



STUDENT HANDBOOK



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**Please note the handbook is updated annually, you should always refer to the link for the most up to date information.*

A MESSAGE FROM PRESIDENT ANDERSON

Welcome to Pennsylvania Western University!

You have elected to attend a university that is built on hundreds of years of academic excellence. PennWest is a student-centered, innovative university offering graduate, undergraduate, certificate and professional certification programs. These programs are designed to help you prepare for or advance in your career. They are offered with the flexibility you need to learn as you live your life. Our courses are designed to expand your knowledge, challenge your perspectives and prepare you for success in a rapidly evolving world.

At PennWest, we are a community of educators who are committed to academic excellence and innovation. Our faculty members are dedicated scholars and practitioners in their fields, eager to share their expertise and mentor you on your educational journey.

Whether you live on one of our campuses in California, Clarion, or Edinboro or if you enroll online, you have access to an expansive network of student support professionals and other resources to help you thrive.

Remember, your education is a partnership between you, your professors, and our entire university community. As you learn, I encourage you to take advantage of all the resources available to you - such as our state-of-the-art facilities, student support services and extensive library collections – and engage actively in discussions both inside and outside the classroom.

I wish you remarkable success at PennWest.

Sincerely,

Dr. Jon Anderson
President, Pennsylvania Western University



PENNWEST UNIVERSITY LEADERSHIP

PRESIDENT

Dr. Jon Anderson

CABINET

Dr. Jon Anderson, *President*

Dr. James D. Fisher, *Interim Provost and Vice President for Academic Affairs*

Dr. Susanne Fenske, *Vice President for Institutional Effectiveness and Student Affairs*

Dr. Sarah Freed, *Interim Vice President for Strategic Enrollment Management*

Jim Geiger, MHA, *Vice President for Advancement*

Fawn Petrosky, CPA, *Vice President for Finance*

Eric Guiser, SHRM-SCP, *Senior Associate Vice President for Human Resources*

Kelly Moran-Repinski, MS, MHA, *Vice President for University Affairs and Advocacy*

DEANS

Dr. Brenda Fredette, College of Science, Technology and Business

Mr. Craig Coleman, Interim, College of Health Sciences and Human Services

Dr. Mary Paniccia-Carden, College of Education, Arts and Humanities



YOUR CAMPUS LEADERSHIP TEAMS



Campus Leadership Teams

California	Clarion	Edinboro	Global Online
Academic Dean Dr. Bob Mehalik 724-938-5891 dean-cal@pennwest.edu	Academic Dean Dr. Jacqueline Knaust 814-393-1733 dean-clarion@pennwest.edu	Academic Dean Dr. Mary Paniccia-Carden 814-732-2400 dean-boro@pennwest.edu	Academic Dean Craig Coleman 814-732-1407 ccoleman@pennwest.edu
Campus Administrator Tony Mauro 724-938-1653 mauro@pennwest.edu	Campus Administrator Jim Geiger 814-393-2818 jgeiger@pennwest.edu	Campus Administrator Amanda Sissem 814-732-1796 asissem@pennwest.edu	Campus Administrator Jim Geiger 814-393-2818 jgeiger@pennwest.edu
Student Affairs Lead Larry Sebek 724-938-4440 sebek@pennwest.edu	Student Affairs Lead Jim McGee 814-393-1949 jmcgee@pennwest.edu	Student Affairs Lead Dr. Shawn Hoke 814-732-1586 shoke@pennwest.edu	Student Affairs Lead Dr. Susanne Fenske 814-393-1858 sfenske@pennwest.edu
Enrollment Lead David Dollins 724-938-4020 ddollins@pennwest.edu	Enrollment Lead Adam Reynolds 814-393-2817 areynolds@pennwest.edu	Enrollment Lead Casey Beightol 814-393-1229 beightol_c@pennwest.edu	Enrollment Lead David Dollins 724-938-4020 ddollins@pennwest.edu

Roles and Responsibilities

Academic Dean

- Represent President/University at key events
- Point of contact for any faculty concerns
- Point of contact for student concerns related to academics
- Build meaningful relationships with a wide variety of student leaders
- Communication within academic division
- Communicate important issues to campus leadership team as appropriate

Campus Administrator

- Represent President/University at key events
- Supervise Athletics
- Work with Chief of Police and leadership team to coordinate weather closures
- Point of contact for community related concerns
- Build meaningful relationships with a wide variety of student leaders
- Communicate important issues to campus leadership team as appropriate

Student Affairs Lead

- Represent President/University at key events
- Point of contact for any staff on that campus during student-related crisis, issue escalation, etc.
- Build meaningful relationships with a wide variety of student leaders
- Escalate issues of significance to VPSA (death, hospitalization, arrests, accidents, etc.)
- Communicate important issues to campus leadership team as appropriate

Enrollment Lead

- Serve as the point person for all campus recruiting ideas
- Provide relevant data and analysis on campus enrollment initiatives
- Lead discussion of current recruiting efforts across campus
- Provide feedback to the Campus Leadership Team on suggested recruiting initiatives

ABOUT PENNWEST

MISSION

Through innovation, academic excellence, and empowering environments, Pennsylvania Western University provides accessible education that cultivates career-ready, life-long learners and leaders, who enrich and engage each other, their communities, the region, and beyond.

VISION

Pennsylvania Western University empowers students to achieve meaningful goals through a broad array of nationally accredited undergraduate and graduate programs, career-focused learning, and support systems that foster lifelong success.

VALUES

- **Learning:** We are a community of educators who provide a learning environment where students thrive and achieve their educational, professional, and personal goals.
- **Growth:** We are student ready, guiding our students toward personal, financial, and academic success.
- **Inclusion:** We advocate for all members of our campus communities and provide an equitable, supportive environment that builds a sense of belonging and togetherness.
- **Collaboration:** We engage in innovative partnership, programs, and opportunities to address the needs of our regional communities and the commonwealth.
- **Culture:** We share a sense of purpose that unites the Pennsylvania Western University community at large and provides opportunities to learn, work and thrive.



CAMPUS SPECIFIC INFORMATION

California

PennWest California
250 University Avenue
California, PA 15419

[Athletics](#)



Clarion

PennWest Clarion
840 Wood Street
Clarion, PA 16214

[Athletics](#)



Edinboro

219 Meadville Street
Edinboro, PA 16444

[Athletics](#)



PENNWEST IMPORTANT POLICIES AND STUDENT CODE OF CONDUCT

All students are expected to abide by University policy and the laws and regulations of the Commonwealth of Pennsylvania and the United State of America. Policies regarding alcohol and other drugs are clearly stated in the [Student Code of Conduct](#), which prohibits the unauthorized use, consumption, possession, sale, distribution, or abuse of alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia.

Students who violate the law may incur penalties from civil, criminal, local, state or federal authorities. Violations of University regulation will result in sanctions through the Office of Student Conduct. These can include mandatory alcohol/drug education or evaluation and other sanctions ranging from disciplinary probation to suspension or expulsion and referral for prosecution. A summary of the laws and penalties related to alcohol and other drug offenses are defined in the [Student Code of Conduct](#).

- [Acceptable Use Policy](#)
- Drug-Free Schools and Communities Act Information
 - [California](#)
 - [Clarion](#)
 - [Edinboro](#)
 - [Global Online](#)
- [Equal Opportunity/Nondiscrimination Policy](#)
- [Protection of Minors Policy](#)
- [Sexual Misconduct Policy and Procedures](#)
- [Student Code of Conduct](#)
- [Title IX Information](#)



PENNWEST IMPORTANT WEB LINKS

Academic Websites

- [Academic Programs](#)
- [Academic Integrity](#)
- Academic Standing (Warning, Probation, Suspension)
 - [\(Undergraduate\)](#)
 - [\(Graduate\)](#)
- [Accreditations](#)
- [Adding, Dropping, and Withdrawing from Courses](#)
- [Auditing a Course](#)
- [Class Attendance Policy](#)
- [Dean's List](#)
- [Finals Week](#)
- [Grade Appeal](#)
- [Grading](#)
- [Graduation Requirements](#)
- [Honors at Graduation](#)
- [Libraries](#)
- [Major Change](#)
- [Preferred First Name](#)
- [Repeating Courses](#)
- [Satisfactory/Unsatisfactory Grading](#)
- [Second Majors and Degrees](#)
- [Student Resources](#)
- [Study Abroad](#)
- [Undergraduate Enrollment in Graduate](#)
- [Withdrawal from all Courses](#)



[Policy](#)

[Courses](#)

Student Affairs Websites

- [Campus Life](#)
- Campus Recreation [California](#) | [Clarion](#) | [Edinboro](#)
- [Clubs and Organizations](#)
- [Conference & Event Services](#)
- Counseling Services [California](#) | [Clarion](#) | [Edinboro](#)
- [Dining Services](#)
- [Fraternity and Sorority Life](#)
- Health Promotions [California](#) | [Clarion](#) | [Edinboro](#)
- Health Services [California](#) | [Clarion](#) | [Edinboro](#)
- [Identification \(ID\) Card](#)
- New Student Orientation [California](#) | [Clarion](#) | [Edinboro](#)
- [Office for Students with Disabilities \(OSD\)](#)

- [Parents and Families Organization](#)
- [PSECU Pennsylvania State Employee's Credit Union](#)
- [Residence Life and Housing](#) [California](#) | [Clarion](#) | [Edinboro](#)
- [Student Conduct](#)
- [Student Government Association](#)
- [Student Leadership Development](#)
- [Student Support Assistance](#) [California](#) | [Clarion](#) | [Edinboro](#)
(Associate & Assistant Directors for Wellness)
- [University Programming](#)
- [Volunteer Programs](#)
- [University Police](#)

Student Support Websites

- [Admissions](#)
- [Bookstore](#)
- [Career Center](#)
- [Diversity, Equity, and Inclusion](#)
- [Equity and Title IX](#)
- [Financial Aid](#)
- [Global Education Office](#)
- [Information Technology Services](#)
- [Records and Registrar](#)
- [Safety & Risk Management](#)
- [Student Accounts](#)
- [Student Employment](#)
- [Student Success](#)



DEFINITIONS TO HELP YOU NAVIGATE UNIVERSITY LIFE

A

ACADEMIC POLICIES AND REQUIREMENTS

A complete listing of PennWest's policies and requirements can be found online at <https://www.pennwest.edu/academics/policies>, search Academic Policies.

ACADEMIC SUPPORTS

TUTORING AND TESTING Services offered by the Tutoring and Testing Office include Individual face-to-face tutoring; individual online tutoring; study groups (SG); supplemental instruction (SI); and Tutor.com, our supplemental 24/7 tutoring service.

ADA/504

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), PennWest 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 Director for the [Office for Students with Disabilities \(OSD\)](#). If the student is not satisfied with the result of this conference, he or she should contact the ADA Compliance Office. 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 Equity and Title IX. The Office of Equity and Title IX has an established process to investigate and address any complaints of discrimination on the basis of a disability.

ATTENDANCE, CLASS

Prior to the beginning of the semester, each student is required to confirm their attendance in each course through the student self-service portal.

Students are expected to attend each class meeting in its entirety. Faculty members shall maintain a record of classroom attendance throughout the semester, and the student is responsible for verifying their attendance when arriving late to class and/or justifying early departure.

[Policy.](#)

B

BANKING SERVICES

On-campus banking/financial services are offered to students, faculty and staff through the [Pennsylvania State Employees Credit Union](#) (PSECU). There is a PSECU Financial Education Center and ATM located in Student Center on each of the PennWest campuses.

B.I.T. (Behavioral Intervention Team)

The Behavioral Intervention Team (BIT) provides assessment and early intermediation to students exhibiting concerning behaviors, supports students with concerns and assists faculty/staff. Pennsylvania Western

University is dedicated to the student community's wellness and safety by providing an atmosphere where individuals are free to work and learn in a secure and supportive environment.

The team utilizes a standardized approach on the three campuses and with online students by identifying and using uniform referral practices, shared resources and services, campus in person/virtual/multimodal training processes, and having a uniform postvention team.

Best practice trainings include Mental Health First Aid and QPR (Question, Persuade, Refer) when encountering students in distress. Additionally, Pennsylvania Western University uses a Case Management Model coupled with a Walk-In crisis Model for increased access to services that decreases delays and a waitlist. Students requiring long term or intensive treatment are referred to off campus providers.

Referrals can be made by anyone – students, family, friends, employees, or community members. Referrals can be made at any time through the referral form available online.

[PennWest California](#)

[PennWest Clarion](#)

[PennWest Edinboro](#)

BOOKSTORE

The PennWest University Campus Stores, located on each campus, offer a variety of services to all students, faculty, and staff. The Campus Stores are your one stop shop for textbooks, school supplies, giftware, clothing, PennWest imprinted merchandise, and a variety of other items. Stop in and check out your store when you are on campus or visit them online at www.shoppennwest.com.

C

CAMPUS RECREATION

The mission of the Department of Campus Recreation is to provide recreational facilities, programs, and developmental opportunities for the university community. The Department of Campus Recreation includes:

- Aquatics and Wet Areas (California/Edinboro Campuses):
 - California – Herron Hall Aquatics Area – 3 lane lap pool, steam room, hot tub.
 - Edinboro – McComb Field houses the aquatics area.
 - Hours vary by location.
- Climbing Walls
 - Indoor climbing walls located in each facility with trained staff, hours vary by location.
- eSports (California Campus)
 - California – located in the Natali Student Center, access granted with student ID card. Arena with gaming and computer systems available, no reservation needed.
- Extramurals
 - Extramural sports programming provides structured tournaments, contests, and meets between participants from different institutions. The champions from intramural events are the teams or individuals competing in these programs.
- Group Fitness & Wellness
 - Group fitness classes and times vary by location.
 - Wellness is dedicated to educating, motivating, and empowering members of the PennWest community to make healthy lifestyle choices that improve their overall quality of life. Over the course of the year, members will have the option to participate in monthly wellness events as well as subscribe to our monthly newsletter.
- Informal Recreation
 - Cardio and weight rooms are provided in each facility for members to use at their own pace.
- Intramurals

- Provide members with a flexible, yet structured, environment in which to participate in a variety of athletic-type activities. The program is operated in league format with various divisions including men's, women's, open, and coed-recreational teams. Individuals and teams must register to participate through IM Leagues on each campus. The program is open to all students, faculty, and staff.
- Opportunities range from basketball (3v3 & 5v5), board games, fantasy football, flag football, soccer, softball and MORE.
- Outdoor Recreation
 - Designed to provide opportunities for participants to explore a variety of outdoor activities in a safe and engaging environment. All activities give participants a chance to step outside their comfort zone while providing a shared experience that will bond them and their peers.
 - Activities take place both on and off campus in a number of different settings that allow participants to continue developing an active and healthy lifestyle.
- Outdoor Ropes Courses (Clarion and Edinboro campuses)
 - Both courses are located adjacent to campus.
 - Clarion – low ropes course.
 - Edinboro – high and low ropes courses, operated by CORE (Campus Outdoor Recreation Experience).
- Sports Clubs
 - Provide students the opportunity for personal growth and development through competitive sports interaction amongst intercollegiate competition.
 - Provide a well-rounded educational experience through physical, social, and leadership development.
 - The mission is to enhance each club and provide the best available resources, and to promote each participant not only as a student, but a student-athlete inside and outside the educational classroom and on the playing field.
 - It should be emphasized that the program is operated for and by the students; each club is student initiated and sustained. Each club has a University advisor, and some have coaches as available and/or required.

CATALOG

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

CAREER CENTER

The center assists students in becoming career ready by educating and empowering students through exploration, preparation, and application of skills and experiences to meet their definition of career and life success. The center offers important guidance and career resources to be successful in today's competitive job markets, which are accessible 24/7 at career.pennwest.edu.

Each student has a dedicated professional Career Coach, who can help...

- Explore majors and careers
- Find on-campus/part-time jobs and job shadowing experiences
- Learn internship and job search strategies
- Develop resumes and cover letters
- Prepare for interviews, job fairs or networking events
- Research and apply to graduate schools
- Connect with employers looking to hire PennWest graduates

The Career Center maintains online job and internship postings ([see Handshake](#)), coordinates on-campus interviews and recruiting events with employers, offers in-person and virtual job-fairs and networking events, and conducts workshops and presentations for classes and clubs.

CLEP (College Level Examination Program)

The University offers the opportunity to earn undergraduate credit through the College-Level Examination Program (CLEP).

- 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 CLEP Program is administered by the [Tutoring and Testing Office](#). A maximum of thirty (30) credits can be earned through CLEP. Reach out to the office for information on the fees associated with CLEP testing.

COMMUTER SERVICES

A member of the student affairs staff serves as an advocate for the needs of commuter students. Their efforts focus on helping commuter students navigate campus, make connections and work to build a commuter student organization. At PennWest, we want commuter students to feel as connected to campus as residential students. Our Commuter Services staff is ready to help you find a “home base” where you can relax, refuel and study between classes; get connected with offices and department who will support your academic success and direct you to events and activities on campus. We also have a commuter student organization that represents the needs of commuter students.

COMPUTER LABS

Both PC (Windows) and Apple (mac OS) computers offering access to the Internet and email accounts can be found in various campus locations. Open availability cannot be guaranteed. Check your campus labs for hours of operation.

COUNCIL OF TRUSTEES

Commonwealth legislative action requires that three (3) members of the University's [Council of Trustees](#), one (1) representing PennWest California, one (1) representing PennWest Clarion and one (1) representing PennWest Edinboro, be chosen from the student body, as per the selection process determined by the Board of Governors. An announcement and position description are made public when the imminent graduation of the current student trustee opens the position.

COUNSELING AND WELLNESS SERVICES

Pennsylvania Western University Counseling Services offers free, professional and confidential counseling for developmental, educational, and future goals to enrolled students. Counseling creates an opportunity for a student to address personal, social and/or emotional concerns, and to enhance a successful university experience. Counseling Services strives to facilitate the development of students by providing short-term individual, relationship, and group counseling. The PennWest Counseling shared scope of practice allows for all counselors to support students on all three campuses depending on students' needs (shared services).

Counseling Services has three essential roles:

1. Providing clinical services that help students achieve their academic and personal goals
2. Educating the campus community about the emotional and developmental needs of students through community level interventions, including outreach, programming, and consultation

3. Responding to the psychological effects of crisis impacting individual students and the campus community

Counseling Services is open to students in the fall and spring semesters when classes are in session. The Counseling Services faculty are licensed mental health professionals who can provide counseling in person on campus and via a confidential telehealth format to meet the individual students' needs. PennWest counselors utilize their content areas of expertise to serve the needs of students across the three campuses.

D

DELAYS/CANCELLATIONS/CLOSURES

Winter weather implications vary by campus due to geographic locations and state and local resources. During inclement weather events including extreme cold, wind chill, ice and snow conditions, designated campus personnel will continuously monitor local and regional conditions.

Campus personnel attempt to evaluate the conditions of campus and the surrounding areas as early as possible to determine if delays/cancellations/closures are required. While changing weather conditions may challenge our ability to make timely decisions, our goal is to make delay/cancellation/closure decisions no later than 6 a.m.

All changes to a campus's operating schedule will be announced through the campus emergency notification system and posted on the corresponding campus website. Cancellations and closings at satellite locations will be handled by the management team overseeing those operations.

For specific information regarding start times and reporting to work/class, refer to page 10 of the [PennWest Emergency Procedures](#).

DINING SERVICES

The goal of University Dining Services is to provide a quality, cost effective, innovative dining program for students living on and off campus. The university encourages student involvement and awareness to help provide quality, nutritious meals at a reasonable cost. Dining locations provide an important environment for student interaction and socialization. Students living in the residence halls, as well as commuters, may choose from a variety of meal plans.

All students who live in an on-campus university residence halls, as well as freshman and sophomores living at Reinhard Villages, must participate in the meal plan program. For additional information regarding dining on the PennWest campuses, including available dining plans, locations, and hours of operation, visit <https://www.aviserves.com/pennwest/>.

DISABILITIES: OFFICE FOR STUDENTS WITH DISABILITIES (OSD)

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. The decision regarding appropriateness of the requested accommodation rests with the service provider office and must be supported by the student's documentation on file with OSD.

DIVERSITY, EQUITY, AND INCLUSION

[The Office for Diversity, Equity, and Inclusion](#) (ODEI) provides leadership and direction for university-wide initiatives to foster inclusive and welcoming environments across PennWest. We collaborate with students, faculty, and staff to develop programs and events that promote inclusivity and respect for diverse perspectives. on cultural humility, bias literacy, and inclusive leadership to increase awareness and

understanding and foster dialogue around important social issues. Through advising, sponsorship, and leadership development, we help cultural-related (i.e., Black Student Union, LGBTQIA+ student organization, Latino Student Organization, NPHC, etc.) and all student organizations achieve their goals while aligning with the university's commitment to equity and inclusion. The Office of DEI plays a vital role in shaping a campus climate that supports academic excellence, personal growth, and a strong sense of belonging for everyone.

E

ELECTRIC BIKES/HOVERBOARDS/SCOOTERS/SIMILAR

The use and storage (including charging) of electric bikes, hoverboards, scooters, and similar are prohibited in any University building, in accordance with [University Policy](#). Students are discouraged from bringing these devices to campus.

EMAIL

Student email accounts are generated by the PennWest ITS department for all active PennWest students. Access to your email is easily attainable through the [my.PennWest](#) portal. Your PennWest email is the official form of communication and needs to be checked daily. More information about your email account is available at <https://itservices.pennwest.edu/>

EMERGENCY PROCEDURES

Please refer to the [link](#) for PennWest's emergency procedures. Also, see *PennWest Shield* below:

PENNWEST SHIELD

PennWest has established an emergency notification system, PennWest Shield, to distribute vital information in emergency situations. This system provides text, email and other notifications. PennWest Shield also has a mobile safety application. The PennWest Shield Safety App provides advanced safety features, including an emergency button, tip reporting, virtual escort, and fingertip access to emergency procedures.

To receive emergency notifications to your phone, all students are encouraged to download the PennWest Shield Safety App. The PennWest Shield Safety App is free and available to all through Google Play and the Apple App Store. The previous EU Shield Safety App and the Clarion LiveSafe App will no longer be updated and monitored. These should be deleted from your phone.

EQUAL OPPORTUNITY

A copy of the policy is available from the Office of Equity and Title IX and is also available on the <https://www.pennwest.edu/equity-title-ix>.

EQUITY AND TITLE IX OFFICE

[The Office of Equity and Title IX](#) 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 Equity and Title IX 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 PennWest policies with respect to equal opportunity, ADA and Title IX.

Services

The Office of Equity and Title IX helps students and employees resolve concerns and complaints regarding harassment, discrimination and disability. The Office of Equity and Title IX 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 Sex Discrimination policies.

The Office of Equity and Title IX support services are provided in the following areas in compliance with state and federal laws:

Equal Opportunity, Diversity, Compliance and Equity

- The Executive Director of Equity and Title IX and the Associate Director of Equity and Title IX 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 Equity and Title IX under the direction of the Executive Director who is also the Title IX Coordinator. The Complaint Form is available [here](#).

Complete information regarding policies, procedures, and the reporting and complaint processes can be found in both the *Sex Discrimination Policy and Procedures* and the *Non-Discrimination Policy and Procedures*.

- DEI and Title IX 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. PennWest 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, PennWest also offers through the Office of Equity and Title IX an online training program(s) regarding Title IX legislation. In addition to the Title IX online training program, the Office of Equity and Title IX is requiring that all personnel (administration, faculty and staff) and all students complete the DEI and Title IX required online training courses annually.

Office of Equity and Title IX Policies can be found here: <https://www.pennwest.edu/title-ix>

F

G

GLOBAL EDUCATION OFFICE

PennWest 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 [Global Education Office](#) strives to provide opportunities for the international student to experience not only American culture, but other cultures represented on campus as well.

H

HANDSHAKE

Handshake is PennWest's online career management system which can be accessed at pennwest.joinhandshake.com. All students receive a Handshake account and can use it to:

- View and apply for on-campus student employment/work-study positions
- Find and apply for internships and jobs
- Learn about and attend virtual and in-person events and career fairs
- Schedule an appointment with your Career Coach or the Internship Center

Students can look for on campus employment positions using Handshake in 3 easy steps.

1. Go to pennwest.joinhandshake.com or download the Handshake Jobs & Careers app and log in with your PennWest email
2. Click on 'jobs', choose 'all filters', and 'on-campus' then type your campus name in the search field to see jobs
3. View and apply to available jobs

HAZING

PennWest 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 an advisor or to the Dean of Students Office will be dealt with accordingly. Safe harbor reporting may provide limited immunity to protect individuals involved in hazing incidents if they seek assistance for someone in need of help due to hazing. PennWest recognizes the dignity of every individual and has expressed strong opposition to all forms of [hazing](#).

HEALTH INSURANCE, UNIVERSITY

Part of the mission at PennWest 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 PennWest. *Please note: Insurance coverage is MANDATORY for NCAA Student Athletes and F-1 Visa International Students.*

HEALTH PROMOTIONS

BASICS (Brief Alcohol Screening and Intervention for College Students)

BASICS is a preventive intervention program to reduce drinking and enhance awareness about alcohol-related issues. BASICS targets students who are considered at risk because of episodic drinking behaviors. The brief intervention relies primarily on a motivational interview to provide students with the skills, knowledge, and insight into the consequences of drinking.

CASICS (Cannabis Screening and Intervention for College Students)

Like BASICS, CASICS is also a preventive intervention program. The main goals are to reduce student use of marijuana and to educate about marijuana-related issues, including tips for quitting. The format of the program 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 PennWest student, while those who have been cited by the University Conduct Officer or another PennWest employee for violations of the Student Code of Conduct involving the use of alcohol and other drugs are required to participate.

Students who express and/or demonstrate greater difficulty in coping with alcohol or other drug use/abuse may be referred to the PennWest Counseling Center to consult with a counselor. Completion of mental health counseling is voluntary and confidential. Please note: we may refer a student to an outside alcohol and other drug treatment agency as PennWest does not maintain a treatment facility.

Note: If you seek voluntary treatment for possible chemical dependency, you will not be referred to the University Conduct System and will be welcomed back to the university community after completing treatment. [See Statement of Student Rights and Responsibilities: Student Code of Conduct.](#)

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.

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 through the University conduct system. Do not forsake a peer's well-being in any such instance. Please refer to [Act 80 of the 2018](#) and [Act 139 of 2014](#), respectively.

* [Student Code of Conduct](#)

HEALTH SERVICES

Health Services provides the highest-quality episodic patient care paying special attention to the needs of college students. Additionally, Health Services supports and enhances education and increases retention by modifying or removing health-related barriers to learning and by promoting optimal wellness.

Health Services is staffed by a medical director, a certified registered nurse practitioner, and registered nurses. Health Services provides quality health care for students and first aid for all members of the campus community. Healthcare professionals can direct students to other healthcare providers, work with special populations to address their specific needs, and develop and deliver health and wellness education programs.

Walk-ins are welcome, and telehealth or face-to-face visits are available by appointment. Using tele-health services, students are able to use medical resources throughout PennWest. A sample of services available include illness and injury diagnosis and treatment, TB testing, allergy injections, physicals, pap tests, birth control, immunizations, educational programs, eating concerns, nutrition, stress management, and sexual health. Students requiring services outside the scope of practice are referred to off-campus healthcare providers who will bill a student's private health insurance for services.

HOMECOMING

Homecoming is one of the biggest annual events that takes place on all PennWest campuses. Following a week of events for students and alumni, Homecoming culminates with a parade, football game, halftime crowning ceremonies for the royal court and other surprises. Be sure to check Engage and the Corq App to find out about Homecoming and all campus events & activities.

[PennWest California](#)

[PennWest Clarion](#)

[PennWest Edinboro](#)

IDENTIFICATION CARD

The PennWest Identification Card (ID Card) is available to all PennWest students, faculty, and staff. The PennWest ID card is a convenient way to make purchases and use services on-campus. The ID Card comes ready to use, pre-programmed with the following basic services, and then enhanced based on your needs.

- *Access* - Students who reside on campus use their ID Card to access their residence halls.
- *Entertainment** - Students receive free admission to most entertainment events.
- *Fitness Center** - Students receive unlimited access to the Fitness Center.
- *Laundry* – Students who reside on campus can use their Shop Dollars to pay for laundry services in the residence halls.
- *Meal Plans** - If a student has purchased a meal plan, the meal plan and associated dine dollars (which can be used to make purchases at any dining location on-campus) will be posted to their ID card.
- *Tickets** - Students receive free admission to most home, regular-season intercollegiate sporting events.

**Availability of services dependent on associated fee payment*

View your ID Card transaction history, account balance information, deactivate a lost or stolen card, and make Shop Dollar deposits via the web at <https://pennwest-sp.transactcampus.com/eAccounts> .

INCIDENT REPORTING

Immediately report incidents resulting in injury, illness, exposure, property damage, or death to University Police. University Police will collect the required information to properly document the incident and share this information with Safety & Risk Management to correct hazards, to reduce the risk of future incidents, and to gather information for property and liability claims.

Please note: The University does not insure student belongings and students are encouraged to obtain renter's insurance. Also, students may be required to provide their own health insurance.

Anyone requiring emergency assistance for ANY reason should contact their PennWest University Police:

PennWest California University Police:	(724) 938-4299
PennWest Clarion University Police:	(814) 393-2111
PennWest Edinboro University Police:	(814) 732-2911

INFORMATION DESK

Information Desks located within the student centers, gladly assist individuals or groups with questions about events happening in the Student Center and around campus.

INFORMATION TECHNOLOGY SERVICES HELP DESK

PennWest's Information Technology Services office assists students, faculty, and staff with the University's network and other technical services. Campus personal computing network support is limited to assistance with accessing the PennWest network, login support, and virus issues. ITS cannot assist with repairs or non-University run software. Our online help desk ticketing system and self-help solutions are available at <https://pennwest.samanage.com/> .

Recommended system requirements:

These are the recommended minimums for using campus resources. Anything below these suggestions may not work as expected.

- Wired or wireless internet card, 10 Mbps minimum speed.
- Windows 10 or MAC OS 10.15 or later. Once an operating system reaches end of life, it is no longer usable on campus.
- 8 GB of Random-Access Memory (RAM) minimum. 16GB RAM recommended.
- 256 GB of storage

IT FOR LIVING ON CAMPUS

All residence hall rooms have at least one Ethernet connection per student. Devices such as modems, switches, and routers are against the Acceptable Use Policy and will not work on campus. This service is provided at no additional cost. Students should bring an Ethernet (recommended CAT 5 or better) network cable with them if they plan to use wired connections. Ethernet is more stable than Wi-Fi and may provide a better experience.

Windows updates and approved antivirus software with up-to-date definitions are required when connecting to the network. Before coming on to campus, it is recommended that operating system updates are run.

Users are responsible for having legal copies of all software and drivers. ITS cannot provide copies of operating systems or drivers so students should have these, if they are required.

Bring Your Own Device (BYOD) – Will my device work on campus?

PennWest values the experience of our students, faculty, and staff and puts forth great effort to support devices used for academic purposes. However, there are thousands of devices, with many being designed to work in simple home environments. Some of these devices use protocols and configurations that will not work in a corporate or college environment. Also, Security is a major factor in which devices we can support.

Supported Devices:

- PC's/Laptops running current operating systems.
- Mac Computers running current operating systems.
- Tablet/iPad
- Phones
- TV/Smart TV
- Game Consoles

As new devices are being manufactured frequently, any device deemed to be a security risk, not compatible with the network, or requiring configuration changes may be rejected.

Partially Supported Devices (depending on configuration):

- Video Streaming/Smart Personal Assistant Devices - In general, devices such as Chromecasts, Google Home, Apple Airplay, etc that are managed from a phone/app do not work in our environment. (In general, the devices work, but the control of the devices from a phone/app doesn't work.) It is recommended to use them with a remote control instead of a phone/app.
- Amazon Alexa

Not Supported Devices:

- Network/Wireless Printers - We recommend using a USB Cable to directly connect.
- Network Cameras/Recording Devices/Doorbell Cameras, etc.
- Smart plugs/Smart Home Devices such as lighting, thermostats, etc.
- Smart Appliances
- Servers that host content.
- VOIP Phones/Fax Machines
- 3rd party VPN services including those used for external employment
- Wireless Routers/Routers/Switches/Access points

This list is not extensive - Any devices not listed under Supported or Partially Supported should be considered Not Supported and ITS cannot assist you with configuration or troubleshooting.

Security of BYOD:

- You are responsible for securing your devices including patching, changing passwords, using strong passwords, running antivirus software, and following general security best practices.

INFORMATION SECURITY

- We care about the safety and security of our student body which is why Information Technology Services requires such tools as two factor authentication, verification of identity, and VPN usage. Accounts are secured with Multifactor/Two Factor Authentication.

- This requires a secondary device such as a smart phone or fob to ensure that it is the intended person logging in to the account. For questions about multifactor authentication, please visit <https://itservices.pennwest.edu/>.

SECURITY AWARENESS

- Security Awareness Training educates students about Internet and Computer safety. Many times, being able to recognize a scam or phishing attempt is the only way to stop it. Students are provided training through D2L, reminder announcements, and social media campaigns.
- Phishing Emails Phishing is a cybercrime in which a target or targets are contacted by email, telephone or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data such as personally identifiable information, banking and credit card details, and passwords. The information is then used to access important accounts and can result in identity theft and financial loss.
- Reporting Phishing -Any questions about suspicious content can be sent to ITS and an experienced technician can evaluate and respond to threats if necessary. Suspected phishing messages can be reported by attaching a copy of the original message to a new message and sending to abuse@pennwest.edu. Phishing can also be reported in various email clients such as Outlook or Office 365 by using the Report Phishing feature. (This is the preferred method.)

INTERNSHIP

An internship is an educational experience where a student works for an organization in a position related to their major. Internships give students the opportunity to apply knowledge and theory learned in the classroom in a professional setting, gain career-related experiences, and make professional connections. Additionally, employers rank internships as the most influential experience a student can have when being considered for a job. Internships can be paid or unpaid and may be for academic credit. All for-credit internships must have faculty and academic department approval. See 'Internship Center' for more information about for-credit internships.

INTERNSHIP CENTER

The Internship Center assists students pursuing for-credit internships. The Internship Center can help:

- Explain the application process to receive academic credit for an internship
- Answer questions about internships
- Identify potential internship sites
- Provide information about The Washington Center Program
- Manage the Rutledge Internship Award

For additional information, contact the Internship Center at internship@pennwest.edu or 724-938-1578.

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LIBRARY

PennWest University has full-service [libraries](#) on each campus that are committed to providing the resources and environments to support the research needs of PennWest students. Included in the libraries' collections are resources to help today's students be tomorrow's scholars. In addition to our collections, the libraries provide areas for private and group study, as well as ways to deal with the everyday stress of college life. (Popular reading collections, snack areas, etc.) Some of the things that the University Libraries offer are:

- Electronic Resources 24/7: Doing research is easier than ever before. Using the library's online resources, students can quickly locate and access an impressive collection of scholarly journals,

magazines, books, e-books, newspapers, and videos – whether on campus or off. All you need is Internet access.

- Getting Help: With so many research options available, it can be daunting to know how to find the right material. Professional librarians are available to help. PennWest students may contact our librarians to arrange scheduled appointments, both in person and online. PennWest librarians are faculty members and work with your classroom professors to provide help and guidance. Look for the “Ask Us” icon on the library web pages to connect with a librarian.
- REQUEST IT: Borrowing library materials is easier than ever. Look for the “Request It” link on the library web pages, fill out a brief online form, and we will have your requested materials available for you at a library service desk. If we don’t have what you need at PennWest University Libraries, we will do our best to find it for you from another library. Our borrowing systems are fast and free.

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MEDICAL ABSENCES

It is the student's responsibility to provide to the instructor, in advance, when possible, documentation for all excused absences. Faculty will accept medical excuses for missed class as valid if from a medical or psychological professional. When in doubt, the faculty member should consult with the Office of the Provost and/or Office for Students with Disabilities.

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NONDISCRIMINATION STATEMENT

Pennsylvania Western University of Pennsylvania is committed to providing equal access to all individuals and prohibiting any form of discrimination and harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, pregnancy, genetic information, disability, status as a veteran, or any other characteristic prohibited under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct inquiries to the Title IX Coordinator, 423 Becht Hall Clarion Campus 16214-1232; email asalsgiver@pennwest.edu or phone 814-393-2109. Inquiries may also be directed to the Director of the Office for Civil Rights, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201.

Direct discrimination, sex discrimination, equal opportunity, and Title IX inquiries, reports, or complaints to the Office of Equity and Title IX:

<u>PW Edinboro Campus</u>	<u>PW Clarion Campus</u>	<u>PW California Campus</u>
Andrew Matt amatt@pennwest.edu 213 Reeder Hall 814-732-1564	Amy Salsgiver asalsgiver@pennwest.edu 423 Becht Hall 814-393-2109	Marissa Fouser mfouser@pennwest.edu 408 Dixon Hall 724-938-4427

Direct ADA Inquiries regarding services or facilities or the ADA/504 Compliance Officer or Office of Student Affairs:

<u>PW Edinboro Campus</u>	<u>PW Clarion Campus</u>	<u>PW California Campus</u>
Sharon Conklin osd-edinboro@pennwest.edu Crawford Center 131 814-732-2462	Ron Radaker osd-clarion@pennwest.edu Becht Hall 323 814-393-1877	Jon Massella osd-cal@pennwest.edu Carter Hall Room G-35 814-938-5781

Student Employees that may need a physical accommodation for their student employment assignment should contact the Office of Equity and Title IX

<u>PW Edinboro Campus</u>	<u>PW Clarion Campus</u>	<u>PW California Campus</u>
Andrew Matt amatt@pennwest.edu 213 Reeder Hall 814-732-1564	Amy Salsgiver asalsgiver@pennwest.edu 423 Becht Hall 814-393-2109	Marissa Fouser mfouser@pennwest.edu 408 Dixon Hall 724-938-4427

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PANTRIES, PENNWEST

The PennWest Pantry connects students to information, services, and resources both on and off campus while providing FREE items such as food, school supplies, personal hygiene items, and more to our students. The Natali Student Center (California), Gemmel Student Center (Clarion), and Pogue Student Center (Edinboro) are the locations for the PennWest Pantry. Students can visit my.pennwest.edu and under quick links, select the PennWest Pantry. This will redirect students to our online system to select the date, time, and location that they wish to pick up their order. When the order is ready, students will be emailed with the locker number, combination, and additional details to pick up their order. For questions about the pantry, please contact PennWestPantry@pennwest.edu.

Pantries are located at:

California: Natali Student Center
Clarion: Gemmell Student Center
Edinboro: Pogue Student Center

PARKING

The PennWest University Police Department manages all parking for each physical campus. All students, faculty, and staff are required to apply for parking permits. Guests are required to apply for a temporary permit at the Police Stations. Each campus will provide a map of parking by permit. Each student, faculty, staff and guest should review all parking regulations on the PennWest website.

Parking on each PennWest University campus is enforced as determined by the parking regulations for that campus. 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 in accordance with campus procedures. If you wish to appeal your citation you may do so in accordance with the procedure for the campus where the ticket was issued.

PEER MENTORING PROGRAM

The [peer mentoring program](#) is designed to help new on-campus undergraduate students with their transition into PennWest. The peer mentoring program assigns first semester first-year students and transfer students to upper-level 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 PennWest.

PREGNANT AND PARENTING STUDENTS

Title IX of the Education Amendments of 1972 protects students in all academic, educational, extracurricular, athletic and other programs or activities of schools. Title IX prohibits Sex Discrimination against students, employees, or applicants based on parental, family, or marital status, in addition to pregnancy or related conditions. Specifically, Title IX prohibits schools from excluding a pregnant student from participating in any part of an educational program, including the admissions process, class attendance and coursework completion. This prohibition applies to all university policies, including the practices of individual instructors. Title IX also allows for excused absences.

Reasonable modifications may be granted to students affected by pregnancy, pregnancy-related conditions and childbirth. Modifications may include alternatives for making up missed work and exams and/or alternative assignments to make up for class participation points or attendance requirements.

For further information, including students' rights and the obligations of PennWest University and its instructors, please contact Amy Salsgiver, executive director of equity and Title IX and Title IX Coordinator: asalsgiver@pennwest.edu

To request modifications for your courses, please contact Andrew Matt, deputy Title IX Coordinator for Pregnant and Parenting Students: amatt@pennwest.edu.

Lactation Rooms for students and employees:

Clarion Campus	California Campus	Edinboro Campus
234 Becht Hall; Center for Wellness 256	Manderino Library, Room 422	Ghering Health and Wellness Center, located on the first floor of McNerney Hall Library, Room 205

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) allows current, scheduled students to receive academic credit for learning acquired through qualifying life experiences when they meet the goals of a particular PennWest 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 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. Refer to your tutoring and testing office for costs associated with PLA.

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.

PUBLIC TRANSPORTATION

For each physical campus, please click on the links below to determine the service provider and routes available to students, faculty and staff:

- [PennWest California](#)
- [PennWest Clarion](#)
- [PennWest Edinboro](#)

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RECREATION CENTERS

Recreation centers are located on each campus and are accessible to all students with their student ID card who pay the campus recreation fee (California/Clarion) and Pogue Student Center Fee (Edinboro). Memberships are available to current students, faculty, staff, alumni and their dependents who are 18 years old or older, and Emergency First Responders. Guest passes are available for non-members if they are accompanied by a current member.

Locations:

California – Herron Hall

Clarion – Student Recreation Center

Edinboro – Pogue Student Center

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SCHOLARSHIPS

Many scholarships are available to new incoming students as well as currently enrolled students. Most of PennWest's scholarships are funded by private support through the California, Clarion and Edinboro Foundations and are overseen by the Financial Aid Office, within the Enrollment Management Division. Students may access the scholarship application through their MyPennWest Portal, with individual log-in credential for their PennWest account. Financial aid will automatically consider them for any scholarships for which they are qualified. PennWest will annually notify students via their PennWest email account when the application is available and the submission deadline.

Financial aid is periodically notified of external scholarship opportunities, such as the PASSHE Foundation scholarships. Students are encouraged to check announcements and their PennWest email account for potential scholarship opportunities. www.pennwest.edu/scholarships

SEX DISCRIMINATION PROTOCOL

See <https://files.pennwest.edu/policies/hr001-sex-discrimination-sex-based-harassment.pdf>.

SEX DISCRIMINATION:

PennWest prohibits all Sex Discrimination Violations, as defined in the University Sex Discrimination and Sex-Based Harassment Policy located [here](#). Sex Discrimination is discrimination on the basis of sex, including discrimination on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. This includes discrimination based on perceived identity whether that perception is accurate or not. Sex Discrimination also includes Sex-Based Harassment as defined in the University Sex Discrimination and Sex-Based Harassment Policy and below.

SEX-BASED HARASSMENT

PennWest 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 sex-based harassment within the University community. In addition, it is the policy of the University that any practice or behavior that constitutes sex-based harassment is unacceptable and will not be tolerated. The Office of Equity and Title IX has an established process to

investigate and address any complaints of sex discrimination and sex-based harassment. See 'policies' section for more information.

Sex-Based Harassment is a form of Sex Discrimination, which includes Sexual Harassment and other Harassment on the basis of sex, this includes the following:

1. Quid Pro Quo Harassment - An employee, agent, or other person authorized by the University to provide an aid, benefit, or service under the University's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. Hostile Environment Harassment - Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the University's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - i) The degree to which the conduct affected the Complainant's ability to access the University's education program or activity;
 - ii) The type, frequency, and duration of the conduct;
 - iii) The Parties' ages, roles within the University's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
 - iv) The location of the conduct and the context in which the conduct occurred; and
 - v) Other Sex-Based Harassment in the University's education program or activity; or

3. Specific Offenses

- a. Sexual Assault – An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, as follows:
 - i. **Sex Offenses, Forcible** - Any sexual act directed against the Complainant, without the Consent of the Complainant including instances where the Complainant is incapable of giving Consent, including the following:
 1. **Forcible Rape** (Except Statutory Rape) – Vaginal sexual intercourse with the Complainant without the Complainant's Consent.
 2. **Forcible Sodomy** - Oral or anal sexual intercourse with the Complainant without the Complainant's Consent.
 3. **Sexual Assault With An Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of the Complainant without the Complainant's Consent.
 4. **Forcible Fondling**—The touching of the private body parts of the Complainant for the purpose of sexual gratification without the Complainant's Consent.
 - ii. **Sex Offenses, Nonforcible** (Except Prostitution Offenses) - Unlawful, nonforcible sexual intercourse, including the following:
 1. **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 2. **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent. The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than the Minor is at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute, 18 Pa.C.S.A. § 3124.2.

- b. **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction between the parties involved in the relationship.
- c. **Domestic Violence** – Violence committed by a person who:
 - i) Is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of the jurisdiction of the University, or a person similarly situated to a spouse of the Complainant;
 - ii) Is cohabitating, or has cohabitated, with the Complainant as a spouse or intimate partner;
 - iii) Shares a child in common with the Complainant; or
 - iv) Commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- d. **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
- e. **Retaliation** – Intimidation, threats, coercion, or discrimination against any person by the University, a student, or an employee or other person authorized by the University to provide aid, benefit, or service under the University's education program or activity, (a) for the purpose of interfering with any right or privilege secured by Title IX, or (b) because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including in an informal resolution process, in grievance procedures, and any other actions taken by the University.

Peer Retaliation is retaliation by a student against another student.

Nothing precludes the University from requiring an employee or other person authorized by the University to provide aid, benefit, or service under the University's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing.

SMOKING REGULATIONS

The Pennsylvania Clean Indoor Air Act prohibits smoking in public buildings. 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 allowed.

STARFISH

[Starfish](#) is PennWest's online software tool that provides students with a central location to connect to the people and services that can help you stay on your path to success. Access PennWest's Starfish system via the PennWest Information Portal and click the Starfish link. Starfish will automatically provide you with connections to your current instructors, advisors, and campus services. Have a question? Use the Raise Your Hand feature in Starfish and ask for help. 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 ACCOUNTS

California Campus: Dixon Hall, First Floor Telephone: (724) 938-4431
Clarion Campus: Becht Hall, First Floor Telephone: (814) 393-1071
Edinboro Campus: Hamilton Hall, First Floor Telephone: (814) 732-3502
Email Address: studentaccounts@pennwest.edu Website: [Billing](#)

CURRENT COSTS OF ENROLLMENT Students should refer to the PennWest University website at: [Tuition & Aid](#) and choose the campus you are attending for current costs of enrollment and detailed billing and payment information.

STUDENT INVOICES Student invoices (bills) are not mailed to students. Students can view and print their electronic invoices (bills) via the Student Accounts Portal <https://my.pennwest.edu> approximately 30 days prior to the start of the fall and spring semester. Billing for summer and winter semesters is typically 15 days prior to the start of classes. Students are billed each term (i.e. summer, fall, winter and spring) and payment is expected by the Friday before classes begin each semester.

MONTHLY PAYMENT PLAN During a regular semester, the monthly payment can be divided into 5, 4, or 3 payments of the total charges for the semester, minus any financial aid. A non-refundable payment plan fee of \$40 per semester will be charged to your student account. The budget amount includes tuition, fees, room and board for the current semester. If financial aid is awarded after the payment plan has been set up, you must continue to make regular payments until the aid is applied and the balance is paid in full. Your budget will adjust accordingly for payment received on your account. The payments are due by the 10th of each month. Once registered for the payment plan, installment reminders will be sent to the student's email and to authorized users monthly; no paper statements will be generated. Register for the Payment Plan online: Students- Visit the [MyPennWest Portal](#), click on Student Account Portal and then click the "Enroll in Payment Plan" button. Then select "term". You can now select the plan you would like to utilize.

Authorized Users - Parents and guests must first be authorized by students to use the above-mentioned online payment plan options. Students can complete this authorization online via their [MyPennWest](#) account in their Student Accounts Portal located on the Student "Quick Links" tile. Select the "Authorized Users" on the right side of the page. Complete all of the steps on the "Add Authorized User" screens. After you enter the "user's" information, the "authorized user" will receive emails with the access codes and directions for logging in to the PennWest University Authorized Payment Processor" system where they can make a payment to your student account & view account details with your discretion. Make sure you select the authorization you wish to grant the "User."

PennWest University Book Voucher The book voucher fund is an interest-free fund that students may utilize for educational books and supplies purchased at the University bookstore at each campus. Students must have excess financial aid to cover the cost of the books and be enrolled in a degree seeking program at least half-time (6 credits). Students must be in good standing with the university. Voucher amount may vary but are typically restricted to no more than \$600 in the fall and spring semesters and a maximum of \$300 in the summer session. Book vouchers are typically available two weeks before classes begin with the exception of winter intersession, the book voucher program is not available for winter. If the student withdraws or has changes in their financial aid package, the student is responsible for paying the book voucher back to the university. If the voucher is not paid in a timely manner, a registration hold will be placed on the student's account until the balance is paid.

Many scholarships are available to PennWest students. It is most important to remember that each scholarship program has 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. Students are encouraged to check announcements and their PennWest email account for potential scholarship opportunities.

STUDENT ACTIVITY FEE

All students taking classes in a face-to-face program, unless all of their courses are fully off-campus or fully online, students in online programs that take face to face courses and students living in campus housing are required to pay the Student Activity Fee based on the number credit they are enrolled in. The Student Activity Fee is overseen by a student run, non-profit Student Association. In addition to working with the president of the university to annually set the amount of the fee, student leaders also determine the allocation of the fee to all recognized clubs.

The fees are collected, budgeted, disbursed, and accounted for through the Student Associations' business office and Student Activity Fee funds are used by student clubs and organizations to put on a large and widely varied number of events and activities.

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 Institutional Effectiveness & 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.

STUDENT AMBASSADORS

Serving as representatives for PennWest and the student body, the Ambassadors assist with marketing and recruitment efforts and are involved with outreach to prospective students and guests. Ambassadors have the opportunity to interact with the PennWest president and engage with their classmates, promoting leadership and involvement within the campus community.

STUDENT COMPLAINT PROCESS

The Dean of Students staff 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 and explained as part of the report filing process. The Dean of Students staff monitors the concern(s) and directs the reports to the appropriate office on campus to assist in resolution.

For information on how to file a report, click [here](#).

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).

STUDENT CONDUCT SYSTEM

The Office of Student Conduct is part of Student Affairs through the Dean of Students area 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.

STUDENT EMPLOYMENT

Students who need help to cover university expenses may be eligible for employment through Federal, State and Institutional Work-Study programs. Student hours will range between 8 and 20 during the academic year. Students seeking employment may refer to *Handshake*.

During the summer sessions, employment opportunities are available to qualified students. Students interested in a Federal or State Work-Study position on campus must complete a Free Application for Federal Student Aid

(FAFSA) form online at <https://www.studentaid.gov>. Further information may be obtained on the [PennWest Web site](#).

STUDENT ENGAGEMENT

[Student Engagement](#) assists with a variety campus events and programs. The staff works with many different student organizations, including the campus programming boards, to bring concerts, comedy shows, novelty events, and speakers to campus. Students are encouraged to participate in these activities and to get involved with those organizations so they can have a voice in what happens on campus.

STUDENT FEEDBACK SURVEYS

The APSCUF contract mandates periodic student feedback surveys. Your anonymous feedback is crucial as it provides faculty with constructive input to enhance the instructional quality of their courses. The college deans are responsible for this process and may be contacted for specific information.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Each PennWest campus has a local [student government association](#). These entities serve as students' official representation in institutional governance and identifies student representatives to serve on a variety of institutional committees. Additionally, in cooperation with the president of the university, the student government is responsible for developing the rules and policies that govern the recognition of student clubs and organizations. Serving on student government is also a great way for students to positively impact their campus, while developing their leadership skills.

STUDENT OUTREACH AND SUCCESS OFFICE

The Mission of the [Office of Student Outreach and Success](#) Coaching 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 Placement Testing, Starfish, Peer Mentoring, Success Coaching, and outreach related to student attendance, academic progress, course registration and academic standing.

STUDY ABROAD/GLOBAL EDUCATION OFFICE

PennWest invites you to consider a study, internship or volunteer abroad experience as part of YOUR PennWest 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 Global Education Office works with PennWest students to find the right program in terms of academics, budget and personal interests.

SUCCESS COACHING

[Professional Success Coaches](#) and graduate student workers in this area assist all PennWest Undergraduate students with transition to college and other essential academic success skills to ensure students are fully supported inside and outside the classroom. Success Coaches are available M-F 8 a.m. – 4 p.m. for one-on-one appointments (sign up via Starfish) and Workshops related to key issues such as notetaking, study skills, college level reading, time management and more are offered on a weekly basis.

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TRANSFER CREDIT POLICY

PennWest is dedicated to making your transfer process as seamless as possible, whether you are transferring military credits, Prior Learning Assessment (PLA), CLEP/DANTES/AP, or credits earned from a traditional

institution, our goal is to ensure that you receive a fair and timely assessment of all your transfer credits. For more information, please click [here](#).

TUTORING AND TESTING OFFICE

At PennWest, 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 are required to take placement tests at PennWest to determine their level of ability in mathematics and writing. [The Tutoring and Testing Office](#) serves to coordinate placement testing for developmental courses. Students who do not achieve predetermined scores on these tests must enroll in appropriate developmental courses. These courses are described in the University Catalog.

Peer Tutoring Services are readily available to students on all three campuses: Clarion, California, and Edinboro. Students make appointments through their Starfish account and walk-ins are always welcome. We also offer a supplemental tutoring service through Tutor.com which is available 24/7. Again, students access this service through Starfish or D2L.

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UNIVERSITY CONDUCT BOARD

The board is composed of students, faculty, and staff members and provides a formal resolution means for alleged violations of university rules and regulations. The Dean of Students Office advises the board and supervises its operation and training, including acting as chair for meetings or appointing a designee if appropriate.

UNIVERSITY DISCIPLINARY AUTHORITY

PennWest 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 threatens the accomplishment of the university's mission. Students' behavior, whether on or off campus, is expected to support the local, state, and federal laws. University disciplinary authority focuses on enforcing university rules and regulations, providing remedies to victims and aiding 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.

UNIVERSITY POLICE, PENNWEST

The PennWest University police department is a fully recognized and accredited law enforcement agency with full police authority. Students, faculty, and staff in need of law enforcement assistance should contact their campus University Police in cases of emergencies. The department is open 24 hours a day.

University Police Stations are located at:

California: Building B - 129
Clarion: Wood Street next to Eagle Commons
Edinboro: 911 Scotland Road

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WELLNESS SUPPORT

The Associate and Assistant Directors for Wellness offer case management and support for all university students seeking guidance and resources both on and off campus. All students who wish to meet with a campus counselor will first meet with the Associate and/or Assistant Director for Wellness for a consultation prior to a counseling appointment. Wellness Support helps students get connected to resources on campus that can help them overcome obstacles and succeed both academically and personally. In addition, general consultation services are offered for all staff and faculty in regard to students of concern. The Associate and Assistant Directors for Wellness work closely with campus counselors to maintain a minimal waitlist by offering same day appointments and utilizing off campus referral resources.

The Associate and Assistant Directors for Wellness also provide students with awareness resources and programs through peer education. The Peer Educators focus on alcohol/drug awareness programming, healthy relationships, wellness campaigns, and peer support through various programming and events.

WITHDRAWING FROM A CLASS OR THE UNIVERSITY, PROCEDURES

1. The student may withdraw from all courses by either indicating a university withdrawal (i.e., withdrawal from all courses) through the PennWest self-service portal, or by completing the University Withdrawal Form and submitting it to the Office of the Registrar. This action must occur before the end of the tenth week of a regular semester, or by the posted date for special terms.
2. For an on-campus residential student, the student shall notify the Office of Residence Life and Housing of their withdrawal within 24 hours of taking this action. The student will have 24-48 hours to remove their items from the residence hall.

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