



California University of Pennsylvania

THE VULCAN ADVENTURE

STUDENT HANDBOOK 2017 • 2018

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, 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.

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.

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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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.

California University Police/Fire	724-938-4299
Ambulance	911

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 California University Police — 724-938-4299). As the EOC, the Director of California University Police 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 1.7.2)

- 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 California University Police 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)
- Parking lot behind Residence Halls A & B

Building Evacuation

1. When building evacuation alarm sounds and/or upon notification by California University Police 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 California University Police 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 California University Police 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 California University Police.
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 California University Police personnel.

Shelter in Place

When the Department of California University Police 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 California University Police 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 California University Police.
4. Any exposure to a hazardous biological, chemical, or radioactive material must be reported immediately to California University Police 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 California University Police/Health & Safety personnel.

SPILL RESPONSE PROCEDURE

1. Immediately alert fellow workers, supervisor, and California University Police (ext. 4299 or (724-938-4299).
2. Follow detailed spill response procedures located in the EOP, Section 3.4.I.
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)

If a suspicious object or potential bomb is observed, do not handle the object. Call California University Police at extension 4299. Clear the area immediately according to the building evacuation instructions listed below.

1. If you receive a written bomb threat, set it aside and call California University Police at ext. 4299 or 724-938-4299.
2. 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 California University Police (ext. 4299 or 724-938-4299) can be notified as soon as possible. The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying their supervisor and the California University Police Department.
4. 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?
5. 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
6. Call the Office of California University Police 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 California University Police Officer.

HOSTAGESITUATION 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 California University Police 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 California University Police 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 California University Police.
2. California University Police 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 California University Police, will determine the possible need for an injunction
4. California University Police will provide an officer with a radio for communication between the university and the State Police as needed.

AFTER BUSINESS HOURS

1. California University Police should be notified immediately of the disturbance.
2. California University Police will investigate the disruption and notify the Director of California University Police who will report to the appropriate Vice Presidents and the President of the situation.
3. The Director of California University Police 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 Office of California University Police 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 California University Police – 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 California University Police at 724-938-4299.

VII. **Violent or Criminal Behavior** (EOP Section 3.7) 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 California University Police 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 3.8)

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 California University Police 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 California University Police 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 California University Police. 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 California University Police 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 3.10)

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 California University Police at 724-938-4299.
5. Damaged facilities should be reported to the Office of California University Police and the Physical Plant Department.

XI. Floods (EOP Section 3.11)

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 California University Police 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 California University Police.

XII. Tornado (EOP Section 3.12)

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 3.13)

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 California University Police Dispatcher shall call out Physical Plant Grounds Crew and notify both the Director of California University Police and the Director of Physical Plant.
2. The Director of California University Police 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. California University Police 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 3.14)

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 3.15)

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 California University Police of the situation at ext. 4299 or 724-938-4299 on a cell phone.
3. When contacting the Office of California University Police 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 3.16)

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 California University Police 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 3.17)

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 California University Police 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 California University Police.

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 California University Police at ext. 4299 or 724-938-4299 for help.

Plumbing Failure/Flooding

Cease using all electrical equipment. Immediately notify California University Police 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 California University Police 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 California University Police 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 California University Police at ext. 4299 or 724-938-4299, and, if necessary, cease all operations and vacate the area.

XVIII. Active Shooter Response Guidelines (EOP Section 3.18)

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 OFFICE OF CALIFORNIA UNIVERSITY POLICE

1. Notify the Office of California University Police 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 3.19)

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 California University Police 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 your 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 3.20) 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 Police 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 California University Police.

Please keep this document readily available at all times!

ABSENCES See ATTENDANCE, CANCELLATION OF CLASSES, MEDICAL ABSENCES, or WITHDRAWAL FROM A CLASS OR THE UNIVERSITY, PROCEDURES.

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/>, search *Academic Policies*.

ACADEMIC SCHEDULING CENTER The Scheduling Center located in Noss 210, serves to coordinate schedule development for all first-time and transfer students, pre-registration in developmental courses, and the monitoring of successful completion of such work. The Scheduling Center also serves students who have not declared a major. The Academic Scheduling Center does not replace faculty advising, but helps to coordinate and supplement a student's academic experience.

ACADEMIC SUCCESS, OFFICE OF: The Mission of the Office of Academic Success is to foster and support students in all phases of their academic endeavors by providing comprehensive programs, resources, and assistance. This is achieved through such initiatives as First Year Seminar, Academic Scheduling and Placement-testing, Four Year-Graduation Plan, Learning Communities, Peer-Mentoring, Academic Support Programs, Mid-Term Grade Reports, and Student Ombudsperson. For more information, call (724) 938-1523 or visit our website at www.calu.edu and search *Academic Success*.

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 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. This free program is sponsored by the Student Association, Inc. and can be managed through the OrgSync software. Simply log in to OrgSync at sai.orgsync.com and navigate to the Involvement link in your personal profile.

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), Carter Hall, Room G-35, 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
- 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 and The PARC: Cal U proudly houses a Prevention Awareness Recovery Center (PARC) on campus for students who are in recovery from drug and alcohol addiction, as well as students who are allies and supporters of those in recovery. The PARC is a safe, worry free lounge area where students are welcome to hang out, meet other students in recovery, and hold Cal Clean & Sober groups. The PARC is also full of resources and referrals for students in need of support or treatment services. An Alcohol and Other Drug Education 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@CalU and the Cal Alcohol and Other Drug Coalition are just two ways the goals are carried out. Options@CalU is a group of volunteer peer educators who educate and challenge their peers regarding the decisions they make about drugs and alcohol use. The Cal Alcohol and Other Drug 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 the AOD office at 724-938-4775.

AMBULANCE SERVICE The Brownsville Ambulance Service, Inc. (BASI) provides Advanced Life Support and Emergency Medical Services to the California University of Pennsylvania campus and surrounding community. In the event of an emergency contact the University Police Department (724-938-4299) on campus and dial 9-1-1 off campus. For business related issues please contact BASI at 724-785-6558.

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 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.

~B~

BANKING SERVICES Banking/Financial Services

On-campus banking services are offered to students, faculty and staff through the Pennsylvania State Employees Credit Union (PSECU) in conjunction with the CalCard. Students can elect to have their CalCard activated for use as an ATM card associated with their account. The PSECU e- Center is located in the Natali Student Center. ATMs are located at the Natali Student Center, Dixon Hall, and the Convocation Center.

BASICS (Brief Alcohol Screening and Intervention for 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 episodic 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.

CASICS (Cannabis Screening and Intervention for College Students): Like BASICS, CASICS is also a preventive intervention program. The main goals are to reduce student use of marijuana and educate about marijuana-related issues, including tips for quitting. The format is also motivational interviewing, which gives students a safe place to examine what role marijuana plays in their lives, consequences, and personal desire for change.

Participation in BASICS and/or CASICS is open to any Cal U student, while those who have been cited by the University Conduct Officer or another Cal U employee 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 or CASICS, call 724-938-4775. 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 CONDUCT 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 conduct system. Do not forsake a peer's well-being in any such instance. Contact California University Police immediately at 724.938.HELP (4357) or the Wellness Center at 724.938.4056. Please refer to PENNSYLVANIA MEDICAL AMNESTY LAW for legal information.

BILLS for tuition, fees, university housing, and board are generated on a single statement that is issued by the Bursar's Office. The initial statement for each semester will be mailed to the student's permanent address on file and will include detailed instructions for payment options. Only the first billing each term will be a paper bill, future monthly bills will be electronic bills with email notifications sent to the student's Cal U email address. Students may authorize a third party to receive billing notifications on the billing tab of the student VIP account.

Credit/debit card and electronic check payments can be made on line by logging into your student account at <https://vip.calu.edu>. Electronic check payments remain free of charge; there is a 2.75 percent convenience fee for processing credit card payments. Check and money order payments (payable to California University in US dollars) may be made by USPS mail. Check, money order and cash payments will be accepted in person at the Bursar's Office in Dixon Hall Room 118.

Payment plan enrollment (when available for term) and enrollment for Direct Deposit refund of excess financial aid is available on the student VIP portal via the billing tab. If direct deposit enrollment does not exist, paper checks will be mailed to the student's permanent address.

Student authorizations can be completed online to enable student information to be discussed with a designated third party (FERPA)

Accounts not paid in full by the end of the term may receive a Bursar hold preventing registration for future terms or receipt of transcripts. Unpaid accounts are referred to the PA State Attorney General for collection.

For more information on tuition, fees, and payment policies, consult the Undergraduate Catalog.

BLAZE EXPRESS Available during the fall and spring academic year, Blaze Express accommodations is a great option for commuter students looking for short-term accommodations on campus. Whether working on a late-night project in a university lab or attending a club and organization meeting or sporting event, commuter students are able to reserve a room and stay overnight in the Blaze Express Suite located in Residence Hall B. For more information, contact Sheleta Camarda-Webb at 724-938-4021 or University Housing at 724-938-4444.

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. For additional information, you can contact the Cal U Bookstore at 724-938-4324.

~C~

HD CABLE TELEVISION High-definition 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. Our high-definition service includes over 60 channels of your favorite local broadcast and

cable channels.

CAL ALLIES (FORMERLY KNOWN AS SAFE ZONE) is a network of Cal U employees and students working to provide a supportive environment for our Lesbian, Gay, Bisexual, and Transgender, Queer/Questioning and Ally (LGBTQA+) community. For more information or to schedule an ally workshop for your class or organization, contact Sheleta Camarda-Webb, extension 5758 or email lambdabridges@calu.edu.

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

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

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 matriculating at the main campus must pay associated fees 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.

Dine - Opening a declining balance Dine Account is as simple as making a deposit via credit card on the web at <https://calcard.blackboard.com>. Your Dine Account can be used to pay for food at all dining 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 dining services 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>.

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.

CAL U CUPBOARD, STUDENT FOOD PANTRY The CalU Cupboard is located in the Center for Volunteer Programs and Service Learning in 119 Natali Student Center. The Cupboard provides students with free non-perishable food items while connecting students to community resources. Students can participate in workshops, food collections, or access educational materials on a variety of topics. **Also see Volunteer Programs and Service Learning.** For more information, contact Diane Hasbrouck at 724-938-4794 or email calucupboard@calu.edu.

CAL U FOR LIFE: Cal U for Life is the celebration of the life long relationship between you and your alma mater. The University provides you with opportunities to build that relationship while you're a student here, and continue it for the rest of your life.

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. You may also sign up for text alerts via the Cal U homepage under [quick links](#). 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 is a three-part individualized plan (EXPLORE, EXPERIENCE and CONNECT) to help students to discover and prepare for the career path that is a perfect fit for their skills, interests and values. Students who participate in Career Advantage beginning freshman year have a better chance of graduating within the traditional four-year time frame and preparing for career and professional success. Career Advantage is introduced in First-Year Seminar for students who take the class and is available online through the Career & Professional Development Center web page at www.calu.edu/careers. Students can meet with their Career Adviser in the Career & Professional Development Center to begin their Career Advantage plan.

CAREER & PROFESSIONAL DEVELOPMENT CENTER, THE assists students in gaining a Career Advantage and making connections for post-graduate success. We can help you...

- choose a major
- explore career options related to your major, interests and unique talents
- learn how to find a paid career-related Co-op position or a full-time job after graduation
- find and apply to graduate school
- learn how to develop an effective resume and cover letter
- make professional connections, and get tips on applying for jobs
- prepare for an interview, job fair, or networking event

The Career & Professional Development Center also arranges on-campus interviews with prospective employers, hosts job-fairs and networking events, posts job opportunities online, and conducts workshops and presentations for classes and clubs. For more information or to schedule an appointment, call extension 4413 or visit the website at www.calu.edu/careers.

CATALOG The University Undergraduate Catalog includes detailed descriptions of programs, course offerings, accreditations and academic policies. 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.

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.sai.orgsync.com.

CODE OF CONDUCT See STUDENT CODE OF CONDUCT.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) AND DANTE'S SUBJECT STANDARDIZED TESTS (DSST) The University offers the opportunity to earn undergraduate credit through the College-Level Examination Program (CLEP) and DANTE'S 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.

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. A maximum of thirty (30) credits can be earned through CLEP and/or DSST. 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 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 **COMMUTER SERVICES**, located in 123 Natali Student Center, to inquire. For more information, contact Sheleta Webb at extension 4021.

COMMUTER SERVICES offers assistance to commuting students, including non-traditional students, with a student affairs staff member as a full time advocate for commuter student needs. Staff office is located in 123 Natali Student Center near popular commuter lounge areas. Assisting with alternate forms of transportation, helping with parking issues, alerting students of available housing options, and helping commuter student connect to campus are just some of the services offered to our commuting population. For more information, contact Commuter Services at extension 4021.

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), 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, 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.

CONTINUING EDUCATION, OFFICE OF The Office of Continuing Education coordinates a variety of for- credit and non credit learning opportunities for people of all ages, from high school students to working adults and retirees. Whether you are looking to jump-start your college career, enhance your resume with college courses or pursue learning for personal enrichment/professional development, Cal U's Office of Continuing Education can help you make the right connection. There are three main service areas for the Office of Continuing Ed; **Non-degree programs** such as Personal/Professional development majors, Visiting Students major, High School Early Admit, and the 60+ College Advantage Program, **Degree seeking students** looking to enroll at Cal U through the Trade Adjustment Act (TAA) and Workforce Investment Act (WIA) , and lastly **Non credit/**

personal enrichment courses which do not carry academic credit. For more information email continuinged@calu.edu or call 724-938-4491.

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 the Career & Professional Development Center (CPDC) and open to all majors. To be eligible for Co-op students must first complete thirty 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. Students receive recognition on their Academic and Activity transcript for completing a co-op experience. There is no fee to participate in the Co-op program.

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 CPDC ≠ Internships are administered through the Internship Department 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.

COUNCIL OF TRUSTEES Commonwealth legislative action requires that one member of the University's Council of Trustees be chosen from the student body, as per the selection process determined by the University. 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 to Cal U enrolled students. The Center, located in the Wellness Center (Ground Floor, Carter Hall), provides the following services to students: consultation, evaluation, brief therapy – typically up to eight 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 California University Health Center (724) 938-4232 and or University Police Department at 724-938-4299.

CUTV provides learning opportunities for students and local television coverage of news, sports, as well as cultural, contemporary, and educational events. The award-winning station features a biweekly **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. CUTV is seen on campus and in nearly 100,000 homes through Atlantic Broadband and Armstrong Cable, as well as in over a million homes via Comcast *On-Demand*. For more information, call 724-938-5973 or visit www.calu.edu and search CUTV.

~D~

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. Click on "Events" at the bottom of the homepage.

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 CONDUCT SYSTEM, UNIVERSITY CONDUCT 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, as amended. Reasonable accommodations that maintain fundamental 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: Carter Hall – Room G-35

Phone: 724-938-5781

Email: osdmail@calu.edu

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

Persons who need a temporary disabled permit (six weeks or less) must submit appropriate documentation from their doctor specifying the duration of the temporary need (no more than six weeks) to the 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 and search Parking.

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.

~E~

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. 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 <https://outlook.com/owa/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 219 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, CALIFORNIA UNIVERSITY POLICE.

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. For more information, contact Melissa Dunn at 724-938-4269 or email at dunn@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 on line at <http://www.fafsa.gov>. Further information may be obtained on the Cal U Web site; go to www.calu.edu and search **Financial Aid**.

END V (Violence) CENTER The End V (Violence) Center works proactively to raise awareness and provide prevention education for the campus community on the issues of sexual violence, intimate partner violence and stalking. In addition, the Center works reactively to offer survivors and secondary victim's advocacy, crisis intervention, supportive services and outreach. The End V Center is located in the Natali Student Center (117). For more information, please contact 724-938-5707 or e-mail greendot@calu.edu.

EQUALITY OF OPPORTUNITY California University of Pennsylvania is committed to Equal Employment and Educational Opportunity/Affirmative Action and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, and/or physical or mental disability.

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 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 and discrimination against people with disabilities.

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 DAY is an opportunity for family and friends of Cal U students to experience University life. The day offers a chance to meet other students' families and participate in a variety of University activities. Join us for a variety of programs, athletic events, tours and the Cal U Vulcan football game. Additional activities and fun will be added to the day. Keep up-to-date at www.calu.edu (type Family Day in the search field) or call 724-938-4300.

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

1. **Sound the alarm.** If you discover or suspect a fire, pull a fire alarm pull station. 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 immediately.** Move to a meeting place away from the building leaving all entranceways clear for emergency personnel. Stay outside the building until fire and/or university officials tell you it is safe to go in again.
3. **Call California University Police at extension 4299 from a safe location** 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 and INTRO TO UNIVERSITY STUDIES: First Year Seminar and Intro to University Studies provide the foundation for learning how to achieve academic success in college. These courses introduce topics that will enhance students' overall college experience, such as time management, career exploration, library resources and extra-curricular opportunities. Students also learn to develop and apply essential academic success skills, enhance critical thinking and communication skills. Overall, this course is the first step to student academic success.

First Year Seminar or Intro to University studies is a one-credit course that all first-year students are required to complete as a component of the General Education menu. Transfer students are not required to complete either of these courses if they transfer an equivalent course, or transfer a total of 24 or more credits. Transfer students wishing to enroll in either of these courses should contact the Office of Academic Success at (724) 938-1523.

FITNESS CENTER (Herron Recreation & Fitness Center) is located in Herron Hall and serves the university community. Students are admitted upon presentation of their valid CalCard. Students may purchase memberships for their spouse and/or children (age 16 or older) for a fee. Memberships

are also available to all Alumni, Faculty and Staff for a fee. Herron Recreation and Fitness 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, Mr. Jamison Roth at extension 724-938-5826 (roth_j@calu.edu).

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GENERAL CODE OF CONDUCT See STUDENT CODE OF CONDUCT.

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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 The Education Center is located in Carter Hall ground level (G82) and houses a number of the student workers and graduate assistants employed by Student Affairs. The students, through programming and collaboration, provide health and wellness information to our campus community. One of the key components of this health and education is the student-run organization known as H.E.A.R.T. (Health Education Awareness Resource Team). Through this organization, funding is provided to support this programming and education. HEART promotes avenues to our campus community about healthy lifestyles. Some of the major topics for programs offered include but are not limited to: Monthly free On-campus STD testing, Monthly nutritionist visits, stress relief, smoking issues, drug and alcohol information and body image. Our marquis event: The Annual Health Fair gives our campus community many opportunities to interact with multiple vendors about health and wellness. For more information, or if you are interested in joining our HEART team, please e-mail at Fayish@calu.edu or call 5922.

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. Although the University Health Center offers a variety of free health care services, it is unable to offer comprehensive health care particularly pertaining to trauma and chronic or severe illnesses, as well as certain diagnostic testing or specialist services.

It is recommended that all students have medical insurance while in attendance at California University of Pennsylvania.

Please note: Insurance coverage is MANDATORY for NCAA Student Athletes and F-1 Visa International Students.

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 parade, football game, halftime crowning ceremonies for the royal court and other surprises. Keep up-to-date at www.calu.edu (type Homecoming 2017 in the search field) or call extension 4300, or e-mail dunn@calu.edu.

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

HOUSING (OFF-CAMPUS) 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. Useful phone numbers and information concerning leases and other information related to off-campus living is available at the Cal U Website. For more information contact the Office of Commuter Services commuterservices@calu.edu, 724-938-4021.

~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) are available for use 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.

-You can also print in each instructional lab.

-Each enrolled student receives a \$25 credit at the start of each semester. If your account reaches a balance of \$0, you will not be able to release print jobs, You may add more pages to your print quota by visiting <http://calcard.blackboard.com>.

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). See COMPUTER LABS, ACCEPTABLE USE POLICY, E-MAIL.

INTERNATIONAL STUDENT SERVICES / OFFICE OF INTERNATIONAL PROGRAMMING California University of Pennsylvania welcomes international students from many countries each academic year. International students provide cultural diversity and bring a new perspective to the institution and the surrounding community. A dedicated staff works to meet the needs of enrolled students and to provide each with a sense of belonging. In addition, the Office of International Programming strives to provide opportunities for the international student to experience not only American culture, but other cultures represented on campus as well. Information on the services provided to international students or how to become involved with activities can be obtained by visiting 118 Noss Hall or by calling 724-938-1599. Log-on to the Office of International Programming Website at <http://www.calu.edu> (search *International Student Services*).

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 the Internship Center at internctr@calu.edu or 724-938-1578.

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 Tom Hasbrouck at 724-938-5456 hasbrouck_t@calu.edu or visit www.imleagues.com/cup.

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. For information contact: Tom Hasbrouck (hasbrouck_t@calu.edu or 724-938-5456).

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. All classes are taught by either certified or trained instructors. Interested members can view and sign up for classes online by visiting www.imleagues.com/cup. For information contact: Jamison Roth (roth_j@calu.edu or 724-938-5826).

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. Over the course of the year members will have the option to participate in monthly wellness events as well as subscribe to our weekly newsletter. For information contact: Jamison Roth (roth_j@calu.edu or 724-938-5826).

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. For information contact: Jamison Roth (roth_j@calu.edu 724-938-5826).

~J~

JENNIE CARTER MULTICULTURAL AFFAIRS and DIVERSITY EDUCATION (MADE) CENTER Located on the first level of Carter Hall, the MADE is the campus home to the National Pan-Hellenic, Inc. (NPHC), the Rainbow Alliance, Lambda Bridges, the Black Student Union and the Young and Gifted Gospel Choir. This area provides programs, learning opportunities 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 **MADE Office** at extension 5758.

~L~

LAMBDA BRIDGES The Lambda Bridges LGBTQA+ Program Office provides resources, support and advocacy for the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual/Allies Community and to anyone, regardless of their sexual orientation, identities or expressions. Lambda Bridges serves the campus and broader community by promoting a welcoming and inclusive environment for all, through education, advocacy and empowerment. For more information, contact Sheleta Camarda-Webb at 724-938-5758 or email lambdabridges@calu.edu.

LOUIS L. MANDERINO LIBRARY is committed to providing the resources needed to support the research needs of Cal U students. This includes a substantial collection of peer-reviewed journals, books (including e-books), online research databases, and audiovisual materials (DVDs, CDs, streaming digital video). In addition to our collections, the library provides both individual and collaborative study areas, including private rooms for group use. To help reduce the stress of studying, the library has vending machines with drinks and snacks, a collection of popular DVDs, a graphic novel collection, and a selection of popular reading books.

Electronic Resources: Computerized information retrieval has made library research faster, more thorough, and more efficient. Using the library's research databases and online catalog, students can quickly locate quality articles, books, e-books, and audiovisual materials. Cal U students have access to an impressive collection of online, full-text periodicals, e-books, and reference resources. All of the library's electronic resources are accessible from on- and off-campus locations. This allows students to research from anywhere they have Internet access. Since the library is constantly working to provide the best resources for our students, please visit the library's Web site at www.calu.edu and search *Library* for the most current list and descriptions of our electronic resources.

Research Services and Library Instruction: With so many resources and so much content available, it can be daunting to know how to find appropriate information efficiently. Our friendly research librarians are available (in the library or by telephone, email, chat or text) to help guide students in their research. Cal U librarians are faculty members and work with classroom professors to provide instruction to students regarding the effective use of library resources in their coursework. Students are encouraged to seek additional research help by scheduling individual appointments with a librarian.

Shared Library Resources and Interlibrary Loan: Beyond our own collections, Cal U participates in several resource sharing programs that offer students a wealth of additional resources. When Manderino Library does not have the book a student needs, the online E-ZBorrow system allows students to request books from scores of academic libraries in Pennsylvania, West Virginia, New Jersey and New York. This system is both fast and free. If the book cannot be obtained from an E-ZBorrow library, or if a student needs an article not available in our own journal resources, they can be requested through our Interlibrary Loan Office.

~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 MyMathLab. 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, computer information systems, computer engineering technology, 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 not 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 about excused or not excused absence.

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.

MID MON VALLEY TRANSIT Is the Public Transit provider for the local area and has specific routes to assist students the Cal Commuter, Valley 2 and Commuter A routes can make connections into Pittsburgh to Greyhound, Amtrak and Megabus. For more information and schedules visit www.mmvta.com. Students can ride FREE with a Cal Card I.D.

MILITARY & VETERANS AFFAIRS All Active Duty Service-members, Veterans, Reservists, National Guard personnel and eligible dependents who are eligible for VA education benefits should contact this office at an early date so that the necessary in order to process necessary VA paperwork can be processed and to assure timely payments of educational benefits. The Office of Military & Veterans Affairs, located in Hall E, Room 148, is open from 8 a.m. to 4 p.m. Monday through Friday. Requests for appointments after normal business hours can be made by contacting The Office of Military & 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, e-mail veterans@calu.edu or visit the Cal U Web site at www.calu.edu and search **Veterans**.

MOVIES (on campus). See VULCAN THEATRE.

MULTICULTURAL AFFAIRS STUDENT AMBASSADORS This program provides leadership opportunities to be part of a team of students, interns and University staff who work together to develop, plan and implement programs and activities that honor, advocate and celebrate diversity, in all forms. Additionally, the program provides an opportunity for peer-to-peer engagement in a safe, structured environment, to hold, honest and intentional discussions on cultural diversity and other social justice issues. For more information, contact **MADE Office** at extension 5758.

MULTIMEDIA ACCESS CENTER Located on the first level of the Natali Student Center, the Multimedia Access Center offers an Apple computer lab that gives students access to the latest multimedia software applications and color printing (including large-format printing). There is also a collaborative work area for group projects. The lab also employs a variety of student experts who are available to answer your questions. The lab is open Monday–Thursday, 8:30 a.m. to 9:00 p.m. and Friday 8:30 a.m. – 4:00 p.m. The Student Association, Inc. supports and maintains the computer lab.

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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.

A copy of the **University's Policy Statements and Compliance Procedures on Campus Equal Education and Employment Opportunity and Social Equity and the Gender-Based/Sexual Misconduct (Title IX) Policy** can be found on the Cal U Office of Social Equity's web page via the following Web link: www.calu.edu/SEpolicies.

The Office of Social Equity assists all members of the campus community to resolve concerns and complaints about equal opportunity, discrimination, and sexual harassment. You may file a complaint online by completing the online **Complaint Form** via the following web link: www.calu.edu/SEcomplaint, or by contacting the Office of Social Equity by calling 724-938-4014, or by visiting South Hall 112 (Monday through Friday from 8:00 a.m. - 4:00 p.m.), or by sending an e-mail to SocialEquity@calu.edu.

California University of Pennsylvania is an academic community dedicated to the ideals of justice, fairness, and equal opportunity for all. In compliance with federal and state laws, the University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or status as a disabled or Vietnam-era veteran. The University will not tolerate any type of discrimination or sexual harassment. Sexual harassment is by law to be a form of sex discrimination and is therefore unacceptable. Direct all equal opportunity, affirmative action, or Title IX inquiries or complaints to Dr. John A. Burnett, Special Assistant to the President for Equal Employment and Educational Opportunity (EEEE) and Title IX Coordinator, Office of Social Equity, South Hall 112, 724-938-4014. Direct inquiries regarding services or facilities accessibility to the ADA/504 Compliance Officer, Office of Student Affairs and Services, G-52 Carter Hall, 724-938-4056.

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. **COMMUTER SERVICES** provides services for commuters (see **COMMUTER SERVICES**) 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 **COMMUTER SERVICES** (see **COMMUTER SERVICES**) and are active members of the Commuter Council (see **COMMUTER COUNCIL**). For more information, contact Sheleta Camarda-Webb at 724-938-4021 or visit 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 (NP)/EDUCATION SPECIALIST The Health and Wellness Center is located in Carter Hall, ground level. The Health and Wellness Center employs one full-time CRNP (Certified Registered Nurse Practitioner). A Nurse Practitioner is an advanced practice nurse that can diagnose, treat, and prescribe medications. Our NP (Fran Fayish) is available daily in the Health Center clinic. Her hours are posted on the Health Center

website. Fran can be reached at 724-938-5922 (office) or 724-938-4232 (Health Center) or by e-mail at Fayish@calu.edu. Our NP is also the advisor of the H.E.A.R.T. (Health Education Awareness Resource Team) club. More information can be found at <http://sai.calu.edu/sai/clubs/heart/index.html>.

~O~

OPTIONS@CALU: Cal U has a comprehensive alcohol and other drug prevention plan coordinated by the Alcohol and Other Drug Education Specialist. One of many key components of the plan is a peer education program called Options@CalU. 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@CalU or you would like to schedule a presentation contact Options@calu.edu.

ORGSYNC OrgSync is your way to connect to clubs and organizations, discover events and service activities, and explore the Cal U community. Find organizations, stay connected, and track your involvement by using OrgSync to manage your official Activities Transcript. Log in at sai.orgsync.com using your campus email username and password to begin.

~P~

PARKING California University of Pa has a managed parking system which requires anyone who will have a vehicle here on campus needs to register their vehicle and 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 areas which have pay by license meters; LOTS 11 & 17.

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. Any person using a state issued hang tag must also carry the proper I.D. to validate the state issued tag. Using an unauthorized handicapped hang tag is a serious offense and will result in loss of parking privileges on campus.

PAY BY LICENSE There are 2 pay by license areas currently on campus, LOTs 11 and 17 hourly rates apply you can pay with cash, credit card.. You may also; elect to have a reminder sent to your phone and extend your time by phone. These meters are in effect 24/7.

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 properly display your permit at all times while on campus. As a reminder manipulation or using a fraudulent and or expired 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. If you wish to appeal your citation you may do so on line only first paying the fine and submitting an appeal form within 72 hours of the citation date. 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.

For the most up-to-date information visit www.calu.edu (type *Parking* in the search field) and watch campus wide announcements for important information about permit renewal periods, and other transportation information.

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 volunteer peer mentors, usually in the same major.. 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 Mentoring Program at ext. 1682 or mentoring@calu.edu. Visit www.calu.edu and enter —"Peer Mentoring" in the search field for additional information.

PENNSYLVANIA MEDICAL AMNESTY LAW Enacted in September 2011, the Medical Amnesty Law allows underage drinkers to call 911, police or another emergency service to get immediate medical attention for someone with a life-threatening, alcohol-related condition in exchange for legal amnesty; in other words, they won't face any alcohol-related legal charges. The caller must reasonably believe he or she was the first person to call for emergency services, provide his or her name and stay with the person in trouble until help arrives.

PLACEMENT TESTING CENTER At California University, student success is a top priority. Ensuring that students are scheduled in classes of sufficient, but not excessive, challenge is key to academic success. First-year and some transfer students, depending on their SAT and/or ACT scores or transfer credits, are required to take placement tests at California University to determine their level of ability in mathematics and writing. The Placement Testing Center serves to coordinate placement testing for developmental courses. The Center also provides retesting opportunities for students after waiting a period of 30 days.

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 **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.

PROPERTY INSURANCE Student possessions are not insured by University Housing. 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.

POLICE, CALIFORNIA UNIVERSITY 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 (MMVTA) provides public bus service to the community of California and California University of Pennsylvania. Just present your valid CalCard (free to all students & staff/faculty with valid CalCards) and you can ride any of the MMVTA bus routes free of charge. Direct bus service in California and at Cal U 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, California University, West Brownsville WalMart, downtown California with stops in Charleroi for transfers and continuing to 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, free park & ride services and information, contact the MMVTA at 724-

489-0880, e-mail: customersupport@mmvta.com or visit MMVTA on the web at www.mmvta.com. Schedules are also available on campus at the Natali Student Center, California University Police Office, Manderino Library and at the Vulcan Village Clubhouse.

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RADIO STATION, UNIVERSITY See WCAL.

READING CLINIC The Reading Clinic provides one-on-one free sessions with Dr. Patricia Johnson, a certified Reading Specialist. She is the Reading Clinic Director and helps students work on various reading skills such as: reading rates; approaching college texts actively; close reading; vocabulary building; visualization; reading complex texts strategically; and, synthesizing ideas across multiple texts. In addition, the Reading Clinic assists students in the PAPA reading preparation which is the Pre-Service Academic Performance assessment for Pennsylvania certification of teachers. The Reading Clinic is located in Manderino 430-O. For more information, please call 724-938-4469 or 724-938-4230.

Hours: Monday, Wednesday, Friday 8:00 a.m.-4:00 p.m. and Tuesday, Thursday 8:00 a.m. -8:00 p.m. The Director is available for one-on-one sessions Monday, Wednesday 8:00 a.m.-4:00 p.m. and Tuesday, Thursday 8:00 a.m.-9:00 a.m. and 2:00 p.m. -8:00 p.m. Please feel free to schedule an appointment. To find us on the Web site go to www.calu.edu and search *Reading Clinic*.

RECREATIONAL SERVICES, DEPARTMENT OF

The **Department of Recreational Services** is located in the Herron Recreation and Fitness Center (HRFC) and is responsible for the programming and scheduling of informal recreation (fitness center), intramurals, extramurals, sports clubs, fitness, wellness, and outdoor recreation. For more information, call extension HRFC at 724-938-5907.

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, Sports Clubs, or Outdoor Recreation --- 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 seven service areas: Informal Recreation, Intramural Sports, Extramural Sports, Fitness, Wellness, Sports Clubs, and Outdoor Recreation.

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. This type of recreation includes but is not limited to disc golf, racquetball, weight lifting and the climbing wall (Vulcans Peak). For information contact HRFC at 724-938-5907.

RESIDENCE LIFE CONDUCT 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 and enter *Roadman Park* in the search field.

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SAI FARM The SAI Farm also offers many opportunities for students to engage in recreational pursuits with hiking trails, an 18 hole disc golf course, a 1.5 mile running course that includes a fitness circuit around the track. Through collaboration with various academic departments, the SAI Farm provides many opportunities for hands on learning outside of the traditional classroom setting. The Interdisciplinary Center for Environmental Studies (ICES) partnered with SAI and created a parcel on the farm known as an "Environmental Studies Habitat" and is hoping to utilize the 3,000 square foot barn as a potential multi-use educational and research facility. The SAI farm increased the overall size of Cal U by 50% and the opportunities it provides for the students, staff, and faculty are extensive. Visit us on Facebook: <http://www.facebook.com/SAIatCalUFarm>

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 Cal U Web site; go to www.calu.edu and search *Financial Aid*.

SEXUAL ASSAULT PROTOCOL See APPENDIX IV.

SEXUAL HARASSMENT Sexual harassment violates basic human rights, as well as state and federal law. Furthermore, retaliation against the accuser, witnesses, or other persons involved is strictly prohibited. The University also recognizes that accusations of sexual harassment have serious consequences and the University will take the necessary precautions to protect students, faculty, staff, and managers from false accusations.

SMOKING REGULATIONS California University of PA will be in compliance with the Pennsylvania Clean Indoor Air Act.

Therefore, all campus buildings, including residence halls, are smoke-free buildings. Smoking is not permitted indoors. Electronic smoking devices such as e-cigarettes and similar devices are also prohibited from being used in all campus buildings, including residence halls.

Outdoor smoking is permitted. However, no smoking is allowed within 25 feet of a building entrance.

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. Check the Cal U website, www.calu.edu,

call 724-938-4507 for information, or register for Cal U Alerts to receive information about delays or closings.

SOCIAL EQUITY, OFFICE OF The Office of Social Equity, under the direction of Dr. John A. Burnett, Special Assistant to the President for Equal Employment and Educational Opportunity (EEEEO) and Title IX Coordinator, is here to ensure that State and Federal laws are followed and enforced regarding the right for all to receive an education and to work, as well as advance in employment on the basis of merit, ability, and potential without fear of discrimination. This office also creates, maintains, and updates the university's Affirmative Action Plan, conducts investigations, performs university wide training classes, in addition to assisting with policies and procedures regarding discrimination prevention, Title IX, faculty searches, etc.

All members of the University community including staff, management, faculty, and/or students who feel they have been discriminated against may contact the Office of Social Equity by calling 724-938-4014, or by visiting South Hall 112 (Monday through Friday from 8:00 a.m. - 4:00 p.m.), or by sending an e-mail to SocialEquity@calu.edu.

STUDENT ACTIVITIES & PROGRAMMING, OFFICE OF oversees the development of the activities calendar, including contemporary, cultural, community and social events such as coffee houses, comedy shows, novelty events, and celebrations such as Homecoming and Family weekend. The office staff advises the Student Activities Board (SAB), The Underground Cafe (UG) 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.

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 2.5 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.

STUDENT ASSOCIATION FEE The Student Association, Incorporated (SAI) is a nonprofit corporation which supports the mission, goals and objectives of the University and exists solely for the purpose of the University and its students. SAI, having served and supported the University and its programs, faculty, staff, and students continuously since 1937, manages and operates programs and facilities which enhance the educational experience at the University. All students attending class on the main campus are required to pay the Student Association Fee on a per credit basis. Annually, students determine the allocation of the fee to all recognized clubs and organizations on campus and SAI through the Student Senate budget process. The Student Senate and the Student Association Inc. Board of Directors determine programs provided by SAI. The fees are collected, budgeted, 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 APPENDIX II.

STUDENT CODE OF CONDUCT See STUDENT CODE OF CONDUCT

STUDENT EXCHANGE PROGRAMS Please refer to STUDY ABROAD for information on study abroad opportunities.

STUDENT GOVERNMENT ASSOCIATION 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 III.

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 AFFAIRS DISTINGUISHED SERVICE AWARD This is the oldest award presented annually to outstanding senior status students through University-wide 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.

STUDENT CONDUCT SYSTEM The Office of Student Conduct is part of Student Affairs and is responsible for taking and investigating reports of possible violations of the university code of conduct, conducting preliminary interviews with students charged with violating university regulations occurring on or off campus, determining responsibility for violations, providing remedies to victims, 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 Academic Success is available to students who need information, general assistance, or encounter difficulties with processes, procedures, or people 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 Academic 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 and search *Ombudsperson*.

STUDENT RIGHTS AND RESPONSIBILITIES See STUDENT CODE OF CONDUCT.

STUDY ABROAD / OFFICE OF INTERNATIONAL PROGRAMMING We invite you to consider a study abroad experience as part of YOUR Cal U education. Our students have studied in Australia, Costa Rica, England, India, Ireland, Italy, Jamaica, Madagascar and other locations around the

world. Options exist for one- to two-week programs, several weeks in the summer, or a traditional full semester abroad. The Office of International Programming works with Cal U students to find the right program in terms of academics, budget and personal interests. For further information, visit 107 Noss Hall or contact the Director of International Programming at 724-938-5217. Visit us online: www.calu.edu (search term: *study abroad*)

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TELEVISION STATION, STUDENT See CUTV.

TIMES California University's student newspaper, with print and online editions available for viewing at <http://www.caltimes.org>, 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 print and online edition. University students are always welcome, experienced or not, to help with the production of the newspaper. For information, call (724) 938-4321 or e-mail us at caltimes@calu.edu.

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 odd behavior of an individual, call Tim Susick, Associate Vice President for Student Affairs at extension 1603, e-mail susick@calu.edu or through the University website www.calu.edu. If there is immediate potential threat or act of violence call University Police at (724)938-4357 (HELP)

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UNDECIDED STUDENTS 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 skills 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, students will develop some areas of interest that will lead them to choose a major. Furthermore, students in First Year Seminar explore career options through the use of the FOCUS 2 Career Assessment and the development of Career Advantage Plans offered by the Career and Professional Development Center. A special course, XCP 194, Career Planning, is offered to assist students in confirming and/or clarifying career objectives. For further information, contact the Office of Academic Success at 724-938-1523 or visit our website at www.calu.edu.

If students have questions about their majors, the kinds of careers in their majors, 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 and Professional Development Center, located in Natali Student Center. Career Assessments such as FOCUS 2, are also available for student use. Co-op and job search assistance can be obtained at the Center. Resume writing, interviewing techniques, etc., are available upon request or through workshops offered by the Center. Students should take full advantage of the Career Advantage Program offered by the University.

UNDERGROUND CAFÉ, THE operates a weekly coffeehouse “The Underground Café” in various locations around campus 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 Melissa Dunn at extension 4269.

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 its 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 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 unshamed 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, providing remedies to victims 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 Student instructional labs located on the second floor of Noss Hall (extension 5911) are available for use 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. 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 and can be reached by calling 724-938-5911.

Visit www.calu.edu and search *Helpdesk* 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 7 or MAC OS X or later
- 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.

Residence hall rooms are equipped with basic digital HD cable service provided by Armstrong Cable. **In order to connect to the digital cable, your TV must contain a QAM 256 tuner.** Older analog televisions are no longer compatible with the University's cable TV system. Most televisions today are digital/QAM compliant, however less expensive or budget televisions may not be. To find out if your television has a QAM tuner, please check the specifications in your owner's manual, or visit the manufacturer's website.



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. Scholarships are awarded to eligible undergraduate and/or graduate veterans. Affiliation with the National Association of Veterans Program Administrators, Student Veterans of America and Iraq & Afghanistan Veterans of America and Team Red, White & Blue 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 Hall E, Room 148.

VOLUNTEER PROGRAMS AND SERVICE LEARNING The Center, located in 119 Natali Student Center serves as a catalyst for students to connect with, build, and sustain meaningful service initiatives in partnership with communities surrounding California University. Students enhance their learning and leadership development by engaging in educationally purposeful and diverse co-curricular experiences through volunteer opportunities. The Center also houses the CalU Cupboard, Student Food Pantry also see **CalU Cupboard**. For more information on all programs, contact Diane Hasbrouck at 724-938-4794 or email volunteer@calu.edu.

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 FLYER SERVICES The University has its own fleet of transit style buses. The Vulcan Flyers are **free** and run Monday – Friday 7:00 a.m. – 11:00 p.m. and Saturday 8:00 a.m. – 11:00 p.m. – Sunday 10:00 a.m. – 6:00 p.m. with stops at Vulcan Village, and various locations on campus as well as an hourly run to Wal-Mart in West Brownsville Monday – Saturday from 1:00pm. – 7:00 p.m. Route maps and additional information about the Vulcan Flyers are located at our webpage at www.calu.edu/parking.

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 charge. A new weekly movie begins every Friday and is played Mondays-Fridays at 11 a.m., 7 p.m., and 10 p.m. Movies will be shown at 4, 7, and 10 p.m. on Saturdays and Sundays. Schedules are subject to change and can be located at the Information Desk in the Student Center or on the Vulcan Theatre marquis. For more information, please visit the Student Activities Board website at www.calu.edu and search *SAL*.

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 770 students in 199 separate apartments. Vulcan Village offers a variety of apartment configurations to meet student needs, including: four-bedroom apartments with a private bedroom and bath for each resident (4x4); four-bedroom apartments with a private bedroom for each resident and two shared baths (4x2); and two-bedroom apartments with private bedrooms and baths for each resident (2x2). Each resident is responsible for their own individual university housing contract. The Vulcan Village office is staffed by three full-time professionals including: the Community Manager/Director, a live-in Assistant Community Manager/Assistant Director, and a Contract & Marketing Manager. Vulcan Village is also staffed by student community assistants and three full-time maintenance staff. The Vulcan Village staff is available to attend to the needs of the residents, including responding to maintenance requests and developing social and educational opportunities for residents to attend.

Each apartment is furnished with a full-size stove, microwave, refrigerator, dishwasher, garbage disposal, washer, dryer, couch, upholstered chair, coffee table, and TV stand. Each bedroom is furnished with a Full XL bed frame and mattress, desk, chair, and dresser. High-speed wireless internet (as well as hard-wired Ethernet) and HD cable TV service are also included and are available in each bedroom. All other utilities (i.e. water, sewer, electric, garbage) are included as well. Each apartment is equipped with inter-connected smoke detectors and a sprinkler system. There is a fully-

equipped fitness center on the property along with a computer lab. Additionally, the clubhouse includes a recreation room with a large screen TV, pool table, HD digital cable, and a study / conference room. Other amenities include outdoor sand volleyball and basketball courts as well as an outdoor, saltwater swimming pool. There is also a convenience store ("Flatz Express") located in the clubhouse and operated by the campus food service, AVI. Parking on-site is free for residents with an issued permit and regular bus service is provided by campus and 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>.

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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 U 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. WCAL also carries a full line-up of regional and University athletic events. For more information, call 724-938-5973 or visit www.calu.edu and search *WCAL*.

WELLNESS (HEALTH) CENTER The Student Wellness Center is available to students 24 hours/Monday - Friday, 12 hours 7 p.m. – 7 a.m. Saturday and Sunday while the university is in session. Summer hours are: 7:00 a.m. – 4:00 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 Monday – Friday. 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 go to 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. It is mandatory that all F-1 VISA International Students and all NCAA athletes must show proof of health insurance. 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.

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.

WITHDRAWING FROM A CLASS OR THE UNIVERSITY, PROCEDURES Making the decision to withdraw from the university can be difficult and we want you to be able to make an informed decision. Please review the following definitions of "Withdrawal" so that you can make the best choice on which office/person you need to contact. You will then need to contact the office or person listed below to complete the withdrawal process. Upon contacting the proper office or person you will be walked through the process and if necessary counseled on the effects of withdrawing. Students seeking to withdraw from all courses should carefully consider such an important decision and its impact on their academic career and financial aid status.

If you are receiving federal aid, be aware that a total withdraw will likely result in your financial aid being adjusted and reduced. As a result, you would then owe payment to the University. It can also reduce your future eligibility for financial aid. Consult this link; [Financial Aid](#) for more information. If you are unsure about how a total withdrawal may impact your financial aid or if your reason for withdrawal is due to financing, please contact the Financial Aid Office before proceeding, financialaid@calu.edu or 724-938-4415.

Please review the criteria for drop/add tuition refunds from the [Bursar's Office](#) to see what your financial obligation to the University would be after your withdrawal. Please contact the Bursar's Office if you have any questions regarding your bill after withdrawal, bursaroffice@calu.edu or 724-938-4431.

There are several types of withdrawals, please read each carefully and then contact the corresponding department to complete the withdrawal process:

Withdrawal Types

Withdrawals from a course after the DROP/ADD PERIOD for a semester

Please email the Office of Academic Records

Dixon Hall, Room 122

E-mail: academicrecords@calu.edu

Phone: 724-938-4435

Undergraduate students, ALL CLASSES (NOT GLOBAL ONLINE)

Please contact Office of Academic Success

Office of Academic Success

Noss Hall 210

E-Mail: schedulingcenter@calu.edu

Phone: 724-938-1608

Global Online and Graduate Students, ALL CLASSES (UNDGERGRAD AND GRADUATE)

Please email calugo@calu.edu with your information and the reason why you are cancelling or withdrawing your classes and if you are planning to return to CALU in the future. Thank you.

Medical Reasons, ALL CLASSES (ALL STUDENTS)

Please contact Brenda DePaoli, Executive Staff Assistant

Office of Student Affairs

Natali Student Center, Suite 311

E-mail: depaoli@calu.edu

Phone: 724-938-4439

WOMEN'S CENTER The Women's Center works to create a community that promotes and nurtures the contributions and experiences of women. The Center offers services and programs for the campus community, advocates for greater equity, and provides an atmosphere to empower student's to

maximize their development of personal, academic and professional success. The Center serves as a gathering place and resource center. The Center is located in the Natali Student Center (117). For more information, please contact 724-938-5857 or e-mail 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>.

THE WRITING CENTER provides free writing assistance for undergraduate and graduate student writers in all academic majors and programs. Trained undergraduate and graduate student writing consultants work face-to-face and online with students, providing feedback on a variety of academic writing tasks, including essays, research papers, and reports. Through dialogue, reflection, and feedback, writing consultants assist writers in planning their papers; creating first drafts; revising for content, clarity, and style; editing; and properly formatting their final work. The Writing Center also offers informative handouts and a Writer's Hotline at 724-938-4336 for brief questions about writing. Appointments can be made at calu.mywconline.com. Walk-ins are also welcome. The Writing Center is located in room 110 of **Noss Hall** and is open Monday through Friday. The hours of operation vary. For more information call extension 4336 or email writingctr@calu.edu.

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SECTION 1
**STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT CODE OF CONDUCT**
2017

California University of PA Code of Conduct available here: <http://www.calu.edu/current-students/student-services/office-of-student-conduct/student-code-of-conduct/index.htm>

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.

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 conduct system. Do not forsake a peer's well-being in any such instance. Contact California University Police immediately at 724.938.HELP (4357) or the Wellness Center at 724.938.4056. Please refer to PENNSYLVANIA MEDICAL AMNESTY LAW for legal information.

Note: The Pennsylvania Medical Amnesty Law, enacted in September 2011, allows underage drinkers to call 911, police or another emergency service to get immediate medical attention for someone with a life-threatening, alcohol-related condition in exchange for legal amnesty; in other words, they won't face criminal charges. The caller must reasonably believe he or she was the first person to call for emergency services, provide his or her name and stay with the person in trouble until help arrives.

ALCOHOL AND OTHER DRUG (AOD) PROGRAMS: Cal U's AOD programs and The PARC are located on the ground floor of Carter Hall in Suite G-45. 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 and CASICS programs. Education and prevention are provided jointly by the Health and Wellness Education Center and the AOD Education 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	1st Offense	2nd Offense and subsequent offenses
Fine	0-\$500	0-\$1000
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	1st Offense	2nd 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	1st Offense	2nd Offense	Subsequent Offenses
Fine	0-\$500	0-\$1000	0-\$1000
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	1st Offense	2nd 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	1st Offense	2nd 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	1st Offense	2nd 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

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	1st 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.

AOD/PARC (Cal U) 724-938-4775

Intervention, education, prevention, assessment, referrals, support, recovery

Counseling Center (Cal U) 724-938-4056

Confidential Individual and Group Counseling

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

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

UNIVERSITY HOUSING RESIDENT HANDBOOK RESIDENCE HALLS AND VULCAN VILLAGE APARTMENTS

University Housing 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 residence halls on campus house 1,377 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 apartment complex, Vulcan Village, is the place for you. Fully-equipped apartments that house 770 students just 1.4 miles from campus give you the increased freedom and independence you're ready for.

The Residence Halls

The university has six co-ed residence halls made up of rooms in various configurations. Our residence halls provide the most important amenities to meet our student's needs. Each hall has a computer lab, community room with large screen TV, game room with a pool, ping pong and foosball table, a community kitchen, vending and recycling area. Other amenities include access to HDTV cable and wireless internet. Each floor of each building also has lounge and study rooms, and a laundry room. There are many program opportunities for student governance, including Hall Council, Inter-Residence Hall Council, and Residence Life Conduct Board.

The Vulcan Village Apartments

The university has a garden style apartment complex consisting of ten buildings. Each apartment offers private bedrooms, fully furnished shared living space, fully equipped kitchen and laundry room with a free washer and dryer. The apartment complex has several community amenities that help students feel at home. Residents will find a computer lab, conference room, study lounge, fitness center, clubhouse community room, basketball court, volleyball court, picnicking pavilion and small take out style dining facility.

All University Housing facilities are completely smoke free. Students residing in University Housing facilities receive free HD cable TV and high speed internet (both wired and wireless). Telephone service is also available upon request.

Each student accepted to University Housing 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 university housing environment, the university has the authority to take possession of a given space at any time, without refunding fees.

Property Insurance Student possessions are not insured by University Housing. 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.

UNIVERSITY HOUSING PROGRAM

The residence life program in university housing 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. Here, university housing is more than a place to sleep; it is a living, 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. In addition, living in University Housing 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.

If you take advantage of the full experience offered by University Housing 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.

University Core Values in University Housing

University Housing 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 communities that consist of residents who respect and attempt to live by these values.

Expectations for Learning in University Housing

University Housing 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.

Specialty Housing

University Housing offers you the opportunity to live in a community of students who share interests or concerns for similar issues. Themed housing options vary each year depending on student interests and demand, but examples include wellness, substance free and music. Groups who share common interests and would like to live together should contact University Housing to discuss special interest housing options.

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 Smith Hall, 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 university housing. 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 and your Resident Director will guide you through the Roommate Agreement. Anytime there is a change in roommates, residents will be asked to fill out a new Roommate Agreement.

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. All housing assignments are made and room changes approved at the discretion of the university through the Resident Hall Directors or Vulcan Village Directors.

Living in a 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 university housing 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.

Residence Halls

Staff and Services

Residence Hall Directors (RDs) are the university employees responsible for overall supervision of each residence hall. RDs are specialized professionals that live in one of the halls. 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 Assistants (GAs) 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, assist with the 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 the Student Association, Inc. (SAI) 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 are interested in helping with this process, contact your RD.

Vulcan Village

Staff and Services

The Community Manager (CM) is responsible for all departments and community staff. The CM's responsibilities include all administrative, maintenance and supervision of student staff and full-time employees. The CM is responsible for overseeing the daily operation of the community.

The Assistant Community Manager (ACM) works with the CM to assure smooth and prompt action in all areas of operation. The ACM assists in developing residence life/student development programs that promote the student's educational, physical/environmental, social and recreational objectives. The ACM is a live-in position.

The Leasing & Marketing Manager (LMM) is responsible for developing and coordinating the sales and marketing strategies and campaigns for the community. The LMM's primary focuses involve the overall development of the marketing plan and budget, the supervision of the leasing staff, and the establishments. The LMM is always available to answer questions about your contract terms and agreements.

The Maintenance Manager (MM) maintains the facilities and grounds, responds to maintenance requests, provides general upkeep of the units and supervises the maintenance team.

The Maintenance Technician (MT) assists the MM with all mechanical operations and physical upkeep of the community. The MT handles service requests and repairs in a timely and accurate manner. There are two MT on staff.

House Keeping – The Vulcan Village Apartment community provides custodial services for all shared facilities (clubhouse, fitness center, breezeways and grounds). Residents are responsible for the cleaning and upkeep of their unit. Trash and recyclable dumpsters are located throughout the property. Residents are responsible for taking their trash to them.

Common Area Facilities and Amenities

The Clubhouse/Community Building - This is the best place to go for great amenities. Most of the events and activities in the community are hosted in and around the clubhouse.

Conference Room – With in the clubhouse is a smart style conference room that accommodates approx. 12 guests.

Computer Lab – With in the clubhouse is a computer lab for residents to use. A printer is also available, however residents must supply their own paper.

Fitness Center - A fitness center equipped with free weights, selectorized weight machines, and cardio equipment is available for residents in building 10.

Television Room – A large screen television with theater-style sound is available in the clubhouse. It may be reserved for movie or sport event viewing. It can also accommodate console game play.

Sports Courts and Swimming Pool – A basketball/hockey court, sand volleyball and tetherball play areas are available for residents. A swimming pool is also available for seasonal use depending on weather.

Community Safety

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

Personal Safety Tips:

- Do not walk alone after dark.
- Do not prop open any doors for friends or roommates. Do not open doors for strangers.
- When you leave your room or apartment, always lock your door.
- If your key/safelok card is lost or stolen, please report it to staff immediately so your lock may be changed. There may be a charge associated with this.
- Use the one-way door viewer before opening the door to let in a guest.
- If you see an unsafe feature, (light is out, trip hazard, etc..) please notify staff immediately.

Auto Safety Tips:

- Always lock windows and doors of vehicle.
- Never hide a spare key in or under vehicle.
- Never leave personal items or other valuables in plain sight.
- Carry your key ring in your hand while walking to your car, whether in daylight or dark.
- As soon as you get in vehicle , lock doors
- If someone is in your car or loitering around it, call the police or staff. DO NOT confront them.

Aiding and abetting – you are personally responsible if something is happening in your unit that you know of, are present for, or assist in. This also applies anywhere on campus if you are present during a policy violation. You are equally as responsible for the violation if you fail to report any violation. (ex: pets, drugs, squatter, etc.).

To avoid being in violation, you need to immediately report any and all violations. Remove yourself from any potential situation and report it to staff. A 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 and assemble where directed by staff. 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, California University Police or the staff. Smoke and heat sensors, sprinklers, pull stations, and fire extinguishers are located in each building. Tampering with or activating any fire equipment in the absence of an actual fire will result in disciplinary and possible legal action.

A digital camera system is in use in common areas and the grounds. Recordings may be reviewed by staff or California University Police for investigation of alleged Code of Conduct or legal violations, and may be used as evidence.

Always take your key and lock your door when you leave, even for a few minutes, and keep your room locked when sleeping. Do not lend your key to anyone. Your key is for your personal use only, and cannot be loaned or given to anyone else.

Your CalCard ID is for your 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.

The residence halls are locked at all times and use of entrances/exits other than the main one is prohibited except in emergencies. Only residents or staff using their Cal Cards have unrestricted access. When you enter your residence hall, you are required to swipe your CalCard and/or show other identification issued to you to verify your hall of residence 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 and confirms that you do not need to be signed in and escorted by a resident. **Guests must call a resident for entrance, be signed in with photo ID and escorted at all times.**

Rules, Regulations and Policy

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 university housing 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 staff.

Students alleged to have violated university housing rules or regulations will meet with a staff member concerning possible violations.

Guests and Visitation Policy

All guests are required to comply with the policies in the University Housing Resident Handbook. The resident is responsible for the behavior of all their guests and will be held accountable for their behavior. Guests should in no way become a nuisance to the neighbors/roommate(s). A roommate(s) has the right to object to future visits and staff will mediate any concerns regarding the presence of guests. **Guests are allowed only with the permission of all roommate(s) and must be signed in with a Photo ID and must be escorted at all times.**

Guests are allowed 24 hours a day, subject to these provisions:

- A guest is defined as any individual who does not live in the room/apartment they wish to enter.
- Any non-university guest under the age of 18 must provide written parental permission and contact information to visit
- All guests, regardless of gender, who wish to use common area facilities (laundry, vending, TV room, computer room, fitness center, study room, etc.) must be escorted by a resident.
- Residents may host up to three guests at one time. Roommates must agree to the presence of guests in the room or apartment. The rights of the resident who does not wish to have a guest take precedence.
- The same guest is not permitted to stay overnight for more than three days during a seven-day period. Those who violate this policy may be billed, removed and/or banned.
- The University does not condone or permit cohabitation.
- Guests may be asked to leave and residents may lose visitation privileges if guests are disruptive or violate policies.
- **Staff may temporarily suspend visitation privileges from any building or apartment or other 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 keys, safelok card and CalCard whenever you leave. As an emergency service, if Community Assistants are available they can access a master key to open your room or apartment. 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 unit, or bedroom within a unit. You will be required to provide your CalCard or some form of photo identification to verify your identity.

Room Privacy and Search Guidelines

University Housing and 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 unit/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 Facilities Management, 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 unit/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 Facilities Management and Maintenance 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 unit 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

Staff will conduct periodic inspections of units 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.

Semester and Holiday Breaks

Residents residing in the Vulcan Village Apartments DO NOT have to vacate over breaks. This is a perk of residing in a more independent apartment setting with fully equipped kitchen facilities.

The residence halls close at times when classes are not in session, including Thanksgiving, winter, spring (when on academic calendar) 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 is a finals week at the end of each semester, and you are required to vacate the residence hall within 24 hours of completing your last exam.

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 as needed. 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 California University Police when the Information Desk is closed. 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. Keys and CalCards are for the sole use of the person to whom they are issued and may not be loaned or transferred to any other person. To do so is a policy violation addressed through the student conduct process.

UNIVERSITY HOUSING RESIDENCY POLICY

All first-time freshmen who continue enrollment are required by the university to reside in university housing for the first FOUR SEMESTERS at Cal U, with the following general exceptions:

- Students commuting from the residence of their parents or legal guardians, which is within 50 miles of California University
- Married students
- Students who are 21 or older by the date of registration
- Other active (Military, Student Teaching, Internship and Studying Abroad, Transferring and Graduating).

You must complete a housing contract to reside in University Housing to be placed at either location to fulfill the residency requirement. A housing contract commits you financially for BOTH spring and fall academic terms. Vulcan Village Apartments also offers a separate contract for summer terms.

University Housing Residency Policy Appeal Process

Any request for exemption from the residency policy must be submitted to the University Housing Office, where it will be considered on an individual basis. Unless you receive written approval for exemption from the residency requirement, you will be held financially responsible for all charges. The request and appeal process is:

Request Made

You must submit a Request for Exemption from the University Housing Residency Policy with supporting documentation, if necessary, to request an exemption to the residency policy to the Director for Residential Facilities, who will investigate the request.

Administrative Decision

The Director for Residential Facilities will send a written response via email to your request. If it is denied, you have the right to appeal the decision. You must file a written appeal with the Housing Director within five (5) working days of your denial. If you do not appeal within 5 days, the initial decision is final.

Stage One Appeal

Appeals filed with the Housing Director within 5 days of the original notification will be considered. Upon the Housing Director's reevaluation of the recommendation of the Director for Residential Facilities, you will be informed in writing of the decision. If your request is denied, you have the right to appeal the decision to the Associate Vice President for Student Affairs. If you do not appeal within 5 days, the decision of the Housing Director is final.

Stage Two Appeal

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

***This appeal process is not applicable if you have a signed housing contract. The housing contract commits the student to a financial obligation for the length of the contract and may not be broken.**

Room Personalization Policy

Your unit 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 unit 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 billed on a student's account accordingly. You remain responsible for all original furniture in your unit. Space limitations prohibit furniture storage outside your unit. No items can obstruct the proper functioning of such items as doors, smoke sensors, wireless access points and sprinkler heads.

Residence Hall Room

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, nightstand, closets, telephone jack, basic TV cable service (co-ax cable not provided), 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, armchairs, coffee table, bookcase and TV stand. You provide the rest.

Vulcan Village Apartment

All furnished units are to remain furnished, with beds on the frames and furniture on the floor. (e.g., no beds on top of desks or dressers, no desks or dressers stacked or turned on end). For safety reasons, cinderblocks or other means of raising furniture is not permitted. Furniture may be rearranged in your unit provided it is returned to its original position prior to check-out.

The following must be adhered to:

- No loft style or waterbeds are permitted
- Bunking of beds is only permitted in Residence Halls, as the beds may accommodate. Just request bunking pegs from CA or RD.
- No construction, wall partitions, paintings, or any similar structures are permitted.
- Dartboards are not permitted due to potential for damage to walls and doors
- Any alterations or modifications that pose a threat to safety, health, physical unit damage, comfort of others, etc., are not permitted
- No items are permitted on the ceilings. This includes nails, stickers (reflective stars), bottle caps, tape and poster putty.
- No additions to the original surface are permitted on the doors, windows, blinds or furnishings.
- All decorations must be temporary so as not to permanently deface or damage unit furnishings.
- Only official community documents may be posted on the interior and exterior of the entrance door.
- For fire safety reasons, candles, incense, space heaters, hot plates, and other combustibles are not allowed in the units.
- No vaping permitted
- No decorations are permitted on the windows, including posters, lights and flags.
- Curtains may be hung on the windows provided that a white background (or the provided blinds) face the outside of the building.

Holiday Decoration Policy

All electrical decorations should bear the UL label. All decoration 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. Because they can constitute a fire hazard, the university does not permit cut Christmas trees in university housing.

Use of Community Bulletin Boards

Bulletin boards in the Residence Halls and Vulcan Village Apartment are reserved for promoting University or SAI sponsored organizations and events. Please see your Resident Director if you have questions about whether an event or an organization is University or SAI sponsored.

Directory Information Policy

University Housing 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.

Mail

Residence Halls

You can retrieve your mailbox assignment and combination by visiting the mailroom in Dixon Hall. 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 Academic Records and update your online account.

Vulcan Village

Each resident is assigned a mailbox. Mailboxes may be shared by multiple residents. Mail is delivered daily except Sundays and holidays. Notification of packages and special deliveries will be emailed to your calu.edu email address. The post office mail place a special numbered mailbox key to retrieve a box/package in that numbered large mail kiosk box. The key should be left in that special large mailbox lock after you retrieve your package.

Your mailing address is:

Your Proper Name
Apartment Number
Building Address - California Road
Brownsville PA 15417
Building 5 – 265 California Road

Building Addresses are as follows:

Building 1 – 257 California Road	Building 6 – 267 California Road
Building 2 – 259 California Road	Building 7 – 247 California Road
Building 3 – 261 California Road	Building 8 – 249 California Road
Building 4 – 263 California Road	Building 9 – 251 California Road
Building 10 – 253 California Road	

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

Residents 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).

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

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. All campus buildings are smoke free in compliance with the Pennsylvania Clean Indoor Act. Therefore, smoking is not permitted in the residence halls or Vulcan Village Apartments, the breezeways or within 25 feet of the buildings. This includes e-cigarettes, vape pipes, hookah pens or similar devices.

Paraphernalia connected with drug or alcohol use (beer tap, bar, pipes, bong, empty containers, etc.) is prohibited. No event that includes the serving or consumption of alcohol may be advertised in university housing.

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.

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
- Vaping

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
- 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
- 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 touchier lamps
- Flammable materials hung from ceiling or walls
- Air conditioners or space heaters
- Fog or smoke machines
- Hover boards

ROOM CONSOLIDATION PROCESS

The University Housing Office strives to always have each room filled to capacity whenever possible. However for a wide variety of reasons, housing vacancies occur. When vacancies exist, the Housing Office strives to assign or consolidate those vacancies to have vacant rooms rather than vacant bed spaces. This process allows us to extend campus housing opportunities to the largest number of students or to be used in the event of an emergency situation. The University reserves the sole right to assign or reassign rooms when necessary.

If after the first 15 days of any semester, a student assigned to a double room is without a roommate, they will be provided the following options by the Residence Hall Director (RD):

- * Pay the additional cost of a single and stay in the current room.
- * Find a student that is in a similar circumstance within the allocated time period.

Students should begin looking immediately for a possible roommate. The RD will supply each student with a list of potential roommate candidates. Your RD will do everything possible to make the process comfortable, but whether you move, or the other person does, someone must relocate. Any individual who has not satisfactorily completed the process on the last day of Room Consolidation will be relocated at the discretion of the Residence Hall Director. That relocation is not subject to appeal.

Only those students who pay for a single may reside in a single. Because [singles incur additional cost](#), a student must demonstrate the ability to pay before final approval will occur. Depending on your personal circumstance, The Bursar's Office may indicate that payment is required before approval. For others, payment may be deferred against available financial aid. *That decision is made by the Bursar's Office and not by the Housing Office.*

Vacancies occurring during the summer or winter recess: Prepare for an administrative assignment. The University Housing Office reserves the right to consolidate empty spaces or make reassignments when vacancies occur during the summer and winter recess.

UNIVERSITY HOUSING Tech Support

By connecting to and/or using the California University network connection in your residence, you agree to abide by the University policies. Violations of the Acceptable use Policy will be adjudicated by staff and/or the University and/or law enforcement officials as appropriate. Network privileges of any user may be temporarily suspended while suspected violations are being investigated or adjudicated, even if it affects network services of roommates.

Computer Labs

California University of Pennsylvania provides a computer lab with a printer in each residence hall and one in the club house of Vulcan Village Apartments 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 staff must be followed. Each lab has a printer, but you must supply your own paper.

Personal Computers

If you bring your own computer or mobile device, all units provide Cat-6 network connections. To use wired connections, you will need an Ethernet cable and an installed and operable 10BaseT Ethernet card. (The university does not provide or install the Ethernet card or cable.) In addition, wireless is available in all Cal U academic buildings and residence halls, as well as in the Natali Student Union, Manderino Library, Convocation Center and all other facilities. Coverage extends to outdoor areas including the grounds at Vulcan Village, Campus Quad, Roadman Park, Adamson football stadium, the Phillipsburg soccer complex, SAI Farm and even the campus parking lots.

You must have your computer scanned for the proper antivirus software and operating system updates and review and accept the Acceptable Use Policy (AUP) in order to access the network. For more information, visit <http://www.calu.edu> and enter *Tech Support* in the search window, or call Tech Support at 724-938-5911.

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 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 (Copy attached).

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 three ex-officio members without vote.

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

Class I. Five 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 membership does not exist.)

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 Development and Services 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 per Section 3. Absences.

Class V. In addition to the thirteen regular members of the Board, three ex-officio members who are without vote shall attend regular and special meetings: The Vice President for Student Affairs and/or designated University Liaison, the Dean for Student Affairs, and the Chief Financial Officer for SAI. 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: All members of the S.A.I. Board of Directors must have the ability to attend in person at least 75% of all academic year Board of Directors meetings. In addition, Board members missing three or more consecutive Board meetings may be removed from the Board by a two-thirds majority vote of the Directors.

Section 4. Terms: The terms of Class IV Directors shall be one fiscal year or until their successor 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 held within 30 days after candidates are nominated and will be conducted via on line ballot.

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 first regular meeting of the Board after July 1. 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 - MANAGEMENT OF FINANCES

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

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

ARTICLE VIII - 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 CFO of the SAI 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 IX - 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 III 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.

Fee-paying student 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.

Parliamentarian: Shall ensure all Student Government meetings are in accordance with Robert's Rules and the constitution.

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.

Active Senator - A member who fulfills all duties as defined in the policy book

Sabbatical - A one semester break from meetings due to schedule conflicts and/or extenuating circumstances. Senators on sabbatical are required to complete all senator hours and attend all mandatory events.

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.

Section 3. All senators are required to be a member of a Senate committee.

Article 3: Purpose 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 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. Student Government shall follow their standing rules (bylaws/constitution) first and then if there is no rule in place use Robert's Rules as a guide.

Section 4. 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 5. In the summer semester, the elected executive board of the following academic year reserves all rights and responsibilities of Student Government business.

Article 4: Membership of Senate

Section 1. There shall be no more than 48 voting members. 2 non-voting members are President and the grad student. The grad student may vote if he/she pays the SAI fee.

Section 2. Prospective members must fill out a senator petition and receive 50 student signatures. Once completed that prospective member will meet with the Membership committee. The membership committee shall report on their recommendation during the new business section of the following meeting. Student senate will then vote yes or no on the senator petition within the same meeting as presented.

Section 3. All senators will be assigned a seat from the membership committee. A detailed list of the seats is provided in the policy book.

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. Senators may take two sabbaticals; however, they cannot be consecutive. If an extreme circumstance comes up, the executive board has discretion to grant a sabbatical. A senator can only take a sabbatical after they have completed at least one semester of Senate responsibilities.

Sabbatical requests must be submitted in writing to the Recording Secretary by the third Senate meeting of the semester. Senators on sabbatical are held to all normal responsibilities and are only excused from Senate meetings, as outlined in the policy book. The Student Senate Body may only approve 3 applications per semester. All sabbaticals will be approved on the third meeting of the semester.

Section 7. Members of the executive board of Student Senate may not be on the executive board of the House of Representatives.

Article 5: Elections

Section 1. Student Senate, through the elections chairman (Vice President), shall organize and supervise the conduct of all elections involving the student body. The election chairman shall determine the exact time of elections.

Section 2. 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 3. 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 4. The executive board shall establish special committees and or boards, under the advisement of the Vice President, as he/she deems necessary to carry out the mission of the Senate.

Section 5. Duties of appointed seats will be as follows:

1. Report to Student Government such matters concerning the representatives interest group as well as report back to said interest group concerning matters of Student Government.
2. Abide by all Sections listed under Article 3 for "Purpose and Duties of Senate".

Section 6. The advisor of the Senate shall be approved by the Vice President of Student Affairs.

Article 6: Senate Committees

Section 1. Social Committee

1. Shall be responsible for providing activities that promote senator bonding.

Section 2. Fundraising Committee

1. Shall be responsible for raising money through various means in order to support Senators and scholarships.

Section 3. Rules and Internal Affairs Committee

1. The chair of this committee shall serve as Parliamentarian.
2. Shall investigate all internal matters of Student Senate.

Section 4. Membership and Outreach Committee

1. Shall be responsible for reviewing new senator applications
2. Shall be responsible for actively pursuing new members
3. Shall be responsible for placing senators in appropriate senate seats

Section 5. All other committees may be included in the Senate Policy Book.

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 and 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 and must be a current active senator.
2. Vice President...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania and must be a current active senator.
3. Financial Secretary...45 Credits, in pocket, and also served during the budget meeting on Student Cabinet at California University of Pennsylvania must be a current active senator.
4. Corresponding Secretary...15 Credits, in pocket and must be a current active senator.
5. Recording Secretary... 15 Credits, in pocket and must be a current active senator.

Section 3. Elected officers may not hold the position they were elected to for more than 2 years.

Section 4. The officers must have at least a cumulative 2.5 grade point average and shall retain this average throughout their terms of office.

Section 5. The officers must be in good financial and academic standing with SAI and the University, and while in office they must be enrolled as a full time student.

Section 6. 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 and shall be sent within 2hrs of the meeting starting time.
4. Shall, with the consent of the 2/3 senate majority, appoint the following: executive board members in a leave of absence.
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 three-fifths (3/5) approval of the executive board and majority approval by the Senate, representatives to campus-wide committees.
8. Shall represent California University of Pennsylvania's Student Government on the California University Forum and its Executive Committee.
9. 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.
5. Shall organize the Big Event
6. Shall appoint all committee chairs

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.

3. Shall plan "Toys 4 Tots"

Section 4. Recording Secretary

1. Shall keep the minutes of Senate.
2. Shall distribute all duplicated minutes of Senate to the organizations and administrative personnel requesting same.
3. Shall submit the minutes of Senate to a public resource for all students to see (i.e. OrgSync, Cal Times.)
4. Shall maintain senate roster including organization of new senator petitions, impeachments and sabbaticals.

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.
4. Shall manage advertising in partnership with the advisor to student Senate and the President of Senate.
5. Shall serve as coordinator of senator activities and services tracking.

Article 9: Purpose of the House of Representatives

Section 1. Shall be held monthly during the academic term, on the first Thursday of every month.

Section 2. To serve as a communication medium between the recognized clubs/organizations and their Executive Boards.

Section 3. To make recommendations to the Senate regarding policy, financial matters and student interest.

Article 10: Powers and Duties of the House of Representatives

Section 1. 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 2. The House of Representatives shall make recommendations to the Senate or the appropriate governing body regarding the various matters concerning student clubs and organizations.

Section 3. 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 4. 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 11: Membership of the House of Representatives

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

1. A member of the elected or appointed executive board or officer from each allocated club or organization list on the SAI Club and Organization form. If one of the officers fails to attend the meeting, or if the SAI Club and Organization Form is incorrect, the club will be subject to a penalty.
2. A member of the elected or appointed executive board or an officer from each non-allocated and/or self-supported recognized student organization. These officers shall be listed on the SAI Club and Organization Form.

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

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. Shall hold a seat on Student Cabinet.
3. Call all meetings to order.
4. Prepare the agenda for all meetings.
5. Shall serve in office no more than one term.

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.
1. House.
2. Shall accept duties and projects charged by the Speaker of the House.
3. Shall hold a seat on Student Cabinet.

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 Recording Secretary of student Senate to be published on a public source.
3. Shall hold a seat on Student Cabinet.

Article 14: Student Cabinet

Section 1. Student Cabinet shall have nineteen (19) seats. The seats are made up of the executive board of Student Senate, members of the Student Senate, executive board and members of the House of Representatives.

Section 2. Membership

1. The President, Vice President, Financial Secretary, Recording Secretary, and Corresponding Secretary of Student Senate shall be members of Cabinet.
2. The President of the Student Association, Board of Directors or his/her student designee from Student Senate 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 Speaker of the House, Lieutenant Speaker, and Secretary of the House of Representatives shall serve as members of the Student Cabinet.
6. Should any vacancies occur with the membership of Student Cabinet, filling those vacancies can only be done before the 13th week of the fall semester. Any additional vacancies after the 13th of the fall semester shall be left unfilled and a reassignment of club representatives shall occur at the discretion of the Cabinet chairman.

Article 15: Duties of Cabinet

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.
5. Cabinet members that have two (2) unexcused absences and two (2) excused absences in one Cabinet term are subject to dismissal from Student Cabinet.

Article 16: Officers of Cabinet

Section 1. Chair

1. Shall preside over cabinet meetings.
2. Shall prepare all agendas.
3. Shall serve as main point of contact for clubs and organizations.

Section 2. Vice Chair

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

Section 3. 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.
4. Shall submit the minutes of Cabinet to a public resource for all students to see. (i.e. OrgSync, Cal Times, etc.)

Section 4. Election of Vice Chair and Secretary

1. Shall be nominated and voted on in the first meeting.

Article 17: 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 18: Approved Organizations

Section 1. To be recognized as an approved organization, the proposed organization must follow the procedures set by the Student Association, Inc., business office, and Student Government, who must then refer the proposed organization to Student Cabinet and Student Senate for approval.

Section 2. Student Cabinet must approve the proposed organization by a simple majority, designating if the organization has been approved with or without potential for future allocation.

Section 3. Following Student Cabinet approval, Student Senate shall vote to approve the proposed organization by a simple majority.

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

Article 19: 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. Officer 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. Student Senate's vote must be held at the meeting immediately following Student Cabinet's vote.

Section 3. Senator removal shall be accomplished by a simple majority vote of Student Cabinet, serving as a trial board, and by a majority vote of Senate at the meeting immediately following Cabinet's vote. Senators removed by impeachment may not submit a senator petition for fifteen (15) weeks.

Section 4. Grounds for impeachment will be defined as neglect of office, incompetence, misdemeanor and/or mismanagement of funds.

Section 5. Members of Student Government may be removed as prescribed in this article.

Section 6. Senators are eligible for impeachment if not abiding by the rules in the policy book.

Section 7. If a Senator is confirmed as eligible for impeachment, all of their duties and responsibilities within Student Government are immediately suspended until the Student Senate votes upon the impeachment.

Article 20: 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 in attendance.

Section 3. The President of Student Senate must exercise the veto in the meeting at which the motion was presented.

Article 21: Amendments

Section 1. Amendments to the constitution of Student Government Association shall go through a three-step process of approval.

Section 2. Student Senate must approve changes with a 2/3 vote. Changes may be presented and voted upon in the same Senate Meeting.

Section 3. Following Student Senate approval, Student Cabinet must approve the changes with a 2/3 vote. Changes may be presented and voted upon in the same Student Cabinet meeting.

Section 4. Following Cabinet approval, the House of Representatives must approve changes with a 2/3 vote. Changes may be presented and voted upon in the same House of Representatives meeting.

Article 22: 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.

Article 23: Anti-Hazing Policy

Section 1. Each member of Student Government shall adhere to the California University Anti-Hazing Policy. This prohibits all forms of hazing by all members of Student Government. Any infraction of state, local, or federal guidelines reported to Student Cabinet will result in immediate action and can potentially result in elimination of the Student Government Association.

Appendix IV 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, conduct 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

Consent. Defined as clear, knowing and voluntary. Consent must be obtained by the person initiating a specific sexual encounter. Silence, in and of itself, does not constitute consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent cannot be acquired by threat, coercion, or force. It cannot be implied if either participant is unable to provide positive cooperation or state his/her wishes due to sleep, unconsciousness or injury, mental incompetence, age, intoxication, threat, coercion, or force and this fact is known or reasonably should have been known by the person committing the act. Consent to any one form of sexual activity cannot automatically imply consent of any other form of sexual activity. Previous relationships or prior consent does not imply consent to future sexual acts. Consent can also be withdrawn at any point in sexual activity.

Non-Consensual Sexual Contact (or attempts to commit same). Defined as any intentional sexual touching, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttocks, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse (or attempts to commit same). Defined as sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

TIPS IF YOU ARE A SEXUAL ASSAULT SURVIVOR

- Get to a safe place.
- 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 if you desire to build a criminal complaint.
- 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. You may contact the End V (Violence) Center staff at 724-938-5707. You can also contact University Police by calling 724-938-4299, local police by calling 911, or Student Wellness (Health) Center at 724-938-4232. In addition to these resources, you can contact the Victim Advocate on call by dialing University Police at 724-938-4299 and asking the dispatcher to refer you to the Advocate on call if you need assistance during the evening and/or weekend. You will not be required to give any further information. You can also contact the University Counseling Center at 724-938-4056 to talk with counselors who can maintain confidentiality.
- Contact someone you trust, the End V 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 utilize the University resources listed below.

A. Support Resources. Free and confidential support services are available at the Counseling Center 724-938-4056 or End V Center at 724-938-5707. Support services are offered at the End V Center, by a specially trained group of professional staff members who are able to help you understand your options regarding medical attention, legal implications, University disciplinary action, and accommodation options. Additionally, crisis intervention, advocacy-based counseling services and support group meetings are available. The End V Center recognizes the importance of empowering victims to make the decisions that are best for them. They will honor students' requests to keep reports confidential to the extent permitted by law, and to the extent consistent with the University's obligation to investigate allegations.

Individuals who work in the End Violence Center can talk to a victim without revealing any personally identifying information about an incident to the university. A victim can seek assistance and support from these individuals without triggering an investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these individuals or their office report the type of crime and general location of an incident to the Title IX Coordinator, Dr. John Burnett. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Students who are victims of sexual violence are encouraged to inquire about confidentiality when seeking assistance and support from University offices that provide assistance.

B. Immediate Medical Attention. Survivors of sexual assault are strongly encouraged to go to the Student Wellness Center (G53 Carter Hall, 724-938-4232; Hours of Operation: 24 hours/Monday-Friday, 7:00 P.M.-7:00 A.M. Saturday/Sunday) for treatment. After initial treatment, the Student Wellness Center will refer you to Washington Hospital for medical attention and evidence collection. If desired, the End V Center Advocate can accompany you.

C. Criminal Action. Complaints may be filed against the alleged actor(s) by contacting University Police at 724-938-4299. If the assault occurred off campus, call 911 and the appropriate police agency will respond. When reporting, you may choose to be assisted by an advocate and/or support person. You will not be charged for less serious offenses (i.e. intoxication) if you choose to report.

D. Conduct/Disciplinary Action. Complaints may be filed against the alleged violator(s) by contacting the Office of Student Conduct at 724-938-4439. If a person(s) is found to be in violation of the Student Code of Conduct, sanctions up to suspension or expulsion from the University may result. Both the respondent and complainant are entitled to the opportunity of having an advocate, family member, friends, attorney, and/or others present during a campus disciplinary proceeding for support and shall be informed of the outcome of any campus disciplinary proceedings brought forth regarding the reported sexual assault. Questions pertaining to past sexual history will be limited. You will not be charged for less serious offenses (i.e. intoxication) if you choose to report.

E. Civil Rights Action/Title IX. Complaints may be filed against the Respondent by contacting the Title IX Coordinator, Dr. John Burnett, Office of Social Equity, 724-938-4014, 112 South Hall, burnett@calu.edu. Title IX prohibits discrimination (including sexual violence) based on sex in the University's education programs and activities. If desired, the End V Center Advocate can accompany you.

F. University and Community Mental Health Services. Survivors of sexual assault will be referred to the End V Center, the University's Counseling Center, Office of Student Affairs and/or a local rape crisis center for supportive mental health services.

G. Accommodations. Options for, and available assistance in, accommodating a student after an alleged sexual assault incident may include: change of an on-campus student's housing to a different on-campus location if space is available; assistance from University support staff in completing the relocation; arranging to dissolve a housing contract and pro-rating a refund; exam (paper, assignment) rescheduling; transferring class sections; alternative course completion options; temporary withdrawal; taking an incomplete in a class; transportation accommodations; work accommodations; and co-curricular participation (if so requested by the victim and if such changes are reasonably available). No formal complaint, or investigation, campus or criminal need occur before this option is available. If the End V Center is working with the victim, the End V Center will facilitate requests by victim with appropriate University personnel.

H. 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 Center and Office of Social Equity/Title IX Coordinator conduct programming/training.

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 a conduct complaint, they should contact the Office of Student Conduct at 938-4439. They may also contact an advocate through the End V 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. Formal hearing procedures may be found in the Student Code of Conduct.

C. If survivors desire to file a criminal complaint, they should contact University Police (724-938-4299). If the assault occurred off campus, call 911 and the appropriate police agency will respond.

D. If survivors desire to file a Title IX complaint, they should contact the Title IX Coordinator, Dr. John Burnett, Office of Social Equity 724-938-4014.

ADDITIONAL SUPPORT EMERGENCY NUMBERS

- **Cal U End V Center** - support and advocacy for victims of sexual assault, dating/domestic violence, and stalking [confidentiality assured] (724) 938-5707
- **Cal U Counseling Center** [confidentiality assured] (724) 938-4056
- **Washington County S.T.A.R.S./CARE Rape Crisis Center** [confidentiality assured] **Hotline** 1-888-480-7283
- **On-campus Emergency** (724) 938-4299
- **Off-campus Emergency** 911
- **Legal Advice: Washington County District Attorney, Domestic and Sex Crime Unit** (724) 223-1575
- **Medical Treatment: Cal U Student Health Services** (724) 938-4232
- **Washington Hospital** (724) 225-7000
- **Cal University Police** (724) 938-4299
- **California Borough Police** [daytime (724)-938-3233, evening 911]
- **Cal U Office of Student Conduct** (724) 938-4439
- **Cal U Office of Social Equity/Tile IX Coordinator** (724) 938-4014

Amendments or changes to this policy, should they be necessary, will be published in the CAL U website and **TIMES**.

Victim's Options for Sexual Violence

Violent Incident Occurs

University Police:
(724) 938-4299
or
Local Police: 911
(Depending upon where
the crime occurred.)

- May contact alleged perpetrator.
- Refer to confidential advocacy resources.
- May contact Office of Student Conduct.

Office of Student
Conduct
(724) 938-4439

- May contact alleged perpetrator.
- File a report with Office of Student Conduct to have on record.
- Refer to confidential advocacy resources.

Office of Social Equity
(724) 938-4014

- May contact alleged perpetrator.
- Resource for students wishing to report any acts of sexual misconduct or gender-based discrimination, i.e. violations of Title IX.
- Refer to confidential advocacy resources.

Advocacy/ Resources
(These services are free and will
provide information regarding
other options.)

End V (Violence) Center:
(724) 938-5707

The End Violence Center respects confidentiality and recognizes the importance of empowering victims to make the decisions that are best for them. We will honor students' requests to keep reports confidential to the extent permitted by law, and to the extent consistent with the University's obligation to investigate allegations.

A trained staff member can provide short/long term advocacy and/or medical/legal accompaniment.

Student Health Services
(724) 938-4232

- Immediate crisis response.
- Transportation to hospital.
- Refer to confidential advocacy resources.
- May contact Office of Student Conduct.

Washington Hospital
(724) 225-7000

- Immediate crisis response.
- Refer to confidential advocacy resources.
- Forensic examination performed at no cost to victim.

Victim
chooses
not to act.

Victim's Options

File an official report to have on record.

Choose to pursue criminal process.

Alleged Perpetrator's Options If a Report Is Filed

Hearing with board.

Alleged Perpetrator's Options If a Report Is Filed

Formal disciplinary action.

Confidential
Counseling Center:
(724) 938-4056

Licensed staff members providing short term counseling for all needs.

C.A.R.E. Center S.T.T.A.R.S.
Hotline: 1-888-480-7283

Provides immediate response 24-hours a day, 7-days a week.

*See Sexual Assault Protocol for further information.

Appendix V 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 who reside in University owned/leased housing may provide a designated missing person contact to the University who will be notified in case s/he is determined to be missing. The designation can be made through VIP, under the Housing & Dining section. The designated contact 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 contact person. If a contact person is not designated, the student's closest identified family member will be notified. Designated contact information provided by students will be updated annually, will be kept confidential, will only be accessible to authorized University officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person investigation.

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

Amended Date: **January 21, 2014**

Appendix VI ACADEMIC ADVISING

DEVELOPMENTAL ADVISING: A DEFINITION

Developmental academic advising is defined as a systematic process based upon 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 one 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 both the academic and student affairs divisions collaborate in its implementation.

To realize the goals of developmental advising, seven principles are essential to the advising process.

1. Advising is a continuous process with an accumulation of personal contacts between advisor and student – these contacts have both direction and purpose.
2. Advising must concern itself with quality-of-life issues, and the advisor has a responsibility to attend to the quality of the student's college experience.
3. Advising is goal-related. The goals should be established and owned by the student and should encompass academic, career, and personal development domains.
4. Advising requires the establishment of a caring, human relationship, one in which the advisor must take primary responsibility for its initial development.
5. Advisors should be models for students to emulate, specifically demonstrating behaviors that lead to self-responsibility and self-directedness.
6. Advising should seek to integrate the services and expertise of both academic and student affairs professionals.
7. 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, students should:

- See their advisors at any time they need the advisor's assistance.
- Think carefully about their personal, academic, and career goals so that they may plan, with their advisors, in achieving their educational goals.
- Ask themselves: "What are my strengths?" Students should make a list of personal and academic strengths.
- Identify any special situations affecting their achievement of educational goals, such as limits on their time, work schedule, lack of background, other commitments, etc.
- Become familiar with the academic policies in the Course Catalog (<http://www.calu.edu/current-students/academic-resources/catalogs/>) and the "Condensed Explanation" in this handbook. Advisors will answer questions students may have.
- Become familiar with the requirements for their chosen course of study; these are summarized on an advising sheet for their specific area of study.
- Visit their advisors the third or fourth week of each semester to discuss progress in courses and to gain assistance.
- Arrange a conference with their advisors before each early registration period.
- Discover, with the advisor, sources of assistance and information, as needed.
- Acquire and keep useful materials from advisement and in developing a four-year academic plan, such as a major advising sheet, suggested four-year course sequence for the major, class schedules, schedule adjustment forms, etc. The advisor will either supply these materials or suggest where they may be obtained.

NOTE: If a student does not know who his/her advisor is, they should contact the department of their chosen major.

Students must also understand the role of the advisor. The list, which follows, describes the facilitating role, which advisors assume. He or she will not do all of the work for students, but they can help students learn the policies and procedures, which govern the academic experience.

ASSISTANCE FROM THE ADVISOR: RESPONSIBILITIES

An advisor:

- is a resource person.
- is a person with whom students can talk: a good listener.
- has knowledge of academic policies and procedures and can explain them.
- will help students learn how to make decisions about goals, programs of study, course selections, and careers.
- will aid students in learning the requirements for their chosen area of study.
- will aid students in assembling materials and information, which will help them plan a four-year educational experience.
- will assist students with course registration.
- will be able to refer students to other resources for assistance.
- will have office hours posted on his or her office door during which students may see him or her. For other times, students may arrange an appointment by contacting their advisor and/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 (<http://www.calu.edu/current-students/academic-resources/catalogs/>) 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 discussed 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 and two five-week sessions, which run from June to August, and special sessions in May and August. Winter courses are also offered between the fall and spring semesters. In a semester system, 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 for an undergraduate student 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 a Credit Overload Authorization 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
MAT 100	Fundamentals of Math	3	B+	3.33/cr.	9.99
ENG 101	English Comp I	3	A	4.00/cr.	12.00
ECO 201	Microeconomics	3	C-	1.67/cr.	5.01
COM 101	Oral Communication	3	D	1.00/cr.	3.00
CSC 101	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 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 to improve their GPA. Students who repeat classes should notify the Office of Academic Records to ensure 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 required 2.00 QPA or GPA are in good academic standing.

Students who do not achieve the minimum QPA will be subject to Academic Warning, 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.

Academic Assistance Programs

Academic Warning – Students whose cumulative QPA falls below a 2.00 for the first time will be placed on academic warning. Students on academic warning will be expected to participate in Academic Healthy U and other services offered by the Office of Academic Success. Students who are on academic warning will meet one-on-one with a trained Graduate Assistant once per week for the entire semester and receive weekly e-mails with helpful hints and an offer of academic assistance. This program is designed to give students on academic warning additional support to strengthen academic study skills.

Academic Probation – Students whose cumulative QPA falls below 2.00 for the second consecutive semester are placed on academic probation. Students on academic probation will be expected to participate in the Probationary Assistance (PASS) Program and other services offered by the Office of Academic Success.

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 from the University 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 one-on-one meetings with a trained Graduate Assistant. The program is designed to help the student build a foundation for success through relevant information, activities and discussions. PASS provides an opportunity for each student to create an academic/personal plan for success based on individual goals.

- Data indicate that students who participate actively in PASS have a greater probability of succeeding academically than those who do not.
- 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 2 semesters.
- Students who have been **Academically Dismissed** and desire Readmission to the university may choose one of the following options:
 - Sit out for 12 months from the date of your **Academic Dismissal** and then apply for readmission through the Office of Student Retention and Success by accessing the readmission application on-line: at www.calu.edu, search “Readmission.”
 - Attend a community college or university, other than California University, and earn at least 12 credits with a GPA of at least 2.00.
- If students are experiencing some academic difficulties, they should consider the following tips when registering for classes for the next semester:
 - Consider limiting their course load to 12-13 credits.
 - Repeat classes in which they received an “F” (the repeated grade(s) is/are the one(s) that will be used to calculate GPA).
 - Do not take the next course in a sequence if they failed the first course.
 - Balance a schedule with reading (history, sociology) and process (math, computer science) courses.
 - If students are unsure of their major, they can consider enrolling in XCP 194, Career Planning or visit The Career and Professional Development Center for assistance.
 - Begin the next semester with a commitment to use the academic supports available, e.g. Math Lab, Writing Center, Reading Clinic and Tutoring Program

Semester Honors (Dean’s List): To earn Dean’s List standing, a student must be seeking a California University of Pennsylvania degree, enrolled as a full-time student (12 or more credits) in a Fall or Spring semester, and earn a 3.25 minimum GPA. The following is a breakdown of the levels of honors: 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, a “W” grade is recorded for each course scheduled. A “W” grade carries no academic penalty and is not counted in the student’s GPA. For an official withdrawal from a five week session, “W” grades will be recorded during the first two weeks only. 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 may be offered during fall and spring beginning at midterm. Prior to making schedule adjustments, a student should consult with the Bursar’s office and Financial Aid to discuss how any changes could affect their bill or financial aid. Students who fall below full-time (less than 12 credits) could be in danger of losing coverage on their health insurance. Please consult your insurance provider for their rules and regulations.

Withdrawal from the University: A student who decides to withdraw from the University during any academic term, regardless of the reason, is required to notify the Office of Academic Success, Scheduling Center to process the withdrawal forms. Please refer to the University Catalog for additional information (<http://www.calu.edu/current-students/academic-resources/catalogs/>).

Drop/Add Procedure: During the open Drop/Add period (typically the first seven days of each semester start), students may utilize the Vulcan Information Portal (VIP) to add and drop classes themselves. It is, however, highly encouraged for students to seek counsel from their academic advisor to ensure necessary requirements are not overlooked.

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 a 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 “I-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. In appealing a grade, a student should first contact the faculty member who issued that grade to discuss the reason for the grade. If the student is not satisfied with the faculty member’s explanation, the student should then contact the faculty member’s department chairperson. This contact must be in writing and must be filed with the chairperson within 30 working days after the beginning of the fall or spring semester following the term in which the grade in question was given. The chairperson shall notify in writing the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student. If accord is not reached through the chairperson, the student may then appeal to the college dean. Such an appeal must be in writing and must be filed with the dean within 15 working days from the date of the final written determination of the chairperson. The dean shall notify in writing the student and faculty member of his/her findings and decision within 15 working days of his/her receipt of the appeal from the student. The final source of appeal is the provost. This final step should be taken only if there is no possibility for resolution at an earlier stage, and only if the student is convinced that arbitrary and/or capricious standards were applied. The appeal to the provost must be in writing and must be filed with the provost within 15 working days from the date of the final written determination of the dean. The provost shall review the matter and take action as necessary to provide equity in the situation. In the case of other academic decisions, the student should follow the same appeal procedure insofar as possible. In matters relating to student conduct and discipline, the vice president for Student Development has authority to review student appeals. In matters relating to financial aid, review Financial Aid policies. In matters relating to teacher certification, review College of Education and Human Services policies. In matters relating to transfer credits, contact the Articulation and Transfer Office.

Change of Major: The Change of Major form is available online. Students changing to a major under the College of Liberal Arts, the Eberly College of Science & Technology or the College of Education should go to the office of the college responsible for the new major to initiate a change of major. Students may request that their major be changed as long as approval is given from the receiving department chairperson and dean.

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. A grade of "C" or better must be obtained in order for the course to transfer. Repeating a course will not remove the original grade from your transcript or affect your QPA. At least 50% of the major courses must be taken at Cal U.

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 check and the request should be made at least one year or at 90 earned credits prior to the expected graduation date. Students should also become familiar with Degree Works 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 check, preferably before the final year.
- Must earn the minimum of 120 credits and complete satisfactorily all of the required courses for the specific curriculum in which enrolled. Developmental courses (ENG 100, DMA 092, DMA 094) do not count towards graduation, though the credits earned in them are used to determine class standing and grade point average.
- Must earn an overall GPA of 2.00 and meet other expectations required by the Area of Concentration.
- All financial obligations to the university must be paid in full before graduation can be approved.
- Must complete a minimum of 30 credits of the last 45 credits at California University of PA.
- Must complete all records necessary for graduation.

All students are expected to complete graduation requirements by picking up instructions from the Office of the Dean of your college at the beginning of the semester they intend to graduate. A more complete description of graduation requirements is found in the University Catalog.

Appendix VII
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

STUDENT AFFAIRS

Vice-President/Dean for Student Affairs	4439
Alcohol and Other Drug Awareness/Education	4775
Athletics	4351
Bookstore Manager.....	4324
CalCard	4300
Campus Ministry	4573
Center for Volunteer Programs and Service Learning	4794
Clubs and Organizations.....	4303
Commuter Services.....	4021
Counseling Center.....	4056
ENDV (End Violence Center)	5707
Food Service Director.....	5820
University Housing/Summer Camps.....	4444
Information Center/Student Center.....	4300
Vulcan Village Apartment Complex	724-938-8990
Media/Student Publications	4321
Multicultural Affairs.....	5758
Office for Students with Disabilities (OSD)	5781
Recreational Services/Fitness Center	5907
Student Activities & Special Events.....	4269
Student Association, Inc.	4303
Student Government.....	4448
Student Health Services & Wellness Education.....	4232
Veteran’s Affairs.....	4076
Women’s Center.....	5857

ACADEMIC AFFAIRS

Provost	4407
TRIO/Academic Services/Student Support Services	4230
Academic Records	4434
Office of Academic Success	1523
Academic Scheduling & Placement Testing Center	1608
Claire Pizar (Placement Testing Center).....	5779
Office of International Programming (Bessie Bannellick).....	5217
Office of International Programming (John Watkins)	1599
Peer Mentoring Office	1682
Peer Mentoring Office (Dori Eichelberger).....	5830
Academic Support Programs (PASS, AHU, Support for Success – NOS 211)	4997
Career and Professional Development Center	4413

College of Education and Human Services	4125
Continuing Education (Barbara Crofcheck)	4491
Honors Program (Kim Orslene).....	4535
Internship Center	1578
Liberal Arts College.....	4240
Manderino Library Services.....	4091/4092
Math Lab	5893
School Psychology Clinic.....	4403
Science and Technology.....	4169
Writing Center.....	4336

ADMINISTRATION AND FINANCE

Vice-President	4432
Bursar	4431
Environmental Health & Safety	4411
Financial Aid	4415
Parking & Transportation.....	4677
University Police	4299
Student Payroll	4426
U-Tech Services	5911

UNIVERSITY DEVELOPMENT AND ALUMNI RELATIONS

Associate Vice President, University Development and Alumni Relations.....	1653
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When in doubt about a telephone number, call the university operator at 724-938-4000.

Appendix VIII 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 benefit 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

Your home community is one of the easiest places to find ways to get involved. 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's boot drive, or other fundraising activity that could use your assistance, whether financial or physical? If you know of a place in 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 Peer Mentor and help a new student navigate his or her way through the first days as a college student. Or volunteer for Habitat For Humanity or another similar organization — Cal U's Center for Volunteer Programs and Service Learning can connect you with service opportunities. 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. Regretfully, 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.

You don't have to be wealthy to support a scholarship. Even very small gifts add up quickly when many people participate. It is truly an act of “paying it forward” to establish or help to 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 at the top of the page. There, you will find links to information on clubs and organizations on campus. You will also find the names and associated contact information for each of the groups listed.

Appendix IX 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 activities, mentoring, networking and more.

The Alumni Association is volunteer-driven, and its success depends on the support of Cal U graduates. 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.

New alumni chapters are forming all the time. Currently, Cal U has active alumni chapters in these cities:

- Pittsburgh
- Philadelphia
- Washington, D.C.
- New York City
- Baltimore
- Tampa/Sarasota

Cal U alumni societies focus on areas of interest or affinity groups. These currently are active:

- Athletic Training Society
- African American Alumni Society
- Industrial Arts/Tech Ed Society
- Social Work Society

Plans for new nationwide chapters are currently under way, so plan to join a chapter near you, 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's magazine, is mailed to all alumni and available online at calu.edu/review. It features information on the University, along with campus activities and announcements of interest to alumni. Electronic communication via email and social media will help to keep you in touch.

As an alumnus, you also may take advantage of career planning and job search services such as job postings, resume referrals, practice interviews, on-campus interviews and more through Hire CalYOU (our online career center); the Cal U Career Network on LinkedIn; job fairs and networking events; and all of our online resources.

But membership in the Alumni Association isn't all business. Football tailgates, Pittsburgh Pirates games, Alumni Weekend, Homecoming activities and more help to keep the fun times at Cal U going for our alumni.

The Cal U Alumni Association and the Office of Alumni Relations 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. All ideas are welcome!

Please visit the Alumni Association website often at www.calu.edu/alumni or email at alumni@calu.edu. The Office of Alumni Relations can also be contacted by phone at 724-938-4418.