

CALIFORNIA UNIVERSITY

OF PENNSYLVANIA

THE VULCAN ADVENTURE STUDENT HANDBOOK 2020 • 2021

**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

The mission of California University of Pennsylvania is to provide a high-quality, student-centered education that prepares an increasingly diverse community of lifelong learners to contribute responsibly and creatively to the regional, national and global society, while serving as a resource to advance the region's cultural, social and economic development. Accordingly, the Cal U Strategic Plan 2015-2020 looks to our mission for inspiration and guidance.

This strategic plan is designed to empower the University to serve as a resource in the region and the Commonwealth. The strategic plan consists of five goals, with 17 objectives (strategies) that are designed to enable the strategic plan to be a "living document" that will lead California University of Pennsylvania into the future.

The strategic plan focuses the University on three key initiatives to assure the success of the University in the coming years. Those initiatives are:

- Enhancing the academic excellence and experience of our students.
- Operating with sound and efficient fiscal and governance practices.
- Achieving optimal enrollment in these challenging times.

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**For the most current information go to www.calu.edu*

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CALIFORNIA UNIVERSITY OF PENNSYLVANIA

QUICK REFERENCE GUIDE FOR EMERGENCIES

California University of PA QUICK REFERENCE GUIDE FOR EMERGENCIES available here: <https://www.calu.edu/inside/campus-safety/files/emergencies-reference-guide.pdf>

CALIFORNIA UNIVERSITY OF PENNSYLVANIA FROM A – Z

~A~

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 210/211, 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 are Exploratory Studies (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, Placement Testing, Four Year-Graduation Plan, Learning Communities, Starfish, Peer Mentoring, Academic Support Programs, Mid-Term Grade and Progress 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 a record of the co-curricular activities, accomplishments and learning experiences of California University of Pennsylvania students. Students can document their out of classroom activities using Handshake (calu.joinhandshake.com). Club and organization memberships can be easily added to your Handshake profile all at once by uploading your resume into Handshake then importing your resume into your profile, or individually by scrolling to the "Organizations & Extracurriculars" section of your profile, clicking on "Add An Organization", then completing the information [requested](#)[PDF].

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 L26. 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 4232.

ADA/504 In accordance with *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990 (ADA)*, California University of Pennsylvania provides reasonable accommodations for otherwise qualified students to ensure equal access to University programs and activities.

ADA/504 Appeal Process If a student considers that a requested accommodation has not been granted or is inappropriate, he or she should immediately discuss the matter with the OSD director, 724-938-5781. If the student is not satisfied with the result of this conference, he or she should contact the ADA Compliance Office, 724-938-4056. This office helps to ensure compliance with *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990* and provides an avenue of resolution for student problems/concerns regarding accommodations. If the student does not reach accord at this level, he or she may appeal to the Office of Social Equity, South Hall 112, 724-938-4014. The Office of Social Equity has an established process to investigate and address any complaints of discrimination on the basis of a disability.

Equal Opportunity Statement Integrity, civility and responsibility are the official core values of California University of Pennsylvania, an Equal Opportunity employer. Women, minorities and the physically challenged are encouraged to apply.

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 closed for the fall 2020 semester; if you are struggling with addiction to alcohol or other drugs or are seeking support for recovery from addiction, please contact Rachel Michaels, Director of Student Wellness Support Services at michaels_r@calu.edu.

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 (724-938-4439) 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.

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BANKING SERVICES Banking/Financial Services

Financial services are available to students, faculty and staff through the Pennsylvania State Employees Credit Union (PSECU) in conjunction with the CalCard. PSECU offers 24/7 account access via digital banking, free checking accounts, and surcharge free ATMs. To open an account, visit psecu.com/students. If you have questions or need assistance with your application email Carrie Kromer at ckromer@psecu.com or call 724-938-6011 to speak to the PSECU Financial Education Center Manager. For financial educational resources visit psecu.com/learn.

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. BASICS will be conducted via Zoom during the fall 2020 semester.

BILLS for tuition, fees, university housing, and board are generated on a single statement that is issued by the Office of Student Accounts. 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 by using the add authorized user information at www.calu.edu/paymybill. Credit/debit card and electronic check payments can be made on line by logging into www.calu.edu/paymybill. Electronic check payments remain free of charge; there is a 2.85% 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 Office of Student Accounts in Dixon Hall Room 118.

Payment plan enrollment (when available for term) is available at www.calu.edu/paymybill. Beginning with Summer 2018 Direct Deposit is required on all refunds of credit balances. To enter banking information, go to the VIP portal, click on Billing Tab, then Direct Deposit Tab. Student authorizations can be completed online to enable student information to be discussed with a designated third party (FERPA). Please note: The FERPA authorization is different from the Authorized user information at www.calu.edu/paymybill. A \$50 late fee is assessed for each missed payment due date and the University reserves the right to restrict services on accounts that are not in a paid status including registration and transcript request. 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 academic year (fall and spring terms), Blaze Express accommodations is a an great excellent 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 can 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, available online at www.calupa.bkstr.com, offers varied services to students, faculty and staff. A full line of merchandise is available at the bookstore including textbooks, school supplies, giftware, clothing, Cal U imprinted merchandise, and variety of other items. For additional information, you can contact the Cal U Bookstore at 724-938-4324.

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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 724-938- 5758 or email dei@calu.edu.

CALCARD—THE UNIVERSITY IDENTIFICATION CARD The CalCard is the official University identification card. The CalCard is available to all California University of Pennsylvania students, faculty, staff and eligible guests. If you have any questions or need additional information about your CalCard, email calcard@calu.edu.

CAL U CUPBOARD While remote the Cal U Cupboard will be relocated to Vulcan Village Clubhouse. The Cupboard is a program within the Center for Volunteer Programs and Service Learning. The Cupboard provides Cal U students with free food, personal hygiene items, household goods and school supplies while connecting students to community resources. Students can participate in 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 VULCAN LEARNING COMMONS (VLC) Since face-to-face campus tutoring cannot be provided this Fall 2020, it is being delivered online by these two FREE independent and distinct options of tutoring services to assist you in taking this fall's remote learning and online classes

These tutoring services are:

1. **Cal U's VLC (Vulcan Learning Center's) own peer tutors** using ZOOM as a medium of delivery and the platform WOnline as scheduling tool.
2. **SMARTHINKING**, an outside contracted online tutoring company who use their own professional tutors. More on this is forthcoming from the VLC

Please see below for expanded directions for both of the above services!

Option 1: Free tutoring is delivered via Zoom by Cal U's peer tutor (these are current Cal U students who took the course and have done well in it)

- Students can schedule an appointment using the platform WOnline.
- First time users need to create a WOnline account.
- Register for a WOnline account by clicking the link to the left.
- Once registered, log in WOnline to make an online, or e-tutoring appointment.

Important—When Logging in WOnline (<https://calu.mywconline.com/>), make sure to select the appropriate schedule: If you need help with any writing assignment for any course, then check the WRITING CENTER FALL 2020 schedule. If you need tutoring for a specific course (such as mathematics, chemistry, psychology, political science, etc.), then check the LEARNING CENTER FALL 2020 schedule.

Option 2: In addition to Cal U's VLC own tutors, there is another FREE independent option which is to use the tutors of Smarthinking, an outside online tutoring company. Students log into their Cal U D2L homepage, go to "University Resources," then to "Smarthinking tutoring (students)." Students should make sure to enable the pop ups. This option is available right now, provided the student has an active Cal U D2L.

*If you need assistance with the login process or have any questions, please contact us in one of the following ways at:

boukaabar@calu.edu or vlc@calu.edu

Visits to the VLC facilities Noss 110/Noss 115 and face-to-face tutorial appointments are closed during fall 2020. For updates on COVID-19, check the Cal U site: <https://www.calu.edu/coronaplan/index.aspx>"

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 series of career-building activities that will help you to explore career options, gain experience and develop your skills, and make connections for career and professional success. Career Advantage activities, workshops and events are offered throughout the year. When you participate in an eligible Career Advantage program (such as a workshop or career fair,) just swipe your Cal Card and you'll earn Career Advantage Points (CAPs)! Make sure you list internships, clubs & organizations, and other experiences and activities in your Handshake profile to earn additional Career Advantage Points. Drop in the Career & Professional Development Center (CPDC) in Natali 138 during Drop-In hours M-F from 11 AM - 1 PM, or schedule an appointment via Handshake with your Career Coach annually for a Career Advantage check-up to make sure you're on track!

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

- explore majors and careers related to your interests, values and unique talents
- learn how to find an internship, 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, cover letter and LinkedIn profile
- make professional connections
- 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 (724) 938-4413 or visit the website at www.calu.edu/careers.

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. Note: the University Code of Conduct is still active for the fall semester.

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 via Zoom. 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. CASICS will be conducted by Zoom during the fall 2020 semester.

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 AND STANDARD OF CONDUCT.

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 724.938.4232. Please refer to PENNSYLVANIA MEDICAL AMNESTY LAW for legal information.

CATALOG The University's Academic Catalogs include detailed descriptions of programs, course offerings, accreditations and academic policies. Both the Undergraduate and Graduate catalogs may be viewed online at <https://www.calu.edu/catalog/index.aspx>. Students are free to print out relevant portions of the catalog as needed using the Print/Download Page function on every catalog page.

CENTER FOR DIVERSITY, EQUITY AND INCLUSION CENTER (Formally known as Jennie Adams Carter Multicultural and Diversity Education Center) Located on the first level of Carter Hall, the Center houses the Office of Diversity, Equity and Inclusion, Lambda Bridges LGBTQA+ Program Office and Meditation Space. Additionally, it is the home to several of the Cal U's cultural-related student organizations including the African Student Association (ASA), Black Student Union (BSU), Hispanic Student Association (HSA), Lambda Bridges LGBTQA+ Program Office, National Pan-Hellenic, Inc. (NPHC), and Rainbow Alliance. 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 Center for Diversity, Equity and Inclusion Center at dei@calu.edu or 724-938- 5758.

CIVILITY See UNIVERSITY CORE VALUES.

CLASS ATTENDANCE See ATTENDANCE, CLASS.

CLUBS, ORGANIZATIONS AND ACTIVITIES A large array of clubs and other activities are offered through academic departments and the Student Association, Inc. A complete list of SAI-funded activities may be found online at www.calu.edu.

CODE OF CONDUCT See STUDENT CODE OF CONDUCT.

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

The CLEP Program is comprised of General and Subject Examinations. The General Examinations are a series of tests in four separate areas: English Composition, Natural Sciences, Mathematics, Humanities, and Social Sciences/History.

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 engage with other commuter students. The Commuter Council also welcomes the involvement of non-traditional students (see Non-traditional Student Services). For more information contact the Director for the Office of Commuter and Non-Traditional Student Services, Diane Hasbrouck at 724-938- 4021 or email commuterservices@calu.edu.

COMMUTER SERVICES provides assistance to commuting and non-traditional students. A student affairs staff member serves as a full-time advocate for commuter student needs. The Office of Commuter and Non-Traditional Student Services is located in Natali Student Center room 123 near popular commuter lounge areas (Energy Zone). Assisting with public transit questions, 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 (724) 938-4021, email commuterservices@calu.edu, or visit www.calu.edu (type *Commuter* in the search field).

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

COOPERATIVE EDUCATION (Co-op) is a program that assists students in finding paid career-related experience while still in school. Co-op is coordinated through the Career & Professional Development Center (CPDC) and open to all majors. To be eligible for Co-op, students must first complete twenty-nine 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 transcript for completing a co-op experience. There is no fee to participate in the Co-op program. Search for co-op positions on Handshake – www.calu.joinhandshake.com

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. For the 2020 fall semester, services will be conducted virtually using a confidential online platform. 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 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. We are open 8 a.m. to 4 p.m. Monday through Friday, when school is in session. **In case of a mental health crisis**, please call the Counseling Center during office hours at 724-938-4056 and indicate that there is a crisis. After-hours and weekend crisis intervention is facilitated through the California University Health Center (724) 938-4232 and or University Police Department at 724-938-4357.

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 LIVE weekly studio programs such as Coaches Shows, Student Talk Shows & Community programming. CUTV produces 80+ Vulcan and Local sporting events; all of which are LIVE on YouTube and our Local Cable Channel. The Programming is seen on campus and in nearly 100,000 homes through Atlantic Broadband, Armstrong Cable, Comcast *On-Demand*, and on YouTube at CUTVSports1. For more information, call 724-938-4330 or visit follow on Facebook, "California University Television," or Twitter, @CUTV_PA

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DAILY EVENTS CALENDAR lists campus events in one accessible location. For upcoming events, visit www.calu.edu/news and click on the Events Calendar. Information about events also is available in the Daily Announcements delivered to your campus email address.

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

DISABILITIES: OFFICE FOR STUDENTS WITH DISABILITIES (OSD) Accommodation services for students with disabilities are provided through the Office for Students with Disabilities (OSD). Students must request accommodations through OSD and should make the request for accommodations as soon as possible. Students must provide documentation of a disability from medical records, psychological evaluation, counselor/therapist summaries, an IEP, 504, etc. The decision regarding appropriateness of the requested accommodations rests with the OSD and must be supported by the student's documentation kept on file with this office. For more information or to request an application email osdmail@calu.edu, or call 724-938-5781, or view online at: <https://www.calu.edu/inside/student-resources/disabilities/>. once we return to campus you can visit the OSD at Carter Hall G-35

DIVERSITY, EQUITY AND INCLUSION, 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 Center** at extension 724-938- 5758.

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

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EDUCATIONAL PATHWAYS AND CONTINUING EDUCATION The Office of Admissions coordinates a variety of educational pathways for people of all ages, including high school students, adult learners, and retirees. Whether you are looking to jump-start your college career with our High School Early Admit (HSEA) program or continue with lifelong learning, Cal U's Admission's Office and can help you make the right connection and find your educational pathways. **Non-degree seeking pathway programs** include Personal and Professional Development, Visiting Students, High School Early Admit, and the 60+ College Advantage Program. For more information on these programs, please contact Shauna Balog at balog@calu.edu or 724-938-5089. **Degree seeking students** looking to enroll at Cal U using Trade Adjustment Assistance (TAA) or Workforce Innovation and Opportunity Act (WIOA) should contact Toni Hartley at hartley_to@calu.edu or 724-938-4617.

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. Go to <https://www.calu.edu/inside/utech/get-username.asp> 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.

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 <https://calu.edu/costs-aid/financial-aid/work-study.aspx>.

END V (Violence) CENTER The End V (Violence) Center raises awareness regarding the issues of sexual assault, dating/domestic violence, and stalking. In addition, the Center provides services to students who have been directly or indirectly impacted such as advocacy, crisis intervention, and

medical/legal accompaniment. The End V Center is located in the Natali Student Center (117). For more information, please contact 724-938-5707 or e-mail greenidot@calu.edu.

EQUAL OPPORTUNITY A copy of the policy is available from the Office of Human Resources and is also available online here: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/social-equity-policies.aspx>

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.

EXPLORATORY STUDIES STUDENTS As an exploratory studies 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 a third 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. 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. Upon completing 45 credits, the hope is that students will declare a major that will lead to a degree. 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 Department of TRIO and Academic Services at 724-938-4230 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.

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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.

FOUNDRY WRITING CENTER, THE See FOUNDRY WRITING CENTER, CAL U VULCAN LEARNING COMMONS (VLC)

FOUR-YEAR GRADUATION PLAN (FYGP) is a commitment to help students stay on track and reach their college degree in four years. The no-cost program helps eligible students set academic goals, create clear academic plans and stay on track by following program guidelines and requirements. The plan provides students with a unique combination of advising, priority course scheduling and individual attention, which helps students stay on their path to success. Eligible students will be automatically enrolled in the Four-Year Graduation Plan during the fall semester of their freshman year. Students must attend one mandatory meeting and follow all program requirements. The Four-Year Graduation Plan reinforces Cal U's commitment to student success.

~G~

GENERAL CODE OF CONDUCT See Section 1: 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, see Section 2: CALIFORNIA UNIVERSITY OF PENNSYLVANIA ANTI HAZING POLICY.

HEALTH CENTER (see WELLNESS/HEALTH) CENTER)

HEALTH AND WELLNESS EDUCATION CENTER The Education Center is located in Carter Hall ground level (G-45) 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. H.E.A.R.T. 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, nutritionist visits, stress relief, smoking issues, drug and alcohol information and overall healthy lifestyles. We also collaborate with the Health Center nurses, especially the Nurse Practitioner. Our marquis event: The Annual Health Fair, gives our campus community many opportunities to interact with multiple vendors about health and wellness. Please note that the events mentioned will not take place, or will take place in a very limited capacity during the fall 2020 semester due to COVID-19 restrictions. For more information, or if you are interested in joining our H.E.A.R.T. team, please e-mail Rachel Michaels at michaels_r@calu.edu or call (724)938-4775. The director will be providing health education virtually during the fall 2020 semester.

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 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.

HUMAN RESOURCES, THE OFFICE OF supports the University's goal of creating and maintaining a learning environment in which the rights of all are respected. This office encourages the entire University to become personally involved in enriching the campus through support of enhanced social justice and diversity. The Office of Human Resources reaffirms the University's commitment to social justice and diversity through the promotion of understanding, tolerance and respect for others, and ensures that the University community understands and complies with federal and state laws and California University policies with respect to equal opportunity, ADA and Title IX.

Services

The Office of Human Resources helps students and employees resolve concerns and complaints regarding harassment, discrimination and disability. The Office of Human Resources strives to help any student, faculty member or employee who needs information or assistance or has a concern about Equal Opportunity, ADA, Title IX or Sexual Harassment policies. More information, visit the Office of Human Resources website at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/index.aspx>

The Office of Human Resources support services are provided in the following areas in compliance with state and federal laws:

Equal Opportunity, Diversity, Compliance and Equity

The Special Assistant for EEO who is also the Title IX Coordinator, strives to enhance diversity in the University community through working with diversity committees/groups, special projects, trainings, etc.

Discrimination Complaints

The responsibility for investigating complaints is vested in the Office of Human Resources under the direction of the Special Assistant for EEO who is also the Title IX Coordinator. The Complaint Form is available at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/complaint-form.aspx>

Complete information regarding policies, procedures, and the informal and formal complaint processes can be found in both the Campus EEO Policy (*Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity*) and the Gender-Based/Sexual Misconduct (Title IX) Policy, which are both available at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/social-equity-policies.aspx>

Human Resources Online Training Programs

Pennsylvania's State System of Higher Education mandates that all universities conduct sexual harassment awareness training with new students. Additionally, the University is committed to providing an environment free from discrimination on the basis of sex. *Title IX of the Education Amendments of 1972* protects persons from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. California University of Pennsylvania provides many resources to administration, faculty and staff, as well as students, to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct, stalking and dating/domestic violence. To this end, California University of Pennsylvania also offers through the Office of Human Resources an online training program(s) regarding Title IX legislation. In addition to the Title IX online training program, the Office of Human Resources is requiring that all personnel (*administration, faculty and staff*) and all students complete the Human Resources required online training courses annually. You can begin your free annual online training programs by following the instructions given on the Office of Human Resources training webpage at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/required-training.aspx>

Location and Hours

The Office of Human Resources is located in Dixon Hall, Room 408, 724-938-5425. Office hours are 8 am to 4 pm Monday through Friday. Evenings and weekends are by appointment only. For more information, View the Office of Human Resources webpage at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/index.aspx>.

Office of Human Resources Policies can be found here: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/social-equity-policies.aspx> and you can access the Complaint Form at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/complaint-form.aspx>

~I~

IDENTIFICATION CARDS See CALCARD.

INTEGRITY See UNIVERSITY CORE VALUES.

INTERNATIONAL STUDENT SERVICES / OFFICE OF INTERNATIONAL PROGRAMMING & STUDY AWAY 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 107 Noss Hall or by calling 724-938-1599. Log-on to the Office of International Programming Website at <https://www.calu.edu/inside/student-resources/international-student-services.aspx> (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. Additional information available at www.calu.edu/internship. Search for internships and submit internships application on Handshake – www.calu.joinhandshake.com.

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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.

LEARNING ASSISTANCE CENTER See LEARNING ASSISTANCE CENTER, CAL U VULCAN LEARNING COMMONS (VLC)

LOUIS L. MANDERINO LIBRARY Louis L. Manderino Library is committed to providing the resources needed to support the research needs of Cal U students. The current circumstances of the COVID-19 pandemic have altered the ability of the library to provide some of our traditional services. During the fall 2020 semester, the library building will be closed. Although this prevents physical access to library materials and spaces, the library is able to provide many resources and services virtually.

Electronic Resources: The library has a large collection of databases that are available online 24/7. They include an impressive array of scholarly journals, magazines, e-books, newspapers, and audiovisual materials. Start your search by going to the library's web page (<https://library.calu.edu>). Use our Subject Guides to locate the best resources for your research topic.

Research Services: With so many research options available, it can be daunting to know how to search effectively. Our research librarians are available to help you. Despite the current situation, you can meet with librarians virtually—either by telephone, email, chat, or a Zoom online meeting. Students are encouraged to schedule an online Zoom appointment with the librarian who is the subject specialist in their area. Use the “Contact the Library” box on the library home page to get help.

Shared Library Resources: If your research finds an article that is not available online, Cal U is able to work with other libraries to retrieve it electronically. Look for the option to request the item from another library.

Ask the Library. During these unusual times, always remember that if you need help with anything related to the library you should ask the library! We will do our best to assist you!

Library items are available for curbside pickup! This includes: **books, DVDS**, and other items that are normally loanable. The process for requesting items involves a number of steps, so please refer to our [Curbside Pickup Guide](#) (PDF) for detailed instructions. This service starts **August 17**.

~M~

MAIL See RESIDENCE LIFE.

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 CRNP who determines if the student has significant medical reason not to attend class. 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.

For class absences contact The Office for Student Affairs at stuaffairs@calu.edu or call (724) 938- 4439.

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.mmvt.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 VA paperwork can be processed and to assure timely payments of educational benefits. The Office of Military & Veterans Affairs, located in Hall E, 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 Military & Veteran students are also advised to take advantage of the university's program to award college credits for military service schools & experience. The Army R.O.T.C. program is also located in Hall E. 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.

~N~

NATIONAL STUDENT EXCHANGE California University of Pennsylvania National Student Exchange (NSE) provides accessible collegiate study away to undergraduate students at member colleges and universities in the United States, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands. NSE can enhance a student's academic, personal and professional benefits of college study while they earn full-time credit toward their Cal U degree program. A student pays as much or less in tuition and fees to exchange to a NSE member college or university for up to a full academic year. View the opportunities at <https://www.calu.edu/academics/study-abroad/national-student-exchange.aspx> or www.nse.org and learn more about NSE by visiting the NSE Coordinator in 107 Noss Hall or by calling 724-938-1599.

NEW STUDENT ORIENTATION LEADERS A selective group of students are hired to assist in various University New Student Orientation activities. Must be a full-time undergraduate student with a minimum overall 2.5 GPA, and substantial university involvement. Students are chosen

through an extensive interview process. For more information, contact the Office of Academic Success at extension 5833 or e-mail Jenifer Sigado at sigado@calu.edu.

NONDISCRIMINATION STATEMENT <https://www.calu.edu/catalog/current/undergraduate/nondiscrimination.aspx>

California University of Pennsylvania is an academic community dedicated to the ideals of social justice, and equal opportunity for all. In compliance with federal and Pennsylvania state laws, the University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, sex, sexual orientation, religion, national origin, age, disability, or status as a veteran or disabled veteran. The University will not tolerate any type of discrimination, harassment, or violence. Sexual harassment is considered by law to be a form of sexual discrimination and is, therefore, unacceptable, which includes stalking and domestic/dating violence.

Direct discrimination/sexual harassment, equal opportunity, and Title IX inquiries or complaints to the Special Assistant for Equal Employment and Educational Opportunity (EEEE) and Title IX Coordinator, Office of Human Resources, Dixon Hall 408, 724-938-5425.

Direct student ADA inquiries regarding services or facilities accessibility to the ADA/504, Compliance Officer, Office of Student Affairs, Carter Hall G-52, 724-938-1603, or a message can be left at the Counseling Center, Carter Hall G-53, 724-938-4056.

Direct faculty and staff ADA inquiries regarding services or facilities accessibility to the Director of Human Resources, Office of Human Resources, Dixon Hall 408, 724-938-4427.

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 Diane Hasbrouck at 724-938-4021 or visit www.calu.edu (type *Commuter* in the search field).

~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. Student workers in this office 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.

~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 even purchase they decided not to purchase required 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 on-line 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.

PASS/NO CREDIT GRADING (fall 2020) Pass/No Credit is an alternative to letter grades (A, B, C, D or F). It can be helpful for students who are having difficulty with a particular course or adjusting to remote learning. You must apply for this option toward the end of the semester.

Here's how the P/NC grading option works:

1. At the end of the semester, faculty will grade your coursework and give you a final letter grade (A, B, C, D or F) for your course.
2. You can apply for Pass/No Credit grading before you see your final letter grade, or up to **one week** after your final letter grade is posted.
3. You must complete a P/NC Grade Request Form **for each course** to request the change to Pass/No Credit grading for that course. The form to use will be posted [here](#).
4. Your faculty adviser or department chair and the College dean must approve your P/NC request. (Note: Some courses cannot be graded Pass/No Credit because of accreditation requirements or other reasons.)
5. Once final grades are received in the Registrar's Office, those with Pass/No Credit requests that are approved by your faculty adviser/department chair and dean will be converted to P/NC grades. Grades of A, B, C and D will be converted to Pass; grades of F will be converted to No Credit.
6. A grade of NC (No Credit) will not adversely affect your GPA, but you will not receive credit for the course.

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 2 weeks.

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.

PRIOR LEARNING ASSESSMENT: Prior Learning Assessment (PLA) allows certain students to receive academic credit for learning acquired through **qualifying life experiences** when they meet the goals of a particular Cal U course. Qualifying experiences may include: work, military training, personal educational growth, volunteer work and independent certifications. Credit is awarded when a student is able to demonstrate, through faculty evaluation, **transferable learning** or knowledge that can be applied to new or different situations. PLA charges \$100.00 per credit once approved by faculty evaluation. PLA submissions and evaluations will only be reviewed during the Spring and Fall semesters while faculty is on campus. Prior Learning Assessment credits are not eligible for tuition remission and they are not covered by financial aid. Contact the Office of Academic Success at 724-938-1523 for further information and forms.

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.

~R~

RADIO STATION, UNIVERSITY See WCAL.

RECREATIONAL SERVICES, DEPARTMENT OF The **Department of Recreational Services** For more information e-mail the Director of Recreational Services, Mr. Jamison Roth at roth_j@calu.edu.

Indoor recreation, health and wellness facilities will be closed on campus.

- Virtual Group Fitness Workouts will be available via YouTube and other media outlets. Virtual Group Fitness challenges for prizes (Virtual 5K, Vulcan Wellness Challenge, etc.) also will be held.
- eSports Tournaments will be held virtually.
- Equipment rental will be suspended.

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 <https://calu.edu/costs-aid/financial-aid/scholarships.aspx>.

SEXUAL ASSAULT PROTOCOL See APPENDIX IV.

SEXUAL HARASSMENT Sexual harassment is reprehensible conduct that will not be tolerated at California University of Pennsylvania. The University is committed to providing a harassment-free atmosphere for all members of the University community. The University is committed to the human rights and dignity of all individuals; therefore, it is the policy of the University to prevent and eliminate sexual harassment within the University community. In addition, it is the policy of the University that any practice or behavior that constitutes sexual harassment is unacceptable and will not be tolerated. The Office of Human Resources has an established process to investigate and address any complaints of sexual harassment. The Office of Human Resources Policies are available at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/social-equity-policies.aspx> and you can access the Complaint Form at: <https://www.calu.edu/inside/faculty-staff/administrative-offices/human-resources/equal-opportunity/complaint-form.aspx>

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.

STARFISH is Cal U's newest online software tool that provides you with a central location to connect to the people and services that can help you stay on your path to success. Access Cal U's Starfish system via the Vulcan Information Portal and click the Starfish link. Starfish will automatically provide you with connections to your current instructors, advisors, and campus services. The mobile-friendly tool can help us support you when you need it and make it easy for you to find the right people and services to help you finish what you start.

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. All events will be held virtually, follow SAB on Twitter (@caluactivities) and Instagram (sab_calu) for the most up-to-date information.

STUDENT ALUMNI AMBASSADOR CLUB, THE AND 1852 SOCIETY The Student Alumni Ambassador Club and The 1852 Society was established to encourage and foster the core value of responsibility for students throughout their tenure at Cal U and after graduation. Through the Student Alumni Ambassador Club and 1852 Society, students are asked to honor their commitment by supporting on and off campus events through service-based philanthropy and build their legacy through contributions made to Class Scholarship Funds. Membership is open to all students who make the commitment and may join at any time.

STUDENT AMBASSADORS/VULCAN TOUR GUIDES A selective group of students are hired to assist in various University activities such as: special events for the President's Office, campus tours, special interest tours, spring, recruitment receptions, Open House programs, Honors programs, and any additional campus, admissions or recruitment event where the Ambassadors are requested to participate. Must be a full-time undergraduate student with preferred overall 3.0 GPA. Students are chosen through an extensive interview process. For more information, contact the university Welcome Center at extension 1626 or email Shauna Balog at balog@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 or NATIONAL STUDENT EXCHANGE for information on study away 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. All events will be held virtually, follow SGA on Twitter (@caluactivities) and Instagram (@calustudentgov) for the most up-to-date information. 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 724.938.4439 or email suaaffairs@calu.edu.

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 Affairs 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 Affairs monitors the concern(s) and becomes directly involved only if established means do not resolve the issue(s). For more information, call (724) 938-4830 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 & STUDY AWAY We invite you to consider a study, internship or volunteer abroad experience as part of YOUR Cal U education. Our students have participated in programs in locations throughout 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 & Study Away 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 call the Office of International Programming & Study Away at 724-938-1599. Visit us online: <https://www.calu.edu/academics/study-abroad/index.aspx> (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, videos, 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, 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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UNDERGROUND CAFÈ, THE operates a weekly coffeehouse "The Underground Cafè" in various locations around campus Thursdays from 8 p.m. to 11 p.m., 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 unashamed of doing the right" (p. 7). **Responsibility.** Responsibility is the active form of respect. It is an obligation to do something on behalf of others. "It means orienting toward others, paying attention to them, actively responding to their needs. Responsibility emphasizes our positive obligations to care for each other". (Lickona, 1991, 44). In addition, responsibility means "being dependable, not letting others down" (p. 45). It is morality put into action. "It includes taking care of self and others, fulfilling our obligations, contributing to our communities, alleviating suffering, and building a better world" (p. 68).

UNIVERSITY DISCIPLINARY AUTHORITY California University has authority under Pennsylvania state law to establish, enforce and maintain rules and regulations for its students in an effort to develop an appropriate educational environment. The university has the right to address behavior that is deemed damaging, disrupting or unsafe for members of the university community, to university or affiliates' property, or which threaten the accomplishment of the university's mission. Students' behavior, whether on or off campus, is expected to support the university's Bill of Rights and Responsibilities through abiding by established rules and regulations and local, state, and federal laws. University disciplinary authority focuses on enforcing university rules and regulations, 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 Registered students automatically receive instructional computer accounts, which give them access to the library's on-line catalog, e-mail, and the Internet. Go to <https://www.calu.edu/inside/utech/get-username.asp> to help you get your email account name and log into the system. See 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.

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VETERANS CLUB In addition to offering activities, social gatherings, and intramural activities, the on-campus Veterans Club sponsors the Colonel Arthur L. Bakewell & the Post-9/11 Veterans Scholarships. Scholarships are awarded to eligible undergraduate and/or graduate veterans. Affiliation with Student Veterans of America, the National Association of Veterans Program Administrators, the American Legion, and Team Red, White & Blue help ensure that the Veterans Club members participate in statewide and national events. For more information contact the Military & Veterans Office at 4076, or visit the office in Hall E.

VOLUNTEER PROGRAMS AND SERVICE LEARNING (VPSL), located in 119 Natali Student Center serves as a catalyst for students to connect with, build, and sustain meaningful service initiatives on-campus and 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. VPSL also houses the Cal U Cupboard, which provides food and other resources for students in need. Also see **Cal U Cupboard**. For more information on all programs, contact Diane Hasbrouck at 724-938-4793 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 VILLAGE is located one mile from the main campus and next to Adamson Stadium and Roadman Park, the university's sports complex. The property has ten, three-story buildings that house 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 bathroom for each resident (4x4); four-bedroom apartments with a private bedroom for each resident and two shared bathrooms (4x2); and two-bedroom apartments with private bedrooms and bathrooms 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, a live-in Resident Activities Coordinator, and a Contract & Marketing Manager. Vulcan Village is also staffed by full-time maintenance and student community assistant team members. The Vulcan Village team is available to attend to the needs of the residents, including responding to maintenance requests and developing social and educational opportunities for residents.

Each apartment is furnished with a full-size stove, microwave, refrigerator, dishwasher, washer, dryer, upholstered couch, upholstered chair, coffee table, and TV stand. Each bedroom is furnished with a Full XL bed frame and mattress (fits queen sheets), desk, chair, and dresser. High-speed wireless internet (as well as hard-wired Ethernet) and HD cable TV service are also included and available in each bedroom. Vulcan Village is all-inclusive, meaning all other utilities (i.e. electric, sewage, water, waste disposal) are included. Each apartment is equipped with inter-connected smoke detectors and a sprinkler system. There is a fully-equipped fitness center on property with ellipticals, bikes, treadmills, weight machines, dumbbells, yoga mats, and more. Students will need to schedule to use the fitness center during office hours to help maintain social distancing. Additionally, the clubhouse includes a computer lab with printing and package pick-up location, however the recreation room with the pool table will be closed for the Fall 2020 semester. Other amenities that will be open during office hours include an outdoor basketball court, cornhole court, and a saltwater swimming pool (seasonal). There is also a grab-and-go food option called Flatz Express located in the clubhouse that is operated by the campus food service, AVI; however, this location will be closed

for the Fall 2020 semester. Parking on-site is free for residents with an issued permit, residents register guest vehicles using an online system, and regular bus service is provided by the Mid Mon Valley Transit Authority to the main campus and Walmart. The bus service is available at no charge with a valid CalCard. For more information about Vulcan Village, call 724-938-8990, email vulcanvillage@calu.edu, or visit the property website at <http://www.vulcanvillage.com>.

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WCAL 91.9FM is a 3,000-watt FM and online radio station that broadcasts 24/7 in a 35 mile radius of campus (FM) and globally online (wcal.calu.edu). The station is staffed entirely by students and provides learning opportunities for all Cal U students interested in radio regardless of major. *Power 92* plays a variety format, comprised of music in various genres mixed with familiar classics. 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. A full-time staff of registered nurses is on duty during all hours of operation. Due to the COVID-19 pandemic, students will only be seen by appointment. Appointments will be offered by telehealth with the university physician or the Certified Nurse Practitioner when necessary. The Medical Information Form must be completed by your family doctor and returned to the Wellness Center. For provider hours or further information regarding Student Health Services call extension 4232 or go to www.calu.edu.

Your privacy is protected. All students are required to complete a Medical Information 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-I 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 ensures 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.

WELLNESS SUPPORT SERVICES the Director of Student Wellness Support Services is a liaison for students who are struggling to find support, or who don't know where to seek support for mental and physical health stressors, academic support, relationship concerns, drug and alcohol abuse, and/or any other struggle posing as a barrier to success. The Director has knowledge of a variety of support services on and off campus and can help direct or can put a student in touch with those resources needed for success. Please contact Rachel Michaels at michaels_r@calu.edu or at (724) 938-4775 for support. The director will be offering support services remotely during the fall 2020 semester.

Please note: The Director of Student Wellness Support Services is solely a liaison for students who are struggling to seek support. The Director is not a substitution for mental health counseling, nor does the Director provide mental health counseling to students.

WITHDRAWING FROM A CLASS OR THE UNIVERSITY, PROCEDURES Withdrawal (W) from Courses--Please Note: Students may withdraw from full term 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. A student can only withdraw from a class until 67% of the course has passed. A grade of W will be recorded. A student cannot withdraw after the 67% point. To withdraw from a class, a student can email academicrecords@calu.edu or stop by in person. Prior to making schedule adjustments, a student must consult with the Office of Student Accounts 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 to process the withdrawal forms. Please refer to the university policies (<https://www.calu.edu/inside/policies/index.aspx>) for additional information about withdrawal.

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 students 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>.

WRITING CENTER See THE FOUNDRY WRITING CENTER, CAL U VULCAN LEARNING COMMONS (VLC)

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

2019

California University of PA Code of Conduct available here:

<https://www.calu.edu/inside/policies/files/general/Student%20Code%20of%20Conduct.pdf>

SECTION 2
POLICY: CALIFORNIA UNIVERSITY OF PENNSYLVANIA ANTI HAZING POLICY

A. Purpose & Scope:

It is the policy of California University of Pennsylvania that any student(s), group(s) of students or student organization(s) (including, but not limited to, athletics, club sports, bands, choir groups, student organizations and honor societies) affiliated with the University are prohibited from engaging in any form(s) of hazing activities. This policy prohibits hazing on or off campus.

B. Definition(s):

Hazing shall include, but not be limited to pressuring or coercing a student or other individual into violating state or federal law; or subjecting a student or other individual to any:

- Brutality of a physical or sexual nature, such as striking in any manner, whipping, beating, branding or exposing to the elements;
- Forced consumption of food, liquor, drugs or other substances;
- Other forced physical activities that would adversely affect the health or safety of the person coerced;
- Activities that would subject the student to extreme mental/emotional stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.

For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or other individual shall be presumed constitute hazing if it is required as part of an initiation or admission into or affiliation with any group, club or organization. The willingness or consent of an individual to participate in such activity notwithstanding.

Hazing does not include customary athletic events or other similar contests or competitions, or any activity or conduct that furthers a legal and legitimate objective.

C. Policy:

Any student(s), student group(s) or student organization(s) affiliated with California University of Pennsylvania, on campus or off campus, that are found responsible for hazing will be subject to appropriate sanctions by California University. These sanctions may include counseling, probation, educational activities, suspension, dismissal or expulsion of said person(s) and/or organization(s) and/or the revoking of permission for the University-sanctioned organization(s) to operate on the California University of Pennsylvania campus or to otherwise operate under the auspices of the University. In addition to any sanction, a hold may be placed on a student's registration pending compliance with the current Student Code of Conduct of which this regulation becomes a part.

Penalties imposed by the University are University sanctions and do not serve as a defense for student(s), group(s) of students or student organization(s) from any penalty imposed for violation of criminal laws of the Commonwealth of Pennsylvania. This includes, but is not limited to, such criminal penalties prescribed in the Timothy J. Piazza Anti-Hazing Law (18 Pa.C.S.A. § 2801 et seq.). Nor does a University sanction serve as a defense for penalties imposed in civil proceedings or for violation of any other University regulation(s) to which the violator(s) may be subject.

1. CONSENT NOT A DEFENSE

It shall not be a defense that: the consent of the victim to participate was obtained; the conduct or activity that resulted in the death or injury of the person was not part of an official University organizational event or was not otherwise sanctioned or approved by the University organization; or, the conduct or activity that resulted in death or injury was not done as a condition of membership in a University organization.

2. SAFE HARBOR/LIMITED IMMUNITY

This policy does allow "safe harbor" criteria – that is, limited immunity that will protect individuals from prosecution for involvement in a hazing incident if they were involved in seeking assistance for someone in need of help because of hazing.

3. RECOGNIZED STUDENT ORGANIZATIONS

All existing University-sanctioned organizations are required to amend their existing by-laws to include an anti-hazing section, and all future University-sanctioned organizations must include the same in their by-laws. A copy of the by-laws shall be kept on file with the Student Association Inc. (SAI). The university Anti-Hazing Policy will be provided to advisors and members of all university-sanctioned organizations each academic year with the expectation that advisors and/or officers will review the policy with all members. The University Office of Student Conduct will keep records of all hazing incidents and complete an annual report regarding these issues that will be submitted to the Office of Social Equity.

4. REPORTING VIOLATIONS

Any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers having knowledge of or receiving information regarding any activity that may constitute hazing or a violation of this policy are strongly encouraged to contact the California University Police Department within 24 hours at 724-938-4357 and/or the Office of Student Conduct at 724-938-4439. Failure to report any hazing activity may constitute a violation of this policy and result in appropriate discipline.

It shall be expressly prohibited for any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers to retaliate against a person because that person has been a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing.

Any person who has experienced retaliation for reporting any activity that may constitute hazing or a violation of this regulation shall have the right to file a retaliation complaint with the Office of Student Conduct (724-938-4439) or the Office of Social Equity (724-938-4014).

The Office of Student Conduct will assist the Office of Social Equity in preparing and submitting required reports of hazing per state law.

D. Procedure(s):

Any violations of this policy alleged against students/student organizations will be processed pursuant to the Student Code of Conduct, and the Office of Student Conduct and will handle the investigations and adjudication of all complaints. Any violations of this policy alleged against non-students will be processed according to the appropriate University policy and/or practice.

E. Effective date: July 23, 2019

Adopted: July 23, 2019 by: President's Cabinet

SECTION 3

POLICY: CALIFORNIA UNIVERSITY OF PENNSYLVANIA CONSENSUAL RELATIONSHIP POLICY

A. Purpose & Scope:

This policy applies only to a romantic/sexual relationship between an employee and a student or an employee and another employee.

Justification: The University's mission is predicated on professionalism in interpersonal relationships. Since professional relationships are paramount to the mission and goals of the University, it is essential to establish a standard of expected conduct in these relationships. Personal relationships should not conflict with an individual's work or educational experience. A University employee with professional responsibility or supervision of another who has real or potential power and authority over that individual in a variety of roles including, but not limited to, supervisor, mentor/advisor, professor, coach, etc., shall not abuse that power.

B. Definition(s):

Employee: Any person who is hired for a wage, salary, fee or payment to perform work for California University of Pennsylvania.

Student: Any person who is enrolled and studying at California University of Pennsylvania, whether as an online student, undergraduate or graduate student.

C. Policy:

Romantic and sexual relationships between a student and an employee with any supervisory or evaluative responsibility for that student are presumed to be exploitive and constitute unprofessional conduct. The same exists for romantic/sexual relationship between an employee and another employee with any supervisor or evaluative responsibility. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of unprofessional conduct. Romantic or sexual relations between an employee and a student of that employee are presumed to be exploitive and constitute unprofessional conduct.

Because of the inherently unequal nature of a relationship in which one party supervises, advises or evaluates the other, the apparently consensual status of a romantic/sexual relationship between such parties is suspect even when both parties have given voluntary consent. In such a situation, it is the ethical and professional responsibility of the person in the position of power to relinquish decisions regarding the direct subordinate they supervise or evaluate in order to remove himself/herself from the supervisory role. Any employee entering such a consensual relationship shall contact his/her supervisor, Human Resources and Social Equity for guidance and advice in order to avoid disciplinary issues. Failure of an employee or student to report a consensual relationship will be considered a violation of this policy.

Even when the relationship has been properly reported, any employee in a supervisory or evaluative role who enters into a romantic or sexual relationship with another employee or with a student should be aware that he/she will be subject to scrutiny if a complaint of sexual harassment is leveled against the "supervisory/evaluative person" by the "subordinate person" or if a third party brings a complaint.

D. Procedure(s):

How to Report Violations: To protect the University community, anyone who is aware of any violation of this policy can report the alleged violation to the director of Human Resources and the director of Social Equity/Title IX Coordinator.

This policy will be enforced by the Office of Human Resources, the Office of Social Equity and if needed the Office of Student Conduct. These offices will handle the investigation and adjudication of complaints.

Other related policies:

Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity and Social Equity.

Gender Based/Sexual Misconduct Policy (Title IX) Policy

E. Effective date: July 23, 2019

Adopted: July 23, 2019 by: President's Cabinet

SECTION 4

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 and CASICS programs and University Counseling Center, education and prevention are provided jointly by the Health and Wellness Education Center and the Director of Student Wellness Support Services.

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 (Prevention Awareness Recovery Center) 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 through the BASICS and CASICS programs. Education and prevention are provided by the Director of Student Wellness Support Services.

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-\$5000-\$1000	
	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

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

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

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

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

GREENBRIAR TREATMENT CENTER 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 5 UNIVERSITY HOUSING RESIDENT HANDBOOK RESIDENCE HALLS AND VULCAN VILLAGE APARTMENTS

GUIDE TO CAMPUS LIVING: LOWER CAMPUS <https://www.calu.edu/student-life/files/Guide-to-Vulcan-Living.pdf>
NEW RESIDENT HANDBOOK, VULCAN VILLAGE: <http://www.vulcanvillage.com/Resident-Handbook>

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; Blaze is Cal U's fierce-but-fun mascot and ambassador spreading school spirit on the campus, at athletic events and in the community.



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 I – 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 of Student Affairs of California University of PA, the Vice President for Academic Affairs of California University and the Dean for Student Services of California University, in order to ensure all nominees meet the requirements of the office including: having demonstrated significant prior service to the University; having good academic and disciplinary standing; and being able to participate in meetings either in person or by phone.

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

- (a) Being placed on disciplinary probation, or
- (b) Being unable to participate in meetings 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

Effective 9/5/2019

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.

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 shall be held weekly. Special or mandatory meetings may be called by the President of Senate.

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. The President of Senate shall vote only in the event of a tie.

Section 2. Prospective members must fill out a senator petition and receive 25 signatures. The prospective member shall then be approved through a majority vote of Senate.

Section 3. One half (1/2) and one (1) of the occupied seats of the Senate meetings shall constitute quorum.

Section 4. Proxy voting, or absentee voting, shall not be considered legal or valid in the Senate or any Student Senate committees. No member of the Senate is endowed with more than one (1) vote.

Section 5. 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 6. 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 election chairman, 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 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. The advisor of the Senate shall be approved by the Vice President of Student Affairs.

Article 6: Senate Committees

Section 1. Student Affairs Committee

1. Shall work directly with the executive board and university administration to provide answers for all student concerns
2. Shall survey the student body at the beginning of the fall and spring semester regarding but not limited to: food service, shared governance, student government policy, campus safety, facilities, etc.

Section 2. Club and Organization Committee

1. The Financial Secretary of Student Government shall serve as chair of this committee.
2. Shall work directly with CFO of SAI or designee
3. Shall consist of: Student Senate executive board, Speaker, Lt. Speaker, and Secretary of the House of Representatives, SAI Board of Director's President or designee, and four elected senators for a total of thirteen members.
4. Shall be responsible for allocating the student activity fee
5. Shall assign committee members to report on their respective clubs and organization. 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 the appropriate senate seats.

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.

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 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 meetings.
2. Shall call all special and or mandatory meetings.
3. Shall prepare the agenda of Senate which shall be sent within two hours of the meeting's 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 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 chair of the Club and Organization Committee.

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 twice per semester.

Section 2. The first meeting of the fall semester shall be held the first Thursday of September and the second meeting will be held the first Thursday of November. The first meeting of the spring semester will be held the first Thursday of February and the second meeting will be held the first Thursday of April.

Section 3. Penalties for missing these meetings will be assessed in the amount of 10% of allocated funds.

Section 4. Shall 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:

1. Speaker of the House
2. Lieutenant Speaker of the House
3. 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 within Student Senate's Club and Organization Committee.
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.
2. Shall accept duties and projects charged by the Speaker of the House.
3. Shall hold a seat within Student Senate's Club and Organization Committee.

Section 3. 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 within Student Senate's Club and Organization Committee.

Article 14: 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 15: 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 Senate 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. The charter for any organization shall be automatically revoked if it is inactive for four (4) consecutive semesters.

Article 16: 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 Senate.

Section 3. Senator removal shall be accomplished by a majority vote of Senate. 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 17: 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 18: 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, 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 19: 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

(The Sexual Assault Protocol is currently being revised to reflect the new Title IX requirements. If you need assistance, please contact the End Violence Advocate at 724-938-1594 Monday through Friday 8:00 AM – 4:00 PM or by appointment.)

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/Title 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**.

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

Advising Definition:

Advising is a process by which students realize their educational potential through communication and information exchanges with their advisor; this relationship is ongoing, multifaceted, and the responsibility of both student and advisor.

Students will:

1. Communicate regularly with advisor
2. Read college issued emails daily
3. Attend advising appointments and provide notice of cancellations
4. Keep advisor updated on obstacles and or concerns
5. Come prepared to advising meetings; review Degree Works, and or advisement sheet
6. Promote a safe environment of mutual respect and trust
7. Seek information about internships, co-ops, or study abroad opportunities to support long-term life and career goals
8. Use other campus resources to support academic success and engage in student life

Students must also understand the role of the advisor. The list, which follows, describes the facilitating role, which advisors assume.

Faculty Advisors will:

1. Provide students with individualize attention during advisement meetings
2. Facilitate ongoing communication with advisees
3. Promote a safe environment of mutual respect and trust
4. Maintain confidentiality with the student following the Family Educational Rights and Privacy Act (FERPA) regulations
5. Provide guidance in the development of an academic plan which includes a review of the general education and degree requirements
6. Assist students in the development of academic decision-making skills to support career goals and professional growth
7. Serve as an agent of referral to campus resources, faculty, and/or staff

A CONDENSED EXPLANATION OF ACADEMIC POLICIES AND PROCEDURES

Students are encouraged to read the “University Policies” section of the University Catalog (<https://www.calu.edu/inside/policies/>) 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. Some majors require higher than a D for some courses. Please check with your advisor.

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 grade point average (GPA) 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 taken 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. A transfer course will not replace the grade earned at Cal U. The transfer course can meet the requirement for graduation but the Cal U grade will be displayed on the transcript and count 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. Some majors require higher than a 2.00 for graduation, please check with your advisor.

Students who do not achieve the minimum QPA will be subject to Academic Probation or Academic Dismissal. Satisfactory academic progress is required for continued eligibility for financial aid.

All earned credits, including transfer credits and other advanced standing credits that have been officially accepted, are counted in determining a student's class level. All Quality Hours (QHRS) at California University are used in determining a student's QPA.

Academic Assistance Programs

Academic Probation – A student has a cumulative GPA falls below 2.00 for the first time will be placed on Academic Probation. A student will be limited to enrolling in no more than four courses. When a student is on Academic Probation the student must complete and have approved an Academic Success Plan. Students will remain on Academic Probation until their:

- Cumulative GPA is at least 2.00, at which time they will be placed in Good Academic Standing
- Term GPA falls below 2.00, at which time they will be on Academic Dismissal.

A student on Academic Probation is not permitted to register for a Summer or Winter course(s) until the student grades demonstrate they have not been academically dismissed.

Academic Dismissal – Student will be on Academic Dismissal if they:

- Do not meet the requirements of Academic Probation or
- Attempt at least 12 credits in their first term and their term GPA is 0.00.

Readmission – A student may be readmitted to the university once they comply with the applicable readmission policy stated below. Upon readmission the student will be placed on Academic Probation.

A student who has been Academically Dismissed and desires 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 Academic Success,
- Attend a community college or university, other than California University, and earn at least 12 credits with a GPA of at least 2.00, or
- Appeal to the Associate Vice President of Student Success by completing the Academic Dismissal Appeal form. A student will be required to interview with the Office of Academic Success and show progress on their Academic Success Plan.

Probationary Assistance (PASS) –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 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 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.

Tips for Academic Success: 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 through the Cal U Vulcan Learning Commons (VLC).

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 full term 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. A student can only withdraw from a class until 67% of the course has passed. A grade of W will be recorded. A student cannot withdraw after the 67% point. To withdraw from a class, a student can email academicrecords@calu.edu or stop by in person. Prior to making schedule adjustments, a student must consult with the Office of Student Accounts 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 to process the withdrawal forms. Please refer to the university policies

(<https://www.calu.edu/inside/policies/index.aspx>) for additional information about withdrawal.

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. An Incomplete is assigned at the discretion of the professor. The professor chooses the length of time the student has to complete the work with the maximum being one year. If the course requirements are not completed within this timeframe, the “I” becomes an “I-F” which counts the same as an F. If the course requirements are completed, the instructor must submit a grade change to the Office of Academic Records.

Appealing a Grade: 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 Affairs 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. In the search box, type in “Change of Major Form”. Complete the form and print it. Students changing to a different major should go to the department office responsible for the new major to sign the change of major form. Students may request that their major be changed as long as approval is given from the receiving department chairperson.

Permission to Take Courses Elsewhere: There is an approval form for taking courses at another college. Please communicate with your academic department to obtain this form. **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.

Requirements for graduation with a bachelor's degree include:

- Applying for graduation.
- A minimum of 120 semester credits completed, including the satisfactory completion of all required courses. Developmental courses (ENG 100, DMA 092) do not count towards graduation, though the credits earned in them are used to determine class standing and grade point average.
- All first baccalaureate degree students will take at least 30 of the last 60 credits from California University of Pennsylvania
- At least 42 credits of advanced coursework (defined as any course numbered 200 or above with at least one prerequisite course).
- A candidate for Teacher Education must possess a grade point average of 3.0 in his/her major, and overall, and must successfully complete student teaching before graduation. An overall grade point average of 2.0 is required in most programs of study. Certain other programs may require minimum grades in courses within the major.
- All financial obligations to the university must be paid in full before graduation can be approved.
- Completing all records necessary for graduation.

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
Chief of Staff to University President.....	4400

STUDENT AFFAIRS

Vice-President/Dean of Students	4439
Alcohol and Other Drug Awareness/Education	4775
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
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.....	4318
Student Health Services & Wellness Education.....	4232
Student Media.....	4303
Women’s Center.....	5857

ENROLLMENT MANAGEMENT

Vice President.....	4020
Office of Academic Success	1523
• Academic Scheduling & Placement Testing Center.....	1608
• Placement Testing Center (Claire Pizar)	5779
• 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
• Internship Center	1578
Financial Aid	4415
Admissions	4404
Articulation and Transfer	5939
Global Online	5958
Graduate Enrollment Management	4187

Military and Veterans Affairs 4076

ACADEMIC AFFAIRS

Provost 4407

TRIO/Academic Services/Student Support Services 4230

Academic Records 4434

Athletics..... 4351

Office of International & Study Away 5217

- Office of International Programming & Study Away (John Watkins)..... 1599

College of Education and Human Services 4125

Educational Pathways and Continuing Education..... 4404

Honors Program (Kim Orslene) 4535

Liberal Arts College..... 4240

Manderino Library Services..... 4091/4092

Learning Assistance Center 5893

School Psychology Clinic..... 4403

Science and Technology..... 4169

Vulcan Learning Commons

- Foundry Writing Center 4336
- Learning Assistance Center..... 5893

ADMINISTRATION AND FINANCE

Vice-President 4432

Office of Student Accounts..... 4431

Environmental Health & Safety 4411

Parking & Transportation 4677

University Police 4299

Student Payroll 4426

U-Tech Services 5911

OFFICE OF COMMUNICATIONS AND MARKETING

Vice President, Communications and Marketing 5492

UNIVERSITY DEVELOPMENT AND ALUMNI RELATIONS

Vice President, University Development and Alumni Relations..... 1653

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. All students are encouraged to build strong ties to the University and to volunteer and share their talents when they are able.

The ultimate way to help your school is through scholarships. You don't have to be wealthy to support a scholarship that helps future students. 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.

Each graduating class is challenged to help establish an endowed scholarship for future Cal U students through the annual **Class Gift Drive**. Students, families and the Cal U community help to raise money toward this Gift Drive in order to establish a lasting scholarship that will help you and your classmates contribute to the legacy of philanthropy at Cal U.

The **1852 Society** was established to encourage and foster the core value of responsibility for students throughout their tenure at Cal U and after graduation. Through the 1852 Society, students are asked to honor their commitment by supporting on- and off-campus events through service-based philanthropy and build their legacy through contributions made to Class Scholarship Funds. Membership is open to all students who make the commitment, and you may join at any time.

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 **Student Life** at the top of the page. There, you will find information about clubs and organizations on campus.

Appendix IX KEEPING INVOLVED: CALIFORNIA UNIVERSITY OF PENNSYLVANIA 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. As an Alumni Association member, you can volunteer your 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.
- Participate in Alumni Association-sponsored events.

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
- Young Alumni

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/or available online at calu.edu/review. It features information on the University, along with campus activities, profiles of successful graduates and announcements of interest to alumni. The *Vulcan Gazette*, the alumni monthly newsletter, features information on alumni happenings on campus, across the globe, and more. The *Vulcan Nation* is the official alumni podcast, and you can listen on Spotify to all episodes! Electronic communication via email and social media will help to keep you in touch. You can follow us @calualumni on Facebook, Twitter and Instagram. Make sure you keep your information up to date!

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 Handshake (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 and Vulcan Fest activities and more help to keep the fun times going for our Cal U 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 us at alumni@calu.edu. The Office of Alumni Relations can also be contacted by phone at 724-938-4418.