

# EDINBORO UNIVERSITY



## GUIDE FOR NEW FACULTY

# EDINBORO UNIVERSITY

## A GUIDE FOR NEW FACULTY 2015-16

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## PRESIDENT'S WELCOME



Dear New Faculty Member:

Welcome to Edinboro University, where you will play a central role in the academic and personal development of our students. We are happy that you are joining us in the important work of supporting their successful preparation for careers and fulfilling lives.

As a member of our distinguished faculty, you will quickly discover the pride we take in our history and in the exceptional opportunities we offer our students. That pride shows in everything we do. Our team cares deeply about engaging students in the highest quality education and holding them to equally high expectations in a close-knit campus community. Excellence, curiosity, respect, responsibility and integrity are our core values, and we live them every day.

What sets Edinboro University apart most of all is our passion for student success. Every student is a valued individual on our campus, and it is our responsibility to provide supportive mentoring, quality advising, and high-impact experiences such as research conducted with faculty mentors. In fact, students come to Edinboro because we offer opportunities for close relationships with expert professors and instructors like you.

Our commitment to excellence at every level also means we are dedicated to your success and continued professional development. We want to help facilitate your growth as a teacher and scholar. In return, I hope you will become an engaged member of the campus community and enjoy all that it has to offer.

On behalf of the Edinboro University Council of Trustees and the entire Edinboro community, I wish you success as we begin a vibrant new academic year together.

Sincerely,

Julie E. Wollman, Ph.D.  
President

## PROVOST'S MESSAGE



To Our New Faculty Members:

Congratulations on your appointment to the faculty of Edinboro University! On behalf of the academic administration and your new faculty colleagues, I extend a most enthusiastic welcome.

The faculty is the heart of the University, and I think you will find yourself in excellent company. I will be starting my 28<sup>th</sup> year at Edinboro and have loved my time here. I hope that you will also find Edinboro to be a place where you can grow professionally and enjoy the rewards that come from sharing in the learning and discovery experienced by our students. I think you will find supportive colleagues, students who want to learn, and staff who truly care about Edinboro.

With the commitment of faculty and staff, Edinboro is making strides to maintain high academic standards, strengthen teaching and learning, stimulate creativity and discovery, and respond to the current and emerging needs of our region. Creating engaging learning opportunities for our students is critically important as we strive to develop knowledgeable and effective critical thinkers who will become productive world citizens.

As you become familiar with the campus, its students, and your colleagues, I know that you will affirm that you made the right choice in coming to Edinboro. We are excited to have you join us and I am confident that your contributions to the lives of our students, your discipline, and the University will be characterized by excellence.

Sincerely,

Michael J. Hannan, Ph.D.  
Provost and Vice President for Academic Affairs

# MISSION, VALUES AND VISION

## MISSION

Distinguished by its focus on individual attention to student success, commitment to diversity, and responsiveness to the evolving needs of the broader community, Edinboro University provides the highest quality undergraduate, graduate and co-curricular education.

## VALUES

Edinboro University is committed to creating opportunities for intellectual and personal growth in an inclusive environment. We value excellence, curiosity, respect, responsibility, and integrity.

## VISION

Edinboro University will be the first choice among students, employers, and the community for excellence in higher education.



*Edinboro University is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, or other prohibited bases in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADA. For information or assistance regarding services, activities and facilities that are accessible to and used by persons with a disability, contact Kimberly Kennedy, Director, Office for Students with Disabilities, at the Crawford Center (814-732-2462 V/TTY).*

*Edinboro University is one of the 14 universities in Pennsylvania's State System of Higher Education.*

## EDINBORO UNIVERSITY HISTORY

Edinboro University was founded in 1857 by the region's original Scottish settlers as the Edinboro Academy, a private training school for Pennsylvania teachers. It is the oldest training institution west of the Allegheny Mountains and the second oldest in all of Pennsylvania. As a people, the Scots were both hearty and hardy. Their commitment to teaching and learning, their work ethic, and their strength of family tempered by upbringing in the great Highland Clans have brought a unique perspective and commitment to all we do at Edinboro University today.

In the beginning, Edinboro consisted of one two-story building, six classrooms, three instructors, 110 students and a principal. Edinboro now has more than 40 buildings on 585 acres and locations in Edinboro and Erie.

Today, the University's academic focus goes well beyond the training of teachers. Edinboro has been transformed into what is now northwestern Pennsylvania's largest and most comprehensive university and is recognized as a leader in academic programs.



## PORRECO COLLEGE OF EDINBORO UNIVERSITY

Porreco College, known by the tagline *The Community's College* because it offers workforce-focused associate degree and certificate programs at a cost comparable to community colleges in Pennsylvania, is located about 19 miles from the Edinboro campus at 2951 West 38<sup>th</sup> Street in Erie. The 26-acre former estate, donated to the University in 1986 by the late Louis Porreco, an Erie businessman and civic leader, includes classrooms in a renovated barn and the former garden house, which in early 2015 was dedicated as the Joseph Thompson Education Center. Mary Porreco Hall, the former main residence, provides meeting, retreat and conference space. The College in fall 2014 began to offer workforce-ready associate degree and certificate programs at affordable rates as a result of the Porreco Promise scholarship endowment, which provides grants to Erie County residents enrolled full or part time in Porreco College programs. Its highly successful first year exceeded enrollment targets and was marked by the creation of training partnerships with several leading regional employers, including Pennsylvania Electric Co. (Penelec) and General Electric Co. In addition, Edinboro University was honored with the American Association of University Administrators' (AAUA) Exemplary Models Award for 2015 in recognition of its innovative approach to increasing educational attainment and meeting employers' demands for career and technical education. In addition to associate degree and certificate programs, Porreco College offers a variety of courses for the convenience of main campus students living in the Erie area and houses the University's College Start Program (CSP). The CSP provides an opportunity for students who have not met admission requirements for main campus programs to develop the skills necessary for future success while earning college credit. High school students also can take college-level courses at Porreco through the Regional Choice Initiative.



**EDINBORO UNIVERSITY**

**ACADEMIC SCHOOLS AND DEPARTMENTS  
2015-16**

**COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES**

**Dr. Scott Miller, Interim Dean**

Art .....	Chairperson: Mr. James Parlin
Communication Studies.....	Chairperson: Dr. Kathleen Golden
English and Philosophy.....	Chairperson: Dr. Mary Carden
History, Anthropology, and World Languages.....	Chairperson: Mr. Andre Smith
Journalism and Public Relations .....	Chairperson: Dr. Anthony Peyronel
Music and Theatre.....	Chairperson: Dr. Patrick Jones
Political Science and Criminal Justice.....	Chairperson: Dr. James Fisher
Sociology.....	Chairperson: Dr. Lee Williams

**COLLEGE OF SCIENCE AND HEALTH PROFESSIONS**

**Dr. Nathan Ritchey, Dean**

Biology and Health Services.....	Chairperson: Dr. John Ashley
Chemistry .....	Chairperson: Dr. Lisa Unico
Geosciences.....	Chairperson: Dr. Brian Zimmerman
Mathematics and Computer Science.....	Chairperson: Dr. Anne Quinn
Nursing.....	Chairperson: Dr. Thomas White
Physics and Technology.....	Chairperson: Dr. Richard Lloyd
Psychology.....	Chairperson: Dr. Gary Levine
Social Work.....	Chairperson: Dr. David Pugh
Speech, Language and Hearing .....	Chairperson: Dr. Roy Shinn

**SCHOOL OF EDUCATION**

**Dr. Alan Biel, Dean**

Counseling, School Psychology, and Special Education.....	Chairperson: Dr. R. Joel Erion
Early Childhood and Reading .....	Chairperson: Dr. Mary Jo Melvin
Health and Physical Education.....	Chairperson: Dr. Laura Miller
Middle & Secondary Education and Educational Leadership .....	Chairperson: Dr. Stacie Wolbert

**SCHOOL OF BUSINESS**

**Dr. Scott Miller, Dean**

Business and Economics.....	Chairperson: Dr. W. Timothy Few
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**SCHOOL OF GRADUATE STUDIES AND RESEARCH**

**Dr. Alan Biel, Dean**

**BARON - FORNESS LIBRARY**

**Dr. Donald Dilmore, Associate Vice President for University Libraries**

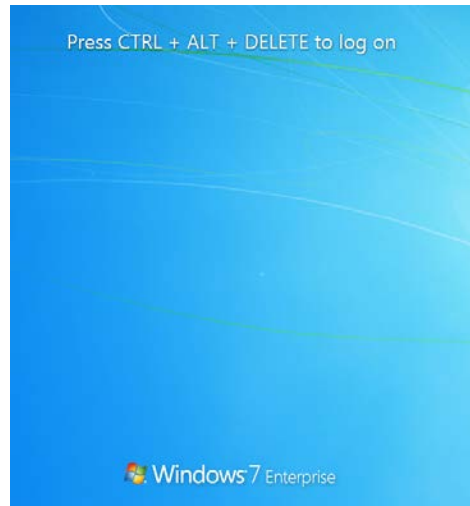
Library Faculty.....	Chairperson: Mr. David Obringer
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## TECHNOLOGY SERVICES FOR FACULTY

### *Logging into the Network*

Edinboro University's campus network (EUPnet) requires any person accessing the campus network to login to an account before access is granted to the system or the network. If you are logging on to the campus network with a windows based computer, you will be prompted to press the <Ctrl> + <Alt> + <Delete> keys to access the logon screen (see the figure below). Apple Macintosh users will see a slightly different logon screen (see figure below).



Windows 7 Initial Screen

If you are using a Windows system, press the <Ctrl> + <Alt> + <Delete> keys for the network log-on screen (see figure below).



Windows 7 Log-On Screen



Apple Macintosh Log-On Screen

Your username and password is automatically created when you become an employee of Edinboro University. This username will not change during your employment at the University.

Usernames consist of the employee's first initial plus their last name. For example, an employee by the name of John P. Worker would have a username of "JWorker" and his email address would be JWorker@edinboro.edu. If the username matches an existing username then the middle initial is included so in the example above John P. Worker's username would become JPWorker and his email address would be JPWorker@edinboro.edu. If the first and middle initial plus the last name exist then other letters from the first name will be added until a unique username is created.

Your initial password consists of your first initial (UPPERCASE), your birth date consisting of 6 digits in the format of MMDDYY, and your last initial (lowercase). For example, if John Worker's birth date is May 7<sup>th</sup>, 1975 then his initial password is J050775w. Notice that the leading zeroes are added in front of the single digit month and day. It is important that EUP is chosen as the domain, otherwise the username and password you enter will not be accepted.

NOTE: It is a highly recommended that you change your password immediately after your initial login.

### ***Technology Help Center***

The Technology Help Center is located on the upper level of Ross Hall at the entrance to the raised walkway. You can obtain assistance with your technology related issues in person during business hours, by calling extension 2111 or online through my.edinboro.edu by clicking on the "TECH HELP" icon under the launch pad (see image below). You can also review and search knowledgebase articles once you are logged into the online helpdesk interface.



**Technology Help Center hours of operation**

<b>Day</b>	<b>Fall &amp; Spring Semester</b>	<b>Breaks and Summer*</b>
Mon-Thur	7:30am - 9:00pm	7:30am - 9:00pm
Friday	7:30am - 4:30pm	7:30am - 4:00pm
Saturday	Closed	Closed
Sunday	1:00pm - 8:00pm	1:00pm - 8:00pm

\*Please call during semester breaks to verify hours

**DESKTOP SYSTEMS AND LEARNING TECHNOLOGY (DSLTT)**

Desktop Systems and Learning Technology (DSLTT) staff are responsible for supporting your desktop, classroom, instructional and distance education needs. They provide faculty members with the training and support needed to enhance instruction through the integration of technology and coordinate the delivery of Edinboro University’s web-based program offerings. A special group of staff within DSLTT focus on these services and they are the Learning Technology Services team.

Mr. Dennis J. Bradley, Director of DSLTT (x1030 or [bradley@edinboro.edu](mailto:bradley@edinboro.edu))

General Desktop Support – Technology Help Center (x2111)

Mr. Ralph Boyles ([boyles@edinboro.edu](mailto:boyles@edinboro.edu))

Mr. Adam Rupert ([arupert@edinboro.edu](mailto:arupert@edinboro.edu))

Mr. John Lyons ([jlyons@edinboro.edu](mailto:jlyons@edinboro.edu))

Learning Technology Services- Online and Interactive Television Course Support, Instructional Design Support and Classroom Technology Support

Dr. James Boulder, Manager of Online Programs and Instructional Designer (x1047 or [jboulder@edinboro.edu](mailto:jboulder@edinboro.edu))

Ms. Sandy Dell, Learning Management Systems Administrator (x1033 or [cdell@edinboro.edu](mailto:cdell@edinboro.edu))

TBD, Media Services Manager (x1346)

Mr. Dan Mitchell, Technology Specialist (x1019 or [dmitchell@edinboro.edu](mailto:dmitchell@edinboro.edu))

**Learning Technology Services**

Edinboro University attempts to create and share knowledge by providing access to education and learning experiences for the academic, cultural and personal growth of the students and the larger community we serve. In an effort to meet this mission, a core group of DSLTT staff have been designated as the Learning Technology Services (LTS) team. The LTS staff support faculty through all stages of course and content development. Facilitating focused training sessions on both technical and pedagogical aspects of instructional design.

## ***Faculty Development Center (located in the lobby area on the lower level of Ross Hall)***

The “Faculty Development Center” (FDC) is a dedicated computer lab where faculty can gain access to content authoring software and equipment, with the guidance of experienced staff. The center includes current PCs and Macs with a range of instructional authoring software and tools. Support is provided by LTS staff that can facilitate one-on-one or group consultations.

### ***Hardware***

- PC and Mac systems
- Graphic Tablets
- Webcams
- Microphones
- Scanners
- Cameras

### ***Software***

- Multiple Video/Audio editing & authoring tools
- Adobe Suite
- Variety of content authoring tools

### ***Our Support***

If you have a question we can help. We offer one-on-one or group training sessions. We’ll show you what is the best program to use, how to use it, and if we don’t know...we’ll find out.

### ***ITV (Video Conferencing)***

Video Conferencing is a technology that enables synchronous distance education - with real time audio/video, and computer graphics. It is also used for administrative meetings and non-credit classes. Technology and Communications manages four on-campus video-conferencing facilities as well as one at Porreco campus in Erie. Courses are offered from the EUP main campus and delivered to the Erie campus as well as other PASSHE sister schools. Courses may also be received from other remote locations.

### ***Wireless***

Technology and Communications is committed to deploying 802.11b/g/n wireless technology across campus to allow highly mobile computing for all faculty, students and staff. Over the past few years we have steadily increased wireless coverage to areas commonly frequented by students. What does all this really mean? It means that it is getting easier for faculty, students and staff to stay connected. Instead of being tied to a desk or lab to access the campus network or internet, access may now be obtained in lounges, dining areas, and some outdoor areas. Access to network resources and the ability for our students to stay in touch with faculty, family and friends just got a little easier. Please visit <http://wireless.edinboro.edu> for instructions on how to get connected and other wireless information.

### ***Technology in the Classrooms***

Technology and Communications is committed to providing learning technology in the classrooms that enhances the learning experience. As such, we have worked with members of our Faculty to determine the best configurations that both minimize the support and maximize the return on investment. We have over 160 classrooms with presentation technology. For more information on classroom technology or to schedule an

orientation session, contact the classroom technology support staff at x2010. Please use x2010 to report any classroom technology issues.

### ***Computer Labs***

Edinboro University has 63 different computer labs and they can all be categorized into three types:

**Computer Classrooms (CC) are primarily used for classes only with no to very little open hours.** These labs are managed, staffed and financially supported by the department(s) in which the lab resides. The scheduling of open hours outside of class time (if any) will be made by the department(s) in which the lab resides. All budgeting and resource plans are the responsibility of the department(s) in which the lab resides. Technology and Communications staff will serve as consultants as needed.

**Instructional Labs (IL) are used for instruction but these labs have some advertised open hours outside of the scheduled class times.** These labs are managed, staffed and financially supported by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Technology and Communications. The scheduling of open hours outside of class time will be made by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Technology and Communications. All budgeting and resource plans are the responsibility of the department(s) in which the lab resides. Technology and Communications staff will serve as consultants as needed.

**Open Labs (OL) are available for students to use during open hours and they are free from any scheduled classes or other events.** These labs are managed, staffed and financially supported by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Technology and Communications. These Labs are open for walk in use by all registered University students, faculty and staff. The scheduling of open hours will be made by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Technology and Communications. All budgeting and resource plans are the responsibility of the department(s) in which the lab resides. Technology and Communications staff will serve as consultants as needed.

Each department maintains their computer labs and defines which type of lab (see above). For more information about computer labs go to Edinboro University's home page and enter the keyword "labs" into the keyword search field.

The following websites can provide you with additional information about other technology resources available to Edinboro University employees:

<http://my.edinboro.edu> – my.Edinboro

<https://my.edinboro.edu/group/0/announcements> - Technology and Communications Community web page

<https://my.edinboro.edu/group/0/technology-help-center> - Technology Help Center

**Location:**



**Experience Technology  
at Edinboro!**



**TECHNOLOGY & COMMUNICATIONS**  
Ross Hall  
220 Scotland Road  
Edinboro, PA 16444  
814.732.2111  
Fax 814.732.2429

***Telephone Information***

**Dialing Instructions for Faculty and Staff:**

- Internal calls.....4-digit Extension
- Local Calls.....7 + 7-Digit Number

**Telephone and Voicemail User Guides:**

User guides for campus telephones and voicemail are available at [www.edinboro.edu](http://www.edinboro.edu) by entering the search keyword: telephone services.

**Campus Alert System**

The University uses a communication system called e2Campus to notify individuals of emergency situations, weather-related events or technology interruptions. Alerts are sent in the form of text messages to your cell phone and/or email notifications. To subscribe, please visit [www.edinboro.edu](http://www.edinboro.edu) and enter search keyword: campus alert.

## ID CARDS

Identification cards can be obtained at University Dining Services and ID Office located in Van Houten Dining Hall lobby Monday through Friday, 9-11 a.m. and 2-4 p.m. (or other times by appointment). University policy requires that all students, faculty and staff carry the Edinboro University ID card at all times while on campus. The cards are also required for checking out books at the Baron-Forness library, door access, parking passes and entry into University athletic games and cultural events. The ID cards are valid as long as the holder is associated with the University and is in good standing.



## FACULTY OFFICE HOURS

Teaching faculty members shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. Faculty may post online office hours as an alternative to the normal physical hours in their on-campus offices at the rate of one (1) online office hour for each course taught online. Faculty may hold all five (5) office hours online if their entire teaching load is online. However, faculty must hold a minimum of one (1) campus office hour per week if they have any advisees who take face-to-face courses. The schedule of office hours for each faculty member shall be posted in such manner so as to be easily observed by the students.



**CAMPUS BOOKSTORE**  
[www.edinboro.edu](http://www.edinboro.edu), keyword: *bookstore*

**Location:**

405 Scotland Road  
Pogue Student Center, Lower Level  
Edinboro, PA 16444  
Phone: 814-732-2456  
Fax: 814-732-2898

**Hours of Operation**

Monday - Thursday: 8:30 a.m. to 5:30 p.m.  
Friday: 8:30 a.m. to 4:30 p.m.  
Saturday: 11 a.m. to 4:00 p.m.

The Campus Bookstore is a privately owned store, owned and operated by Edinboro University Services, Inc., 237 McNerney Hall, Edinboro, PA 16444. Edinboro University Services, Inc., is a 501c(3) non-profit organization that donates all revenue to Edinboro University of Pennsylvania. *Every dollar spent at the bookstore stays on campus and benefits Edinboro University.* New faculty can submit textbook adoptions electronically at [www.edinborobookstore.com](http://www.edinborobookstore.com). Please contact the bookstore's textbook buyer, Karen Gregory, at [kgregory@edinborobookstore.com](mailto:kgregory@edinborobookstore.com) or X2349 for assistance.



**CAMPUS PARKING REGULATIONS**

<http://www.edinboro.edu/directory/offices-services/police/parking-on-campus.html>

**CAMPUS MAP OF PARKING LOTS**

<http://www.edinboro.edu/directory/offices-services/police/parking-map-of-campus.pdf>

The University Police Department is located at 911 Scotland Road (at the corner of 6N and Scotland Rd), 814-732-2921.



## GUIDE TO THE BARON-FORNESS LIBRARY

<https://my.edinboro.edu/group/baron-forness-library/home>  
(or log in to the myEdinboro Portal and click the Library icon)

The Baron-Forness Library is one of the largest and most comprehensive academic library facilities serving northwestern Pennsylvania. The library holds more than 400,000 volumes and subscriptions to numerous periodicals. We also offer electronic access to the contents of about 40,000 journal titles. The reference collection, circulation and course reserves, microforms, interlibrary loan office, current periodicals, a 39-seat computer lab, mathematics lab, and three group study rooms are located on the first floor. Bound journals, a 30-seat computer lab, the Writing Center, the Academic Success Center and an exhibit area are on the second floor. The majority of the books are in the stacks on floors four through six. University Archives, special collections, and the juvenile & curriculum materials collections are located on the seventh floor.

This guide provides information on using some of the many resources and services available through the Baron-Forness Library.

### **Circulation Services**

Materials, including course reserves, can be checked out at the Circulation Desk, located to the left as you enter the library. Edinboro University faculty, staff and students MUST present their University I.D. card to check out materials. I.D. cards are issued through the University Center and must be current. Faculty members may designate a student to act as their proxy for checking out materials of copying. Contact x2273 for details.

### **Frequently Called Numbers**

Research/Assignment Help....	2253 (e-mail: <a href="mailto:refdesk@edinboro.edu">refdesk@edinboro.edu</a> )
Circulation Desk.....	2273
Interlibrary Loan .....	2946
Instruction .....	1070
Reserves .....	2273

### **Services for Faculty**

The following highlights some of the many services available to faculty:

**Course Assistance:** Librarians provide suggestions for creating effective library assignments and offer instruction geared to your course and/or assignments. Call x1070 for details.

**Copying Materials:** The library has two easy-to-use touch screen scanners on the first floor of the building. Users can digitally scan and send materials via email, send them to their Smartphone, or save them to their USB storage device. The library also has a self-service photocopier. If you wish to make photocopies, ask for your department's card at the Circulation Desk. You may also designate a student to act as your proxy for copying, checking out materials, etc. Contact 2273 for details.

**Remote Services:** The library provides a variety of services to assist you and your remote users. Examples include *Books Direct*, instant messaging with a librarian, instruction, persistent linking to resources and searches in *EBSCOHost* (call x2253 for details), and an online knowledge base of answers to commonly asked questions.

**Research Assistance:** Librarians can assist you and your students with information resources and other library technologies as well as how to incorporate them and the library into your courses.

## **Resources**

The following represent some of the many information resources and services available through the library:

**PILOT:** PILOT is the online library catalog of the Keystone Library Network (KLN), a cooperative effort of the fourteen PASSHE universities and the State Library of Pennsylvania. Use PILOT to determine if the library has the item(s) you want. Use it also to renew your books online.

**Computer Lab (232):** Schedule an instruction session with a librarian to improve the research and information skills of your students. When not in use for library instruction, the lab is open for student use. Software includes: Internet access, Microsoft Office 2013, Adobe Creative Suite, SPSS. Call x1070 for details, including available software.

**Group Technology Rooms:** Two rooms adjacent to the Room 232 computer lab provide technology that enables individuals to project the images from their computer screens to a wide-screen display. The rooms each seat six and are ideal for small groups wishing to work collaboratively.

**Electronic Indexes/Databases:** The library subscribes to more than 125 electronic journal indexes and information resources, many of which provide full text and all of which are available remotely.

**E-ZBorrow:** Borrow books from more than 60 Pennsylvania and New Jersey universities and colleges (e.g., PSU, Pitt, Penn, Rutgers, etc.). Items typically take 3-5 days to arrive and can be borrowed for 28 days (with one 28 day renewal in most cases).

**Interlibrary Loan:** The library is often able to use a new service, RapidILL, to obtain articles from libraries that have agreed to provide materials on an expedited basis. Most articles are received in a matter of hours.

**LibGuides:** Librarians have developed online guides to information resources in numerous subject areas. In many cases, links are provided to the resource(s) listed. One can access LibGuides by clicking “Library Help Guides” under the “Get Help” section of the Library’s homepage.

**RefWorks:** This software can be used to produce in-text citations, bibliographies, and more.

**State Library Card:** Obtain a State library card to access databases in addition to those available through the Baron-Forness Library. Contact x2273 for details.

**Course Reserves:** Provide print or electronic access to reserve articles and other materials. Call x2273 for details about print or electronic reserves. Additional information about electronic reserves follows.

### **Electronic Reserves**

It is possible to digitize reserve articles and make them available electronically, via the Web, for your students.

- Items must be less than 50 pages long.
- Complete our “Reserve List” form at the Circulation Desk and submit materials there. The form is also available on the library’s home page - under “For Faculty”
- You will be notified by e-mail of your course password to be given to your students.
- Items must adhere to copyright guidelines.
- Inform us if your reserve item is already available online and give us that link.
- Allow 2-3 days (minimum) for processing.
- Provide an online link to Electronic Reserves on your web page if possible.

Each academic department is assigned a library faculty member who is familiar with that department and can respond to questions and other issues that may arise.

<b>2015-16 LIBRARY LIAISONS</b>		
<b>DEPARTMENT</b>	<b>LIASON</b>	<b>PHONE NUMBER</b>
Art	Chris Troutman	1534
Biology	Tony McMullen	1496
Business and Economics	Dave Obringer	2415
Chemistry	TBA (contact Dr. Dilmore)	2779
Communication & Media Studies	Jack Widner	2175
Counseling, School Psychology	Monty McAdoo	1070
Early Childhood and Reading	Andrea Wyman	2796
Educational Leadership	Monty McAdoo	1070
English/Theatre Arts	TBA (contact Dr. Dilmore)	2779
Geosciences	TBA (contact Dr. Dilmore)	2779
Health and Physical Education	Chris Troutman	1534
History, Anthropology & World Languages	Dave Obringer	2415
Math and Computer Science	Tony McMullen	1496
Middle and Secondary Education	Andrea Wyman	2796
Music	Jack Widner	2175
Nursing	Monty McAdoo	1070
Philosophy	Barry Gray	1077
Physics and Technology	Barry Gray	1077
Political Science and Criminal Justice	Barry Gray	1077
Psychology	Monty McAdoo	1070
Social Work	Jack Widner	2175
Sociology	Tony McMullen	1496
Special Education	Andrea Wyman	2796
Speech, Language & Hearing	Jack Widner	2175

# ACADEMIC SUCCESS CENTER

Baron-Forness Library, Second Floor, 732-2218

## Mission

The Academic Success center is committed to the development of academic success, retention of our students and the encouragement of persistence, which will result in graduation. The Academic Success Center responds to the needs of the campus community through individual attention to our students and collaboration with faculty and staff. We ensure students are challenged academically and supported with an appreciation of their identity, diverse backgrounds and interests.

## Vision

The Academic Success Center will be the first choice among the Edinboro community for support of academic excellence and will empower students to develop confidence in themselves. The Academic Success center will provide a warm, welcoming and inclusive atmosphere fostering the holistic growth of students while acting as a comprehensive resource for lifelong learning. Our students will be proud and contributing members of the Edinboro community and society at large.

## Core Values

The Academic Success Center's faculty and staff are committed to the following:

- Maintaining integrity in our work and decision making
- Providing an inclusive center that appreciates diversity
- Creating an exemplary customer experience for all persons that utilize our services

## Academic Success Faculty:

Dr. Carol Gleichsner, BF 216B, extension 1282

Dr. Elizabeth Iglesias, BF 216A, extension 1278

Bruce Skolnick, The Porreco College of Edinboro University, extension 1422

## Academic Success Coordinators:

School of Education

College of Arts, Humanities, & Social Sciences (except Art & Music)

College of Arts, Humanities, & Social Sciences (only Art & Music)

School of Business

College of Science and Health Professions

Kate Damico-Upham, BF 238, extension 1327

Aarron Hunsinger, BF 230, extension 1311

LaTessa Black, BF 240, extension TBD

Emily K. Lottes, BF 229, extension 1347

Ashley Wassel, BF 239, extension 1312

## Director

Director of Academic Success and Student Retention

Fai Howard, BF 237, extension 1401

## OFFICE OF RECORDS AND REGISTRATION

[www.edinboro.edu](http://www.edinboro.edu), keyword: *records and registration*

### *Location:*

*Student Services Center  
Hamilton Hall, First Floor*

### *Hours of Operation:*

*Monday-Friday 8:00 a.m. to 4:30 p.m.*

*Phone 814-732-5555*

*Transcript Request: 814-732-3504*

*Fax: 814-732-2130*

*E-mail: [rup\\_records@edinboro.edu](mailto:rup_records@edinboro.edu)*

*Timothy W. Pilewski, Registrar*

## FIRST DAY ATTENDANCE

Students must attend classes on the first class day. Faculty will take attendance and report daily to the Office of Records and Registration throughout the add period. Any student marked as a “non-attend” will be removed from the class. It is imperative that you file student attendance reports as directed, in order to free unused seats for students during the add period.

## E-REG (ELECTRONIC REGISTRATION)

A secure website where students indicate that they will attend classes in the upcoming semester, E-REG opens the week before classes begin and ends at midnight on the last day to add a class. Students can access this site anywhere they have an internet connection. This information is critical for finalizing class rosters, available seats, and enrollment data.

## CATALOGS

The 2014-16 undergraduate catalog is available on-line at: [www.edinboro.edu](http://www.edinboro.edu), keyword: *catalogs*.

## CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS - FERPA

University policy is in compliance with the Pennsylvania “Right To Know Law of 1957” and the federal” Family Education Rights and Privacy Act of 1974: (FERPA) concerning the rights of students to confidentiality and privacy of their records.

The release of the following “directory information” is permitted under the law, and it may be released to third persons at the discretion of the Registrar without the prior permission of the student:

1. Student’s name
2. Campus, local or home address, e-mail address, and telephone number
3. Date, place of birth, weight/height (for members of athletic teams)
4. Dates of attendance, most recent or previous educational institution attended, academic major
5. Enrollment status (full-time/part-time)
6. Date of graduation and degree/awards received
7. Student activity participation (including athletics)
8. Information concerning alumni accomplishments
9. Student photograph

Each student has the right to prevent the release of directory information indicated above by notifying the Office of Records and Registration in writing. Such notification must be submitted to the Office of Records and Registration no later than the end of the “add period” established by the University for each academic session. Once a written request to withhold information has been received, it will remain in effect until the student rescinds the request, in writing, to the Office of Records and Registration. Please use extreme caution regarding any information on students. The posting of lists containing student identification numbers or other identifying information is not permitted. Questions or concerns regarding what is permissible should be directed to Tim Pilewski, Registrar, 814-732-1974 ([pilewski@edinboro.edu](mailto:pilewski@edinboro.edu)).

## UNDERGRADUATE STANDARD GRADING SYSTEM

Academic achievement is indicated by letter grades:

A	Work of exceptional quality
B+	
B	Superior work
C+	
C	Average work that indicates good quality in daily recitation, assignments and examinations
D+	
D	Work that is below average or unsatisfactory
F	Failure, the course must be repeated to remove the resultant quality-point deficiency
AH	Honors work of exceptional quality
B+ H	Honors work of superior quality
BH	Honors work of superior quality

The provision for use of a plus (+) within the B, C or D grade distributions allows for an additional gradation within the broad definitions indicated.

Other grade designations include:

E	indicates credit earned by competency examination
L	indicates credit earned for Life Experience
AU	indicates course taken for audit (no credit earned)
R	indicates research in progress*
S	indicates credit taken under the Satisfactory/Unsatisfactory option. Credit earned.
U	indicates credit taken under the Satisfactory/Unsatisfactory option. No credit earned.
V	indicates credit earned for military training
W	Student withdrew from the course prior to the end of the withdrawal period established by the University
I	incomplete**

\* Research in Progress: The “R” letter is used in undergraduate courses where circumstances prevent the completion of a project involving research or similar investigations, within the normal academic grading period. The deadline for the removal of an “R” designator, and its replacement by a standard letter grade, is one calendar year from the date of the original posting of the “R” designator.

\*\* Incomplete: The “I” letter indicates the student has been unable to complete the required coursework within the time limit of the course because of illness, or some other reason acceptable to the faculty member teaching the course. “I” designators received during any academic semester or session must be removed during the first four weeks of the next subsequent semester. Failure to complete the necessary work within the time limit will result in the “I” designator being automatically converted to a failing grade (F) for the course.

Special Withdrawal: W grades are awarded to students who withdraw after the tenth week for extenuating circumstances. Procedures for withdrawal are listed in the undergraduate catalog. No withdrawals are valid unless the student has secured the approval of the dean of the faculty in which a student is a major. **NOTE: The preceding information refers to the undergraduate grading system only.**

## GRADING SYSTEM FOR THE SCHOOL OF GRADUATE STUDIES & RESEARCH

A	Excellent (4 Grade Points)
B+	(3.5 Grade Points)
B	Good (3 Grade Points)
C+	(2.5 Grade Points)
C	Below Average (2 Grade Points)
F	Failing (0 Grade Points)

AU	Audit (0 Grade Points)
R	Research in Progress
S	Satisfactory (0 Grade Points*)
U	Unsatisfactory
W	Withdrawal
I	Incomplete Grade

Candidates for the master's degree must have earned a cumulative grade average of "B" or better for their degree program. In addition, they must meet other standards as determined by the department offering the program. A student who is unable to meet the standards of quality of work set by a department may be asked to withdraw at the end of any semester or session.

**A grade of "F"** renders the course involved unacceptable for degree requirements; however, this grade is included when the grade average is computed.

**An incomplete grade, "I"**, will be issued when the work is interrupted because of poor health. An instructor may, in unusual circumstances other than poor health, assign an incomplete grade. "I" designators received during any academic semester or session must be removed during the first four weeks of the next subsequent semester, unless written approval granting an extension of this time limit has been given by the Registrar. It is the student's responsibility to see that the work is completed within this time period. The incomplete grade will automatically be changed to an "F" grade if the work is not completed during this time period. If a student has an incomplete grade in the semester of graduation, he/she must complete the work and have the grade assigned by the instructor within two weeks after commencement.

**A grade of "R"** is issued to indicate that no grade is presently available because research is still in progress. After the research is completed, the "R" is replaced on the permanent record by an "A", "B", "C" or "F" grade with the corresponding credit. "R" grades should not continue for a period that exceeds four academic semesters. At the end of that time period, the grade may revert to a **"RT" Research Terminated** and the student will have to re-enroll in the academic experience.

**A grade of "W"** shows that the student withdrew himself or herself between the 2nd and 10th week of the semester or the equivalent time period of a winter or summer session. Additionally, W grades are issued during the extenuating circumstance withdrawal period (11<sup>th</sup> week through last day of class).

**The grade of "AU"** shows that the student completed the course, but that no credit was earned because the individual registered for the course on an audit basis. A student who registers for a course on an audit basis who fails to complete the course will receive a "W" grade.

### **Repeating Courses**

Courses may be repeated only under extenuating circumstances and then only with the approval of the advisor and the Dean of Graduate Studies and Research. Individuals admitted to graduate study on a conditional admission basis will not be granted permission to repeat courses while classified as a degree student admitted on a conditional basis. The grade earned when a course has been repeated is shown on the official transcript along with the original grade. In computing the cumulative grade average the grade earned when the course was repeated is substituted for the original grade.

### **GRADUATE ATTENDANCE POLICY**

Students are expected to attend classes for which they are registered. In the case of unavoidable absences the student bears the responsibility of arranging with the instructor for any necessary makeup work. In determining the course grade, the instructor will take into consideration work missed due to absences.

## GRANTS AND SPONSORED PROGRAMS

[www.edinboro.edu](http://www.edinboro.edu), keyword: *grants & sponsored programs*

The Office of Grants and Sponsored Programs assists University personnel in securing external funding for research, equipment, faculty projects, program development, conferences, internships and related projects. The staff provides information on policies and procedures guiding the grant application process and the subsequent management of funded activities. For assistance, contact Kris Huber at [khuber41@gmail.com](mailto:khuber41@gmail.com), 814-860-3364.

## SERVING STUDENTS WITH DISABILITIES

[www.edinboro.edu](http://www.edinboro.edu), keyword: *disability*

Edinboro University has been nationally recognized for the quality and scope of its services to students with disabilities since the early 1970s. The Office for Students with Disabilities (OSD) provides support services to students with all types of disabilities including learning, physical, visual, hearing, mental and cognitive disabilities. Following admission to the University, students who request disability-related accommodations are required to provide appropriate documentation of their disability to the OSD. Services are provided based upon documented and expressed need. Services include personal attendant care, van transportation, wheelchair maintenance, peer advisors and mentors, meal aides, academic aides, readers, athletic teams, sign language interpreters, captioning service, assistive technology, Braille, tactile drawings, alternative test arrangements, priority scheduling and adapted computing equipment. The OSD works closely with disability-related agencies including the Office of Vocational Rehabilitation and the Bureau of Blindness and Visual Services.

Students with documented disabilities are registered with the Office for Students with Disabilities. Based on the documentation, reasonable accommodations are approved by the OSD staff. Professors may ask students for verification of their registration with the OSD, as well as the approved accommodations. Each student is issued a letter outlining their appropriate educational accommodations, serving as evidence that they have registered for services and that the accommodations which are outlined are appropriate for the student.

In order to ensure fairness, equality, and to assure an individual student's ability to function in a testing situation, consistency is one of the most important factors when making an adaptation policy. This ensures that the modifications do not give students with disabilities a competitive edge, but rather eliminates competitive disadvantage. Reasonable and mutually agreeable procedures do not lend themselves to rules and regulations but are the shared responsibility between the instructor and student. Equality is enhanced by assuring that such procedures are agreed upon at the beginning of the semester.

**It is the student's responsibility to bring his/her needs for accommodation to the attention of the instructor as early as possible.** A suggested universal practice is for instructors to maximize the chances of encouraging early discussions by making the following general announcement at the first few class sessions of each semester: "I would appreciate hearing from anyone in this class who has a disability and may require some special accommodation. I am reasonably sure that we can work out whatever arrangement is necessary, be it special seating, testing, or other accommodations. See me after class, or during my office hours." The same message should be included in the course syllabus. Such an announcement not only gives "permission" to hesitant students, but sensitizes the entire class to the concept that individuals with disabilities are an integral part of the group, even though they may undergo different testing conditions. However, some students do not consider themselves disabled "enough" to request accommodations until after an exam. The longer the delay in providing accommodations, the less chance that the accommodations will be effective in aiding the student.



Personnel within the OSD have a wealth of experience and knowledge to share with faculty about employing universal design in instruction and the learning environment. The professional staff are from the nursing, occupational therapy, social work, counseling, education, and speech and hearing sciences fields and make themselves available to lend expertise and engage in discussions surrounding accessibility and accommodations for students.

Please feel free to direct questions to the OSD as there are sometimes novel situations that require unique accommodations.

Kimberly Kennedy, Director  
Office for Students with Disabilities  
814-732-2462  
Fax: 814-732-2866  
E-mail: [kennedy@edinboro.edu](mailto:kennedy@edinboro.edu)

<http://www.edinboro.edu/directory/offices-services/judicial-affairs/STUDENT%20CODE%20OF%20CONDUCT.pdf>

## Code of Conduct

### III. STATEMENT OF ACADEMIC INTEGRITY

In order to create an environment conducive to the legitimate pursuit of knowledge and to promote the highest level of academic excellence, the faculty of Edinboro University hold all students accountable for maintaining the highest standards of academic integrity. Students who engage or participate in any form of academic dishonesty will be considered to be in violation of Edinboro University's academic integrity statement and will be subject to sanctions, up to and including dismissal from the University.

*Academic dishonesty* is defined as follows:

*Cheating.* Behaviors including, but not limited to, use of unauthorized notes or reference materials during examinations; copying answers from another student's paper during an examination; the unauthorized possession of academic materials, including exams; the unauthorized exchange of course assessment materials, including exams; the unauthorized exchange of information or collaboration regarding tests, or other course assignments; aiding another to engage in cheating; and/or all other acts of academic dishonesty that any member of this academic community would reasonably understand to be a breach of this academic integrity statement will be considered cheating and an act of academic dishonesty.

*Plagiarism.* Plagiarism may be defined as the act of taking the ideas and/or expression of ideas of another person and representing them as one's own. This includes, but is not limited to, using ideas or passages from a work without properly attributing the source, paraphrasing the work of another without giving proper credit, and/or the sale, purchase, or exchange of papers or research. It is the student's responsibility to know what plagiarism is and to properly cite the work of others. If a student is in doubt, it is their responsibility to resolve any ambiguity prior to submitting the work. Plagiarism is nothing less than an act of theft, and, as such, is subject to University disciplinary action.

Students are expected to represent their personal work honestly in that the work students submit for evaluation in a course is their own. Honesty is expected in all facets of students' academic lives and in their interactions with faculty regarding all aspects of their courses. Students involved in acts of cheating or plagiarism fail to meet the mission of the University and thus are subject to disciplinary action.

Students who are in violation of the University's academic integrity statement will be held accountable for their actions by the faculty member and the academic department and be subject to the imposition of discipline. Such violations can result in the student receiving a lower grade or a failing grade for the assignment and/or the course, and/or other academic sanctions as deemed to be appropriate by the faculty member.



## **SELECTED UNIVERSITY POLICIES & PROCEDURES**

[www.edinboro.edu](http://www.edinboro.edu), keyword: *policy*

*click on “policy manual (employees only)” and sign in with password*

### **Class Attendance Policy**

1. Students are expected to attend each and every class meeting in its entirety. Faculty members shall maintain a record of classroom attendance. Each student is responsible for verifying his or her attendance when arriving late to class and/or justifying early departure.
2. Class absences are excused for medical reasons, University activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities appropriate to be considered as an excused absence include but are not limited to: scheduled athletic events, cultural events, academic competitions, etc., in which the student is a participant. Other appropriate situations include: military duties, auto accidents, death in immediate family, medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor.
3. A student who has been recognized by an individual faculty member as potentially benefiting from learning experiences which complement regular classroom attendance may contract with the instructor for a mutually agreeable alternative to regular classroom attendance.
4. Faculty members are encouraged to consider class attendance in their grading. A student shall have the privilege of unexcused absences equal to the number of classes held in a week, or to one absence per credit hour, whichever is less.

### **Academic Assessment of Students Policy**

It is recognized that faculty have academic freedom in the classroom in discussing their subject. Faculty members are encouraged to administer a sufficient number and variety of evaluative measures to arrive at a just appraisal of student performance. A final evaluation or culminating experience should be one of the evaluative measures administered in each course.

## **Disruptive Behavior in Supervised Situations Policy**

If a student, through language or behavior, disrupts the classroom or any academic situation so that instruction is materially impeded, an employee has the right to request the removal of the student from class. For the purpose of this policy, “employee” includes a faculty member or other authorized employee or agent of the University.

## **Disciplinary Procedures and Student Code of Conduct Policy**

Copies of “Student Code of Conduct and Judicial Procedures” are available in the office of the Vice President for Student Affairs, Office of Student Standards, Residence Life and Housing Office, and on the University website at [www.edinboro.edu](http://www.edinboro.edu), keyword: *judicial affairs*. See entries for Anti-Plagiarism Handbook, Faculty Referrals, and Student Code of Conduct.

## **Student Appeal of Assigned Grade Policy**

This policy provides for due process in the rare instance when a student believes that a final grade assigned in a course reflects unsubstantiated academic evaluation or calculation error by the course instructor. It also provides a remedy in cases where the hearing process sustains the student’s claim. The process is not a disciplinary proceeding for any of the involved parties, although the findings may lead to disciplinary investigation or action under a different University policy.

Each academic department of the University shall have an Academic Appeals Committee. Membership on the Committee shall consist of at least three faculty members of the department and at least two students who are majors in the department’s programs, all of whom shall be elected by the department faculty. Students wishing to appeal a final grade must initiate the appeal within fifteen (15) calendar days after the beginning of the semester following the issuance of the grade. Summer school shall not constitute a semester. The departments will maintain records of all grade appeals. With the exception of the grade change, no part of this procedure will become a part of any individual’s university record or file.

Since the grading process involves the instructor’s judgment of the student’s academic performance, the only issue under consideration for final grade appeal is whether the student can provide clear evidence that the assignment of the grade was a result of a calculation error or was assigned based on unsubstantiated academic evaluation by the instructor.

## **Death of a Student Policy**

In the event of a student death on or off campus, the University Police should be immediately notified. The University Police will notify the Vice President for Finance & Administration and the Vice President for Student Affairs. If the Vice President for Finance & Administration and the Vice President for Student Affairs are unavailable, the University Police should notify the President or his/her designee.

If the death is discovered by a university employee other than the University Police, the University Police should be immediately notified. The employee should then utilize the appropriate chain of command to notify his/her supervisor. When necessary, the appropriate support service referrals will be made by the employee’s immediate supervisor.

The location of the student’s death will be considered a potential crime scene until police personnel have determined otherwise. Therefore, access to this location may be restricted pending resolution of a criminal investigation. Individuals sharing a common living space with the deceased student may be temporarily or permanently reassigned at the University’s discretion. The Residence Life and Housing office will attempt to honor on campus room relocation requests as appropriate.

## **Emergency Response Procedures**

Please refer to the Emergency Response Guide on the University website at: [www.edinboro.edu](http://www.edinboro.edu), keyword: *response guide* for detailed guidelines related to active shooter, fire alarms, evacuation of persons with disabilities, bomb threats, and other emergency situations.

## **Fire Emergency Planning and Preparedness Policy**

Emergency evacuation drills in academic and administrative buildings shall be conducted at a minimum of once every six (6) months. The Manager of Environmental Health and Safety shall coordinate scheduled drills with the Building Managers.

Emergency evacuation drills in the Residence Halls shall be conducted twice (2) a semester. The first drill of each semester shall be conducted within 10 days of the beginning of classes. At a minimum, at least one of the two required drills shall be held during the hours after sunset or before sunrise. The Manager of Environmental Health and Safety shall coordinate scheduled drills with the Residence Hall Coordinators.

Drills shall be conducted at different hours of the day or evening, during the changing of classes, and during other times to avoid distinction between drills and actual fires. These drills shall be unannounced to the occupants of the buildings.

In cases of severe weather the Manager of Environmental Health and Safety shall have the authority to modify the frequency of the emergency evacuation drills.

Fire drills shall be conducted, supervised, and documented by the Manager of Environmental Health and Safety or his/her designee.

Evacuation is mandatory any time a fire alarm is activated or when an evacuation is ordered.

Building specific evacuation procedures shall supersede these general procedures. Occupant specific evacuation procedures shall supersede these general procedures.

### **ELEVATORS SHALL NOT BE USED DURING A FIRE DRILL OR AN ACTUAL FIRE.**

## **Non-Discrimination Statement, Policies, and Reporting Procedures**

Edinboro University of Pennsylvania is an equal opportunity education institution and employer and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, and the ADA. For information regarding civil rights or grievance procedures, contact the Office of Human Resources and Faculty Relations, Reeder Hall, (814-732-2810) or the Office of Social Equity (814-732-2167), 219 Meadville Street, Edinboro, PA 16444.

For information or assistance regarding services, activities and facilities that are accessible to and useable by persons with disabilities, contact Kimberly Kennedy, Director, Office for Students with Disabilities (814-732- 2462 V/TTY).

Furthermore, Title IX prohibits discrimination on the basis of sex in education programs and activities. Complaints or concerns of sex discrimination and sexual harassment should be reported to the Director of Social Equity at 814-732-2167 or to the Associate Vice President for Human Resources and Faculty Relations at 814-732-2810. Reports of sexual violence and sexual assault should be reported to the University Police at 814-732-2921 and the Title IX Coordinator at 814-732-2167.

University Policy G005 Equal Opportunity/Affirmative Action and Non-Discrimination states: "Edinboro University does not discriminate against individuals or groups because of their race, sex/gender, color, age, religion, national origin, disability, organizational affiliation, sexual orientation/gender stereotype, marital status, veteran status, or any other protected class status as defined by applicable federal or state law."

Individuals who live, learn, and work on campus are strongly encouraged to read and familiarize themselves with the full content of this policy.

University Policy C006 Harassment, Intimidation and Institutional Vandalism states: “The University is committed to creating and maintaining a campus environment that is free of harassment, intimidation, and institutional vandalism. University policy prohibits committed acts that are severe or pervasive enough to have the impact of unreasonably interfering with an individual’s ability to live, learn, and work at Edinboro University. Such acts include, but are not limited to, acts of bullying, including cyber-bullying, intimidation or danger to the person, criminal mischief, harassment by community or address and arson.” Individuals who live, learn, and work on campus are strongly encouraged to read and familiarize themselves with the full content of this policy.

### **Sexual Harassment and Related Unprofessional Conduct Policy**

The University is committed to creating and maintaining a campus environment that is free of sexual harassment. Sexual harassment is a violation of both Federal and State Law and the University will act in accordance with those laws. The University will not knowingly tolerate substantiated incidences of sexual harassment. It is the University’s position that any degree of sexual harassment is a sufficient basis for the imposition of discipline on students and employees, and, depending on the nature of the offense, discipline could range from verbal warnings up to and including termination or expulsion. When sexual harassment is sufficiently severe or pervasive that it unreasonably interferes with an individual’s performance and creates an intimidating, hostile working or learning environment, substantial disciplinary action is warranted. The University regards this policy as a reaffirmation of a view it has always held that sexual harassment constitutes a basis for disciplinary action that can include, where appropriate, termination of employees or expulsion of students.

The University’s educational mission is promoted by professionalism in interpersonal relationships. Since professional relationships are central 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 be allowed to conflict with the academic and professional integrity of these interpersonal relationships or to interfere with an individual’s work or educational experience. A University employee with professional responsibility for a student has real or potential power and authority over that student in a variety of roles including, but not limited to, instructor, advisor, coach, work-study supervisor, committee member, etc. Such employee shall not abuse that power. Absent contradictory evidence, amorous and sexual relationships between a student and an individual with professional responsibility for that student, are presumed to be exploitative and constitutes unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of sexual harassment or related unprofessional conduct. Therefore, any employee in a supervisory role who enters into a sexual relationship with a student or another employee enters into that relationship with risk. These persons will be subject to scrutiny if a complaint of sexual harassment is leveled against the “supervisory person” by the “subordinate person” or if a third party brings a complaint.

University Policy G004 University Sex Discrimination and Sexual Misconduct Policy Handbook contains information for University employees, students, parents, and others as required under Title IX (20 U.S.C. §1681 et seq.) (“Title IX”), The Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act (20 U.S.C. §1092(f) (“Clery Act”) and the Violence against Women Act (“VAWA also known as Campus SAVE” (20 U.S.C. §1092(f)). The content of this University Sex Discrimination and Sexual Misconduct Policy Handbook contains the following information:

- (1) Identification and contact information of the Title IX Coordinators
- (2) How the University complies with relevant federal law and guidance on Title IX and Title VII, as well as other relevant laws
- (3) Reporting procedures

- (4) Prohibition against retaliation for reporting an incident, filing a complaint, or participating in a hearing or fact-finding investigation
- (5) Internal processes for handling allegations of sex discrimination and sexual misconduct
- (6) Related unprofessional conduct and its relation to sexual harassment
- (7) Availability of training and education about sex discrimination and sexual misconduct
- (8) Available counseling and other resources located on and off campus

*For the full text of these and other University policies, please go to [www.edinboro.edu](http://www.edinboro.edu), keyword: policy. Click on “policy manual (employees only)” and sign in with password.*



## SUPPORT FOR STUDENT SUCCESS

**Center for Career Development**.....Pogue Student Center, 732-2781

[www.edinboro.edu](http://www.edinboro.edu), keyword: *careers*

The staff provides assistance to students from their first year through preparation for a job search, interviewing or graduate school selection. Services include career counseling and assessment, job postings, career fairs, and career development activities for all students.

**Counseling and Psychological Services**.....McNerney Hall, 732-2252

[www.edinboro.edu](http://www.edinboro.edu), keyword: *counseling and psychological services*

Licensed faculty psychologists provide confidential counseling for personal, social, and emotional concerns, and maintain the Piper's Quick Referral Guide located on the University website: [www.edinboro.edu](http://www.edinboro.edu), keyword: *referral guide*.

**Dining Services – The University Club**.....(for reservations) 732-1500

[www.edinboro.edu](http://www.edinboro.edu), keyword: *university club menu*

University Dining maintains facilities in Van Houten, the University Center, Rose Hall, the Library and Doucette Hall. The University Club, located in the north dining hall of Van Houten, serves lunch daily to faculty and staff.

**Dr. Robert C. Weber Honors Program** .....Earp Hall, 732-2981

[www.edinboro.edu](http://www.edinboro.edu), keyword: *honors*

The Dr. Robert C. Weber Honors Program provides opportunities for high-ability students to extend their intellectual and creative talents beyond conventional university offerings. The program is designed for students who choose to enrich their University studies through directed, self-directed, and independent activities commensurate with their abilities. The program is available to qualified students enrolled in a baccalaureate degree program.

**Office for Students with Disabilities (OSD)** .....Crawford Center, 732-2462

[www.edinboro.edu](http://www.edinboro.edu), keyword: *disability*

Edinboro University's premiere program for students with disabilities serves students who require accommodations related to mobility, visual, hearing, learning or other disabilities, and works closely with students and their families to develop a barrier-free academic experience.

**Learning Technology Services- Online and Interactive Television Course Support, Instructional Design Support and Classroom Technology Support** .....Ross Hall

Dr. James Boulder, Manager of Online Programs and Instructional Designer (x1047 or [jboulder@edinboro.edu](mailto:jboulder@edinboro.edu))

Ms. Sandy Dell, Learning Management Systems Administrator (x1033 or [cdell@edinboro.edu](mailto:cdell@edinboro.edu))

TBD, Media Services Manager (x1346)

Mr. Dan Mitchell, Technology Specialist (x1019 or [dmitchell@edinboro.edu](mailto:dmitchell@edinboro.edu))

**Residence Life and Housing** .....Lawrence Towers, 732-2818

[www.edinboro.edu](http://www.edinboro.edu), keyword: *housing*

The Residence Life and Housing staff assists new and continuing students in making the transition from home to living in the residence halls on campus through a variety of programs to help acclimate students to the University community. Multiple Living-Learning communities offer the opportunity for living among peers with similar interests and enhanced interaction among students, faculty and staff beyond the classroom experience.

## **S.C.O.T.S.**

[www.edinboro.edu](http://www.edinboro.edu), keyword: *scots*

The University's online transaction center is called S.C.O.T.S. A link to it is located on the Edinboro University home page and will direct the user to a secure website where there are other useful links.

## **Student Health Services** .....McNerney, 732-2743

[www.edinboro.edu](http://www.edinboro.edu), keyword: *health center*

Student Health Services provides a wide variety of health promotion and health care services, including self-care facilities, the men's and women's clinics, immunizations at cost, HIV/AIDS counseling and testing, ambulatory care, and confidential counseling for personal, social and emotional concerns.

## **Student Judicial Affairs**.....Lawrence Towers, 732-2920

[www.edinboro.edu](http://www.edinboro.edu), keyword: *judicial affairs*

In support of the University's mission, the Office of Student Judicial Affairs encourages students to uphold standards of conduct to promote a civil community, and to maintain a positive living and learning environment for all members of the University community. Through a system of fair and efficient due process, students are challenged to be responsible for their actions on campus and within the community. The student code of conduct and Disciplinary procedures may be accessed from the Student Judicial Affairs' website.

## **Student Services Center**.....Hamilton Hall, 732-5555

[www.edinboro.edu](http://www.edinboro.edu), keyword: *student services center*

The Student Services Center houses the offices of the Bursar, Student Financial Support and Services, and Records and Registration; maintains the University's S.C.O.T.S. system for on-line scheduling, access to university calendars and catalogs, a QPA calculator and other services.

## **Technology and Communications**..... 732-2931

[www.edinboro.edu](http://www.edinboro.edu), keyword: *TAC*

The Technology and Communications department maintains the University's computer systems and infrastructure.

## **University Ombudsperson**.....Alumni House, 732-1710

[www.edinboro.edu](http://www.edinboro.edu), keyword: *ombudsperson*

The Ombudsperson for the University offers confidential, informal, independent, and neutral dispute resolution services to all members of the community by providing information, advice, intervention and referrals.

## **University Police** .....Information Center and Police Station, 911 Scotland Road, 732-2921

[www.edinboro.edu](http://www.edinboro.edu), keyword: *police*

The University Police are a fully-commissioned police force that provides a variety of services to ensure campus safety, security, and a positive community environment for students, faculty, staff and guests.

## **Veterans Success Center**.....Crawford Center, Room 208A, 732-1568

The Veterans Success Center serves as a one-stop resource for student veteran needs. The Center provides study space, computers and access to campus and off-campus resources and GI Bill benefit programs.

## **Writing Center**.....Baron-Forness Library, 732-1493

The Writing Center provides one-on-one assistance to students with the goal of improving their writing skills. The Center is adjacent to the freshman English classrooms and the writing laboratory.



## Edinboro University Student-Athletes

- Edinboro University sponsors 17 varsity sports, wheelchair basketball and cheerleading: 16 in NCAA II and the Pennsylvania State Athletic Conference (PSAC), one in NCAA I, PSAC, and EWL (wrestling).
- 10 women's teams include cross country, volleyball, soccer, basketball, swimming, indoor track and field, tennis, softball, outdoor track and field, and lacrosse.
- 7 men's teams include cross country, football, basketball, swimming, wrestling, outdoor track and field, and tennis.
- We have more than 100 home competitions during the year and invite you to attend when you can. Want to get even closer to the action? Contact Roy Shinn ([shinn@edinboro.edu](mailto:shinn@edinboro.edu)) about serving as an honorary captain for one of the home competitions.
- The PSAC consists of the 14 PASSHE universities and four private institutions.
- Edinboro has approximately 350 student-athletes across three playing seasons, majors in nearly every academic department, and 17 in the Honors program.
- Priority Scheduling allows students representing the University on athletic teams to register for courses 24 hours ahead of their peers with a goal of minimizing missed class time due to competitions.
- The University attendance policy allows students representing the University in athletic competitions to make up any missed work due to a missed class because of a competition. It is the student-athletes' responsibility to work with their instructors to plan for this. They are not excused from class for practice.
- Student-athletes considered at-risk academically attend supervised study table 3-6 hours per week, in order to promote positive study habits
- Student-athletes with cumulative GPAs  $\geq 3.0$  qualify for the Spring banquet and are asked to invite a faculty member or administrator to join them.
- Contacts: Athletic Director Bruce Baumgartner ([bbaumgartner@edinboro.edu](mailto:bbaumgartner@edinboro.edu)), Athletic Compliance Director Todd Jay ([jay@edinboro.edu](mailto:jay@edinboro.edu)), Sports Information Director Bob Shreve ([rshreve@edinboro.edu](mailto:rshreve@edinboro.edu)), and Faculty Athletics Representative Roy Shinn ([shinn@edinboro.edu](mailto:shinn@edinboro.edu)).



## Benefits

If you are entitled to benefits, the Manager of Payroll and Benefits will send an email to your EUP campus email address listing all of your benefit options. For the most recent version of the benefits summary for faculty members, visit <http://www.edinboro.edu/directory/offices-services/hr/employee-benefits/index.html>. Under *Benefit Program Information by Employee Group*, select *Association of Pennsylvania State College and University Faculties (APSCUF)*, then choose *Summary of Benefits*. This summary is subject to change.

### Campus Building Street Addresses

Academy Hall .....	200 East Normal Street
Dr. William P. Alexander Music Center .....	110 Kiltie Road
Alumni House .....	210 Meadville Street
Baron-Forness Library .....	200 Tartan Road
Boiler House .....	300 Glasgow Road
Butterfield Hall .....	310 Scotland Road
Centennial Hall .....	295 Meadville Street
Louis C. Cole Auditorium – Memorial Hall .....	205 Meadville Street
Compton Hall .....	210 East Normal Street
Cooper Hall .....	230 Scotland Road
Crawford Center for Health and Physical Education and Disability Resources .....	200 Glasgow Road
Dearborn Hall .....	205 Darrow Road
Diebold Center for the Performing Arts .....	217 Meadville Street
Doucette Hall .....	215 Meadville Street
Earley Hall .....	200 Scotland Road
Earp Hall .....	225 Darrow Road
East Hall .....	200 Kiltie Road
Gazebo .....	225 Scot Road
Hamilton Hall .....	210 Glasgow Road
Hendricks Hall .....	235 Scotland Road
Highlands Building 1 .....	120 Perry Lane
Highlands Building 2 .....	122 Perry Lane
Highlands Building 3 .....	402 Scotland Road
Highlands Building 4 .....	400 Scotland Road
Highlands Building 5 .....	410 Scotland Road
Highlands Building 6 .....	412 Scotland Road
Highlands Building 7 .....	320 Scotland Road
Highlands Building 8 .....	305 Darrow Road
Human Services Building .....	215 Scotland Road
Information Center and Police Station .....	911 Scotland Road
Lawrence Towers .....	150 Perry Lane
Leader Clinic .....	100 Kiltie Road
Loveland Hall .....	215 Glasgow Road
McComb Fieldhouse .....	455 Scotland Road
McNerney Hall .....	300 Scotland Road
Miller Center .....	325 Scotland Road
Frank G. Pogue Student Center .....	405 Scotland Road
Reeder Hall .....	219 Meadville Street
Rose Hall .....	235 Darrow Road
Ross Hall .....	220 Scotland Road
State Garage .....	305 Glasgow Road
Sox Harrison Stadium .....	500 Scotland Road
Storage Complex .....	115 Perry Lane
Substation .....	245 Darrow Road
Van Houten Dining Hall .....	345 Scotland Road
R. Benjamin Wiley Arts and Sciences Center .....	200 Cooper Circle
Mike S. Zafirovski Sports and Recreation Center .....	300 Scot Road

## EDINBORO UNIVERSITY OFFICE LISTING

(see also <http://www.edinboro.edu/directory/offices-services/index.html>)

OFFICE	BUILDING	PHONE	FAX
Academic Affairs	Reeder Hall	2729	2600
Academic Success Center	Baron Forness Library, 2 <sup>nd</sup> Floor	2218	2210
Accounting	McNerney Hall	2725	2693
Admissions	Academy Hall	2761	2420
Adult Student Services	Frank G. Pogue Center	2701	2909
Affirmative Action	Reeder Hall	2167	2153
AFSCME	Hamilton Hall	2689	2206
Alumni Relations	Alumni House	2715	2843
APSCUF	Centennial Hall	2918/2277	2286
Art Department	Doucette Hall	2406	2414
Arts, Humanities, and Social Sciences, College of	Wiley Arts & Science Center	2400	2629
Assistive Technology Center	Crawford Center	2160	2866
Athletics	McComb Fieldhouse	1821	2190
Director	McComb Fieldhouse	1823	2190
Sports Information	McComb Fieldhouse	1836	2596
Sports Medicine	McComb Fieldhouse	1862	2857
Auxiliary Operations	McNerney Hall	2800	2828
Biology and Health Services Department	Cooper Hall	2500	1691
Bookstore	Frank G. Pogue Student Center	2456	2898
Bruce Gallery	Doucette Hall	2513	
Budget Office	Reeder Hall	2870	2383
Bursar	Hamilton Hall	3502	2991
Business and Economics Department	Hendricks Hall	2407	1610
Business, School of	Wiley Arts and Science Center	2460	2522
Campus Life	Frank G. Pogue Student Center	2768	2665
Center for Career Development	Frank G. Pogue Student Center	2781	2909
Chemistry Department	Cooper Hall	2485	2593
CLEP Testing	McNerney Hall	2701	2909
Communication Studies Department	Compton Hall	2444	2184
Communications and Marketing	Alumni House	2193/1731	2342
Community Music School	Alexander Music Center	1357	
Community Outreach Center	Frank G. Pogue Student Center	2699	2696
Construction	McNerney Hall	2566	2351
Controller	McNerney Hall	2757	2693
CORE (Center for Outdoor Recreation)	Frank G. Pogue Student Center	2942	2665
Counseling and Psychology Services	McNerney Hall	2252	2666
Counseling, School Psychology and Special Education Department	Butterfield Hall	2200	
Credit Union (PSECU)		1-800-237-7328	
Custodial	Earley Hall	2826	
Desktop Systems and Learning Technology (DSL) Technology Center (DELTA)	Reeder Hall	2484	1659
Learning Technology Center	Centennial Hall	1033	2429
Video Communications Center	Reeder Hall	2484	1659
Development	Alumni House	2992	2996
Dining Services/ID Access Office	Van Houten Dining Hall	2635	2786
Catering	Van Houten Dining Hall	1500/2747	
The Celtic Court	Frank G. Pogue Student Center	2919/2747	
The Cyber Café	Frank G. Pogue Student Center	2292	
Skipjack's	Rose Hall	2624	
Sandellas	Van Houten, First Floor	2615	
Marketplace	Van Houten Dining Hall	2747	
Early Childhood and Reading Department	Butterfield Hall	2421	
Edinboro News Network (ENN)	Miller Center	2767	
Edinboro in Erie – The Porreco Center, 2951 West 38 Street	Erie, PA 16506	836-1955	833-2085
Education, School of	Butterfield Hall	2724	2268

OFFICE	BUILDING	PHONE	FAX
English and Philosophy Department	Centennial Hall	2736	2189
Enrollment Services	Academy Hall	2761	2420
Environmental Health and Safety	Earley Hall	1709/2826	2241
Event Services	Reeder Hall	1347	2880
Extended Learning	Porreco Center	836-1955	833-2085
Facilities	Earley Hall	2826	2241
Faculty Relations/Human Resources	Reeder Hall	2810/2703	2885
Finance and Administration	Reeder Hall	2585	2756
Financial Aid	Hamilton Hall	3500	2129
Financial Operations	McNerney Hall	2732	2693
Fire and Safety	McNerney Hall	2709	2351
Foreign Languages Lab	Hendricks Hall		
Frank G. Pogue Student Center	Frank G. Pogue Student Center	2842	2665
Garage	State Garage	2488	2241
Geosciences Department	Centennial Hall	2529	1691
Graduate Studies and Research	Butterfield Hall	2856	2611
Grants and Sponsored Programs	Butterfield Hall	2856	2611
Health and Physical Education Department	Crawford Center	2502	2582
Health and Wellness Center	McNerney Hall	2743	2666
Help Desk	Centennial Hall	2111	2429
History, Anthropology, and World Languages Department	Hendricks Hall	2575	2118
Honors Program	Earp Hall	2981	2982
HOTLINE Weather Emergency	Reeder Hall	2676 (BORO)	
Housing	Lawrence Towers	2818	2314
Human Resources and Faculty Relations	Reeder Hall	2703/2810	2885
International Student Services	Reeder Hall	2770	2443
Journalism and Public Relations	Compton Hall	2441	2184
Judicial Affairs	Lawrence Towers	2920	2923
Leader Speech and Hearing Center	Leader Clinic	2433	2612
LGBTQIA Resource Center	Centennial Hall		
Library	Baron-Forness Library	2273	
Administration	Baron-Forness Library	2779	2883
Archives	Baron-Forness Library	2415	
Bibliographic Instruction	Baron-Forness Library	2253	
Circulation	Baron-Forness Library	2273	
Faculty Study	Baron-Forness Library	2604	
Inter-library Loan	Baron-Forness Library	2946	
Computer Lab	Baron-Forness Library	2509	
Reference Services	Baron-Forness Library	2253	
Mailroom	Earley Hall	2483	
Maintenance	Earley Hall	2826	2241
Mathematics and Computer Science Department	Ross Hall	2760	1170
Middle & Secondary Education and Educational Leadership Department	Butterfield Hall	2830	
Music and Theatre Department	Alexander Music Center	2555	2559
Nursing Department	Centennial Hall	2900	2536
Office for Students with Disabilities	Crawford Center	2462 V/TTY	2866
Ombudsperson	Alumni House	1710	2996
Online Course and Instructional Design Support	Centennial Hall	1047/1033	
Orientation and Student Transitions	Lawrence Towers	2782	1713
Payroll	Reeder Hall	2870	2383
Peer Tutoring	Library	2218	2210
Performing Arts Series	Alexander Music Center	2518/1242	
Personnel	Reeder Hall	2703/2810	2885
Physics and Technology Department	Hendricks Hall	2592	1691
Piper Press	Earley Hall	2739	2028
Planetarium	Cooper Hall	2493	2422
PSECU	Frank G. Pogue Student Center	734-8792	
Police, University (non-emergency)	Info Ctr/Police Station	2921	2316
Police, University (emergency)	Info Ctr/Police Station	2911	2316
Political Science and Criminal Justice Department	Hendricks Hall	2409	2118

<b>OFFICE</b>	<b>BUILDING</b>	<b>PHONE</b>	<b>FAX</b>
President's Office	Reeder Hall	2711	2880
Provost's Office	Reeder Hall	2729	2600
Psychology Department	Compton Hall	2774	2005
Public Relations	Alumni House	2193	2342
Publications and Marketing	Alumni House	2929	2621
Purchasing	McNerney Hall	2704	2281
Reading Clinic	Butterfield Hall	1097	
Records and Registration	Hamilton Hall	3501	2130
Recreational Programs	Frank G. Pogue Student Center	2902	2665
Residence Life and Housing	Lawrence Towers	2818	2314
ROTC (Military Science Department)	Hendricks Hall	2562	2352
Scheduling	Hamilton Hall	5555	2130
Science and Health Professions, College of	Wiley Arts and Science Center	2440	2422
Senior Center	Diebold Center/Performing Arts	2244	
Sociology Department	Centennial Hall	2573	2865
Social Equity	Reeder Hall	2167	2153
Social Work Department	Towers B, Third Floor	2013	1108
Special Events	Reeder Hall	1739	2880
Spectator Office	Compton Hall	2266	2270
Speech and Hearing Clinic	Leader Clinic	2433	2612
Speech, Language and Hearing Department	Leader Clinic	2433	2612
Sports Information	McComb Fieldhouse	1834	2596
Sports Medicine	McComb Fieldhouse	1860	2596
Store Room	Earley Hall	2470	
Student Activities	Frank G. Pogue Student Center	2768	2665
Student Affairs	Frank G. Pogue Student Center	2313	2801
Student Government Association	Frank G. Pogue Student Center	2910	2665
Student Health Services	McNerney Hall	2743	2666
Student Judicial Affairs	Lawrence Towers	2920	2314
Student Services Center	Hamilton Hall	5555	
Student Teaching	Butterfield Hall	2740	2268
Student Technology Help Center	Centennial Hall	2111	
Technology and Communications	Centennial Hall	2931	2429
Technology Help Center (Employees)	Centennial Hall	2111	
Television Station (ETV)	Compton Hall	2767	
Transcript Requests	Hamilton Hall	3504	2130
University Advancement	Alumni House	2992	2996
University Club	Van Houten North	1500	
University Services, Inc.	McNerney Hall	2800	2828
Veterans Success Center	Crawford Center	1568	2568
Writing Center	Baron-Forness Library	2682	2189
Women's Resource Center	Centennial Hall	2318	
WFSE	Compton Hall	2641	2427
WFSE-FM News Phone	Compton Hall	2888	2427
WFSE-FM Request Line	Compton Hall	2889	2427

# ACADEMIC CALENDARS

## FALL SEMESTER 2015

Classes Begin.....	Monday, August 24, 2015
Last Day to Drop/Add a Class	
4:30 p.m. at Hamilton Hall .....	Monday, August 31, 2015
11:59 p.m. using S.C.O.T.S .....	Monday, August 31, 2015
Labor Day Holiday (No Classes).....	Monday, September 7, 2015
Reading Day (No Classes).....	Tuesday, October 13, 2015
Last Day to Withdraw (11:59 p.m. using S.C.O.T.S.).....	Friday, October 30, 2015
Thanksgiving Break Begins (Close of Classes).....	Tuesday, November 24, 2015
Thanksgiving Break Ends (Classes resume).....	Monday, November 30, 2015
Last Day of Classes.....	Friday, December 4, 2015
Final Exam Period Begins.....	Monday, December 7, 2015
End of Semester .....	Friday, December 11, 2015
Commencement .....	Saturday, December 12, 2015

## SPRING SEMESTER 2016

Classes Begin.....	Tuesday, January 19, 2016
Last Day to Drop/Add a Class	
4:30 p.m. in person at Hamilton Hall.....	Tuesday, January 26, 2016
11:59 p.m. using S.C.O.T.S. ....	Tuesday, January 26, 2016
Spring Break Begins (Close of Classes) .....	Saturday, March 5, 2016
Spring Break Ends (Classes resume) .....	Monday, March 14, 2016
Last Day to Withdraw (11:59 p.m. using S.C.O.T.S.) .....	Friday, April 1, 2016
Last Day of Class .....	Monday, May 2, 2016
Final Exam Period Begins .....	Tuesday, May 3, 2016
End of Semester .....	Friday, May 6, 2016
Commencement .....	Saturday, May 7, 2016

(Please note: All dates above are as of 03/16/15)

### NOTES:

#### Fall 2015 – for graduate online classes:

**August 24, 2015 – October 12, 2015**

**Part of Term A** (35 class days) First 7.5 weeks

Last Day to Drop-Add – August 26, 2015

Last Day to Withdraw – September 25, 2015

4:30 p.m. at Hamilton Hall

11:59 p.m. using SCOTS

#### Fall 2015 – for graduate online classes:

**October 14, 2015 – December 4, 2015**

**Part of Term B** (35 class days) Last 7.5 weeks

Last Day to Drop-Add – October 14, 2015

Last Day to Withdraw – November 17, 2015

4:30 p.m. at Hamilton Hall

11:59 p.m. using SCOTS

#### Spring 2016 – for graduate online classes:

**January 19, 2016 – March 14, 2016**

**Part of Term A** (35 class days) First 7.5 weeks

Last Day to Drop-Add – January 21, 2016

Last Day to Withdraw – February 22, 2016

4:30 p.m. at Hamilton Hall

11:59 p.m. using Scots

#### Spring 2016 – for graduate online classes:

**March 15, 2016 – April 29, 2016**

**Part of Term B** (35 class days) Last 7.5 weeks

Last Day to Drop-Add – March 17, 2016

Last Day to Withdraw – April 18, 2016

4:30 p.m. at Hamilton Hall

11:59 p.m. using SCOTS

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**Frank T. Brogan, Chancellor (ex officio)**



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