



California University  
of Pennsylvania

## THE VULCAN ADVENTURE STUDENT HANDBOOK 2011 • 2012

A Student's Guide to  
California University of Pennsylvania

### INTRODUCTION

This handbook offers Cal U students a quick and easy guide to university programs, activities and services. While not always encyclopedic in its descriptions (as its name implies, a handbook should be portable), it does tell you where to go for information, help with problems, and what have you. In addition, it describes and tells you where to find the university catalog and other useful and more-detailed publications.

The handbook's main entries are alphabetized—with cross-references in LARGE AND SMALL CAPITALS—so you should have no trouble finding what you want.

University telephone numbers are listed as four-digit extensions; off-campus numbers are given in full. (All university prefixes are 938.) California's area code is 724.

Note: California University of Pennsylvania and the Student Association, Incorporated are not liable or responsible for inaccuracies or omissions in this handbook. The university and the Student Association, Inc. reserve the right to repeal, change or amend the rules and regulations contained in this publication at any time.

*This handbook belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight. Printed on recycled paper.

# CALIFORNIA UNIVERSITY OF PENNSYLVANIA MISSION STATEMENT

## IDENTITY

California University of Pennsylvania, a comprehensive regional institution of higher education and a member of the Pennsylvania State System of Higher Education, is a diverse, caring and scholarly learning community dedicated to excellence in the liberal arts, science and technology, and professional studies that is devoted to building character and careers, broadly defined. The University is inspired by its core values of integrity, civility, and responsibility and is guided by its bill of rights and responsibilities: We have the right to safety and security, we have the responsibility to ensure the safety and security of others; We have the right to be treated with respect, we have the responsibility to treat others with respect; We have the right to expect the best, we have the responsibility to give our best; We have the right to be treated fairly, we have the responsibility to treat others fairly.

## MISSION: BUILDING CHARACTER AND CAREERS

To advance its ultimate mission of building the character and careers of students, the University shall focus its efforts on three goals: student achievement and success, institutional excellence, and community service. These interrelated ends will be facilitated by the following means: high quality faculty, students, programs, and facilities. These means, in turn, will be funded through an energetic program of resource acquisition and stewardship.

## VISION

Be recognized as the best comprehensive public university in America.

### What does this mean?

- Offer an exceptional, one-of-a-kind character and career-building experience;
- Focus character-building on the University's three core values and four rights and responsibilities;
- Define career-building broadly to include life-wide (multiple life roles) and life-long (legacy) aspects;
- Recruit and retain a distinguished faculty who challenge and mentor students to attain their fullest potential;
- Recruit and retain a talented, diverse, and highly motivated student body;
- Maintain an administrative staff dedicated to the highest professional standards and service;
- Maintain a learning community known for its academic excellence, intellectual rigor, and civil discourse;
- Instill not just learning but the love of learning;
- Be widely known as a center for thought, inquiry, dialogue, and action in matters of character and leadership;
- Maintain a campus of natural and architectural beauty featuring state-of-the-art facilities and equipment;
- Reflect a special mission in science and technology through programs in science, technology, and applied engineering, as well as through emphasis on technology and information literacy across the curriculum;
- Be widely known for high quality undergraduate and selected masters level graduate programs;
- Foster increasingly higher admissions criteria, academic quality, and scholarly expectations;
- Incorporate continuous improvement into all programs and activities to ensure competitive excellence;
- Prepare students for the world of work or further education from multiple

locations through multiple technologies in order to meet the ever changing needs of the Commonwealth and the larger world;

- Sustain a reputation for the University's academic excellence, its daring and entrepreneurial spirit, and the integrity, success, and loyalty of its graduates;
- Instill a culture of philanthropy among students, faculty, staff, and alumni;
- Create an ever larger community of supporters and an endowment that will perpetuate the work of the University and enable constant innovation and renewal.

#### **LEGACY**

Founded in 1852, and now in its second 150 years of service, the University is committed above all to academic excellence and intellectual rigor in the context of personal and institutional integrity, civility, and responsibility.

*Adopted by the Council of Trustees of California University of Pennsylvania  
on June 4, 2003.*

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*\*For the most current information go to [www.calu.edu](http://www.calu.edu)*

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## **CALIFORNIA UNIVERSITY OF PENNSYLVANIA QUICK REFERENCE GUIDE FOR EMERGENCIES**

This guide is to assist faculty, staff and students in responding to a variety of emergency situations, which they may encounter at California University (Cal U) while working, attending classes or events, or living on campus.

Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students should be made aware of this guide during orientation. If there are any questions or comments regarding this guide, please contact the Director of Environmental, Health and Safety at 724-938-4411.

**In order to protect yourself and others, each Cal U faculty, staff and student should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the University.**

<b>California University Police/Fire</b>	<b>(724) 938-4299</b>
<b>Ambulance</b>	<b>911</b>

### **DECLARATION OF A CAMPUS STATE OF EMERGENCY (EOP Section 1.7.4.A)**

The authority to declare a campus state of emergency rests with the University President or EAD after an evaluation of the emergency and the current state of the University.

However, the Emergency Operations Coordinator (EOC) may also declare a state of emergency if an incident requires an immediate response for the security and control of the incident site.

#### **University Notification System (EOP Section 1.6)**

The Cal U Alerts is the text messaging system used to quickly notify registered users of campus emergencies, per the University's Integrated Communications Plan.

When an alert is issued, the Cal U website will provide detailed information regarding the emergency.

Other communication tools are available for use in emergencies and are detailed in the Integrated Communications Plan.

### **CAMPUS RESPONSIBILITY DURING AN EMERGENCY OR DISASTER:**

**Emergency Administrative Director (EAD):** (Vice President for Administration and Finance — 724-938-4432) The EAD assumes overall direction during an emergency and is responsible for employing the guidelines within the Emergency Operations Plan.

**Emergency Operations Coordinator (EOC):** (Director of Public Safety — 724-938-4299). As the EOC, the Director of Public Safety is responsible for overall coordination of the university's response to an emergency.

**Emergency Command Team (ECT):** The ECT provides overall leadership and guidance to the University community during an emergency or disaster.

**Campus Emergency Resource Team (CERT):** The ECT notifies the members of the Campus emergency resource team (CERT).

**Media Relations:** (Director of Public Affairs: 724-938-5492) The Office of Public Affairs will coordinate media relations and act as the link between the University and the public. The Director of Public Affairs will serve as the University's media contact for all details regarding the event, e.g. specifics on the threat, California University's response to the threat, extent of injuries, etc.

#### **Emergency Operations Levels (EOP Section 1.7.3)**

**TIER 1 (Yellow):** Any incident, potential or actual, which will not seriously affect the overall functioning of the University.

- TIER 2 (Orange): Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services may be required, as well as significant efforts from campus support services.
- TIER 3 (Red): Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency support services will be required.

### **SPECIFIC EMERGENCY RESPONSE GUIDELINES**

The following guidelines are only highlights of the detailed response procedures located in the applicable section of the Cal U Emergency Operations Plan (EOP)

#### **I. Reporting Incidents, Emergencies, or Disasters (EOP Section 3.2)**

1. From a safe location, report all emergencies to the Office of Public Safety by dialing "HELP" from a campus phone, "\*1" from a campus public pay phone or 724-938-4299 from a cellular phone.
2. In case of an emergency off campus, Dial: 911.
3. When calling, stay calm and carefully explain the problem and location to the officer.

#### **II. Evacuation Procedures (EOP Section 3.3)**

The main assembly areas in case of an emergency are:

- B parking lot (across from Dixon Hall)
- Hamer parking lot
- Parking lot behind Residence Halls A & B

##### **Building Evacuation**

1. When building evacuation alarm sounds and/or upon notification by Public Safety during an emergency, leave by the nearest marked exit or in accordance with the posted evacuation plan and alert others to do the same.
2. Stay Calm. Do Not Panic
3. If safe to do so, assist the disabled in exiting the building.
4. Once outside, proceed to a clear area that is at least 300 feet away from the affected building.
5. DO NOT return to an evacuated building unless told to do so by Public Safety personnel.

##### **Building Evacuation for Disabled Individuals**

1. As soon as the alarm sounds, proceed to an enclosed stairwell, if possible.
2. If an enclosed stairwell is not available, go into a room just off the hallway or corridor and close the door.
3. Once inside the room, open a window and drape some article of clothing outside as a signal that someone is waiting for help. If a phone is available contact public safety at ext. 4299 or (724) 938-4299.
4. On the way to the "safe area" the physically impaired person should ask a non-impaired person for aid in notifying response personnel of the impaired person's location

##### **Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by Public Safety.
2. All persons (students and employees) are to immediately vacate the area in question and relocate to the designated main assembly areas.
3. DO NOT return to an evacuated building unless told to do so by Public Safety personnel.

##### **Shelter in Place**

When the Department of Public Safety advises to shelter in place:

1. A staff member should lock the exits to prevent unauthorized persons from entry into the space
2. Staff should account for all students and staff and report anyone missing
3. When appropriate the University Department of Physical Plant will shut down HVAC equipment to prevent outside contaminated air from being introduced into the facility.

**III. Biological, Chemical, or Radiation Incident (EOP Section 3.4)**

1. Any suspicious package received should be left untouched.
2. The location in which the package is located should be evacuated and Public Safety notified immediately at ext. 4299 or (724) 938-4299.
3. It is important for anyone who comes in contact with the suspicious package not to be in contact with other people if at all possible. These individuals should remain isolated until cleared by Public Safety.
4. Any exposure to a hazardous biological, chemical, or radioactive material must be reported immediately to Public Safety at ext. 4299 or (724) 938-4299.
5. When reporting, be specific about the nature of the involved material and exact location.
6. The key person on site should vacate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of Public Safety/Health & Safety personnel.

**SPILL RESPONSE PROCEDURE**

1. Immediately alert fellow workers, supervisor, and Public Safety (ext 4299 or (724-938-4299).
2. Follow detailed spill response procedures located in the EOP, Section 3.4.L.
3. Report all but minor spills to the Office of Environmental Health and Safety ext 4411 or (724-938-4411) as there are DEP and EPA regulations which require reporting of certain quantities of certain spilled materials.
4. Reporting to regulatory agencies is only to be done by the Office of Environmental Health and Safety.

**IV. Bomb Threat (EOP Section 3.5)**

1. If a suspicious object or potential bomb is observed, do not handle the object. Call Public Safety at extension 4299. Clear the area immediately according to the building evacuation instructions listed below.
2. If you receive a written bomb threat, set it aside and call Public Safety at ext 4299 or (724) 938-4299. Do not handle the note or the letter further.
3. If you receive a telephone bomb threat, be calm, courteous, listen, and do not interrupt the caller. Try to notify a person nearby of the bomb threat so that Public Safety (ext 4299 or (724) 938-4299) can be notified as soon as possible.
4. The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying their supervisor and the Cal U Public Safety Department.
5. Keep the caller on the line as long as possible and ask the caller the following:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - Background noise
  - What does the bomb look like?
6. Keep the caller on the line as long as possible and ask the caller the following:
  - Age and gender of caller –male, female, adult, juvenile
  - Voice of caller – loud, soft, high-pitched, deep, raspy
  - Accent of caller – local, not local, foreign, nationality
  - Speech of caller – fast, slow, distorted, stutter, nasal, lisp

- Manner of caller – calm, angry, rational, irrational, coherent, incoherent, deliberate, emotional, righteous, laughing, intoxicated
  - Background noises – office machines, factory machines, trains, airplanes, animals, music, silence, voices, traffic, party
7. Call the Cal U Office of Public Safety at (724) 938-4299 (if they have not been notified) and provide all the information you have obtained to the police, along with your name and location.

**BUILDING EVACUATION PROCEDURE IF THERE IS A SUSPICION OF A BOMB IN THE BUILDING**

1. Employees, faculty, and students should not search on their own. Opening and closing doors, drawers, and cabinets or turning off lights may activate the bomb.
2. The building should be cleared as quickly as possible but do not activate the fire alarm system as this may activate the bomb.
3. Elevators should not be used as this may activate the bomb.
4. Once outside, persons should move at least 500 feet away from the affected building and stay clear of walkways and streets that may be used by emergency vehicles and crews.
5. Do not return to an evacuated building unless permitted to do so by a Public Safety Officer.

**HOSTAGE SITUATION**

If you are taken hostage:

1. Be patient. Time is on your side. Avoid drastic action.
2. Follow instructions, be alert, and stay alive.
3. Don't speak unless spoken to and then only when necessary.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments; expect the unexpected.
5. Be observant.
6. Be prepared to answer the Public Safety on the phone. If medications, first aid, or restroom privileges are needed, say so.

**V. Civil Disturbance, Strikes or Demonstrations (EOP Section 3.6)**

Peaceful and Non-Obstructive Demonstrations

1. Peaceful and non-obstructive demonstrations will not be disrupted unless one or more of the following conditions exists as a result of the demonstration:
  - Interference with the normal operations of the University
  - Prevention of access to offices, buildings or other University facilities.
  - Threat of physical harm to persons or damage to University facilities
2. If any of the above conditions exist, call the Office of Public Safety at (724) 938-4299.

Non-Violent Disruptive Demonstrations

1. Non-violent disruptive demonstrators will be asked to terminate the disruptive activity by one of Cal U's Vice Presidents or his/her designee.
2. If demonstrators persist in the disruptive activity, they will be informed that continuing the disruptive activity could result in suspension, disciplinary actions and/or possible arrest.
3. Efforts should be made to secure positive identification of demonstrators in violation of the termination request, including photographs.

Violent Disruptive Demonstrations

In the event of a violent demonstration, the Cal U President and appropriate Vice-President or their designee will be notified.

DURING BUSINESS HOURS

1. The appropriate Vice-president will notify the Office of Public Safety.
2. Public Safety will contact the Pennsylvania State Police and the Cal U University Public Affairs Director.
3. The President, in consultation with the appropriate Vice President and the Director of Public Safety, will determine the possible need for an injunction
4. Public Safety will provide an officer with a radio for communication between the university and the State Police as needed.

AFTER BUSINESS HOURS

1. Public Safety should be notified immediately of the disturbance.
2. Public safety will investigate the disruption and notify the Director of Public Safety who will report to the appropriate Vice Presidents and the President of the situation.
3. The Cal U Director of Public Safety or designee reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

**VI. Terrorism (EOP Section 3.7)**

If you suspect a credible terrorist threat exists based on your own observations or conversations that you have overheard, contact the Cal U Office of Public Safety at (724) 938-4299 or the local office of the FBI in Pittsburgh, Pennsylvania at (412) 432-4000

The following are examples of items that should be considered a potentially legitimate threat. This list is NOT meant to be all-inclusive.

1. An individual(s) makes a specific threat (says they have a device with a contaminant that they intend to, or have, disperse(d) into the area or into food/water being consumed.)
2. An individual(s) in an area intentionally disperses something into the air using a mechanical device (with or without any communication or threat)
3. A package or other article is discovered that has specific wording or other identification on it: identification of bomb or contaminate within; has threats or threatening wording on it; hate, or anti-American sentiments on it (e.g., Anthrax, explosives, "you will die . . .," etc.). An abandoned package is discovered that is ticking or leaking a suspicious substance.
4. People in an area begin to complain of similar symptoms that have come on them suddenly (may be a potential chemical assault or accidental release of chemical irritant).
5. Telephoned threat of a chemical or biological assault. [This should be handled the same as a bomb threat and will not constitute an immediate evacuation of the building – follow bomb threat procedures and call Office of Public Safety – unless other indicators are present as well (i.e., coincides with one or more of the other conditions previously identified.)]

Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages, and strange devices should be promptly reported to the Office of Public Safety at (724) 938-4299.

**VII. Violent or Criminal Behavior (EOP Section 3.8)**

**WITNESS TO CRIMINAL OR VIOLENT BEHAVIOR**

If you are a victim or a witness to any on-campus offense:

1. AVOID RISKS!
2. Promptly notify Public Safety at (724) 938-4299 and report the incident, including the following information:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved.

- Description of property involved.

**VIII. Explosion on Campus** (EOP Section 3.9)

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Public Safety Department at (724) 938-4299. Give your name and describe the location and nature of the emergency.

**IX. Fire** (EOP Section 3.10)

1. If a fire is discovered, activate a pull station.
2. Immediately notify Public Safety by phone at (724) 938-4299.
3. If the fire is in the very early stages and you have attended fire extinguisher training AND you feel confident that you can extinguish the fire without endangering yourself and others, fight the fire with a fire extinguisher from a position where you can escape. Small fires can often be extinguished.
4. A fire that is large or spreading cannot usually be extinguished successfully. If possible, shut down any equipment which may add fuel to the fire.
5. Leave the fire area and prevent its spread by closing the doors behind you.
6. Evacuate the building by the closest marked exit and await the arrival of Public Safety. Be prepared to inform them of the exact location, details of the fire, and any chemicals that are stored or used in the area.
7. Once outside, move to a clear area at least 300 feet away from the affected building.
8. If your clothes catch fire, drop to the floor and roll to smother the flame. If a fellow coworker's clothing catches fire, knock the person to the floor and roll him/her to smother the flames.
9. Do NOT return to an evacuated building unless told to do so by Public Safety Officer.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

**X. Earthquake** (EOP Section 3.11)

Remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines, as they may be energized. Know your assembly points.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. Evaluate the situation and, if emergency help is necessary, call the Office of Public Safety at (724) 938-4299.
5. Damaged facilities should be reported to the Office of Public Safety and the Physical Plant Department.

**XI. Floods** (EOP Section 3.12)

If flooding occurs, or the conditions exist that could cause flooding to occur, observe the following:

1. Listen to the radio or watch television weather broadcasts to keep apprised of weather watches or warnings.

2. Listen to National Weather Service/National Oceanic and Atmospheric Administration (NOAA) radio broadcasts if a weather radio is available. Washington/Fayette NOAA weather can be found at 162.550 MHz.
3. Go online to track the storm and be aware of weather alerts/warnings at <http://www.nws.noaa.gov/nwr>
4. If a flood watch or warning occurs for the area you are in, move to higher ground immediately. Do not delay if a warning is posted.
5. If you are in a campus building that begins to flood notify Office of Public Safety immediately at ext. 4299 or (724) 938-4299 on a cell phone.
6. Then leave the building for a facility that is not flooding.
7. When traveling do not drive through flooded roadways.
8. If a vehicle stalls in water, leave the vehicle immediately and move to higher ground.
9. Be extra cautious when driving at night, for it is more difficult to recognize flood signs, or the depth of water.
10. During heavy rains or flood alerts, etc., do not park a vehicle near any streams, rivers, or flash flood areas.
11. If caught outdoors, climb to a high ground and stay there.
12. Do not walk through or drink flood water.
13. If told to evacuate, do so immediately.
14. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Public Safety.

**XII. Tornado** (EOP Section 3.13)

If a tornado is reported within a 15 mile radius of California, a Cal U Alert text message will be issued by the University to registered students, staff and faculty.

The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. (If none are available, take refuge in other parts as indicated below.)

1. In any facility always go to the lowest floor possible.
2. If your residence has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground floor that is away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
5. If the school building is a good steel framed or a reinforced concrete building, stay inside away from the windows and remain near an inside wall on the lower floors, if possible. The large brick buildings on the Cal U campus are of reinforced construction and should provide adequate shelter. If in a smaller facility go to the basement or nearest brick facility.
6. Avoid auditoriums and gymnasiums or large metal buildings with large, poorly supported roofs.
7. Office buildings – go to an interior hallway on the lowest floor or to a designated shelter area. Stay away from windows.
8. Many times, restrooms in lower levels are safety shelters in buildings

**XIII. Inclement Weather** (EOP Section 3.14)

The University President, or his designee, is solely responsible for authorizing the closing of the University when severe weather and/or emergency conditions warrant either a partial or full day closing.

1. When road and sidewalk conditions become hazardous due to severe weather condition, the Public Safety Dispatcher shall call out Physical Plant Grounds Crew and notify both the Director of Public Safety and the Director of Physical Plant.
2. The Director of Public Safety shall notify the Vice President for Administration and Finance of weather and road conditions surrounding the University. The Vice President for Administration and Finance recommends a course of action to the President.
3. Once the decision to close or delay is made, the President, or his designee, notifies the Vice Presidents who in turn activate their respective plans for notification of personnel in their respective areas. Essential employees shall be advised of their status and when to report to work. Non-essential personnel will be instructed not to report to work.
4. Under the direction of the Vice President for University Advancement, the Public Affairs Office will notify both radio and television media of the full-day closing or delayed opening.
  - As a minimum, the following media shall air the closing information: both the University radio and television stations, radio stations WASP, WESA, and KDKA, and television stations KDKA, WTAE, and WPXI. Public Safety will revise the message tape on the switchboard answering machine with up-to-date information. Employees may call the University's toll-free number 800-422-5639 for closing information.
5. All employees are advised to evaluate road conditions in their respective areas to determine if roads are passable.
6. The university will be closed when the Governor declares a state-wide State of Emergency.

**XIV. Medical Emergency** (EOP Section 3.15)

1. If serious injury or illness occurs on campus, immediately dial ext. 4299 or (724) 938-4299. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim.
2. In case of minor injury or illness report to the Wellness Center for evaluation.
3. In case of serious injury or illness, **ONLY certified or appropriately trained personnel** should quickly perform the following steps:
  1. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
  2. Ask the victim, "Are you okay?" and "What is wrong?"
  3. Check victim's breathing and begin artificial respiration, if necessary. Send someone to get help.
  4. Control serious bleeding by direct pressure on the wound.
  5. Continue to assist the victim until help arrives.
  6. Look for emergency medical I.D.
  7. Give all information to the medical response team.

**XV. Psychological Emergency** (EOP Section 3.16)

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, etc.

1. Never try to handle a situation you believe is dangerous without appropriately trained assistance.

2. Notify Office of Public Safety of the situation at ext. 4299 or (724) 938-4299 on a cell phone.
3. When contacting the Office of Public Safety state the following:
  - Clearly state that you need IMMEDIATE ASSISTANCE.
  - Give your name.
  - Your location.
  - A brief description of the situation.

**XVI. Student Death, Serious Injury or Illness (EOP Section 3.17)**

In the event of a death, serious injury, or illness to a student the following guidelines should be implemented to initiate an effective response and/or course of action on the part of the university.

1. The individual making the discovery of a student who is seriously injured, ill or dead should immediately contact the Office of Public Safety at ext. 4299 or (724) 938-4299 and the University Health Center at ext 4232 or (724) 938-4232.
2. The Vice President for Student Affairs will be notified by any University representative who becomes aware of the death, serious injury, or illness of a student.
3. The Vice President for Student Affairs will:
  - Inform the University President, the Provost, and Vice President for Academic Affairs, and the Director of Public Affairs.
  - Assemble a crisis management team to assist in handling the situation.
  - Attempt to provide appropriate notification of the situation to the family.

**XVII. Utility Failure (EOP Section 3.19)**

In the event of a utility failure, you should do the following:

1. During regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the Physical Plant Department at ext. 4409 or (724) 938-4409.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Public Safety at ext. 4299 or (724) 938-4299.
3. If an emergency exists, evacuate the building.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Public Safety.

Elevator Failure

If you are trapped in the elevator, use the emergency call or phone button in the elevator to alert others that you are trapped. If you hear or observe someone trapped in an elevator, immediately contact Public Safety at ext. 4299 or (724) 938-4299 for help.

Plumbing Failure/Flooding

Cease using all electrical equipment. Immediately notify Public Safety at ext. 4299 or (724) 938-4299. If necessary, evacuate the area.

Gas Leak

Cease all operations and immediately vacate the area. Do not switch lights or any electrical equipment on or off. Extinguish all open flames, including cigarettes. Notify Public Safety at ext. 4299 or (724) 938-4299 from a telephone outside the area affected by the gas leak.

Steam Line Failure

Immediately notify Physical Plant at ext. 4409 or (724) 938-4409 or Public Safety at ext. 4299 or (724) 938-4299, and if necessary, vacate the area. Keep clear to avoid burns.

Ventilation Problem

If smoke odors come from the ventilation system, immediately notify Public Safety at ext. 4299 or (724) 938-4299, and, if necessary, cease all operations and vacate the area.

**XVIII. Active Shooter Response Guidelines (EOP Section 3.20)**

This situation is a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at Public and/or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first arriving Law Enforcement units to take immediate action to end the danger.

**IF YOU ARE INDOORS AND IN DANGER:**

1. EVACUATE, if you can do so safely. Notify anyone you encounter to leave the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until emergency responders provide instructions.
2. When there is an active shooter, DO NOT activate the fire alarm to evacuate a building.
3. All persons NOT immediately impacted by the situation should take protective cover indoors, staying away from windows and doors. Follow the guidelines listed below.
4. If you cannot safely evacuate the building, the following guidelines are recommended:
  - Go to the nearest room or office.
  - Lock and barricade doors.
  - If the door has no lock and the door opens in, a heavy door wedge can be jammed between the bottom edge of the door and the floor, otherwise look for heavy furniture to barricade the door.
  - Turn off lights.
  - Close blinds and stay away from windows.
  - Cover windows, including windows on the door.
  - Turn off radios and computer monitors.
  - Stay calm, quiet, and out of sight.
  - Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
  - Silence cell phones.
  - Place signs in exterior windows to identify the location of injured persons.
  - Do not open the door- it may be the shooter.
  - Remember, the shooter will usually not stop until they are engaged by an outside force.
  - If you are trapped with the gunmen and he is not shooting, DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.

**IF YOU ARE OUTSIDE**

1. If you are outdoors and hear gunfire, stay alert and move away from the gunfire.

2. Look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop bullets, should be used as cover.

#### CONTACTING THE CALIFORNIA OFFICE OF PUBLIC SAFETY

1. Notify the Office of Public Safety as soon as it is safe to do so by dialing Ext. 4299 or (724) 938-4299
2. Provide the following information:
  - Your specific location- building name and office/room number
  - Number of people at your specific location
  - Injuries- number injured, types of injuries
  - Assailant(s)-location, number of suspects, race/gender, clothing description, physical features, type of weapons(long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

#### WHEN POLICE ARRIVE

1. When police officers arrive on scene, move toward any police vehicle when it is safe to do so while keeping your hands on top of your head. Do not carry anything in your hands that could be mistaken for a weapon. Do exactly and immediately what the police tell you to do.
2. If you are still inside the building, DO NOT RUN. Drop to the floor, place your hands behind your head and remain still. Make no sudden moves that may be interpreted as hostile or threatening.
3. Wait for instructions and obey all commands.
4. Do not be upset, resist, or argue if a rescuer isn't sure whether you are the shooter or a victim.
5. Even if you are handcuffed and searched, DO NOT resist. Wait for the confusion to clear.
6. You will be taken to a safe area, where proper identification and status will be determined.

#### **XIX. Suspicious Mail Procedure (EOP Section 3.21)**

##### BASIC PROCEDURES FOR RESPONDING TO SUSPICIOUS MAIL AND PACKAGES

1. Stay Calm
2. Do not open the letter or package (or open any further), do not shake it, do not show it to others, or empty its contents.
3. Leave the letter or package where it is or gently place it on the nearest flat surface.
4. If possible, gently cover the letter (use a trash can, article of clothing, etc.)
5. Shut off any fans or equipment in the area that may circulate the material.
6. Alert others nearby to relocate to an area away from the site of the suspicious item. Take essential belongings, like cell phones, keys, purse, etc. with you in case return to your location is delayed.
7. Contact the Public Safety immediately at 724.938.4299.
8. Leave and close the door to the space containing the suspicious letter or package.
9. To prevent spreading any powder or hazardous substance to your face, wash you hands thoroughly with soap and water.
10. Stay close to the area until instructed otherwise by the police. The Police will arrange appropriate follow-up procedures as necessary.

**XX. Threat Response, Assessment, and Intervention (EOP Section 3.22)**

**THREATENING BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:**

1. Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, yelling in an aggressive or threatening manner),
2. General oral or written threats to people or property (i.e., “you better watch your back” or “I’ll get you”),
3. Threats made in a “joking” manner,
4. Stalking behavior,
5. Hate speech, or
6. Implicit threats (i.e., “you’ll be sorry” or “this isn’t over yet”).

**VIOLENT BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:**

1. Any physical assault, with or without weapons,
2. Behavior that a reasonable person would interpret as being potentially violent (i.e., throwing things, destroying property),
3. Specific threats to inflict harm (i.e., a threat to shoot a named individual), or
4. Use of any object to attack or intimidate another person.

Procedures for the Campus Community

All faculty, staff, and students are encouraged to be alert to the possibility of violence. Any report of violence or threatening behavior will be handled in a confidential manner, with information released only on a need-to-know basis. Those who act in good faith by reporting real or implied violent or threatening behavior will not be retaliated against or subjected to harassment. Deliberately false or misleading reports of violent or threatening behavior under this policy will be handled as incidents of unacceptable personal conduct and those making such false or misleading reports will be subject to disciplinary action.

**A. Imminent Threat**

For crimes in progress, violent incidents, or specific threats of imminent violence, California University Public Safety must be notified immediately at 724-938-4299. Examples of imminent threat include, but are not limited to, observing a person with a weapon or observing violent behavior.

**B. Disturbing or Threatening Behavior**

When disturbing or threatening behavior that does not pose an imminent threat is observed, any member of the Threat Response, Assessment, and Intervention Team should be notified as soon as possible. The Team’s chairperson is the Associate Vice President for Student Affairs and can be contacted at 724-938-1603.

**Emergency Evacuation of Persons with Disabilities:** Persons with disabilities or persons who provide assistance to persons with disabilities should contact the Director of Environmental Health and Safety to discuss building evacuation procedures. Preparedness is critical and should include emergency evacuation routes, refuge locations and/or individuals to provide assistance in times of emergency.

Any questions related to this *Quick Reference Guide* should be referred to the Director of Environmental, Health and Safety or the Director of Public Safety.

**Please keep this document readily available at all times!**

~A~

**AAA** Part of the basic service of each student CalCard is the AAA - Roadside Assistance Program. Under this program, Cal U students can receive two free limited roadside assistance calls from AAA per academic year. To use this feature, simply call the toll free number on the back of your CalCard. For more details, stop by the Information Desk in the Natali Student Center for an AAA brochure.

**ABSENCES** See ATTENDANCE, CANCELLATION OF CLASSES, MEDICAL EXCUSE POLICY

**ACADEMIC ADVISING** See APPENDIX VII.

**ACADEMIC POLICIES AND REQUIREMENTS** A complete listing of California University's policies and requirements can be found online at <http://www.calu.edu/>

**ACADEMIC SCHEDULING AND PLACEMENT TESTING CENTERS** The Academic Scheduling and Placement Testing Centers serve to coordinate placement-testing, schedule development for entering students, pre-registration in developmental courses, and the monitoring of successful completion of such work. The Centers also provide retesting opportunities for students, serve as the areas responsible for all students who have not declared a major, who are on academic probation or who need assistance with basic academic skills. The Academic Scheduling Center does not replace faculty advising but helps to coordinate and supplement it.

**ACCEPTABLE USE POLICY (AUP)** California University provides numerous Information Technology Resources for use by the University's students, faculty, and staff. The term Information Technology Resources includes, but is not limited to, all University computing equipment, personal data assistants, cellular phones, storage devices, and any electronic device issued by the University and intended for business purposes, as well as software, systems, and networks. These resources are provided to support the University's mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the University's policies and any applicable local, state and federal laws (e.g., copyright, criminal use of a communication device, harassment, etc.) related to the use of these resources.

The complete Acceptable Use Policy can be found by searching for the phrase "Acceptable Use Policy" on the [www.calu.edu](http://www.calu.edu) website.

**ACTIVITIES TRANSCRIPT** The Activities Transcript is an official record of the **co-curricular** activities, accomplishments and learning experiences of California University of Pennsylvania students. The transcript program is provided free of charge, but students must register online before submitting activities. **Search "activities transcript" from the [www.calu.edu](http://www.calu.edu) homepage.**

**ACCIDENTS** If you have an accident on campus that results in bodily injury, report immediately to the Wellness Center for treatment. This policy applies to students, visitors, faculty, and staff. When an accident involves a non-employee of the Commonwealth, the university employee who is most directly involved must submit an Incident/Accident report to the University's Insurance Coordinator within 24 hours of the accident. Incident/Accident forms can be obtained from the Department of Administrative Services located on the lower level of Dixon Hall, room 025. This policy also pertains to accidents occurring during off-campus, university-sponsored excursions or field trips.

Students are required to provide their own accident/health insurance. If you are not insured under a health and accident plan, information concerning the availability and costs of such insurance may be obtained by contacting the Wellness Center, Carter Hall, extension 4056.

**ADA/504 COMPLIANCE OFFICE** The mission of the ADA/504 Compliance Office is to provide high quality service to students with disabilities by ensuring the university's compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 (as amended). Inherent to the mission is to provide an avenue for the resolution of issues of non-compliance as they relate to ADA and Section 504.

#### ADA/504 APPEAL PROCESS

- If a student with a disability considers that she/he has made a request for academic adjustment/reasonable accommodation that has not been granted or that has been responded to inappropriately, she/he should immediately discuss the matter with the director of the Office for Students with Disabilities (OSD), Azorsky Hall, Room 105, Telephone (724) 938-5781.
- If a student is not satisfied with the result of the conference with the OSD director, she/he should contact the 504/ADA Compliance Office. The Compliance Office is located in Carter Hall, Room G52. The telephone number of the Compliance Office is: (724) 938-1603, [Susick@calu.edu](mailto:Susick@calu.edu).
- If the student does not reach accord at the Compliance Office level, the student may appeal to the Office of Social Equity within 30 days. The Office of Social Equity has an established process to investigate and address any complaints of discrimination on the basis of disability.

**AOD PREVENTION** An Alcohol and Other Drug Prevention Specialist works with the entire campus and local communities in the creation and execution of a comprehensive strategy to reduce underage and dangerous drinking as well as other drug use. Options @ Cal U and the Alcohol and Other Drug Community Coalition are just two ways the goals are carried out. Options @ Cal U is a group of volunteer peer educators who educate and challenge their peers regarding the decisions they make. The Alcohol and Other Drug Community Coalition is comprised of members from the university and local communities who combine resources and knowledge in an effort to change the culture regarding the use of alcohol and other drugs. To be a part of either of these programs or for questions regarding AOD prevention at California University of Pennsylvania, contact Donna George, AOD Prevention Specialist at [george@calu.edu](mailto:george@calu.edu) or 724-938-5515.

**AMBULANCE SERVICE** The Brownsville Ambulance Service, Inc. (BASI) provides services to Cal U students without direct charge. Through a contract with the Student Association, Inc. (SAI), BASI will accept assignment from your health insurance carrier at its reimbursement rate. This service is available to any university student living within the service area, provided he or she has a valid CalCard.

**ATTENDANCE, CLASS Policy:** Regular class attendance is a prerequisite to successful class performance. University policy permits class absence for cause but places an obligation for successful completion of course work on the student. Faculty members may establish their particular policies for absences subject to the following university provisions: Class absences are excused for officially sanctioned University activities, where the student's attendance is mandatory and which have been pre-approved by the appropriate Vice-President or designee. University activities appropriate to be considered as an excused absence include, but are not limited to scheduled NCAA athletic events and academic competitions in which the student is a mandatory participant. Other appropriate situations include military duties, auto accidents, impassable roads, death in the immediate family, and/or medical emergencies. Verification of such absences may be required by the instructor.

**Procedure(s):** The student must, in all cases, arrange to make up examinations or other work missed because of absence, according to terms and a schedule agreeable to the professors. Except in cases of emergency, it is the students' responsibility to inform professors of the cause of any absence in advance. Students should notify the Dean of Students concerning lengthy absences due to illness or other causes, and appropriate

documentation is required in such cases. The Dean will in turn notify the professors concerned. The Health Center does not issue medical excuses. Under certain circumstances the Health Center will notify professors about students' absences (or other failure to fulfill academic obligations) due to medical conditions; on the basis of this notification, individual professors in turn will determine whether or not to excuse the absences.

<http://www.calu.edu/academics/academic-affairs/academic-policies/undergraduate/Attendance.pdf>

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**BANKING SERVICES** Banking/Financial Services

On-campus financial services are offered to students, faculty and staff in conjunction with the CalCard. Students can elect to have their CalCard activated for use as an ATM/debit card associated with their account. The electronic banking facility is located on the lower level of the Natali Student Center. ATMs are located at the Natali Student Center and at the Vulcan Village Apartments.

**BASICS (Brief Alcohol Screening and Intervention of College Students)** BASICS is a preventive intervention program to reduce drinking and enhance awareness about alcohol-related issues. BASICS targets students who are considered at risk because of heavy drinking behaviors. The brief intervention relies primarily on a motivational interview to provide students with the skills, knowledge, and insight into the consequences of drinking. Participation in BASICS is open to any Cal U student, while those who have been cited by the University Judicial Officer for violations of the Student Code of Conduct involving the use of alcohol and other drugs are required to participate. Students who express and/or demonstrate greater difficulty in coping with alcohol or other drug use/abuse are referred to the Cal U Counseling Center to consult with an alcohol and other drug certified counselor. Students may also schedule a voluntary appointment to speak with the alcohol and other drug certified counselor. Please note that alcohol and other drug certified counselor may refer a student to an outside alcohol and other drug treatment agency as Cal U does not maintain a treatment facility. For more information on BASICS, call 724-938-5507. To schedule an appointment to speak with an alcohol and other drug certified counselor, call 724.938.4056.

*Note:* If you seek voluntary treatment for possible chemical dependency, you will not be penalized in the University judicial system and will be welcomed back to the university community after completing treatment. See POLICY, STANDARD OF CONDUCT & PROGRAMS.

*Note:* If you assist a peer in obtaining treatment in the event he/she demonstrates a threat or potential harm to their well being as a result of overuse of alcohol or other drugs, you will not be penalized in the University judicial system. Do not forsake a peer's well being in any such instance. Contact Public Safety immediately at 724.938.HELP (4357) or the Wellness Center at 724.938.4056.

**BILLS** for tuition, fees, on-campus room, and board are generated on a single statement that is issued by the Bursar's Office. The initial statement for each semester will include detailed instructions for payment options. Billing information is also available on line. Payments can be made by mail, in person at the Bursar's Office in Dixon Hall, by phone 724-938-4431 or on line by logging into your student account at <https://vip.calu.edu>. For more information on tuition, fees, and payment policies, consult the Undergraduate Catalog.

**BOOKSTORE** The Cal U Student Bookstore, located on the first level of the Natali Student Center, offers varied services to all students, faculty and staff. A full line of merchandise is available at the bookstore including textbooks, school supplies, books for leisure reading, giftware, clothing, Cal U imprinted merchandise, and variety of other items. The bookstore also offers online service at [www.calupa.bkstr.com](http://www.calupa.bkstr.com). For additional information, you can contact the Cal U Bookstore at 724-938-4324.

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**CABLE TELEVISION** Basic cable television service is provided at no charge to all California University residence hall students, both on campus and at the Vulcan Village Apartment complex. Basic service includes over 60 channels of your favorite local broadcast and cable channels.

#### **CALCARD—THE UNIVERSITY IDENTIFICATION CARD**

The CalCard is both a campus identification card and a convenient way to make purchases and use services on campus. The CalCard is available to all California University of Pennsylvania students, faculty, staff and eligible guests. The CalCard comes ready to use, pre-programmed with basic services, and then enhanced based on your needs.

#### **CalCard Services**

**AAA** - Part of the basic service of each student CalCard is the AAA - Roadside Assistance Program. Under this program, Cal U students can receive two free limited roadside assistance calls from AAA per academic year. To use this feature, simply call the toll free number on the back of your CalCard. For more details, stop by the Information Desk in the Natali Student Center for an AAA brochure.

**Access** - Students who reside on campus use their CalCard to access their residence halls.

**Banking/Financial Services** - On-campus financial services are offered to students, faculty and staff in conjunction with the CalCard. Students can elect to have their CalCard activated for use as an ATM/debit card associated with their account. The electronic banking facility is located on the lower level of the Natali Student Center. ATMs are located at the Natali Student Center and at Vulcan Village.

**Entertainment\*** - Cal U students receive free admission to most entertainment events sponsored by the Student Association, Inc.

**Fitness Center\*** - Cal U students receive unlimited access to the Fitness Center. Faculty, staff, and alumni who have purchased a membership use their CalCard to gain admission to the fitness center.

**Manderino Library** - The CalCard is used to check out materials and access the library's PILOT system.

**Tickets\*** - Cal U students receive free admission to all home, regular-season intercollegiate sporting events. Tickets for other events can be purchased using Shop Dollars at the Information Center.

**\*Students who are not matriculated at the main campus must pay the Student Association, Inc. fee or purchase tickets for recreational and entertainment events on campus.**

#### **CalCard Accounts**

CalCard accounts work like a debit account; you deposit funds in advance and your account is debited each time you make a purchase.

**Meal** - Everyone enrolled in a meal plan will use the CalCard to pay for meals. When purchasing a meal, just give your CalCard to the cashier. Your meal account will be automatically reduced by one meal. Everyone enrolled in a meal plan will automatically receive a Dine Account.

**Dine** - Opening a declining balance Dine Account is as simple as making a deposit at the Bursar's Office. Your Dine Account can be used to pay for food at all food service locations.

**Shop** - The CalCard Shop Account is the master debit account for on-campus use. Just make an initial deposit by using cash at one of the Value Transfer Stations located in the Natali Student Center or Manderino Library. Deposits can also be made via credit card on the web at <https://calcard.blackboard.com>. Your Shop Dollars can be used to make purchases at all food service locations, Cal U Student Bookstore, vending machines, laundry facilities, Manderino Library for photocopies and overdue book fines, and at the Natali Information Center for CalCard services, tickets, and stamps. Shop dollars are carried over on your account from semester to semester.

#### **Lost Cards**

Report a lost CalCard to the CalCard Office during regular business hours. CalCards can also be suspended via the CalCard website at <https://calcard.blackboard.com>. Those who have selected the option to have their CalCard activated as an ATM/debit card also need to contact PSECU if their card is lost or stolen.

#### **Additional Information**

For additional information, stop by the Information Desk in the Natali Student Center, call the CalCard Office at 724-938-4300 or e-mail [calcard@calu.edu](mailto:calcard@calu.edu).

**CAL U FOR LIFE** The Cal U for Life program celebrates the life long relationship between you and your alma mater. The university will provide you with opportunities to build that relationship while you're a student here, and continue it for the rest of your life. It's all part of our mission to build character and careers. Learn more about Cal U for Life by visiting the website at [www.calu.edu](http://www.calu.edu) and clicking on the Cal U for Life tab on the top of the page.

**CALIFORNIA UNIVERSITY OF PENNSYLVANIA FORUM** The Council of Trustees of California University of Pennsylvania, to enhance communication between and among all segments of the University and between the University and the public, to allow discussion, resolution, and closure on important issues facing the University, and to enable **greater participation in the decision-making processes** of the University for faculty members, students, administrators, staff and alumni, hereby approves, subject to the following provisions, the creation of a shared governance structure for the University as a whole.

The University governance body shall be known as the California University of Pennsylvania Forum, and the **members of the body shall be known as senators**.

The **student members** shall be apportioned as follows: eight student representatives shall be elected at large and by secret ballot after written nominations. Of those eight, six undergraduate students shall be elected by and from the list of full-time undergraduate students in such a way that, at any given time, each undergraduate college will have two elected representatives to the Forum. One part-time undergraduate student shall be elected by and from the list of part-time undergraduate students. One graduate student shall be elected by and from the list of graduate students.

The remaining four **student representatives** shall be the four ex-officio members previously specified: the President of Student Government, the President of the Student Association, Incorporated, the President of the Graduate Student Association, and the Student Trustee. Should the same individual be elected to two or more of the above positions at the same time, any one of the three student organizations left without a representative shall then elect its representative to the University Forum.

The Forum meets in regular session eight (8) times each academic year, in the months of September, October, November, December, January, February, March and April when the

University is in session. Meetings are held on Tuesday afternoons starting at 4:00 pm in the LRC Auditorium. All meetings are open to the public and include a public comments section for the purpose of obtaining community feedback.

If you have any questions, contact the University Forum Office at 724-938-1633 or 1659, via email at [calforum@calu.edu](mailto:calforum@calu.edu) or [turcic@calu.edu](mailto:turcic@calu.edu). E-mail sent to these addresses will be forwarded to the Forum for reply.

**CANCELLATION OF CLASSES** The Provost may authorize or suggest the cancellation of classes to enable you to attend important university functions or the appearance on campus of noteworthy speakers, etc. To determine if a class has been canceled, consult your course instructor.

In the event of severe weather or other emergencies, classes may be canceled or delayed. In such an event, an announcement will be made only if the University's regular operation is disrupted. If changes in schedule must be made before 8 a.m., the announcement will be made before 6 a.m.; if during the day, as soon as conditions warrant; if before evening classes, by 3 p.m. Announcements will not be made saying the university is open. If classes are delayed, the schedule will begin at 10 a.m. for Monday, Wednesday and Friday, 9:30 a.m. for Tuesday and Thursday. You may also check the Cal U website for updates.

Severe weather or emergency announcements will be made over the following broadcast stations: WCAL-FM (91.9), FROGGY Radio (94.9, 103.5 and 104.3 FM), KDKA-AM (1020), WJPS (93.5 FM and 1450 AM), KQV (1410 FM) WMBS (590 AM) KDKA-TV (2), WTAE-TV (4), WPXI-TV (11), CUTV (39, 52). Information about emergency class cancellations is also available 24 hours a day at (724) 983-4507 or 1-800-422-5639. The Southpointe Center number is 1-888-333-CALU. See also SNOW.

**CANDLE USE POLICY** The use of candles and incense in University buildings is prohibited. Any exceptions to this prohibition require the approval of the Office of Environmental Health and Safety. For more information, call extension 4411.

**CAREER ADVANTAGE PROGRAM** is an individualized four-year plan to help students to discover the career path that is a perfect fit for their skills, interests and values. This unique program is designed to offer a full range of support and services, allowing students to graduate within the traditional four-year time frame. It is introduced in first-year seminar for students who take the class and is available online through the career services web page at [www.calu.edu/careers](http://www.calu.edu/careers).

**CAREER SERVICES** assists students in gaining a Career Advantage by guiding them through the four steps of the Career Advantage Program: DISCOVER, EXPLORE, EXPERIENCE and IMPLEMENT. Students typically visit Career Services to obtain information and guidance in choosing a major or career by accessing the computerized guidance system eDISCOVER, locating sources of career, educational, and employer information; shadowing alumni in a career area via the CALU Career Network, enrolling in the Cooperative Education Program (Co-op) -- paid, career-related experience-- securing summer jobs and internships, "fine-tuning" a resume, developing effective interviewing skills by doing a mock interview, planning an effective job search, and discussing graduate school plans. Career Services also arranges on-campus interviews with prospective employers, hosts job-fairs, posts announcements of job opportunities on the College Central Network ([www.collegecentral.com/calu](http://www.collegecentral.com/calu)), and conducts workshops and presentations for classes and clubs. For more information, call extension 4413 or visit the website at [www.calu.edu/careers](http://www.calu.edu/careers).

**CATALOG** The University Undergraduate Catalog includes detailed descriptions of programs, course offerings and the like. It is the best reference for academic policy. Both the Undergraduate and Graduate catalogs may be viewed online at <http://www.calu.edu>. Students are free to print out relevant portions of the catalog as needed.

**CHARACTER EDUCATION INSTITUTE** The Character Education Institute provides the following services and resources:

1. The Institute establishes relationships with regional businesses and organizations to provide character education and principle-based consulting services and training. As a result of this training, businesses and organizations establish endowed scholarships at the University.
2. The Character Education Institute provides resources to members of the University community as they give increased attention to moral reflection and dialogue. These resources include materials relevant to all education majors concerning their future role as character educators.
3. The Institute maintains a resource center that contains character education curriculum materials, books, journals, newsletters, audio and videotapes, and a clipping file on special subjects; e.g., values in athletics. These materials are available to University faculty, staff, administrators, and students, to local civic groups, and to school directors and staff from local school districts.

The Character Education Institute is located in 151A Eberly Science and Technology building. To obtain additional information about the California University Character Education Institute, please contact: Ron Paul, Executive Director, Character Education Institute. Telephone: 724-938-5611.

**CIVIC ENGAGEMENT** The Center for Civic Engagement strives to serve as a catalyst for students to connect with, build, and sustain meaningful service initiatives in partnership with communities surrounding California University, as well as national organizations, and to enhance student learning and leadership development by engaging students in educationally purposeful and diverse co-curricular experiences. For more information, contact Diane Williams at 724-938-4794 or email [volunteer@calu.edu](mailto:volunteer@calu.edu).

**CIVILITY** See UNIVERSITY CORE VALUES.

**CLASS ATTENDANCE** See ATTENDANCE, CLASS.

**CLUBS, ORGANIZATIONS AND ACTIVITIES** A large array of clubs and other activities are offered through academic departments and the Student Association, Inc. A complete list of SAI-funded activities may be found online at [www.calu.edu](http://www.calu.edu) (type Clubs & Organizations in the search field).

**CODE OF CONDUCT** See STUDENT CODE OF CONDUCT.

#### **COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) AND DANTES**

**SUBJECT STANDARDIZED TESTS (DSST)** The University offers the opportunity to earn undergraduate credit through the College-Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST).

The CLEP Program is comprised of General and Subject Examinations. The General Examinations are a series of tests in four separate areas: English Composition, Natural Sciences, Mathematics, Humanities, and Social Sciences/History. A student may earn up to thirty (30) credits by passing the appropriate tests in these subject areas.

The Subject Examinations comprehensively test a single subject, such as General Psychology, Microeconomics, etc. A student who passes one of these examinations is awarded credit for a comparable course at the university.

The DSST Program offers over 30 different examinations on a single subject, such as Principles of Statistics and Fundamentals of College Algebra. A student who passes one of these examinations is awarded credit for a comparable course at the university.

The CLEP and DSST Programs are administered by the Placement-Testing Center. The Southpointe Center offers the CLEP Program only. In addition to the test fee, there is a one-time fee of \$25.00 for evaluation and recording of the examination results on a student's transcript. For additional information please call (724) 938-5779.

**COMMUTER CENTER** This facility for commuting students, including non-traditional students, is located on the first level of the Natali Student Center. It is a popular place to lounge between classes. The Center is staffed by a professional and is the home of the Commuter Council. This bright, spacious, and comfortable room offers numerous amenities free of charge. These include eight computer stations and a network printer, microwave oven, refrigerator, television, lockers, and a wealth of information and referrals. For more information, contact the Commuter Center at extension 4553.

**COMMUTER COUNCIL** Membership provides opportunities to enhance your leadership skills and broaden your social life. The Commuter Council also welcomes the involvement of non-traditional students (see Non-traditional Student Services). Stop by the Commuter Center, located on the first level of the Natali Student Center, to inquire. For more information, contact Paul Fazio at extension 4553.

**COMPUTER LABS** Both PC and Macintosh computers offering access to the Internet, e-mail accounts, and desktop publishing facilities can be found in various campus locations. Larger labs include the INSTRUCTIONAL COMPUTING FACILITY (ICF) (Second Floor, Noss Hall, extension 5911- option 2), the Teacher Education Computer Lab (400 Keystone, extension 4225), the English Department Computer Lab (Manderino Library 230), and the Multimedia Access Center (first level, Student Center, extension 4515). Except for the ICF area, most of the computer labs have a specialized purpose and use of them outside of classroom time should be scheduled with the appropriate department. See ACCEPTABLE USE POLICY.

**CONFIDENTIALITY, WELLNESS CENTER.** Our legal obligation insures that all areas of the center operate under strict rules of confidentiality. All medical records are absolutely confidential. Medical information will only be released when authorized in writing by the student, by court-ordered subpoena, or by appropriate University officials in an emergency.

**COOPERATIVE EDUCATION** (Co-op) is a program that assists students in finding paid career-related experience while still in school. Co-op is coordinated through Career Services and open to all majors. To be eligible for Co-op students must first complete thirty-two credits (6 credits for Master's degree students) and maintain a 2.0 Q.P.A. (3.0 for Master's degree students.) Co-op students may be employed part or full time and can work during the fall, spring and or the summer semester. Graduate students, in all academic majors are encouraged to participate provided they meet the eligibility requirements.

***Three Ways to Fit Co-op into an Academic Program:***

1. Work part-time while still enrolled full time in classes.
2. Work full time with no classes scheduled for the semester.
3. Work full time or part-time in the summer.

***Where Can I Work?***

- Students can work locally, nationwide, or abroad.
- The Co-op staff also assists students in developing Co-op sites in any location.

***How does Co-op Differ from Internships?***

Co-op positions are paid	≠	Internship positions can be paid or unpaid.
Co-op is coordinated through Career Services	≠	Internships are administered through the Internship Dept. with approval of faculty
Students do not receive credit for Co-op (Co-op is free!)	≠	Internships are for credit, and students pay tuition.

Students receive notation on their transcript for the Co-op experience. Co-op positions are posted on College Central Network, Cal U's job posting website: [www.collegecentral.com/calu](http://www.collegecentral.com/calu).

**COUNCIL OF TRUSTEES** Commonwealth regulations provide that one member of the university Council of Trustees shall be chosen from the student body. An announcement and position description is made public when the imminent graduation of the current student trustee opens the position.

**COUNSELING CENTER** services are available for students seeking confidential help for personal as well as interpersonal difficulties. Services are free of charge. The Center, located in the Wellness Center (Ground Floor, Carter Hall), provides the following services to students: consultation, evaluation, brief therapy - up to six sessions, and crisis intervention. Students requiring specialized care that is not provided at the Center will be referred to appropriate professionals on and off campus. All therapists working in the Counseling Center adhere to federal and state ethical and legal standards and laws concerning confidentiality. Enrolled students can make an appointment by calling 724-938-4056, 8 a.m. to 4 p.m., Monday through Friday, when school is in session. Evening sessions may be available by special appointment. After-hours and weekend crisis intervention is facilitated through the Public Safety Department at 724-938-4299.

**CULTURAL EXPERIENCES ABROAD (CEA)** Cal U is affiliated with CEA in order to provide international education opportunities and the highest quality student support for its students interested in exploring global issues in exciting global cities. CEA sends thousands of students every year on education abroad programs to locations in 14 countries, including Argentina, Australia, Chile, China, Costa Rica, Czech Republic, England, France, Germany, Ireland, Italy, Mexico, South Africa and Spain. For further information, visit Carter Hall Suite G-25 or contact the student exchange programs director at 724-938-1599. Log-on to the CEA website at [www.gowithcea.com](http://www.gowithcea.com).

**CUTV** provides learning opportunities for students and local television coverage of news, sports, as well as cultural, contemporary, and educational events. The multi-award winning station features a weekly **live** newscast and a variety of other station-produced programs, many conceived and directed by students. CUTV also produces a complete line-up of university and regional sports action. A full schedule can be found on our website. CUTV also produces commercials and video productions for many regional businesses and organizations. CUTV is seen on campus and in nearly 100,000 homes through several regional cable systems. To get involved with CUTV or for additional information, call (724) 938-5823 or visit our website at <http://sai.calu.edu/cutv>.

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**DAILY EVENTS CALENDAR** lists all campus events in one accessible location. For upcoming events, check the home page of Cal U's website, [www.calu.edu](http://www.calu.edu).

**DINING SERVICES** The goal of University Dining Services is to provide a quality, cost effective, innovative dining program for students living on and off campus. The university encourages student involvement and awareness to help provide quality, nutritious meals at a reasonable cost. Dining locations provide an important environment for student interaction and socialization. Students living in the residence hall, as well as commuters, may choose from a variety of meal plans. All students who live in a university residence hall must participate in the meal plan program. A detailed dining services brochure may be obtained at the Information Desk located in the Natali Student Center, 724-938-4300.

**DISCIPLINARY AUTHORITY** See STUDENT CODE OF CONDUCT, STUDENT JUDICIAL SYSTEM, UNIVERSITY JUDICIAL BOARD.

**DISABILITIES: OFFICE FOR STUDENTS WITH DISABILITIES (OSD)**  
California University welcomes otherwise qualified students with disabilities. The University recognizes its responsibility to these students as guided by Section 504 of the Rehabilitation

Act of 1973, as amended, and the Americans with Disabilities Act/Amendments Act (ADA/AA). Reasonable accommodations that maintain university standards are available to insure access and participation. Requests for accommodation should be submitted to OSD and must adhere to established OSD accommodation procedures.

For information and/or assistance, contact OSD:

Location: Azorsky Hall – Room 105

Phone: (724) 938-5781

Email: [osdmail@calu.edu](mailto:osdmail@calu.edu)

Parking spaces for persons with disabilities are marked as such on campus. These spaces are solely for the use of person's who have the required state DOT issued ADA parking credentials displayed.

Persons who wish to request a temporary disabled parking permit (six weeks or less) must submit appropriate documentation to Department of Parking & Transportation (724) 938-4677.

Persons with disabilities needing to obtain require DOT issued credentials can make application to the respective State Department of Transportation in which the vehicle is licensed.

Additional information regarding parking on campus can be found at [www.calu.edu/parking](http://www.calu.edu/parking)

**DISTINGUISHED SERVICE AWARD** This is the oldest award presented annually to outstanding senior status students through Student Congress nomination. This award recognizes outstanding contributions in university service, community service and academic achievement. A selection committee screens nomination entrees to verify candidate eligibility and to determine final selection of the award.

**DRUG AND ALCOHOL POLICY** California University is committed to providing a substance-free campus. In fact, the University prohibits the possession, use or sale of alcohol and other mind-altering substances on campus. See ALCOHOL AND DRUG EDUCATION, STUDENT CODE OF CONDUCT.

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**E-MAIL** Student e-mail accounts are named using the first three digits of your last name followed by four randomly generated numbers followed by [@calu.edu](mailto:@calu.edu). For example, cal9810@calu.edu might be the email address for Mike California. To access e-mail off campus, open your web browser and go to <http://owamail.calu.edu> and enter your logon information. Students may access their email on campus in any of the computer labs. Handouts are available in Noss 223 in the ICF area to help you get your email account name and log into the system. See ACCEPTABLE USE POLICY.

**EMERGENCIES, CAMPUS** See AMBULANCE SERVICE, PUBLIC SAFETY.

**EMERGING LEADERS PROGRAM** The Emerging Leaders Program fosters ethical leadership development and encourages involvement in leadership opportunities to enhance a student's capacities for dealing effectively with complex problems, real life leadership situations, and cross-cultural issues. Programs are designed to promote an understanding of leadership theory and research, skills, and competencies that support leadership effectiveness, a more fully developed code of personal ethics, and an enhanced sense of lifelong commitment to social responsibility and citizenship. The Emerging Leaders Program equips potential student leaders with skills, including public speaking, team building, goal setting, and event planning. This program primarily focuses on first-year students and is offered during the fall semester. Workshops are offered each week for ten weeks throughout the semester and focus on a particular area of leadership development. For more information, contact Nancy Skobel at 724-938-5857 or email at [skobel@calu.edu](mailto:skobel@calu.edu).

**EMPLOYMENT** Students who need help to cover university expenses may be eligible for employment through Federal and Institutional Work-Study programs. Students typically work eight hours per week during the academic year. Students in both programs are paid at the federal minimum wage rate. During the summer sessions, full-time employment opportunities are available to qualified students.

Students interested in employment for the academic year/summer must complete a Free Application for Federal Student Aid (FAFSA) form. In addition, students must complete the “Summer Work-Study Application” to be considered for summer employment. Both forms are available in the Financial Aid Office, or students may submit the FAFSA on line at <http://www.fafsa.gov>. The “Work-Study Application” may be downloaded from the Cal U website at [www.calu.edu/financial-aid](http://www.calu.edu/financial-aid). Further information may be obtained by visiting the Financial Aid Office or by calling extension 4415.

**END V (Violence) CENTER** The End V (Violence) Center works proactively to raise awareness and educate the campus community on the issues of sexual violence, intimate partner violence and stalking. In addition, the Center offers survivors and their loved ones advocacy and support on their journey to healing. The End V Center is located in Carter Hall, Room G45. For further information, please contact us at 724-938-5707 or e-mail us at [greendot@calu.edu](mailto:greendot@calu.edu).

**EQUALITY OF OPPORTUNITY** California University of Pennsylvania is an academic community dedicated to the ideals of justice, fairness and equal opportunity for all.

California University of Pennsylvania endeavors to provide an environment that respects, encourages, and promotes the talents and contributions of all. The University values a community with a shared sense of purpose where people demonstrate mutual respect and appreciation. California University of Pennsylvania values diversity that honors and includes all persons regardless of age, creed, disability, ethnic heritage, gender, gender identity, race, religion, sexual orientation, or socioeconomic status in academic and extracurricular endeavor, in the working environment, and in the daily life of the University community.

The University is an equal opportunity employer that complies with all applicable federal, state and local laws, statutes, orders and regulations prohibiting discrimination and sexual harassment. Persons aware of situations or conditions that deny equal opportunity are encouraged to contact the Special Assistant to the President for EEO (extension 4014), the Title IX Coordinator (extension 4351), or the Section 504 ADA Coordinator (extension 1603). For a copy of the university’s Equal Opportunity Policy, contact the Office of Social Equity at extension 4014.

**EVALUATIONS, STUDENT** The APSCUF contract mandates periodic student evaluation of faculty. The college deans are responsible for this process and may be contacted for specific information.

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**FAMILY WEEKEND** is an opportunity for family and friends of Cal U students to experience college life. The weekend offers a chance to meet other students’ families and participate in a variety of University activities. Join us for a variety of programs, brunch, athletic events, tours and even a tailgate party before the Cal U Vulcan football game.

Additional activities and fun will be added to the day. Keep up-to-date at [www.calu.edu](http://www.calu.edu) (type Family Weekend in the search field) or call 724-938-4303.

**FIRE** In the event of a fire in any on-campus building:

1. **Sound the alarm.** If you discover or suspect a fire, sound the building fire alarm. Warn other occupants by knocking on doors and shouting as you leave. If you are in a residence hall, take your room key in case you are unable to leave by the corridor or stairs and must return to your room.

2. **Leave the building.** Move to a meeting place away from the building and out of the path of the fire department and emergency personnel. Stay outside the building until fire and/or university officials tell you it is safe to go in again.

3. **Call Public Safety at extension 4299** to summon the fire department. Give the name, floor and room number of the building, and indicate the nature of the fire.

**FIRST-YEAR SEMINAR:** UNI 100, First Year Seminar (FYS) is designed to help students make a smooth transition into the University environment. It is a one-credit course required of most first-time students. Topics covered in the course include: time management, campus life issues, library, writing/studying skills, math/reading skills, financial aid, core values, academic and career planning, health issues and individual assistance. Transfer students are not required to complete FYS if they transfer a course equivalent to UNI 100, FYS, or if they transfer a total of 24 or more credits. Students who take FYS develop a Success Plan designed to help them persist to and graduate in four years. The Success Plan consists of four components: an academic plan, a personal (extracurricular) plan, a Career Advantage Plan, and a financial plan.

**FITNESS CENTER** is located in the newly renovated Herron Hall serving the university community. Students are admitted upon presentation of their valid Cal Card. Students may purchase memberships for their spouse and/or children (age 16 or older) for an annual fee. The center offers a lap pool, steam room, whirlpool, men's and women's saunas, weight training equipment, fitness classes, cardiovascular equipment, two gymnasiums, climbing wall, indoor walking track and a variety of exercise machines. For more information call the Director of Recreational Services at extension 5925 ([bohn@calu.edu](mailto:bohn@calu.edu)).

**FORUM, CALIFORNIA UNIVERSITY OF PENNSYLVANIA SEE CALIFORNIA UNIVERSITY OF PENNSYLVANIA FORUM.**

~G~

**GENERAL CODE OF CONDUCT** See STUDENT CODE OF CONDUCT.

~H~

**HAZING** California University of Pennsylvania adheres to local, state, and federal guidelines in all hazing matters. Its position on hazing is consistent with state prohibition on hazing activities, which prohibits all forms of hazing. Any infraction of local, state, or federal guidelines reported to a Greek advisor or to the Office of Student Affairs will be dealt with accordingly. Cal U recognizes the dignity of every individual and has expressed strong opposition to all forms of hazing. For more information, call Student Affairs at extension 4439.

**HEALTH CENTER** (see WELLNESS (HEALTH) CENTER)

**HEALTH AND WELLNESS EDUCATION CENTER** provides health education awareness programming and services to promote a healthier campus community. We also offer resources to help students with Alcohol and Other Drug issues. Some of the major services offered include but not limited to: Nutritionist monthly visit, monthly STD testing and programs, Drug and alcohol programs, Stress management programs, and Anti-smoking programs. The office currently employs graduate assistants and work study undergraduate students who under the direction of the Nurse Practitioner/Education Specialist bring awareness to the campus community about Health and Wellness. The Health and Wellness Education Center is located on the ground floor of Carter Hall, G-82 and can be reached at X5442 or 5440.

**HEALTH INSURANCE, UNIVERSITY** Part of the mission at California University is to involve students in a process of self-directed, lifelong learning which will free them to think clearly and creatively. Good health and access to adequate medical care is an essential

component of a student's academic success and is essential for the continuance of the lifelong learning process.

In keeping with this mission, California University has a policy regarding medical insurance for its students. A hard-waiver policy has been implemented at the University. This means that all full-time undergraduate students are required to have medical insurance while in attendance at California University of Pennsylvania. All students will have the option of enrolling in the student insurance plan or, if they have group medical insurance comparable to the Highmark Standard Option plan, may waive the purchase of the sponsored plan. In such a case, the student must submit proof of their insurance to the student insurance administrators by a specified date. Any student failing to respond to future communications will be billed and automatically enrolled in the student health insurance plan.

Please look for communications from our student insurance administrators and information on the available health insurance plans through Highmark. Future communications will include more information, dates and directions on how to enroll or waive the student insurance plan. Questions concerning Student Health Insurance can be directed to our Plan Administrator at 800-434-5320, or on campus at 724.938.4444

**HOMECOMING** is a special time at California University and is celebrated in October. It is a chance for students to associate with Cal U alumni while enjoying a special week of activities, events, and sharing. The Homecoming Day activities include a royal brunch, parade, football game, halftime crowning ceremonies for the royal court and other surprises. Keep up-to-date at [www.calu.edu](http://www.calu.edu) (type Homecoming 2011 in the search field) or call the Student Association, Inc. at extension 4303, or e-mail [dunn@calu.edu](mailto:dunn@calu.edu) or [arthur@calu.edu](mailto:arthur@calu.edu).

**HOUSING (LOWER AND UPPER CAMPUS)** See VULCAN VILLAGE, RESIDENCE LIFE.

**HOUSING (OFF-CAMPUS)** The office of Off-Campus Housing is located in Residence Life Office, Building B. Our on-going objective is to work with students, landlords, and borough officials to educate and promote the safety and welfare of all students residing in off-campus facilities. Landlords may choose to list available properties on [www.calu.edu](http://www.calu.edu) (type "off campus housing" in the search field). Useful phone numbers and information concerning leases and other information related to off-campus living is available at the Website as well. Contact the OCH office at extension 4444.

-I-

**IDENTIFICATION CARDS** See CALCARD.

**INFORMATION DESK** in the lobby of the Student Center (938-KNOW) has the answers to your questions concerning university or Student Association, Inc. (SAI) activities. You may pick up your CalCard there as well.

**INTEGRITY** See UNIVERSITY CORE VALUES.

**INSTRUCTIONAL COMPUTING FACILITY:** Student instructional labs on the second floor of Noss Hall (extension 5911- option 2) are available for use at least 80 hours each week during the fall and spring semesters. Registered students automatically receive instructional computer accounts, which give them access to the library's on-line catalog, e-mail, and the Internet. Handouts are available in Noss Hall 219 in the Instructional Computing Facility area to help you log into and use the system. While printing is currently at no charge in the ICF, there are certain policies that students should be aware of:

- Printouts cannot promote any type of business being conducted on or off campus.
- Obscenities may not be printed from lab computers
- Printouts that are a ploy for free paper will be discarded. This includes pages that contain a single character or marking.

A complete printed policy may be picked up in Noss Hall room 219.  
Campus personal computing network support is located in Noss Hall room 219, (extension 5911- option 2). See COMPUTER LABS, ACCEPTABLE USE POLICY, E-MAIL.

**INTERNATIONAL STUDENT SERVICES** World culture is ever-present on campus with students from twenty-five countries currently studying twenty-seven majors at Cal U. The International Student Services Office, located in Carter Hall Suite G-25, assists F-1 Visa students in meeting and maintaining their non-immigrant status at Cal U while providing them with opportunities for leadership and social engagement. The International Student Services Office supports the International Club and the Annual International Dinner, held each spring. University and local community members are welcome to become involved with international students at Cal U. Additional information on the services provided to international students or how to become involved with activities can be obtained by calling 724-938-1599.

**INTERNSHIP CENTER** the Internship Center is a resource for university students seeking a for-credit internship. Through an academic internship, you will study and experience professional career interests outside the classroom but under the supervision of California University of Pennsylvania. We can assist you in identifying or developing an appropriate internship site, keeping you up-to-date on available resources and deadlines, assisting with your professional development and preparation for an internship, and helping you navigate the university system. For additional information contact Karen Primm at 1578.

**INTRAMURALS** The Intramural Program is designed to provide students with a flexible, yet structured, environment in which to participate in a variety of athletic-type activities. The program is operated in league format with various divisions including men's, women's, open, and co-recreational teams. Individuals and teams must register to participate. The program is open to all students, faculty, and staff. For information, call Recreational Services at extension 5456 or [hasbrouck\\_t@calu.edu](mailto:hasbrouck_t@calu.edu).

~J~

**JENNIE CARTER MULTICULTURAL EDUCATION CENTER** Located on the first level of Carter Hall, the Multicultural Education Center is the campus home to the International Club, the Hispanic Student Association, the Rainbow Alliance, the Black Student Union and the Young and Gifted Gospel Choir. In addition to providing services for international students and conducting student exchange, this area provides programs and support services that celebrate social and cultural diversity in support of the university's mission to enhance the educational, personal, cultural and social development of our students. For more information, contact John Watkins at extension 1599 or LaMont Coleman at extension 5697.

**JUDICIAL AFFAIRS** See STUDENT JUDICIAL SYSTEM.

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**LOUIS L. MANDERINO LIBRARY** is committed to providing the resources needed by Cal U students and faculty. This includes a substantial collection of print and electronic books, audiovisual materials (videos, DVDs, CDs), U.S. and Pennsylvania government documents, print and electronic journal subscriptions, and online research databases.

**Shared Library Resources and Interlibrary Loan:** In addition to our own collections, Cal U participates in a resource-sharing program that offers a wealth of additional resources.

**PALCI E-Z Borrow** allows students to search and retrieve materials from more than seventy-five Pennsylvania, New Jersey, and West Virginia universities and colleges. When you still can't find what you need, you may request items through Interlibrary Loan. This service is free (except in very rare circumstances).

**Electronic Resources:** The library's online public access catalog (called **PILOT**) quickly locates books, audiovisual materials, or government documents in the library's collection. Cal

U students have access to more than 41,000 online, full-text periodical titles. We also offer online books and reference resources (encyclopedias, literary resources, etc.). Students can use the entire library's electronic resources from on- and off-campus locations, allowing you to do research from anywhere you have Internet access.

**Reference Services:** With so many resources, knowing how to find what you want can be daunting. Our Reference Librarians are available—in the library, by telephone, or by email—to help you with your research.

**Other Services:** The library offers a number of other services, including: public access computers connected to the Internet, wireless Internet connectivity on all floors of the library, wireless notebook computers that can be borrowed from the Circulation Desk, photocopiers, a media services center with audiovisual equipment and materials, and lamination and binding services. Please visit the library's Web site (<http://www.library.calu.edu>) for the most current information about our resources and services.

**LIFELONG LEARNING, OFFICE OF** The Office of Lifelong Learning handles the Evening College (degree and non-degree programs), Summer College, Summer Educational Enrichment for Kids (S.E.E.K) Program, High School Camps, Adult non-credit programs, Business Contract Training, the Student Technical Assistance Resource Staff (S.T.A.R.S) Program. For more information, call (724) 938-5840, Monday through Thursday, from 8 a.m. to 6 p.m., and Friday from 8 a.m. to 4 p.m.

~M~

**MAIL** See RESIDENCE LIFE.

**MATH LAB** provides students with a FREE tutorial service, providing support in math and math-related courses, including help with math and statistics courses on CourseCompass. Additionally, we offer one-on-one peer tutoring, assistance for those students experiencing math anxiety and as always, we welcome walk-in students. The tutors in the math lab are ready to help you with all aspects of understanding including: PRAXIS preparation and math placement test tutorials, mathematics, statistics, computer science, natural science, and electrical engineering courses. If you suffer from anxiety or are math-anxious — headaches or stomachaches during math classes, feel free to stop by the Math Lab and let us help you develop a few skills and strategies to manage your fears and become a successful student. For further information, or to schedule an appointment, visit the Math Lab located in 115 Noss Hall or call (724) 938-5893.

**MEDICAL ABSENCES** Students who are unable to attend classes because of illness should contact their professors, explain their absences, and arrange for completion of any work that may have been missed. The Student Wellness Center does issue confinement slips to students to give to their professors when the student visits the Student Wellness Center and consults with a RN/physician or SRNP who determines if the student has significant medical reason not to attend class. A confinement slip is given to students who have been absent from class for less than three days. If the student has consulted a private physician who has determined that the student had significant reason not to attend class, the student must have an excuse provided by the physician to give to their professors or have the physician's office fax the Student Wellness Center an excuse so that a confinement slip can be issued to the student. If the student has missed more than three days of class due to an illness or surgery, the Student Wellness Center will send written excuses to the student's professors. The notification of illness only notifies professors of the student's absence from class. Each professor has his or her own attendance policy.

A professor may call the nurse supervisor of the Student Wellness Center for verification of a student's visit, but a visit can be verified only if a student was actually seen by a health professional.

**MOVIES** (on campus). See VULCAN THEATRE.

**MULTICULTURAL STUDENT PROGRAMMING** This area provides programs and services that celebrate social and cultural diversity in support of the university's mission to enhance the educational, personal, cultural, and social development of all Cal U students, staff and faculty. For more information, contact LaMont Coleman at extension 5697.

**MULTIMEDIA ACCESS CENTER** Located on the first level of the Natali Student Center, the newly renovated Multimedia Access Center houses an Apple computer lab that gives students access to the latest multimedia software applications, audio/video equipment, and color printing, including large-format printing. There is also a large, collaborative work area for group projects. The lab employs a variety of student experts who are available to answer your questions. The lab is open Monday – Friday, 8:00 a.m. to 4:00 p.m. Evening hours are Monday – Thursday, 4:00 p.m. - 9:00 p.m. The Student Association, Inc. supports and maintains the computer lab.

~N~

**NATIONAL STUDENT EXCHANGE (NSE)** Students can exchange to other NSE member campuses located throughout the U.S. and its territories without having to pay the high cost for out-of-state tuition. Since its establishment in 1968, NSE has grown to nearly 200 member campuses. A student may study at the NSE member institution of their choice for up to a full academic year, undertaking courses approved for application to their degree program at Cal U through approval of their academic advisor. Students have the choice to pay either California University tuition/fees or in-state tuition/fees at the institution to which they exchange. For further information, visit Carter Hall Suite G-25 or contact the student exchange programs director at 724-938-1599. Log-on to the NSE website at [www.nse.org](http://www.nse.org).

**NONDISCRIMINATION STATEMENT** California University of Pennsylvania is committed to creating and maintaining an environment that is free of unlawful discrimination. California University of Pennsylvania is an equal opportunity employer.

Unlawful discrimination is a sufficient basis for the imposition of discipline and, depending on the nature of the offense, discipline will range from verbal warnings to termination. Further, when acts of discrimination are sufficiently pervasive or so severe that they unreasonably interfere with an individual's performance and/or create an intimidating, hostile, and/or offensive working or learning environment, substantial disciplinary action is warranted.

The prohibition of discrimination applies to all current California University of Pennsylvania employees and applicants as well as individuals who have a contractual relationship to California University of Pennsylvania, including, but not limited to, vendors and contractors. California University of Pennsylvania does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, ethnicity, national origin, gender, age, disability, or veteran status in matters of employment.

Harassing behavior that is based on any of these protected characteristics is discriminatory. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's work performance, or creating what a reasonable person would sense is an intimidating, hostile, or offensive environment. While California University of Pennsylvania is committed to the principles of free inquiry and free expressions, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Direct equal opportunity and affirmative action inquires or complaints to the Special Assistant to the President for EEO, Office of Social Equity, South Hall 112, 724-938-4014.

**NON-TRADITIONAL STUDENT SERVICES** Student Affairs recognizes students seeking a degree after a hiatus from schooling, seeking a second degree, seeking career skills enhancement, or taking non-degree or continuing education courses. The Commuter Center

provides services for commuters (see **COMMUTER CENTER**) and opens avenues to the pleasures and benefits of university life for those whose time on campus is subject to the constraints of off-campus responsibilities. Non-traditional students frequent the Commuter Center (see **COMMUTER CENTER**) and are also active members of the Commuter Council (see **COMMUTER COUNCIL**). For more information, contact the Paul Fazio at (724) 938-4553 or visit [www.calu.edu](http://www.calu.edu) (type Commuter in the search field).

**NOTARY SERVICES (LIMITED)** are available at the Information Desk, Natali Student Center, and are free to students.

**NURSE PRACTITIONER/EDUCATION SPECIALIST**, along with her team can provide information on many different subjects, including but not limited to alcohol and other drugs, nutrition, weight management, physical fitness, sexually transmitted diseases, stress management and the hazards of tobacco products. For more information, please stop by the Wellness Education Room Carter Hall (G-82) or call extension 5922.

~O~

**OPTIONS@CAL U – ALCOHOL AND OTHER DRUG PREVENTION:** Cal U has a comprehensive alcohol and other drug prevention plan coordinated by an Alcohol and Other Drug Prevention Specialist, Donna George. One of many key components of the plan is a peer education program called Options@Cal U. Peer educators present to students in various settings. An emphasis is placed on making the presentations interactive as well as interesting. If you are interested in joining Options@Cal U or you would like to schedule a presentation contact [george@calu.edu](mailto:george@calu.edu) or 724-938-5515.

~P~

**PARKING** California University of Pa has a managed parking system which requires anyone who will have a vehicle here on campus needs to purchase a parking permit.

The exception is for those individuals who have determined that due to the limited number of hours or days they are on campus they can use the pay by hour garage.

New students must register for parking using their parking accounts located at the parking webpage at [www.calu.edu/parking](http://www.calu.edu/parking).

Handicapped parking is available on campus those students requiring handicapped parking must have a valid DOT issued handicapped hang tag or license plate and a Cal U parking permit.

**VULCAN GARAGE** The Vulcan Garage is open to any student, or guest who maybe on campus a few hours a day or a few days per week. The hourly rates and more information regarding the garage can be found at [www.calu.edu/parking](http://www.calu.edu/parking).

**PARKING ENFORCEMENT** Parking is strictly enforced 24/7 seven days per week on all university controlled parking areas. To avoid citations please follow the rules, and as a reminder manipulation or using a fraudulent permit will result in citations and the vehicle being booted and can result in parking privileges being revoked.

**CITATIONS** If you receive a citation you can pay your citation on line within 72 hours. Also, if you wish to appeal your citation you may do so on line only first paying the fine and submitting an appeal form. Detailed directions on how to appeal your citation can be found on the back of the citation. You have 72 hours to appeal a citation and if your appeal is accepted you are refunded the fine amount.

**VULCAN FLYER SERVICES** The University has its own fleet of transit style buses. The Vulcan Flyers are **free** and run M-F 5:00am – 11:30pm with stops at Vulcan Village, and various locations on campus. Each bus is equipped with Wi-Fi capability and you can also check on the next bus arrival time by going to [www.nextbus.com](http://www.nextbus.com). Route maps and additional information about the Vulcan Flyers are located at our webpage at [www.calu.edu/parking](http://www.calu.edu/parking)

**ON CAMPUS SHUTTLES** On Campus shuttles run from Mid-October to Mid-April and run from M-F 6:00am to 6:00pm. Two shuttle vehicles make trips from the Lot 4 (River Lot), to Lot 11 Gallagher Hall. The service is free to students, staff and guests on campus. For more information regarding our on campus shuttle services please visit our web page at [www.calu.edu/parking](http://www.calu.edu/parking)  
For the most up-to-date information visit [www.calu.edu](http://www.calu.edu) (type Parking in the search field).

**PEER MENTORING PROGRAM** The peer mentoring program is designed to help new students with their transition into Cal U. The peer mentoring program assigns first semester freshmen and transfer students to upper-class peer mentors. The peer mentor serves as a support and resource person who provides information, encouragement, and guidance during the student's first year at Cal U. For more information on peer mentoring, contact the University-Wide Mentoring Program at ext. 1682 or [mentoring@calu](mailto:mentoring@calu). Visit [www.calu.edu](http://www.calu.edu) and enter "Peer Mentoring" in the search field for additional information.

**PLACEMENT TESTING AND DEVELOPMENTAL COURSES** At California University student success is the priority. Ensuring that students are scheduled in classes of sufficient but not excessive challenge is a key to academic success. All new freshmen (students attending a post-secondary institution for the first time) and some transfer students have the opportunity to take placement tests before their first registration at California University to determine their levels of ability in mathematics and writing.

Students who do not achieve predetermined scores on these tests must enroll in appropriate developmental courses. These courses, ENG 100 English Language Skills, and DMA 092, Introductory Algebra, are described in the course listings in the University Catalog. Because these developmental courses are preparatory to a university academic experience, the credits awarded in them do not count toward the fulfillment of the number of credits for graduation, nor may they be used in fulfillment of General Education requirements. However, the grades achieved in these courses are used in establishing a student's grade point average, class standing, eligibility for financial aid, and eligibility for participation in co-curricular activities. Moreover, students who do well in preparatory courses also do well in college-level classes. Remember, student success is our priority.

#### **PROBATIONARY ASSISTANCE (PASS) PROGRAM**

The PASS Program provides the additional structure and support that may be necessary for student academic success. Participation in the PASS Program is required of students who are on First Academic Probation as well as students who have been dismissed for academic reasons and are subsequently readmitted.

The goal of the Probationary Assistance (PASS) Program is to provide students on probation with the tools needed to obtain good Academic Standing. PASS offers small group sessions of 8-10 students who meet weekly with a trained Graduate Assistant. The program is designed to help the student build a foundation for success through relevant information, activities and discussions. The small group sessions allow the leader to tailor the meetings to more closely meet the needs of each group. PASS provides an opportunity for each student to create an academic/personal plan for success based on individual goals.

The program also includes the Academic Healthy U program. Students who are on Academic Warning (those that have achieved good standing based on rank but do not have at least an overall 2.0 GPA) receive weekly emails with helpful hints and an offer of academic assistance.

Data indicate that students who participate actively in PASS have a greater probability of succeeding academically than those who do not.

**PROPERTY INSURANCE** The University does not insure student personal possessions. The University cannot replace any property loss due to theft, fire, water, etc. Therefore, the student whose family does not have a homeowner's insurance policy with a student provision may wish to purchase a policy that offers this protection.

**PUBLIC SAFETY** The University Police at California University is a fully recognized law enforcement agency granted full police authority. Students, faculty, and staff in need of law enforcement assistance should contact The California University Police (Pollock Maintenance Building, extension 4299), or dial H.E.L.P. in cases of emergencies. The department is open 24 hours a day.

**PUBLIC TRANSPORTATION** The Mid Mon Valley Transit Authority provides public bus service to the community of California and California University of Pennsylvania. Just present your valid student CalCard and you can ride any of the Mid Mon Valley Transit Authority bus routes free of charge. The Valley 3 bus route travels around the Borough of California, traveling to the Vulcan Village Apartments and offers several stops on campus as well. Other direct bus service in California consists of the Cal Commuter Weekday service to and from Downtown Pittsburgh and the University via Toll 43 and the Large Park and Ride Lot located off of Route 51 and the Valley 2 traveling from Vulcan Village and California University through downtown California with stops in Charleroi for transfers and continuing on the shopping centers in Belle Vernon. In Charleroi, transfers are available to Downtown Pittsburgh on Commuter A. Other bus routes are also available to take travelers to other Mid Mon Valley communities. To obtain copies of schedules and information, contact the Mid Mon Valley Transit Authority at (724) 489-0880, e-mail: [customersupport@mmvta.com](mailto:customersupport@mmvta.com) or visit MMVTA on the web at [www.mmvta.com](http://www.mmvta.com). Schedules are also available on campus at the Natali Student Center, Public Safety Office and Manderino Library.

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**RADIO STATION, UNIVERSITY** See WCAL.

**READING CLINIC** The Reading Clinic offers free one-hour tutoring sessions to all students. The Clinic is staffed by a faculty member and two work study students. Techniques are taught to improve reading comprehension and vocabulary. Help is also available in identifying main ideas, making inferences, drawing conclusions, understanding concepts and facts and test-taking skills. Emphasis is placed on transferring these skills to college text reading. In addition, the Reading Clinic assists students in Reading Praxis preparation and obtaining reading rates. Students can make appointments to work privately or schedule an independent lab session that is staff-directed. The Reading Clinic is housed in Noss Hall, Room 107. The Reading Clinic Director, Patricia Johnson's office is located in Noss Hall Room 118. For more information, please call (724) 938-4364 or (724) 938-4469. You may also email [Johnson\\_p@calu.edu](mailto:Johnson_p@calu.edu). The Reading Clinic is open Monday through Friday.

#### **RECREATIONAL SERVICES, DEPARTMENT OF**

Student Association's **Department of Recreational Services**, located in Herron Recreation and Fitness Center, is responsible for the programming and scheduling of informal recreation (fitness center), intramurals, extramurals, sports clubs, fitness, and wellness. For more information, call extension 5925 or [bohn@calu.edu](mailto:bohn@calu.edu).

The **Department of Recreational Services** at California University of Pennsylvania, offers a wide variety of recreational opportunities to all California University of Pennsylvania Students, Faculty Staff and Alumni.

The Department of Recreational Services offices are located in Herron Recreation and Fitness Center.

Whether you're interested in Informal Recreation (HRFC), Intramural Sports, Extramural Sports, Fitness, Wellness or Sports Clubs --- the Department of Recreational Services can provide you with information to get you started!

**The mission of the Department of Recreational Services is to provide recreational facilities, programs, and developmental opportunities for the university community. Recreational Services provides exposure to a variety of activities that contribute to individual physical fitness. The Department also creates opportunities for cooperative and competitive play in the game form. Recreational Services instills in**

participants a lifelong appreciation for physical activity as well as enhancing the social, psychological and physiological development of the university community members it serves.

**Recreational Services** is comprised of six service areas: informal recreation, intramural sports, extramural, fitness, wellness, and sports clubs.

**Informal recreation** programming provides a self-directed approach to participation. This program area accommodates the desire to participate in sport for fitness and fun, often with no pre-determined goals except that of participation. ([bohn@calu.edu](mailto:bohn@calu.edu) ext.5925)

**Intramural sports** programming provides structured contests, meets, tournaments and leagues limiting participation to individual members of the university community. ([hasbrouck\\_t@calu.edu](mailto:hasbrouck_t@calu.edu) ext.5456)

**Extramural sports** programming provides structured tournaments, contests and meets between participants from different institutions. The champions from intramural events are the teams or individuals competing in these programs. ([hasbrouck\\_t@calu.edu](mailto:hasbrouck_t@calu.edu) ext.5456)

**Fitness** programming provides opportunities and assistance to participants who wish to be involved in a personal exercise program. This voluntary program is designed to motivate individuals, assess their level of fitness, and influence their decision to maintain a positive fitness lifestyle. ([fetsko@calu.edu](mailto:fetsko@calu.edu) ext.5471)

**Wellness** programming promotes health and wellness and is dedicated to educating, motivating and empowering members of the California University of PA community to make healthy lifestyle choices that improve their overall quality of life. ([fetsko@calu.edu](mailto:fetsko@calu.edu) ext.5471)

**Sports Clubs** serve student sport related interests while providing athletic competition with off-campus rivals. It should be emphasized that the program is for and by the students; each club is student initiated and sustained. ([roth@calu.edu](mailto:roth@calu.edu) ext.5826).

**RESIDENCE LIFE CINEMA** is a closed circuit television channel available to residence hall students as well as those living at Vulcan Village. The channel features movie programming including, but not limited to, theatrical classics, HBO television series, new-to-DVD releases, and student success videos. Every month a new selection of movies is played on a rotating schedule and can be viewed on channel 76 in each residence hall room. This programming is sponsored by the Student Activities Board and the Student Association, Incorporated.

**RESIDENCE LIFE JUDICIAL BOARD** See RESIDENCE LIFE SECTION.

**RESPONSIBILITY** See UNIVERSITY CORE VALUES.

**ROADMAN PARK** George H. Roadman University Park, a 98-acre area located one mile from campus on Route 88 South, is owned by SAI. In January 2009, SAI leased the land to the University who is responsible for the development and maintenance of the property. Facilities include tennis courts, intramural fields, soccer, rugby, baseball, and picnic areas. For more information, visit [www.calu.edu](http://www.calu.edu) and enter Roadman Park in the search field.



**SAFE ZONE** California University *Safe Zone* is a network of Cal U employees working to provide a supportive environment for our Lesbian, Gay, Bisexual, and Transgender (LGBT) community. For a listing of university members contact Sheleta Webb, extension 4204 or go to [www.calu.edu](http://www.calu.edu) and enter Safe Zone in the search field.

**SCHOLARSHIPS** Many scholarships are available to California University students. It is most important to remember that each scholarship program has particular requirements, which must be met by all applicants. It is wise for those interested in scholarship programs to inquire within their academic department and with the Financial Aid Office to discover potential opportunities and to receive information about scholarship requirements. For a

complete listing of university scholarships, consult the financial aid website at <http://www.calu.edu/financial-aid>.

**SEXUAL ASSAULT PROTOCOL** See APPENDIX V.

**SEXUAL HARASSMENT** Sexual harassment is reprehensible conduct that will not be tolerated at California University of Pennsylvania. Sexual harassment violates basic human rights as well as state and federal law. Furthermore, retaliation against the accuser, witnesses or other persons involved is prohibited. The University also recognizes that accusations of sexual harassment are grievous and have serious consequences, and the University will take the necessary precautions to protect students, faculty, staff and managers from false accusations.

***Any employee of the University who witnesses or is told of an incident of alleged sexual harassment is encouraged to report it to the Special Assistant to the President for EEEEO as soon as possible.***

Prevention is the best tool for elimination of sexual harassment. This University will take the steps necessary to prevent sexual harassment from occurring by regularly and affirmatively raising the subject, conducting training, expressing strong disapproval, taking appropriate sanctions and informing employees and students of their rights. If you believe you've experienced sexual harassment, please contact the Special Assistant to the President for EEEEO, Office of Social Equity, South Hall 112, 724-938-4014.

**SMITHSONIAN INSTITUTION TRAVELING EXHIBITION SERVICE**

**(SITES)** California University of Pennsylvania is a participant in the SITES program, and hosts their exhibitions in the Manderino Library Gallery. SITES has been sharing the wealth of Smithsonian collections and research programs with millions of people outside Washington, D.C., for more than 50 years. SITES connects Americans to their shared cultural heritage through a wide range of exhibitions about art, science and history, which are shown wherever people live, work and play. Exhibitions for the 2011-2012 academic year are as follows:

*The White House Garden*

5/20/2011 - 9/12/2011

*Lasting Light: 125 Years of Grand Canyon Photography*

9/23/2011 - 11/7/2011

*Native Words, Native Warriors*

1/27/2012 - 3/27/2012

*American Letterpress: The Art of Hatch Show Print*

3/2/2012 - 7/31/2012

**SMOKING REGULATIONS** California University of Pennsylvania is a smoke-free campus. Smoking is prohibited in university buildings.

**SNOW** The University will remain open, classes will be held, and services will be provided during periods of severe winter weather. Only on those rare occasions when it is impossible to reasonably accommodate students and others due to weather-related conditions on campus will consideration be given to adjusting class schedules and/or employee work shifts or authorizing a partial- or full-day closing. Call 724-938-4507 locally or 1-800-422-5639 for information.

**SOCIAL EQUITY** The responsibility and accountability for the university's affirmative action plan, equal employment opportunities, and dispute resolution is housed in the Office of Social Equity under the direction of the Special Assistant to the President for EEEEO. All members of the university community including staff, management, faculty or students who feel they've been discriminated against may contact the office for assistance. The Office of Social Equity is located in South Hall, room 112, or by calling (724) 938-4014.

**SOUTHPOINTE CENTER, CAL U** located at 135 Technology Drive in Canonsburg, is just off I-79 in the Southpointe Technology Park. To accommodate adult work and life roles, students attend primarily night and weekend classes designed to match the needs for the working professionals in the area. The facility includes a computer lab, a multimedia lab, science lab, and library with electronic accessibility, and fiber optic connections for distance learning and interactive video teleconferencing. Undergraduate bachelor degree completion programs are offered in Business Administration and Nursing. Graduate degree programs include Business and Elementary Education with certification. The Office of Web-Based Programs and Cal U Global Online Departments (Professional Studies-Legal Studies; Educational and Administration in Leadership; Exercise Science & Sports Studies), also are based here, along with the Institute of Criminological and Forensic Sciences and the Institute for Law & Public Policy.

In addition, noncredit courses and seminars on various computer software and life skills topics are offered through Training Services for the local businesses and professionals in the community. **Cal U Workforce Development Center** is the University's off-campus site located at the Southpointe Center in Canonsburg, Pa. The center houses a computer lab, multimedia lab, distance education and interactive video teleconferencing facility, library with electronic accessibility and conference space. Special training and certification programs are offered through Training Services for business members and professionals in the region. For further information, call 724-873-2760. **Note:** Students matriculated at Southpointe must purchase membership or tickets for recreational and entertainment events on main campus.

**SSART STUDENT SEXUAL ASSAULT RESPONSE TEAM** (Business Office (724) 938-5707) advocates for the rights of students and others to live in a society free of sexual violence and provides educational programs and referral information for students. SSART offers survivors of sexual assault assistance in several ways. SSART volunteers explain options and can accompany the survivor to the hospital and/or legal proceedings as requested. Please contact the END V (Violence) Center at extension 5707 or e-mail [greendot@calu.edu](mailto:greendot@calu.edu) for further information.

**STUDENT ACTIVITIES & PROGRAMMING, OFFICE OF** oversees the development of the activities calendar, including contemporary, cultural, community and social events such as concerts, comedy shows, novelty events, and celebrations such as Homecoming and Family weekend. The office staff advises the Student Activities Board (SAB) and the Homecoming Committee. Students are encouraged to get involved and participate in these activities and are invited to help determine which activities take place by participating in SAB. For information, call extension 4269 or email [studentactivities@calu.edu](mailto:studentactivities@calu.edu).

**STUDENT AMBASSADORS/ORIENTATION LEADERS:** Students assist in various University activities such as: special events for the President's Office, campus tours, special interest tours, spring, summer and fall registration/orientation, recruitment receptions, Open House programs, Discovery Day programs, Honors programs, Pre-Senior Open House programs, and any additional special event where the Ambassadors are requested to participate. Must be a full-time undergraduate student with a minimum 2.50 overall GPA. Students must also undergo an extensive interview process. For more information, contact the Office of Student Orientation Programs/University Welcome Center at extension 1626 or email Kevin Eggleston at [Eggleston@calu.edu](mailto:Eggleston@calu.edu).

**STUDENT ASSOCIATION FEE** The Student Association, Incorporated (SAI) is a nonprofit corporation which supports the mission and goals of the University and exists solely for the purpose of the University and its students. It is financed in part by a fee, which is paid each term by every student attending class on the main campus. The Student Congress and the Student Association Inc. Board of Directors determine programs provided by SAI. The fees are collected, budgeted, appropriated, disbursed, and accounted for by SAI with the concurrence of California University's president. SAI coordinates a large and widely

varied number of extracurricular programs as well as the activities of recognized student clubs and organizations. For information, call extension 4303. See APPENDICES II AND III.

**STUDENT CODE OF CONDUCT** See STUDENT CODE OF CONDUCT

**STUDENT CONGRESS** is California University's official student governing body. It represents and serves the entire student population. It provides for a student forum, establishes channels for the communication of students' concerns to appropriate administrative and university personnel, implements programs and activities that enrich campus life, and creates opportunities for students to exercise and develop leadership skills. For more information call advisor Melissa Dunn at extension 4269. See APPENDIX IV.

**STUDENT AFFAIRS** Inherent in the university's mission is a commitment to the total development of all students. Student Affairs under the direction of the Vice President for Student Affairs, is administratively responsible for implementing this commitment. The central focus of the program is personalization of the university experience, with concern for personal, social, and physical development as well as individual intellectual development. Opportunities for work-study jobs, graduate assistantships, internships, and volunteer work assignments are available for qualified students. Check with the various Student Affairs offices or departments to inquire about openings. For general information, call 4439.

**STUDENT EXCHANGE PROGRAMS** Please refer to NATIONAL STUDENT EXCHANGE (NSE) for domestic (U.S. and Canada) exchange opportunities or CULTURAL EXPERIENCES ABROAD (CEA) for information regarding international exchange opportunities. For further information, visit Carter Hall Suite G-25 or contact the student exchange programs director at 724-938-1599.

**STUDENT CONDUCT SYSTEM** The Office of Student Conduct is part of Student Affairs and is responsible for taking reports of possible violations of university regulations, conducting preliminary interviews with students charged with violating university regulations from on or off campus behavior, determining responsibility for violations, imposing educational sanctions, maintaining disciplinary records, and serving as a resource for faculty, staff, and students for disciplinary matters. Student Conduct also offers alternative conflict resolution options such as mediation, restorative justice practices, and conflict coaching that can be used to resolve some issues outside the normal disciplinary system. The Associate Dean for Student Conduct heads the office. Alleged violations may be resolved through administrative or board hearings. For more information, call extension 4439. See STUDENT CODE OF CONDUCT.

**STUDENT OMBUDSPERSON, THE** Office of Student Retention and Success is available to students who need information, general assistance, or who encounter difficulties with processes, procedures, or personalities on campus. Established means of dealing with such concerns are used (i.e., students are informed of the appropriate processes or procedures to follow and are expected to use these). The Office of Student Retention and Success monitors the concern(s) and becomes directly involved only if established means do not resolve the issue(s). For more information, call (724) 938-1523 or visit our website at [www.calu.edu](http://www.calu.edu) and search Ombudsperson.

**STUDENT RETENTION AND SUCCESS, THE OFFICE OF** The staff of the Office of Student Retention and Success serves to implement components of a five-part retention strategy first presented to the faculty by President Armenti in the fall of 1996. Integral to the University's retention strategy is implementation of First-Year Seminar, Academic Scheduling and Placement-testing, Probationary Assistance, Mid-Term Grade Reports, Outcomes Assessment of student learning (including Assessment of Developmental Education), and Student Ombudsperson. For more information, call (724) 938-1523 or visit our website at [www.calu.edu](http://www.calu.edu) and search Student Retention.

**STUDENT RIGHTS AND RESPONSIBILITIES** See STUDENT CODE OF CONDUCT.

**STUDY AROUND THE WORLD PROGRAM:** See CULTURAL EXPERIENCES ABROAD.

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**TELEVISION STATION, STUDENT** See CUTV.

**TELEVISION STUDIO/MEDIA LAB** This audio & video production unit, operated by the Communication Studies Department, supports the university's educational mission by providing equipment and facilities for audio & video production classes. Communication Studies students, with proper training and identification, can use the audio & video equipment and facilities housed in Morgan Hall. For information call extension 5416 or stop by the office in MOR 250.

**THE CORNER POCKET** is located on the first level of the Natali Student Center that features billiard tables and a TV lounge. It is free to all Cal U students. For more information, call Tom Donovan at extension 5667.

**THE UNDERGROUND** operates a weekly coffeehouse "The Underground Cafe" in the Natali Commuter Center Thursdays from 9 p.m. to Midnight, showcasing the talents of local musicians, nationally touring performers, as well as the talent of Cal U students. The Underground is associated with B.A.C.C.H.U.S (Boost Alcohol Consciousness Concerning the Health of University Students), a national student organization, and provides non-alcoholic entertainment as an alternative to dangerous behaviors on a college campus. For more information, call Tom Donovan at extension 5667.

**TIMES** California University's student newspaper, published weekly (excluding holidays and school recesses), has its office on the first level of the Natali Student Center, Room 180. Any member of the university community may submit articles, editorials, columns, letters, reviews, photographs or drawings for consideration. A complete statement of Times policies appear in the Times each week. University students are always welcome, experienced or not, to help with the production of the newspaper. For information, call extension 4321 or e-mail us at [caltimes@calu.edu](mailto:caltimes@calu.edu) or view our editions at <http://www.caltimes.org>.

**T.R.A.I.T. THREAT, RESPONSE, ASSESSMENT, AND INTERVENTION TEAM** The creation of this team is a proactive way to coordinate and plan an appropriate approach to deal with the complexities often involved with threats and violence. Key objectives of this team are to identify, assess, manage, and reduce potential threats to the University community and to educate faculty, staff and students about the dangers of interpersonal violence. If you are concerned about a threat or act of violence, call Tim Susick, Associate Vice President for Student Affairs at extension 1603, e-mail [susick@calu.edu](mailto:susick@calu.edu) or through the University website [www.calu.edu](http://www.calu.edu).

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**UNDECIDED ABOUT YOUR MAJOR?** As an undecided student you are one of many students who have taken a period of time to explore your options before choosing a major program of study. California University believes that a general education is essential for all students, regardless of the profession for which they may be preparing. The general education requirements are common to all majors and make up approximately half of all the educational requirements for a baccalaureate degree. The goals, objectives, and courses that comprise our General Education Program are designed to provide students with the knowledge, understanding, and skill they will need to pursue their careers and lead productive and rewarding lives. Our hope is that through the classes that are required in the

General Education program you will develop some areas of interest that will lead you to choose a major. Furthermore, students in first-year seminar explore career options through the use of the Strong Interest Inventory and the development of Career Advantage Plans through the Office of Career Services. A special course, XCP 194, career planning, is offered to help students to confirm or clarify career objectives. For further information, contact the Office of Student Retention and Success visit our website at [www.calu.edu](http://www.calu.edu) and search student success or call our office (724) 938-1523.

**UNIVERSITY CONDUCT BOARD** is composed of students, faculty, and staff members and provides a formal resolution means for alleged violations of university rules and regulations. The Associate Dean for Student Conduct advises the board and supervises it's operation and training, including acting as chair for meetings or appointing a designee if appropriate.

**UNIVERSITY CORE VALUES Civility.** Civility is a concept that encompasses manners as well as moral conduct. Stephen L. Carter asserts in *Civility* that the word means different things to different people. "Others think of proper standards of moral conduct, or a set of standards for conducting public argument. Still others think of willing participation in the institutions that enable our democracy to thrive, what has come to be known as the movement for civic renewal." Carter insists that all of these views are correct, but they are "different parts of the same animal." Therefore, he argues that civility "is the sum of the many sacrifices we are called to make for the sake of living together" (p. 11). According to Carter, these forfeitures should not be self-serving. "We should make sacrifices for others not simply because doing so makes social life easier (although it does), but as a signal of respect for our fellow citizens, marking them as full equals, both before the law and before God" (p. 11). **Integrity.** In his book *Integrity*, Carter writes that there are three steps that comprise the actual nature of integrity: "(1) discerning what is right and what is wrong; (2) acting on what you have discerned, even at personal cost; and (3) saying openly that you are acting on your understanding of right from wrong." He continues to explain that step one requires "a degree of moral reflectiveness" and two "brings in the ideal of an integral person as steadfast, which includes the sense of keeping commitments." The final criterion "reminds us that a person of integrity is unashamed of doing the right" (p. 7). **Responsibility.** Responsibility is the active form of respect. It is an obligation to do something on behalf of others. "It means orienting toward others, paying attention to them, actively responding to their needs. Responsibility emphasizes our positive obligations to care for each other" (Lickona, 1991, 44). In addition, responsibility means "being dependable, not letting others down" (p. 45). It is morality put into action. "It includes taking care of self and others, fulfilling our obligations, contributing to our communities, alleviating suffering, and building a better world" (p. 68).

**UNIVERSITY DISCIPLINARY AUTHORITY** California University has authority under Pennsylvania state law to establish, enforce and maintain rules and regulations for its students in an effort to develop an appropriate educational environment. The university has the right to address behavior that is deemed damaging, disrupting or unsafe for members of the university community, to university or affiliates' property, or which threaten the accomplishment of the university's mission. Students' behavior, whether on or off campus, is expected to support the university's Bill of Rights and Responsibilities through abiding by established rules and regulations and local, state, and federal laws. University disciplinary authority focuses on enforcing university rules and regulations and assisting students in understanding their role in creating an appropriate environment. It is separate from any civil and/or criminal proceedings and does not supersede or replace those proceedings. Students may be subject to civil and/or criminal charges as well as university conduct proceedings for incidents that violate both laws and university rules and regulations. See **STUDENT CODE OF CONDUCT**, **UNIVERSITY CONDUCT BOARD**, and **RESIDENCE LIFE**.

**UNIVERSITY REGULATIONS** See **STUDENT CODE OF CONDUCT**

**UNIVERSITY TECHNOLOGY SERVICES** is located the basement of Manderino Library (extension 4030), where staff offices are open Monday through Friday from 8 a.m. until 4 p.m. Student instructional labs on the second floor of Noss Hall (extension 5911-option 2) are available for use at least 80 hours each week during the fall and spring semesters. Registered students automatically receive instructional computer accounts, which give them access to the library's on-line catalog, e-mail, and the Internet. Handouts are available in Noss Hall 223 in the Instructional Computing Facility area to help you log into and use the system. See **COMPUTER LABS, ACCEPTABLE USE POLICY, E-MAIL.**

#### **UNIVERSITY TECHNOLOGY SERVICES HELP DESK**

##### **Everything You Need to Know About University Technology Services**

Cal U's University Technology Services office assists students, faculty and staff with the University's network and other technical services. Visit <http://www.calu.edu/ithelpdesk/> for detailed information about connecting to Cal U's network.

All residence hall rooms have at least two connections for computer hook-up to the network. There is no need to use a modem or contract with an outside Internet provider while on campus. This service is provided at no additional cost.

##### **Recommended Minimums**

- 10/100 BaseT network card required (Card must be installed and working properly. It can be obtained and installed at most computer stores. The University does not provide or install the network card.)
- Windows XP or MAC OS X
- 1.4 GHz Pentium 3 PC or 500MHz G3 Mac
- 1.0 GB of memory

Students should bring a CAT 5 network cable with them if they plan on using wired connections. Windows systems must also be current on their Windows updates and have approved antivirus software with up-to-date definitions.

User is responsible for having legal copies of all software and drivers. It is recommended that operating system discs and driver discs be brought with the computer, as these cannot be provided by the university.



**VETERANS AFFAIRS** All Active Duty Service-members, veterans, reservists, National Guard personnel and eligible dependants applying for entrance to the university should contact this office at an early date so that the necessary VA paperwork can be processed to assure timely payments of educational benefits. The Office of Veterans Affairs, located in room G35 Carter Hall, is open from 8 a.m. to 4 p.m. Monday through Friday. Requests for appointments after normal business hours or at the Southpointe campus can be made by contacting the Office of Veterans Affairs. Undergraduate veterans are also advised to take advantage of the university's program to award college credits for military service schools & experience. For more information, call 4076 or e-mail [veterans@calu.edu](mailto:veterans@calu.edu).

**VETERANS CLUB** In addition to offering activities, social gatherings, and intramural activities, the on-campus Veterans Club sponsors the Colonel Arthur L. Bakewell Veterans' Scholarship. Four \$1,000 scholarships are awarded to eligible undergraduate veterans. Affiliation with the **National Association of Veterans Program Administrators, Student Veterans of America** and **Iraq & Afghanistan Veterans of America** help assure that the Veterans Club members participate in statewide and national events. For more information contact the Veterans Office at 4076, or visit the office in room G35 Carter Hall.

**VULCAN**, the Cal U sports mascot, was the Roman name for the Greek Hephaestus, god of smithies and metalworking. The Vulcan was selected because of Cal U's early mission in industrial arts and continues to reflect its current special mission in science and technology. In the fall of 2003, Blaze, the new name and face for our mascot was unveiled.

**VULCAN THEATRE** The Vulcan Theatre is a fully furnished movie theatre in the Natali Student Center. It features recent movie releases and occasional special showings at no additional charge. A new weekly movie begins every Sunday and is played daily at 4 p.m. and 8 p.m. Schedules are subject to change and can be located at the Information Desk in the Student Center. For more information, please visit the Student Activities Board website at [www.calu.edu](http://www.calu.edu) and search SAI.

**VULCAN VILLAGE: UPPER-CAMPUS HOUSING** Vulcan Village is located one mile from the lower campus and next to the university's sports complex. The property has ten three-story buildings that primarily houses 768 upper-class students in 199 separate apartment units. Vulcan Village offers a variety of apartment configurations to meet your needs, including four-bedroom apartments with a private bath for each resident (4x4), four private bedrooms and two shared baths (4x2), and two private bedrooms with private baths (2x2). Each resident is responsible for their own individual lease. Vulcan Village is staffed by five full-time office staff, including a live-in professional, twelve student community assistants, three full-time maintenance staff, and a part-time groundskeeper. The staff is available to attend to the needs of the residents, which includes responding to maintenance requests and developing social and educational opportunities for residents to attend.

Each apartment has a full-size stove, microwave, refrigerator, dishwasher, garbage disposal, and washer and dryer. High-speed wireless internet (as well as hard-wired ethernet), local telephone service, and cable TV service are all included in the rent and available in each bedroom and the common area / living room. All other utilities are included with the rent as well (i.e. water, sewer, electric, garbage). Each unit is equipped with inter-connected smoke detectors and a sprinkler system. There is a fully equipped fitness center on the property along with two computer labs. Additionally, the clubhouse includes a recreation room with a large screen TV, pool table, table tennis, digital cable, and a video game system. Other amenities include outdoor volleyball and basketball courts as well as an outdoor swimming pool. There is also a convenience store ("The Mighty Bite") located in the clubhouse. Parking is available at each building and regular bus service is provided by the Mid Mon Valley Transit Authority to the lower campus. The bus service is available at no charge with a valid CalCard. For more information about Vulcan Village, call 724-938-8990 or visit the property website at <http://www.vulcanvillage.com>.

~W~

**WCAL** is a 3,000-watt FM radio station with a frequency of 91.9. The station is entirely student staffed and provides learning opportunities for all Cal students interested in radio. *Power 92* plays an Active Rock format, comprised of new music in various rock genres mixed with familiar classics. During other hours and on weekends, you will hear a variety of specialty shows including hip-hop, metal, top 40 and gospel. A full schedule on our website, WCAL also carries a full line-up of regional and University athletic events. To become a member of WCAL or for more information, call 5823 or visit our website at <http://wcal.calu.edu>.

**WEBSITE/MOBILE DEVELOPMENT** The SAI Web & Mobile Development team, located in the Multimedia Access Center, consists of student employees and volunteers who develop and maintain websites, web and mobile applications for clubs and organizations and other areas within Student Affairs and SAI. For more information, stop by the lab or phone Pam DeVerne at extension 5973.

**WELLNESS (HEALTH) CENTER** The Student Wellness Center is available to students 24 hours while the university is in session. Summer hours are: 7:00 a.m. – 11:00 p.m. Monday through Friday. A full-time staff of registered nurses is on duty during all hours of operation. The University physician conducts regular posted hours Monday – Friday (No appointment necessary.) A Certified Nurse Practitioner is also on Staff at the Health Service Department. Women's Health Clinic with OBGYN is held Mondays only from 8:00 a.m. – 12:00 p.m., by appointment only. The University Health form must be completed by your

family doctor and returned to the Wellness Center. For physician's hours or further information regarding Student Health Services call extension 4232 or [www.calu.edu](http://www.calu.edu).

Your privacy is guaranteed. All students are required to complete a Student Health Form. The center is considered an outpatient facility. The physician, CRNP (Certified Nurse Practitioner), or registered nurses may refer students to local hospitals in emergencies and for other treatment beyond the capabilities of the center. In case of emergency, students will be taken to a hospital for emergency care. The final decision in hospital selection is the student's decision unless condition warrants transportation to nearest hospital. Students are responsible for all medical expenses and treatment beyond that provided by the Student Health Services. The University requires that each student be covered by health and accident insurance. Student health insurance is available (see **HEALTH INSURANCE, UNIVERSITY**). The Student Health Services administration will assume responsibility for notifying family in cases of serious illness, injury or circumstances in which the student's condition warrants family notification. For further information see **MEDICAL EXCUSE POLICY**.

**CONFIDENTIALITY, STUDENT WELLNESS CENTER** Our legal obligation insures that all areas of the center operate under strict rules of confidentiality. All medical records are absolutely confidential. Medical information will only be released when authorized in writing by the student, by court-ordered subpoena, or by appropriate University officials in an emergency.

**WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES** honors students who have excelled in academics and shown outstanding service to the university and community. Each semester, faculty, staff, and students may nominate candidates for inclusion and candidates may nominate themselves. Information and application forms are available in the Student Affairs Office in the Natali Student Center at extension 4439.

**WOMEN'S CENTER** The Women's Center is working to create a community that promotes and nurtures the contributions and experiences of women. The center offers services and programs for women, advocates for greater equity, and provides an atmosphere to empower each individual for the maximum development of personal, academic and professional success. The center, open Monday through Friday from 8 a.m. - 4 p.m., serves as a gathering place, a resource center, and a meeting space for independent campus organizations. The center is located in Carter Hall - Room G45. For further information, please contact us at 724-938-5857 or e-mail us at [womenscenter@calu.edu](mailto:womenscenter@calu.edu).

**WORLD WIDE WEB** Tour campus, access information, and explore the world of cyberspace using California University's Home Page as a starting point. The web site is constantly changing and growing. Check in often to see what's new. The URL is <http://www.calu.edu>.

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**Section 1**  
STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES:  
STUDENT CODE OF CONDUCT  
2011-2012

California University works to achieve its mission of Building Character and Careers by fostering an environment that encourages learning, both in and out of the classroom. The adoption of the Core Values of Civility, Integrity and Responsibility, is an effort to achieve an educationally-supportive environment by your voluntary commitment to live by these values. In addition to the Core Values, the University has adopted a bill of Rights and Responsibilities for members of the university community that describes the commitments we should make with each other as members of the University Community:

We have the right to safety and security;  
We have the responsibility to ensure the safety and security of others.

We have the right to be treated with respect;  
We have the responsibility to treat others with respect.

We have the right to expect the best;  
We have the responsibility to give our best.

We have the right to be treated fairly;  
We have the responsibility to treat others fairly.

It is hoped students will reflect on these Rights and Responsibilities and how these could be incorporated into their lives if accepted. Experiences at the University will challenge students and provide opportunities for personal growth as part of Building Character.

The Student Code of Conduct identifies behaviors which are aligned with the Rights and Responsibilities and those which are not in order to assist students in learning what behaviors are appropriate in a university environment. Compliance with the Student Code of Conduct is not voluntary. Behavior that violates the Rights and Responsibilities as defined below will be considered violations of the Student Code of Conduct and may result in disciplinary action through the Office of Student Conduct.

I. DEFINITIONS

The term **University** shall refer to the community of faculty, staff, and students at California University of Pennsylvania.

The term **student** shall mean an admitted student, graduate or undergraduate, registered for classes whether full time or part time. Student status will continue as long as the relationship is maintained and is not dependent on when classes are in session.

The term **faculty member** shall mean any person employed by the University who holds academic rank or performs teaching or research duties.

The term **staff member/administrator** shall mean any person employed by the University or the Student Association, Inc. or other affiliated entity not considered faculty.

The term **University premises, campus and/or facilities** shall mean all buildings or grounds owned, leased, operated, controlled or supervised by the University or the Student Association, Inc.

The term **off-campus violation** shall mean a violation of a Behavioral Expectation which occurs in locations other than university or affiliates property or facilities.

The term **organization** shall mean a group of students who have complied with University and/or Student Association, Inc. requirements for registration or recognition.

The term **hearing officer** shall mean a Residence Director, the Greek Life Advisor, Associate Dean for Student Conduct, Associate Vice President for Student Affairs or other administrator designated by the Vice President for Student Affairs to serve as an administrative hearing officer.

The term **charges** shall mean the specific rule or policy a student is alleged to have violated.

The term **Associate Dean for Student Conduct** shall mean the administrator appointed by the Vice President for Student Affairs to oversee the university conduct system.

The term **University sponsored activity** shall mean any activity on or off campus, which is authorized or supervised by the University.

The term **responsible for a violation** shall mean the student(s) or organization has been determined to have violated Behavioral Expectations either through admission or by a decision of the hearing officer or board.

The term **referred student** shall mean any student against whom a complaint has been filed alleging a violation of the Student Code of Conduct.

The term **Behavioral Expectation(s)** shall mean the manner in which the University expects students to act as outlined in the Student Code of Conduct, the Residence Life Rules and Regulations, the Greek Life Guidelines and other established and posted rules, procedures and guidelines.

The term **board hearing** shall mean a meeting with a designated conduct board operating in accordance with the hearing procedures in this document to adjudicate allegations of violations of behavioral expectations.

The term **administrative hearing** shall mean a meeting with a designated hearing officer during which student(s) alleged to have violated behavior expectations and the hearing officer agree on responsibility for the action(s) and sanction(s) without conducting a board hearing.

The term **preponderance of evidence** shall mean the majority of the information presented during either an administrative or board hearing convinced the hearing officer or board to conclude that the student was more likely than not to have violated the behavioral expectations as a student.

The term **violent acts** shall mean any behavior proscribed by the Student Code of Conduct directed towards another university community member that placed him/her in jeopardy, such as assault, sexual misconduct, hazing, etc.

## II. JURISDICTION

The President of California University of Pennsylvania, with the approval of the Council of Trustees, is authorized under Act 188 - which created the Pennsylvania State System of Higher Education of which this University is a part - to create rules of student conduct. These rules and procedures apply to all students and are applicable to behavior occurring both on and off university property. All recognized student organizations are expected to abide by the same regulations as individual students.

This Student Code of Conduct supersedes all previous versions of student codes of conduct and is effective as of August 24, 2011. The Vice President for Student Affairs or designee is responsible for implementing and managing the Student Conduct System including interpreting any ambiguities or decide any questions about the application of this code.

The conduct process is an administrative function of the university and is separate and independent from all legal proceedings. Students are expected to obey all local, state and federal laws. Both university disciplinary and legal proceedings may be used to address actions that violate both university policy and any law. The university does not waive taking disciplinary action due to criminal or civil proceedings or view disciplinary action as a substitute for legal proceedings.

Specific rules for the use of university resources or participation in university functions may be developed in addition to this code of conduct. These rules, such as the *Residence Life Rules and Regulations* and the *Greek Life Guidelines*, may be dealt with by the offices in charge of the resources or functions or referred to the Office of Student Conduct as deemed appropriate by the university based on the nature of the action.

## III. RIGHTS & RESPONSIBILITIES

All students, as defined in this document, are expected to meet the following behavioral expectations. Failure to abide by these expectations may be considered a violation of the student code of conduct and result in disciplinary action. These expectations apply to all

students, regardless of age, residency or other designation and to student behavior occurring both on and off campus. Students are responsible for ensuring appropriate behavior of their guests on university or affiliate's property and informing them of university rules, policies and procedures.

- A. Ensuring the Safety and Security of Self and Others would require one NOT engage in the following:
  1. Actual or threatened physical assault.
  2. Endangering behavior that intentionally or recklessly causes injury, or endangers oneself, other persons or property. This includes the creation of unsafe or unsanitary conditions.
  3. Inappropriate sexual behavior including:
    - i. Sexually harassing behavior defined as severe or persistent acts based on the sex of an individual that interfere with that individual's ability to benefit from educational opportunities or activities. Such behavior can include sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
    - ii. Sexual misconduct meaning attempts or acts of non-consensual sexual contact including, but not limited to caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual misconduct when a person is compelled to caress, fondle or touch another's genital, buttocks or breasts.
    - iii. Sexual assault defined as any threatened, attempted or actual acts of sexual intercourse involving any penetration of a bodily cavity with a foreign object, tongue, digit or genitalia without consent as defined below. (See California University Sexual Assault Protocol for complete details and reporting and support information)
    - iv. Consent shall be defined as positive cooperation in act, behavior or words, in the course of having sexual activity so long as both parties are acting freely and voluntarily, without any coercion or threat of coercion. Both parties must understand the nature of the activity. Consent cannot be implied if either participant is unable to provide positive cooperation or state his/her wishes due to unconsciousness or injury, mental incompetence, age, or intoxication and this fact is known or reasonably should have been known by the person committing the act. Also a lack of protest or previous cooperation does not imply consent. Consent can be withdrawn at any time during an interaction.
  4. Forcible entry or unauthorized presence in any university or affiliate's building or other premises including the use of unauthorized entrances or exits, or means to enter or exit.
  5. Possession of weapons or dangerous items which may be used to inflict harm on others or property such as firearms, BB guns, paintball guns, slingshots, knives, fireworks, or chemicals when not authorized on university or affiliate's property or without proper license off campus.
  6. Creating fire hazards through starting fires, explosions, or possessing items designated as fire hazards such as candles, incense, space heaters, halogen lamps, flammable chemicals, firecrackers or other explosives without authorization.
  7. Tampering with fire or other safety equipment such as blocking emergency exits, removing or discharging fire extinguishers, activating fire alarm pull station or heat/smoke sensors without cause.
  8. Failing to exit a building or area when a fire alarm sounds or requested to do so for emergency or safety reasons.
  9. Smoking in areas designated as nonsmoking including all buildings.

10. Hazing defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which requires, encourages, or permits violation of any federal, state or local statute or college policy, for the purpose of initiation or admission into, or affiliation with, or membership in any organization recognized by, or affiliated with the university.
  11. Irresponsible alcohol use including, but not limited to:
    - i. Consuming or possessing alcohol, regardless of age, or paraphernalia relating to alcohol use such as taps, bonges, empty containers, etc., on university or affiliate's property.
    - ii. Being overly intoxicated whereas actions create a negative atmosphere for oneself or others.
    - iii. Providing alcohol to persons under 21 years of age.
    - iv. Possessing alcohol under 21 years of age on or off campus, including knowingly being in the presence of alcohol.
    - v. Consuming alcohol under 21 years of age on or off campus.
    - vi. Violating this code or laws while under the influence of alcohol whether on or off campus.
    - vii. Advertising events involving the serving or consumption of alcohol on university property.
  12. Misuse of drugs including, but not limited to:
    - i. Using or possessing narcotics, hallucinogens or other controlled substances without a valid medical prescription.
    - ii. Using common or legal substances in a manner inconsistent with the product's intended use with the purpose of achieving an altered mental or physical state.
    - iii. Possessing paraphernalia relating to drug use such as bonges, pipes, or other items used or modified to facilitate drug use.
    - iv. Violating this code or laws while under the influence of drugs whether on or off campus.
    - v. Selling, purchasing, delivering or transferring drugs in any manner.
- B. Giving One's Best would require one NOT engage in the following:
1. Academic misconduct including all forms of cheating and plagiarism. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations; and presenting, as one's own, the ideas or works of another person or persons for academic evaluation. Cases of allegations of academic misconduct will be referred to the Provost's Office.
  2. Use of University documents or resources in a manner other than their official, designated use.
  3. Knowingly making false statements or presenting false information, including making false reports, reports of emergencies, crimes or violations of university policies.
  4. Theft, meaning the unauthorized use or possession of another's personal, university or affiliate's property.
  5. Vandalism, meaning the damage, destruction or defacement of personal, university or affiliate's property.
  6. Illegal gambling in any form as defined by law.
  7. Misuse of University Information Technology Resources including, but not limited to:
    - i. Providing false or misleading information to obtain a university computing account, or hiding or disguising one's identity to avoid responsibility for behavior in the use of information technologies;
    - ii. Unauthorized use of another user's account, to include account sharing;

- iii. Attempting to gain or gaining unauthorized access to university information technology resources, or to the files of another;
  - iv. Performing any act(s) that impede the normal operation of or interfere with the proper functioning of university information technology resources;
  - v. Interfering with the security mechanisms or integrity of the university's information technology resources;
  - vi. Use of the university information technology resources to transmit abusive, threatening, or harassing material, chain letters, spam, or other communications prohibited by state or federal law;
  - vii. Copyright infringement, including illegal file sharing of video, audio, software or data;
  - viii. Excessive use that overburdens the information technology resources to the exclusion of other users;
  - ix. Use of the university information technology resources for personal profit, commercial reasons, non-university fundraising, political campaigns or any illegal purpose;
  - x. Non-authorized solicitations on behalf of individuals, groups, or organizations;
  - xi. Intentionally or knowingly installing, executing, or providing to another, a program or file, on any of the university's information technology resources that could result in the damage to any file, system, or network.
  - xii. Other actions which violate the university's Acceptable Use Policy available on the university's website.
8. Violating any of the restrictions, conditions or terms of a sanction resulting from prior disciplinary action imposed by a hearing officer or university official.
  9. Refusing to comply with reasonable requests of university or affiliate's employees acting in the performance of their duties.
  10. Violation of established university policies, rules and regulations that are contained in other university publications but not specified in this code or that are announced to the university community following this publication.
  11. Unauthorized use of the University's name, insignia, or other emblem.
  12. Violation of federal, state or local law that reflects negatively on the university or endangers university community members, whether occurring on or off university property.
  13. Actions that encourage, facilitate or support violation of university policies, procedures or regulations.
- C. Treating Others Fairly would require one NOT engage in the following:
1. Harassing behavior, meaning repeated, severe or pervasive actions directed towards specific individual(s) with the intent to harass or alarm including actual, attempted or threatened physical contact, and/or acts that serve no legitimate purpose.
  2. Stalking, meaning a course of conduct or repeated acts towards another including following with the intent to cause reasonable fear of bodily harm or substantial emotional distress.
  3. Disrupting behavior, meaning conduct that is substantially disorderly, unnecessarily disruptive to others, and/or disruptive to the normal practices, processes and functions of the university or local municipalities. This includes actions which prevent activities - such as teaching, research, administration - from continuing and/or repeated disruptions after being asked to refrain; using technology, without appropriate prior notice or consent, to create, display or distribute an audio, video or digital file or image of people, places or things where the location reflected is a place where a person would have a reasonable expectation of privacy(such as

- bedrooms, restrooms, or locker rooms); interfering with entry into or exit from buildings, offices or other areas requiring free movement of people.
4. Interfering with the freedom of any person to express his/her views as long as the expression is within legal limits.
  5. Conduct that constitutes unlawful discrimination based on another person's race, color, sex, religion, age, national origin or sexual orientation.

#### IV. PROCEDURES

##### A. Referrals

##### 1. Making a Referral

Any member of the University community, guest, visitor or other interested party may make a report of an alleged violation of university rules against a student. Complaints must be in writing and submitted to the Office of Student Conduct or a designated hearing officer within a reasonable amount of time from the incident. This deadline may be extended up to one calendar year by the Vice President for Student Affairs or designee based on unique circumstances.

Referrals will be forwarded to the appropriate hearing officer to review the report to determine if a violation of university rules was likely to have occurred based on the report. If so, the hearing officer will determine specific charges and initiate the conduct process.

If a complainant decides not to participate in conduct proceedings or have his/her name released after filing the initial report, the university will continue investigating the allegation and will proceed if possible. If no other witnesses or information are available to support a complaint, the report will be filed and no action will be taken.

##### 2. Organizations

Recognized student organizations have the same rights and responsibilities as individual students. A complaint may be viewed as the action of an organization if a significant number of students involved belong to an organization, planning and leadership for an action came from organization members or if an organization authorized or funded the action. The officers will act on behalf of the organization in conduct proceedings with the same participation rights and privileges as individual students outlined.

##### 3. Investigation

Complaints will be forwarded to a designated hearing officer to review. If the hearing officer believes sufficient evidence exists to support the complaint, an investigation will be conducted. The scope of the investigation will be determined by the nature and complexity of the complaint. The referred student will be called in for a preliminary meeting by the hearing officer once sufficient information has been gathered. The hearing officer will share the complaint and any other pertinent information at the preliminary meeting with the student and allow the student to respond.

##### 4. Withdrawals

If a student withdraws from the university prior to completion of the conduct process through either hearing option, the process may be restarted at, or as a condition for, re-enrollment at the discretion of the Associate Dean for Student Conduct. A registration hold will be placed on the student's account until the process is restarted or completed.

##### 5. Limited Immunity

A student who admits to violating the Irresponsible Alcohol Use or Misuse of Drugs sections above in the course of reporting an incident as a victim of physical assault, endangering behavior, inappropriate sexual behavior, stalking or harassing behavior or when calling for medical

assistance will not be charged for those violations. This includes those calling on another's behalf and who stay with that individual. Limited immunity may be given to students admitting to other violations in these circumstances at the sole discretion of the Associate Dean for Student Conduct. The university may follow up on such admissions in an informal manner.

6. Alternative Dispute Resolution Options

Alternative resolution options - such as mediation, restorative justice conferencing, and other processes - may be available in certain situations. These options can be requested by any directly-involved party or suggested by a hearing officer. These options may be used to avoid escalation of minor conflicts or in place of the conduct process in certain situations with the agreement of all involved parties and the Associate Dean's approval. If an agreement is not reached when used in lieu of the conduct process, the case will be referred back for adjudication.

B. Hearing Options

Students accused of violating university rules may request either an administrative or conduct board hearing. The University reserves the right and sole discretion to assign particular cases to whichever hearing option is determined by the Vice President for Student Affairs or designee to be in the best interests of all concerned, including the University.

1. Administrative Hearing

This hearing option allows a resolution of the complaint between the referred student and a designated hearing officer, usually during the preliminary meeting. In this option, the student accepts the determination of responsibility for violations and the sanctions offered by the hearing officer, allowing the complaint to be resolved. No recording or transcript of these proceedings will be created or maintained. The student waives the right to a board hearing and the ability to appeal in accepting the hearing officer's decision.

2. Conduct Board Hearing

If a student and hearing officer are unable to agree on whether the student is responsible for violating university rules or what sanctions are proposed, the student may request a conduct board hearing. The University Conduct Board will operate to adjudicate violations of the Student Code of Conduct. The University Conduct Board will be composed of student, faculty and staff representatives and a minimum of one representative from each area will sit on any given hearing board. The Associate Dean for Student Conduct will act as advisor and chairperson for the board. Faculty and staff representatives will be appointed by the President while student members will be appointed by the Vice-President for Student Affairs. All terms will be for one year with reappointments possible. The University Conduct Board will consist of eight (8) members plus the chair as a non-voting member except in cases of tie votes. A minimum of four (4) members plus the chair are required to establish quorum for a hearing.

C. Board Hearing Procedures

Conduct board hearings shall be conducted in a fair and impartial manner. Strict rules of evidence will not apply since conduct proceedings are administrative in nature. All board hearings will be recorded on audiotape or other reliable means at the discretion of the Associate Dean for Student Conduct. This recording will be the sole and official record of the hearing and will be maintained in the Office of Student Affairs until after all appeal procedures are exhausted. The University Conduct Board will follow the suggested order below. Other conduct boards established for adjudicating

violations of specific rules (such as Residence Life and Greek Life) will follow similar procedures.

1. Introductions
2. Introduction of charges and student's response of responsible, not responsible or no plea
3. Information in support of charges by complainant or department filing the complaint including statements of witnesses
4. Information in support of the referred student including statements of witnesses
5. Private deliberation of the board members to determine responsibility for violations and sanctions if appropriate. Such determination will be by majority vote.
6. Announcement of the board's determinations (may not be immediate depending on circumstances)

D. Appeals

The outcome of any conduct board proceeding may be appealed by the referred student. Survivors of sexual assaults or other violent acts who filed the original complaint may also appeal a hearing outcome. Appeals are to be in writing and submitted to the Associate Dean for Student Conduct within five (5) class days of receipt of the written notice of the board decision. Appeals from the University Conduct Board will be heard by the Vice President for Student Affairs or designee. The original determinations of the board will be considered final and conclusive if an appeal is not received within the five day time limit. Appeals must be based on at least one of the following reasons to be considered:

1. Procedural errors in the operation of the conduct process substantial enough to have effectively denied the student a fair hearing.
2. Availability of new and significant evidence which was not available at the original hearing in spite of diligent efforts by the student to collect information.
3. Lack of substantial information presented at the hearing to support the decision on responsibility for a violation.
4. Severity of the sanctions does not match the severity of the violation.

An appeal will limit inquiry to records and documents on file when the request was received. The appeal officer will determine a response which could be denial of the appeal, granting an administrative hearing with the appeal officer or conducting a review of the proceedings and information without meeting with the student. The appeal officer will notify the student of the response to the appeal within ten (10) work days from the date of the receipt of the appeal. If an administrative hearing is granted, the student will receive at least two (2) days notice of the time, place and date of the hearing to prepare. No recording of an appeal hearing will be made. The appeal officer will send written notification of the outcome of an appeal hearing within five (5) days of the hearing.

The appeal officer may modify the decisions of responsibility and sanctions as s/he deems appropriate if the appeal is upheld. Sanctions may be increased only in case of an appeal by a survivor of a sexual assault or other violent act.

E. Conduct Policies

1. Complaints will be assigned to a designated hearing officer to investigate. Following an investigation, a preliminary meeting will be held with the referred student to review the complaint and other information gathered. During the preliminary meeting, the student may normally be allowed to request an administrative or board hearing.
2. If a student fails to attend a preliminary meeting after reasonable attempts by the university to provide notification, the university reserves the right to adjudicate the complaint based on the information available through an administrative hearing.

3. If a student fails to appear for a scheduled hearing without providing notice, the hearing officer or conduct board may proceed in his/her absence. Only information then available will be considered in determining responsibility and sanctions. Failure to participate will not be used to determine responsibility for a violation by itself and will not be grounds for an appeal.
4. Referred students shall be provided written notification of the time, place and date of a board hearing at least three (3) calendar days in advance following a preliminary meeting. The notice shall include the charges to be adjudicated and other pertinent information about the hearing. The student can request a postponement of the hearing which will be reviewed and decided on by the Associate Dean for Student Conduct.
5. Referred students have the right to an advisor of his/her choice present at an administrative or board hearing. An advisor may provide support and advice but not actively participate in a hearing. Attorneys may act as advisors, but may not argue a case or attempt to introduce legal procedures.
6. Hearings, both administrative and board, will be closed to the public. The University reserves the right to review individuals attending hearings based on their involvement with the incident. All information presented during conduct proceedings is confidential and will only be released if subpoenaed or with the student's permission except for final results of sexual assaults or other violent acts which will be released to the survivor or victim of the act.
7. Prospective witnesses, other than the complainant and referred student, may at the discretion of the chair be excluded from a board hearing during statements by other participants.
8. Oral and/or written statements may be considered at the discretion of the chair or hearing officer and will be weighed as deemed appropriate by the hearing authority. Referred students are responsible for ensuring witnesses or documents are available at the time of the hearing.
9. Referred students will be afforded an opportunity to hear and respond to all information presented against them.
10. Referred students may request the removal of any board member they feel may be biased against them. Removal for bias will be at the chair's discretion. Board members with a conflict of interest or bias may excuse him/herself from a hearing. A hearing officer may request a case be assigned to another hearing officer due to a conflict of interest.
11. All participants are expected to act with integrity by providing honest answers, following established procedures and maintaining confidentiality.
12. Hearings will be conducted in a civil manner with any participant disrupting the conduct process being excluded from the remainder of the meeting. The chair is responsible for ensuring civility during a hearing.
13. Pending resolution of a complaint, student status may only be altered to protect university interests and/or the safety and security of individual members of the university community. Such actions may include interim suspensions, restriction of privileges including access to certain areas of campus and no contact directives. The Associate Dean for Student Conduct is responsible for determining if such actions are necessary and implementation.
14. Determination of responsibility for violating any university rules will be based on the standard of preponderance of the evidence in both administrative and board hearings.
15. Parents or guardians will be notified of violations of the university's drug and/or alcohol policies as outlined in Section III above. Notification will be coordinated by the Associate Dean for Student Conduct following

completion of conduct proceedings, including the time period allowed for appeals. Students may request an exception from notification to the Associate Dean for extenuating circumstances.

16. Conduct records, including reports of violations and official correspondence, will be maintained minimally for a period of two (2) years from graduation or separation of a student from the university, except for suspension or expulsions. Records from cases involving suspension or expulsion will be kept indefinitely. Conduct records will be housed in the Office of the Vice President for Student Affairs.
17. Written notification of the outcome of a hearing including the reasons for the decision, findings of fact and an explanation of the sanctions will be sent within a reasonable timeframe from the conclusion of the conduct proceedings by either the hearing officer or the chair of a conduct board. Notifications will be sent to the referred student and the survivor/victim of sexual assaults or other acts of violence. Other notifications may be sent in order for the University to comply with applicable victim notification laws for reporting the results of disciplinary proceedings.

#### V. SANCTIONS

The following sanctions comprise a range of official action that may be imposed for violation of regulations by individuals or groups. One or more sanctions may be imposed at the discretion of the hearing officer or board in an effort to promote behavioral change. Sanctions attempt to teach alternative behaviors; increase personal and social skills; increase a student's awareness of obligations to others; demonstrate implications of actions; and explain rationale behind regulations. This list does not limit the actions available to a hearing officer or board and is not inclusive of all possible actions that could be taken as a result of a violation of university policy. Students found responsible for violations will receive a minimum of disciplinary warning with expulsion being the maximum sanction.

**Disciplinary Warning.** This action is taken when the individual's conduct or involvement merits an official admonition that can be either verbal or written. The student is warned that further misconduct may result in more severe disciplinary action. A disciplinary warning is intended to promote reflection on the decisions and behavior leading up to a violation and promotes an increased awareness of the university's behavioral expectations.

**Disciplinary Probation.** This action is designed to assist students in developing behavior appropriate to the university community through placing them on a warning status. There are three types of probation listed below which may be imposed depending on the type and severity of the violation.

1. **Residence Hall Probation** - A change in student status for violating Residence Life Rules and Regulations involving written notice of the probation, its terms, and time limit as established by the Hearing Officer or Residence Life Conduct Board. Privileges of residents, including visitation, may be revoked for all or part of the time the resident is on probation. The resident is also informed that further violations may result in greater levels of sanctions. This level of probation is intended to provide the student an opportunity to reflect on and learn from their behavior while increasing their awareness of the impact of their behavior on themselves and others and of the university's behavioral expectations. The importance of making mature decisions is stressed while a student is on probation.
2. **University Probation Level I** - A change in student status involving written notice of the probation, its terms, and time limit as established by the Hearing Officer or University Conduct Board. The student is notified that further infractions of any University regulation may result in more stringent restrictions being placed on his/her actions. This level of probation is intended to provide the student an opportunity to reflect on and learn from their behavior while increasing their awareness of the impact of their behavior on themselves and

others and of the university's behavioral expectations. The importance of making mature decisions is stressed while a student is on probation.

3. **University Probation Level II** - The most serious level of conduct sanction short of suspension from the University during which the student is considered not in good standing. The student remains enrolled at the University under circumstances defined by Hearing Officer or University Conduct Board and may not represent the University in any official capacity or hold office in any student organizations including, but not limited to, varsity or non-varsity intercollegiate athletic events or teams, recognized student organizations, theater groups or productions, musical organizations, or SAI Senator or Officer positions. This probation level indicates to the student that further violation(s) of University regulations will result in more stringent conduct action, including but not limited to suspension or expulsion from the University. This level of probation is intended to promote reflection on the student's behavior and decisions while stressing making mature decisions, engaging in critical thinking and developing more appropriate behavior as a member of the university community.

**Behavior Contract.** A student and hearing officer may reach a written agreement concerning expectations for future behavior and decisions to assist in preventing inappropriate behavior from recurring.

**Residence Hall Reassignment or Removal.** This action is an involuntary reassignment to another hall or removal from on-campus housing altogether for a designated period of time and may include restricted visitation privileges. Usually, a student is given forty-eight hours to remove all belongings from an assigned space and reimbursement of room charges will be based on the official university refund schedule for removals. This sanction is imposed to protect the welfare of a residence hall or floor community and students having this sanction imposed should reflect on the behavior necessary for an individual to be part of a residential community by respecting others, developing critical thinking skills and mature decision-making skills.

**Restriction of Privileges.** This action consists of an effort to assist students in developing an awareness of the responsibilities that go along with privileges and increase an awareness of appropriate behavior and how decisions impact themselves and others. Under this sanction, students may be restricted from entering certain buildings, attending certain events or using specific programs due to their behavior. Residence hall students may have their visitation privileges restricted or revoked for a certain time period or specific guests may not be allowed into a residence hall. Participation in university organizations or holding office in organizations or other privileges can also be included under this sanction as deemed appropriate by the hearing officer or board based on the incident.

**No Contact Directive.** This action is implemented at the discretion of a hearing officer directing a student to avoid initiating contact with another member of the university community and may include limiting access to areas to avoid incidental contact. A no contact directive may be imposed at a student's request without conduct proceedings if it does not involve any accommodation changes. Contact includes direct interactions in person or through technology as well as the use of third parties to interact.

**Suspension of Group Recognition.** This action consists of the withdrawal of all or part of the official recognition of a group for a stated period of time and will include conditions for reinstatement of recognition. This sanction is intended to assist groups in developing a stronger sense of the responsibilities which goes along with the privileges of university recognition and a commitment to be a positive part of the university community.

**Revocation of Group Recognition.** This action is permanent cancellation of the official University recognition and privileges of a group found in violation of University regulations.

**Restitution Fines.** A student or organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of behavioral expectations. Restitution fines may be imposed by the University in addition to any other sanction to promote responsibility for actions and an awareness of the consequences for behavior.

**Restitution Service.** As part of the sanctioning process, students can be required to perform service to assist in developing increased awareness of the impact of their decisions and strengthen critical thinking abilities to identify appropriate behavior. These services can include performing assigned duties, sponsoring programs, etc.

**Educational Activity.** A student or organization may be required to complete an educational activity or project relating to the violation to assist in their developing increased awareness of the impact of their decisions, strengthen critical thinking abilities to identify appropriate behavior and an increased sense of responsibility, integrity and civility.

**Conduct Referrals.** Hearing officers may refer students found responsible for violations to campus resources to assist, educate or monitor them in the development of appropriate behavior, critical thinking skills, mature decision-making skills, etc. These referrals are mandatory and failure to complete a referral could result in additional conduct action. Referrals may include the CHOICES Drug & Alcohol Education Program, the Counseling Center, etc., and could include drug testing for violations related to drug use.

**Registration Hold.** A hold may be placed on a student's registration if the student has failed to complete a sanction or withdraws prior to official conduct on an allegation. Holds are intended to be temporary until either the sanction or conduct process is complete. Registration holds may also be used during periods of interim suspension, suspension or expulsion.

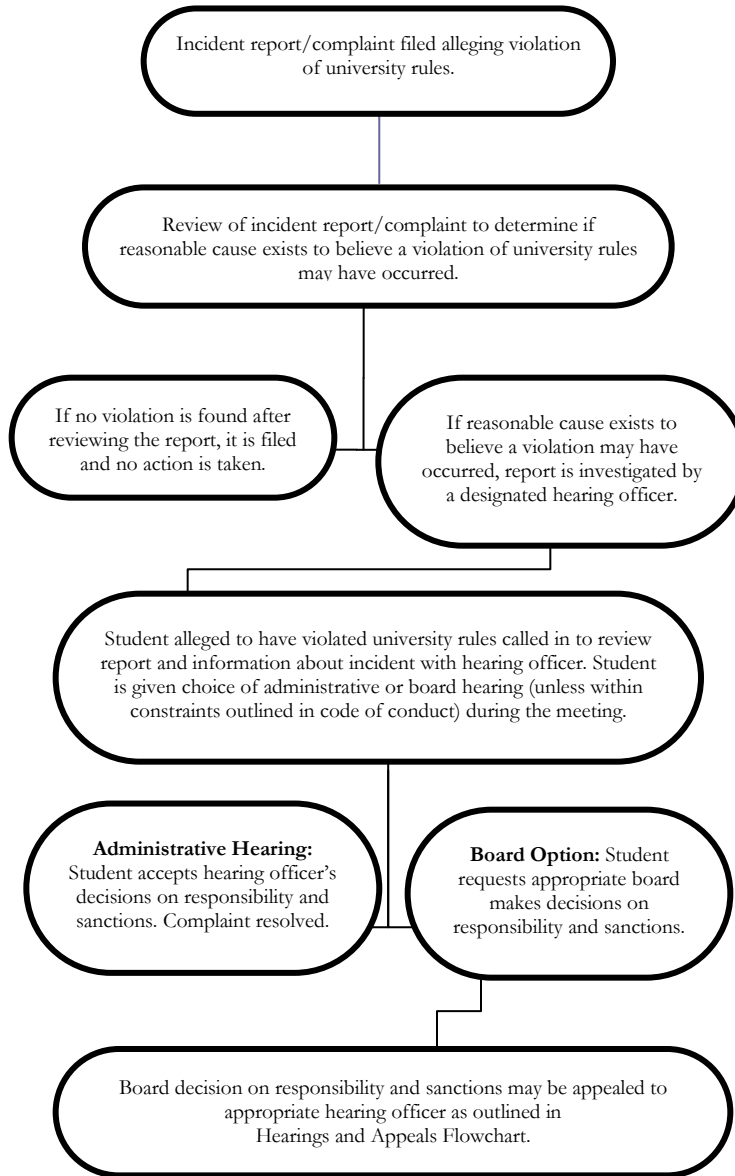
**Interim suspension.** The President or his/her designee may suspend a student for an interim period pending full conduct proceedings whenever there is evidence that the continued presence of the student at the University poses a substantial threat to the safety and/or well being of any member of the university community or university or private property. An interim suspension may be effective immediately without prior notice; however the decision may be appealed to either the Associate Dean for Student Conduct, Associate Vice President or Vice President for Student Affairs and will be handled as outlined in the Appeal Procedures except that the time lines will not apply. The student shall be given an opportunity to appear personally before a hearing officer or board within 10 class days from the effective date of the interim suspension unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date. Both the student(s) and the university must agree to an extension that may be left open ended. By agreeing to an extension, the student accepts the decision of interim suspension and any conditions imposed as part of it.

During an interim suspension, the student will be barred from all or part of the University's premises, as designated by the hearing officer. A student under interim suspension who returns to the portion of campus from which s/he was barred without permission from the Vice President for Student Affairs will be subject to dismissal and/or arrest for trespassing.

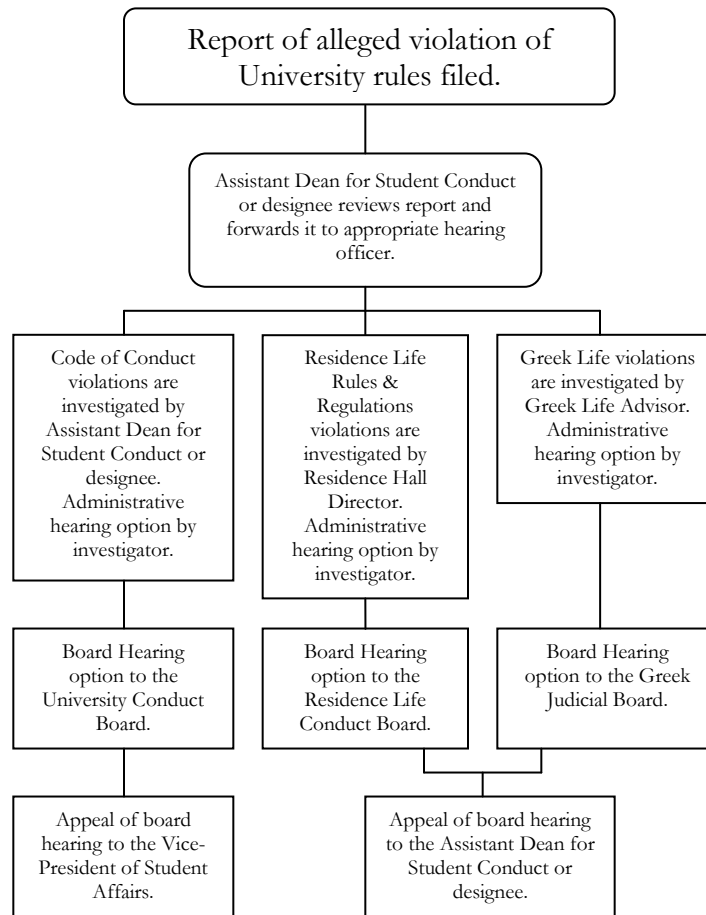
**Suspension.** This action is an involuntary separation of a student from the University for a designated period of time after which s/he is eligible to return. The Associate Dean for Student Conduct or Associate Vice President for Student Affairs may establish requirements for reinstatement, which must be fulfilled to his/her satisfaction. The student may not participate in any University sponsored activity and may be barred from University premises during suspension. Reimbursement of university charges or fees for students removed from the university due to conduct action will follow the official refund schedule for withdrawals. This action is designed to protect members of the university community and their property, promote critical thinking and mature decision making skills, self-reflection on behavior and the impact it had on the student and others.

**Expulsion.** This action is one of involuntary and permanent separation from the University. The student will be barred from all University activities and property following expulsion. Reimbursement of university charges or fees for students removed from the university due to conduct action will follow the official refund schedule for withdrawals.

## Incident Report Flowchart



## Hearing & Appeals Flowchart



## **SECTION 2**

### **ALCOHOL AND OTHER DRUGS**

Every student is encouraged to review the information contained in this section. The use or abuse of alcohol and/or other drugs can pose a serious threat to your well being and of others. Information included provides overviews of:

- Cal U's policy and standard of conduct with regard to alcohol and other drug use
- Cal U's alcohol and other drug intervention, education and prevention programs
- Health risks associated with various drugs
- Alcohol and the law
- Some local resources for assistance with alcohol and other drug issues

**POLICY AND STANDARD OF CONDUCT** Cal U is committed to providing a substance-free campus. In fact, the University prohibits the possession, use or sale of alcohol and other mind-altering substances on campus. California University of Pennsylvania, as required by the Drug-Free School and Communities Act Amendments of 1989 (Public law 101-226), hereby declares that the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol by students and employees is prohibited at any university activity. Students violating this policy will be subject to the penalties and procedures prescribed in "Statement of Student Rights and Responsibilities: Student Code of Conduct" promulgated in 1998. In response to issues and concerns associated with students, California University provides intervention through the BASICS program and University Counseling Center and education and prevention are provided jointly by the Health and Wellness Education Center and the AOD Prevention Specialist.

**ALCOHOL AND OTHER DRUG (AOD) PROGRAMS** Cal U's AOD programs are based within in the Wellness Center (also known as the health center), located on the Ground Floor of Carter Hall. Cal U's AOD programs strive to comply with Drug-Free Schools and Campuses Regulations as set forth by the U.S. Department of Education. Intervention, education and prevention comprise the operational components of Cal U's AOD Programs. Intervention is provided by the BASICS program. Education and prevention are provided jointly by the Health and Wellness Education Center and the AOD Prevention Specialist. See BASICS, Health and Wellness Education Center and AOD Prevention.

#### **HEALTH RISKS**

##### **Alcohol**

Addiction, liver disease, Fetal Alcohol Syndrome, higher normal rates of peptic ulcers, pneumonia, cancer of the digestive and respiratory tracts, heart and artery diseases, accidents.

##### **Cocaine**

Addiction, heart seizures, stroke, lung damage, severe depression, paranoia and anxiety.

##### **Marijuana**

Impaired short-term memory, psychological addiction, paranoia, increased heart rate, lung cancer, affects respiratory and reproductive systems, and suppresses the immune system.

##### **Hallucinogens (LSD, PCP, Ecstasy, Special K)**

Dependence, unpredictable behavior, flashbacks, psychoses, affects heart rate and respiratory system.

##### **Depressants**

Addiction, muscle rigidity, possible overdose (barbiturates), interferes with REM phase of sleep.

**Stimulants**

Addiction, paranoia, depression, confusion, possible hallucinations, weight loss, dehydration, psychiatric problems, and higher rate of liver and heart disease.

**Narcotics**

Addiction, lethargy, weight loss, depressed central nervous system, heart and lung abnormalities, hepatitis, AIDS (non-sterile needles), reduction of visual activity, and constriction of pupils.

**Inhalants**

Affects coordination, unconsciousness, suffocation, damage to brain and central nervous system, sudden death, respiratory depression.

**Steroids**

Increased blood pressure, baldness, skin problems, liver toxicity and cancer, arteriosclerosis, insomnia, loss of elasticity in tendons and ligaments, shrinkage of testicles, decreased sperm count, fluid retention, pore enlargement, and increased aggressiveness.

**ALCOHOL AND THE LAW** California University is concerned for the well-being and safety of its students and those they interact with and believes that they should be informed of the consequences that may confront them when using alcohol and other drugs. The following information is not intended to be legal advice, but merely conveys general information related to alcohol use as it may relate to the law.

**PUBLIC DRUNKENNESS****Section 5505 of the Pennsylvania Crimes Code (Title 18)**

A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol... to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Penalty	1 <sup>st</sup> Offense
Fine	0-\$300
Jail	0-90 days

**MISREPRESENTATION OF AGE  
TO PURCHASE LIQUOR OR MALT OR BREWED BEVERAGES**

**Section 6307 of the Pennsylvania Crimes Code (Title 18)**

A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she being under the age of 21 years, knowingly and falsely represents himself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages.

Penalty	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	1 year	1 year
License Suspension	90 days	1 year	2 years

**PURCHASE, CONSUMPTION, POSSESSION OR TRANSPORTATION OF LIQUOR OR MALT OR BREWED BEVERAGES BY A MINOR**

**Section 6308 of the Pennsylvania Crimes Code (Title 18)**

A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages.

Penalty	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	0-90 days	0-90 days
License Suspension	90 days	1 year	2 years

**REPRESENTING TO LIQUOR DEALERS THAT A MINOR IS OF AGE**

**Section 6309 of the Pennsylvania Crimes Code (Title 18)**

A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the purpose of inducing [that] person to sell or furnish any liquor or malt or brewed beverages.

Penalty	
Fine	\$300-\$2500
Jail	0-1 year

**INDUCEMENT OF MINORS TO BUY LIQUOR OR MALT OR BREWED BEVERAGES**

**Section 6310 of the Pennsylvania Crimes Code (Title 18)**

A person is guilty of a misdemeanor of the third degree if he/she hires or requests or induces any minor to purchase, or offer to purchase, liquors or malt or brewed beverages....from a duly licensed dealer for any purpose.

Penalty	
Fine	\$300-\$2500
Jail	0-1 year

**SELLING OR FURNISHING LIQUOR OR MALT OR BREWED BEVERAGES TO MINORS**

**Section 6310.1 of the Pennsylvania Crimes Code (Title 18)**

A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or... furnishes or purchases with the intent to sell or furnish any liquor or malt or brewed beverages to persons less than 21 years of age.

This section does not apply to any religious service or ceremony which may be conducted in a private home or a place of worship where the amount of wine served does not exceed the amount reasonable, customarily and traditionally required as an integral part of the service or ceremony.

Penalty	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense and Subsequent Offenses
Fine	\$1000-\$2500	\$2500
Jail	0-1 year	0-1 year

**MANUFACTURE OR SALE OF FALSE IDENTIFICATION CARD**

**Section 6310.2 of the Pennsylvania Crimes Code (Title 18)**

A person commits a misdemeanor of the second degree if he intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another.

Penalty	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense and Subsequent Offenses
Fine	\$1000-\$2500	\$2500 - \$5000
Jail	0-2 years	0-2 years

**CARRYING A FALSE IDENTIFICATION CARD**

**Section 6310.3 of the Pennsylvania Crimes Code (Title 18)**

A person commits a summary offense for a first violation and a misdemeanor of the third degree for subsequent violations if he/she, being under 21, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years or age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.

Penalty	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	0-1 year	0-1 year
License Suspension	90 days	1 year	2 years

Parental Notification.

**SELLING OR FURNISHING NONALCOHOLIC BEVERAGES TO PERSONS UNDER 21**

**Section 6310.7 of the Pennsylvania Crimes Code (Title 18)**

A person commits a summary offense if he intentionally and knowingly sells or furnishes nonalcoholic beverages to any person less than 21 years of age.

As used in this section, the term “nonalcoholic beverage” means any beverage intended to be marketed or sold as nonalcoholic beer, wine or liquor having some alcohol content but not containing more than 0.5% alcohol by volume.

Penalty	
Fine	0-\$300
Jail	0-90 days

**RESTRICTION ON ALCOHOLIC BEVERAGES**

**Section 7513 of the Pennsylvania Crimes Code (Title 18)**

It is unlawful for any person who is an operator or an occupant in any motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverage or controlled substance... in a motor vehicle while the motor vehicle is located on any highway in this commonwealth.

This section does not prohibit possession or consumption by passengers in the passenger areas of a motor vehicle designed, maintained or used primarily for the lawful transportation of persons for compensation, including buses, taxis and limousines, or persons in the living quarters of a house coach or house trailer.

Any person who violates this section commits a summary offense.

Penalty	
Fine	0-\$300
Jail	0-90 days

**DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED  
SUBSTANCE**

**Section 3802 of the Pennsylvania Vehicle Code**

Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for Driving Under the Influence (DUI) convictions. This law became effective September 30, 2003. Information concerning driving under the influence of alcohol or a controlled substance is available through the Pennsylvania Liquor Control Board web site at [www.lcb.state.pa.us](http://www.lcb.state.pa.us)

**Disclaimer: This information is not intended to be legal advice, but merely conveys general information related to drinking and driving. For more information, please contact your local District Attorney's Office or a private attorney.**

A person shall not drive, operate or be in actual physical control of the movement of any vehicle:

- While under the influence of alcohol to a degree which renders the person incapable of safe driving;
- While under the influence of any controlled substance . . . to a degree which renders the person of incapable of safe driving;
- While under the combined influence of alcohol and any controlled substance to a degree which renders the person incapable of safe driving; or
- While the amount of alcohol by weight in the blood of the person who is an adult is 0.08% or greater or a minor is 0.02% or greater.

It is considered prima facie evidence if an adult has 0.08%, a minor has 0.02% or anyone operating a commercial vehicle has 0.04% or more by weight of alcohol in his or her blood at the time of driving, operating or being in actual physical control of the movement of said vehicle. For the purpose of this section, the chemical test of the sample of the person's breath, blood or urine shall be from a sample obtained within two hours after the person drove, operated or was in actual physical control of the vehicle.

In some cases, first time DUI offenders may be eligible for the Accelerated Rehabilitative Disposition (ARD) program. Offenders **may not be eligible** for the ARD Program if they:

- Have been convicted of a DUI within the past ten (10) years
- Have seriously injured or killed someone as the result of a DUI crash or
- Have been charged at the time of a DUI with other specific serious vehicle violations.

In addition, the District Attorney may have other requirements that may disqualify someone from ARD.

The ARD program consists of the following:

- up to 12-month license suspension
- community service
- restitution
- 6-month court supervision
- attendance at Alcohol Highway Safety School and its costs

- CRN evaluation
- court and administrative costs
- treatment and other conditions that a judge may impose

**OPERATION IN SAFE MANNER**  
**Section 7726 of the Pennsylvania Vehicle Code**

No person shall operate a snowmobile or an ATV in any of the following ways:

- At a rate of speed that is unreasonable or improper under existing conditions or in excess of the maximum limits posted for vehicular traffic
- In any careless way so as to endanger the person or property of another
- While under the influence of alcohol or any controlled substance.

No owner or other person having charge or control of a snowmobile or ATV shall knowingly authorize or permit the operation of the snowmobile or ATV by any person who is incapable to do so by reason of age, physical or mental disability, or who is under the influence of alcohol or any controlled substance.

Penalty	1 <sup>st</sup> Offense	Subsequent Offenses
Fine	\$50-\$200	\$100-\$300

**TREATMENT RESOURCES** Cal U provides intervention, education and prevention services in an introductory capacity. Students who must cope with advanced issues relating to alcohol and other drug abuse are encouraged to contact an agency listed below, consult with a licensed private professional or seek the assistance of Cal U's Counseling Center. Those resources listed below that are community agencies do not comprise a comprehensive listing of off campus resources.

**BASICS** (Cal U) 724-938-5507  
 Intervention, education, prevention, assessment, referrals

**Counseling Center** (Cal U) 724-938-4056  
 Confidential Individual and Group Counseling

**Health and Wellness Education Center** (Cal U) 724-938-4232  
 Health services and referrals

**AL-ANON** 800-425-2666  
 Support for friends and family of alcoholics

**ALCOHOLICS ANONYMOUS** 724-489-0740  
 Peer support in dealing with alcoholism

**GATEWAY** 800-472-1177  
 Substance abuse and addiction treatment and free evaluation

**GREENBRIAR** 800-637-4673  
 Substance abuse and addiction treatment

**NARCOTICS ANONYMOUS** 412-391-5247  
 Peer support in dealing with drug abuse

**S.W. PA HEALTH SERVICES** 724-489-9100  
 Alcohol and other drug treatment services

## SECTION 3

### LIVING@CAL U: THE SUITE LIFE

Living@Cal U offers a variety of options for students, all designed to fit your lifestyle from the first year of college through graduate school. University housing was designed with significant input from students, resulting in facilities and services tailored to your changing needs. Six suite-style residence halls on the lower campus house 1,496 students who are primarily freshmen, but also include a mix of upper-class students to promote community development and sharing campus traditions. Since the first year of college typically involves numerous academic, personal and social transitions, our staff's emphasis is on support and building community so you feel connected to Cal U, adjust to your new home and succeed academically. As you mature and want to branch out on your own to more independent living, our garden style apartment complex, Vulcan Village is the place for you. Fully-equipped apartments that house 770 students just 1.4 miles from the lower campus give you the increased freedom and independence you're ready for. Staff is still available to assist you, but take a less proactive role as transitional issues have generally been resolved by this time. Because of the emphasis on first-year student support, adjustment and success, the information that follows in this section applies specifically to university housing on the lower campus. Information about living at Vulcan Village is available from the community office (724.938.8990) as well as in the lease.

#### THE SUITE LIFE ON THE LOWER CAMPUS

The on-campus residence life program at California University serves your needs as a residential student, and is designed to create a stable living and learning environment based on the university's core values of *Integrity*, *Civility* and *Responsibility* and Bill of Rights and Responsibilities. Here, the halls are more than a place to sleep; they are a learning experience. For many of you, coming to college is your first opportunity to be away from parents, siblings, and life-long friends. Residential living encourages you to develop a sense of independence and to build new relationships with a variety of people, often resulting in long-lasting friendships.

Each semester, our staff works with you to plan activities and programs that promote learning outside the classroom and help create a sense of community within the halls. In addition, hall living can also be a cultural learning experience because you will be living and interacting closely with a wide variety of students. This interaction helps to dispel myths and stereotypes about people and their backgrounds.

The university has six co-ed residence halls, all of which are completely smoke free and are made up of suites in various configurations. Fully air-conditioned and carpeted, the Suite Life provides the most popular amenities students requested during construction planning. Each residence hall has a computer lab, community room, TV area with large screen TV, a kitchen, vending and recycling area, full CalCard use and digital video cameras. Each floor also has lounge and study rooms, and a laundry room, while each suite provides free cable TV and high-speed internet connection. Telephone service is activated upon request and charges may apply. There are many opportunities for student governance, including Hall Council, Inter-Residence Hall Council, and Residence Life Conduct Board.

If you take advantage of the full experience offered by residence hall living, you will learn about yourself as you gain hands-on experience in applying what you learn in class, develop your communication and leadership skills, and create life-long friendships.

Each student accepted into the residence halls is assigned a space. However, this space remains the property of the university and regulations apply for its use. These regulations are discussed later in this section, and you are expected to abide by them. Throughout the year, student committees and the university may publish additional rules. Failure to abide by set regulations may result in disciplinary action. If your behavior indicates that you are not suitable for the residence hall environment, the university has the authority to take possession of a given space at any time, **without refunding fees.**

### **University Core Values in Residence Life**

The Department of Residence Life supports the university's core values of *Integrity, Civility* and *Responsibility*. You are expected to act consistently with these values by treating other residents, staff members, and guests with civility; accepting responsibility for your actions, as well as those of your guests; and acting with integrity when making decisions. Using these values as a basis for behavior means taking others' needs and comfort into consideration, realizing how your actions can affect others, and respecting the opinions, attitudes and decisions of others. We aspire to create residence hall communities that consist of residents who respect and attempt to live by these values.

### **Expectations for Learning in Residence Life**

Residence Life is committed to creating and enhancing learning opportunities, particularly by helping you make connections between what you learn in the classroom and what you learn in the residence halls and through co-curricular activities. Residence hall services and activities are structured to have an impact in the areas of values, morals and ethics; purpose and vocational competence; self-awareness; interpersonal development; physical development; preparation for lifelong learning; and leadership and citizenship.

### **Housing Availability and Contract**

Housing on campus is not guaranteed for everyone. A majority of on-campus spaces are reserved for incoming first-year students, who are assigned on a first-come, first-served basis. A percentage of the spaces available are set aside for upperclassmen and when demand exceeds available space, a lottery is held to determine who can contract for on-campus housing. First-year students not selected in the lottery must fulfill the remainder of their four-semester residency requirement at Vulcan Village, as **university policy states that all first-time freshmen who continue enrollment are required by the university to reside in university-related housing (either on-campus halls or Vulcan Village) for the first four semesters of their college career.** Transfer students who matriculate to the university must reside at Vulcan Village or at another location off campus. The housing contract is binding and includes both the fall and spring semesters of an academic year.

### **Your Suite**

As you move in and begin to personalize your suite, it takes on your character and becomes your home away from home. Standard suites are equipped with desks, chairs, extra long twin size mattresses, dressers, closets, telephone jack, basic TV cable service, computer jacks, carpeting, air conditioning and window treatments. Bathrooms include a counter with sink, toilet, shower and shelves. Suites with expanded living areas add living room furniture including a sofa, arm chairs, coffee table, bookcase and TV stand. You provide the rest.

When you move in, you and your roommate(s) must review and sign a room condition report. The condition and contents of your suite must be the same at the end of the semester. If there are any damages, you and your roommate(s) will assume financial responsibility for the repairs. Although we encourage you to personalize your space, all furniture must stay in the suite and no permanent changes to the area are allowed.

You are strongly encouraged to purchase renter's insurance or determine if you are covered under your parents' or guardian's homeowners policy. The university is not liable for any claims for personal or property damage. You and/or your roommate(s) will be held liable for all damages arising from accidental or purposeful discharge of the fire suppression system (sprinklers).

You and your roommate(s) are responsible for general cleaning in your suite, including the bathroom. You must follow university recycling policies in disposing of your trash in the trash room located on each wing. The hall custodial staff is responsible for general cleaning in common areas and for moving trash to the outdoor disposal areas.

**Your Key and CalCard**

The residence halls are locked 24 hours a day, making your key and CalCard extremely important. You are responsible for both. Your key will open your wing, suite and bedroom doors, computer labs, and the residence hall front door when the CalCard system is deactivated. If you lose your key, report it to the residence hall office or staff member on-call as soon as possible. If you lose your CalCard, report it to the CalCard Office at the Student Center Information Desk, or to Public Safety when the Information Desk is closed. You will also be issued a holder for your CalCard, which you must show to the desk attendant when entering the building to verify your residency. Lock your door at all times and always carry your key and CalCard so you don't lock yourself out of your suite or hall. There is a significant charge for lost keys due to replacement and/or re-coring expenses, and there is also a charge for lost CalCards or CalCard holders.

**Your Mail**

You will receive a combination for your mailbox. Mail is delivered to the residence halls Monday through Friday when school is in session, with the exclusion of national holidays. Outgoing mail service and stamps are available at the Student Center Information Desk. UPS and FedEx deliveries are made to the campus mailroom and you will have to sign for them there. Correspondence from the university is also sent to your campus mailbox, so you should check your mail regularly.

Your mailing address is:

Your Proper Name  
Building and Room Number or Box Number  
California University of Pennsylvania  
250 University Avenue  
California, PA 15419

Your correspondence must include your complete proper name (no nicknames) and the building, room number or box number. If the sender does not include your proper name, room number or box number, we cannot guarantee that you will receive your mail. If you change rooms, you should notify anyone from whom you receive mail.

Over the semester break, first class mail only will be forwarded to the permanent address on record, so please make sure your permanent address is listed correctly with Academic Records and on your online account. If your permanent address changes when you are on campus, you need to notify the Academic Records and Housing Offices and update your online account.

**Specialty Housing**

Residence Life offers you the opportunity to live in a community of students who share interests or concerns for similar issues. The Housing and Residence Life Office encourages groups of students interested in creating specialty housing around common interests to contact us.

*The Honors Program* The Honors Program provides an opportunity for an enhanced educational experience. Students admitted into the Honors Program can request to live together in Residence Hall A, which includes the Honors Program Office, a resource/study room, computer lab and classroom for Honors students. This environment allows you to explore and participate in scholarly, professional, and artistic experiences outside the classroom.

**Living with a Roommate**

Living with another person can be one of the most rewarding and demanding experiences of your time at Cal U. We believe that learning to identify your values, communicate clearly, compromise and problem-solve to build and maintain a respectful, mature relationship with your roommate(s) is one of the most valuable experiences you can have in the residence hall.

We will provide you with the tools and coaching to succeed and believe that when conflict inevitably arises, room changes are not the automatic answer. We will help you develop an approach to communicating about problems or mediate a discussion if agreed on by both/all roommates, but our role is not to artificially “solve” a problem by approaching a roommate or arranging for a room change. Becoming a mature person means having the integrity to acknowledge differences and deal with your roommate(s) honestly and openly, accepting responsibility for your actions and role in the relationship, and conducting disagreements in a civil manner.

To help you begin the communication and compromise you will need to build a successful relationship with your roommate(s), your Community Assistant will guide you through the Roommate Agreement packet after the first floor meeting. After reviewing our statement of Roommate Rights and Responsibilities, you will complete a short Roommate Survey and then work with your roommate(s) to complete a Roommate Agreement that can be renegotiated at any time.

Room changes are made only in extreme cases when all other options have been exhausted and **if space is available**. The Residence Hall Director must approve all moves before they happen. All housing assignments are made and room changes approved at the discretion of the university through the Resident Directors.

### **Living in Community**

To give you responsibility for creating a community that meets your needs, we operate the residence halls by a community standards model. Beyond the broad parameters of university and residence hall safety and management policies, you and your fellow residents are free to agree upon basic principles that will guide your community. You are responsible with them for determining the social contract that will govern your relationships with one another and for holding one another accountable for adhering to it. The staff person’s role is that of a facilitator who is accountable to Residence Life administrators for ensuring health, safety and minimum behavior standards. He or she facilitates community development by taking a leadership role in terms of communication, programming and acting as a resource person, not by being the person designated to “fix” problems or deal with misbehavior. Your CA will coordinate a meeting early in the semester and facilitate a discussion that will result in a Community Agreement that all residents agree upon. In a healthy and productive community this contract is not a static one, but will continue to evolve as you and your community learn and mature. Whenever residents find difficulties with the current Agreement, they should call for a floor meeting to discuss the issues and revise the Agreement.

### **Staff and Services**

Residence Hall Directors (RDs) are the university employees responsible for overall supervision of each residence hall. RDs are specialized professionals with a master's degree in a field related to education and student development and live in one of the halls they supervise. Ensuring that your living and learning experience is comfortable, productive and safe is their primary responsibility and includes such things as advising students and student groups, encouraging community development, promoting academic involvement and success, handling hall student conduct issues, supervising student staff and acting as the liaison for facilities issues. Residence hall offices are open from 9:00 a.m. – 3:00 p.m. Monday through Friday, with additional evening hours that vary by semester.

Community Assistants (CAs) are students (either graduate or undergraduate) who live on designated floors in the residence hall, assisting the RD in its overall operation. As leaders and facilitators for their floor communities, CAs dedicate considerable time and effort to developing community within the hall. As resources to you, they will help you understand and comply with university and residence hall rules, work with you to plan programs and activities to meet your needs, and help you make the most of your residence hall and university experience. CAs are available through an on-call system 24 hours a day, with schedules and contact information posted throughout the building.

Graduate level CAs also serve as assistants to the professional RDs. They live in the residence hall and assist the RD with community development, programming, advising hall

government, operating the front desk and supervising CAs. As student leaders, they are a resource for you and are available at the hall office as well as the on-call system.

Desk Assistants (DAs) are student employees who work scheduled hours at the front desk of each residence hall. They carry out administrative duties, assure that sign-in and escort procedures are followed, and assist in emergencies and hall evacuations.

Custodians are university employees responsible for the cleanliness and upkeep of all public hall areas such as restrooms, laundry rooms, recreation rooms, lounges, vending areas, offices, hallways, and stairways. You are responsible for cleaning your own suite, including bathrooms, and must follow the university recycling policy by properly disposing of all trash in central recycling areas. We remind you to be considerate of custodians when disposing of trash or using residence hall common areas.

### **Hall Organizations**

Residence Hall Councils exist in each building to promote a positive hall atmosphere, provide activities, work closely with the hall staff, and serve as the voice for residence hall students. Each hall council meets regularly and is composed of officers and residents from each floor. We encourage you to become involved in your hall by attending hall council meetings.

Inter-Residence Hall Council is a group that represents the interests of students who live on the lower campus. With elected officers and funding from S.A.I., Inc, the Council provides a forum for residence life issues and makes policy recommendations to improve campus living. Its members plan and provide an extensive variety of residence hall activities and services for residents, including its annual tradition of sponsoring a campus spring semi-formal on the Gateway Clipper. All campus residents are urged to take an active part in the Inter-Residence Hall Council.

The Residence Life Conduct Board is a body of residence hall students who assist university officials in the conduct process. The board's function is to sanction and educate fellow residents who have difficulties with or who have violated residence hall rules and regulations. After meeting with their Residence Hall Director concerning violations or problems with policies, residents have the option of accepting the hall director's decision on responsibility and sanction or request a conduct board hearing. The Board will decide appropriate educational measures and sanctions to aid in adjusting to hall living. If you're interested in helping with this process, contact your RD.

### **Community Safety**

Staff and residents share the responsibility for building security. You should report all accidents, incidents, thefts, lost keys, or suspicious individuals to hall staff.

A state-of-the-art fire suppression and smoke detection system ensures prompt response to fire emergencies. When the fire alarm sounds, you must exit the building immediately according to the evacuation plan in each room. Failure to leave the building will result in fines and/or disciplinary action. You may not reenter the building until told to do so by the fire department, Public Safety personnel or the Residence Life staff. Smoke and heat sensors, sprinklers, pull stations, and fire extinguishers are located in each residence hall. Tampering with or activating any fire equipment in the absence of an actual fire will result in disciplinary and possible legal action.

A digital video camera system is used at lobbies, exit doors, and computer lab areas. Recordings may be reviewed by Residence Life staff or Public Safety for investigation of alleged Code of Conduct or legal violations, and may be used as evidence.

Use of entrances/exits other than the main one is prohibited except in emergencies. The residence halls are locked at all times. Only residents or staff using their CalCards have unrestricted access. Guests must call a resident for entrance, be signed in and be escorted at all times. It is your responsibility to make sure that the door latches and that unauthorized people do not follow you into the building. Do not let non-residents into the building and do not prop the doors open. Doing so compromises the safety of your entire community.

Always take your key and lock your door when you leave your suite, even for a few minutes, and keep your room locked when sleeping. Do not lend your key to anyone.

Your CalCard ID is for personal use only, and is valid only for the currently enrolled term. Falsification or transfer of the card to anyone else is prohibited. Any person on university premises or in buildings supervised by the university is required to produce identification at the request of a university staff member.

When you enter your residence hall, you are required to show your CalCard in its color-coded holder to the front desk attendant. Particularly when you enter the hall in a group, doing so allows you to verify your residence in the hall if you have not swiped your CalCard, and confirms that you do not need to be signed in and escorted by a resident.

### **Residence Hall Rules, Regulations and Policies**

As a student, you are a representative of the university and are expected to model our core values of *Integrity*, *Civility* and *Responsibility* and act in accordance with the Rights and Responsibilities. Harassment or uncooperativeness towards staff or other students will result in disciplinary action. If you participate in any disruptive conduct you are subject to legal action by the Commonwealth of Pennsylvania and the local government and to disciplinary action by the university.

In addition to the university Rights and Responsibilities and general behavioral standards applicable across campus (see Student Code of Conduct), the following rules and policies apply in the residence halls in order to maintain a safe environment that promotes education and personal development. Any questions about these items should be directed to a member of the Residence Life staff.

Students alleged to have violated residence hall rules or regulations will meet with their Residence Hall Director concerning possible violations. At this meeting, residents have the option of accepting the hall director's decision on responsibility and sanction or may request a conduct board hearing.

### **Visitation Policy**

Guests are allowed in the residence halls 24 hours a day, subject to these provisions:

- A guest is defined as any individual who does not live in the residence hall they wish to enter.
- Residents may host up to three guests at one time.
- Residents are responsible for the actions of their guests.
- All residence hall guests, regardless of gender, must be signed into and out of the residence hall by the resident they are visiting.
- All residence hall guests, regardless of gender, must be escorted at all times by the resident they are visiting.
- The same guest is not permitted to stay overnight in the residence hall for more than three days during a seven-day period. Those who violate this policy may be billed, removed and/or banned from the residence hall.
- Any non-University guest under the age of 18 must provide written parental permission and contact information to visit in the residence halls.
- All guests, regardless of gender, who wish to use common area facilities (laundry, vending, TV room, study room, etc.) must be escorted by a resident.
- The University does not condone or permit cohabitation.
- Roommates must agree to the presence of guests in the room. The rights of the resident who does not wish to have a guest take precedence.
- Guests may be asked to leave and residents may lose visitation privileges if guests are disruptive or violate policies.
- **Residence Life staff may temporarily suspend visitation privileges from any suite, floor or area to ensure the safety, security or well-being of residents or in response to policy violations.**

### **Lockout Policy**

You are expected to lock your door and carry your key whenever you leave your suite. As an emergency service, if Community Assistants are available they can access a master key to open your suite. This service is offered as a courtesy only, and you will be charged for lock-

out service beyond three requests a year. Access will be given only to the certified resident of a particular suite, or bedroom within a suite. You may be asked to provide your CalCard to verify your identity.

#### **Room Privacy and Search Guidelines**

The Department of Residence Life is committed to ensuring the privacy and security of its residents and their belongings. The department, however, reserves the right to enter occupied rooms under certain conditions in order to promote a safe, well-maintained and orderly community. In light of this, the following circumstances must be present and procedures must be followed in order for Residence Life staff members to enter and/or search an occupied room. Entrance by Physical Plant, University Police and other University personnel must adhere to the established, applicable procedure for their department. **Third parties not covered below will not be permitted to enter occupied rooms without the residents' permission.**

#### **Circumstances appropriate for keying into a suite/room**

- Request by a resident of the room who is locked out.
- In order to conduct a health or safety inspection of the room or if reasonable suspicion exists that a hazard is present in the room.
- In order to ensure compliance with required evacuation procedures during a fire alarm or drill or in response to a potential life-threatening situation.
- In response to a nuisance complaint from other residents such as excessive noise, on-going alarm sounding, offensive odors, etc.
- While escorting Physical Plant personnel in order to conduct repairs or to assess potential physical problems.
- In order to ensure compliance with break or semester closing instructions such as unplugging appliances and closing windows.
- In order to ascertain location of resident due to extenuating circumstances such as request by parent or university official who has not been able to locate resident for a period of time.
- If a reasonable suspicion exists that a code of conduct violation is occurring at that time and the residents refuse to cooperate and open the door, and the exigency of the circumstance is such that time does not exist for obtaining of administrative search authorization or criminal warrant.
- Following the issuing of an administrative search authorization by the Vice President for Student Affairs or designee.

Staff members will make every effort to knock, announce themselves and warn that a room is being opened before keying in. A reasonable effort shall be made to have a witness present when a room is keyed into, except where emergency conditions make this inadvisable.

#### **Room Searches**

Occupied rooms may be searched only under narrow circumstances, and an effort will be made to enter rooms for extenuating circumstances when at least one resident is available. Banned or illegal items observed in plain view by a staff member while in a room under one of the legitimate reasons above may be used to file an incident report concerning the situation. Staff members may also file incident reports on code violations observed through an open door or if invited into room.

Administrative search authorizations may be issued if there is reasonable suspicion that items in, or actions occurring in, a residence hall room are in violation of the code of conduct. Search authorizations may be requested from the Vice President of Student Affairs or designee on the appropriate form outlining the reasons for the request, names of the proposed searchers and the area to be searched. These authorizations will be valid for a specific period of time indicated on the form and the searches should be conducted with at least one resident present. Searches may be conducted without administrative search

authorizations with consent of the residents or if it is believed that the delay in searching to request the authorization would result in the items being removed or the actions are being stopped. Any violations found during an appropriate search may be used, without limitation, in university conduct proceedings or in providing information to University Police to obtain a search warrant.

Searches of personal items or areas in which they are stored such as refrigerators, footlockers, boxes, closets, or desks may be conducted only with the consent of the resident owning the items or pursuant to warrant or appropriate administrative search authorization where facts exist establishing probable cause for such a search. Residence Life staff may also be present and serve as witnesses for searches conducted by University Police officers under consent or warrant.

### **Room Inspections**

Residence Life staff will conduct periodic inspections of suites and bedrooms to ensure compliance with health and safety guidelines. They also will inspect units at hall closing for break periods to ensure that all closing instructions were followed.

### **Residency Period and Breaks**

The residence halls close at times when classes are not in session, including Thanksgiving, winter, spring and Easter breaks. You must check out of the residence hall during these periods. Requests for exceptions for students participating in sanctioned university events or international students must be made to the Residence Hall Director before the break begins. Details and deadlines will be included on the break posting. There will be a daily charge to anyone granted permission to stay in the residence hall during times it is officially closed.

There is a finals week at the end of each semester, and you are required to vacate the residence hall after completing your last exam.

### **Residency Appeal Process**

The university housing policy requires first-time freshmen to live in university-related housing (either on lower campus or at Vulcan Village) for the first four semesters at Cal U. You must complete a housing contract for lower campus housing or a lease for Vulcan Village to be placed at either location to fulfill the policy requirement. Both of these agreements commit you financially for a specified time period. Any request for exemption from the housing policy or to break the lower campus housing contract must be submitted to the Housing and Residence Life Office, where it will be considered on an individual basis. Unless you receive written approval for exemption from the residency requirement and/or release from the housing contract, you will be held financially responsible for all charges. The request and appeal process is:

#### ***Request Made***

You must submit a written request with supporting documentation, if necessary, for exemption to the residency policy to the Associate Dean for Residential Facilities/Conferences, who will investigate the request.

#### ***Administrative Decision***

The Associate Dean will send you a written response to your request. If it is denied, you have the right to appeal the decision and have your request heard by the Housing Contract Review Board. You must file a written appeal with the Associate Dean within five (5) working days of your denial. If you do not appeal within 5 days, the decision is final.

#### ***Stage One Appeal***

Appeals filed with the Associate Dean within 5 days of the original notification will be heard by the Housing Contract Review Board. The Board will reevaluate the Associate Dean's recommendation and inform you in writing of their decision. If they deny your request, you have the right to appeal the decision and have your request heard by the Vice President for Student Affairs or his/her designee. If you do not appeal within 5 days, the decision of the Board is final.

### ***Stage Two Appeal***

The Vice President for Student Affairs (or designee) will review all previous recommendations and inform you of his/her decision in writing. The decision of the Vice President for Student Affairs is final.

### **Room Personalization Policy**

Your suite is your home-away-from-home. Arranging the décor of your space is an extension of your desire to express yourself and to make yourself and/or your room comfortable. We allow you to decorate or individualize your rooms so long as you adhere to university guidelines, do not create a fire hazard, damage university property or make periodic maintenance impossible. Residents of the suite are responsible for any damage caused by such things as nails, tacks, tape, etc. Marker boards, if used, must be removed upon your departure. Any damage caused by its removal or damage caused by the marker will result in a bill to the resident(s). Damage to any residential space will be dealt with through the residence hall conduct system and/or the Residence Life Office and the responsible student(s) will be billed accordingly. You remain responsible for all original furniture in your suite. Space limitations prohibit furniture storage outside your suite. No items can obstruct the proper functioning of such items as doors, smoke sensors and sprinkler heads.

### **Holiday Decoration Policy**

All electrical decorations should bear the UL label. All decorations should be located so as not to obstruct exits, fire hoses, fire extinguishers, fire alarm pull stations, sprinkler heads, or any heating device. Make sure there is a clear path to the door of your suite from your bedroom or sleeping area at all times. Central hallways and doorways must also be clear. No decorations of any kind shall be suspended from heat pipes, fire or electrical systems. Doors shall not be gift-wrapped. Because they can constitute a fire hazard, the university does not permit cut Christmas trees in the residence halls.

### **Approval for Posting Signs and Flyers**

Bulletin boards on residential floors are reserved for the exclusive use of the Residence Life staff. Any other signs may be posted on designated bulletin boards, generally in lobby areas, after approval by Residence Life staff. All postings without stamped approval or hung in unauthorized locations will be removed. Postings may not promote or advertise parties, alcohol/drug use or contain obscene language or graphic content.

### **Directory Information Policy**

Residence Life personnel follow these guidelines when they are asked for directory information:

1. Directory information is defined as home address, residence hall, room number, and residence hall telephone number.
2. This information will be given out only in response to specific requests (i.e., asking for a specific person's address, room number, or telephone number).
3. You have the right to request that directory information not be released to non-university personnel. This request may be made at any time, and should be directed to the Residence Hall Director. In addition, phone numbers or rooms, depending on availability, may be changed to avoid problems arising from information being given out.

### **Chemical Substances**

Consuming or possessing alcohol on state-owned property (which includes the entire campus as well as the residence halls) is prohibited even if a person is of legal age. Using or possessing narcotics, hallucinogens or other controlled substances except with a medical prescription is prohibited on campus. Smoking is not permitted in the residence halls, the breezeway or within 30 feet of the buildings.

Paraphernalia connected with drug or alcohol use (beer tap, bar, pipes, bong, empty containers, etc.) is prohibited in the residence halls.

No event that includes the serving or consumption of alcohol may be advertised in the residence halls.

Violation of any drug or alcohol policy may result in, but not be limited to, referral to alcohol/drug screening and assessment, mandatory participation in alcohol education, probation, movement to another residence hall, dismissal from the residence halls without refund of fees, and possible legal action.

Alcohol or drug use can also lead to interpersonal violence, noise violations or vandalism, which increase residence hall costs. All of these activities also merit sanctions and/or legal action.

### **Noise**

Both courtesy and quiet hours ensure a resident's right to be able to sleep or study at any time without undue interference from noise. Courtesy hours are in effect at all times in the residence halls and we expect you to be considerate of others' needs or requests.

Quiet hours are set with your participation as a part of the Community Standards process and posted for each community area. We encourage you to help create the atmosphere necessary for your academic success. During quiet hours, noise (music, conversation, TV, etc.) from your room should not be able to be heard in the hallways, rooms above, below or beside you, or outside the building. Guests as well as residents must follow the policies in effect in each residential community. Guests who violate quiet hours will be asked to leave, and continued problems from a resident may result in being moved to another area.

### **Damages**

Students are responsible for the condition of their rooms/suites and all university furnishings. The room condition report completed by staff and that you sign at check-in will be used as the basis for all damage billing. Damage assessments will be done when you move out of your room/suite or when it is noted by staff. Residence Life staff periodically conduct informal room inspections for health and safety and will address any damage noted.

Damages to common areas (lounge areas, hallways, etc.) will be billed to those responsible for the damage. If responsibility is not determined, charges will be distributed among all members of the appropriate community (wing, floor, or building).

### **Prohibited Actions**

The following activities are not allowed in the residence halls:

- Gambling in any form
- Playing sports
- Riding any kind of vehicle
- Rollerblading/skateboarding
- Splicing or tampering with TV cable
- Solicitation
- Moving furniture from your room or lounges
- Throwing or hanging objects out the window, including Homecoming banners

### **Prohibited Items**

The following items are not allowed in the residence halls:

- Firearms, knives, or other weapons, including BB guns, pellets guns and paintball guns
- Water beds
- Antennas that extend outside the suite
- Pets of any kind, except for fish in a maximum 10 gallon tank
- Metal tip darts and dart board
- Motorcycles or bicycles, other than those locked at designated bicycle racks
- Anything that produces an open flame or explosion, such candles, incense, and fireworks

- Any electrical appliance involving hot oil or open elements, such as deep fryers, oil popcorn poppers, stoves, hot plates, and indoor grills
- Tubular halogen desk or torchiere lamps
- Flammable materials hung from ceiling or walls
- Air conditioners or space heaters
- Fog or smoke machines

## **RESIDENCE LIFE TECH SUPPORT**

### **Residence Hall Computer Labs**

California University provides a computer lab with a printer in each residence hall for residents' use. The labs are fully integrated into the university's network. You have access to any of the network services on campus, including Manderino Library, other State System libraries, students' email and web space, the Internet, and other services. All labs are available 24 hours a day during the school term and are accessed by using your room key. The residence hall labs are available for you and your guests with a valid ID (residents have priority). Rules posted by Residence Life staff must be followed. Each lab has a laser printer, but you must supply your own paper.

### **Personal Computers**

If you bring your own computer, all residence hall rooms provide Cat-6 network connections at no additional cost. There is no need to use a modem or contract with an outside Internet provider. You need an Ethernet cable and an installed and operable 10BaseT Ethernet card. The university does not provide or install the Ethernet card or cable. You must have your computer scanned for the proper antivirus software for service and review the acceptable use policies. For more information, visit <http://www.calu.edu> and enter Tech Support in the search window, or call Tech Support at (724) 938-1575.

## Appendix I VULCAN SPIRIT

**VULCAN: THE MASCOT** After a semester-long search for a mascot, the student body and newspaper staff in 1933, of what was then California State Teachers College, chose Vulcans as the nickname for the school's athletic teams.

The Roman god of fire and volcanoes, a rough equivalent of the Greek god of smithies and ironworking, was perceived as a particularly apt symbol of the school's new Department of Industrial Arts.

The February 15, 1933, issue of the California News declared, "We are proud of California and therefore we want her to have a nickname that will spontaneously roll off the tongues of industrious sports reporters and enthusiastic students."

Since adopting a mascot in 1933, the Vulcan has undergone a number of changes. One logo that survived into the '50s was simply a silhouette of a smith at his forge. In the late '60s appeared a full-faced Vulcan, who looked not unlike Zeus prepared for a Hollywood screen test. The late '70s featured a hammer-wielding cartoon version of the god. In 2003, a lively mascot named Blaze joined Cal U's cheerleaders.

The Cal Vulcan, by the way, is no kin of Star Trek's Mr. Spock.

### **Alma Mater**

California, Alma Mater,  
Now we sing to thee.  
California, dear forever  
In our memory.  
With our voices loudly ringing  
Of thy fame we're ever singing.  
California, alma mater,  
Hail! All hail to thee.

For the friends and joys you gave us  
We give thanks to thee.  
All thy knowledge we'll make worthy  
For posterity.  
May thy reign be ever prosperous  
And thy fame be ever glorious.  
California, alma mater,  
Hail! All hail to thee.

Philip Rossi, '37

## **Appendix II**

### **HISTORY OF THE STUDENT ASSOCIATION, INCORPORATED (SAI)**

Since California State Teacher's College was located on a small campus, a search began in 1930 for additional space to accommodate activities that could not be carried out satisfactorily on the restricted campus. The Women's Athletic Association set out to earn money to build or purchase a cabin that would be used for overnight hikes, weekends or any other purpose suited for women's activities.

Accordingly, the organization sponsored the W.A.A. Bazaar. This Bazaar took much the form of a county fair. It was planned far in advance and created a great deal of interest. Booths were set up and the activities continued for two or three days. The students paid an admission fee to the various booths and purchased articles that were for sale. Over a period of time, the W.A.A. accumulated close to \$2000.

The Thomas Lilley Farm, a tract of approximately 82 acres, containing two large, stone buildings, was available for purchase. This had once been a flourishing farm property in the area of California and was located less than two miles from the campus. The farm could be bought for \$5000. In order to make the purchase, the W.A.A. funds were used as a down payment. A mortgage was taken for the balance. It was considered best to develop a corporation in order to facilitate and to manage this property. The non-profit corporation known as the Student Activities Association was formed in 1937. This provided as incorporators, the president of the Board of Trustees, the president of the college, three members chosen from the Women's Athletic Association and two members of the general student body. This non-profit corporation was able to receive gifts for the improvement of the property or the retiring of the mortgage. The Student Congress and other organizations turned over the unused balances of the accounts to the corporation at the end of the year. In addition, there were a number of "dead" accounts that existed in the banks of California, leaving balances in the accounts of defunct organizations, class councils and others whose books had been lost or the officers did not provide suitable records for turning over balances to succeeding treasurers. Many of these accounts were of long standing and about to be escheat to the State Treasury. Under the new system of unified direction of activities, Student Congress approved to put all accounts into one single account and deposits made through the business office. The defunct accounts were made available to the corporation and applied to the mortgage. The college bookstore also contributed grants to the corporation. The farm was under the general direction of the original incorporators. The mortgage was paid and improvements were made.

Over the years the Student Activities Association expanded to encompass all student organizations and activities. It was responsible for not only the college farm, but for all college clubs and campus programs, the campus radio station, WCAL, the California Times newspaper and special events. These increased functions and responsibilities brought about a need for a central facility that would be operated by the association. The board of directors, recognizing this need, worked with the college president and board of trustees to make arrangements with the state to build a student center on the campus.

Under the terms of this agreement, the Commonwealth of Pennsylvania was to erect and to maintain the 42,000 sq. ft. building. In return, each student would pay a ten dollar building fee each semester.

The California Memorial Union was completed in 1971 and dedicated to those who had contributed to the "intellectual, cultural, social and aesthetic growth of the community." In 1979, forty-two years after its inception, the corporation changed its name to the Student Association Incorporated (SAI). In the early to mid 1980's the university was feeling the effects of a fitness craze that was sweeping the nation. The demand for additional recreation and fitness facilities rose dramatically. The student body approved the use of \$500,000 of the Student Association's capital base to renovate the Herron Gymnasium into a fitness center. The student body further agreed to pay a fifteen-dollar fitness center fee each semester. This fee would be used to repay the Student Association and to cover operating costs of the center. In 1986, the Student Association opened the Herron Recreation & Fitness Center. The center featured racquetball courts, state-of-the-art fitness equipment, an aerobic room, a

stationary bike room, swimming pool, a basketball court, volleyball court, whirlpool and steam room, men and women's saunas, along with a professional health and fitness staff. The center also included the Patio Restaurant, which featured green house and outdoor seating.

In 1986, The Student Association renamed the college farm the George H. Roadman Park in honor of the former California State College president from 1968-1976.

In 1987, the Student Association celebrated its fiftieth anniversary and rededicated itself to the "intellectual, cultural, social and aesthetic growth of the university and surrounding communities."

In 1988, the Student Association purchased a 10-acre tract of land adjacent to the Roadman Park at a cost of \$55,000. The board of directors adopted a long range Roadman Park development plan. This plan calls for additional playing and practice fields, distribution of water throughout the complex, additional restroom facilities.

From 1971 to 1988, the Student Activities Association continued to grow and expand. Auxiliary services such as food service, laundry service, vending machines, pay telephone; Channel 29 (CUTV); the Fayette County Head Start Program; and computer sales, became the responsibility of the association. Increased emphasis on Greek affairs, commuter services and off campus housing also contributed to the association's rapid growth.

These increased functions and responsibilities along with a steady increase in enrollment brought about a need for additional space in the student union. The Vice President for Student Affairs, recognizing this need, established a planning committee to study the feasibility of expanding the student union. The results of the feasibility study confirmed the need for additional space in the student union.

In 1989, the student body approved to proceed with an \$8,000,000 student union addition. The SAI Board of Directors, Student Congress, the Board of Trustees, Commuter Council, the Graduate Student Association, the Inter-Residence Hall Council and other student groups also approved the plan.

Under the terms of this agreement, the Commonwealth of Pennsylvania erected a 42,000 sq. ft. addition. In return, each student will pay an additional sixty-five dollar building fee each semester. Grand opening was fall of 1992. The award-winning Elmo Natali Student Center offers the Cal U Student Bookstore, the Washington Food Court, the Vulcan Movie Theatre, and meeting and recreational spaces. The Student Center houses a number of organizational offices that you should get to know.

By 1999, the University's housing stock was dated. The typical double occupancy residence hall rooms with gang shower facilities did not meet the needs of the students. Modern, private, air conditioned student housing was in demand. In 1999, the Association began design work on a garden style apartment complex. The complex included 108 units, each with four private bedrooms with private baths, full kitchen, and living room. Each air-conditioned apartment would be fully furnished including full size beds, washer and dryer, refrigerator, stove, microwave oven, and garbage disposal. The complex would include a clubhouse, which featured rental offices, a recreation room, fitness center, study rooms, and a computer lab. A swimming pool, basketball court and sand volleyball court would also be located within the apartment complex. In 2000, the Association selected JPI, a Texas firm to design and construct the \$16 million project on a portion of Roadman Park. Construction began in August 2000. The project was completed in August of 2001, and the apartment complex opened with 100 percent occupancy.

In 2002, the university and the association partnered in an aggressive multiple phase project to replace all the on-campus residence halls. In the spring of 2003, the University leased land to the Association. McCloskey Hall and Johnson Halls were demolished, and three new residence halls were constructed near the student center. The 705-bed project opened in August of 2004 with 100 percent occupancy.

During this same period, the Association completed construction of an additional four garden style apartment buildings at its' Vulcan Village location near Roadman Park. The expansion included a mix of four bedrooms and two bedroom apartments, each with two baths, full kitchen, and living room. Each air-conditioned apartment is fully furnished

including full size beds, washer and dryer, refrigerator, stove, microwave oven, and garbage disposal.

In the fall of 2004, the University and the Association began planning for the next phase of the on-campus residence hall replacement project. Under this phase, Clyde Hall, Stanley Hall were demolished, and two new residence halls were erected near the Student Center. The next phase of the project which began in 2006 eliminated the last remaining traditional halls, Longanecker and Binns and the Student Health Center. The new hall open for occupancy in August 2007 also houses, the University Health Center, Counseling Center, Women's Center and Multicultural Offices.

In May 2010 the Association purchased a 98-acre farm adjacent to Roadman Park, formerly the Harris Farm. This property, yet to be developed, includes a 100 year old farm house, stable, barn and other buildings. The property holds unlimited possibilities for both meeting and recreational green space for the students of California University of PA.

The effectiveness of the organization is beyond question. California's Student Association, Inc., was the first of its kind in the nation. Several of our sister institutions have used our Student Association, Inc. as a model when organizing their own student activities divisions.

### **IT'S UP TO YOU**

California offers a variety of activities to meet the needs and tastes of nearly everyone. Additionally, students can change and add to the activities offered by participating in clubs and becoming active in Student Government.

Through student interaction and development, many of our students and alumni have gained hands-on and leadership experience, which has enriched both their curricula and their lives.

We hope you take advantage of the opportunities available to you through the Student Association, Incorporated, and become part of our tradition of student participation. Whether you become active in one of our many student organizations, become one of our nationally ranked athletes or participate in the many activities we offer, we are at your service.

**Appendix III  
BYLAWS OF THE  
STUDENT ASSOCIATION, INC.**

**ARTICLE 1 – NAME**

**Section 1.** The name of the organization shall be the Student Association, Incorporated (SAI) of California University of Pennsylvania.

**ARTICLE II – OBJECTIVES**

**Section 1. Purposes:** The purposes of SAI are as follows:

- To exist solely for the benefit of the University and its students;
- To make a financial contribution to the University or to provide similar benefits to the University on a regular basis satisfactory to the President and Council of Trustees of the University;
- To support the mission and goals of the University as delineated in the California University of Pennsylvania Mission Statement (Page 2).

**ARTICLE III: MEMBERSHIP, MEETINGS AND QUORUM**

**Section 1. Membership:** All regularly enrolled students of the University at California, Pennsylvania, carrying 12 or more semester hours of credit and who have paid all established fees shall be members of the Corporation.

**Section 2. Meetings:** The annual meeting of the Corporation shall be held between the first and fifteenth day of April of each year concurrent with the first April meeting of Student Congress which shall be open to all Corporation members. The first order of business shall be the nomination of Student Association, Incorporated, Board members. Special meetings shall be called by the President of the Corporation or by a majority of the members of Board of Directors, or on the written request of 50 members of the Corporation.

**Section 3. Quorum:** A quorum for the transaction of business at any general or special meeting of the membership of the Corporation shall consist of 25 members.

**Section 4. Notice:** Notice of the time and place of the annual and any special meetings of the Corporation shall be given seven days prior to the scheduled meeting by posting the same on all student, faculty and administration bulletin boards. Such notice shall state the purpose of the meeting.

**ARTICLE IV- THE BOARD OF DIRECTORS**

**Section 1. Number:** The Board of Directors shall consist of 13 regular members with vote and two ex-officio members without vote.

**Section 2. Qualifications:** Qualifications of the classes of the several Directors shall be as follows:

Class I. Four members who are alumni with student leadership experience or retired faculty/staff of the University recommended by the Student Association, Inc. Board of Directors and approved by the President of the University.

Class II. One member who shall be the Chairperson of the Council of Trustees of California University or a trustee designee.

Class III. One member who shall be a full-time fee paying graduate student of California University of Pennsylvania, elected annually by the Board by a majority vote of the remaining Board members.

Class IV. Seven members who shall be members of the Corporation and members of Student Congress.

In being elected to the Board of Directors, the procedure for nominations shall remain as stated in the election procedure, but after the nominations are held all nominees shall be screened by a Board composed of the President of California University, the Vice President for Student Affairs of California University of PA, the Vice President for Academic Affairs of California University and the Dean for Student Services of California University, in order to ensure all nominees meet the requirements of the office including: having demonstrated significant prior service to the University; having good academic and disciplinary standing; and being able to participate in meetings either in person or by phone.

If during his/her term of office a Class IV member of the Board incurs any of the following difficulties, he shall submit a written resignation to the President of the Corporation.

- (a) Being placed on disciplinary probation, or
- (b) Being unable to participate in meetings either in person or by phone.

Class V. In addition to the thirteen regular members of the Board, two ex-officio members who are without vote shall attend regular and special meetings: The Vice President for Student Affairs and the Dean for Student Services. These members shall not be subject to election by the Corporation, nor shall their presence or absence constitute or deny a quorum.

**Section 3. Absences:** Excessive, unexcused absences may result in removal from the SAI Board by two-thirds majority vote of the Board of Directors.

**Section 4. Terms:** The terms of Class IV Directors shall be one fiscal year or until their successors qualify. Directors may succeed themselves. The terms of Class I members shall be four years. They may reapply following the expiration of their current term.

**Section 5. Manner of Election:** Election of Directors shall be by secret ballot conducted by an Election Committee appointed by the Board of Directors and shall be held at least seven and no more than 14 days after the candidates are nominated.

**Section 6. Meetings, Notices:** The Student Association, Inc., Board of Directors shall hold one regular meeting each month. After the election of officers at the first meeting of the Board, the Board shall establish the fixed meeting time for that particular semester. Special meetings may be called at the will of the President of the Student Association, Inc., Board of Directors or by a majority of the members of the Board. Notice of all special meetings must be received at least five days prior to the meeting date. Such notices must be in writing.

**Section 7. Quorum:** A quorum on the Board shall consist of seven voting members.

**Section 8. Duties:** The Board shall exercise its authority in and over all matters and business of the Corporation, including the formation of policy, provided, however, that the Board shall not sell or encumber any of the real property of the Corporation without approval, by resolution, of a majority of members of the Corporation present at a regular or special meeting duly convened upon proper notice of this purpose.

**Section 9. Reports:** The Board of Directors shall submit a complete and accurate written report of its activities together with such recommendations as it may deem advisable to the Corporation.

**Section 10. Vacancies:** For all Class I, Class III, and Class IV members, the Board shall fill all vacancies occurring on the Board by a majority vote of the remaining Board members for the remainder of the (unexpired) term. However, Class I replacements will also require approval of the University President.

#### **ARTICLE V - OFFICERS**

**Section 1. Titles:** The officers of the Corporation shall be a President, a Vice President, a Secretary and a Treasurer.

**Section 2. Election:** The officers of the Corporation shall be elected by the Board of Directors at the regular July meeting of the Board. All officers shall be members of the Corporation and members of the Board whose requirement is prerequisite to election of office.

**Section 3. Vacancies:** The Board shall fill all vacancies by majority vote of the Board for the remainder of the (unexpired) term

#### **Section 4. Duties:**

- a. The President shall act as Chairman of the Board of Directors and its executive committee and shall call regular and special meetings of the Corporation and of the Board.
- b. The Secretary shall act in capacity for the Board and for the Corporation, keeping all minutes.
- c. The Vice President shall act in the absence of the President.
- d. The Treasurer shall keep a report on all financial matters for the corporation.

**Section 4. Terms:** The elected term of office for any member shall be for fiscal one year.

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

**Section 1. Creation:** An executive committee shall consist of five members selected by a majority of the Board, one of whom, however, shall be the President of the Board of Directors.

**Section 2. Duties:** It shall be the duty of the executive committee to have and exercise the powers and authority of the Board of Directors between meetings of the Board and to submit, for authorization or ratification, its plans or acts to the Board.

**Section 3. Quorum:** A quorum for the transaction of business at all meetings of the executive committee shall consist of four members.

**Section 4. Meetings:** The executive committee shall be on call, the time and place to be designated by the chairman of the executive committee.

#### **ARTICLE VII – EXECUTIVE DIRECTOR**

**Section 1. Creation:** The Executive Director of SAI shall be appointed by majority vote of the SAI Board following nomination by the President of the University.

**Section 2. Term:** The appointed term of office for the Executive Director shall be one fiscal year, but shall be renewable annually by majority vote of the SAI Board upon mutual agreement between SAI and the University based upon a detailed job description, performance expectations, and full evaluation by both the SAI Board and the President of the University.

**Section 3. Duties:** The Executive Director shall handle the day-to-day operations of SAI on behalf of the SAI Board.

**ARTICLE VIII - MANAGEMENT OF FINANCES**

**Section 1.** All funds of the Corporation shall be deposited and disbursed through the office of the CFO of Student Association, Inc.

**Section 2.** The CFO of Student Association, Inc. shall prepare and present financial statements not less than annually.

**ARTICLE IX- AMENDMENT**

**Section 1.** The power to make, amend or repeal the bylaws shall be vested solely in the members of the Corporation. This power may be exercised by the vote of a majority of members present at any regular or special meeting of the Corporation duly convened after proper notice of that purpose.

**Section 2. Notice:** Within ten (10) days of a majority vote of the Corporation to amend these bylaws, the Secretary of the SAI Board of Directors shall notify the University Vice President for Administration and Finance of the possible need to amend the M.O.U. between the University and SAI that is required by State System Board of Governors' Policy 1985-04-A.

**ARTICLE X - EFFECTIVE DATE**

**Section 1.** These bylaws, except where otherwise provided, shall become effective immediately, upon adoption.

**Section 2.** These bylaws shall be offered for adoption at a meeting of the members of the Corporation called after the due notice of that purpose or by a referendum.

## Appendix IV

### STUDENT GOVERNMENT CONSTITUTION

#### **Preamble**

The Students of California University of Pennsylvania, in an effort to promote the University's core values (civility, integrity and responsibility), represent the interest of the students and establish a concrete and functional medium for open and civil communication among all constituencies, have established this form of governance. This governing body or any recognized organization thereof shall not endorse any political candidate or a federally registered Political Action Committee in any form. In the interest of establishing a non-partisan, unbiased governance structure we respectfully adhere to the ideals set forth in this constitution.

#### **Definitions**

**SAI** - Shall be in reference to the non-profit corporation, the Student Association Inc. of California University of Pennsylvania.

**Paid member of SAI** - Shall be in reference to any student who has no debts to the Student Association Incorporated.

**Speaker** - Shall be in reference to the Speaker of the House of Representatives.

**President** - Shall be in reference to the elected President of Student Government who shall be the President of the Senate.

**In pocket** - Shall be in reference to the current number of credits which appear on certified California University of Pennsylvania transcripts. Credits from classes currently being taken do not count until they appear on a current transcript.

#### **Article 1: Purpose of Student Government**

Section 1. Student Government shall be the representative body of the Student Association, Incorporated, and the elected representative voice of the student body of California University of Pennsylvania.

Section 2. Student Government shall serve as the designated medium for expressing student concerns pertaining to all matters.

Section 3. The Student Government shall advance charitable, educational, leadership, and scientific endeavors, but not limited to, developing a democratic and responsible student governance structure; acting as a liaison between and among all university constituencies; controlling the expenditure of the student activity fee; battle apathy and develop a well-rounded program of university life and activities at California University of Pennsylvania.

Section 4. The Student Government shall promote and adhere to the core values of California University of Pennsylvania; civility, integrity and responsibility.

#### **Article 2: Membership of Student Government**

Section 1. Student Government shall be composed of the following:

1. The Student Senate
2. House of Representatives
3. Student Cabinet.

Section 2. In order to qualify for and maintain membership in Student Government, a student must be a **fee paying** member of the Student Association, Incorporated.

#### **Article 3: Powers and Duties of Student Senate**

Section 1. Senate shall represent the student interests and voice them in a continual effort to advocate for the students and in the best interests of California University of Pennsylvania.

Section 2. Student Senate shall consider from the student viewpoint such matters as may be referred to it by the administration, faculty and staff of the university.

Section 3. In the summer semester, senate shall be composed of all representatives. A majority of the representatives registered for that semester shall constitute quorum. Section 4.

To exercise the core values of Civility, Integrity and Responsibility in all settings, and branches of Student Government in any committee meeting /events.

Section 5. All meetings of Student Senate and committees shall be conducted according to Robert's Rules of Order, Newly Revised.

**Article 4: Purpose of Senate**

Section 1. It shall be the duty of Student Senate to consider such matters of student interest as presented by the students through their recognized organizations and representatives. All petitions or concerns at large must be submitted to the Student Government Advisor, or the President of Student Senate, who will refer them to the appropriate governing body.

**Article 5: Membership of Senate**

Section 1. Senate shall be composed of 60 Senators with the breakdown as follows:

1. Fifty two (52) Senators who are full time undergraduate students. Of that number at least:
  1. Three (3) Senators shall be seniors
  2. Three (3) Senators shall be juniors
  3. Four (4) Senators shall be sophomores
  4. Five (5) Senators shall be freshmen
2. Two (2) Senators shall be a full time graduate students
3. One (1) Senator shall be the Speaker of the House of Representatives
4. Five (5) Officers will be elected positions by the student body at large in the spring each year (See Article 7 for stipulations)

Section 2. Elected and ratified members of Senate shall be referred to as "Senators."

Students wishing to become Senators must obtain 50 student signatures on a Student Senate petition; have it ratified by the Executive Board, as well as receive a seat designation by the recording secretary.

Section 3. Meetings of Senate and Cabinet shall be held weekly. Special meetings of Senate and Cabinet shall be called by the President of the Senate or the Chair of Cabinet (Cabinet meetings only).

Section 4. One half (1/2) and one (1) of the occupied seats of the Senate meetings shall constitute quorum.

Section 5. Proxy voting, or absentee voting, shall not be considered legal or valid in the Senate or any Student Senate committees. No member shall hold two seats simultaneously. No member of the Senate is endowed with more than one (1) vote.

Section 6. No member of the Senate shall be granted sabbatical for a period extending longer than one academic semester.

**Article 6: Powers and Duties of Senate**

Section 1. It shall be the duty and responsibility of the Senate to:

1. Advise the President of the University and other members of the administration of student needs, preferences, and opinions.
2. Participate in issues of student life to the extent of ten hours per traditional academic semester.

Section 2. Student Senate, through the elections chairman, shall organize and supervise the conduct of all elections involving the student body. The election chairman shall determine the time of all elections.

Section 3. Senate may refuse to seat any elected or appointed member by a two thirds (2/3) vote of Senate when just cause is shown regarding the withholding of seating privileges.

Section 4. In the event the Vice President assumes the office of president because of resignation or impeachment, Senate shall, by two thirds (2/3) vote, fill the vacant position. Such shall be the case for any other office as well.

Section 5. The Senate President shall establish special committees and or boards, as he/she deems necessary to carry out the mission of the Senate.

Section 6. The advisor of the Senate shall be approved by the Executive Director of SAI.

#### **Article 7: Officers of Senate**

Section 1. Officers of student Senate shall be elected during the second half of the spring semester, exact dates to be set by Senate. Nominations shall be submitted to senate in writing or made from the floor of Senate at two (2) consecutive meetings of student Senate. There must be at least one regularly scheduled Senate or Cabinet meeting between the second week of nominations and the election dates.

Section 2. The following officers shall be elected with minimum qualifications as indicated in the following order of succession:

1. President...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania
2. Vice President...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania
3. Financial Secretary...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania
4. Recording Secretary...15 Credits, in pocket
5. Corresponding Secretary...15 Credits, in pocket

Section 3. The officers must have at least a cumulative 2.5 grade point average and shall retain this average throughout their terms of office.

Section 4. The officers must be in good standing with SAI and the University, and while in office they must be enrolled as a full time student.

Section 5. In the event of a vacancy in the Office of the President, the Vice President shall assume the President's duties until an election can be held from the Senate body.

#### **Article 8: Powers and Duties of Elected Officers of Senate**

Section 1. President

1. Shall preside at all regular and special meeting.
2. Shall call all special meetings.
3. Shall prepare the agenda of Senate.
4. Shall, with the consent of Senate, appoint the following:
  1. One parliamentarian
  2. All members of standing and special committees necessary to facilitate the successful operation of the Senate.
5. Shall serve in an advisory capacity to the Council of Trustees.
6. Shall serve as an ex-officio member of all senatorial committees.
7. Shall appoint, with two thirds (2/3) approval of cabinet, representatives to campus-wide committees.
8. Shall serve as an ex-officio member of the House of Representatives.
9. Shall represent California University of Pennsylvania's Student Government on the California University Forum and its Executive Committee or hold elections with the Cabinet.
10. Shall attend all meetings of the Board of Student Government Presidents unexcused absences may be grounds for impeachment.

Section 2. Vice President

1. Shall preside in the absence of the President or at his/her direction.
2. Shall serve as elections chairman.
3. Shall accept all official responsibilities and obligations deemed necessary by the Senate and/or the President of Senate.
4. Shall oversee all standing and ad hoc committees.

Section 3. Financial Secretary

1. Shall work with the CFO of the Student Association, Inc. and Budget and Finance Committee of the SAI Board of Directors in providing financial statements and information concerning Senate operations and interests.
2. Shall serve as chairman of cabinet.

Section 4. Recording Secretary

1. Shall keep the minutes of Senate.
2. Shall submit all minutes to the CFO of Student Association, Inc. to be duplicated and to the Director of New Media Services to be placed in the on-line archive.
3. Shall distribute all duplicated minutes of Senate to the organizations and administrative personnel requesting same.
4. Shall submit the minutes of Senate to the Cal Times newspaper and any Constitution Amendments as stated in Article 20.

Section 5. Corresponding Secretary

1. Shall receive, record and send communications.
2. Shall assist the election chairman with elections.
3. Shall function as a liaison between all houses of Student Government and attend all meetings of both houses.

**Article 9: Purpose of the House of Representatives**

Section 1. To serve as a communication medium between the recognized clubs/organizations and their respective constituents.

Section 2. To make recommendations to the Senate regarding policy, financial matters and student interest.

**Article 10: Membership of the House of Representatives**

Section 1. The House of Representatives shall be composed of the following:

1. The President or student designee from each recognized club or organization.
2. The President of the Student Senate shall be a full member of the House of Representatives.
3. The Corresponding Secretary of the Senate will be an ex-officio member of the House of Representatives.

**Article 11: Powers and Duties of the House of Representatives**

Section 1. The House of Representatives shall serve as the lower house of Student Government.

Section 2. The House of Representatives shall function to keep the students at large apprised of the actions and responsibilities of the various clubs and organizations.

Section 3. The House of Representatives shall make recommendations to the Senate or the appropriate governing body regarding the various matters concerning the student clubs and organizations.

Section 4. In the event the Lieutenant Speaker of the House assumes the duties of the Speaker because of resignation or impeachment, the membership of the house will vote to fill the vacant position by a 2\3 majority. No replacement Speaker can be seated without a 2\3 majority of the House or a formal appointment from the President of the Senate.

Section 5. Only one vote per person per recognized club or organization. No one member shall have more than one vote. No one member shall represent more than one (1) club or organization in the House of Representatives.

**Article 12: Officers of the House of Representatives**

Section 1. The officers of the House will be elected at the first meeting of the fall semester. Nominations shall be made from the floor of the House and only one representative from each organization can hold office \ have voting privileges.

Section 2. The following officers shall be elected from the membership of the House:

- Speaker of the House
- Lieutenant Speaker of the House

- Recording Secretary
- Parliamentarian

**Article 13: Powers and Duties of the Elected Officers of the House of Representatives**

Section 1. Speaker of the House shall:

1. Preside over special and regular meetings of the House.
2. Call all special meetings to order.
3. Prepare the agenda for all meetings.
4. Serve in an advisory capacity to the President of Student Senate.
5. Serve as a member of the Senate.
6. Shall serve in office no more than one term.
7. No representative may hold the seat of speaker for two consecutive terms.

Section 2. Lieutenant Speaker of the House shall:

1. Serve as interim-speaker of the House in the absence or vacancy of the Speaker of the House.
2. Shall accept duties and projects charged by the Speaker of the House.

Section 3. Recording Secretary of the House shall:

1. Take minutes of all regular and special meetings of the House.
2. Submit approved minutes to the Director of New Media, to place on the website.

Section 4. Parliamentarian of the House shall:

1. Keep order in all regular and special meetings according to Robert's Rules of Parliamentary Procedure, Newly Revised.

**Article 14: Student Cabinet**

Section 1. The executive committee of Student Senate shall be the Student Cabinet. The body will be elected from the membership of the Student Senate.

Section 2. Membership

1. The President, Vice President, Financial Secretary, Recording Secretary, and Corresponding Secretary shall be members of Cabinet.
2. The President of the Student Association, Board of Directors or his/her student designee from the Board of Directors shall be a member of Cabinet.
3. Eight (8) representatives of Senate shall be elected by the Senate to serve on Student Cabinet during the first few weeks of the fall semester.
4. Two (2) representatives from the House of Representatives shall be elected by the House of Representatives to serve on the student cabinet at the first meeting of the fall semester.
5. The Chairperson of the House of Representatives shall serve as a member of the student cabinet.

Section 3. Duties

1. Student Cabinet shall prepare and submit to Student Senate a final budget for the Student Association, Incorporated, by the second meeting in April.
2. Student Cabinet shall be responsible for the review and approval of new or existing organizations.
3. Student Cabinet shall present to Senate at each meeting a current financial report by the financial secretary of cabinet.
4. Student Cabinet shall recommend penalties for inappropriate club actions.

**Article 15: Officers of Cabinet**

Section 1. Vice Chair

1. Shall assume the duties of chair in his/her absence.

Section 2. Secretary

1. Shall keep all minutes of the meetings of cabinet.
2. Shall receive, record and send communications.
3. Shall distribute all duplicated minutes of Cabinet to the members of Student Senate and administrative personnel requesting same.

**Article 16: Initiative and Referendum**

Section 1. On any question concerning the general welfare of the students, a proposal can be presented to Senate requesting consideration of same.

Section 2. A student body referendum shall be initiated by a majority vote of Senate.

**Article 17: Approved Organizations**

Section 1. To be recognized as an approved organization, the proposed organization must prepare and submit a constitution to the Student Association, Inc. who must then refer the proposed constitution to Student Cabinet and Student Senate for approval.

Section 2. The charter for any organization shall be automatically revoked if it is inactive for four (4) consecutive semesters.

**Article 18: Impeachment and Removal**

Section 1. Any elected officer of Student Government may be impeached by a two thirds (2/3) vote of their respective body.

Section 2. Removal shall be accomplished by a two thirds (2/3) vote of Cabinet, serving as a trial board, and by a two thirds (2/3) vote of Senate.

Section 3. Grounds for impeachment will be defined as neglect of office, incompetence, misdemeanor and/or mismanagement of funds.

Section 4. No officer can be removed by the club or organization he/she represents.

Section 5. Members of Student Government may be removed as prescribed in this article.

**Article 19: Power to Veto**

Section 1. The President of Student Senate shall have the right to veto.

Section 2. The veto may be overridden by a two-thirds (2/3) vote of Senate.

Section 3. The President of Student Senate must exercise the veto in the meeting at which the motion was presented.

**Article 20: Amendments**

Section 1. Amendment to the Constitution and Bylaws will be made by a two thirds (2/3) vote of Senate.

Section 2. All proposed amendments must be presented in writing at one meeting of the House of Representatives and voted upon at that meeting. Amendments must pass by (2/3) vote.

Section 3. All proposed amendments must be presented to Senate in writing at least one week prior to voting on which must pass by (2/3) vote.

**Article 21: University President Advisory Committee**

Section 1. The University President Advisory Committee shall consist of the officers of Student Senate, the officers of the Student Cabinet, the Speaker of the House of Representatives, the student officers of the SAI Board, and two (2) delegates appointed by the President of Student Senate for a term of one (1) semester. The committee shall be formed and available to meet with the University President when requested.

## Appendix V

# SEXUAL ASSAULT PROTOCOL

### PURPOSE

The University recognizes that sexual offenses may have serious and sometimes life-threatening repercussions for survivors. For this reason, a clear statement of policy is essential. In compliance with the Student Right-to-Know and Campus Security Act and the Higher Education Amendments of 1992, institutional policies specific to sex offenses are as follows:

### POLICY

California University of Pennsylvania seeks to provide an environment that protects the rights and well-being of everyone on campus. Therefore, the University will not tolerate sexual offenses against any person by any member of the University community. Should there be sufficient cause to believe a member of the University community may have committed a sexual offense, judicial action may be taken by the appropriate disciplinary body, whether or not the case is pursued under Commonwealth criminal or civil codes. The University may impose severe penalties independent of such Commonwealth court action.

### DEFINITIONS

**Sexual Assault** – attempted or actual sexual activity against the will of another.

**Forcible Sex Offenses** – any sexual act directed against another person, forcibly, and/or with threat of force, and/or against that person's will; or when the survivor is incapable of giving consent, (i.e., is unconscious, mentally incompetent, or intoxicated), including forcible rape, use of drugs to incapacitate, forcible sodomy, gang rape, sexual assault, sexual assault with an object, and forcible fondling.

**Consent** – Positive cooperation in act, behavior, or words, which are clear and understandable, in the course of having sexual activity so long as both parties are acting freely and voluntarily and understand the nature of the activity. Consent cannot be implied if either participant is unable to provide positive cooperation due to unconsciousness, mental incompetence, age, or intoxication. Also, a lack of protest or previous cooperation does not imply consent.

**Acquaintance Rape** – nonconsensual sexual intercourse between acquainted individuals, forcibly or non-forcibly, depending upon the circumstances.

### TIPS IF YOU ARE A RAPE OR SEXUAL ASSAULT SURVIVOR

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing, if you can avoid it. If you do change clothing, put all clothing you were wearing at the time of the attack in a paper bag, not plastic.
- Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. If you suspect you were drugged, ask that a urine sample be collected. The sample will need to be analyzed later on by a forensic lab.
- Contact University resources. The University has a specially trained group of professional staff members who are able to help you understand your options regarding medical attention, legal implications, and University disciplinary action if any other student is involved. You can contact University Police by calling 724-938-4299, local police by calling 911, Student Wellness (Health) Center at 724-938-4232, END V (Violence) Center at 724-938-5707 (advocacy for sexual assault and domestic violence issues) or the University Counseling Center at 724-938-4191 to talk with counselors who will maintain confidentiality, help explain your options, give you information and provide emotional support.

- Contact someone you trust, the END V (Violence) Center, a close friend or a residence life staff member to be with you and support you.

### PROCEDURES

If you believe you have been assaulted, you are strongly encouraged to acquire resources from the University that are free and confidential and/or file a complaint with the University Police, Student Wellness (Health) Center, or the University Judicial Officer. It is the student's option to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities if the student chooses to do so.

When reporting, you may choose to be assisted by an advocate and/or family member. You *will not* be charged for less serious offenses (i.e. intoxication) if you choose to report.

**A. Support Resources and Anonymous Reporting.** Free and confidential support services are available. Contact the END V (Violence) Center at 724-938-5707, or the Counseling Center. If you are assaulted and at this time do not want to pursue action within the University or the criminal justice system, you may still want to consider having an anonymous report made. With your permission, a member of END V (Violence) Center, the Counseling Center, or Residence Life Staff can report the details of the incident to University Security and/or other appropriate University officials without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential while taking steps to ensure future safety for yourself and others. With such information, the University can keep accurate records about the number of incidents involving students, determine whether there is a pattern of assaults with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

**B. Immediate Medical Attention.** Survivors of sexual assault are strongly encouraged to go to the **STUDENT WELLNESS CENTER** for treatment. After initial treatment, the Student Wellness Center will refer you to either Uniontown or Mon-Valley Hospital for medical attention and evidence collection.

**C. Judicial/Disciplinary Action.** Complaints may be filed against the alleged violator(s) by calling the University Judicial Officer at 724-938-4439. If a person(s) is found to be in violation of the Student Code, sanctions may result in suspension or expulsion from the University. (i) the accuser is entitled to the opportunity of having an advocate, family member, friends, attorney, and/or others present during a campus disciplinary proceeding for support. Questions pertaining to past sexual history will not be asked; and (ii) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought forth regarding the reported sexual assault.

**D. University and Community Mental Health Services.** Survivors of sexual assault will be referred to the END V (Violence) Center, the University's Counseling Center, Office of Student Affairs and/or a local rape crisis center for supportive mental health services.

**E. Options for changing academic schedules and housing provisions.** Changing academic schedules and assistance with that process will be facilitated by the Dean for Student Affairs and will be addressed by the Provost's Office. The Dean for Student Affairs will address housing provisions options for changing living arrangements.

**F. Prevention.** The university is committed to: 1) increasing awareness and reducing the risk of sexual assault on campus; 2) providing support and choices for survivors; 3) decreasing the number of incidents; 4) providing a responsive protocol in the event of a sexual assault; and 5) promoting a campus climate of zero tolerance for sexual assault. Professional staff members of the END V (Violence) Center, Division of Student Affairs, Public Safety, Residence Life, student peer educators, and members of local rape crisis centers will conduct programming.

### EDUCATIONAL PROGRAMMING

Educational programming is designed to: 1) increase the awareness of sexual assault; 2) develop skills and behavior that reduce the risk of sexual assault; and 3) outline the campus protocol in the event of a sexual assault.

#### OPTIONS OFFERED TO ALL SURVIVORS OF SEXUAL ASSAULT

A. See Flow Chart.

B. If survivors desire to file an official complaint, they should call the University Judicial Officer at 938-4439. They may also contact an advocate through the END V (Violence) Center

(724-938-5707) who can accompany them at any time.

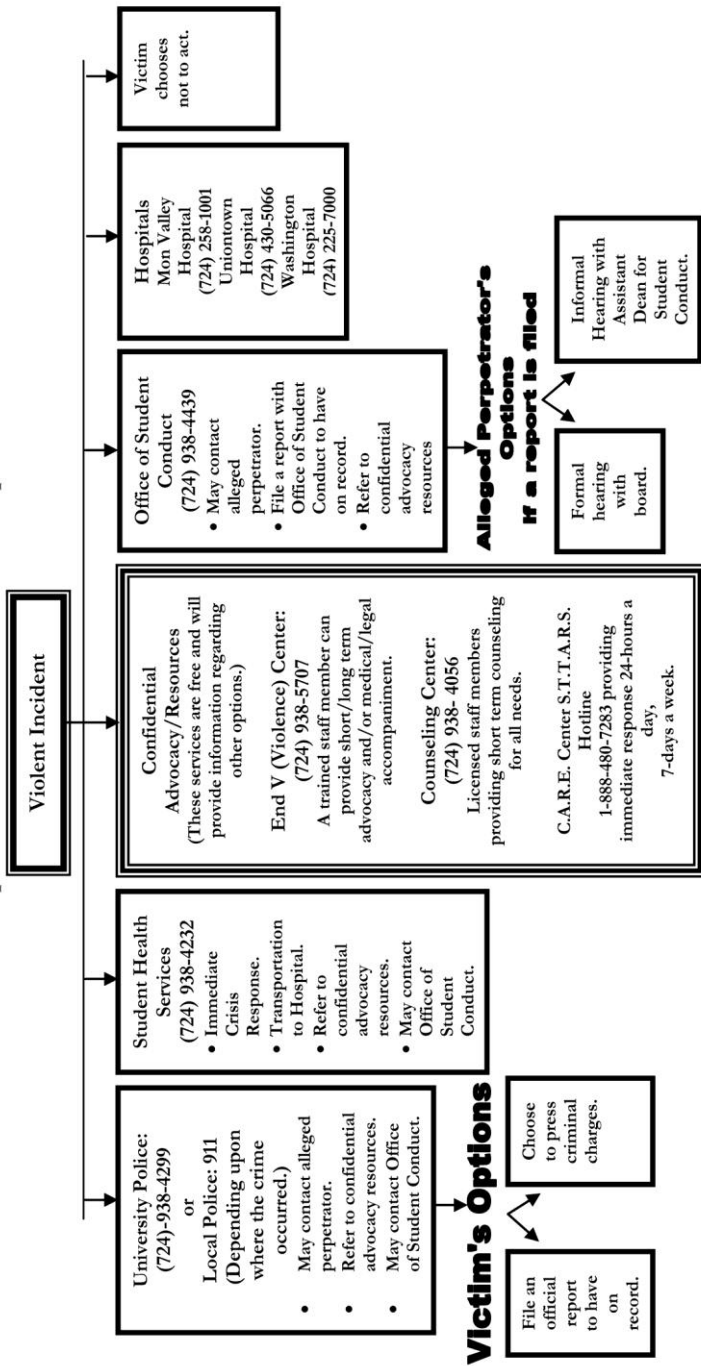
Statements will be taken from the accused and the alleged victim. The accused will be notified five days prior to the hearing. Referrals for legal advice are available for both parties by calling 724-938-4439. Formal hearing procedures may be found in the Student Code of Conduct.

#### ADDITIONAL SUPPORT EMERGENCY NUMBERS

- **END V (Violence) Center** (confidentiality assured) support and advocacy for victims of sexual assault, domestic violence, and stalking (724) 938-5707
- **SSART** (Student Sexual Assault Response Team) **Business Office** (724) 938-5707
- **Uniontown Hospital** (724) 430-5000
- **Monongahela Valley Hospital** (724)-258-7660
- **Crime Victim's Center** (confidentiality assured) **Hotline**, (724) 437-3737
- **S.T.T.A.R.S./CARE Rape Crisis Center** (confidentiality assured) **Hotline** 1-888-480-7283
- **On-campus Emergency**, (724) 938-4299
- **CAL U COUNSELING CENTER** (confidentiality assured), (724) 938-4191
- **Off-campus Emergency**, 911
- **Legal Advice: Washington County District Attorney, Domestic and Sex Crime Unit** (724) 223-1575
- **Medical Treatment: Wellness Center**, (724) 938-4232
- **California Borough Police** (daytime 724-938-3233, evening 911)
- **Cal University Police**, (724) 938-4299
- **Judicial Officer**, (724) 938-4439

Amendments or changes to this policy, should they be necessary, will be published in the CALIFORNIA *TIMES*.

## Victim's Options for Sexual Violence on Campus



## **Appendix VI**

### **POLICY: Missing Student Policy**

**A. Purpose & Scope:**

All colleges and universities with on-campus housing are required by the Higher Education Opportunity Act of 2008 to have a written policy addressing how reports of missing students will be handled. This policy places California University in compliance with this federal mandate by outlining how reports of missing students, regardless of residency, will be addressed.

**B. Definition(s):**

The University will consider a student missing if, s/he fails to appear as expected at a predetermined location after 24 hours, a preliminary check by the University of the student's residence supports the view that the student is not present and other efforts to contact the student fail. The University will consider additional factors to determine a student is missing if appropriate depending on circumstances.

**C. Policy:**

ANY PERSON WHO HAS REASON TO BELIEVE THAT A CALIFORNIA UNIVERSITY OF PENNSYLVANIA STUDENT IS MISSING SHOULD CONTACT THE UNIVERSITY POLICE AT 724-938-4357 (HELP).

When a report that a student may be missing is received, all reasonably available steps will be taken to locate the student to determine his/her state of health and well-being. These efforts will include action by members of the University Police and the Division of Student Affairs.

The University will consider a student missing if, s/he fails to appear as expected at a predetermined location after 24 hours, a preliminary check by the University of the student's residence supports the view that the student is not present and other efforts to contact the student fail. The University will consider additional factors to determine a student is missing if appropriate depending on circumstances.

If the student is not located within 24 hours of the initial report, University officials will contact the student's designated Emergency Contact Person or family if appropriate to notify them of the report and determine if he or she has any information that would assist in finding the student. (If the student's designated Emergency Contact Person or family if appropriate was involved in the initial report, University staff will inform that person of the results of the preliminary efforts and explain any additional steps being taken.) If the student lives on campus, University Police will open an official investigation and retain status as the primary investigative unit. If the student resides off-campus, University staff will assist the designated Emergency Contact Person in making an official missing person report to all appropriate law enforcement agencies. University officials will assist in any investigation as appropriate.

Students may provide a designated Emergency Contact Person to the University who will be notified in case s/he is determined to be missing. The designation can be made through SISWeb. The designated Emergency Contact Person may be a family member or any other person determined by the student. Please be aware that, if a student under 18 years of age is determined to be missing, the University is required to notify a custodial parent or guardian in addition to any other designated Emergency Contact Person. If an Emergency Contact Person is not designated, the student's closest identified family member will be notified. Contact information provided by students will be kept confidential and will only be accessible to university officials.

**D. Procedure(s):**

ANY PERSON WHO HAS REASON TO BELIEVE THAT A CALIFORNIA UNIVERSITY OF PENNSYLVANIA STUDENT IS MISSING SHOULD CONTACT THE UNIVERSITY POLICE AT 724-938-4357 (HELP).

**Resources:**

California University Police	911 or 724-938-4357
Office of Student Affairs	724-938-4439
Housing and Residence Life	724-938-4444
Vulcan Village	724-938-8990
University Wellness Center	724-938-4056
California Borough Police	911 or 724-938-3233

**E. Effective date:**

**Adopted:** September 1, 2009

**by:** President's Cabinet

## Appendix VII ACADEMIC ADVISING

### DEVELOPMENTAL ADVISING: A DEFINITION

“Developmental academic advising is defined as a systematic process based on a close student-advisor relationship intended to aid students in achieving educational, career, and personal goals through the utilization of the full range of institutional and community resources. It both stimulates and supports students in their quest for an enriched quality of life. Developmental advising relationships focus on identifying and accomplishing life goals, acquiring skills and attitudes that promote intellectual and personal growth, and sharing concerns for each other and for the academic community. Developmental academic advising reflects the institution’s mission of total student development and is most likely to be realized when the academic affairs and student affairs divisions collaborate in its implementation.”

To realize the goals of developmental advising, seven principles are essential to the advising process. They are:

- Advising is a continuous process with an accumulation of personal contacts between advisor and student – these contacts have both direction and purpose.
- Advising must concern itself with quality-of-life issues, and the advisor has a responsibility to attend to the quality of the student’s experience in college.
- Advising is goal related. The goals should be established and owned by the student and should encompass academic, career, and personal development areas.
- Advising requires the establishment of a caring human relationship, one in which the advisor must take primary responsibility for its initial development.
- Advisors should be models for students to emulate, specifically demonstrating behaviors that lead to self-responsibility and self-directiveness.
- Advising should seek to integrate the services and expertise of both academic and student affairs professionals.
- Advisors should seek to utilize as many campus and community resources as possible.

**Ender, S.C., Winston, R.B., Jr., and Miller, T.K. Academic Advising Reconsidered. In R.B. Winston, Jr., T.K. Miller, S.C. Ender, and T.J. Grites (Eds.) Developmental Academic Advising, San Francisco: Jossey-Bass, 1984.**

### \*THE STUDENT AS AN ADVISEE: RESPONSIBILITIES

To take advantage of the opportunities offered by the advisement program, you, the student should:

- See your advisor at any time you need the advisor’s assistance.
- Think carefully about your personal, academic, and career goals so that you may plan with your advisor for achieving your educational goals.
- Ask yourself: What are my strengths? Make a list of your personal and academic strengths.
- Identify any special situations affecting you achieving your educational goals, such as limits on your time, work schedule, lack of background, other commitments, etc.
- Become familiar with the academic policies in the Catalog and the “Condensed Explanation” in this manual. Your advisor will answer questions you may have.
- Become familiar with the requirements for your course of study; these are summarized for you on an advising sheet for your area of study.
- Visit your advisor the third or fourth week of each semester to discuss your progress in your courses and to gain assistance, if you need it.
- Arrange a conference with your advisor before each early registration period.
- Discover with the advisor sources of assistance and information, as needed.

Acquire and keep material useful to you in advisement and in developing a four-year academic plan, such as a University Catalog, major advising sheet, suggested four-year course sequence for your major, class schedules, scheduled adjustment forms, etc. The advisor will either supply these materials or suggest to you where they may be obtained.

**NOTE:** If you do not know who your advisor is, contact the department of your major area of study for your assigned advisor.

You must also understand the role of the advisor. The list, which follows, describes the facilitating role, which your advisor assumes. He or she is not to do all of the work for you, but is to help you learn the policies and procedures, which govern your academic experience.

**\*ASSISTANCE FROM THE ADVISOR: RESPONSIBILITIES**

Your advisor:

- is your resource person.
- is a person to whom you can talk, a good listener.
- has knowledge of academic policies and procedures and can explain them to you, if you need assistance.
- will help you to learn to make decisions about your goals, your program of study, your course selections, and your career.
- will aid you in learning the requirements for your chosen area of study.
- will aid you in assembling materials and information, which will help you plan your four-year educational experience.
- will assist you in registering.
- will be able to refer you to other resources for assistance.
- will have office hours posted on his or her office door during which you may see him or her. For other times you may arrange an appointment by contacting your advisor or a secretary in the department.

**\*Descriptions of Advisee and Advisor responsibilities were modified from those listed in the Advisor's Manual of Coastal Georgia Community College, Brunswick, Georgia.**

**A CONDENSED EXPLANATION OF ACADEMIC POLICIES  
AND PROCEDURES**

Students are encouraged to read the "Academic Procedures" section of the University Catalog for a more detailed discussion of each of the following topics. The topics, which follow, do not constitute a comprehensive list of academic rules or regulations. Only the topics most frequently encountered are dealt with here in an abbreviated format.

**Semester System:** California University operates on a semester system with fall and spring semesters of sixteen (16) weeks each, which includes a one-week final exam period. In addition, there is a ten (10) week summer session. In a semester system the courses usually carry 3-hours of credit, one hour for each 50 minutes of lecture per week. Laboratories usually carry 0 or 1-hour credit for two or three hours of class per week.

**Course Load:** A full course load would total 12-18 credits (4-6 three-credit courses). A student is enrolled full-time if registered for at least 12 credit hours per semester; part-time enrollment would be less than 12 credit hours per semester. To enroll for more than 18 credits requires special permission and completion of an overload request form.

**Course Policy Statement (Syllabus):** Each faculty member should furnish a course policy statement at the beginning of the term. The statement explains the expectations of the student in the course, grading procedure, attendance requirements, etc.

**Grades:** Students earn grades reflective of their command of subject matter in a given course. A grade of “A” indicates superior attainments; a grade of “B” indicates above average; a grade of “C” indicates average performance; a grade of “D” is the lowest passing grade and is below average; a grade of “F” is failure in the course and the student receives no credit for the course. Other grades are discussed in the appropriate section of the University Catalog.

**Quality Points:** Each grade receives a number of quality points per credit hour. Grades of “A” = 4.00 quality points (QP’s), “A – ” = 3.67 QP’s, “B+” = 3.33 QP’s, “B” = 3.00 QP’s, “B– ” = 2.67 QP’s, “C+” = 2.33 QP’s, “C” = 2.00 QP’s, “C– ” = 1.67 QP’s, “D” = 1.00 QP’s, and “F” = 0.00 QP’s. The quality points are important in determining the quality point average (QPA) also referred to as the grade point average (GPA). For example:

Dept. Code/ Course No.	Course Title	Credit	Grade	QP	Credit x QP
<b>MAT 100</b>	Fundamentals of Math	3	B+	3.33/cr.	9.99
<b>ENG 101</b>	English Comp I	3	A	4.00/cr.	12.00
<b>ECO 201</b>	Microeconomics	3	C-	1.67/cr.	5.01
<b>COM 101</b>	Oral Communication	3	D	1.00/cr.	3.00
<b>CSC 101</b>	Personal Productivity Software	3	F	0.00/cr.	0.00
	Total	15			30.00

Each grade is assigned its number of quality points per credit hour. Multiplying by the number of credits in the course yields the number of quality points earned. The total number of quality points earned divided by the total number of credits attempted yields the quality/grade point average. In the example above,  $30 \div 15 = 2.00$  QPA/GPA.

**Repeating Courses:** A student is allowed to repeat any course at California University of Pennsylvania to improve the grade or to enhance his/her knowledge of the subject. Undergraduate students will be limited to a maximum total of 6 repeats. A single course may be repeated for grade improvement a maximum of three times. The most recent grade (even if it is lower) is used to calculate the QPA/GPA. Courses taken at another college **do not** affect the QPA/GPA or the repeat policy. Students should not take courses elsewhere if they can repeat them at California University of Pennsylvania to improve their GPA. Students who repeat classes should notify the Office of Academic Records to ensure that the repeated grade is reflected in the GPA.

**Good Academic Standing:** The University expects a minimum Quality Point Average (QPA) or Grade Point Average (GPA) of 2.00 and most programs require a minimum QPA of 2.00 in order to graduate. Students who achieve the minimum QPA or GPA for their class rank as follows are in good academic standing:

Class Rank	Number of Credits	QPA
Freshman	(1—29)	1.75
Sophomore	(30—59)	1.85
Junior	(60—89)	1.95
Senior	(90 or more)	2.00

Those students with a QPA between the class rank minimum and 2.00 will receive an Academic Warning.

Students who do not achieve the minimum QPA for their class rank will be subject to Academic Probation or Academic Dismissal. Satisfactory academic progress is required for continued eligibility for financial aid.

All earned credits, including transfer credits and other advanced standing credits that have been officially accepted, are counted in determining a student's class rank. All Quality Hours (QHRS) at California University are used in determining a student's QPA.

During the probationary semester, the student will be required to attend the *Probationary Assistance (PASS) Program* which requires him/her to meet once a week with a Graduate Assistant for a ½ hour session. This program is designed to help students achieve the academic success they are looking for. Some goals of the program include:

- learning time management skills,
- improving study habits,
- using campus resources,
- developing academic and other life goals,
- identifying major areas of interest.

A student who is placed on academic probation for one semester and fails to earn the required cumulative GPA, or fails to maintain a 2.00 for the probationary semester is subject to academic dismissal for at least one calendar year. A student may apply for readmission to the University by contacting the Office of Student Retention and Success at (724) 938-1523 or by accessing the application on-line: at [www.calu.edu](http://www.calu.edu), search Readmission.

If you are experiencing some academic difficulties, consider the following tips when registering for classes for the next semester:

- Consider limiting your course load to 12 – 16 credits.
- Repeat classes in which you received an “F” (the repeated grade(s) is/are the one(s) that will be used to calculate your GPA).
- Do not take the next course in a sequence if you failed the first course.
- Balance a schedule with reading (history, sociology) and process (math, computer science) courses.
- Where there exists confusion over the major course of study, consider enrolling in XCP 194, Career Planning, or visit the Office of Career Services for assistance.
- Begin the next semester committed to using the academic supports available to you, e.g. Math Lab, Writing Center and Reading Clinic.

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**Semester Honors (Dean's List):** Full-time students are placed on the Dean's List according to the following semester GPA's: Highest Honors (3.75 – 4.00), High Honors (3.50 – 3.74), Honors (3.25 – 3.49).

**Withdrawal (W) from Courses--Please Note:** Students may withdraw from classes during the first 10 weeks of the fall or spring semester. To withdraw from a class a Schedule Adjustment (drop/add) form needs to be completed and taken to the Office of Academic Records. A LATE START class option is offered during fall and spring beginning at midterm. If you are on financial aid, make certain to check with that office before withdrawing from courses.

**Withdrawal from the University:** A student who decides to withdraw from the University during any academic term, regardless of the reason, is required to report to the Office of Academic Records to obtain withdrawal forms. Please refer to the University Catalog for additional information.

**Drop/Add Procedure:** The procedure for dropping a course is the same for withdrawal from a course. To add a class, students must complete a schedule adjustment form (Drop/Add Form) and obtain the necessary signatures indicated: advisor, instructor of the class or department chair, and dean of the college offering the class. The completed form is taken to the Office of Academic Records. Keep a copy for you records.

**Grades of “I”:** Incomplete grades are given at the discretion of the instructor. Incompletes are usually given if the student has been making good academic progress and for some reason beyond his or her control cannot complete the course within the semester timeframe. The student has one year from the end of the semester in which the course was taken to complete the requirements. If the course requirements are not completed within this timeframe, the “I” becomes an “F”. If the course requirements are completed, the instructor must submit a grade change to the Office of Academic Records.

**Grade Appeals and Appeals of Other Academic Decisions:** If a student receives a grade, which he or she believes is not reflective of his or her command of the subject matter and level of performance, a grade appeal may be in order. The student has a right to appeal the grade to the instructor. If the matter is not resolved, the student then appeals within 30 days of the beginning of the forthcoming spring or fall semester **in writing** to the department chair. If the matter is not resolved at this level, appeal is made to the dean of the college in which the course is offered. The Provost and Vice-President for Academic Affairs is the next level of appeal, but only if the procedure has, thus far, failed to resolve the conflict. Students should follow these procedures only if they are convinced that arbitrary and/or capacious standards were applied.

Appeals for other academic decisions should follow a similar process: Appeal first at the instructor level and make subsequent appeals in writing. The order of appeal should be Instructor, Department Chair, Dean, and Provost.

**Change of Major:** There is a form used for a change of major. Students changing to a major under the College of Liberal Arts or the Eberly College of Science & Technology should go to the office of the college responsible for the new major to initiate a change of major. Students changing to a major under the College of Education should take the major change form to the department.

**Permission to Take Courses Elsewhere:** There is an approval form for taking courses at another college. **Please NOTE:** A student’s QPA/GPA is not affected by courses taken at another institution. Also, courses with “D” grades transfer to California University of Pennsylvania only if the student earns an overall GPA of 2.00 or higher from the transfer institution.

**Pre-Graduation Checkout:** This process helps you, your advisor, and the Office of the Dean to monitor your progress toward a degree. The student must request a graduation checkout and the request should be made at least a year prior to the expected graduation date. Students should also become familiar with On-Course academic audit, so that they are able to monitor their own academic progress.

**Graduation Requirements:** A student wishing to graduate from the University:

- Must apply for graduation.
- Should complete a graduation checkout, preferably before the final year.
- Must earn the required number of credits and complete satisfactorily all of the required courses for the specific curriculum in which enrolled.
- Must earn an overall GPA of 2.00 and meet other expectations required by the Area of Concentration.
- Must pay all bills in full.

- Must complete a minimum of 30 credits of the last 60 credits at the University.
- Must complete all records necessary for graduation.

All students who expect to complete graduation requirements are to pick up instructions from the Office of the Dean at the beginning of the semester they intend to graduate. A more complete description of graduation requirements is found in the University Catalog.

**Career Exploration:** If students have questions about their majors – the kinds of careers the majors lead to, the future availability of jobs in an area, or simply what they want to do in life – they should seek career counseling in the Career Services Center located in the Eberly Science and Technology Building. Software packages, e-Discover, are available for student use. Also, co-op and job placement assistance can be obtained at the Center. Help with resume writing, interviewing techniques, etc., is available upon request or through workshops offered by the Center. Students should take full advantage of the Career Advantage Program offered by the University.

## Appendix VIII IMPORTANT PHONE NUMBERS

(From off-campus, dial 724-938 and the extension listed below)

### OFFICE OF THE PRESIDENT

President of California University .....	4400
Special Assistant to the President for EEEEO/University Ombudsperson .....	4014
University Forum Office.....	1633

### STUDENT AFFAIRS

Vice-President/Deans for Student Affairs.....	4439
Alcohol and Other Drug Awareness/Education .....	4056
Athletics .....	4351
Bookstore Manager.....	4324
CalCard.....	4300
Campus Ministry .....	4573
Center for Civic Engagement .....	4794
Clubs and Organizations .....	4303
Commuter Center .....	4021
Counseling Center.....	4056
ENDV (End Violence Center).....	5707
Food Service Director.....	5820
Housing/Residence Life .....	4444
Information Center/Student Center.....	4300
International Student Advisor .....	1599
Vulcan Village Apartment Complex.....	724-938-8990
Media/Student Publications .....	4321
Multicultural Affairs/Student Programming .....	5697
Off-Campus Housing .....	4444
Office for Students with Disabilities (OSD).....	5781
Recreational Services/Fitness Center .....	5907
Student Activities & Special Events.....	4303
Student Association, Inc. ....	4303
Student Government .....	4303
Student Health Services & Wellness Education .....	4232
Veteran's Affairs. ....	4076
Women's Center.....	5857

### ACADEMIC AFFAIRS

Provost .....	4407
Academic Development Services/Student Support Services .....	4230
Academic Records .....	4434
Advising/ Placement-Testing Center .....	5779
Career Services .....	4413
College of Education and Human Services .....	4125
Honors Program .....	4535
Internship Center.....	1578
Liberal Arts College .....	4240
Learning Resources.....	1607
Library Services .....	4091
Lifelong Learning.....	5840
Math Lab.....	5893
Psychology Clinic .....	4403
Reading Clinic .....	4364
Science and Technology.....	4169

Student Retention .....	1523
Student Support Services .....	4230
Word Processing Center .....	4082
Writing Center.....	4336

**ADMINISTRATION AND FINANCE**

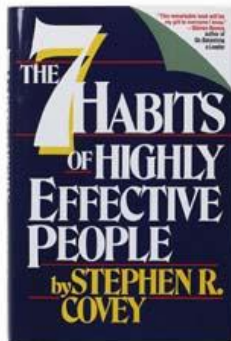
Vice-President .....	4432
Bursar .....	4431
Computing Services Center .....	4030
Environmental Health & Safety .....	4411
Financial Aid .....	4415
Public Safety .....	4299
Student Payroll .....	5947

**UNIVERSITY ADVANCEMENT**

Vice-President .....	5938
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*See Handbook webpage at [www.calu.edu](http://www.calu.edu) for an expanded telephone list.  
When in doubt about a telephone number, call the university operator at 724-938-4000.*

## Appendix IX



### The 7 HABITS OF HIGHLY EFFECTIVE PEOPLE® WORKSHOP

Register online at: [www.calu.edu](http://www.calu.edu) (enter 7 habits training for students in the search window).

#### Why Should You Sign-Up For The Workshop?

It's Free!

The "7 Habits" workshop usually costs more than \$1,495.00

It looks great on a resume!

The "7 Habits" is a world renowned leadership development program that is offered and sometimes required at many corporations. The workshop will challenge the way you look at the world and help you to build personal and interpersonal effectiveness. Attending the workshop adds to your Activities Transcript.

Change yourself by learning to:

Be Proactive (Habit 1)

Begin with the End in Mind (Habit 2)

Put First Things First (Habit 3)

Change your interactions with others as you learn to:

Think Win/Win (Habit 4)

Seek First to Understand Before Being Understood (Habit 5)

Synergize (Habit 6)

Sharpen the Saw (Habit 7)

The skills and principles taught during this workshop focus on both personal and interpersonal leadership issues. In order to change the results you are getting now, you need to do different things, not just continue to do the same things in a different way. This intensive 24-hour workshop will help you see yourself and others differently. It can be a catalyst for long-term change, not just a motivational quick fix.

Call the Office of Lifelong Learning at extension 5840 for more information. You can also visit our website by going to the Cal U home page and typing "7 Habits for students" into the search bar.

**Register today--workshops are limited in size and fill quickly.**

Registration is required at least one week prior to start of the workshop. For workshop dates and to register for the workshops, please contact the Office of Lifelong Learning at 724-938-5840, or register online at: Register by going to the Cal U home page and typing "7 Habits for students" into the search bar.

Participants must attend all workshop sessions to receive certificate of completion.

**Workshop 1 \*Students Only**

Facilitator: President Arment  
Sept. 14, 19, 26; Oct. 3, 17, 24, 31, 2011  
(6 p.m. – 9 p.m.)

**Workshop 2**

Facilitator: Norm Hasbrouck  
Oct. 7, 2011 (5:30 p.m. – 9 p.m.)  
Oct. 8, 9, 2011 (8 a.m. – 5 p.m.)

**Workshop 3**

Facilitator: Norm Hasbrouck  
Nov. 4, 2011 (5:30 p.m. – 9 p.m.)  
Nov. 5, 6, 2011 (8 a.m. – 5 p.m.)

**7H Refresher 1**

Facilitator: Ron Paul  
Nov. 11, 2011  
8:30 a.m. – 12 p.m.

**Workshop 4**

Facilitator: Michael Slavin/Ron Paul  
Jan. 10, 11, 12, 13, 2012  
9 a.m. – 5 p.m.

**Workshop 5**

Facilitator: Norm Hasbrouck  
Jan. 20, 2012 (5:30 p.m. – 9 p.m.)  
Jan. 21, 22, 2012 (8 a.m. – 5 p.m.)

**Workshop 6 \*Students Only**

Facilitator: President Arment  
Feb. 7, 14, 16, 23, 28; March 1, 13, 15,  
2012 (6 p.m. – 9 p.m.)

**Workshop 7**

Facilitator: Ron Paul  
March 5, 6, 7, 8, 2012  
(9 a.m. – 5 p.m.)

**Workshop 8**

Facilitator: Tim Buchanan  
March 23, 2012 (5:30 p.m. – 9 p.m.)  
March 24, 25, 2012 (8 a.m. – 5 p.m.)

**Workshop 9**

Facilitators: Elizabeth Gruber/  
Alan James  
April 4, 2012 (8:30 a.m. – 4 p.m.)  
April 10, 11, 12, 2012 (8:30 a.m. – 12:30  
p.m.) and April 16, 2012 (8:30 a.m. – 4  
p.m.)

**Workshop 10**

Facilitator: Nancy Skobel/Ron Paul  
May 8, 10, 15, 17, 22, 24, 2012  
8:30 a.m. – 12:30 p.m.

**Workshop 11**

Facilitators: Karen Posa/Tony McGrew  
June 5, 7, 12, 14, 2012 (9 a.m. – 5 p.m.)

**Workshop 12**

Facilitator: Mike Hummel  
July 9, 11, 16, 18, 2012  
9:00 a.m. – 5:00 p.m.

**\*Dates are subject to change.**

## Appendix X GETTING INVOLVED: THE CULTURE OF STUDENT PHILANTHROPY

### *Learning to “Pay it Forward”*

Philanthropy is the act of giving something (usually money) to a worthwhile cause, for the betterment of everyone. In the case of Student Philanthropy, the word takes on a slightly different meaning. It could mean volunteering your time, finances, talent or special skills to a worthwhile cause. It could mean offering a hand to someone who needs help finding his or her classroom on the first day of the new semester. Or it could mean serving as a mentor or as a big brother/big sister to a young person in need. Ultimately, it’s what you can give of yourself that matters most.

### *Philanthropy in the community*

A very easy place to find ways to get involved is in your home community. Do you belong to a community group, such as Rotary, Boy Scouts, Girl Scouts or a church group? Is there a need such as a blood drive, a volunteer fire company boot drive, or other fundraising activity that could use your assistance, whether financial or physical? If you know of a place of need, jump in and help! Remember, every bit goes a long way.

### *Philanthropy at Cal U*

There are many areas where you can help right here at Cal U. Become a University Mentor and help a new student navigate their way through their first days as a college student. Or volunteer for Habitat For Humanity or another similar organization. Fraternities, sororities and other similar groups are also wonderful sources of philanthropic activity. Through the Cal U for Life program, all students are encouraged to build strong ties to the University and to volunteer their time, talent and treasure when they are able.

The ultimate way to help your school is through scholarships. Each year, the cost of attending Cal U rises. This is truly an unfortunate result of reduced funding on the state level, combined with the rising costs of maintaining the University. Regrettably, some of our best and brightest students can’t afford the costs associated with attending Cal U. But there is a solution to this problem — scholarships. The University’s goal is to offer as much financial assistance to our students as possible. In order to do that, we look to our alumni, the community and to our students for their support.

It is truly an act of “paying it forward” to establish or help support a scholarship. How can you help? By making small donations to the scholarship of your choice, helping to establish a new scholarship, or volunteering your time, talent and resources to raise funds for scholarships. It’s truly the way to help “pay it forward” at Cal U.

### *Where Can I Go?*

Have we piqued your interest? For more information on organizations on campus that could use your help, visit the Cal U website and click on Campus Life on the menu on the left. There, you will find links to information on clubs and organizations on campus, as well as information on the Student Activities Board and more. You will also find the names and associated contact information for each of the groups listed. More information is available on the University website; look under the tabs marked “Giving” and “Cal U for Life.”

**Appendix XI**  
**KEEPING INVOLVED:**  
**CALIFORNIA UNIVERSITY OF PA**  
**ALUMNI ASSOCIATION**

Your bond with Cal U does not end when you receive your diploma. Upon graduation, you automatically become a member of an elite organization...the Cal U Alumni Association.

Formed in 1883, The Alumni Association is an energetic group of alumni who strive to maintain an active link to the University and to the community it serves through activity, networking and more.

The Alumni Association is volunteer-driven, and its success depends on the support of Cal U alumni. Alumni chapters volunteer their time and energy to:

- Assist in student recruitment initiatives in your area
- Plan a reunion for your class or organization
- Help coordinate a reception in your area
- Serve as a mentor for a college student
- Serve on the Alumni Association Board of Directors

Currently, Cal U has active alumni chapters in the following cities (among others, forming all the time):

Pittsburgh  
Harrisburg  
Philadelphia  
Washington, DC  
NYC Regional  
Tampa  
Orange County, CA

Cal U alumni societies:  
Industrial Arts/Tech Ed Society  
Athletic Training Society  
African American Alumni Society  
Graphic Communications Society  
Social Work Society

Plans for new nationwide chapters are currently underway, so plan to join a chapter near you after graduation, or volunteer your time to help begin a chapter or society. You will find the Alumni Association to be an invaluable resource for networking, socializing and most of all, maintaining your lifelong relationship to Cal U.

Effective communication is essential to the Alumni Association. The Cal U Review, the University alumni magazine, is printed quarterly and features information on the University and campus activities and announcements of interest to alumni. Electronic communications including the Under the Towers monthly e-newsletter, an online community, and even a permanent Cal U alumni e-mail account help to keep you in touch.

As an alumnus, you may also take advantage of career planning services such as job search assistance, Career Net (job shadowing/career networking with Alumni), cooperative education, resume/cover letter assistance, mock interviews, college central network (online job & resume postings), on-campus recruiting, job fairs and the Career Resource Center.

But membership in the Alumni Association isn't all business. Football tailgates, performances by the Pittsburgh symphony, Pirates games, Alumni Weekend, Alumni

Couples Weekend, Homecoming activities and more, help to keep the fun times at Cal going for our alumni.

The Cal U Alumni Association and the Office of Alumni Relations & the Annual Fund are always looking for new ideas. If you have an idea for an alumni event or project, feel free to share it with the Office of Alumni Relations & the Annual Fund. All ideas are welcome!

Please visit the Alumni Association website often at [www.calu.edu/alumni](http://www.calu.edu/alumni) or email at [alumni@calu.edu](mailto:alumni@calu.edu). The Office of Alumni Relations & the Annual Fund can also be contacted by phone at 724-938-4418.