education and Training Hub community.
13. To have University records reflect only such information as is reasonably related to the educational process of the University of Pittsburgh at Titusville Education and Training Hub.
14. To be informed of the existence, custodianship, and general character of all personal records maintained by the University of Pittsburgh at Titusville Education and Training Hub.
15. To inspect all personal records, except records determined to be confidential in accordance with properly established criteria.
16. To have protection from disclosure of personal records to unauthorized persons. Information will not be released outside of the University of Pittsburgh at Titusville Education and Training Hub community without the expressed consent of or waiver by the student involved, except under valid legal compulsion or where there is a clear and present danger to a member of the University of Pittsburgh at Titusville Education and Training Hub, in which case the student will be informed of any such release.
17. To establish and elect a representative democratic student government which is accountable to the University of Pittsburgh at Titusville Education and Training Hub and the student community.
18. To be heard and have one's views considered at appropriate levels of the decision making process within the University of Pittsburgh at Titusville Education and Training Hub community.
19. To use designated University of Pittsburgh at Titusville Education and Training Hub facilities as individuals and members of student organizations for extracurricular activities sponsored by registered student organizations and student groups, subject to the priority of academic needs and to reasonable University of Pittsburgh at Titusville Education and Training Hub rules and regulations regarding use of facilities.

RESPONSIBILITIES OF STUDENT INFORMATION TECHNOLOGY RESOURCE USERS

“Information Technology Resources” includes, but are not limited to: campus computing facilities (labs and individual machines); University of Pittsburgh at Titusville Education and Training Hub timesharing services, remote access services including residence hall network ports; World Wide Web pages and related resources; internal or external network connectivity; and access to other services and machines.

The Information Technology resources of the University of Pittsburgh at Titusville Education and Training Hub are available to faculty, staff and students of this institution for the purpose of instruction, research, and other activities defined by the Director of Computing and Communications.

The Student Code of Conduct addresses offenses related to the properties and operation of the University of Pittsburgh at Titusville Education and Training Hub and therefore applies to Information Technology use and resources as it applies to all other university resources.

An offense related to University of Pittsburgh at Titusville Education and Training Hub Information Technology resources is committed when a student or student organization:

1. Uses Information Technology resources for purposes other than research or instructional purposes. (Information Technology resources may not be used for commercial purposes or personal benefit or gain).
2. Intentionally or recklessly abuses or misuses Information Technology resources to cause damage, program disturbances, or harassment to other persons.
3. Repeatedly or purposefully engages in activities which can be reasonably expected to, or do, unreasonably tax Information Technology resources, go beyond the intended or acceptable use, or use the system for any purpose for which it is not intended (This includes use of x-box, routers, and wireless routers as they are known to tax University of Pittsburgh at Titusville Education and Training Hub resources.)
4. Borrows, lends, falsifies or misuses a computer account or Information Technology resource, or allows, or facilitates the unauthorized access to use of University of Pittsburgh at Titusville Education and Training Hub Information Technology resources by a third party.
5. Obtains the password(s) of other persons in order to use University of Pittsburgh at Titusville Education and Training Hub or University of Pittsburgh at Titusville Education and Training Hub -related Information Technology resources without proper authorization or impersonates another person or an information technology resource.
6. Uses electronic media to harass or threaten other persons, or to display, design, copy, draw, print or publish obscene language or graphics. Submits or causes to be submitted to the University of Pittsburgh at Titusville Education and Training Hub false, misleading, harassing or deceptive help requests or complaints. Uses University of Pittsburgh at Titusville Education and Training Hub Information Technology resources to gain or attempt to gain unauthorized access to information technology resources either inside or outside of the University of Pittsburgh at Titusville Education and Training Hub.
7. Intercepts, attempts to intercept or otherwise monitors any communications not explicitly intended for them.
8. Copies, reads, accesses, uses, misappropriates, alters, publishes or destroys the files, output data, documents or other files of another individual or attempts to do so, without the permission of that individual, project leader or Information Technology resource administrator.
9. Makes, distributes and/or uses unauthorized duplicates of copyrighted material, including software applications, proprietary data, and Information Technology resources. This includes peer-to-peer sharing of entertainment files (e.g., music, movies, video games) in violation of copyright law. (Unauthorized copying of copyrighted software or proprietary files may also lead to proceedings in the civil court.) Violates the terms and conditions of software license agreements for software distributed by the University of Pittsburgh at Titusville Education and Training Hub to students by giving, lending, selling, or leasing such media or software to others for their own use.

10. Interferes with the operation of the University of Pittsburgh at Titusville Education and Training Hub's Information Technology resources by deliberately attempting to degrade or disrupt resource performance, security, or administrative operation including, but not limited to, intentionally introducing any computer virus or similar disruptive force into any Information Technology resource.

PROCEDURES FOR MINIMIZING THE EFFECT OF COMPUTER VIRUSES ON THE UNIVERSITY OF PITTSBURGH AT TITUSVILLE EDUCATION AND TRAINING HUB CAMPUS

Students will be required to have Anti-virus software installed before they get their network connection. Symantec can be downloaded by going to my.pitt.edu, click on My Resources, and then go to software downloads.

PENALTIES FOR ALLEGED INFORMATION TECHNOLOGY RESOURCE VIOLATIONS

The following options can and will be used in response to alleged violations of the Information Technology Resource Code of Conduct:

1. When a violation of the Code is observed and the alleged violator is identified, one or a combination of the following actions may be taken by the Director of Computing and Communications or their appointed representative:
 - a. Information may be collected concerning the alleged violation, including copies of the files or any other information, for the ensuing investigation.
 - b. A warning may be issued to the accused violator(s).
 - c. Corrective action by the accused is requested.
 - d. If the alleged Code violation represents a continuing threat of damage or harassment to the community, an interim suspension of the accused's access to information technology resources will be imposed.

FILE SHARING AND COPYRIGHT VIOLATIONS

1. Use of file-sharing software programs is not expressly prohibited at the University of Pittsburgh at Titusville Education and Training Hub, but it is discouraged, due to the risk that the files shared may be copyright protected materials such as movies, software, and music.
2. Representatives from the recording and software industries may contact the University when specific computers connected to our network are illegally sharing copyright projected materials.
3. Persons who illegally share copyright protected materials may be in violation of the No Electronic Theft law (NET Act), and may be subject to fines and imprisonment, if they are prosecuted.
4. The University of Pittsburgh at Titusville Education and Training HUB has been granted a limitation of liability in these cases by the Digital Millennium Copyright Act (DMCA). This liability limitation provides some protection to the University of Pittsburgh at

Titusville Education and Training Hub – but may not provide liability protection to individual computer users who commit copyright infringement.

5. In order to qualify for DMCA liability protection, the University of Pittsburgh at Titusville Education and Training Hub shall take specific actions including:
 - a. Removal of offending computers from the University of Pittsburgh at Titusville Education and Training Hub network until assured that copyright protected materials are no longer being shared.
 - b. Termination of repeat offender's network access.

PENALTIES FOR COPYRIGHT INFRINGEMENTS

The Information Technology staff will contact the offender by email. Both residence hall network ports and wireless access will be disabled until the offending material has been removed and notification to the University of Pittsburgh has been completed. Information will be submitted to the Campus Judicial System. The student will be referred to their campus partner's student conduct office regarding the violation. Students found in violation may be subject to monetary and/or educational sanctions. Repeated violations may lead to dismissal and/or other sanctions from the University of Pittsburgh at Titusville Education and Training Hub.

JUDICIAL SYSTEM ADMINISTRATION INTRODUCTION

In accordance with the provisions of the University of Pittsburgh at Titusville Education and Training Hub By-laws and Trustees actions, the Chancellor of the University of Pittsburgh, who is Chief Executive Officer of the University, delegates the supervision of student conduct and discipline to the President of the University of Pittsburgh at Titusville Education and Training Hub, who, in turn, delegates that responsibility to the Executive Director. All disciplinary actions remain subject to final review by the President of the University of Pittsburgh at Titusville.

THE ROLE OF THE EXECUTIVE DIRECTOR OR ASSISTANT EXECUTIVE DIRECTOR IN THE DISCIPLINARY PROCEDURE

The supervision of student conduct and discipline is the responsibility of the Executive Director, and is delegated to the Assistant Executive Director. All disciplinary actions remain subject to final review by the President of the University of Pittsburgh at Titusville.

The Assistant Executive Director shall serve as the liaison with students who have been placed on disciplinary probation or separated from the University; the Assistant Executive Director shall be responsible for informing the student of the procedure for reinstatement. The Executive Director has authority to carry out or direct interim suspension of students as authorized by the President of the University of Pittsburgh at Titusville Education and Training Hub. The Executive Director also has authority either to recommend or to place holds from further registration on the student's record with appropriate legal and procedural safeguards to the rights of students. The Executive Director may release information concerning the status of a discipline case to persons involved in the case. These may include the accuser, the witnesses, the Assistant Executive Director, and other appropriate University of Pittsburgh at Titusville Education and Training Hub officials.

The Assistant Executive Director shall have responsibility for receiving complaints against students from any member of the University of Pittsburgh at Titusville Education and Training Hub community, from local and state agencies and from the general citizenry. (**PLEASE NOTE:** If the complaint involves any form of sexual misconduct, the case is referred to the Title IX Liaison who will conduct the investigation and make recommendations for sanctions when appropriate. Please refer to the policy on Sexual Misconduct located elsewhere within this handbook.) Complaints, which appear to be substantially indicative of a violation of a University regulation shall be reason to charge the student. The student will be notified via email of the specific charges against them and will be instructed to meet with the Assistant Executive Director and/or their designee to resolve the matter in a timely manner. The accused student in consultation with the Assistant Executive Director and/or their designee shall decide upon one of the following four options for resolution:

1. To dispose of the case through an informal hearing with the Assistant Executive Director and/or their designee, with no subsequent proceedings or appeals.
2. To have the case materials shared with the University of Pittsburgh at Titusville Education and Training Hub partner where the student is enrolled to process through its student conduct system.
3. Appropriate mediation may be used to resolve the incident should the parties involved choose this option.

RIGHTS OF STUDENTS IN DISCIPLINARY PROCEEDINGS

In preserving the rights of the individual student, the University of Pittsburgh at Titusville Education and Training Hub shall have the obligation:

1. To describe their standards clearly.
2. To make known their standards in a form readily available in a manner, which, while not exaggerated in length, detail, or complexity, shall provide fair notice of what is expected, and what is forbidden.
3. To apply rules and regulations fairly, impartially, and equally, to all students who are similarly situated.
4. To make an appropriate record of the hearing which shall be made available to the parties involved upon request.

FOR ANY DISCIPLINARY ACTION FOR WHICH SANCTIONS MAY BE IMPOSED, THE STUDENT SHALL HAVE THE RIGHT:

1. To be considered not responsible until found to be responsible, by preponderance of the evidence of a violation of the student code of conduct.
2. To be informed of their rights.
3. To receive written, timely, and complete notice of specific charge(s) to be resolved.
4. To seek representation, legal counsel shall be restricted to an advising role and are not permitted to speak or participate directly, but a non-attorney representative from the University of Pittsburgh at Titusville Education and Training Hub community may advise and/or represent. This does not exclude representation by law students. Failure to secure representation will not cause a hearing to be postponed or cancelled. (Note: University of Pittsburgh at Titusville Education and Training Hub and Partner Employees cannot provide representation).
5. To have a fair disposition of all matters as promptly as possible under the circumstances.
6. To be assigned to an appropriate hearing forum, including an informal one on one hearing or a mediation with the parties involved.
7. To elect to be notified in a timely manner.
8. To elect to have a settlement agreement provided it is acceptable to both the accused and the complainant. Where the victim is not the complainant, the Assistant Executive Director or designee will attempt to consult with the victim for input in the settlement process.
9. To have a preliminary conference with a Hearing Officer(s) prior to a full hearing or sanction meeting.
10. To be informed of the maximum and minimum sanctions that may be imposed.
11. To be informed of the format/procedures of the Student Judicial system.
12. To be informed of the general nature of the information to be presented.
13. To question all parties and witnesses except when extraordinary circumstances make this impossible.
14. To present a factual defense through witnesses, personal testimony, and other relevant information.
15. To remain silent during the proceedings.
16. To request attendance of witnesses upon a showing of relevance.
17. To have only relevant information considered by the Hearing Board or Officer.

18. To be informed of all decisions within a reasonable time.
19. To appeal a decision which meets the criteria outlined in the Grounds for Appeal section of this Code and be informed of the appellate procedure to be followed.

JUDICIAL SYSTEM FILING PROCEDURES

Any member of the University of Pittsburgh at Titusville Education and Training Hub community who has witnessed, has been subject to or has knowledge of a potential violation of the Code may schedule a meeting with the Assistant Executive Director or their designee to discuss possible next steps and/or file an incident report with the Assistant Executive Director or their designee.

Any University of Pittsburgh at Titusville Education and Training Hub official or member of the University of Pittsburgh at Titusville Education and Training Hub community may institute a proceeding against a student by filing a complaint with the Assistant Executive Director. Paper incident reports may be obtained from the Assistant Executive Director.

The incident report will provide the following:

1. The name and address of the individual against whom a complaint is being lodged.
2. The name of the complainant and his/her status in the University of Pittsburgh at University of Pittsburgh at Titusville Education and Training Hub community.
3. The alleged offense, which is the basis of the complaint.
4. A statement demonstrating the facts of the alleged offense, which must include: the date of occurrence, place of occurrence, time of occurrence, and a narrative of events.
5. Names of persons having personal knowledge of circumstances/events. (Witnesses)
6. The general nature and description of all information.
7. The signature of the complainant and that person's willingness and signed consent that they will appear at any campus proceeding.

NOTICE

Upon receipt of a properly filed incident report the Assistant Executive Director and or his/her designee shall notify the accused student by mail or electronic communication that a notice is to be picked up in the Office of the Assistant Executive Director.

The written notice shall include:

1. A notice of the complaint
2. A request for a preliminary conference (hearing)
3. An opportunity to waive their right to a preliminary conference (hearing) by admitting to the violation. In such cases, the student will still need to schedule a sanctioning meeting with the hearing officer.
4. Cases will be heard with or without the student responding to the notification. It is the expectation of the University that students check their email and campus mail every day.

INFORMAL HEARINGS

After an incident report is filed, the Hub Assistant Executive Director shall request a meeting with the student. When requested, the Hearing Officer shall schedule a preliminary conference. The purpose of the meeting is to allow the Hearing Officer to educate the student in the

disposition of the charges, to answer questions regarding the procedures and format of the Campus Judicial System, to make arrangements for a hearing or the student may request and agree to take responsibility for the violation and treat the meeting as an informal hearing by discussing and reviewing the information regarding the charges and sanctions. The Hearing Officer will provide other assistance when appropriate or requested. **NOTE:** Failure to respond to a request for an informal hearing will result in a sanction being issued, or the case being referred to the appropriate hearing authority.

CODES FOR VIOLATIONS

Any student found to be responsible for violating the conduct code may receive one or more of a variety of sanctions tailored to the specific violation(s). The sanctions listed in the University of Pittsburgh at Titusville Education and Training Hub Student Handbook are presumptive.

Individual mitigating circumstance, as well as aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses, may be considered when determining the level and scope of the sanction(s). A sanction matrix has been included below, that will serve as a template for the judicial process.

Number	Violation	Level I & II	Level III, IV, & V
1	Engages in conduct which is disorderly, lewd, or indecent or a breach of peace; or aids, abets, or procures another to do the same.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
2	Violates any federal, state or local law(s).	Disciplinary Reprimand Educational Sanction	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
3	Possesses, consumes, or is under the influence of alcoholic beverages if under the age of 21, or dispenses alcoholic beverages to an individual who is under the age of 21.	Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction Fine (\$75)	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
4	Is knowingly present during the commission of the Violation(s) of "possesses or consumes alcoholic beverages if under the age of 21 or dispenses alcoholic beverages to	Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction Fine (\$75)	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal

	an individual who is under the age of 21."		
5	Consuming, carrying, or possessing an open container of alcoholic beverages in the public right-of way, or on private property without the consent of the landowner or tenant, except as permitted by law.	Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction Fine (\$75)	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
6	Operates a motor vehicle while impaired by or under the influence of drugs or alcohol.	Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction Fine (\$75)	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
7	Uses, misuses, possesses, distributes, manufactures, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue. The use or possession of marijuana (medical or otherwise) in the workplace and on campus is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug Free Workplace Act. Accordingly, the University of	Disciplinary Probation Educational Sanction Fine (\$50)	Extended Disciplinary Probation Housing Suspension Housing Dismissal Disciplinary Dismissal

	Pittsburgh prohibits the use or possession of marijuana on campus.		
8	Is knowingly present during the commission of Violation(s) of “uses, misuses, possesses, distributes, manufactures, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, controlled or illicit substances except as permitted by law, or possesses paraphernalia which can be demonstrated to be linked to drug activity, such as pipes with drug residue.”	Disciplinary Probation Parental Notification (under 21 years old) Educational Sanction Fine (\$75)	Extended Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
9	Without authority or consent, limits, or restricts the freedom of a person to move about in a lawful manner.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)	Extended Disciplinary Probation Housing Probation Housing Suspension Housing Dismissal Disciplinary Dismissal
10	Physically abuses, injures or endangers a person’s health, welfare or safety.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)	Housing Suspension Involuntary Housing Assignment Change Persona Non Grata Housing Dismissal Disciplinary Dismissal
11	Threatens, intimidates, coerces, or uses physical force in a manner which causes another person to be reasonably apprehensive or which endangers a person’s health, welfare or safety.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)	Housing Suspension Involuntary Housing Assignment Change Persona Non Grata Housing Dismissal Disciplinary Dismissal

12	<p>Harassment. Harassment may occur through verbal, physical, or electronic means when:</p> <p>1. The conduct is severe or pervasive and objectively and subjectively has the effect of: a. Unreasonably interfering with an individual's work or equal access to education; or b. Creating an intimidating, hostile, or offensive work or academic environment; or</p> <p>2. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number 1 immediately above. Harassment can occur on University premises or, under limited circumstances, off campus. It can occur between people of the same or different protected group statuses.</p>	<p>Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)</p>	<p>Housing Suspension Involuntary Housing Assignment Change Persona Non Grata Housing Dismissal Disciplinary Dismissal</p>
13	<p>Violates the University of Pittsburgh Sexual Misconduct Policy including, but not limited to:</p> <p>a. Sexual Assault b. Relationship Violence c. Sexual Harassment</p>	<p>Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)</p>	<p>Housing Suspension Involuntary Housing Assignment Change Housing Dismissal Disciplinary Dismissal</p>

	d. Stalking/Cyberstalking		
14	Assists in the Violation of the University of Pittsburgh Sexual Misconduct Policy.	Educational Sanction	Housing Dismissal Disciplinary Dismissal
15	Violates the University of Pittsburgh Anti-Hazing Policy.	Educational Sanction	Housing Dismissal Disciplinary Dismissal
16	Assists in the Violation of the University of Pittsburgh Anti-Hazing Policy	Educational Sanction	Housing Dismissal Disciplinary Dismissal
17	Operates an unregistered Student Organization, including, but not limited to fraternities/sororities and club sports, or organizes or sponsors any event or activity that promotes or gives the impression or appearance that the group is a Registered Student Organization.	Disciplinary Reprimand Educational Sanction Restitution (if damage)	Disciplinary Probation Loss of Housing Privilege Housing Dismissal Disciplinary Dismissal
18	Providing assistance to or in any way perpetuating the activities of an Underground Group. An "Underground Group" is defined as a formerly recognized student organization or group that has lost or been denied registration by the Hub or its partners or was dissolved as a consequence of responsibility for Code	Disciplinary Reprimand Educational Sanction Restitution (if damage)	Disciplinary Probation Loss of Housing Privilege Housing Dismissal Disciplinary Dismissal

	and/or other policy Violations, even if operating under a different name.		
19	<p>Violates or assists in the Violation of any University policy, procedure or guideline including, but not limited to the following:</p> <ul style="list-style-type: none"> a. University of Pittsburgh Non-Discrimination and Anti-Harassment Policy b. University of Pittsburgh Alcohol Policy c. University of Pittsburgh Drug Free Workplace/Drug Free Schools Policy d. University of Pittsburgh Smoking Policy e. Housing and Dining Services Contract f. Any Computing Services and Systems Development Policy g. Any provision of the University of Pittsburgh Posting and Chalking Guidelines h. Any provision of the University of Pittsburgh Demonstration Guidelines i. Any other University policy, procedure, or guideline whether or not listed in the Code 	Disciplinary Reprimand Educational Sanction	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal

	Violates any provision of the housing policies, including, but not limited to: a. Quiet Hours Policy b. Visitation Policy c. Possession of Prohibited Items d. Other	Disciplinary Reprimand Disciplinary Probation	Educational Sanction Loss of Housing Privileges
20	Obstructs, interferes with, or denies another Student's Rights and Responsibilities affirmed by the Board of Trustees (please see the Rights listed in Chapter 1).	Disciplinary Reprimand Educational Sanction Persona Non Grata (as applicable)	Housing Suspension Involuntary Housing Assignment Change Persona Non Grata Housing Dismissal Disciplinary Dismissal
21	Uses, possesses, or manufactures firearms, explosives, weapons, fireworks or other dangerous articles or substances injurious to person or property, while on University Property.	Disciplinary Probation Educational Sanction Fine (\$50)	Extended Disciplinary Probation Housing Suspension Housing Dismissal Disciplinary Dismissal
22	Activates emergency warning equipment, or communicates false information regarding any emergency situation.	Educational Sanction Fine (\$50-\$250) Restitution (if damage)	Disciplinary Probation Housing Suspension Housing Dismissal Disciplinary Dismissal
23	Abuses, removes, damages, or alters fire safety equipment, security equipment, and/or exit signs.	Educational Sanction Fine (\$50-\$250) Restitution (if damage)	Disciplinary Probation Housing Suspension Housing Dismissal Disciplinary Dismissal
24	Ignites or burns materials, including but not limited to incense and candles, without proper authorization, while on University Property.	Educational Sanction Fine (\$50-\$250) Restitution (if damage)	Disciplinary Probation Housing Suspension Housing Dismissal Disciplinary Dismissal

	Throws anything from windows, balconies, patios, or any other area of any University building.	Disciplinary Reprimand Educational Sanction Restitution (if damage)	Disciplinary Probation Loss of Housing Privilege Housing Suspension
25	Affixes, implants, or otherwise fastens any object to any University Property floors, ceilings, windows, or walls which might stain, scar, vandalize, or otherwise cause damage to said property.	Disciplinary Reprimand Educational Sanction Restitution (if damages)	Disciplinary Probation Loss of Housing Privilege Housing Suspension
26	Without proper authorization, lends, possesses, abuses, damages, destroys, removes, (mis)uses, misappropriates, or sells the property of another, including, a business or the Hub	Disciplinary Reprimand Educational Sanction Restitution (if damages)	Disciplinary Probation Loss of Housing Privilege Housing Suspension
27	Obtains the personal information of another person by misrepresentation or fraudulent means.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Restitution (if damages)	Disciplinary Probation Loss of Housing Privilege Housing Suspension
28	Without proper authorization enters or uses property of another, a business, or the Hub	Disciplinary Reprimand Educational Sanction Restitution (if damages)	Disciplinary Probation Loss of Housing Privilege Housing Suspension
29	Forges, alters, takes possession of, duplicates, or uses documents, records, keys, identification, or computer accounts without proper authorization.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Restitution (if damages)	Extended Disciplinary Probation Housing Probation Housing Suspension Disciplinary Dismissal

30	Fails to present Hub identification or gives false identification or identifying information upon the request of an authorized Hub official.	Disciplinary Reprimand Educational Sanction Fine (\$25)	Extended Disciplinary Probation Housing Probation Housing Suspension Disciplinary Dismissal
31	Falsifies information or records submitted to a Hub official or office.	Disciplinary Reprimand Disciplinary Probation Educational Sanction	Extended Disciplinary Probation Housing Probation Housing Suspension Disciplinary Dismissal
32	Fails without just cause to comply with the lawful direction of a Hub official, or other lawful authority having just cause and acting in the performance of their duties and authority.	Disciplinary Reprimand Disciplinary Probation Educational Sanction	Extended Disciplinary Probation Housing Probation Housing Suspension Disciplinary Dismissal
33	Engages in solicitation of any type (including non-Hub and partner commercial activity) on Hub Property unless approved in advance by an appropriate Hub official.	Disciplinary Reprimand Educational Sanction	Extended Disciplinary Probation Housing Probation Housing Suspension Disciplinary Dismissal
34	Participates in the sale or misuse of class materials including but not limited to: recordings, papers, examinations or any other class materials.	\$25 fine	
35	Disrupts or prevents the peaceful and orderly conduct of classes, lectures, quiet study, speaker presentations, and/or meetings or deliberately interferes	Disciplinary Reprimand Disciplinary Probation Educational Sanction	Extended Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal

	with the freedom of any person to express their views.		
36	Engages in any act or preparation intended to result in a Violation of this Code, which, if not prevented, would have resulted in the completion of the act intended.	Disciplinary Reprimand Disciplinary Probation Educational Sanction	Housing Suspension Involuntary Housing Assignment Change
37	Obstructs or interferes with the apprehension or discipline of another Student who may be involved in a commission of a Violation of the Code.	Educational Sanction	Disciplinary Probation Loss of Housing Privilege Housing Suspension Disciplinary Dismissal
38	Intimidates, coerces, influences, or retaliates or attempts to do the same against a person who is participating or has participated in any Hub process or proceeding.	Disciplinary Probation Educational Sanction Persona Non Grata	Extended Disciplinary Probation Involuntary Housing Assignment Change Housing Suspension Disciplinary Dismissal
39	Disrupts or interferes with the conduct process.	Disciplinary Probation Educational Sanction	Extended Disciplinary Probation Housing Suspension Disciplinary Dismissal
40	Makes or distributes any unauthorized audio or video recording of any person in Violation of federal, state, or local law, or without their prior authorization.	Disciplinary Reprimand Disciplinary Probation Educational Sanction Persona Non Grata (as applicable)	Housing Suspension Involuntary Housing Assignment Change Persona Non Grata Housing Dismissal Disciplinary Dismissal
41	Engages in games of chance in Violation of federal, state, or local law.	Educational Sanction	Disciplinary Dismissal Housing Suspension Housing Dismissal

The University of Pittsburgh at Titusville Education and Training Hub reserves the right to make necessary changes to the policies and procedures outlined in the Student Handbook without prior notice, so long as such changes do not impact the overall fairness of the student conduct process.

The Assistant Executive Director considers University of Pittsburgh at Titusville Education and Training Hub and Hub partner e-mail accounts as a means of official communication with individual students. All students are responsible for checking their University of Pittsburgh at Titusville Education and Training Hub -issued e-mail accounts and are held accountable for the contents for the e-mails issued by the University of Pittsburgh at Titusville Education and Training Hub.

As an institution of Higher Education, The University of Pittsburgh at Titusville Education and Training Hub has at its core, a responsibility to educate students. Therefore, educationally based sanctions will be paramount in the foundation and administration of the disciplinary process. Sanctions imposed upon students must be proportionate to the gravity of the offense.

Sanctions that may be imposed are:

LEVEL I

As noted below, sanctions at this level may include warnings, reprimands, and required completion of an educational component. In cases deemed Level I, the outcome is based on the violation being minor and/or the accused student taking responsibility and demonstrating mitigating circumstances and/or remorse.

DISCIPLINARY REPRIMAND

A written statement from the hearing authority or other appointed hearing officer expressing disapproval of conduct.

EDUCATIONAL SANCTION

The student may be required to complete an educational essay using the topic and directions included with the sanction. The essay must be submitted via email to the Assistant Executive Director and/or designee by the deadline provided

LEVEL II

As noted below, sanctions at this level may include a restriction of housing privileges, disciplinary probation, restitution, and/or monetary fines. In cases deemed Level II, the outcome is based on the violation being minor to moderate and/or the accused student taking some responsibility and demonstrating some mitigating circumstances and/or remorse. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

HOUSING PRIVILEGES

A termination of specific housing privileges intended to remedy a student's disregard for the rights of others for a specific period of time or taking away from the campus community and having to provide recompense.

RESTITUTION

A written direction to replace, repair or make specific compensation for property of the University of Pittsburgh at Titusville Education and Training Hub or another person, which was damaged, destroyed, or misused.

FINES

Assessment of a monetary fine to be determined by the hearing body or official. Fines must be paid within a designated time. Proceeds from the fines go to the appropriate student budget. Failure to pay a fine on time may result in a hold on certain services and future registrations and may result in additional disciplinary action.

LEVEL III

As noted below, sanctions at this level may include an involuntary change of housing assignment and any of the sanctions previously mentioned. In cases deemed Level III, the outcome is based on the violation being moderate to severe and/or the accused student taking little to no responsibility and demonstrating little to no mitigating circumstances or remorse. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

DISCIPLINARY PROBATION

The student placed on disciplinary probation is not prohibited from participating in university-sponsored activities and may continue to reside in university housing. However, if during the period of probation, he/she is involved in any additional violations of university policy, more severe sanctions may be imposed including the possibility of removal from university housing or possible suspension/expulsion. Students who are placed on extended periods of disciplinary probation may be placed on career probation. Career probation is intended to remain in place for as long as the student is enrolled at the university and is considered the final step prior to a student being placed on disciplinary suspension or expulsion.

INVOLUNTARY CHANGE OF HOUSING ASSIGNMENT

A written direction to relocate a student to an alternative housing accommodation within a specified period of time. This sanction is imposed only to insure the safety and well-being of the University of Pittsburgh at Titusville Education and Training Hub community and/or property, or to insure the student's own physical or emotional safety and well-being. It may also be imposed as an interim sanction pending a judicial hearing.

LEVEL IV

As noted below, sanctions at this level may include an interim suspension, housing suspension, disciplinary suspension, and any of the sanctions previously mentioned. In cases deemed Level IV, the outcome is based on the violation being moderately severe and/or the accused student taking no responsibility and demonstrating no mitigating circumstances and/or remorse, and was deemed to aggravate the situation by his/her actions. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

INTERIM SUSPENSION

This is an immediate exclusion from the residence facilities only, or from classes and all other University privileges or activities. This is imposed by the Executive Director in consultation with the Assistant Executive Director (or his/her representative) of the University of Pittsburgh at Titusville Education and Training Hub, pending a hearing before the appropriate judicial body. Interim suspension will be imposed only to ensure the safety and well-being of members of the University of Pittsburgh at Titusville Education and Training Hub community, or University of Pittsburgh at Titusville Education and Training Hub property, or to ensure the student's own physical or emotional safety and well-being. The student shall be persona non grata during the period of suspension.

HOUSING SUSPENSION

This is a loss of the privilege of living on campus for a specified period of time. The student will be persona non grata during the period of suspension and will not be reimbursed any room fees.

DISCIPLINARY SUSPENSION

This is a termination of registration as a student for a specified period of time. During the period of suspension, a student is excluded from classes and all other University of Pittsburgh at Titusville Education and Training Hub privileges or activities. At the conclusion of the period of suspension, the student will be allowed to return to the university on a probationary basis for a period specified by the appropriate judicial body. The student will not be reimbursed any tuition or fees during the period of suspension and shall be persona non grata on all University of Pittsburgh at Titusville Education and Training Hub property.

LEVEL V

As noted below, sanctions at this level may include housing dismissal, disciplinary dismissal, persona non grata, and any of the sanctions previously mentioned. In cases deemed Level V, the outcome is based on the violation being very severe and/or the accused student's presence on the campus is deemed a danger to others or themselves. The outcome will also be determined based on individual mitigating circumstance, aggravating factors, such as past misconduct by the student, or failure to comply with previously imposed sanctions, or repeat offenses.

HOUSING DISMISSAL

A permanent termination of the privilege of living on campus. The student will not be reimbursed any room fees during the period of dismissal and shall be persona non grata on all University housing property.

DISCIPLINARY DISMISSAL

A termination of registration of a student. If the student applies for re-admission, he/she will not be allowed to return to the University of Pittsburgh at Titusville Education and Training Hub. The student will not be reimbursed any tuition or fees during the period of dismissal and shall be persona non grata on all University of Pittsburgh at Titusville Education and Training Hub property.

PERSONA NON GRATA (NO TRESPASS)

This is an exclusion from University of Pittsburgh at Titusville Education and Training Hub property/buildings/persons for a specific or indefinite period of time. Should the student reappear in any prohibited area, he/she will be subject to arrest.

SUBSTITUTED SANCTION

In some cases, substituted sanctions offer a constructive and voluntary undertaking by a student, which, by agreement of the student and the appropriate judicial body or hearing officer, shall be substituted for any of the above sanctions. If the substituted sanction is not satisfactory completed, the hearing officer shall reinstitute the original sanction.

RECORDS RETENTION

Records of all disciplinary sanctions shall be maintained in the Assistant Executive Director for at least the remainder of the student's matriculation at the University of Pittsburgh at Titusville Education and Training Hub and no longer than seven (7) years from the date of the offense. Files will be maintained **permanently** for all pending incidents and incidents resulting in on-campus housing dismissal, disciplinary suspension or disciplinary dismissal.

PROCEDURES FOR APPEAL OR REVIEW

All requests for appeals of level III, IV, and IV sanctions must be submitted to the Executive Director in writing within 48 hours of the initial hearing. The appeal will be reviewed by a Board of University of Pittsburgh at Titusville Education and Training Hub partners within five days of receiving the appeal. The Executive Director has the final say of the appeal outcome.

GROUND FOR APPEAL OR REVIEW

The student's appeal letter must address one or more of the following grounds for appeal. The Board will not review an appeal that does not address at least one of these three grounds for appeal.

1. The student has been deprived of his/her rights as defined herein.
2. The facts appear to be insufficient to determine if the accused student is in violation of university policy or code.
3. The sanction(s) recommended by the Assistant Executive Director, Hearing Officer, or designee was not justified by the nature of the offense.

APPEAL DECISIONS

In reviewing an appeal, the Board shall limit itself to consideration of the following questions:

1. Whether the rights affirmed by the Board of Trustees have been denied.

2. Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3. Whether the adjudication was supported by substantial evidence.
4. Whether the regulations involved were lawful and proper and whether they were properly applied in the particular case.
5. Whether the sanction or remedy was in due proportion to the gravity and nature of the conduct.

After reviewing all material relevant to the appeal case, the Board may choose one of the following two options:

1. Recommend to the Executive Director that:
 - a. The decision of the initial hearing board should be upheld, and the sanctions should be implemented as recommended.
 - b. The decision of the initial hearing board should be upheld, but the severity of the sanctions should be decreased.
 - c. The decision of the initial hearing board should be over-turned.
 - d. The case be reheard by the Assistant Executive Director, Hearing Officer, or designee.

The recommendation is submitted to the Executive Director with a full explanation for the decision. The Executive Director shall either accept the decision of the URB or not. If after reviewing the case, the Executive Director does not accept the recommendation of the Board, the Executive Director must provide a full written explanation to the Board for that decision.

2. The Board can decide to hear the case itself. If this option is followed, the same format will be used as in hearings. In this option, the decision of the Board is final.

In reviewing any appeals, the Board may not recommend a sanction more severe than the sanction recommended by the initial hearing board.

In all appeals, the Executive Director shall notify the student of the status of his or her case.

PURPOSE OF APPEAL

The purpose of the appeal process is to ensure that the policies and procedures of the University of Pittsburgh at Titusville Education and Training Hub are administered in a fair and consistent manner. An appeal is a request to a higher adjudicating authority to review a conduct decision or action. When an appeal is heard, the issue in question is not the student's original action or incident; rather it is a request for reconsideration of the original judicial decision

A student should have no expectation that an appeal request will be successful simply because the student is unhappy with or disagrees with the original decision or action. The student needs to do more than simply claim grounds for appeal; the student must demonstrate that such grounds exist. Generally, the Board and/or the Executive Director are the final appeal.

MEDIATION PROGRAM

Members of the college community at the University of Pittsburgh at Titusville Education and Training Hub campus may sometimes feel the frustration of trying to settle grievances with others through formal channels. The Mediation Program is structured in such a way as to encourage settlements that are satisfactory to all parties. When that is not possible, the objective is to determine if violations of policy have occurred and, if so, to recommend appropriate sanctions to be reviewed and acted upon by the hearing officer(s). Any member of the University of Pittsburgh at Titusville Education and Training Hub community can request the more formal hearing process at any time during this process.

This structure of conflict resolution serves a vital function within the University of Pittsburgh at Titusville Education and Training Hub community. The Mediation Program enables all parties with disagreements to come together in a non-adversarial setting, engage in meaningful dialogue and, hopefully, arrive at viable solutions to their differences. The program, therefore, contains potential for growth exploration and increased tolerance within a university community marked by its diversity.

WHEN CAN CONFLICT BE MEDIATED?

The University of Pittsburgh at Titusville Education and Training Hub prides itself on a diverse student body, which reflects the larger global society. Unfortunately, this quilt like mosaic of individuals is more likely to have misunderstandings and differences than individuals originating from similar cultural and familial backgrounds. By focusing simply on the issue of diversity, there are a number of potential conflicts, which might be appropriate for mediation.

WHAT CAN BE MEDIATED?

- Roommate disagreements.
- Disagreements between resident students who reside in close proximity.
- Conflicts between students.
- Personal differences.
- Disagreements between students whose lack of social development may cause them to engage in hostile exchanges.

WHAT CANNOT BE MEDIATED?

Many of the above disagreements could occur between parties who are currently dating or who have dated; however, the mediation process is not meant to be a surrogate for relationship counseling, and accordingly, disputes based solely on such difficulties should not be referred.

It is important to note that the process of mediation is not intended to provide a sanctuary from accountability for serious incidents but rather to offer an outlet to reduce everyday misunderstandings before they become major grievances. Therefore, with the expectation of dating problems, any of the above disagreements could provide an appropriate setting for mediation; however, it must be noted as a prerequisite that all participants must be willing to voluntarily engage in the process. Furthermore, participants must recognize that a mediator is merely a discussion facilitator. If they are unwilling to offer solutions and compromise through dialogue, then the process cannot succeed. As a final note, participants must be aware that any solutions, which are achieved, will not be enforced through the Judicial System; rather, the

participants themselves will decide how the terms of any agreement will be followed. This is not meant to suggest that the Mediation Program's resources will be unavailable for follow-up sessions; however, it does highlight that the process places a premium on individual accountability and commitment to compromise. Should a mediated problem worsen and/or University policies are violated, the participants will be permitted to seek redress through the judicial process.

HOW DOES THE MEDIATION PROCESS WORK?

For the mediation process to be effective, certain basic assumptions must be met:

1. Both sides agree voluntarily to mediate the issue.
2. Mediation is impartial and has no preconceived solutions.
3. Mediation is "process oriented," not solution oriented.
4. Mediation is a confidential process.

Students, faculty, and staff are encouraged to bring their disagreements to the Office of Assistant Executive Director, where mediations can be scheduled. Persons can contact the office to begin the process in several ways: (1) They can walk in or call to discuss their personal concerns; (2) they can ask for a mediator to meet with them, and this discussion might include the other party; (3) friends of one or both parties can make the initial contact to start the process of dialogue; (4) academic advisors, teachers, counselors, or residence hall staff can make referrals or inquire about how to bring conflicting parties together. Even parents can make referrals. In conclusion, participants are assured confidentiality; however, if serious problems emerge, such as physical assault or similar breach of University policy, conduct proceedings may be initiated.

MEDICAL AMNESTY PROCESS

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

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

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

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

Even when medical amnesty applies, the University and/or the student may need to disclose information regarding the application of medical amnesty, including but not limited to study

abroad programs, potential employers, professional governing bodies (ex. Bars or Medical Boards), or another university through an admissions process. While the main goal of Medical Amnesty is to encourage students to make healthy decisions and to seek medical attention when they or one of their peers are in distress, repeated requests for Medical Amnesty will be addressed on a case-by-case basis.

Application of Medical Amnesty by the University does not prevent criminal action by police or civil action by third parties. Commonwealth of Pennsylvania Drug and Alcohol Good Samaritan and Response Immunity laws may be applicable.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT of 1989

The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education, state educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees. As set forth in the statute, the University of Pittsburgh's program is required to provide at a minimum:

- An annual distribution, in writing, to each employee and student (regardless of the length of the student's program of study), including:
 - Standards of conduct that clearly prohibit, at a minimum, unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of applicable legal sanctions under local, state, or federal law;
- A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of available drug or alcohol counseling, treatment, or rehabilitation or reentry programs;
- A clear statement of the disciplinary sanctions that the University may impose on students and employees; and,
- A biennial review by the University of its programs to determine the program's effectiveness, implement needed changes, and help ensure that disciplinary sanctions are consistently enforced.

ALCOHOL POLICY

The University of Pittsburgh at Titusville Education and Training Hub prohibits the possession, consumption, or sale of alcoholic beverages on campus by all students and their guests, including those of legal age. University of Pittsburgh at Titusville Education and Training Hub students are adults. As members of the University of Pittsburgh at Titusville Education and Training Hub community they are expected to obey the laws and take personal responsibility for their conduct. Our policy is designed to assure that campus regulations, city ordinances, and Pennsylvania laws are complied with. **Any** and **all** violations are subject to criminal prosecution as well as campus disciplinary actions.

In accordance with the laws of the Commonwealth of Pennsylvania, persons **under the age of 21 years of age** are prohibited from possessing or consuming alcoholic beverages. Violators of any section of the policy will be subject to University Judicial Sanctions and Criminal Prosecution in accordance with Pennsylvania law.

Title 18, Section 6308: Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed beverages. Any students and their guests under the age of 21, in violation of this Section are also subject to the below penalties:

Penalty 6308(a) – A person convicted of violating subsection (a) may be sentenced to pay a fine of not more than \$500 for the first violation and not more than \$1,000 for the second and each subsequent violation.

Pre-adjudication disposition

(1) When a person is charged with violating subsection (a), the magisterial district judge may admit the offender to the adjudication alternative as authorized in 42 Pa.C.S. § 1520 (relating to adjudication alternative program) or any other pre-adjudication disposition if the offender has not previously received a pre-adjudication disposition for violating subsection (a).

(2) The use of a pre-adjudication disposition shall be considered a first or subsequent offense, whichever is applicable, for the purpose of further adjudication under this section or under section 6310.4.

Notification – The police department making an arrest for a suspected violation of subsection (a) shall so notify the parents or guardian of the minor charged.

Title 18 6308.1 Safe Harbor for Violation of section 6308(a).

(a) **Immunity for the individual seeking medical attention for another.** An individual shall not be prosecuted for an offense under section 6308(a) (relating to purchase, consumption, possession or transportation of liquor or malt or brewed beverages) if the individual can establish all of the following.

(1) A law enforcement officer first became aware of the individual's violation of section 6308(a) because the individual placed a 911 call or contacted campus security, police or emergency services, based on reasonable belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury.

(2) The individual reasonably believed the individual was the first individual to make a 911 call or contact campus security, police or emergency services and report that the other individual needed immediate medical attention to prevent death or serious bodily injury.

(3) The individual provided the individual's own name to the 911 operator or equivalent campus security officer, police or emergency services personnel.

(4) The individual remained with the other individual needing medical assistance until a campus security officer, police or emergency services personnel arrived and the need for the individual's presence ended.

(b) **Immunity for the individual needing medical attention.** An individual needing medical attention shall be immune under this section from prosecution for an offense under

section 6308(a) if another individual reported the incident and remained with the individual needing medical attention and is entitled to immunity under this section.

(c) **Limitations.** The immunity described under this section shall be limited as follows:

(1) This section may not bar prosecuting a person for an offense under section 6308(a) if a law enforcement officer learns of the offense prior to and independent of the action of seeking or obtaining emergency assistance as described in subsection (a).

(2) This section shall not interfere with or prevent the investigation, arrest, charging or prosecution of an individual for a crime other than an offense under section 6308(a).

(3) This section shall not bar the admissibility of evidence in connection with the investigation and prosecution for a crime other than an offense under section 6308(a).

(4) This section shall not bar the admissibility of evidence in connection with the investigation and prosecution of a crime with regard to another defendant who does not independently qualify for immunity under this section.

Title 18 Section 6310.1(a): Selling or furnishing liquor or malt or brewed beverages to minors. Anyone over the age of 21 commits a misdemeanor of the third degree if he/she knowingly or intentionally furnishes alcohol to minors.

6310.1(a) Minimum penalty. In addition to any other penalty imposed pursuant to this title or other statute, a person who is convicted of violating subsection (a) shall be sentenced to pay a fine of not less than \$1,000 for the first violation and a fine of \$2,500 for each subsequent violation. There shall be no authority in any court to impose on an offender any lesser sentence than the minimum sentence mandated by this subsection. No court shall have the authority to suspend any sentence as defined in this section. Nothing in this section shall prevent the sentencing court from imposing a sentence greater than the minimum sentence mandated in this subsection. In no case shall the sentence exceed the maximum sentence prescribed by law.

Students should be aware that the City of Titusville has an open container law, Sec. 741.01 “Consumption of Alcoholic Beverage or Possession of Open Container” whereby it is unlawful for any person to consume or possess alcoholic beverages on the sidewalks, streets, avenues, alleys, playgrounds, parks (including Burgess Park), parking lots, or other public places within the City of Titusville. Any person violating said ordinance shall, upon conviction, pay a fine not exceeding \$300 and all costs of prosecution.

The possession of any empty alcoholic beverage container, or any alcohol paraphernalia is prohibited on campus. Students found in possession of alcoholic beverage containers on University of Pittsburgh at Titusville Education and Training Hub property will be asked to dispose of the container immediately and the information will be referred to their partner’s student conduct office. Student’s presence in a room where an alcohol violation is occurring may cause that student to be considered an accomplice even if the student is not participating directly in such a violation.

OTHER CONTROLLED SUBSTANCES

On-Campus sale, possession, or use of any controlled substance, including unauthorized use of prescription drugs (as defined in **The Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act 64 of April 14, 1972** includes marijuana, hashish, LSD, cocaine, mescaline, etc.) is prohibited. Students in violation of this Act may receive disciplinary dismissal and be subject to criminal charges. Students found in violation of being knowingly present during commission of a violation of the University's drug policy, may be sanctioned. Such sanctions could include suspension/dismissal, monetary fines, and or educational sanctions.

The possession of drug paraphernalia is prohibited on University of Pittsburgh at Titusville Education and Training Hub property and will result in both criminal prosecutions pursuant to Title 18 Pennsylvania Crimes Code as well as campus disciplinary action. **“Drug Paraphernalia”** means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this Act. (Ref: Title 35 Section 780-102). Any possession or evidence of use of controlled substances or drug paraphernalia will result in severe sanctioning including housing suspension/dismissal. Additionally, parents shall be notified of violations of this policy.

SMOKING POLICY

This policy is in compliance with University of Pittsburgh at Titusville Education and Training Hub regulations effective September 25, 2007, “restricting smoking, including E-Cigs, in and around all owned and leased University of Pittsburgh facilities at all campuses.”

Smoking is prohibited inside all University of Pittsburgh at Titusville Education and Training Hub owned and leased facilities, and in all University of Pittsburgh at Titusville Education and Training Hub vehicles.

Smoking is prohibited within fifteen (15) feet of all University building primary entrances and heating, ventilation, and air conditioning intake vents. Primary entrances shall be defined as the common public access points to each building, and is not intended for doors exclusively designated as emergency exits only or as service entrances. **NOTE:** portions of loading docks that are under building cover and interior garages shall be considered as inside the building and smoking shall be prohibited.

A VIOLATION OF THIS SMOKING POLICY WILL BE CONSIDERED A FORM OF HARASSMENT AS VIEWED BY THE UNIVERSITY OF PITTSBURGH.

ANTI-HAZING POLICY

Hazing at the University of Pittsburgh at Titusville Education and Training Hub is considered a violation of the University of Pittsburgh at Titusville Education and Training Hub's Anti-Hazing

Policy and Code, and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

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

Hazing is defined as follows:

Hazing

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

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

Aggravated Hazing

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

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

ANTI-HARASSMENT POLICY

No University of Pittsburgh at Titusville Education and Training Hub employee, University of Pittsburgh at Titusville Education and Training Hub student, or individual on University of Pittsburgh at Titusville Education and Training Hub property may harass or abuse a person (physically, verbally or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person’s work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University of Pittsburgh at Titusville Education and Training Hub Nondiscrimination Policy and Sexual Harassment Policy, harassment on the basis of a

legally protected classification, such as racial harassment or sexual harassment, is prohibited. This policy statement will be applied with due respect for the University of Pittsburgh at Titusville Education and Training Hub commitment to equality of opportunity, human dignity, diversity, and academic freedom, and, when constitutionally protected speech is implicated, only to the extent consistent with the First Amendment.

DEFINITION OF HARASSMENT

Harassment on the basis of a protected group status (i.e., due to an individual's race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran) is a form of discrimination prohibited by this policy.

Harassment may occur through a wide range of conduct, such as by verbal, physical or electronic means when:

1. The conduct is severe or pervasive and objectively and subjectively has the effect of:
 - a. Unreasonably interfering with an individual's work or equal access to education; or
 - b. Creating an intimidating, hostile, or offensive work or academic environment; or
2. Such conduct, if repeated, is reasonably likely to meet the standard set forth in number one immediately above.

Harassment can occur on University of Pittsburgh at Titusville Education and Training Hub premises or, under limited circumstances, off campus. It can occur between people of the same or different protected group statuses.

When constitutionally protected speech is implicated, this policy will be applied only to the extent consistent with the First Amendment. In addition to meeting the standard set forth above, to rise to the level of prohibited harassment when constitutionally protected speech is implicated, the law requires a tenable threat of material and substantial disruption of University of Pittsburgh at Titusville Education and Training Hub operations or interference with the rights of others.

For more information, contact the Office of Diversity and Inclusion at (412) 648-7860 or the Office of Human Resources at 412-624-4645 or refer to the Nondiscrimination Policy (07-01-03) (<http://cfo.pitt.edu/policies/policy/07/07-01-03.html>) and the Sexual Misconduct Policy (06-05-01) ([http://cfo.pitt.edu/policies/documents/policy 06-05-01 web.pdf](http://cfo.pitt.edu/policies/documents/policy%2006-05-01%20web.pdf)).

NONDISCRIMINATION POLICY

The University of Pittsburgh at Titusville Education and Training Hub, as an educational institution and as an employer, does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The University of Pittsburgh at Titusville Education and Training Hub does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students,

employees, and third parties are not subject to a hostile environment in University of Pittsburgh at Titusville Education and Training Hub programs or activities.

The University of Pittsburgh at Titusville Education and Training Hub responds promptly and equitably to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The University of Pittsburgh at Titusville Education and Training Hub is committed to taking prompt action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

For complete details on the University of Pittsburgh at Titusville Education and Training Hub's Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (0701-03) and Sexual Misconduct Policy (06-05-01), please visit the Policies, Procedures, and Practices page ([/pitt.edu/affirmative-action/policies-procedures-and-practices](http://pitt.edu/affirmative-action/policies-procedures-and-practices)).

ON-CAMPUS DEMONSTRATION GUIDELINES

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

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

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

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

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

1. Only registered student organizations of Hub partners are eligible to reserve University of Pittsburgh at Titusville Education and Training Hub property, including facilities, certain

outdoor spaces, equipment and services. For reservation information, please use the contact the Assistant to the Executive Director on the first floor of McKinney Hall.

2. Please contact the City of Titusville to apply for any necessary special event permits for demonstrations on City property.
3. No demonstration shall impede pedestrian and/or vehicular traffic.
4. No demonstration shall block or otherwise interfere with any person's ability to enter or exit any University of Pittsburgh at Titusville Education and Training Hub property (buildings/patios/plaza/gathering spaces, etc.).
5. No demonstration shall obstruct or disrupt activity related to the University of Pittsburgh at Titusville Education and Training Hub's educational process, including, but not limited to, activity occurring in classrooms, offices, laboratories or other Hub facilities or grounds, except as may be permitted under the approved sponsored event guidelines.
6. Use of Tiki lamps, oil lamps, torches, or similar open flame devices are prohibited during any demonstration. Use of candles and luminaries during religious or ceremonial events may be permitted as outlined in the University of Pittsburgh's Environmental Health & Safety "Fire Safety and Fire Prevention Guidelines" found at <http://www.ehs.pitt.edu/assets/docs/fire-safety.pdf>.
7. Use of sound/voice amplifiers is prohibited inside Hub owned or operated facilities. Use of sound/voice amplifiers is also prohibited if it disrupts activity related to the Hub's educational process.
8. Demonstrators shall not engage in any behavior or activity that causes or threatens to cause physical injury to another person.
9. No demonstration shall cause damage to or the destruction of any property.
10. Distributing or posting literature is acceptable in accordance with University of Pittsburgh at Titusville Education and Training Hub policies on solicitation and/or the Hub's posting policy found in this handbook.
11. Picketing through the use of signs attached to rigid supports or frames is prohibited in any Hub owned or operated building.

Enforcement

University of Pittsburgh at Titusville Education and Training Hub officials or law enforcement agents may reposition or request the removal of any demonstrator believed to be in violation of federal, state or municipal laws and ordinances, and/or the Student Code of Conduct (policies are covered in the Code).

Any individual who was involved in or who witnessed an incident in which they believe a member of the University of Pittsburgh at Titusville Education and Training Hub community responded inappropriately, is encouraged to report this information to the University of Pittsburgh at Titusville Education and Training Hub Office or Office of Campus Police and Security.

These Guidelines outline the University of Pittsburgh at Titusville Education and Training Hub's parameters that must be followed by individuals involved in an on-campus demonstration. For more information about your rights during a demonstration, please visit the ACLU.

POSTING AND CHALKING GUIDELINES

1. **General Posting Notice:** The University of Pittsburgh at Titusville Education and Training Hub offers designated posting areas around the campus. The placement of posters, notices, flyers or similar materials is permitted only on designated University of Pittsburgh at Titusville Education and Training Hub posting boards. Some campus facilities, have additional requirements for posting materials; accordingly, students should contact the appropriate administrator for the specific building prior to posting any materials. The placement of poster, notices, flyers or similar materials is prohibited on any permanent University of Pittsburgh at Titusville Education and Training Hub structure, including but not limited to benches, brick, bus stops, campus signage, columns, concrete, doors, emergency call phones, fixtures, light poles, glass, mailboxes, newsstands, painted surfaces, railings, seating, sidewalks, staircases, trash cans, tresses, walls (interior and exterior), windows, wood surfaces, etc.
2. **University of Pittsburgh at Titusville Education and Training Hub Residence Hall:** Students are not permitted to place any posters, notices, flyers or similar materials within the Residence Hall without first seeking the approval of the Office of the Assistant Executive Director. Students in University of Pittsburgh at Titusville Education and Training Hub housing are not permitted to display in or hang from the windows any posters, notices, flyers or similar materials.
3. **Student Union:** All advertising within the Student Union must be submitted and approved in accordance with the Student Unions' Policies and Procedures.
4. **Posting Requirements:** Each poster, notice, flyer or similar material must be for a campus-wide event, be non-commercial in nature, and contain the name and current contact information of the student and/or registered student organization. No more than one poster, notice, flyer or similar material may be placed on each posting board. No materials may be placed over the materials of other groups, unless the previously advertised event has passed.
5. **Chalking:** Students and registered student organizations wishing to chalk may do so provided the chalking is on a horizontal walking surface (e.g., sidewalk), that is in an open area that is exposed daily to the elements (not covered area). Only use of water-soluble stick type chalk is permitted.

Please be advised that any violation of these guidelines by a student or student organization will be processed under the authority of the Student Code of Conduct. The content of all information posted or chalked on University of Pittsburgh at Titusville Education and Training Hub property must comply with applicable University of Pittsburgh at Titusville Education and Training Hub regulations and local, state and federal laws.

HOUSING ACCOMODATIONS

Housing is available to students enrolled in at least 12 credits with a University of Pittsburgh at Titusville Education and Training Hub partner. This on-campus facility provides students an opportunity to reside in a community which conducive to studying to develop socially, emotionally, physically, and culturally.

Students must, therefore, be aided in developing acceptable standards of behavior in living cooperatively with others, as well as respect for the rights, privileges and properties of all members of the community. Students are challenged to develop, explore, and clarify their individual values and foster in each a sense of unconditional acceptance of oneself.

Students living on-campus and their visitors are responsible for the policies outlined in this section. In the supplemental rules, regulations, and policies which follow, there are several types of policy violations, which may result in AUTOMATIC termination of the University of Pittsburgh at Titusville Education and Training Hub housing contract and in denial of future housing. If a student is found to be in violation or responsible for malicious and/or excessive damage to University of Pittsburgh at Titusville Education and Training Hub property, the University of Pittsburgh at Titusville Education and Training Hub reserves the right to terminate the housing contract. In addition, if a student is found to be selling controlled substances (drugs) or possessing firearms/weapons, they will be subject to immediate termination of the housing contract and/or immediate suspension or dismissal from the University of Pittsburgh at Titusville Education and Training Hub.

The University of Pittsburgh at Titusville Education and Training Hub also reserves the right to change student room assignments as warranted for disciplinary reasons or for reasons related to facility management.

ROOM & BOARD CONTRACT GENERAL TERMS AND CONDITIONS

1. **CONTRACT PERIOD:** Unless otherwise specified, this contract is for two terms. Housing policies provide that a prorated refund of a student's room and board charges will be made only if the University of Pittsburgh at Titusville Education and Training Hub terminates this contract prior to the end of the term/agreement, death of a student, involuntary military service, or verified medical resignation. If a student voluntarily terminates this contract for any other reason after the drop/add date of the current term, or contract is terminated or suspended by the University of Pittsburgh at Titusville Education and Training Hub for disciplinary reasons, they shall be charged the full room charge for that term. A student must remain a full-time student while in residence. Lodging privileges are not transferable.
2. **ROOM RESERVATION FEE:** A \$100.00 room reservation fee is required in order to reserve a housing space, and will be credited to the student's invoice. This fee is refundable if the student notifies the Assistant Executive Director in writing or email by June 30.
3. **PRIVATE ROOMS:** Private rooms may be available on a limited basis for an additional fee. Private assignments are made on a first-come, first-serve basis and cannot be guaranteed. Those students, who are charged for a private room and subsequently

given a roommate, will receive a credit/refund from the University of Pittsburgh at Titusville Education and Training Hub for the private room fee.

4. **LIABILITY OF THE HUB:** The University of Pittsburgh at Titusville Education and Training Hub shall not be liable for any failure, delay, or interruption in performing its obligations herein stated due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at a reasonable expense. Under no circumstances shall the University of Pittsburgh at Titusville Education and Training Hub be liable for any damage or loss of personal property of a student.
5. **ACTIVITY PARTICIPATION:** I fully recognize that there are dangers and inherent risks to which I may be exposed to while participating in University of Pittsburgh at Titusville Education and Training Hub sponsored activities. Examples of these dangers include stressed to muscular, cardiovascular, and skeletal systems, which could result in serious injury or loss of life. I understand that the University of Pittsburgh at Titusville Education and Training Hub does not require me to participate in these activities, but I want to do so, despite the possible dangers and risks. I agree to obey all rules and follow all safety procedures involved with this program as established by the University of Pittsburgh at Titusville Education and Training Hub. I therefore agree to assume and take on myself all of the risks and responsibilities in any way associated with these University of Pittsburgh at Titusville Education and Training Hub sponsored activities. I understand that I am not covered under any University of Pittsburgh at Titusville Education and Training Hub insurance program for any injuries sustained while participating in any activity sponsored by the University of Pittsburgh at Titusville Education and Training Hub.
6. **DAMAGES:** Each resident is financially responsible for any University of Pittsburgh at Titusville Education and Training Hub property missing from their room or damages beyond normal wear and use. **All residents must collectively share financial responsibility for damage that occurs in the public or semi-public areas of the residence complex when the responsible party cannot be identified.**
7. **INSURANCE:** All resident students are encouraged to be covered under a health insurance plan. A mandatory health evaluation form must be submitted with the Housing Application and Contract to the Assistant Executive Director before a student will receive their room assignment.
8. **ROOM CHANGE:** The University of Pittsburgh at Titusville Education and Training Hub reserves the sole right to authorize room changes. Request for room changes must be submitted to the Assistant Executive Director in accordance with the procedures described in the Student Handbook. Generally, a student will be allowed one room change per academic year.
9. **OCCUPANCY OF ROOMS:** Students may occupy their assigned rooms no earlier than 1:00 pm one day preceding their first day of classes for the fall and spring terms unless instructed otherwise. The residence hall and food facilities will be closed during inter-term and recess periods. All students are required to vacate University of Pittsburgh at Titusville Education and Training Hub housing facilities within twenty-four (24) hours after their last examination or before official closing time, whichever comes first.
10. **FOOD SERVICE:** A mandatory board plan is a part of this contract. Meal service is limited to the hours posted and the dates listed in the Student Handbook. No discounts are permitted because of special diet, religious activities, conflicting schedules, or college

activities. Special dietary needs should be communicated by the student to the Director of Food Service directly. Meal Plan refunds will only be pro-rated until the last withdrawal date of the semester which is typically two weeks prior to the last class day of the semester. Dining privileges are not transferable.

11. **RIGHTS OF THE HUB:** The University of Pittsburgh at Titusville Education and Training Hub has the sole right to: a) determine occupancy of any room and make assignments in the residence hall (no unauthorized persons are permitted to reside in the residence hall except in accordance with policies as described in the Student Handbook); b) either fill or require the remaining occupants of a room to occupy a similar assignment elsewhere or accept a charge for a private room when vacancies occur in any residence hall; c) require a student to change housing assignments; d) authorize representatives to enter any room for the purpose of fire, health, and welfare inspections, repair, or to determine occupancy. Representatives of the University of Pittsburgh at Titusville Education and Training Hub may also enter a student's room if the student is considered a danger to himself or those around him/her or in cases involving possible violations of the Student Code of Conduct.
12. **TRANSPORTATION:** There shall be no expectation of the University of Pittsburgh at Titusville Education and Training Hub providing transportation to or from the campus at any time for students or their guests with the exception of University of Pittsburgh at Titusville Education and Training Hub sponsored bus service during certain times.
13. **HOUSING POLICIES:** The resident is responsible for abiding by all housing policies and the Student Code of Conduct as described in the Student Handbook. The University has a policy of nondiscrimination. All assignments of rooms will be made without regard to race, color, religion, national origin, age, or disability status.

CRIMINAL DISCLOSURE

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

SAFETY AND SECURITY EMERGENCY EVACUATION PROCEDURES

FIRE

In case of fire:

1. Sound the building fire alarm system (pull station).
2. Notify Campus Police (814)827-4488 and/or Housing staff member.
3. Close all windows and doors to isolate fire and smoke.
4. Evacuate building immediately.
5. Go out the nearest exit.
6. Assemble outside the hall at least 200 feet from building to allow emergency vehicle access.

7. DO NOT return to the hall until an “all clear” signal is given by Campus Police and Security or the Assistant Executive Director.

NOTE: All residents and any visitors in the building are to participate in scheduled fire drill evacuations.

Residents not following correct evacuation procedures are subject to disciplinary action, which may include both monetary and educational sanctions.

FIRE SAFETY

Fire drills are an important aspect of student safety in the University of Pittsburgh at Titusville Education and Training Hub facilities and will be executed several times during the year. When the fire alarm sounds, all persons in the residential facility are to evacuate immediately according to an established evacuation plan. All rooms are inspected for mandatory evacuation. Occupants must remain outside of the building until given authorization to return. Failure to leave the building within three minutes during a fire alarm/drill is a serious violation of university policy and will result in a \$25 fine. The unauthorized activation of a fire alarm or tampering with fire safety equipment is considered a threat to student life. It is a serious violation of both University of Pittsburgh at Titusville Education and Training Hub policy and criminal law and may result in residence hall suspension and/or dismissal from the University of Pittsburgh at Titusville Education and Training Hub. In addition, criminal charges will be filed with the magistrate’s office under Title 18 Pennsylvania Crimes Code. **Sec. 3305 Injuring or Tampering with Fire Apparatus, Hydrants, Etc.** prohibits any person from willfully or maliciously damaging, destroying, or defacing any fire hydrant, fire hose, or public or private fire equipment; and **Sec. 4905 False Alarms to Agencies of Public Safety** prohibits any person from knowingly causing a fire alarm or other emergency to be transmitted to or within any organization that deals with emergencies involving danger to life or property. Both crimes are misdemeanors, which, upon conviction, can result in imprisonment of up to five years and/or fines up to \$10,000. False alarms result in a \$100.00 building charge.

Fire extinguishers are placed on each floor of the residential facilities for students’ protection. The discharging of, unauthorized movement of, or tampering in any way of **any** fire extinguisher **will** result in University of Pittsburgh at Titusville Education and Training Hub disciplinary action and possible criminal sanctions under Title 18 Pennsylvania Crimes Code, and **the responsible party will be billed \$35 for recharging the extinguisher, any cleanup cost associated with the incident, plus is subject to disciplinary action which may include additional monetary/educational sanctions or dismissal from the Hub partner.** Additionally, any action that is considered tampering with such equipment/apparatus is subject to disciplinary action. Floors of the residence hall with discharged equipment will be charged for refilling if the individual violator(s) is /are not identified. Thus, it is the responsibility of each member of the residential facilities to care for this equipment.

FIRE DOORS

The principal means of passive fire protection in structures is by completely enclosing areas with fire barriers. Fire barriers include fire doors, walls, ceiling, and floors. Fire barriers play an

integral role in managing a fire by interrupting the spread of smoke, other toxic gasses, and the fire itself from one fire zone into another.

Fire exit doors are often held open for the convenience of employees and visitors, creating a significant fire hazard for all building occupants because of the break created in the fire barrier. Doors that are designed to be fire exit doors can be held open, but only if they automatically release when building fire alarms are activated.

EMERGENCIES

In case of an emergency such as a tornado, bomb threat, pandemic situation, etc., Campus Police and Security, the Assistant Executive Director, or a fire official will direct students. Students are also encouraged to register for the emergency alert message system on the University of Pittsburgh at Titusville Education and Training Hub website to have telephone calls and text alerts sent directly to their cellular telephone.

THEFT PREVENTION

The University of Pittsburgh at Titusville Education and Training Hub provides locks on room doors and door keys to residents to ensure safeguarding of possessions. All residents are urged to keep their doors locked at ALL times. Efforts are made to ensure security; however, each year thefts of money, clothing, and other valuables are reported. Investigation indicates in the majority of cases rooms were left unoccupied and unlocked. In the event you experience a loss by theft, immediately advise the Campus Police and Security or the Assistant Executive Director.

CCTV (Closed Circuit Television)

The University of Pittsburgh at Titusville Education and Training Hub employs CCTV throughout the campus to enhance the safety and security of the community members and visitors, their property and the property of the University of Pittsburgh at Titusville Education and Training Hub. Surveillance cameras are placed strategically throughout the campus and continuously record video. The video recordings captured from the cameras have helped solve numerous crimes and policy violations.

SECURING THE BUILDING

Outside entrances to the residence hall are locked at all times. The University of Pittsburgh at Titusville Education and Training Hub takes preventative security measures to ensure all buildings are secured. However, our hall is secure only if each resident is aware of how his/her actions impact the safety and security of all resident students. All students are expected to take all reasonable precautions to maintain the security of the residence hall. It is the responsibility of each building's residents to ensure that doors are closed properly. Doors propped open, blocked or unlocked jeopardize the security of all the residents and the person(s) responsible shall be subject to disciplinary action. Common areas within the residence hall may be monitored by video technology.

CHECKOUT PROCEDURES

All students are required to vacate University of Pittsburgh at Titusville Education and Training Hub housing facilities within twenty-four (24) hours after the conclusion of their last final exam or by the posted closing time each term, whichever is earlier.

The University of Pittsburgh at Titusville Education and Training Hub residence hall and dining hall will be closed during the Thanksgiving, semester, and spring breaks. Please read carefully the notices regarding the specific dates for both closing and reopening during these recesses, which will be circulated by the Housing staff. No housing is provided for any students during recesses. Students vacating their rooms permanently at the end of a semester must complete the following before leaving campus:

1. Make sure the room is in good physical condition and clean. Rooms must be returned to the original setup as when the resident checked in. Rooms must be vacuumed.
2. Students are responsible for making arrangements to check out with a member of the University of Pittsburgh at Titusville Education and Training Hub staff. Students not arranging for inspection will be subject to having their rooms inspected by University of Pittsburgh at Titusville Education and Training Hub personnel after the term ends. This may result in charges for damages found during inspection. Cleaning charges will be made to students whose rooms are left in a disorderly and/or unclean condition. Hub staff will make a final inspection of all rooms at the end of the semester. If any other damage is found, the student shall be charged.
3. After the inspection, all room and stairwell/floor keys are to be returned to a University of Pittsburgh at Titusville Education and Training Hub staff member. Failure to return room keys and stairwell/floor keys will result in a \$25.00 assessment per key and a \$50.00 lock-core change fee.
4. Mailbox keys must be returned to the Office of the Assistant Executive Director. A \$25.00 fee will be charged to the student's account if a key is not returned within 24 hours of the checkout period.
5. Failure to follow checkout procedures will result in a minimum monetary charge of \$50.00 and may also include other disciplinary sanctions.
6. Personal belongings and debris left behind will be disposed of 48 hours after checkout at the responsible student's expense. The University of Pittsburgh at Titusville Education and Training Hub does not provide storage facilities and is not responsible for items left behind.

CO-ED VISITATION GUIDELINES

Co-ed visitation is permitted in University of Pittsburgh at Titusville Education and Training Hub housing. It is the responsibility of all members of a given residence hall room to respect the privacy of others and to mutually agree to visitation times. However, women are not permitted to use men's housing as a living facility, nor are men permitted to use women's housing as a living facility. Cohabitation other than by designated roommates is prohibited. Violators (visitor or guests) may have visitation privileges restricted; sanctions imposed, and may be considered "persona non-grata" for a specified period of time.

Students are not permitted to use or enter restroom facilities designated for use by members of the opposite gender. Persons found doing so are subject to disciplinary action. Violations of this policy may result in monetary and/or other disciplinary sanctions, which may include having their visitation privileges revoked.

CONDITION OF RESIDENCE HALL ROOMS

Periodically, residence hall rooms will be inspected with 24-hour notice (non-exigent circumstances). Residents are expected to maintain basic sanitary standards in their rooms, bathrooms, and public areas. Trash must be disposed of properly and food items stored appropriately. Inspections will be done on a regular basis. If a member of the University of Pittsburgh at Titusville Education and Training Hub staff has spoken to the residents of a room about sanitary conditions, the residents must take responsibility to clean the area to a condition that meets University of Pittsburgh at Titusville Education and Training Hub expectations or a cleaning charge will be imposed. Please see later pages of this handbook for specific room inspection information.

DAMAGE CHARGES

When students move into and out of a residence hall, they and their roommate(s) must complete a Room Condition Report (RCR). If the condition of the furniture or the room is not the same as listed, the resident(s) should note the discrepancy. Occupants of a room will be held responsible for any damages to the room and furnishings not noted on the RCR. Failure to return the RCR to the appropriate staff member within the designated time will result in forfeiture of right to appeal damage charges. Residents are also responsible for any damages caused by their visitors/guests.

Students room and common area furniture is not to be removed from areas where placed. Culpable residents may be issued disciplinary sanctions, which may include monetary and/or educational sanctions for theft of property. Furniture provided for lounges and recreational areas may not be moved to student rooms. Fines will be assessed for each unauthorized piece of furniture found in a room/apartment, as well as disciplinary and/or educational sanctions.

The student is absolutely responsible for all damage or loss that is done in his or her living/study area or any other furnishing therein. **Each student is, with the other residents, jointly responsible for and may be charged a prorated share of the cost of whatever damage may occur, from any cause, to the public and semi-public areas in the entire housing complex or specific wing/floor.** Damage charges may include replacement, repair of damage and any costs incurred to return the room to its original condition including removal of debris and cleaning. Failure to pay invoices for damages by the specified due date to the appropriate billing authority will result in withholding of grades, transcripts, registration for further courses, or withholding of services.

Residents who wish to claim personal responsibility for damages should contact the Assistant Executive Director. If responsibility for the damages cannot be determined or are not claimed by any individual, charges will be divided and assessed equally among roommates.

DESTRUCTION OF PROPERTY

University of Pittsburgh at Titusville Education and Training Hub property should be respected at all times and any damages beyond normal wear are the responsibility of the residents of a given room or residence hall. **Students who participate in or are responsible for negligent or intentional damage to University of Pittsburgh at Titusville Education and Training Hub or personal property shall be subject to disciplinary action or criminal charges of criminal mischief, PA CC 3304. Criminal mischief is generally a summary offense with a fine of up**

to \$300.00 plus restitution unless the pecuniary loss is over \$500.00 then it will be a misdemeanor offense.

EMERGENCY SERVICES

Please contact Campus Police and Security in the event of an emergency! The Titusville Police, Fire Department, and/or ambulance service may be asked to assist along with the Assistant Executive Director and other Hub personnel. Your personal safety is the primary concern of the emergency personnel and your cooperation is expected.

ENTERING STUDENT ROOMS

The University of Pittsburgh at Titusville Education and Training Hub reserves the right for authorized representatives, including but not limited to facilities staff, Campus Police and Security, and housing personnel to enter students' rooms for housekeeping purposes, damage inspections, the establishment of order, repairs or maintenance, to determine occupancy and vacancies, and in emergency situations to ensure both the safety and well-being of members of the University community and the good condition of University of Pittsburgh at Titusville Education and Training Hub property. **A student's room may also be entered when there is probable cause to believe that a violation of University of Pittsburgh at Titusville Education and Training Hub policy has taken or is taking place.** The University of Pittsburgh at Titusville Education and Training Hub also reserves the right for authorized representatives to confiscate any items found in students' rooms, or on their person that are evidence or information of a possible violation of University of Pittsburgh at Titusville Education and Training Hub policy and/or statute. Any student who fails to comply with the requests or duties of the housing staff, facilities staff, or Campus Police and Security in regards to the aforementioned rights for entry into student living spaces will be found in violation of the Reasonable Request policy and is subject to disciplinary action.

ESCORT POLICY

In an effort to provide an atmosphere conducive to safety, an escort policy was implemented for all residence hall floors. Everyone must follow this policy, if you do not live on the floor you are on then you are considered a guest of that floor, being a resident of the residence hall building does not give you the privilege to roam the hallway of any floor other than the one you have a housing assignment to live on at that time.

All visitors and guests must be escorted to and from a student's room at all times. The host must be within an arm's length of their visitor/guest while being escorted. Any unescorted visitor/guest found in the hall shall be presumed to be there improperly and be requested to leave. If the individual is a student of the University of Pittsburgh at Titusville Education and Training Hub, but not a registered resident of the building, may be asked to leave and denied future access to visit the building. For Escort Policy purposes, please note: A visitor is someone who does not have a housing contract, a guest is someone with a current housing contract but does not live in the hall or on the floor they are found to be present on.

FIREARMS AND WEAPONS

Possession or use of firearms, ammunition, hunting knives, switchblades, potato guns, BB Guns, darts, air guns, slingshots, bows/arrows, blackjacks, brass knuckles, nun chucks, any laser

pointing devices, paintball guns* or any other weapon or instrument deemed capable of inflicting serious bodily injury or property damage, and which serves no common lawful purpose, is strictly prohibited in University of Pittsburgh at Titusville Education and Training Hub housing or on University of Pittsburgh at Titusville Education and Training Hub premises (including personal vehicles). **NOTE:** The preceding list is not meant to be all-inclusive and can be modified at the University of Pittsburgh at Titusville Education and Training Hub's discretion. Certain violations **shall** warrant serious University of Pittsburgh at Titusville Education and Training Hub disciplinary action as well as criminal action under Title 18 Pennsylvania Crimes Code **Sec. 908 Prohibited Offensive Weapons**. Such an offense is a misdemeanor of the first degree and punishable by fines & imprisonment of not more than five years.

Any person suspected of possessing or using a firearm or weapon on University of Pittsburgh at Titusville Education and Training Hub property will be subject to interim suspension pending disciplinary proceedings. Persons found in violation of such an offense are subject to severe disciplinary sanctions.

FURNITURE

Removal of furniture from students' rooms and common areas is prohibited. Students may not remove furniture from any of the common areas or lounges. Students may not move the furniture outside or onto the balconies. **Students are responsible for returning their room to the original setup at the end of the term or before departing housing.** Violation of these policies may result in disciplinary sanctions.

GENDER NEUTRAL HOUSING

Gender-neutral housing is a process that permits students to live with other students of their choice, regardless of sex, gender, gender identity, or gender expression. Students who wish to live in our designated gender-neutral housing will be permitted to select any student as a roommate, regardless of sex, gender, gender identity, or gender expression. Students who select gender-neutral housing will follow the same application and selection process as all students, including application deadline of May 10th. There are limited spaces, so you must apply early. These are on a first come first serve basis. Students that apply after the housing application deadline will be placed into same-sex units based on the student's documented biological sex as space permits. Information regarding gender-neutral housing will be included in housing application and room selection material.

The Housing Office reserves the right to review all requests, and will approve on a case by case basis. Housing recommends that romantic couples (regardless of sexual orientation) not live together.

Before room selection is complete, housing staff will meet with students who have chosen the gender-neutral housing option in order to further clarify the process for filling vacancies and to answer any questions the students may have.

FIRST-YEAR STUDENTS

First year students, including first-year transfer students, will be assigned housing based on documented biological sex. Transgendered students may contact the Assistant Executive

Director to discuss options and must receive approval to live in gender-neutral housing. If a transgender student requests a roommate that is not the same biological sex, the requested roommate must confirm their desire to live together as roommates in a gender-neutral space.

VACANCIES

If a roommate cancels their housing or moves out of the room/apartment for any reason, the remaining roommate(s) will be given an opportunity to identify a new roommate to fill the vacancy. The window of time to select a new roommate will vary depending on the time of year and the status of the housing waitlist. Typically, roommates will be allowed a minimum of 48 hours to identify another eligible roommate. If the student(s) need an extension beyond the housing selection or room change period; approval must be obtained from the Assistant Executive Director. If another roommate is not identified within the approved time period, Housing reserves the right to revert the space to single-sex, which may require students to relocate or to require any student occupying the room individually to pay the fee to remain in a single room. Room type match cannot be guaranteed for relocated students

GRILLING

Students may use the grill located at the Davis Hall picnic area provided appropriate reserving/space request policies have been utilized. This is the only area where grilling is permitted.

HOUSING RESERVATION FEE

A \$100.00 room reservation fee is required of all students when registering for campus housing. This fee is credited toward the semester room charges and is nonrefundable. This is subject to change. Payment of this fee is the only means by which housing can be guaranteed.

KEYS

All room mailbox, and entrance keys are the property of the University and cannot be exchanged with or given to another person. Students will be assessed by the Office of the Assistant Executive Director a replacement fee for all lost keys or keys not returned upon check out. There is a fee for lost keys.

LAUNDRY EQUIPMENT

Laundry machines are free for all resident students to use. Machines are located on the first floor of Spruce Hall. Please report any equipment malfunctions by calling the Office of the Assistant Executive Director with the machine number and the error number. Please note that tampering with the laundry equipment may result in disciplinary sanctions. In addition, damage or abuse to the laundry equipment will be treated as damage to University of Pittsburgh at Titusville Education and Training Hub property.

LOCKING DOORS

The following guidelines are designed to insure your personal safety.

1. All residence hall doors are locked 24 hours per day, 7 days per week. Residents must use their Hub student (ID) card to access the halls.
2. Entrance to the residence hall must be made through main lobby doors.

3. Side doors of residence hall are for emergency exit only. Students found in violation of improperly exiting through these doors, propping the doors, or opening them for others to enter, will be subject to disciplinary action, which may include monetary and/or educational sanctions.
4. Security doors must remain locked at all times. Visitors must register per the visitor/guest policy and be admitted by their host. Propping open security doors or admitting non-registered visitors will result in disciplinary action.

LOCKOUTS

Residents who lock themselves out of their room should first attempt to gain admittance by calling a roommate to let them in. If no roommate is available, they should gain assistance at the main housing office in the lobby or contact Campus Police and Security for assistance.

Residents who continuously ask for assistance to gain admittance to their room will be fined. On the third and each additional lock out, the resident will be assessed a \$5.00 fine for each lock out per academic year. Residents who have lost keys may not depend on others to let them into their residence but must report the lost key and have the key(s) replaced immediately.

MAINTENANCE REQUESTS

Students requiring maintenance performed in their living areas should notify the main housing office in the lobby or the Administrative Assistant to the Executive Director so that a work order can be completed. For emergency maintenance during the night or weekend, students should immediately contact the housing office personnel in the lobby or call Campus Police and Security if no one is in the office.

NO BURN POLICY

The University of Pittsburgh at Titusville Education and Training Hub has a **NO BURN** policy in its residence hall. Possession and or use of candles and incense are strictly prohibited and will be confiscated. In addition, “flameless” candles, wax melters, or similar devices, which utilize a heating element, are prohibited. Persons found in violation will be subject to disciplinary sanctions, which may include monetary and/or educational sanctions.

PERSONAL PROPERTY LIABILITY

The University of Pittsburgh at Titusville Education and Training Hub is not responsible and has no liability for damage to or loss of students’ personal property. Students are urged to lock their doors and windows at all times to decrease the opportunity for crime. It is also recommended that students whose personal property is not covered by their parents’ /guardians’ personal property insurance policy purchase this coverage on their own.

PETS

Pets are prohibited in University of Pittsburgh at Titusville Education and Training Hub housing. Pets found in University of Pittsburgh at Titusville Education and Training Hub housing will be removed within 24 hours by University of Pittsburgh at Titusville Education and Training Hub staff if the resident has not found appropriate accommodations. The only exception is tropical FISH in a 20-gallon or less aquarium – one per room. Persons found in violation will be subject to disciplinary sanctions, which may include monetary and/or educational sanctions.

QUIET & COURTESY HOURS

Quiet hours for the entire housing complex are 10:00 pm to 9:00 am. In addition to the established Quiet Hours, the campus is subject to Courtesy Hours on a 24- hour basis. Please be considerate of other students' study and sleeping habits. During quiet hours, noise should not be heard outside of a resident's room.

At no point should the noise of an individual or group have the potential to disrupt any other member or members of the community. The right to a peaceful environment outweighs the "right" to be loud no matter what time of day. Having a stereo or musical instrument on campus is permitted, but the privilege may be revoked should a student demonstrate disregard for volume control. Noise from stereos and other equipment should only be heard within the resident's room; under no circumstances should speakers be directed out windows, into hallways, or otherwise create a disruptive environment. Violations may result in confiscation of equipment and/or disciplinary proceedings.

During the last two weeks of the academic terms, 22-hour quiet hours are in effect. Courtesy hours are 5:00 pm to 7:00 pm during this time period. No warnings will be issued during 22-hour quiet hours. Any student who fails to comply with the requests or duties of the University of Pittsburgh at Titusville Education and Training Hub Staff, Maintenance, or Campus Police and Security in regards to excessive noise coming from their room will be found in violation of the Reasonable Request policy and is subject to disciplinary action.

Congregating in hallways and lobbies after 10:00 pm is prohibited. Student's room doors should also be kept closed after that time. Lounges are available for students to socialize, etc.

REASONABLE REQUESTS

Students are required to comply with the reasonable request of University of Pittsburgh at Titusville Education and Training Hub officials or agents of the University of Pittsburgh at Titusville Education and Training Hub in the performance of their duties, specifically including, but not limited to, the Housing and Campus Police and Security staffs and faculty. Reasonable requests are made to ensure the respect and safety of the students and officials involved. A reasonable request can include, but is not limited to, requesting entry into student living spaces by University of Pittsburgh at Titusville Education and Training Hub staff or Campus Police and Security, complying with an investigation during an incident, and maintaining proper and respectful composure in a public forum. Failure to comply with a reasonable request can result in disciplinary action.

RECREATIONAL ACTIVITY

Outdoor sports should take place in Burgess Park during posted hours. The use of lounges, hallways, and lobbies of the residence hall for any kind of sports/physical activity is not acceptable. Weightlifting may not take place in residents' rooms due to the possibility of damages to the buildings. Weightlifting and other exercise equipment is available for student use during posted Student Union hours. Please see the Hours of Operation section in this handbook. Areas adjacent to halls are also subject to restrictions of activity. Sports are

prohibited on the lawn between Spruce Hall and Student Union during class hours. Students are encouraged to become involved in the numerous recreational activities available in the Titusville area. Contact the Assistant Executive Director for further information.

RESIDENCE HALL AMENITIES

A student may not possess or use any cooking appliances and/or cooking equipment in University of Pittsburgh at Titusville Education and Training Hub Owned Housing unless the appliance, equipment, and/or cooking facility is provided by the University of Pittsburgh at Titusville Education and Training Hub or unless the usage of such is appropriately authorized by the University of Pittsburgh at Titusville Education and Training Hub.

APPLIANCES

The following appliances are permitted in the residence hall:

Microwaves (800 watts or smaller)	Non-commercial hair dryers and hairstyling tools
Refrigerators (4.2 cubic feet or smaller)	Electric shavers
Coffee makers without burners	Electric toothbrushes
Blenders	Irons (with auto shutoff)
Computers	
TV's, DVD players, and radios	

PROHIBITED ITEMS

The following items are prohibited within all University of Pittsburgh at Titusville Education and Training Hub Owned Housing Accommodations. This is not an all-inclusive list – if you are unsure if an item is permitted, please contact the Office of the Assistant Executive Director prior to bringing the item to campus.

Toaster ovens/sandwich makers	Extension cords (power strips with surge protectors are acceptable)
Toasters	Decorative alcoholic beverage containers
Hotplates	Coffee makers with exposed burners
Rice Cookers	Induction cooktops
Electric frying pan	Unauthorized pets
Cup warmers	Homemade or commercially made furniture (including but not limited to loft beds, dressers, desks, fabric chairs and couches)
Lighter fluid/propane tanks	Waterbeds/mattress
Indoor grills/electric grills/gas grills	Exterior radio/TV aerials
Steamers	Controlled substances
Coolers	Firecrackers
Candles (with or without a wick or flame)	Ammunition
Potpourri pots	Water guns
Incense and incense burners	Firearms or any other weapons categorized as offensive weapons under PA law
Wax melters and wax warmer	Drones
Open-flame cooking devices or heating units	Hover boards and other e-scooters
Space heaters	Bicycles
Air conditioners/Dehumidifiers	
Halogen or high-intensity quartz light fixtures (torchiere) and lava lamps	

Prior to decorating their rooms, students should review the Posting and Chalking Guidelines. The Office of the Assistant Executive Director reserves the right to deem any item as unsafe and/or inappropriate for possession within campus housing. Any confiscated items that are returnable, must be picked up within 48 hours at the end of semester or prior arrangements made with the Office of the Campus Police and Security.

RENTERS INSURANCE

Students are responsible for having adequate and appropriate insurance (i.e., homeowner's supplemental insurance or renter's insurance) to protect against any loss or damage to the students' personal property while on University of Pittsburgh at Titusville Education and Training Hub premises. Residents should refer to their Contract.

ROOFS AND BALCONIES

Because of the inherent risk of personal injury involved, as well as the threat of damage to property, persons found in violation of unauthorized presence on roofs and balconies, will be subject to disciplinary sanctions.

ROOM AND BOARD FEES

Charges for room and board must be paid in full or payment arrangements made by the beginning of each semester. Students who leaves a University of Pittsburgh at Titusville Education and Training Hub partner before the end of the semester without having properly withdrawn from classes and notifying the Assistant Executive Director or students who have their residence hall contract(s) canceled as a result of a violation of the Code of Conduct or of these rules, regulations, and policies for the University of Pittsburgh at Titusville Education and Training Hub Housing are not entitled to a refund of room fees.

ROOM AND BOARD REFUNDS

The housing contract terms must be established at the time the student signs up to live on campus. Housing policies provide that a prorated refund of a student's room and board charges will be made only if the University of Pittsburgh at Titusville Education and Training Hub or a partner terminates this contract prior to the end of the term period for death of a student, involuntary military service, or verified medical resignation. If a student voluntarily terminates this contract for any other reason after the drop/add date of the current term, or contract is terminated or suspended by the University of Pittsburgh at Titusville Education and Training Hub or its partner institution for disciplinary reasons, they shall be charged the full room charge for that term, Board charges will be prorated from the date of departure. A student must remain a full-time student while in residence. Housing privileges are not transferable.

ROOMMATES AND ROOM CHANGES

Students may not make room changes without the approval of the Assistant Executive Director. Adjusting to living with others takes time. Many students believe that a relationship will not work out before they have taken the time to communicate with their roommate(s) to try to work out the issues. Learning to work through problems and to communicate with others is a vital aspect of living in a community, and campus living is an excellent place to hone these skills.

The atmosphere residents choose to create in their residence will depend on their relationship with each other. Contrary to popular belief, roommates do not have to be best friends – a positive relationship with roommates depends much more on the mutual consideration of each other's differences. Choosing to behave in a hostile and/or unfriendly manner toward roommate(s) is not acceptable and will not be tolerated. Residents choosing to be uncivil will face a formal intervention and potential disciplinary action.

In order to give students time to become acquainted and to work through issues with their roommates, the University of Pittsburgh at Titusville Education and Training Hub places restrictions on when room changes may occur. When conflicts arise, the students involved are asked to discuss their concerns and issues. If informed of the problem, staff members will mediate and facilitate these discussions in order to resolve the issues or to make the situation more comfortable.

The Assistant Executive Director has responsibility for making room assignments in housing facilities and approves all room changes. **Room changes are permitted during the 3rd and 4th weeks of the semester. Generally, a student may request one room change per academic year.** In most cases, the student initiating the change will be required to move. After this period, changes will be permitted only for extenuating circumstances, and then only with the approval of the Assistant Executive Director. Students interested in applying for a room change should contact the Office of Assistant Executive Director. Please note that any student changing their room assignment without official approval will be subject to disciplinary sanctions. When a student is without a roommate at any point in the semester it is possible that a roommate will be assigned or a single room fee will be assessed.

ROOM INSPECTIONS

The University of Pittsburgh at Titusville Education and Training Hub Staff will make periodic inspections of the rooms for the purposes of health and safety. During the semester break, University of Pittsburgh at Titusville Education and Training Hub personnel may inspect all rooms. Any area that is found to be excessively unclean and disorderly will be cleaned by housekeeping personnel and a charge to the resident(s) will be assessed. If, during the course of an inspection, stolen property (i.e., authorized University of Pittsburgh at Titusville Education and Training Hub property, highway signs, etc.), prohibited items or contraband is found, it will be removed and residents may be subject to disciplinary and/or criminal action. Except in cases of exigent circumstances or emergency, twenty-four-hour notice will be given before an inspection. Residents need not be present during the inspection.

ROOM OCCUPANCY

There are to be no more than eight (8) people in a residence hall room at any time, including the assigned resident(s) of that room.

SCREENS/WINDOWS

Students shall not open or remove the screens from any windows. Any student found violating this policy will be subject to disciplinary sanctions. Additionally, a resident may not display or hang any items from residence hall windows.

SIGN POLICY

Signs and posters of any kind in hallways, lobbies, and other public areas must be approved in advance by the Assistant Executive Director or designee. Unauthorized signs may be removed from any public area. Only University of Pittsburgh at Titusville Education and Training Hub staff members are permitted to post signs in residence facilities.

TELEPHONE

A telephone is available for local and on-campus calls in the lobby/lounge area of the residence hall. The University of Pittsburgh at Titusville Education and Training Hub will not be responsible for any long distance charges accumulated by campus residents. Any tampering with, damage or misuse of University telephone equipment shall be considered a violation of the Code of Conduct.

TELEVISION

Students may have one television per room. The University of Pittsburgh at Titusville Education and Training Hub provides cable service; however, students may need to provide a cable from the wall to the television. No antennas or wires of any kind are permitted to hang from windows or to be attached to the wall. University of Pittsburgh at Titusville Education and Training Hub televisions must remain in the common areas; they cannot be moved to other areas or individual rooms. Inspections by University of Pittsburgh at Titusville Education and Training Hub and company personnel will be on a regular basis. If you are having issues with the internet or cable in your residence hall room, please complete the form located at <https://www.titusville.pitt.edu/resnet-problem-form> to have the IT staff know about your issue(s).

VISITOR – PERSONS WITHOUT CURRENT HOUSING CONTRACTS

Hub housing is only available to matriculated full-time students of Hub partners. Visitors found to be living in a campus housing assignment without an authorized assignment from the Office of Assistant Executive Director will face disciplinary and possible legal action. In addition, all residents condoning the action will face disciplinary action.

Residents and their visitors should be aware that;

1. The main entrances to residence hall facilities will be locked twenty-four (24) hours a day. Resident students are permitted to have visitors in their rooms. All visitors who enter and/or stay in the residence hall must obtain permission of the roommate and sign in with Campus Police and Security.
2. A visitor may stay overnight no more than three (3) nights in a seven (7) day period. Visitors may not stay more than six (6) nights during any calendar month. A resident student may have up to two (2) visitors at one time. A resident student is only allowed up to three (3) nights of visitation in one (1) seven-day period or six (6) nights in a calendar month. The total number of overnight guest and/or visitor nights allowed for any resident student is twenty-one (21) nights in a given term.

All visitors must sign in with Campus Police and Security before entering any residence hall facility. Both the visitor and the resident student host must be in the Campus Police and Security Office to sign the visitor in. The resident student host must provide Campus Police and Security

with their campus student ID card. The visitor(s) must provide Campus Police and Security with a valid photo ID card, a valid telephone number, and the intended date and time of departure from campus. The Campus Police and Security Office will provide the visitor with a Visitor ID Card which must be carried with the visitor at all times and visitors are required to show proof of visitor identification if requested to do so by any member of the University' staff. Failure to comply with this policy may result in University of Pittsburgh at Titusville Education and Training Hub staff intervention. The Visitor ID Card must be returned to the Campus Police and Security Office by the visitor before departing campus, after returning the Visitor ID Card the visitor is not permitted to enter the residence hall again. Failure to return the Visitor ID Card will result in a replacement fee placed on the host student's account until the card is returned or the \$25.00 card replacement fee is paid. Subsequent offenses violating the visitor policy will result in judicial referral for sanctions that can include but are not limited to the visitor being banned from campus. Failure to comply with this could result in loss of visitor privileges for the student host.

Roommates must approve of the visitor(s) prior to the visitor being signed in. The right to privacy, sleep, or study of a contractual student supersedes visitation privileges.

Visitors must be accompanied by their host of the residence hall they are visiting at all times, regardless of the day or time. When the resident student host is in class or not with the visitor, the visitor is not permitted to be in the residence hall unaccompanied, he or she must wait for the student host in a public area of campus such as the Library, Student Union, or outside area. Visitors are not permitted to be in possession of housing keys. If a visitor is found in possession of a housing key, the key will be confiscated and sanctions issued to the host and/or visitor. Visitors may not utilize student's bed or personal possessions without consent.

Students who are denied University of Pittsburgh at Titusville Education and Training Hub housing for any reason are not permitted visitation privileges at the residential facilities without special permission from the Assistant Executive Director. In addition, persons who have been declared "persona non grata" are not allowed on campus under any circumstances and are subject to trespassing charges pursuant to Pennsylvania Crimes Code Title 18 3503 criminal trespass.

Visitors under the age of 18 are not permitted to visit the residence hall at any time, unless they are either members of a student's immediate family or if prior permission has been granted by the Assistant Executive Director.

Failure of a visitor to observe the regulations or conform to the University of Pittsburgh at Titusville Education and Training Hub policies will warrant University of Pittsburgh at Titusville Education and Training Hub intervention. The student host assumes full responsibility for the conduct of visitor(s). **All visitors must be accompanied by their host at all times. Visitors are not permitted to stay in a residence hall room or common area without their student host.** Any unescorted visitors found in the residence hall shall be presumed to be there improperly and will be asked to leave. If the person is a non-student, the individual's failure to comply with such a request will constitute violation of the trespass law and may result in the arrest of the individual. Furthermore, damage caused by visitor(s) will be the responsibility of

the student host. The presence of a non-registered visitor in one's room is cause to assume they are the resident student's responsibility.