



**Education and Training Hub**

**Student Handbook**

**2021-2022**

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## 2. Introduction

### *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 (the 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 the Swanson School of Engineering's Manufacturing Assistance Center (MAC).

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 allow 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 an associate degree program in nursing. This program 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 nursing program at Titusville offered through the University of Pittsburgh at Bradford.

### *Common Terms and Acronyms*

<b>AED</b>	Assistant Executive Director of the Hub
<b>DRS</b>	Disability Resources and Services
<b>ED</b>	Executive Director of the Hub
<b>MAC</b>	Manufacturing Assistance Center
<b>MBC</b>	Manchester Bidwell Corporation
<b>NPRC</b>	Northern Pennsylvania Regional College
<b>Pitt</b>	University of Pittsburgh at Titusville

### *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.

Personally, identifiable information contained in a Student’s Educational Record listed below as “Directory Information”:

The Student’s:

1. Name
2. Address, phone number, and electronic mail address
3. Major field of study
4. Place of birth

5. Achievements, degrees, academic awards, or honors
6. Weight and height, if a member of an athletic team
7. Previous educational institutions
8. Participation in officially recognized activities and sports
9. Dates of attendance
10. 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.
3. As set forth in University Policy 09-08-01, access to a student's educational records may be required and permitted by University faculty and staff for legitimate educational purposes where access by such individuals is necessary to complete their University – related duties.

If you choose not to have "Directory Information" released, complete the form below titled '**Request to Revoke Personal Directory Information**' to the Hub Office in Davis Hall.



### 3. Resources & 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.

Resources and Services not listed in this Handbook that will be addressed by the Hub partners include, but are not limited to disability resources, some Title IX circumstances, professionalism and ethics, advising, financial aid, grade disputes/student grievance procedures, academic integrity, class status (e.g., attendance, withdrawal, etc.), and student support services.

#### *Facilities*

##### **Buildings**

###### **Bennet 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 is being completely renovated. When renovations are complete in September 2021, the building will feature a state-of-the-art nursing laboratory and classrooms, a new laboratory and classroom for a medical assistant program, a new computer lab, and refurbished classrooms and laboratories for the sciences. The facility will also have offices for the nursing, medical assistant, and science faculty. This facility is also the location of the Henne Auditorium.

###### **Gymnasium & Auxiliary Gymnasium:**

The Gymnasium is available for recreational use by University of Pittsburgh at Titusville Education and Training Hub students, faculty, and staff. 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 within 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 the 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.

###### **Haskell Memorial Library:**

Opened in 1975, this building houses the Pitt-Titusville library on its upper level. Its collection exceeds 40,000 items including books, periodicals, and newspapers, 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 90 study spaces designated for small group study, research, and tutoring. To further support the student commons concept, 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 classrooms, a gymnasium, game room, fitness center with aerobic and weightlifting equipment, and locker rooms with sauna facilities. Northern Pennsylvania Regional College (NPRC) offices and classrooms are located on the second floor. After renovations (start Fall 2021; anticipated end Jan 2023), this building will include the MAC Center, MBC Digital Arts Studio, and makers space.

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, weight and exercise room, classrooms, NPRC offices, and Hub 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, a 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.

**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 Hub Offices for the Executive Director, Assistant Executive Director, Marketing Coordinator, as well as classrooms and faculty offices.

**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. At this time, student lodging is not available.

**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.

**Hours of Operation**

	<b>Fall &amp; Spring Hours</b>	<b>Summer Hours</b>
<b><i>Hub Offices</i></b>		
Monday – Friday	8:30 am – 5:00 pm	8:00 am – 4:30 pm
Saturday -- Sunday	Closed	Closed
<b><i>Haskell Public Computer Lab (G7)</i></b>		
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
<b><i>Haskell Memorial Library</i></b>		
Monday – Thursday	9:00 am – 5:00 pm	9:00 am – 5:00 pm
Friday	9:00 am – 5:00 pm	9:00 am – 5:00 pm
Saturday	Closed	Closed
Sunday	Closed	Closed
<b><i>McKinney Commons Dining Hall</i> – open August - May</b>		
Monday – Thursday	10:00 am – 6:00 pm	Closed
Friday	10:00 am – 3:00 pm	Closed
Saturday -- Sunday	Closed	Closed
<b><i>Student Union</i></b>		
Monday – Thursday	8:00 am – 10:00 pm	8:00 am – 10:00 pm
Friday	8:00 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.

**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. 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.

### ***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 property of the Hub 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.

### ***Campus Police & 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 the 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.

## ***Class Cancellation Policy***

### **Cancellation of Classes by the College or Faculty**

The procedure for notifying students about an individual class cancellation is up to the individual faculty member or the policies associated with partner institutions at the Hub. Consult your class syllabus for details. Commuting students who must drive any significant distance to campus are urged to clarify these procedures with each of their instructors at the beginning of each term. In those rare instances when all classes are canceled, the emergency alert system will be used.

## ***Dining Services***

The Dining Hall operates on a made-to-order basis. Special meals are planned based on holidays and special events taking place on campus. Student feedback is welcome through the dining/housing committee. Members of the campus community may eat their meal in McKinney Commons which is located on the first floor of the Student Union, or may take their meal with them elsewhere on campus.

Shirt and shoes are required when entering and using the dining area.

### **Meal Costs**

Students, faculty, and staff of the Hub may eat in the Dining Hall at an *a la carte* price for meals.

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. Visit 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 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 1<sup>st</sup> floor of McKinney Hall.

## ***Emergency Notification System***

In case of a major emergency on campus, you can receive information in a voice or text message if you subscribe to the Emergency Notification System. The University does not charge a fee to subscribe to this service; however, you are responsible for any per-message fees from your mobile phone/device provider. Depending on the nature of the emergency on campus, the University is also prepared to provide alerts through face-to-face contact, e-mail, on the website at [www.titusville.pitt.edu](http://www.titusville.pitt.edu), via telephone, or by sending alerts to radio and TV stations in the region.

## ***Health & Counseling Services***

Students who need assistance with health and counseling services will be provided those services by their home institution. University of Pittsburgh at Titusville students 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 Therapy Assistance Online (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**

### ***Housing Accommodations***

The Hub is working to provide hotel-style lodging on campus in the near future with limited amenities in Spruce Hall. When it opens, residents must be enrolled 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.

Housing rates will be established each year and 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 1<sup>st</sup> 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.

### ***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 card 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, 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.

### ***Mailing Services***

The Mail Center is located on the main floor of McKinney Hall.

All incoming mail and packages will be distributed to the individual student's mailbox weekdays. When packages arrive that will not fit in the mailbox, a package pick-up slip will be placed in the mailbox, directing the individual 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 Hub personnel and students is as follows:

*Individual's Name*

*University of Pittsburgh at Titusville Education and Training Hub*

*504 East Main 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.

## 4. Student Conduct Policies & Guidelines

### *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.

Students are generally subject to the rules and policies and timelines of their home institution—that is the institution in which they are registered and enrolled in classes. All students taking classes at the Hub must also abide by the Hub student code of conduct.

The supervision of student conduct and discipline is the responsibility of the Executive Director and is delegated to the Assistant Executive Director. *The Assistant Executive Director* shall serve as the liaison with the student's home institution.

*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.

**NOTE:** If the complaint involves any form of sexual misconduct, the case is referred to the Title IX Liaison of the Hub as well as the Title IX Liaison of the students' home institution who will conduct the investigation and make recommendations for sanctions when appropriate. Please refer to the policy on Sexual Misconduct located on page 39.

Complaints, which appear to be substantially indicative of a violation of a University regulation shall be reason to inform the student's home institution and the students about the charges. The student will be notified via email of the specific charges against them and will be instructed about the procedures that will be followed in a review of these charges.

*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* 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, the home institution of the student, and other appropriate University of Pittsburgh at Titusville Education and Training Hub officials.

### **Rights of Students**

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 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.

### **Disciplinary 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 student's home institution and 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 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.

### ***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 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/](http://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.

## ***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)).

## ***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.

## ***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.

### ***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.

## ***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.

### ***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. ***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.
4. ***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 chalking 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.

### ***Religious Groups on Campus Policy***

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 regarding 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.”

### ***Responsibility 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](http://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 protected 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.

## ***Service & 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.

### **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. 1. If the animal is required because of a disability and;
2. 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.

## ***Sexual Assault***

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: 814-827-4465

## 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:

1. **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.
2. **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:
  - a) The conduct and the injury are reasonable foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
  - b) The consent establishes a justification for the conduct under Chapter 5 of this title (relating to general principles of justification).
3. **Ineffective consent** – Unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:
  - a) It is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
  - b) 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;
  - c) It is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or

- d) 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**

1. Privileged and Confidential Resources
  - a. Pastoral Counselors:
    - i. Pastoral counselors are not required to report any information about an incident to the Title IX coordinator without a victim's permission.
    - ii. Here is the contact information for these individuals:  
<http://www.pitt.edu/~chaplain/>
  - b. 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, by calling 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.

## 2. 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".

## 3. 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](http://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 staff to evaluate requests for confidentiality once noticed of alleged sexual violence. Reports can be filed online through the [Pitt Concern Connection](#). **The Pitt Concern Connection can be accessed by texting 412-903-3456, calling 800-468-5768 or [completing an online form](#).**

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

<b>Resource</b>	<b>Information/Support</b>	<b>Confidentiality Level</b>
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 act 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 Pitt Concern Connection. This office will discuss reporting options and resources available. This office generally investigates complaints of sexual misconduct against faculty, students, and staff.
- 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](http://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 **The Pitt Concern Connection** by **texting 412-903-3456, calling 800-468-5768** or **[completing an online form](#)**.

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

## 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:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship
  - b. The type of relationship
  - c. 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.

## ***Student Rights***

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.

## *Substances Policy*

### **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.

### **Drug-Free Schools & 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.

### **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.**

### **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.