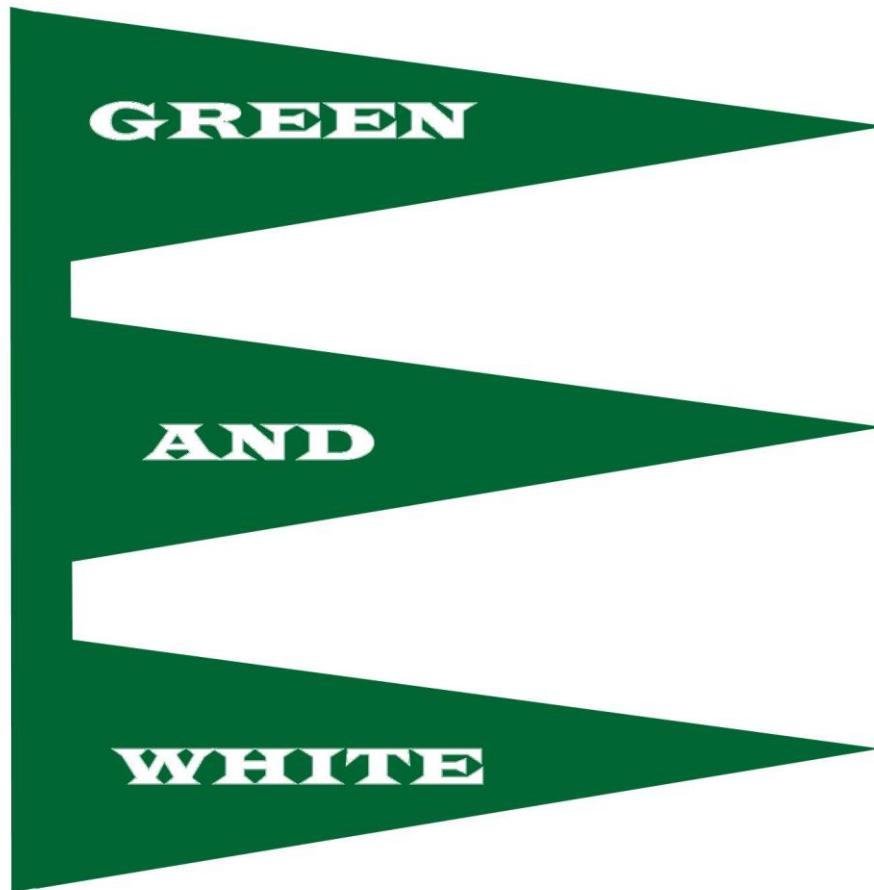


# SLIPPERY ROCK UNIVERSITY STUDENT HANDBOOK



## WELCOME TO THE ROCK!

Dear Students:

Welcome to The Rock!

The Green and White is designed to be your resource. Use it regularly to learn valuable information and assist you in making responsible decisions as well as planning for your future.

Slippery Rock University, the university with the distinctive name, provides you a distinctive higher education. With resources like the Green and White, you can enhance your education to the fullest. Be assertive in learning of opportunities provided to you; respect yourself and others and always be aware of your rights and responsibilities.

It is good to have you as part of the SRU family. Go Rock!

Sincerely,  
Dr. Constance L. Foley  
Vice President for Student Life

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## HISTORY OF SRU

Slippery Rock University opened its doors on March 26, 1889, as Slippery Rock State Normal School. Its first president was James E. Morrow, grandfather of Anne Morrow Lindbergh. Enrollment for the first session was 168 students. Limited to a singular mission in teacher education, the normal school fulfilled its mandate well, and over the years graduated thousands of teachers qualified to staff public schools in Pennsylvania and the nation.

In 1916, the school was purchased by the commonwealth, and in 1926 became a four-year teachers college, permitted the following year to change its name to State Teachers College at Slippery Rock. The institution continued its tradition of teacher training while offering four-year, bachelor's degrees. Although the curricular preparations were in elementary education and in a number of secondary education subjects, the area of academic focus assigned during that era by the Pennsylvania Department of Education was health and physical education. And it was in that concentration that the institution soon achieved a national reputation for excellence.

Slippery Rock State College was established in 1960 and for the first time could award undergraduate and graduate degrees in the liberal arts and in the professions. Expanded curricular offerings and an increased number of degree programs created an appreciable rise in enrollment. From 1960 to 1970, enrollment climbed from 1,314 to 5,446.

Today, as part of the State System of Higher Education, Slippery Rock University of Pennsylvania enjoys an enrollment of some 7,200 students in more than 100 undergraduate, graduate and doctoral degree programs, including students in its College of Business, Information and Social Sciences, College of Health, Environment and Science, College of Humanities, Fine and Performing Arts, College of Education, and its School of Physical Therapy and School of Business.

Students are currently enrolled from some 30 states and some 70 countries.

As one of the largest campuses in Pennsylvania, SRU is situated on 600+ acres in 49 buildings.

To complement on-campus resources, today's students have access to learning facilities at nearby Moraine State Park, Pymatuning State Park, Jennings Environmental Education Center, McKeever Environmental Learning Center and at the Marine Science Laboratory at Wallops Island, Virginia.

# QUICK REFERENCE GUIDE

## **Absences**

**Minor Illness:** Students who live in campus residence halls should report illnesses to their resident coordinator.

## **Major Illnesses**

If the student will be out of school for more than one week, (for medical reasons), the student should notify the Student Health Center. The appropriate dean and the student's professors will be notified.

## **Academic Advisor**

Faculty advisors provide assistance in the class registration process, assessing academic needs, and referring students to other campus resources. 724-738-2009

## **Academic Calendar**

Provides dates on: course withdrawal, drop/add, final exams, graduation, payment deadlines and registration.

## **Academic Dismissal**

A student who has been previously suspended two times and again qualifies for suspension will be dismissed from the university. This student will not normally be readmitted.

## **Academic Good Standing**

Generally a cumulative quality point average of 2.00 or higher is considered academic good standing.

## **Academic Services**

Administers programs to meet the needs of the academically under-prepared student. 724-738-2012

## **Graduation With Honors**

Summa Cum Laude (with highest honor) 3.80-4.000

Magna Cum Laude (with high honor) 3.600-3.799

Cum Laude (with honor) 3.500-3.599

## **Academic Integrity Policy**

The value of a Slippery Rock University education is determined by the quality and character of its students and graduates. Therefore students and student organizations are expected to uphold academic integrity. For more on this policy see the SRU undergraduate catalog.

## **Academic Records And Summer School**

Assists students with registration and withdrawal from courses, transcript requests, academic waivers, major declaration, teacher certification forms and much more. 724-738-2010

## **Academic Standards Policy**

This policy states the minimal requirements that a student must meet to remain enrolled in the university and the consequences when those requirements are not met (refer to Academic Affairs).

## **Address Change**

File a change of address form in the Office of Academic Records.

### **Admission To Teacher Education And Certification**

Student must have achieved a 3.00 QPA, 42-48 credits and take the PRAXIS basic skills test.

### **Admissions-Undergraduate and Graduate**

SRU "rolling admissions" means a decision will be made within a few weeks of application. For undergraduate admissions, an applicant must submit a completed application form, transcript of high school record and SAT or ACT scores. 724-738-2015. At the graduate level, individual departments may have their own application requirements. Therefore, those interested in graduate admissions should visit the Graduate website at [www.sru.edu/graduate](http://www.sru.edu/graduate) or contact the Office of Graduate Admissions at 724-738-2051.

### **Advising And Testing Services**

SRU's Academic Services coordinates academic advising and administers the ACT Assessment.

### **Alcohol Policy**

Alcohol usage is prohibited on the SRU campus (exceptions are listed in the alcohol regulations section).

### **Alumni Affairs**

Sponsors homecoming and alumni weekend as well as a variety of scholarships. Visit Alumni Affairs in the Russell Wright Alumni House adjacent to West Gym. 724-738-2018

### **Athletics**

Intercollegiate athletics, club sports and intramural sports are coordinated in this administrative area. 724-738-2021

### **ATM Machine**

There are three ATM machines available on campus. They are located at the Robert M. Smith Student Center, the University Union and Weisenfluh Dining Hall. The machines allow 24-hour access to cash.

### **Audit Policy**

Students desiring to audit courses (no credit awarded) must receive approval from their academic advisor. Audit course fees and credit course fees are the same. After the second week of the semester, students may not change from audit status to graded status or visa versa.

### **Banks**

PNC Bank ([www.pnc.com](http://www.pnc.com))

Slippery Rock University

Robert M. Smith

724-794-1170

### **Bicycles**

Bicycle racks are located on campus for student convenience. Secure all bikes with the appropriate locks.

### **Blue-Light Emergency Phones**

These special telephone boxes are located throughout SRU's campus. When the box is opened and the receiver picked up, a call is automatically made to University Police Dispatch regardless of whether the caller speaks. A police officer will be sent to the location.

### **Bookstore**

The Student Government Association Bookstore services include: academic regalia, book buy back, computer equipment, fax service, phone cards, class rings, fraternity/sorority paraphernalia, Western Union, books and supplies. 724-738-2104

### **Borough Police**

Slippery Rock Borough Police enforce state laws and local ordinances regarding parking and traffic regulations, disorderly conduct, illegal use of alcohol and other criminal activity. The police station and local magistrate's office are located in the borough building at 306 E. Water Street.

### **Bus Schedule**

The SRU Student Government Association distributes the campus shuttle bus schedule. Other public transportation information may be obtained at the Office of Student Organizations & Leadership in the University Union.

### **Campus Film Policy For Recognized Organizations**

Permission and/or a permit must be obtained from the company that distributes the film before showing the film at an event.

### **Campus Maps**

Maps of the university are available at the Office of Admissions, North Hall Welcome Center.

### **Career Services**

Freshmen and upperclassmen refer to this section for important information about the various services designed especially for you. 724-738-2028

### **Catalog (SRU Undergraduate)**

Contains valuable in-depth information about academic majors, procedures and other academic policies.

### **Change Of Major**

To change a major students must complete a change of major form at the Office of Academic Records, 107 Old Main.

### **Check Cashing**

The SGA Bookstore offers a check cashing service for 50-cents per check. Consult the Bookstore for full details at 724-738-2104.

### **Child Care Center**

The Pre-School and Child Childcare Center is a service of the Slippery Rock University Student Government Association. The National Association for the Education of Young Children accredits the center. Hours of operation are 7:30 a.m. to 5:00 p.m. The center is located in room 007 McKay Education Building. For more information including rates contact: 724-738-2102.

### **Commencement**

Commencement is held at the end of the fall (December) and spring (May) semesters. August graduates have the option of participating in the May ceremony or the following December ceremony.

### **Computer Labs**

There are 25 computer labs available on campus at SRU. All eight residence halls have their own labs that are available 24 hours a day. There are four academic labs that can be used by university students throughout the academic year. In addition there are 12 labs available for specific departments and majors that are restricted for major use only. There is a new lab available in the University Union 2nd floor for student use. Each lab offers independent hours of operation.

### **Continuing Education**

Credit courses, workshops, and seminars are regularly scheduled for the convenience of the part-time student. Classes are regularly offered in Cranberry Township. For those seeking professional development, but not needing college credit Slippery Rock University awards continuing education units. For more information call 724-738-2633.

### **Counseling And Student Development Center**

The Counseling Center is located in Rhoads Hall. The Counseling Center offers counseling and testing services to help students with problems they may encounter. In addition to office hours, a counselor is available round the clock to assist students with any emergency. 724-738-2034

### **Course Descriptions**

Refer to the SRU Undergraduate Catalog for complete course descriptions.

### **Course Repeats**

Students may improve their quality point average by repeating courses. The last grade earned is used in calculating the QPA, even if an earlier grade was higher. However, all grades will appear on transcripts.

### **Credit/Examinations**

Under certain conditions it is possible for students to take credit courses by examination in a subject field. A grade of "Pass" or "No Credit" will be recorded on a student's records for coursework taken through credit by examination. A student may take credit by examination only once per course.

### **Criteria Governing Continuance At Sru**

For detailed information refer to the section entitled Academic Records and Summer School.

### **Cultural Center**

The Office of Multicultural Development has a Cultural Center located on the first floor of the University Union. To reserve student organization meeting space, phone the office at 724-738-2700.

### **Academic Microcomputer Laboratory Directory**

Information Technology Managed Labs  
Eisenberg Classroom Building - Room 120  
724-738-4488

McKay Education -Room 010  
724-738-4491

Spotts World Culture Building - Room 105

724-738-4490

Vincent Science Hall -

Room 129

Other Labs on Campus

Art Department

Room 102 - 724-738-4194

Bailey Library

Room 102 - 724-738-4487

Communication Department Eisenberg Classroom Bldg.

Room 217 - 724-738-2281

College of Education McKay Education Bldg.

Room 123 - 724-738-2892

Maltby

Room 104 - 724-738-6032

Modern Languages Spotts World Cultures Bldg.

Room 203 - 724-738-6158

English Department

Writing Center

Spotts World Culture Bldg.

Room 301 - 724-738-2654

College of Humanities, Fine and Performing Arts Vincent Science

Hall Room 119 - 724-738-2709

College of Health, Environment, and Sciences West Gym Building

Room 013 - 724-738-6899

University Union

Lobby

#### **Cultural Library**

The Cultural Library is located in the Cultural Center in the University Union. Staff is available to sign out books to students who would like to expand their knowledge about cultural diversity. 724-738-2700

#### **Dining Services**

Food service is available in Weisenfluh and Boozel dining halls and Rocky's Grille. The daily menu may be obtained by calling 724-738-2844.

#### **Diplomas**

All diplomas are sent via mail after completion of degree requirements.

#### **Directory Assistance**

Directory assistance may be reached on-campus between the hours of 8:00a.m. and 4:30 p.m. on Monday through Friday by dialing "0". The off-campus number is 724-738-9000.

#### **Disability Student Services**

The Office for Students with Disabilities handles services for students with disabilities. The office is located in 122 Bailey Library. 724-738-2203

### **Elevators**

Elevators are located in all class buildings and residence halls. Those requesting a key for medical reasons may contact the Office for Students with Disabilities, 122 Bailey Library, 724-738-2203.

### **Escort Service**

The University provides an escort service through the campus safety office that is available around the clock. For more information contact University Police at 724-738-3333.

### **Evacuation Procedures**

Evacuation procedures are provided in the hallways of each campus building.

### **Exams**

Exams are administered at the faculty member's discretion. Rules and regulations for exams are also developed at the faculty member's discretion.

### **Exit Exams**

Some students are required to take specific standardized examinations in liberal studies and/or major area of study before a degree will be conferred.

### **Family Connection Services**

Family Connection Services provides families with a variety of services and resources in an effort to connect them with the Slippery Rock University campus community. 724-738-2082

### **Family Day**

Family Day is held during the fall semester of each year. A variety of activities are designed specifically for parents and alumni to interact with students, faculty and staff. 724-738-2082

### **Family Educational Rights And Privacy Act Of 1974**

Refer to the general information section to review this policy.

### **Final Examinations**

At the end of each semester, all final examinations are administered during the time stipulated in the examination schedule, printed in the Master Schedule of Course Offerings, by the Office of Academic Records and Summer School.

### **Financial Aid Office**

The Office of Financial Aid is located at Room 107, Maltby. 724-738-2044

### **Frederick Douglass Institute**

The Frederick Douglass Institute for Academic Achievement and Human Development is a collaborative effort between Academic Affairs and Student Affairs. Principles developed by Frederick Douglass serve as the foundation for the development of academic and human development programs. For more information contact Dwight Greer at 724-738-2615.

### **Full-Time Status**

Students must register for 12 credits to be considered a full-time student.

### **Grade Appeal Policy**

Refer to the SRU Undergraduate Catalog for details.

### **Grades And Quality Points**

Refer to the undergraduate catalog for details.

### **Grade Point Average**

Refer to the undergraduate catalog for details.

### **Graduate Student Programs**

Graduate student information may be found in the SRU Graduate catalog. Those interested in graduate admissions should visit the Graduate website at [www.sru.edu/graduate](http://www.sru.edu/graduate) or contact the Office of Graduate Admissions at 724-738-2051.

### **Hazing Policy**

No student or organization, fraternity or sorority shall permit its pledges or members to submit or take part in hazing or vulgar or indecent practices, or any practices that involve hazard or danger. The criteria for hazing includes public display, physical abuse, moral indignity and scholastic interference.

### **Health Services**

Health services are provided by staff of Student Health Services. All students are provided with confidential health care. Specific services included medical care by certified physicians and nurse practitioners; walk-in care by registered nurses around the clock during the academic year; inpatient care for short-term illnesses; and health education resources and outreach programs.

### **Help Desk**

The SRU HELP Desk is located at 200 Maltby Center. Operating hours are Monday-Friday, 8:00 a.m.-4:30 p.m. unless otherwise posted. The HELP Desk is the first point of contact for all work requests or problems concerning technology at SRU. The HELP Desk can be reached at 724-738-HELP (4357)

### **Homecoming**

Homecoming is a chance for alumni to return to SRU to recapture the memories of their time at the university. Events include a homecoming parade, football game and the crowning of the homecoming king and queen.

### **Housing/Residence Education**

All students are welcome to live in the various residence halls. Freshmen are required to live in the residence halls. All residence halls have kitchen, cable, microwaves, computer rooms, personal voice mail and individual computer internet access. 724-738-2082

### **ID Cards**

Identification cards are necessary for all students at Slippery Rock University. ID cards may be used to purchase meals and use university facilities. Students who damage or misplace ID cards must pay a fee to have them replaced an ID card when they arrive at SRU. 724-738-2100

### **Incompletes**

Incomplete grades are given at the discretion of the individual faculty member and are given when extenuating circumstances prevent a student from completing course requirements during any given semester. Any student receiving an incomplete has 12 months to complete coursework and receive a final grade. If a student is unable to complete work in this time period, regardless of the circumstances, the grade is automatically changed to an "F."

### **Individual Course Withdrawal**

See the SRU Undergraduate Catalog for further information.

### **Information Desk**

The Student Information Desk is located in the University Union. Information is available on events, programs, student organizations and more. 724-738-2644

### **Information Technology**

Telecommunications and Networking is located in 200 Maltby. The campus telephone system, computer network, HELP desk and academic labs are all managed and supported by this office. Telephone repair orders can be placed at ext. 6800. The department office can be reached at 724-738-2800.

### **Intercultural Programs**

The Office of Intercultural Programs is a comprehensive office that serves historically bypassed students and organizations at Slippery Rock University. Location -University Union in Room 102. 724-738-2700

### **International Services**

The International Services Office provides support for international students studying on our campus as well as for SRU students interested in pursuing a study abroad program. Additional information on these programs can be found in subsequent sections of this handbook.

### **Internships**

Internships are normally given to upperclassmen as a way to gain experience within a student's academic major. Requirements and availability vary by department. Contact your area of interest and meet with your advisor or the department chairperson for information on internships.

### **Intramural Sports**

With one of the most extensive programs in the country for a school of its size, Slippery Rock University's Intramural Sports gives the student population an opportunity to compete. There are approximately 15 sports offered for both men and women along with co-educational opportunities. Intramurals are an excellent way to interact and compete with other students. 724-738-2874

### **Language Lab**

The Language Lab at SRU is located on the second floor of Carruth-Rizza Hall. The lab gives students the opportunity to enhance their study of the various languages available at SRU.

### **Late Payment Fee Policy**

A late payment fee will be charged after deadlines stated in the individual course withdrawal policy. Late fees are \$15 and must be paid to the Office of Academic Records and Summer School. (Refer to the comprehensive review of the policy contained in this publication).

### **Laundry Facilities**

Laundry facilities are available in all residence halls and are open around the clock. In addition, all university laundry facilities accept Rock Dollars for added convenience.

### **Library**

Bailey Library offers a full range of resources and services which supports the university community and constituencies. A collection of more than two million items are available for student's use. These include 420,000 books, 71,000 bound periodicals and 128 million pieces of microfilm and microfiche. The library offers an interlibrary loan, an Instructional Materials Center and a fully operational computer lab. 724-738-2058

### **Lost And Found**

Contact Slippery Rock University Police for lost items. Take all found items to University Police at 145 Kiester Road. 724-738-3333

### **Major**

A complete description of under-graduate majors is available in the SRU Undergraduate Catalog.

### **Meal Plans**

All students living in university residence halls must sign a meal contract. This contract entitles them to use the food service facilities on campus. A variety of meal plans are available. For additional information, contact Dining Services at 724-738-2038.

### **Praxis Teachers Exam**

Praxis is administered by Career Services.

### **Nondiscriminatory Policy And Affirmative Action Statement**

Please consult the section named above for a complete description of the policy.

### **Operation Id**

This is a program used for on-campus computer labs in order to ensure personal access and security. All students are given an ID when they enroll at SRU.

### **Organizations**

There are numerous student organizations available on campus for a variety of interests. Student organizations promote personal growth, fellowship and community service.

### **Parking Regulations**

All students who wish to park on campus are required to register for a parking permit through University Police. "Commuter", "Resident" and "Staff" parking decals are issued. Parking areas are designated by the categories listed above.

### **Part-Time Status**

Any undergraduate taking less than 12 credits, or any graduate student taking less than 9 credits, in any given semester is considered a part-time student.

### **Pass-No Credit Grade Policy**

For a full description of the Pass-No Credit Grade Policy refer to the Undergraduate Catalog.

### **Peer Helping Opportunities**

Academic Services, Office of Intercultural Programs, Orientation, Health Center, and Residence Halls, are among the departments that hire and train students to assist peers in a variety of programs. (Contact the department for more information and applications).

### **Pets**

No dogs, cats, or other pets are permitted in any institutional facility. This includes private residence of employees who may reside on campus. Excluded are dogs to assist the blind and animals required in connection with laboratory activities.

### **Policies And Regulations Regarding Student Behavior**

Refer to the SRU Student Code of Conduct.

### **Post Office**

Located at 400 South Main Street Slippery Rock, PA 16057.  
724-794-8760

### **Presentations On Crime Awareness And Prevention**

For information contact University Police at 724-738-3333.

### **Probation**

Refer to the section entitled Office of Academic Records and Summer School for information about academic probation.

### **Quality Point Average**

The quality point average is computed by dividing the quality points earned by the total number of credits attempted exclusive of repeat courses. (A)= 4 quality points, (B)= 3 quality points, (C)= 2 quality points, (D)= 1 quality points, (F)= 0 quality points.

### **Rape Crisis Information**

Contact the McLachlan Student Health Center at 724-738-2052. The Health Center is staffed by registered nurses 7-days-a-week. University counselors are on call 24-hours-a-day for crisis situations.

Other points of contact: SRU Counseling Center 724-738-2034, Crime Victim Services 724-282-7273, Volunteers Against Abuse Center 1-800-400-8551.

### **Recycling**

Bins are placed in all buildings for collection.

### **Refund Policy**

Refer to Student Accounts for more information.

### **Registrar's Office**

Located in the Office of Academic Records and Summer School, 107 Old Main.

### **Registration**

Refer to Academic Records and Summer School.

### **Requirements for Graduation**

The majority of the majors require a minimum of 120 credits for graduation. The minimum QPA is 2.00 in most majors, but some are higher. Teacher certification applicants are required to have a 3.0 as their overall Slippery Rock University QPA. Please check with your academic department for specific QPA requirements.

### **Reserve Officer Training Corps (ROTC)**

The Army ROTC program offers men and women the opportunity to learn and practice leadership and managerial techniques; to obtain credits which count toward graduation; and to earn a commission as a second lieutenant in the U.S. Army upon completion of the program.

724-738-2019

### **Residency Requirements**

#### **(Academic)**

To qualify for graduation, students must complete the last 30 credits of degree requirements at Slippery Rock University.

### **Ride Board**

Located in the University Union is a "Ride Board" containing information on carpool and travel. 724-738-2092

### **Rock Talk**

Rock Talk is an interactive system that allows students to access services through the convenience of their telephone or computer. Rock Talk lets students register for classes, acquire mid-term and final grades, drop and add classes or find account balances on university fees. Call 724-738-3000 or go online at <http://rocktalk.sru.edu> to use Rock Talk.

### **Solicitation Policy**

To schedule University Union facilities, groups and organizations must contact the Office of University Union Operations and complete the appropriate paper work. The Office of University Union Operations is located in Room C-217 of the University Union. 724-738-4985

### **Scholarships**

Scholarship information may be obtained from the Office of Financial Aid. Information is also listed in the Slippery Rock Undergraduate catalog. A complete list of all available SRU scholarships appears on the SRU homepage [www.sru.edu/finaid](http://www.sru.edu/finaid).

### **Sexual Harassment Policy Statement And Grievance Procedures**

Slippery Rock University's sexual harassment policy and procedures seek to insure an environment that is free from sexual harassment. Such conduct is costly in human terms and seriously undermines the atmosphere of trust and respect that is essential to work and study for all members of the academic community. For more information contact the Office of Social Equity, located in Room 305 Old Main.

### **Sports Information**

The Sports Information Office is located in 201 Old Main (724-738-2086). The hotline number is 724-738-2962.

### **Student Activities and Organizations**

The Center for Student Leadership is located in Room B-105, University Union. 724-738-2092

### **Student Life**

Refer to the above named section for a complete description.  
724-738-2003

### **Student Telephone Services**

Student Telephone Services offers inexpensive long distance access. A variety of billing options are available. For additional information please call 724-738-2900 or 888-YES-ECCI.

### **Study Abroad Program**

The International Services Office is the place to go for information on study abroad opportunities. Program last from one week to a full-year, and further details and resources can be found in subsequent sections of this handbook as well as in the International Services Office, 114 Carruth Rizza Hall, or by calling 724-738-2057

### **Support Groups**

There are several support groups located throughout campus, refer to Student Affairs personnel for more information.

### **System For Courses**

Undergraduate courses are numbered between the 100 and 400 level. The range of difficulty is based on how high the number is with 100 level courses being freshman/ introductory level and the 400 level directed at more specialized topics for upperclassmen.

### **Telephone Directory**

The University Directory is published annually by the Student Government Association (SGA). In addition to listing names, addresses, e-mails and telephone numbers of your fellow students, the directory will assist in locating phone numbers for various offices, academic departments, services and businesses throughout the community.

### **Transcripts**

Transcripts of students' academic records may be obtained from the Office of Academic Records and Summer School by written request of the student.

### **Transfer Coursework**

Courses in which grades of C- or higher are earned are generally acceptable in transfer providing the student meets all regular admission requirements. Courses in which grades of D have been earned as part of an accredited associate degree from a Pennsylvania public community college will be acceptable for transfer.

### **Tutoring Services**

Located in Room 106 Bailey Library, Tutoring Services provides peer tutors to meet with students on an individual or small group basis, free of charge. Tutoring is available for most 100- and 200- level courses. To receive peer tutoring, the student must complete a tutor request form and return it to the Tutorial Center. 724-738-2845

### **Undergraduate Course Attendance Policy**

Determination of individual class attendance requirements rests with the individual instructor. Students are expected to attend every class session of the courses for which they are registered. Instructors are required to inform students of attendance requirements and of circumstances/conditions under which absence will be excused.

### **University Policy on Semester Course Syllabi**

Generally the course syllabus is handed out during the first class meeting. It usually includes the faculty member's office hours, a tentative class schedule, course requirements and expected outcomes.

### **University Police**

The University Police Department is located at 145 Keister Road (opposite Morrow Field House). 724-738-3333

### **Veterans Affairs**

Located in the Office of Financial Aid  
107 Maltby Center. 724-738-2044

### **Withdrawal Policy**

(Total University)

Students must complete an official Withdrawal Form obtainable at the Office of Academic Records and Summer School. Regular charges will be assessed until the Office of Student Accounts receives the withdrawal notice.

### **Writing Center**

The University Writing Center is located on the third floor of Spotts World Culture Building. The center offers tutorial instruction on the writing process and the revision of papers. 724-738-2654

### **Work Study Program**

Employment based on financial need may be available to eligible students. Students who are awarded work-study monies are eligible to work up to 20 hours per week. Paychecks are distributed bi-weekly and the rate of pay is minimum wage. Job opportunities are advertised by the Office of Career Services at [www.sru.edu/pages/13368.asp](http://www.sru.edu/pages/13368.asp).

### **Zip Code**

The local zip code for SRU and Slippery Rock is 16057.

## ACADEMIC AFFAIRS

308 Old Main - 724-738-2001

## ACADEMIC POLICIES

### Academic Complaint

In the event that a student has an academic complaint (e.g., complaint against a professor, grade problems, etc.), the following procedure is to be followed:

Contact should be made with the instructor.

If the student and the instructor cannot settle the problem, contact should be made with the chairperson of the department.

If the problem persists, the student should contact the dean of the college in which the complaint is lodged.

The next step in solving the problem, if necessary, should be to contact the Office of Academic Affairs.

### Cheating and Plagiarism

Academic dishonesty is considered a major violation against the University's Code of Conduct and an offense against the University. Any student charged with academic dishonesty will be dealt with by either the coordinator of student development or the course instructor. If the instructor handles the matter, the instructor is to inform the departmental chairperson of the problem and its resolution. The departmental chairperson is to forward the information to the appropriate dean who will then

inform the vice president for academic affairs. If the instructor decides to refer the matter to the Office of Student Standards, the coordinator of that office may institute disciplinary action.

### Class Attendance

Slippery Rock University policy on student absence from class is as follows:

Determination of individual class attendance requirements rests with the individual instructor.

Students are expected to attend every class session of the courses for which they are registered.

Attendance may be required for approved classes or field trips outside the regular schedule (students should check course description in the catalog and the course syllabus).

Instructors are required to inform students of attendance requirements and of circumstances/conditions under which absence will be excused.

Instructors may make some allowances for absence occasioned by illness, by authorized activities for the University, or for religious holidays.

Arrangements to make up work because of class absence are the student's responsibility.

## **Readmission**

Students who have interrupted their attendance at SRU for any reason may resume studies at Slippery Rock University by applying for readmission to the dean in whose college they previously studied, or the Director of Retention Services (even if they will change their major after entering the university). This must be done at least one month prior to the beginning of the semester/term in which they wish to enter. Students must submit official transcripts from all schools attended after leaving SRU before a readmission decision will be made. Credits earned at another college or university while they are not attending SRU may not be eligible for transfer to Slippery Rock University. Using a transient clearance form, students must obtain approval from their department and at times, their dean before taking the courses to ensure the transferability of credits to Slippery Rock University. Grades earned, as a transient student, will not be computed into the student's SRU grade point average. Readmitted students are responsible for meeting all academic requirements in effect at the time they are readmitted, not at the time they were originally admitted to the university.

## **Withdrawal**

Once the decision has been made to withdraw from the University, the student must secure a withdrawal form. These forms are located throughout campus as well as in the office of academic records and summer school and the Office of Retention Services. The student is to fill out section one of the form. Section two will indicate with whom the student needs to meet to conclude the process. Once the student has been interviewed, the process of withdrawal is complete. The withdrawal date is considered the date of the exit interview, nor

necessarily the last day of class attendance. Contact the office of retention services at 724 738 2011 for additional information.

Unless suitable proof is submitted, students not living on campus will be withdrawn on the day their withdrawal form is completed and returned, not the day they claim they last attended classes. Students residing on campus will be withdrawn from the university either on the day they move out of the residence hall, stop attending classes or last use their meal plan, whichever date is the latest.

## **Guest Speaker Policy**

When a decision is made by any group (student or departmental) to invite to the campus a prominent guest speaker, notification should be sent to the appropriate dean or vice president, prior to issuing the invitation. On occasion, it may be appropriate for the official invitation to be issued by the president on behalf of the sponsoring group. Such determination will be made by the appropriate dean or vice president.

On the occasion when a prominent individual initiates contact with the university, specifically asking to attend a class or gathering, prior notification may not be possible. In such cases, the appropriate dean or vice president should be informed of this individual's visit with as much advance notice as possible.

## **Cancellation of Classes**

### **Cancellation Policy**

The university and its off-campus locations will remain open in all but the most extreme circumstances. On occasion, due to severe inclement weather or a lack of ability to provide essential services, the university may find it necessary to cancel classes. Cancellation of classes does not imply that the university is closed. Any class cancellations will apply to all university locations unless otherwise specified. Faculty members will be required to make up time for cancelled classes.

During hazardous weather conditions, students, faculty, and staff are urged to use their discretion in deciding whether they can safely commute to work or classes. Any university employee unable to reach campus is required to report off work and request leave, using established procedures. Faculty should not penalize students who miss class because severe weather conditions. Students should discuss their absence with their professors.

### **Notification Procedures**

Any change to normal university operation will be announced as early as possible through the media. The following radio and television stations will be notified.

#### **Radio Stations**

WKST	1280	AM	New Castle
	921	FM	New Castle
WBZY	1200	AM	New Castle
KDKA	1020	AM	Pittsburgh
WISR	680	AM	Butler

WBUT-LER	97.7	FM	Butler
WTIC/Y103	103	FM	Sharon/Youngstown
WRSK	88.1	FM	SRU
WTAE	1250	AM	Pittsburgh
WVTY	Variety 96	FM	Pittsburgh

#### **TV Stations**

KDKA	Pittsburgh
WTAE	Pittsburgh
WPXI	Pittsburgh
WFMJ	Youngstown
WKBN	Youngstown
Channel 6	Slippery Rock

A voice mail will be distributed to all university telephones and a recorded message will be placed on 724-738-2998. Information also will be posted on our Web Site, [www.SRU.edu](http://www.SRU.edu) and Rock Talk.

The staff at the university's main number 724-738-9000 will be notified so they can respond to inquiries. The main number greeting will inform callers of class cancellations when that number is not staffed.

Should the university be officially closed, essential functions must be maintained and certain personnel may be required to report to work. Provisions will be made to keep the following operations open to provide services for the students:

Bailey Library	Recreation Center
Dining Halls	Residence Halls
Health Services	Switchboard
Morrow Field House	University Police
University Union	

## ACADEMIC RECORDS & SUMMER SCHOOL

107 Old Main - 724-738-2010

The Office of Academic Records and Summer School is located in Room 107, Old Main. The office serves two purposes in helping students while they are enrolled at the University and after they graduate.

As the primary repository for all students' academic records, the Office of Academic Records and Summer School...

fulfills requests from students and former students to send their official transcripts to other individuals, institutions or employers. The office does not release unofficial transcripts to anyone but university personnel, and will not release transcripts on behalf of any student with an obligation to the university.

writes letters and completes forms certifying student attendance at the university. These forms are often times sent from loan agencies, local tax collectors, prospective employers, government agencies, credit card companies, insurance companies and many other sources.

monitors the university's compliance with the Family Educational Rights and Privacy Act, Student Right to Know Act, and the Solomon Amendment.

performs degree audits on prospective graduates to assure that they will meet all their graduation requirements prior to graduation.

monitors the university's "Rock Talk" telephone and Web systems.

processes the following forms:

All Academic Waivers/Exemptions and Substitutions

- Authorization of Grade Disclosure Forms

- Change of Major Forms

- Class Registration Forms

- Credit by Examination Forms

- Drop/Add Cards

- Excess Hours Forms

- Grade Change Cards

- Grade Option Cards

- Graduation and Diploma Applications

- Minor Declaration Forms

- Name/Address Change Cards

- Second Major Forms

- Student Withdrawal Forms Applications

- Transcript Request Forms

- Transient and Visiting Student Forms

- Withdrawal Cards

evaluates credits:

-transferred to the university from another school while the student was a transient or "visiting" student.

-earned through military service (DD214 is required), Advanced Placement (AP) exams, College Level Examination Program (CLEP)

-tests, DSST exams, and PEP exams.

-the university does not award credit for correspondence courses or work experience.

## **Academic Dismissal**

A student who has been previously suspended two times and again qualifies for suspension will be dismissed from the university. This student will not normally be readmitted.

## **Academic Probation**

If the cumulative quality point average (QPA) for all courses attempted at Slippery Rock University is less than a 2.000, the student will be placed on academic probation. Students may also be placed on probation at the end of any semester in which they earn less than a 1.0 semester QPA and have a cumulative QPA of 2.0 or higher. The student may continue at the university under conditions agreed to by the student and the appropriate academic dean.

## **Academic Suspension**

Academic suspension will occur whenever a student:

is deficient 24 quality points during the first semester of attendance.

earns, after the first semester, a QPA of less than 1.000 in any semester and has a cumulative QPA of less than 2.0.

is on academic probation for two consecutive semesters and does not earn a cumulative QPA of 2.000 by the conclusion of the third semester.

earns less than a 2.000 cumulative QPA for two semesters and is deficient 12 or more quality points.

earns less than a 2.000 cumulative QPA for three semesters and is deficient six or more quality points.

earns less than a 2.000 cumulative QPA for four semesters and is deficient three or more quality points.

earns more than 95 credit hours and has a cumulative QPA of less than 2.000.

Ordinarily, a first suspension is for a period of one semester and a second suspension is for a period of two semesters.

Suspension may result whenever a part-time or full-time student earns deficient grades at the conclusion of any semester or summer session.

## **Continuous Registration Procedure**

The courses designated as "Basic Competency" courses are subject to continuous registration. Students will be placed into the appropriate course in each skills area. If the course requirements are satisfactorily met, the students will receive a grade of A, B, or C. If the expectations are not met, the students will receive an "NC" (No Credit) and must repeat the course the following semester. If, on the second attempt of the same course, the student has not met the expectations, a grade of "F" will be posted to the permanent record. Once enrolled, students are not permitted to drop a basic competency course after the first day of classes. Connecting Reading and Writing, College Writing I and II, Developmental Math, Beginning Algebra, and Public Speaking are considered "Basic Competency" courses. Students may not drop or withdraw from a "Basic Competency" course.

## Degree Requirements

### Application for Graduation

Students must make formal application to the Office of Academic Records and Summer School by October 1 for December graduation, March 1 for May graduation, and June 15 for summer graduation.

A non-refundable diploma fee is payable at that time. Eligible students should apply for a teaching certificate at the time they apply for graduation. A certification fee is payable at the time of application. (Please check with the College of Education for further details.) The diploma application and fee are not transferable to another individual or term. Students who meet all graduation requirements in a given term, but fail to apply for graduation and/or pay their graduation fee after the semester ends will be graduated at the end of the semester in which their application is received in the Office of Academic Records and Summer School, not the term they completed their coursework.

### Completion of Degree Requirements

It is the responsibility of the student to complete the specific major and to know university requirements for graduation. This is not the responsibility of the student's advisors.

Students must meet all graduation requirements by the official end of the semester in which they have applied to graduate. Failure to do so (incomplete grades in any course or "X" grades in required courses, no application, etc.) will result in the updating of the student's graduation date to the end of the term/year the work is eventually completed. Final grades for summer internships must be submitted no later than Sept. 30 if students wish to have their graduation date backdated to July.

### Exit Examinations

Some students are required to take specific standardized examinations in liberal studies and/or major area of study before their degrees will be conferred.

### Minimum Credit Hour and Quality Point Requirements

All degree programs require a minimum of 120 credits. At least 30 credits must be completed to earn a major and at least 18 credits must be completed to earn a minor. The majority of programs require minimum cumulative and major quality point averages of 2.000; some programs require a higher average. This information is available from the department advisor or chairperson. To be eligible for teacher certification, students entering fall 2003 or thereafter must have a 3.000 cumulative average in all university coursework.

### Drop, Add, Withdrawal

Full semester courses may be added during the first week that the course meets and during the second week of classes with the instructor's signature. Courses dropped during the first week of the semester will not be recorded on the students' permanent records unless they withdraw from all their classes, in which case grades of "W" will be awarded. Students may withdraw from full semester classes with a grade of "W" between the second and tenth weeks of the semester. Students will not be permitted to withdraw from classes after the tenth week and will be held accountable and awarded a final grade for all coursework, exams and other work assigned during the final five weeks of the semester. For courses meeting fewer than 15 weeks, the withdrawal deadline is two thirds of the way through the course's beginning and ending dates. Students taking basic

requirement courses may not drop or withdraw once the semester has started.

Students desiring to add closed sections will have to secure the signatures of the professors of the closed sections.

Students may use yellow drop cards anytime after they have registered until the end of the first week of the semester. After the first week of the semester, students must use blue withdrawal cards, which require the signatures of the professors of the courses and the students' advisors.

Students who for exceptional reasons, are permitted to drop, add, or withdraw from classes after the university's stated deadlines must receive their respective dean's approval and will be charged \$15 for each transaction.

#### **Residency (Academic)**

To qualify for graduation, students must complete the last 36 credits of degree requirements at Slippery Rock University.

#### **Incomplete Grades**

The assignment of incomplete grades is the prerogative of the individual faculty member and is granted when extenuating circumstances prevent a student's completing the course requirements within the regular time period. It is the sole responsibility of the professor to set the deadline for the completion of an incomplete; however, effective with the summer 1993 semester, if an incomplete grade is not changed within 12 months, the grade will automatically convert to an "F," regardless of whether or not the student attends the university.

#### **Pass/No Credit Grades**

Students may schedule a maximum of 12 credits graded by pass/no credit in the sophomore, junior, and senior years combined. Students must select these courses at registration and cannot change the pass/no credit designations after the first two weeks of the semester. For these 12 credits, only free elective courses may be taken on a pass/no credit basis. Pass/no credit courses may not be used to satisfy major, minor and liberal studies requirements. Some selected courses are not included in the 12-credit limitation. Students may not take more than one pass/no credit course during a semester.

Courses taken under the pass/no credit system are not used in computing the QPA. Credit for such courses is recorded toward meeting the total credit requirements if the course is passed. A grade of "No Credit" (NC) will be recorded if the course is failed.

Pass/no credit is not synonymous with audit. In pass/no credit, all course requirements must be met by the student.

#### **Grading and Quality Point Conversion System University Grading System**

A	Excellent	4	quality pts.
B	Good	3	quality pts.
C	Satisfactory	2	quality pts.
D	Poor	1	quality pts.
F	Failure	0	quality pts.
I	Incomplete	0	quality pts.
P	Pass	0	quality pts.
NC	No Credit	0	quality pts.
AU	Audit	0	quality pts.

W	Withdrawal	0	quality pts.
X	No Grade Given	0	quality pts.

See Table above: All "WP" and "WF" grades have been removed.

### **Quality Point Average**

Quality points for a single course are calculated by multiplying the quality points assigned the letter grade (as noted above) by the number of credits of the course. Total points are calculated by adding the quality points earned in each course. The quality point average (QPA) is computed by dividing the total quality points earned by the total number of credits attempted, exclusive of repeated courses. Grades earned in courses taken at other colleges for transfer are not computed in the quality point average of Slippery Rock University, unless the courses were taken at SRU's approval as a "visiting student" at another State System of Higher Education university. Further explanation concerning the calculation of the QPA may be directed to the Advisement Center or the Office of Academic Records and Summer School.

### **Grade Appeal Policy**

#### **Procedure for Filing Grade Appeal**

#### **Academic Due Process Procedures**

The purpose of the following procedure is to provide students with a system by which to grieve complaints of alleged academic

injustice(s) relating to a final grade and/or professional responsibilities. Students should have protection through orderly procedures against unsubstantiated academic evaluation. Students who believe that their final course grade reflects unsubstantiated academic evaluation may initiate and pursue a grade change appeal in accordance with provisions of this document. At the same time, all academic rights and privileges of faculty members are to be honored in this process, which includes careful review of the course syllabus. Changes in final course grades will occur only when, as a result of this grade appeal process, there is clear evidence of unsubstantiated academic evaluation.

Since the grade process involves the instructor's judgment of the academic performance of a student the only issue under consideration in the grade appeal process is whether or not the student can present clear evidence that the assignment of the grade was based on factors other than the academic judgment of the instructor.

Some examples of the basis for a legitimate disagreement could include, but not be limited to prejudiced, capricious, or unsubstantiated academic evaluation by the instructor:

The instructor did not inform the student of the basis for calculation of grades.

The instructor did not calculate the student's grade in accordance with the instructor's stated policy for calculating grades. Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) or a grade assigned arbitrarily and capriciously on the basis of whim, impulse or caprice.

There is an error in the computation of the grade that was not corrected.

The student, through no fault of his or her own, was not provided with the same opportunity to complete the requirements for the course in terms, for example, of time, access to materials, or access to the instructor as the other students.

A student may not claim arbitrariness and capriciousness if he/she disagrees with the subjective professional evaluation of the instructor.

The following steps must be followed in the appeals procedure:

#### **Informal Procedure:**

The student must discuss the final course grade, grading practices and assignments with the instructor who gave the final grade. This discussion may eliminate any misunderstandings over the assignment of the grade as relates to the course syllabus. This discussion must occur no later than 10 days after the beginning of the semester (not summer) following the issuance of the final grade.

If the faculty member finds in the student's favor, a grade change card is submitted with signatures and the appeal process is resolved.

If a student and instructor fail to resolve the grade dispute through informal means the student may request a formal grade appeal process by completing a Final Grade Appeal Form that may be obtained in the Office of Academic Records and Summer School.

#### **Formal Procedure:**

##### **Step One - Instructor**

The student must complete and submit the "student" portion of the Final Grade Appeal Form to the course instructor no later than 21 days after the beginning of the semester following the issuance of the final grade. The summer term does not constitute a semester.

The student must retain a copy of the Final Grade Appeal for his/her records and send a copy to the department chairperson (or substitute). The chairperson of the department evaluation committee shall substitute for the department chairperson IF the department chairperson was the instructor of the course in which the grade is being appealed.

The department chairperson (or substitute) is to confirm that the instructor is aware of the grade appeal and is to inquire as to the instructor's planned response.

If the instructor decides that the final grade is correct, he/she must complete the "instructor" portion of the Final Grade Appeal Form, and return it to the student and send a copy to the chairperson (or substitute) within 14 days of receipt of the student's appeal.

If an instructor fails to respond within the allotted time, the appeal shall move to step 2 below.

If a faculty member whose grade(s) are being appealed is no longer employed by the university or is unavailable due to a sabbatical, sick leave, or other reasons during the time period allotted for the appeal process, the appeal should be directed to the chair of the department's evaluation committee for review.

## Step Two - Department Chairperson

If the student wishes to appeal further, he/she must submit the original Final Grade Appeal Form (or copy if the instructor fails to respond as described in step 1 above) to the department chairperson (or substitute). This appeal must be submitted within 14 days of the dated instructor's response, or if the instructor does not respond, within 28 days after the appeal was originally filed with the instructor. A copy of the Final Grade Appeal Form must be forwarded to the college dean.

The department chairperson (or substitute) will review the appeal within 7 days.

Before the department chairperson (or substitute) determines if the student's complaint provides evidence that the instructor's assignment of the grade was based on factors other than the academic judgment of the instructor he/she will review the appeal with the instructor.

The chairperson (or substitute) may also conduct whatever informal investigation seems necessary and should attempt to achieve a negotiated settlement.

If the department chairperson (or substitute) determines the student's evidence does not meet the criteria for a grade appeal, the chairperson (or substitute) will forward his/her decision on the grade appeal to the college dean.

A copy of the Final Grade appeal Form must be forwarded to the student and the instructor.

If the department chairperson (or substitute) determines the student's evidence does meet the criteria for a grade appeal, he/she will recommend in writing to the instructor a course of action to amend the grade.

The instructor must indicate on the Final Grade Appeal Form whether he/she agrees or disagrees with the chairperson's recommendation, signs and returns the Final Grade Appeal Form to the chairperson within 7 days.

If the instructor amends the grade, a signed grade change card is submitted and the grade appeal is ended.

If the instructor does not agree to amend the grade or fails to respond in the allotted time, the chairperson (or substitute) submits the Final Grade Appeal Form to the college dean with his/her recommendation within 7 days. A copy of the recommendation must be forwarded to the student and the instructor.

## Step Three - Dean

If the dean, upon review of the chairperson's recommendation, also determines the student's evidence does not meet the criteria for a grade appeal, the dean will complete and return the Grade Appeal Form to the student with a copy to the instructor and chairperson (or substitute) with 7 days. The grade appeal process ends.

If the dean, upon review of the chairperson's recommendation, determines that the student's evidence does meet the criteria for a grade appeal, the dean shall initiate a meeting with the faculty member. The dean shall review the appeal, can hear evidence by each side, and may collect further evidence as desirable.

If agreement cannot be reached, the dean will forward the Final Grade Appeal Form to the Provost and Vice President for Academic Affairs within 7 days, with his/her recommendation that the grade appeal be referred to a Grade Appeal Board. A copy of the Final Grade Appeal Form must be forwarded to the student, instructor, and chairperson.

In each of the above statements, the chairperson of the department evaluation committee shall substitute for the department chairperson IF the department chairperson was the instructor of the course in which the grade is being appealed. Should the chair of the evaluation committee not be available, APSCUF will be consulted in the process in choosing the substitute.

#### **Composition of Grade Appeal Board**

Three faculty recommended by APSCUF. One from the academic department in which the course is taught. Not the instructor. Two managers selected by the provost. One to be the dean of the college in which the course was taught. One student recommended by Student Government Association. A senior major in the department in which the course is taught. Normally, each Grade Appeal Board will be appointed to hear one appeal.

Those responsible for recommending board members should be sensitive to race and gender composition.

The provost will appoint each board and chairperson within the parameters above.

#### **Grade Appeal Board Procedures**

Each Grade Appeal Board is to determine its procedures for hearing the grade appeal. Normally, both the student and the instructor will be given an opportunity to state his/her case before the board.

Students who appeal a grade to a Grade Appeal Board are responsible for maintaining ALL written materials relevant to the appeal, such as papers, examinations, and completed assignments. Further, the appeals board must have access to appropriate documentation and academic records pertaining to the course grade in question.

After the appeals process is complete, the only record to be maintained will be the student's final grade.

Each appeals board will make its recommendation to the university president, who may accept or reject the recommendation.

Since the university president has the power and duty to direct the activities of the institution, nothing in this policy should be construed as to diminish that authority in any way.

#### **Repeat of Courses**

Students may improve their quality point average by repeating courses. The last grade earned is used in calculating the QPA even if the earlier grade was higher. However, all grades will appear on the transcript. If the repeated grade is "F" or "WF," the credits originally earned will be removed from the student's record.

#### **Second Baccalaureate Degree**

If students desire to earn a second baccalaureate degree at Slippery Rock University, they may do so by:

Taking a minimum of 30 credits at SRU after receiving their first baccalaureate degree; meeting departmental requirements for the degree in respect to the required credits and courses for a major in that department and meeting degree requirements in respect to courses required for the requested degree.

### **Transcripts**

Transcripts of students' academic records may be obtained from the Office of Academic Records and Summer School by written request. Each copy costs \$3 and requests should include a check or money order made payable to Slippery Rock University. Students requesting that a transcript be faxed are assessed a \$5 faxed transcript fee. Transcripts are typically processed in 24 to 48 hours. Students requesting "same day" service are limited to five transcript requests and will be charged \$10 per transcript (\$12 per transcript if faxed). A complimentary copy of the transcript is sent to each student upon graduation. Transcripts are not released to students who have outstanding financial obligations to the university.

### **Transient Student Status**

Slippery Rock University students who are in good academic standing or who are under academic suspension and who plan to take courses at another institution for transfer back to Slippery Rock University must complete, and have approved by their advisor, chairperson and dean (if suspended), a Transient Student Clearance Form and comply with all regulations cited on that form. Credit will not be awarded for transient courses determined by the director of academic records and summer school to duplicate coursework already posted on student's SRU record. Transient credit will be awarded for courses in which grades of "C-" or better have been earned. Grades earned as a transient student will not be computed in a student's SRU

cumulative QPA. Copies of the transient student form are available in department chairpersons' offices or the Office of Academic Records and Summer School. Correspondence courses and credit earned by examination may not be taken by transient students. Other policies governing transient status are available from the Office of Academic Records and Summer School.

### **Visiting Students**

Students desiring to transfer credits and grades earned at other universities in the Pennsylvania State System of Higher Education back to Slippery Rock University may do so as "visiting students." Courses taken under this program are treated the same as courses taken at Slippery Rock University in computing the student's QPA. A special form, with a list of program requirements, is available in the Office of Academic Records and Summer School and must be approved by the student's advisor or chairperson, academic dean, and the director of academic records and summer school.

### **Writing Intensive Courses**

All students who graduate from Slippery Rock University must successfully complete at least two, three-credit writing intensive courses in addition to the freshman composition requirement of demonstrating competence in English 101 and English 103. Writing Intensive courses must be completed at Slippery Rock University. Each semester/term, these writing intensive courses are indicated by a "#" symbol in the Master Schedule of course offerings for the semester/term.

## **Public Notice Designating Directory Information**

Slippery Rock University hereby designates the following student information as public or "Directory Information." Such Information may be disclosed without a student's previous consent by the institution for any purpose, at its discretion.

1. Name
2. Addresses (local, permanent, and e-mail)
3. Telephone number (local and permanent)
4. Date and place of birth
5. Program and concentration(s) and minor(s)
6. Student activities, including athletics
7. Weight, height (athletic teams)
8. Dates of attendance
9. Degrees and awards received
10. Date of graduation
11. All educational institutions previously attended
12. Academic Awards/Scholarships
13. Title of Master Thesis
14. Number of credits (full- or part-time) for which a student is registered
15. Pictures of students (for university use in publications, press releases and advertisements)
16. Class level
17. Anticipated graduation date

Currently enrolled students have the opportunity to withhold disclosure of all 17 categories of information under the Family Educational Rights and Privacy Act of 1974. The University will not partially withhold this information, so students are advised to think carefully before requesting non-disclosure. To withhold disclosure, written notification must be received in the Office of Academic Records and Summer School, Slippery Rock University, Slippery Rock, Pa 16057 prior to the end of the second week of

each semester/summer session. Forms requesting the withholding of "Directory Information" are available in the Office of Academic Records and Summer School, Room 107, Old Main. Slippery Rock University assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosures. Former students and alumni are not covered under the Family Educational Rights and Privacy Act of 1974. As such, the University is not obligated to honor requests for non-disclosure of "Directory Information" from former students.

**Note:** Students requesting that "Directory Information" not be disclosed during their final semester of enrollment will have this information withheld indefinitely after leaving the University. Students are cautioned that making such a request may adversely impact future requests from potential employers, and other important individuals/organizations.

## **Public Notice of Rights Under the Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

Students should submit to the director of academic records and summer school, dean, department chairperson, or other

appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record, as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request or amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Slippery Rock University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

Copies of the university's policy governing the Family Educational Rights and Privacy Act are available in the Office of Academic Records and Summer School, Room 107, Old Main. Questions concerning FERPA should be referred to the director of academic records and summer school.

## ORIENTATION

110 North Hall Welcome Center - 724-738-2067

The Office of Orientation works collaboratively with various academic and student life areas to foster the college success of our new freshmen, transfers, and their families through nine transitional programs offered in spring, June, August and January.

During the Orientation programs, new students are provided with information and materials that are designed to create a smooth transition to the University community. Students learn about academic expectations and registration, graduation requirements, student services, and build important connections with our students, faculty, staff, and administrators.

The goal of our Orientation initiatives is to assist in the development of the critical skills necessary to support the academic pursuits and the social engagement of all new students.

## ACADEMIC SERVICES

106 Bailey Library - 724-738-2012

Academic Services administers a number of programs designed to meet the needs of all students. Some of the department's programs are meant to provide an educational opportunity for students whose academic performance in high school or college reveals a need for supportive services such as tutoring or in-depth advising in order for them to enter or remain at the University. At least two of the department's programs may be of interest to the general student body.

The Academic Advisement Center provides individual advising and counseling for the exploratory student. Students are required to meet with their advisors regularly to discuss their academic program, study habits, and personal concerns. Faculty advisors may also provide assistance in the class registration process, assessing academic needs and referring students to other campus resources.

College Skills Workshops conducted by the department's faculty are offered throughout the semester. The workshops include such topics as "Managing Your Time," "Taking Effective Class Notes," "Finals Preparation," etc. Students interested in these workshops may contact Academic Services for additional information on dates, times, and locations of the workshops.

## **Tutorial Center**

Located in 106 Bailey Library, provides peer tutors to meet with students on an individual or small group basis, free of charge. Tutoring is available in most introductory 100- and 200- level courses. To receive peer tutoring, the student needs only to complete a Tutor Request Form (including class schedule) and return it to the Tutorial Center.

## **Writing Center**

The University's Writing Center, located on the third floor of Spotts World Culture Building, is an integral part of the academic resources at Slippery Rock University. Under the direction of the department of English, the Writing Center offers full tutorial services for all students of the University. Department of English graduate students, who staff the center, offer students the opportunity for tutorial instruction with any aspect of the writing process from generating ideas, to organizing information, to refining sentence structure, to editing techniques. Diagnostic services are also available for students who want to discover and remedy their writing weaknesses.

The University's Writing Center is also equipped with 25 personal computers. Twelve printers make student access to print capability easy. In addition to selected writing instruction taught in this facility, tutorial instruction on word processors is also available.

From freshman to graduate students, the University's Writing Center provides a full range of individualized services without charge.

## **International Services**

114 Carruth Rizza Hall - 724-738-2057

## **Study Abroad**

International opportunities via Slippery Rock University are varied with both short and long term programs available for students to gain academic, cultural and social understanding of foreign countries. Students can spend a semester studying in Australia, China, Costa Rica, England, France, Germany, Hungary, India, Ireland, Japan, Poland, Scotland, South Korea, Spain, Slovakia, and Wales. Short term programs over Spring Break and summers are offered each year, with locations varying. Student teaching is also available in Ireland and Mexico.

For more information on how you can spend part of your SRU program in an international location, contact the International Services Office today!

## **International Students**

International Students will find their "home away from home" in the International Services Office. Students are offered admission, academic, personal, cultural, social and legal support via the International Services Office.

## **Bailey Library**

724-738-2058

## **Services**

Bailey Library is a four level modern facility that constantly upgrades its collection and services to meet the needs of its students. Students are asked to provide feedback in a number of ways, including responding to surveys.

The library covers over 98,000 square feet and seats over 1,000 students. During the academic year, the library is open 102 hours a week. Hours are extended during finals week each semester. There is a reading room for recreational reading materials and newspapers, over 100 computer workstations, laptops for checkout that connect to the building's wireless network, a cyber café, and a lounge with vending machines.

The library also contains classrooms, small group study rooms, individual carrels, and traditional areas for reference, books, Special Collections and Archives, and Government Documents. Journals are available in print, microform, and electronically; electronic access is available to registered students at any time from any location where they have Internet access. The library's Instructional Materials Center primarily provides support to the curriculum in the College of Education, but also provides media materials and equipment for all SRU students.

#### Policies

Students are required to present their ID card when borrowing any library material. An electronic security system is used to detect material that has not been properly charged out.

All library materials should be returned by the due date. Students who fail to return materials by the end of the semester may have their grades and transcripts withheld by the Office of Academic Records and Summer School.

Students found guilty of the following violations may be subject to disciplinary action and/or restitution:

Theft (or attempted theft) or mutilation of any library materials. This includes removing covers or pages from books or periodicals, and removing security tapes, pockets, etc.

Illegal use of a University ID with regard to library use.

#### Career Services

103 Maltby Center - 724-738-2028

The Office of Career Services is available to help all students, freshmen through graduate students, develop and refine educational and career goals. Whether your concern is choosing a major, selecting a career, finding a graduate school, or organizing a job search, Career Services has the resources and staff to assist you.

#### We offer:

A state-of-the-art Technology-Based Career Resource Center featuring 12 computers, 2 high-speed laser printers, and supporting software to assist students in all phases of career development

DISCOVER, a computerized vocational guidance program  
Individualized career counseling and assistance in development of a personalized career plan

Administration and interpretation of career assessment inventories

Coordination of and assistance with identifying on-campus employment

Coordination of a Job Location Development program to identify off-campus, part-time employment opportunities

Rock-U-Pations, an online daily vacancy bulletin listing positions in education, business, health and human services, and government

On-campus interviews with employers seeking interns and full-time employees

A Summer Job Fair, Fall and Spring Teacher Job Fair, held on-campus. Off-campus job fairs include West PACs (business, industry, and government) and PERC (teacher job fair) each held in Monroeville, PA

While Career Services does not guarantee you a job, we do guarantee personal attention to your educational and career concerns. Drop in or call for an appointment.

Hours:

M-F 8:00 a.m. to 4:30 p.m.

Summer:

M-F 8:00 a.m. to 4:00 p.m.

Additional evening hours are scheduled during fall and spring semesters.

## OFFICE FOR STUDENTS WITH DISABILITIES

University Union - 724-738-4877

Slippery Rock University is committed to both the letter and spirit of laws that mandate access to higher education to students with disabilities. Accordingly, Slippery Rock University provides various disability-related services to ensure that qualified students with disabilities have the opportunity to participate in the educational, social, and cultural life of the University. The Office for Students with Disabilities provides accommodations and services to ensure equal access to education as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

At Slippery Rock University we want all students to achieve academic success, and are interested in making every effort to accommodate and serve students with disabilities. Services that are not limited to the following are: extended test time, separate test location, taped texts or books on tape from Recordings for the Blind and Dyslexic, note takers, test readers, test scribes, and/or use of computer, priority registration, elevator keys, special seating, others as requested and approved.

Any student requesting service must be registered with the Office for Students with Disabilities - 122 Bailey Library. To be eligible for services appropriate documentation must be approved (medical diagnosis, psychological evaluation, etc.).

Upon acceptance to SRU, students with disabilities are encouraged to make an appointment with the Director of Disability Services at 724-738-4877 to schedule a personal interview.

## **ADMINISTRATIVE INFORMATION SYSTEMS**

200 Maltby Center - 724-738-2156

The Administrative Information Systems area provides a variety of services, computing resources and facilities to support the University's instructional, research and administrative functions. IBM CICS is used to support administration functions such as: student registration, student accounts, admissions and financial aide, etc.

The Degree Audit Reports System (DARS) has been completed for all undergraduate programs at the University. Students can validate their academic records to verify courses completed and remaining to be taken to insure compliance with academic program requirements. Degree audits can be performed and printed at every computer terminal in all of the academic departments and on [rocktalk.sru.edu](http://rocktalk.sru.edu). Rocktalk, the voice response system, is being used to allow students to register for classes. The Rocktalk voice system is also used to report grades to students and take credit card payments. This system also allows students to drop and add courses and review their schedule. Rocktalk web, at [rocktalk.sru.edu](http://rocktalk.sru.edu), allows students to drop and add courses, review schedules, view grades, student accounting information, and update their address, and print a degree audit.

Computer Operations supports the University's instructional, research and administrative functions. Computer Operations is responsible for the operation and maintenance of the mainframe computer system and its peripheral devices. Some of our main activities include support for Admissions, Orientation, Registration, Billing, Grade processing, Graduation, and Honors Convocation. Test scoring and election result processing from optical scan sheets are processed. Ad hoc and regular reporting is done for all levels of the university. Statistical support for academic and administration research projects is provided. Support is provided for the University's financial system.

## **INFORMATION TECHNOLOGY**

104 Maltby - 724-738-2800

<http://www.sru.edu/academics/iats/Pages/Default.aspx>

Information and Administrative Technology Services (IATS) provides computing and communications infrastructure, services, support, and innovation for Slippery Rock's instructional, research, public service, and administrative programs. IATS works closely with many other units on campus to provide a wide range of services for students, faculty, staff, and others. To carry out its mission, IATS meets regularly with the Technology Advisory Committee.

### **Support Services**

<http://www.sru.edu/academics/iats/SupportServices/Pages/SupportServices.aspx>

### **Network & Telecommunications**

<http://www.sru.edu/academics/iats/Pages/NetworkAndTelecom.aspx>

## **Computer Use Policy**

<http://www.sru.edu/academics/iats/Policies/Pages/policy.aspx>

# **FINANCIAL & ADMINISTRATIVE AFFAIRS**

## **FINANCIAL AID**

107 Maltby Center - 724-738-2044

The Office of Financial Aid is responsible for coordination of sources of financial assistance for undergraduate and graduate students at Slippery Rock University. The majority of financial aid offered through the Office of Financial Aid is based on the overall financial need of applicants. Presently, both state and federal financial aid sources are coordinated through this office.

### **Financial Aid Programs**

Available financial aid at Slippery Rock University includes grant, loan, and employment programs.

**Federal Pell Grant:** Pell Grants are federal funds available to under-graduates with the amount of the grant based on cost and financial need.

**Federal Supplemental Education Opportunity Grant:** FSEOG funds are grant funds available to under-graduate students with a high degree of financial need. Students may be eligible for this grant only if they already qualify for the Federal Pell Grant.

**Pennsylvania State Grant:** the Pennsylvania Higher Education Assistance Agency provides grant assistance to eligible Pennsylvania residents. PHEAA Grant funds are awarded to under-graduate students on the basis of financial need.

**Federal Work Study (FWS):** Employment based on financial need may be available to eligible students. FWS is a part-time employment program. Students employed by FWS receive a paycheck on a bi-weekly basis and are paid minimum wage. FWS job opportunities are located throughout the campus. Available FWS positions are publicized through the Office of Career Services. Community Service positions are available through several areas on campus including SGA Child Care Center, Macoskey Center, Institute for Community, Service and Learning, ARC, and Women's Center. Students must be FWS eligible to be considered for these positions.

**Federal Perkins Loan:** This is a low-interest loan that is offered by SRU through the use of federal funds. Typically, this loan is awarded to under-graduate students who demonstrate a high degree of financial need. Repayment of this loan begins nine months after the student ceases to be enrolled on at least a half-time basis.

**Federal Stafford Loan:** This is a long-term, low-interest loan that students may elect to use to assist them with their educational expenses. The amount and type of loan available is dependent upon the individual student costs, resources, year in school, and financial need.

A student may either qualify for a Subsidized or Unsubsidized Federal Stafford Loan or a combination of both. Subsidized loans are offered to students who demonstrate financial need; these do not require repayment of principal or interest during the student's enrollment. Unsubsidized loans require either the repayment of the "interest only on a quarterly basis," during enrollment or the capitalization of interest. The student officially enters repayment of an Unsubsidized or Subsidized Federal Stafford Loan following a grace period after graduation or after the student ceases to be enrolled on at least a half-time basis.

**Parent Loans for Undergraduate Students (PLUS):** Parents of dependent students may borrow up to the "cost of education minus any other financial aid" through the use of this federal loan program.

### **The Application Process**

The Free Application for Federal Student Aid (FAFSA) must be completed in order to apply for financial aid available for attendance at Slippery Rock University. Students are able to complete the FAFSA beginning January 1 of the year preceding their enrollment in college. SRU recommends that the application be completed after January 1, but before May 1.

In addition, students interested in receiving assistance from the Federal Stafford Loan must complete a master promissory note. Parents wishing to borrow through the PLUS program must submit an application/promissory note six to eight weeks in advance of the student's first date of attendance at SRU.

### **Eligibility for Financial Aid**

Students qualify for most financial aid based on their eligibility for individual sources of aid and their financial need. A family's or student's financial need is based on a simple formula:

**Cost of Attendance**

**Expected Family Contribution**

= **Financial Need**

**Cost of Attendance:** The Office of Financial Aid calculates an average cost of attendance for each student based on their program of study and their in-state or out-of-state status. Typically, the cost of attendance consists of costs for tuition, fees, room, board, books, travel and other associated educational costs.

**Expected Family Contribution (EFC):** The EFC is calculated through the completion of the Free Application for Federal Student Aid. This figure reflects the federal estimate of what a family and/or student can afford to contribute toward a year of college.

**Financial Need:** The level of financial need determines the amount of eligibility that a student has for financial aid. It is used by the Office of Financial Aid to determine eligibility for specific programs. An award letter listing eligibility for financial aid is sent to each student after the determination of financial need.

Students or families who experience hardship due to disability, death, decrease in income, loss of benefits, etc., should contact the Office of Financial Aid. A review of their eligibility for financial aid may be performed based on their change in status.

## **Academic Progress Requirements**

Students are required to meet academic progress requirements in order to continue to receive financial aid. In general, under-graduate federal aid recipients are required to complete 24 new credits each academic year. Under-graduates who have completed the equivalent of two full-time academic years must have at least a 2.0 cumulative GPA at the end of each year. A complete statement of academic progress requirements for graduate and under-graduate students is available from the Office of Financial Aid. An appeal process exists for students who do not meet the academic progress requirements.

The Pennsylvania State Grant Program has established an academic progress policy for its recipients. This policy is communicated to students directly by PHEAA when a student is notified of their state grant eligibility.

## **Financial Aid for Summer Term**

Students may be able to qualify for financial aid for the summer term depending upon their enrollment status, eligibility for aid, and the availability of financial aid funds. The following sources of financial aid may be available for the summer term: Federal Pell Grant, Pennsylvania State Grant, Federal Work Study, Federal Stafford Loans and PLUS. Students are encouraged to contact the Office of Financial Aid in the early spring regarding application procedures for financial aid for the summer term.

## **Study Abroad Programs**

Financial aid eligibility for study abroad programs is reviewed by individual request. The terms and conditions of the study abroad program has a direct impact upon the student's eligibility for financial aid. Students interested in financial aid for a study abroad program should contact the Office of Financial Aid.

## **Statement of Rights and Responsibilities**

### **Rights:**

The student has the right to:  
be considered for financial aid assistance; be notified of the financial aid decision; and if not awarded financial assistance, to be informed as to the reason for denial.  
appeal financial aid decisions to the provost and vice president of academic affairs.  
be informed of the financial aid programs available and the required application materials.

### **Responsibilities:**

The student is responsible for:  
submitting the appropriate application forms within published deadline dates.  
using all refunds of financial aid funds for expenses related to their education.  
following the requirements and repayment schedules of educational loan programs.  
informing the Office of Financial Aid of all grants, scholarships, or other funds received for their educational costs from outside organizations.

## **Other Sources of Financial Assistance**

Assistance with educational costs is also obtainable from sources other than need-based financial aid. These include employment and scholarship sources. A complete list of all available SRU scholarships appears on the SRU homepage ([www.sru.edu/finaid](http://www.sru.edu/finaid)).

The following programs are also available to students:

### **ROTC Scholarships**

Army ROTC at SRU offers scholarships to assist with tuition and related educational costs. The Army ROTC office may be contacted at 724-738-2019.

## **State Student Employment Program**

SRU offers employment opportunities on campus for students who do not qualify for employment with the Federal Work Study Program. The wage and hiring procedures are identical to those of the FWS Program. Information regarding available positions may be obtained through Career Services.

## **Veterans**

The Office of Financial Aid handles all paperwork for veterans and their dependents who apply for Veteran Administration educational benefits. Counseling and information regarding financial aid, extra costs, and tutorial assistance are also available.

### **Certification of Veterans Benefits**

Qualified individuals may apply for Veteran Administration educational benefits at the Financial Aid Office.

Applicants may be required to submit an original application plus one or more of the following original documents (or copies which have been recorded at a courthouse or certified by an authorized VA official): copy #4 of DD214 (Notice of Basic Eligibility), "kicker contract," marriage certificate, children's birth certificates. Students should initiate Veterans Education paperwork at least 60 days prior to the beginning of each semester in order to receive timely payments. Normal application processing time is eight to ten weeks.

### **Academic Progress for Recipients of Veteran's Benefits**

The student will be placed on academic probation if the cumulative QPA for all courses attempted is less than a 2.0. A veteran or dependent receiving benefits who is on probation for more than one semester risks academic suspension and termination of his/her benefits due to unsatisfactory progress.

### **Overpayment of Veteran's Benefits**

The VA must collect all benefits paid for a course for which a grade is not used in computing requirements for graduation. Therefore, if a student drops a course, the money already paid to the student for that course must be repaid unless the student can prove that there were mitigating circumstances. Students who claim mitigating circumstances must submit evidence to support that claim. Examples of mitigating circumstances include: prolonged illness, severe illness or death in the immediate family, or unscheduled changes in employment or work schedule.

### **VA Actions on Overpayment**

Add interest charges and collection fees to your debt.  
Withhold future benefits and apply them to your debt.  
Turn your debt over to private collection agency.

File suit in federal court to collect the debt.

Withhold approval of VA home loan guarantee.

Collect the debt from your federal income tax refund.

Regulations, eligibility requirements, etc., are subject to change. For additional information, contact the Office of Financial Aid, 107 Maltby Center, SRU, Slippery Rock, PA 16057-1326; 724-738-2044.

## **STUDENT ACCOUNTS**

104 Old Main - 724-738-2088

### **Payment Of Fees**

Fee statements (basic fee, room, board, general service fee, health service fee, academic enhancement fee and community building fee) are mailed in July and are due back with payment in August for the fall semester. Fee statements are mailed in December and are due back with payment in early January for the spring semester. Any financial aid that has been officially awarded will be deducted from the billing statement. The balance still due after deducting the financial aid may be paid-in-full or by using the SRU Payment Plan. There is a \$25 charge per semester for those who elect to pay by the payment plan.

Anyone not paying the bill in full by the due date will automatically be charged the \$25 payment plan fee. Bills returned after the due date are subject to a \$15 late fee. Diploma fees, damages, certification fee, and miscellaneous charges are also paid at this office.

### **Insufficient Funds Checks**

There is a \$15 charge for all checks returned by the bank for any reason.

### **Non-Payment Of Bills**

Students may not be permitted to attend classes, obtain meals in a University dining hall, or reside in a University residence hall until all past due accounts are paid.

Also, the University will seal the student's file and will not issue transcripts until the bill is paid. If the bill is not paid the account will be submitted to the Attorney General's Office (in Harrisburg) for proper action. Collection costs may be incurred and are the student's responsibility. Students are not permitted to register for any subsequent semesters until the bill has been paid. Any student needing assistance may contact the Office of Student Accounts.

### **Return Of Title IV Funds (Federal Aid):**

The Federal government requires SRU to return Financial Aid (Title IV) money to the Title IV programs for any student withdrawing through 60% of the session. Students withdrawing with Title IV aid may owe the University a balance once the aid is returned. Title IV aid must be returned to the Title IV program before any refund can be returned to a student.

### **Refund Policy Applicability**

This policy is applicable to all students (under-graduates, graduates, credit, non-credit) and all terms (regular semester, mini-courses). It applies only to fees paid directly to the University. It does not apply to fees paid to other organizations, such as off-campus housing and insurance.

**WITHDRAWAL** from the University on or BEFORE the First Day of Class of a Semester: All fees paid for this semester will be refunded, except the following fees: The Advance Enrollment Deposit paid by full-time under-graduate new and transfer students (will be refunded if notified by May 1st for that Fall Semester and if notified by December 1st for that Spring Semester); and the \$130 Advance Deposit for room fee, if the student's withdrawal is received by the Friday prior to spring commencement.

Withdrawal from the University means that the student is withdrawing from all courses for a semester. When the student withdraws from some courses but remains in the University, the refund is computed as in the Overpayment section.

**Letter:** The student must send a signed letter (not a telephone call) stating that he or she is withdrawing from the University. This letter must be sent by the deadlines in paragraph C.

New and transfer students; send your letter to the Admissions Office. Upper-class students; send your letter to the Retention Services Office.

**DEADLINE FOR LETTER:** The letter from the student must be received in the office listed in B above by the following deadlines:

The Friday prior to spring commencement for student desiring a refund of \$75 of the \$130 Advance Deposit for Room.

May 1st for Fall Semester and December 1st for the Spring Semester for a refund of the Advance Enrollment Deposit.

The first full day of class for students desiring a refund of refundable fees other than the \$130 Advance Deposit for room.

**WITHDRAWAL** from the University AFTER the First Day of Class of a Semester: The student must complete the official withdrawal procedure. The charge will be computed as follows, and any amount paid beyond that charge will be refunded. Any portion of a week attended will count as a full week, beginning with the first day of class and ending with the date of withdrawal (excluding recesses). The following fees will not be refunded: Application Fee, Community Building Fee, Payment Plan Fee and Late Payment Fee.

**Regular Semesters:**

**Residence Hall Rent:** Students withdrawing during the first semester will forfeit the \$175 Room Deposit paid for the Second semester. For students withdrawing during the second semester the charge will be \$175, plus the refund week percentage, listed below in section 3, which applies. Students evicted from the Residence Hall forfeit all Residence Hall Fees.

**Flex only Meal Plan:** There will be \$10 administrative fee for the flex only meal plan plus a weekly charge of one-fifteenth of the amount of the flex plan or amount used, whichever is greater. The total will not exceed the full semester charge.

**Tuition, General Service, Health Service Fee, Academic Enhancement Fee, Residence Hall Rent, Meal Plans A through G and Rec Center Fee:**

**Voluntary withdrawal:** The University will charge the following percentage of fees when the termination is during the weeks shown.

<b>1st Week</b>	<b>2nd Week</b>
10%	20%

<b>3rd Week</b>	<b>4th Week</b>
40%	50%

<b>5th Week</b>	<b>After 5th Week</b>
60%	100% Charge

**Suspension or Dismissal from the University other than for reasons of academic standing:** No refund will be made to any such student; all money paid will be forfeited.

Full refund of tuition shall be granted to students who are military reservists or members of the National Guard and are ordered to active military service by the President of the United States.

**Room Deposit Advance:** The \$175 Advance Deposit for housing is paid in the spring by the students who wish to reserve a room in an on-campus residence hall for the following academic year. The payment is credited to the following spring (not the fall) semester.

Refund of this fee will be made to those students who:

Are suspended for academic reasons at the end of the spring semester during which they paid the fee, or at the end of the summer session (\$130 Refund).

Become deceased before the beginning of the spring semester to which the fee is credited (\$175 Refund).

Notify the University in writing (not the telephone) by the last Friday prior to spring commencement that they are not returned. (\$87.50 Refund, \$87.50 Forfeit).

There will be no refund or transfer of the \$175 Advance Room Deposit to students who:

Notify the University after the last Friday prior to commencement they are not returning.

Return to the University, but do not live in a residence hall, after having signed a residence hall contract for the year.

Do not return for the spring semester except for academic suspension at the end of the previous spring semester or summer session, or who become deceased. Non-return for reasons of illness or academic suspension at the end of the fall semester will not entitle the student to a refund.

Are evicted from the Residence Hall.

**THIS ENTIRE REFUND POLICY IS SUBJECT TO CHANGE WITHOUT NOTICE.**

**Summer Sessions:**

**Withdrawal on or before the First Day of Class:** A student may obtain a full refund if the registration is officially cancelled through the Office of Academic Records and Summer School on or before the first day of class for the summer session.

**Withdrawal on or after the First Day of Class:**

**Voluntary withdrawal:** Students withdrawing after the first day of class will have refunds processed based on the following:

The percentage of tuition and fees charged when withdrawing is printed in the Summer School registration information and/or is available on request from the Office of Student Accounts, Room 104 Old Main, 724-738-2088.

Each summer session will be treated as a separate enrollment period for refund calculation purposes.

After the cut-off, no basic tuition and fees will be refunded. Refund of Residence Hall rent and Meal Plan fee will be based on the same percentages used to adjust basic tuition. The University Union Fee is not refundable after the first day of class.

Charges for withdrawal from an Internship will be calculated on an individual basis. The internship start date, scheduled length of the internship and the date of withdrawal from the internship will determine the charge/refund.

Overpayment of account with the student remaining in the university: When the student's account is overpaid for one of the following reasons, the charge will be computed as follows and any amount paid beyond the charge will be refunded and must be requested in writing.

**REDUCTION OF THE NUMBER OF CREDIT HOURS WHEN THE STUDENT IS PAYING ON AN HOURLY BASIS:** The percentage of the basic fee charged for the hours dropped will be stated under "Regular Semester Voluntary Withdrawals" in the section of this policy concerning withdrawals from the University after the opening date of a regular semester.

**APPROVED WITHDRAWAL FROM AN ON-CAMPUS RESIDENCE HALL AND/OR DINING HALL** (applicable only when withdrawal is pre-approved by the appropriate Vice President or his/her designee): The charges will be computed as stated in Section 3 relating to withdrawal from the University.

#### **EQUITY IN ATHLETICS DISCLOSURE**

As set forth by the U.S. Department of Education, a report containing information outlined by the Equity in Athletics Disclosure Act will be available upon request from the Department of Athletics, Academic Records, Admissions or Financial Aid after October 15 of each year.

## OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY

305 Old Main 724-738-2016

### Ethnic Intimidation

In June 1982, Governor Dick Thornburgh signed into law the Ethnic Intimidation and Institutional Vandalism Act.

Pennsylvania law now considers certain crimes to be more serious when motivated by hatred or malice toward the race, color, religion, or national origin of another individual or group. The law provides a more severe punishment of fines and imprisonment if the offense can be proved to be based upon a motivation of hatred of the race, color, religion or national origin of the victim(s).

Crimes punishable by the more severe penalty include assault, aggravated assault, harassment by communication or address (telephone), arson, criminal mischief, criminal trespass and other property destruction.

Vandalism causing damage or defacement to a church, synagogue, cemetery, mortuary, memorial to the

dead, school, educational facility, community center, grounds surrounding such institutional facilities, or personal property located within, is an offense now punishable as a felony of the third degree if the repair, replacement or other costs exceed \$5,000.

Any person who is injured or whose property is damaged by such actions can sue for damages, including damages for emotional distress, punitive damages and reasonable attorney fees and costs. Victims should immediately report any and all such activities to University police, 724-738-3333 for investigation and possible prosecution under this statute or to the vice president for student affairs, 724-738-2003.

Under this statute, the victim has the right to file a complaint against the suspect for injunction, damages or other appropriate civil or equitable relief. This may include recovery for damages, including damages for emotional distress, punitive damages and reasonable attorney fees and costs. The complaint may ask that the suspect cease the activities considered to be ethnic intimidation. This civil complaint may be filed even though criminal prosecution has not occurred.

## **Equal Employment Opportunity**

### **Policy Statement**

It is the policy of Slippery Rock University, without regard to gender, race, color, national and ethnic origin, disability or other legally protected class:

Seek qualified employees, selected on the basis of ability, experience and training;

Make available to employees opportunities for training, development and advancement on the basis of the individual's ability and performance; and

Encourage upward mobility and ensure that only valid requirements are used in promotion decisions.

In accordance with this policy, the university will seek to ensure that all personnel actions are made in a manner to further the principle of equal employment opportunity in the building of a diverse academic and employment community.

As a management tool to increase employment opportunities for traditionally under-represented individuals, the University declares its determination to continue to enforce the philosophical and practical intent of affirmative action.

Overall responsibility for equal employment opportunity as it is stated in the University's affirmative action plan resides with the president. Responsibility for day-to-day implementation and monitoring of the plan is assigned to the director of social equity. On an annual basis the office of social equity will submit a progress report to the president. Whenever remedial action appears to be needed, prompt reports will be provided to the president and appropriate vice presidents.

### **Section 504 of the Federal Rehabilitation Act of 1973**

It is the University's plan to fully comply with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In so doing, the University does not discriminate against students with disabilities in admission, student programs, activities and services. Slippery Rock University will provide reasonable accommodations for qualified students with disabilities in an effort to enhance the learning process and enable individuals to reach their maximum potential. Section 504 states that no otherwise qualified person with a disability may be denied access to, or the benefits of or be subjected to discrimination by any program or activity provided by any institution or entity receiving federal financial assistance. There are specific provisions related to postsecondary education which prohibit discrimination against individuals with disabilities in recruiting, admission and treatment after admission. It requires reasonable accommodations be made by college and universities to those who possess a record of such impairment. These provisions are necessary to ensure that students with disabilities are given the opportunity to fulfill academic requirements and that they are not excluded from programs because of the absence of auxiliary aids. The student, however, is expected to meet the standards of each class as determined by the instructor.

Any student requiring accommodation under the Rehabilitation Act of 1973 MUST be registered with the Office for Students with Disabilities, 122 Bailey Library, to receive services. For services to be provided, documented evidence (i.e. medical diagnosis, psychological evaluation, etc.) of a disability must also be submitted.

### **Americans with Disabilities Act of 1990**

The Americans with Disabilities Act guarantees people with disabilities access to employment, public services and telecommunications. Under ADA, if you are, or become, disabled, you may request that reasonable accommodations be made to assist in the performance of your duties.

Accommodations are defined as modifications or adjustments to your work environment or the manner in which your job is customarily performed. Accommodations are reasonable if they do not create undue hardship for the employer. The Equal Employment Opportunity Commission regulation defines undue hardship to mean an action requiring significant difficulty or expense i.e., an action that is unduly costly, extensive, substantial or disruptive, or that will fundamentally alter the nature of the business.

If you are affected by this law and require accommodations, you may obtain an accommodation request from the Office of Social Equity or the Office of Human Resources. Slippery Rock University wants to assist you in whatever way possible. If you have any questions related to disabilities and employment, please contact the Office of Social Equity at ext. 2016.

### **Harassment and Discrimination Policy**

Slippery Rock University has a policy against discrimination and harassment based on race, gender, national origin, religion, veteran status, disability status, gender, age or other legally protected class. This policy is supported by state and federal laws.

Slippery Rock University respects the rights of individuals to be employed and to pursue an education in an environment free of harassment and discrimination. Therefore, the university will take whatever action necessary to insure, to the extent possible, that the basic rights of all individuals are protected.

### **Ethnic Intimidation and Vandalism Act of Pennsylvania**

Charges of ethnic intimidation can be levied against those who commit certain designated offenses with malicious intentions toward the race, color, religion or national origin of a particular group or individual.

If you believe you are a victim of racial discrimination or ethnic intimidation, please report it to: Office of Diversity and Equal Opportunity, 305 Old Main, 724-738-2016 or Office of Intercultural Programs, B102 University Union, 724-738-2700.

### **Student Right to Know**

*Freshman Cohort and Student Athlete Graduation Rates Disclosure* - In accordance with the Student Right to Know and Campus Security Act (P.O. 101-542) as amended by the Higher Education Technical Amendments of 1991 (P.L. 102-26), Slippery Rock University has published a report documenting the graduation rates of its full-time, degree-seeking freshmen and those student athletes receiving any form of athletically related

financial aid. Anyone interested in receiving a copy of this report may do so in the Office of Academic Records and Summer School, Room 107, Old Main.

#### **Equity in Athletics Disclosure**

As set forth by the U.S. Department of Education, a report containing information outlined by the Equity in Athletics Disclosure Act will be available upon request from the Department of Athletics.

A complete copy of the Harassment and Discrimination Policy can be found at

<http://www.sru.edu/financeandadministrativeaffairs/diversity/Pages/Discrimination.aspx>

#### **Policy of Nondiscrimination and Affirmative Action**

Slippery Rock University of Pennsylvania is committed to affirmative action to provide equal educational and employment opportunities for all persons and will not discriminate on the basis of gender, race, color, national origin, religion, disability, age, veteran's status or other legally protected class. The University complies with all federal and state laws and regulations. Such laws and regulations include a prohibition of sexual harassment, including same-sex harassment. All persons within the University community have the right to an environment free from illegal harassment.

All inquiries regarding the above may be addressed to the Office of Diversity and Equal Opportunity, Slippery Rock University, 304 Old Main, Slippery Rock, PA 16057. The telephone number is (724) 738-2016.

#### **Sexual Harassment Policy**

Slippery Rock University's sexual harassment policy and procedures seek to provide an environment that is free from sexual harassment.

All employees, students and vendors are to comply with federal and state laws and regulations that relate to sexual harassment. The coverage of this policy extends to persons visiting the campus.

It should be clearly understood that the University will take action to prevent sexual harassment, including, if necessary, disciplining those individuals whose behavior violates University policy. For employees, discipline may include, but is not limited to, oral or written warning, transfer, suspension or dismissal.

Students may be referred to student standards for appropriate disposition.

A complete copy of the Sexual Harassment Policy can be found at

<http://www.sru.edu/financeandadministrativeaffairs/diversity/Pages/SexualHarassmentPolicy.aspx> or from the Office of Diversity and Equality Opportunity, Slippery Rock University, 304 Old Main, Slippery Rock, PA 16057. The telephone number is 724-738-2016.

## STUDENT AFFAIRS

### STUDENT CODE OF CONDUCT / JUDICIAL PROGRAMS (FORMERLY STUDENT STANDARDS)

Slippery Rock University is an academic community given meaning through the mutual respect and trust of individuals who learn, teach, and work within it. Students of Slippery Rock University are entitled to certain rights and privileges which will be protected through fair and orderly processes and which are best safeguarded when each student acts in a responsible manner. The purpose of the *Code of Conduct* is, therefore, to establish standards for students and a method to fairly assess student behavior according to those standards. All students of the University community are equally entitled to the protection of this document.

The complete *Code of Conduct* is available at:  
<http://www.sru.edu/studentlife/OSCRS/Pages/index.aspx>

## UNIVERSITY POLICE

145 Keister Road - 724-738-3333

Students and staff are informed that the University Police Department exists to provide a safe and secure environment. All are encouraged to report any incident detrimental to this atmosphere. When such reports are made, University Police conduct a thorough investigation and take appropriate action within the framework of existing laws.

### Emergency Stations

These stations are located throughout the campus and are identified by a blue light. Anyone in need of emergency assistance may use these stations. In addition, each residence hall has an emergency telephone keypad at the front outside door.

### Fire And Safety

#### Fire Alarms

All fire alarms, when sounding, should be considered as a fire alert and the building must be evacuated immediately. All occupants must evacuate the building. Failure to do so could result in disciplinary and/or legal action. Also, remember, during evacuation "DO NOT USE ELEVATORS."

#### Fire Equipment

Fire extinguishers are placed in strategic locations in all buildings. Misuse of, or tampering with, fire equipment is considered a criminal offense. This includes: setting off fire extinguishers or tampering with any part of the extinguisher or fire alarm boxes.

All offenders will be prosecuted to the fullest extent of the law and may be subject to University disciplinary action and/or eviction from campus residence halls.

#### Fireworks/Lethal Weapons

The use of fireworks (firecrackers, caps and sparklers) is potentially dangerous to oneself and others and is also a disturbance to the living environment. The use or possession of fireworks, explosives, or any other substances which may injure, discomfort, or disturb other individuals is strictly prohibited. Students who violate any of these policies may be subject to disciplinary action and/or eviction from residence halls.

The unauthorized use or possession of dangerous chemicals, explosive materials, dangerous devices capable of casting a projectile (including guns, bottle rockets), or other lethal weapons is also strictly prohibited. Students who violate any of these policies may be subject to disciplinary action and/or eviction from residence halls.

## **Parking Regulations**

**PARKING REGULATIONS ARE IN EFFECT 24-HOURS-A-DAY, 365-DAYS-A-YEAR (INCL. HOLIDAYS).** Regulations apply to ALL operators of motor vehicles on University property, including faculty/staff, students and visitors.

### **Designated Parking Areas**

Strict enforcement of designated parking areas (resident, commuter, staff and visitor areas) will occur between the hours of 8 a.m. and 5 p.m., Mondays through Fridays.

### **Visitors**

All vehicles must be registered with the University Police or through the hosting organization. Community members are responsible for seeing that their guests and visitors observe all University regulations. Acquaint yourself with and observe all posted signs concerning parking on University property. Parking is not permitted on University property without a valid permit

displayed. (Notes left on car are not special permits and will not prevent issuance of parking tickets.) Parking is not permitted in loading zones, "no parking" areas, by fire hydrants/stand pipes, in reserved/medical spaces, on the grass, and in the roadways. Handicap parking spaces are for use ONLY with a current Handicap Permit

### **Vehicle Registration Required**

All members of the University community operating and parking a vehicle on University property must display a valid University vehicle registration decal.

Payment for decals will be made at the University Police Department located at 145 Keister Road from 8:00 a.m. to 4:00 p.m., Mondays through Fridays.

### **Temporary Registration Permits**

Temporary registration permits are available at the University Police Department for any person having obtained a permanent decal who may have reason to use an unregistered vehicle for short period of time.

### **15-Minute Parking**

Fifteen-minute parking is permitted in those designated areas - ONLY if vehicle flashers are left on. Persons not utilizing flashers will be ticketed. (In effect 24-hours-a-day.)

### **Towing**

Excessive improper parking and parking in such a way as to obstruct exits, entrances, roadways and/or traffic may result in vehicles being towed at the owner's expense.

### **Payment for Parking Violations**

Payment is accepted at the University Police Department or at the Accounts Receivable Office (Student Accounts) located in Old Main from 8:00 a.m. to 4:00 p.m., Mondays through Fridays or may be deposited in the ticket payment boxes located around campus and at the University Police Department.

### **Booting**

A vehicle boot/immobilizer may be installed on vehicles that have violated certain University parking regulations.

### **Unpaid Parking Tickets**

A vehicle boot/immobilizer may be installed on those vehicles which have five (5) unpaid parking violations.

### **Appeals**

Appeals regarding tickets must be made within five (5) working days of issuance for maximum benefit. Appeals are to be made IN WRITING to the officer writing the ticket or his/her immediate supervisor.

### **Special Permits**

Contact desk officer at University Police Department.

**ALL OTHER QUESTIONS MAY BE DIRECTED TO:  
UNIVERSITY POLICE DEPARTMENT, 145 KEISTER ROAD,  
OPPOSITE MORROW FIELD HOSUE, OLD FOOTBALL FIELD.**

**NOTE: COMPLETE PARKING POLICY AVAILABLE AT  
UNIVERSITY POLICE OFFICE.**

## **CAMPUS RECREATION**

Aebersold Student Recreation Center 724-738-4800

### **Overview**

The Aebersold Student Recreation Center is an 82,000 square feet state-of-the-art facility that includes an aquatic center, climbing wall, fitness center, free weight area, fitness assessment lab, five gyms and a 200 meter track. The Campus Recreation Department is responsible for the operation of the building as well as providing programming within the facility. The program and facility have been designed to promote positive physical, mental and spiritual health. The Campus Recreation Department offers a variety of sports and fitness activities that provide exciting opportunities to "Rock & Recreate."

### **Facility Regulations**

#### **Proper Attire and Footwear**

For safety purposes, proper athletic and exercise attire and shoes are required in all activity areas.

Proper attire is identified as:

T-shirts, shorts, warm-up suits, sweats, aerobic wear, etc.

Non marking shoes are required on the wood floors.

Swim suits and swim footwear is limited to the pool.

Appropriate footwear must be worn on the climbing wall (no bare feet).

Full-toed athletic shoes are required in the fitness center and weight room (sandals are prohibited).  
Muddy/dirty shoes are not permitted in the facility.

#### **Clothing Storage**

Protect your valuables!!! With the exchange of your ID, free locks are available at the Welcome Center. Patron clothing and travel bags must be stored in the available lockers.

It is recommended that jewelry and valuables be left at home.

#### **Radios/Multi-Media Equipment**

Radios and headphones are permitted.

Other media is prohibited unless approval is requested and received from the Campus Recreation Office.

#### **Food/Beverages/Tobacco**

Food and beverages may be consumed in the mall area of the student recreation center, but are prohibited in the activity areas.

Plastic water bottles with a lid or squirt spout may be used in the activity areas.

Tobacco use in any form and alcoholic beverages are prohibited in the facility.

#### **Pets/Animals**

With the exception of Seeing Eye dogs and companion dogs for individuals who have a physical disability, all pets and animals are prohibited in the student recreation center.

#### **Aquatic Center**

Aquatic Center activity is permitted only when supervised by an SRU Lifeguard or other certified Aquatic staff person.

Access to the Aquatic Center is through the locker rooms.

Lifeguards have the responsibility to enforce all regulations and the authority to remove anyone for behavior deemed either unsafe or inappropriate.

The Emergency Alert System is three whistle blasts upon which all patrons must exit the pool immediately.

Lap swim is scheduled during open recreation times.

Children under 10 years of age must be directly supervised within the center by their parent/guardian or other adult.

Deep water access by children 10 years of age or younger is permitted once they can demonstrate the ability to swim 20 yards.

Entrance into the shallow end, 5 feet of water and under, must be by feet first.

Young children must wear plastic pants if they are still wearing diapers.

#### **Climbing Wall**

Climbing Wall activity is permitted only when supervised by Campus Recreation Team personnel. Skill and Safety Test must be passed to become a certified belayer. Children 12 years old and younger are not permitted to belay.

### **Gym A & Gym B**

Informal Recreation Volleyball, Badminton and Basketball:  
Basketball challenge play will be conducted in the available courts when other players are waiting to play.

### **Informal Recreation Gym B:**

This court will be utilized primarily for soccer, hockey, and aerobics. However, Gym B may also be used for field hockey, lacrosse, rugby, and tossing of baseball and football. Challenge play will be conducted when other players are waiting to play.

**Russell Wright Fitness Center** patrons must be 16 years of age or older to use the Russell Write Fitness Center unless special previously arranged programming is established. Fitness Equipment should be wiped down after each use. Orientations, fitness assessments, and exercise programs are available to all RWFC users. In order to complete a healthy workout, patrons are encouraged to warm up prior to exercise participate in cardiovascular, muscular fitness, and flexibility activities and then to cool down at the conclusion of their workout.

### **Track**

Athletic or walking shoes are required. Walkers must use the outside lanes and runners use the inside lanes. Strollers and/or baby packs are not permitted. Course direction: even numbered days clockwise; odd numbered days counterclockwise. Youth under the age of 10 are not permitted to use the track.

### **Safety**

All injuries should be reported to a Campus Recreation Team member. Minor injuries can be treated with first aid supplies, which are located at each activity area in the building. In the event of a serious injury or medical emergency, contact University Police (3333) immediately.

### **Services**

**Locker Policies:** Day lockers are available for all patrons. Patrons may use their own lock or check out a lock at the Welcome Center with a valid ID. All locks must be returned at the conclusion of the day.

**Extended Use Lockers:** Lockers are available for rental by the semester, academic year, or annual basis. Lock is provided with the rental. Rental fee schedule is available at the Welcome Center.

### **Welcome Center Services**

Equipment Checkout of a variety of sports and fitness equipment is available with a valid ID.

### **Lost and Found**

All lost and found items will be temporarily stored at the Welcome Center.

### **Intramural Activities**

Intramural Activities attract students who want to participate in athletic competition with other students on campus. Seasonal schedules, tournaments, and special events, are held between residence halls, fraternities, sororities, clubs, faculty, and commuting students. Intramural activities are provided for men and women separately as well as together in co-educational activities.

Approximately 28 sports are currently offered as intramural activities, and some sports have as many as 1,500 students participating. For a school its size, Slippery Rock University has one of the most extensive intramural programs in the country.

### **Club Sports**

Club sports provide the opportunity for competition with teams from other colleges and organizations but at a less formal level than the inter-collegiate athletic program. Each club sport is under the supervision of a qualified faculty/staff member. Included in the present club sport offerings are: rugby, lacrosse, ice hockey, power lifting, judo, cycling, and equestrian for both men and women; and volleyball for men.

### **Outdoor Adventures**

Outdoor Adventures is a program which encourages Slippery Rock University students, faculty, and staff to safely learn, enjoy, and appreciate outdoor recreation while protecting our environment. Outdoor Adventures also pledges to develop an outdoor leadership program that helps prepare students for future employment, and to develop this program to encompass activities for disabled and minority populations. SRU outdoor adventures provides programs that include whitewater rafting, kayaking, backpacking, canoeing, rock climbing, caving, cycling, and other indoor and outdoor events. Our usual schedule runs in the fall and spring semesters.

### **Ski Lodge**

The lodge is available for use by SRU students, faculty and staff groups. Many groups use the lodge for meetings, programs, and end of the year celebrations. The building features restrooms, fireplace, refrigerator, ice machine and tables and chairs. There is also an outside patio with grills and picnic tables accompanied by a sand volleyball court. The lodge can be reserved through the Office of Campus Recreation at 724-738-4440.

### **Campground**

There are primitive and electrical campsites in the campground adjacent to the ski lodge. Shower and restroom facilities are available inside the lodge. You may purchase a camping permit in the ARC room 117. Non electrical sites are \$5.00 and electrical sites are \$7.00.

### **Outfitter**

This service is located in the Ski Lodge at the northeast end of campus, is the equipment end of SRU Outdoor Adventures. Outdoor equipment is available to rent at low rates for SRU students, staff, and faculty. The equipment used is the latest in the outdoor industry. Hours of operation vary with the seasons. Call the ARC Welcome Center (724-738-4801) for current hours of operation.

## **Reach Program**

This is an on campus experiential based high and low challenge course program that serves all recognized student organizations with free team building, problem solving group initiatives on low course. The high ropes course allows for the provision of individual and pair challenges. Off campus groups can also secure experiences by contacting the REACH Program Coordinator at 724-738-4819.

## **Rental of ARC**

Rental for special events, parties, etc. Student groups may reserve activity areas free of charge on a space available basis during operational hours. A fee may be assessed for additional staffing, custodial maintenance and/or supervision of group. ARC is available for RENTAL by staff, faculty, and community groups. Fee schedule is available at the Welcome Center or ARC office.

## **COUNSELING CENTER**

Rhoads Hall - 724-738-2034

<http://www.sru.edu/studentlife/counseling/Pages/Welcome.aspx>

College years are a time of excitement, challenge and growth. Students develop not just educationally, but personally as well. The mission of the Student Counseling Center supports and promotes the psychological, academic and holistic health of Slippery Rock students.

To accomplish this, the Counseling Center:

Provides counseling to students through the developmental, social adjustment, academic preparedness and psychological challenges and opportunities they face during their decisive college years.

Provides short-term counseling, implements programming on issues relevant to students to enhance their personal growth, assists during crisis situations, and is a resource for referral to both on-campus and community support services.

Maintains a safe, confidential, non-judgmental environment for all students.

Promotes wellness through programming, training, and consultation to the Slippery Rock University community.

In the counseling relationship, students can learn about themselves, strategies for self-reliance, problem solving, decision-making, and relating to others. Counseling records are confidential and are not available to anyone without the written consent of the student. There is no charge for counseling services.

During regular office hours, a counselor is available to assist students with any emergencies that may arise. Should an emergency arise after hours, contact the McLachlan Student Health Center at 724-738-2052.

## **FOOD SERVICES**

Weisenfluh Dining Hall - 724-738-2038

<http://sru.avifoodweb.com/>

## **Dining Facilities**

The dining program at Slippery Rock University offers a variety of services throughout the campus for students and their guests. Meal service is available somewhere on campus from 7:00 a.m. to 9:30 pm (Sunday through Thursday) and to 10:00 p.m. (Friday and Saturday). When scheduling classes, students should take into consideration the dining hall service hours. Allow yourself

enough time between classes to eat lunch! NOTE: Dining hall hours are subject to change without notice.

Weisenfluh Dining Hall, located across from North Hall parking lot, contains a food court with a number of different food stations. This all-you-can-eat facility offers something for everyone: Hot entrees and ethnic foods, sandwich selection from the cold deli or hot grille area, pizza, vegetarian entrees, pasta and entrée salads made-to-order. Also available is a soup/salad bar, fresh baked breads, desserts including ice cream and frozen yogurt, and a variety of beverages.

Boozel Dining Hall, located at the lower end of campus next to the University Union, provides a more traditional dining atmosphere. The entrée selection includes vegetarian and healthy choice options, deli, grille, pizza, specialty bars, soup/salad bar, and a variety of desserts and beverages. This all-you-care-to-eat facility also features special meals, holiday dinners, monotony breakers, and prize giveaways.

Rocky's Grille, located on the lower level of the University Union, is an a la carte snack bar featuring grille and deli sandwiches, pizza, Mexican, salads, and other grab-an-go items, desserts, and beverages. This operation also provides delivery service to students who have contracted for a meal plan.

The Marketplace, a convenience store located in Weisenfluh Dining Hall, provides a large selection of pre-packaged foods, snacks, packed lunches, beverages, and pastries/dessert items baked fresh daily.

Taylor & Byrnes Gourmet Café, located in the lobby of the University Union, offers brewed coffee, iced specialty drinks and smoothies. Pastries and fine chocolates are also available. Taylor & Byrnes Express cafes are located in Bailey Library and Watson Hall.

### **Expected Standards Of Behavior:**

Students are not permitted to cut into food lines.

No food or service ware (glasses, china, silverware, etc.) is to be taken from the dining facilities.

No person is permitted in the dining hall unless he/she has presented a validated ID card or purchased a meal.

All trays, silverware, china, glassware, and paper are to be taken to the dish room or appropriate racks.

Health and safety requirements demand that shoes and shirts must be worn at all times. No spikes (rubber or steel) are permitted.

Smoking and/or use of smokeless tobacco is prohibited in the dining rooms except when permission is granted for special catered functions.

Students are not permitted to throw food or other objects in the dining facilities.

Foul language is not permitted.

### **Meal Contracts**

There are a number of meal plan options available to Slippery Rock University students. Students residing in a University Operated residence hall sign a housing/food service contract. Once signed, these become binding contracts. The only reason for exemption from the meal contract will be suspension or withdrawal from the University. Meal contracts are optional for off-campus/commuter students.

The meal contract entitles you to meals only when the University is in session. Students required to remain on campus during University recess periods (including student teachers and international students) may purchase meals at the transient rate if the dining facilities are open. Arrangements must be made in advance.

### **Special Diets**

Special consideration will be given to boarding students who have a medically related dietary problem. Dining Services will attempt to accommodate dietary needs. The student must submit documentation from his/her physician that defines the medical problem and clearly outlines the dietary procedures that are to be followed. No exemptions from the meal contract will be given to students living in residence halls. Students should see the director of Dining Services, Weisenfluh Dining Hall, to arrange for special diets.

### **ID CARDS**

Your SRU ID card is your key to many services on campus. It is your admission ticket to the dining facilities, sports events and other campus activities. For those students living in a residence hall, it provides access to your building. Money deposited in a Rock Dollars account (Pre-paid debit account) is accessible with your ID card. Rock Dollars may be used to purchase items/services in a number of locations throughout campus: SGA Bookstore, dining facilities, selected vending machines, residence hall laundry machines, copiers in Bailey Library, ticket purchases, and parking fees/fines. The ID card is also used as identification for cashing checks at the SGA Bookstore or in town and to withdraw materials from the library.

Your ID card is valuable and you should treat it like cash or a credit card. It is your responsibility to ensure that your ID card remains in working condition. As a security measure, your card must be read by "swiping" it through a card reader terminal. If you lose or damage your card, you must replace it.

The following area regulations concerning the use of ID cards:

Each student is required to have an SRU ID card in his/her possession at all times. Students may, upon request of a University official, be required to show a University ID card for identification purposes.

Properly validated ID cards are to be used only by the person whose name and picture appear on the card.

An ID card must be shown before a student will be allowed to enter a University function.

Only students with a properly validated ID card may use the card as a "meal ticket" or for withdrawing materials from the library.

Violations of the above policies may subject the student to disciplinary action.

#### **Replacement ID Cards**

In the case of lost or stolen ID cards, replacement ID cards will be provided at a cost of \$15.00 for the first replacement and \$20.00 for any subsequent replacements. A \$10.00 fee will be charged to replace damaged cards, if the card is returned to the ID Card Office when the new card is issued. Pictures for replacement ID cards are taken in the University ID Card Office, located in the lobby of Weisenfluh Dining Hall.

## STUDENT HEALTH SERVICES

Rhoads Hall - 724-738-2052

<http://www.sru.edu/studentlife/healthservices/Pages/Home.aspx>

The mission of Student Health Services is to enhance the educational process by providing quality health care and promoting an optimal level of health and wellness among the student body.

To fulfill our mission the Student Health Services will:

Provide quality health care

Adhere to ethical, professional and legal standards

Offer health promotion activities to advance student growth and development

Refer students for services not available on campus

Monitor for and respond to public health concerns

The McLachlan Student Health Center is located in Rhoads Hall. Health Service fees provide all students with confidential health care.

Students are encouraged to join as partners in their health care. Specific services include medical care by certified physicians and nurse practitioners, walk-in care by registered nurses around the clock during the academic year, in-patient care for short-term illnesses, as well as health related resources and wellness programs.

Special features include a COLD SELF-CARE CENTER and comprehensive exams including testing for pregnancy, HIV, sexually transmitted infection, pap smears, and pelvic exams. Confidential contraceptive counseling and prescribing is available. An additional fee may be required for some services.

Immunization services are available and include, but are not limited to, tetanus, MMR (measles, mumps, rubella), meningitis, and TB (tuberculosis) testing for those seeking to satisfy registration, housing, or certification requirements.

Emergency ambulance service is available by contacting the University Police at 724-738-3333. Off campus dial 911. Be specific about the location and nature of the emergency. When in doubt about the need for an ambulance, contact the nurse on duty for advice at 724-738-2052.

Van transportation may be available for non-ambulance injuries and illnesses. Contact the nurse on duty and ask for assistance.

Student involvement is a vital part of our quality improvement program. The Student Health Advisory Board (SHAB) is our student input group. SHAB is composed of student representatives and is involved in decision-making about health services programs and policies. Inquiries about SHAB may be directed to Kristina Benkeser Chiprean at 724-738-4883.

HOPE peer education is a student outreach project dealing with a variety of health topics and is coordinated through the office of Health Promotion within Student Health Services.

While it is not required that all students carry health insurance, it is strongly advised. (Athletes and international students must have current health insurance benefits.) If you are currently

without insurance, your current coverage does not extend to providers in the Slippery Rock/Western Pennsylvania area, or you are no longer eligible for benefits under your parents plan, a Student Accident and Sickness Plan is available. You can obtain insurance plan information by visiting Student Health Services or our website.

The resource area provides printed and video material on health topics from A to Z. Material is available for loan with your student ID.

Student Health Services will issue a Medical Visit Verification form to students who request written documentation of SHS utilization. The verification form is designed to provide the date, time and duration of treatment. It is the student's responsibility to forward the Medical Visit Verification form to their professor/employer.

Absence policies are determined by individual professors. It is the student's responsibility to be aware of these and do their part to meet the class requirements. Student Health Services does not have the authority to excuse students from class attendance.

## **WOMEN'S CENTER**

Strain Behavioral Science Building - 724-738-2992  
<http://www.sru.edu/studentlife/womenscenter/Pages/TheWomensCenter.aspx>

The Women's Center is an on-campus resource center that exists to foster understanding and actions that result in increased respect for, cooperation among, and acceptance of all people. The Women's Center offers a safe and welcoming place for meetings, programs, studying, making friends, or taking a break. A resource library of books, videos, magazines, newsletters, and brochures about issues relevant to women is maintained on site. The Women's Center proudly houses and coordinates the SRU Community Alliance Clothesline Project, a visual testimony to the existence of interpersonal violence.

## **THE BRIDGE PROJECT**

The Bridge Project - 724-738-2121

Slippery Rock University has combined with Victim Outreach Intervention Center (VOICe) of Butler County to provide sexual assault, relationship violence, and stalking education, prevention, risk-reduction and comprehensive services to the campus community. The Bridge Project is located on the lower level of Strain Behavioral Science Building in the Women's Center. Our mission is to reduce the prevalence and consequence of violence against women on campus. We will address sexual assault, relationship violence and stalking from sociological perspective, challenging cultural norms and belief systems that contribute to violence against women.

All Bridge Project services are free and confidential. Services include: education in the form of awareness, prevention, risk-reduction, trainings on updated materials, victim advocacy including accompaniment to medical/legal appointments and distribution of educational information and programming including speakers, presentations and campus wide campaigns. Students can volunteer their time as peer educators for the Bridge Project.

In case of emergencies resulting from sexual assault, relationship violence or stalking, contact University Police at 724-738-3333 or McLachlan Student Health Center at 724-738-2052.

## OFFICE OF MULTICULTURAL DEVELOPMENT (OMD)

B-102 University Union - 724-738-2700

<http://www.sru.edu/studentlife/multicultural/Pages/MulticulturalDevelopment.aspx>

The OMD is a comprehensive office that assists with the development of a campus wide plan for the retention of historically bypassed students. The OMD encourages exposure to the cultural richness found within color, gender, national origin, creed, lifestyle and sexual orientation. The staff advocates educational growth and development of students. With this in mind, specific retention and personal development programs are instituted for historically bypassed students to promote academic success and professional development.

Building Bridges Program created to provide student participants with training and practical experience for making presentations to classes and other groups for the purpose of increasing knowledge about diversity.

Student Development Seminars-Seminars are identified and/or coordinated throughout each semester to provide students with valuable techniques and knowledge about study habits, multiculturalism, career exploration, the power of positive thinking and more.

Student Development Opportunities provides opportunities for students to refine their skills through hosting programs, introducing featured speakers, participating in student lectures, co-presenting workshops and other leadership activity.

The OMD provides quality programs and events that are designed to enhance the collegiate experience of students and educate the campus community. All of our programs assist with the retention of a diverse student body, promote diversity awareness and outreach to the campus community. Program categories include retention, diversity awareness and outreach. Student Organizations under the auspices of Intercultural Programs

Black Action Society (BAS) is a student organization that focuses on the academic, social and cultural development for African American students. Black Action Society also seeks to educate by providing programming that fosters a broad inclusion of diverse populations

Latino Student Organization (LSO) provides programs for the Latino population at Slippery Rock University. The organization's mission is to educate and provide the campus community with a better understanding and appreciation of Latino culture and heritage

Lesbians, Gays, Bisexuals, Transgender and Allies (LGBTA) was created to provide an opportunity for personal growth and education regarding lifestyles and to extend an opportunity for social interaction among members of the gay, lesbian and bisexual community and others. LGBTA also provides support for individuals regarding lifestyles and seeks to enhance the relationships between gay, lesbian and bisexual communities and the Slippery Rock University campus.

The Student Union for Minority Affairs (SUMA) SUMA's goal is the promotion of unity for all students on campus with a particular emphasis on diversity. SUMA provides programming to ensure awareness of cultural diversity, social justice and multiculturalism. SUMA also functions as an umbrella organization for historically bypassed groups that choose to be affiliated with the organization, but is open to ALL Slippery Rock University Students in good standing with the university.

## **FAMILY CONNECTION SERVICES**

University Union - 724-738-2092

Slippery Rock University's Family Foundation was established in 1981 in order to promote a collaborative partnership with the families of enrolled students.

In 2002, Family Foundation has taken on a new name and a new look! Family Connection Services continues to enhance the personal support of our students in a community of learning.

It is our hope, through the efforts of this organization, that we will be able to support a variety of web-based and campus communication services that benefit Slippery Rock University students and their families.

Family Connection Services continues to be the sponsor of Slippery Rock University's annual Family Day activities held in the fall of each year for parents and also acts as a clearing house of resources and contact information concerning campus policies and activities throughout the year.

## RESIDENCE LIFE

Watson Hall

<http://www.sru.edu/studentlife/reslife/Pages/welcome.aspx>

The residential living experience at Slippery Rock University is based on providing students with a quality residence hall program. As a member of the residential community, students have the opportunity to become involved in numerous activities and organizations, to meet and become friends with many people from a variety of different backgrounds, and to enrich one's academic pursuits at the University. Students also have the expectation of being a responsible community member.

### Community Living

#### Community Living Responsibilities

The primary challenge of living in a residence hall is learning to live together with a variety of people. For individuals to live together, a respect for each other and a commitment to certain standards is required. These standards are based on the respect for the rights of others and exist to provide the most freedom for the most people. Every resident of every hall has the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community. Along with these rights go responsibilities to oneself, to one's roommate, to the residents of the building, and to other members of the community.

### Residence Hall Staffing

The coordination and management of the Residence Hall Program is accomplished by a staff of 74 live-in personnel. Each complex is staffed by a Residence Life Coordinator who is a full-time professional. The Community Assistant is the staff member with

whom you will have the most direct contact. These individuals are students who have received extensive training to assist students with adjustment, serve as a source of information, and provide opportunities to enhance your overall residential experience. Night Desk Staff, facilities staff, custodial staff and mailpersons who work to maintain a health living environment also assist in providing a quality experience in the halls.

### Residence Halls

All residence halls have kitchens, computer labs, cable, microwaves, and individual computer access, telephone numbers, and voice mail boxes.

Residence Halls have magnetic locks on all slide entrances and front entrance doors are equipped with a swipe card locking system that works with the student ID card. All doors are locked 24-hours-a-day. Each hall is equipped with an automatic fire alarm system that activates an alarm system in the University Police department. All rooms are equipped with smoke detectors. The Department of Residence Life is concerned with student safety, and we try to maintain safe living areas for our occupants. Locks are on each of the doors of each living area and can be unlocked by utilizing the resident's room key. We work with student groups in promoting safety in the halls. For example, students helped us develop a policy that prohibits extension cords and requires power strips, which include a circuit breaker. This power surge protector should be utilized for electrical equipment such as a computer, refrigerator, stereo, etc. Only appliances with automatic shut off are permitted in the halls.

Residence hall guests are escorted by their host when visiting in the halls and are expected to obey University and residence hall rules and regulations. A copy of the visitation policy and rules and regulations can be found in the handbook entitled Living at the Rock. Please refer to this publication if you have any questions concerning visitation rules or residence hall regulations. If after reading the policies and rules, you have any questions, please feel free to talk to a Residence Life Coordinator or call the Department of Residence Life at 738-2082.

### **Freshman Residence Requirement**

Slippery Rock University believes that living in residence halls is beneficial to students making the transition between high school and University life. Research has shown that students who live in residence halls tend to do better academically and persist to complete their University curriculum. In the residence halls, students have the opportunity to learn from educational programming and from one another. They draw support from the Residence Life staff and utilize the staff in addressing the multitude of challenges associated with University life. Because we believe that a student's first year at the University helps to set the tone for their educational and social development, all freshmen are required to live on campus. This requirement does not apply to freshmen who live with their parent or legal guardian at their primary residence and within a reasonable commuting distance. Also, any student over the age of 21 may request permission to live off campus (it should be noted that non-traditional housing is available in the residence halls). Requests to live off campus will be reviewed by the University Residence Requirement Appeals Board. Students who request an exemption to the freshman residence requirement must submit a written

request to the Director of Residence Life at the time they submit their advanced residence hall deposit.

## **THE INTERCOLLEGiate ATHLETIC PROGRAM**

Morrow Field House

<http://www.sru.edu/PublicRelations/AthleticsandRecreation/Pages/AthleticsandRecreation.aspx>

The Slippery Rock University Intercollegiate Athletic Program complements and supplements the overall mission of the Institution, the PSAC, and the NCAA while providing a high level experience for student-athletes at the conference, regional, and national levels. The Rock Athletic Program encourages the intellectual, physical, and social growth of all student-athletes.

The strength of the SRU intercollegiate athletic program is its academic accountability, as well as its desire for excellence in all 19 of the University's varsity teams. Competitive, intercollegiate teams for women include cross country, volleyball, soccer, and field hockey in the fall; basketball, swimming, and indoor track in the winter; and lacrosse, softball, tennis, water polo, and outdoor track and field in the spring. The men's sports include football, soccer, and cross country in the fall; basketball, and indoor track in the winter; and baseball, and outdoor track and field in the spring. Slippery Rock University is a member of the Pennsylvania State Athletic Conference (PSAC) and the National Collegiate Athletic Association (NCAA).

## **Robert M. Smith Student Center**

<http://www.sru.edu/studentlife/union/Pages/unionhome.aspx>

The Mission of the Robert M. Smith Student Center is to serve as a gathering place for the campus community. The services, programs, activities, and opportunities that the Student Center provides are designed to meet the needs of students, faculty, staff, and visitors and foster a sense of community and campus loyalty. Through their involvement with the Student Center, students develop skills in leadership, citizenship, diversity awareness, and professionalism.

### **An Auxiliary**

The Robert M. Smith Student Center is an auxiliary enterprise operating solely on student fees and other revenue generated through rental agreements. No tuition dollars or state appropriations are allocated to the Student Center. A separate Student Center fee is determined, approved by the Council of Trustees, and assessed to all enrolled students. Revenue generated through programs, services, and rental agreements helps to offset the budget requirements for the student fee assessment.

### **Overview of Scheduling**

The Student Center administration attempts to accommodate as many events and activities in the Student Center as possible. As the campus gathering place, students, faculty, staff, and community members all seek to utilize the Student Center for events and programs. In scheduling the facility, efforts are made to provide as much opportunity as possible to student groups while maintaining the ability to serve the varied needs of other members of the campus community.

### **Authority for Scheduling**

The administration of the Student Center department is responsible for the scheduling of the facility. Only authorized departmental personnel may establish, alter, change, modify, or cancel reservations for the Student Center. Department or organization event organizers may not assign, share, give, or promise reserved facility space and services to other parties. Any requests of this nature must be discussed with the Student Center staff, which has ultimate authority to assign, approve, or disapprove facility use requests. The Director of the Student Center may use administrative discretion in making exceptions to the standard operating practices and procedures as may be necessary to further the mission of the Student Center.

### **Operating Hours**

The Robert M. Smith Student Center administration establishes normal operating hours for the facility. Requests to deviate from normal operating hours are reviewed by the Director. Approval of requests to deviate from normal operating hours is dependent upon the ability to schedule staff coverage for the event.

#### **Academic Year Operating Hours:**

Monday-Thursday	7:30 a.m. - 12:00 midnight
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Friday	7:30 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	9:00 a.m. - 10:00 p.m.

Requests to extend the operating hours on Friday and Saturday nights are reviewed and are subject to late-night event guidelines developed by the Division of Student Affairs. Late-night event guidelines require at least 30 days advance notice for scheduling an event, participation and attendance of a faculty/staff advisor, completion of a security review meeting, and submission of a cancellation deposit to secure the facility.

If approved, the Student Center will require the sponsoring organization to end any late-night event by 1:30 a.m. to allow the organization time to clean up, load-out, and insure that all patrons have left the facility prior to the extended closing time of 2:00 a.m. The Director of the Student Center will coordinate the completion of the late-night event guidelines.

#### Summer Session Operating Hours:

Monday-Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	Closed
Sunday	9:00 a.m. - 1:00 p.m.

Summer session hours will be modified as needed to accommodate events, conferences, and other special functions.

#### Breaks and Holidays:

Breaks in the academic calendar when the University remains open	8:00 a.m. - 4:30 p.m. Monday-Friday 9:00 a.m. - 1:00 p.m. Sunday
Holidays when the University is officially closed	Closed

The Student Center is designated as an essential facility. As such, the facility may remain open on days when other facilities are closed, including holidays, inclement weather days, etc.

#### On-Campus Scheduling Procedures

Recognized student organizations and university departments can view campus room availability, including the Student Center, online via the website <http://schedule.sru.edu> and should do so prior to requesting any campus facility. Reservation request forms for university activities sponsored by recognized student organizations and university departments are available at the Student Center Information Desk or via the Student Center web page. A faculty or staff advisor must sign the reservation request form for recognized student organizations. Completed reservation request forms should be submitted to the Student Center Information Desk as soon as a date for the event is known, preferably at least one month in advance of the desired date. Reservation requests may also be submitted for recurring events (e.g. weekly meetings) at the start of each academic year or semester. Upon receipt, the form is reviewed for completeness and availability of the requested facilities. Written notice is returned to the requesting organization or department, usually within one week, indicating the result of the reservation request.

#### Guidelines for Scheduling Recurring Meetings

Approximately four weeks prior to the end of each semester, reservation requests for recurring meetings will be accepted for the following semester. The start date will be announced to all student organizations through the Center for Student Involvement & Leadership. The Student Center administration reserves the right to restrict the frequency of recurring meetings for individual departments or organizations in order to

maximize availability for all organizations. Organizations seeking to reserve more than two recurring meetings each week may be asked to meet with Student Center administrators to review the needs of the organization. Such requests may be deferred until the third week of the semester to permit other organizations sufficient time to schedule rooms.

#### **First-Come, First-Serve**

The general practice of the Student Center is to schedule events on a rolling basis. Reservation requests are processed in the order received. Reservation requests are stamped with the date and time of submission at the Student Center Information Desk in order to resolve any conflicting requests. Incomplete requests are returned for correction and are processed based on the resubmission date.

#### **Relocation of Reserved Activities**

The University Union administration reserves the right to reassign a previously approved event to a different space in the facility. Any reassignment will be communicated to the requestor as soon as such reassignment is made in order to insure minimal disruption to the scheduled activity.

#### **Alternate Space Assignments**

When the requested facility space is not available on the date and time requested, the University Union scheduling staff will attempt to accommodate the activity in an alternate space in the University Union. Assignment of alternate space will be noted on the written confirmation returned in response to the reservation request.

#### **Denial of Requests**

When a request cannot be accommodated, a written denial will be marked on the reservation request and returned to the requestor. The requestor may seek other facility availability on campus or submit a new reservation request for a different date and/or time. Due to the volume of facility requests, there is no waitlist for facility reservations.

#### **Cancellation Notification**

Departments and organizations should report any cancellations of confirmed reservations to the University Union administrative personnel as soon as possible. Once notified of a cancellation, all facility reservations will be released. New reservation requests for released facilities will be processed in the order in which they are received. Failure to notify the University Union of cancellations or engaging in a recurring pattern of cancellations may result in restrictions on future reservation requests by that organization or department (also see No Show Procedures below).

#### **No Show Procedures**

The University Union administration monitors room usage. If it is determined that a department or organization is not utilizing a recurring reservation, an attempt will be made to confirm with the organization whether the reservation may be modified or canceled. The University Union reserves the right to cancel the entire reservation, with appropriate notice to the requestor, if the department or organization does not utilize reserved facilities. Once canceled, the facility space will be available for new reservation requests.

#### **Block Holds**

For significant university events it may be necessary to place a hold on University Union facilities for a block of time until decisions can be made as to actual room usage needs. Such holds are discouraged as they prevent other event organizers from making firm plans. A request for a block hold must be submitted to the Director of the University Union for approval. If approved, the Director will specify an expiration date for the block hold that allows up to a maximum of 30 days for more specific plans to be made. The sponsoring organization or department must submit room reservation requests that specify actual event and room usage needs prior to the expiration of the block hold. Upon expiration, all remaining rooms in the block hold are released and new reservation requests will be accepted. Significant university events are defined as those that are critical to the success of the institution and usually involve significant investment of resources by various departments on campus to include, but not be limited to, Homecoming, Kaleidoscope, Orientation, Admission Visitation events, etc.

### **Off-Campus Scheduling Procedures**

Individuals, groups, organizations, businesses, and others seeking to hold an activity that is not university sponsored, must contact the Director of the University Union to complete a rental agreement. The Director will review the request, determine rental fees and payment schedules, and confirm the availability of the facility. A tentative hold may be placed on the facility pending completion of the rental agreement. A deposit (ranging from 25-100%) must be submitted within two weeks to confirm the rental arrangement or the tentative hold will be released. The balance of the rental payment is invoiced immediately following the event and includes any additional charges for on-site requests not anticipated at the time of booking (i.e. extra staffing, extended hours, additional room usage, etc.). The Director reserves the right to refuse rental requests in order to preserve facility availability for university events.

### **Wedding Procedures**

Through agreement with the food services contractor, all wedding requests are handled through the campus office of the food service contractor. This minimizes the number of contacts required to gather information, check availability, and book an event. Special wedding package rates have been developed and are presented by the food service contractor. The University Union Multi-Purpose Room is available for wedding receptions during the summer and during holidays and breaks during the academic year when the university is open and student events have not been scheduled. All other facility spaces (e.g. lobby, patios, meeting rooms, etc.) may also be scheduled depending upon the needs of the event.

### **Current Rental Rates**

Please contact the Director of the University Union for current rental rates.

### **Commission on Sales**

Individuals or businesses conducting a sale must arrange to rent the appropriate facility and pay a 20% commission on the gross, pre-tax proceeds from the sale.

### **University-Affiliated Requests**

Some departments and organizations may seek to host events that are a blend between a university and a non-university event. Typically these events have as their focus the provision of a program or service to an audience broader than the university community of faculty, staff, and students. These events may be similar in nature to a conference where some participants are Slippery Rock University students, but many other participants are from groups or organizations not related to Slippery Rock University. Special rental rates have been developed for these events (usually 50% of the regular rate), and will be determined by the Director in consultation with the sponsoring organization.

### **Multi-Purpose Room Scheduling**

The Multi-Purpose Room is the only ballroom facility available on campus. As such, it is a highly sought-after space for all manner of events. The following conditions and restrictions are imposed on use of the Multi-Purpose Room:

Due to the special staffing provided in the Multi-Purpose Room, reservation requests must be received at least two weeks in advance of the desired date of the event. Late night event requests should be submitted 45 days in advance but must be received at least 30 days prior to the desired date in order to meet the Division of Student Life Late-Night Event Guidelines.

A two-hour room set-up time and two-hour room teardown time is scheduled for each event to permit room changeovers and cleaning.

A member of the University Union operations staff will be present at all times during an event. Only University Union employees are authorized to operate the sound, light, and projection console and associated equipment in the Multi-Purpose Room.

All equipment needs and set-up diagrams must be confirmed with the Coordinator of Union Facilities & Event Services approximately one month, and no later than one week, in advance of the scheduled activity.

All requests to change room layouts during the course of a single reservation (e.g. converting from a classroom set-up to a banquet set-up) will be evaluated by the Coordinator of Union Facilities and Event Services. If approved, the Coordinator will specify the amount of time needed to clear the room and accomplish the change. The Coordinator may refuse the request or discuss alternative arrangements if insufficient time is available.

All decoration requests must be reviewed and approved by the Coordinator of Union Facilities and Event Services. In general, decorations must be freestanding and not adhered to windows, walls, curtains, or fixtures. Candles and other open flames are permitted only when utilized by the catering office in hurricane glass or water vases or when approved in consultation with the Office of Environmental Health and Safety.

University Union operations staff will attempt to accommodate requests for additional equipment or minor room layout changes at the time of the program, but such requests may not always be feasible due to other activities in the facility and staffing limitations.

The scheduling of ongoing or recurring events (e.g. weekly organization meetings) is not permitted in the Multi-Purpose Room in order to insure availability for single-use, special events. Practices for performances are limited to one dress rehearsal in advance of the scheduled performance. Meeting rooms may be booked for additional practices.

### **Equipment Scheduling**

The University Union purchases and maintains standard equipment for events.

Tables and chairs are available in meeting rooms and the Multi-Purpose Room and may be configured for the needs of the event. Integrated computer, video, and projection equipment is available in two meeting rooms and the Multi-Purpose Room. Portable projectors are available in limited supply. Other rooms may be configured for projection equipment supplied by the event organizer.

Staging and stage lighting is available for use in the Multi-Purpose Room.

A variety of accessories such as easels, screens, overhead projectors, tv/vcr units, tv/dvd units, etc. are available in limited supply.

The event coordinator should discuss specific equipment needs approximately one month, and no less than one week, in advance of the scheduled activity. All media should be submitted at least one week in advance of the event in order to test compatibility with equipment.

The Coordinator of Union Facilities and Event Services will confirm with the event coordinator what equipment is available for use.

The event coordinator is responsible for insuring that program equipment needs are met, including making arrangements for equipment that cannot be provided by the University Union.

Any equipment or supply deliveries must be scheduled with the Coordinator of Union Facilities and Event Services in order to prevent infringing on other reservations.

### **Information Table Scheduling**

There are five (5) information tables in the lobby of the University Union. As with other facility spaces, information tables are scheduled on a first-come, first-serve basis. A Sales and Solicitation request must be approved through established procedures in order to conduct a fundraising activity at an information table. Information tables may be rented in accordance with the Off-Campus Scheduling Procedures. An information table may be scheduled for a maximum of two (2) consecutive calendar weeks per activity or fundraiser.

### **University Union Lobby Scheduling**

The lobby of the University Union may be scheduled for programs and events by recognized student organizations and university departments. However, as the lobby is surrounded by administrative offices, noise levels of scheduled events will be strictly monitored during regular office hours. The University Union may schedule events in alternative locations or deny reservation requests in order to prevent noise concerns.

### **Banner Scheduling**

Banner request forms are available at the Union Information Desk and the University Union web page. Request forms must be submitted along with the banner to be displayed. Requests should be submitted at least one week in advance of the desired start date for display.

### **Outdoors**

Recognized student organizations and university departments

may submit requests for a banner to be hung over the front door of the University Union. Banners must be constructed of sturdy, weather-resistant material with appropriate grommets for hanging on the facility. Banners should not exceed the dimensions of 3' vertical x 12' horizontal. The University Union will schedule the placement of banners and issue work orders for the facilities department to place and remove outdoor banners. Although every effort will be made to meet the requested schedule, the University Union cannot guarantee the dates that the facilities department will schedule the work of hanging and removing banners.

#### Indoors

Recognized student organizations and university departments may submit requests for a banner to be hung from the banner tracks in the lobby of the University Union. Banners should not exceed the dimensions of 3' vertical x 6' horizontal. Banners are hung on a space-available basis only, and all requests are processed on a first-come, first-serve basis. The University Union operations staff will schedule the placement of banners and hang and remove all banners.

#### Quad & SGA Pavilion Scheduling

The University Union coordinates the scheduling of activities on the campus quad, including the SGA Pavilion. Recognized student organizations and university departments may submit requests for use of these areas using the University Union Reservation Request form available at the Union Information Desk or the University Union web page. For quad and pavilion reservations, the University Union confirms availability only. The University Union does not provide equipment or technical support for events on the quad or in the pavilion. All requests for tables, chairs, electricity, audio-visual equipment, and any other needs must be

arranged with the campus facilities or information technology department by the sponsoring organization or department.

#### Quad Locations

The Quad is designated as containing the following three areas: (1) adjacent to Bailey Library; (2) adjacent to the Physical Therapy building; and (3) adjacent to the Advanced Technology and Science Hall. Reservation requests should designate the desired location(s).

#### SGA Pavilion

The SGA Pavilion includes the area under cover of the pavilion as well as the patio area immediately adjacent to the pavilion. SGA has determined that non-university groups or individuals may not reserve the pavilion. Further, University departments may not reserve the pavilion sooner than one month prior to a desired activity in order to increase availability of the pavilion for student organization activities. Individual students may request to reserve the SGA Pavilion using regular reservation processes. SGA has further determined that no organization may schedule the Pavilion for more than two consecutive days and no more than three days per week. Organizations desiring to seek an exception to these limits must submit an hour-by-hour schedule of proposed activities to be reviewed by the SGA Vice President of Administrative Affairs.

#### On Demand Usage

Meeting rooms (excluding the Multi-Purpose Room) are available for immediate use by individual students, recognized student organizations, and faculty and staff members upon request as availability permits. The person desiring to use the room must go to the Union Information Desk, complete a room usage form, and leave identification for the duration of the activity. The

Information Desk Assistant will permit access to the room and will check the room at the conclusion of the event. Due to the immediate nature of these requests, special room arrangements and equipment requests cannot be honored.

### **Facility Usage Rules and Expectations**

The following rules and expectations apply to every event and activity whether scheduled in advance or requested on demand: The facility must be used for activities specified in the original request. University departments or recognized student organizations may not utilize the facility for non-university events without making appropriate rental arrangements. Organizations or departments that violate this provision may be billed for room usage and are subject to loss or restriction of future reservation privileges.

Student organizations must maintain university recognition in order to utilize the University Union. Organizations that lose recognition or fail to complete the annual registration process will forfeit all confirmed room reservations and be denied further facility usage until such time as the organization is officially recognized by Slippery Rock University.

All furniture and equipment must be used appropriately so as not to cause damage. Event organizers may be billed for any damage to equipment or furnishings.

At the conclusion of the event, the room must be restored to order with all trash put in proper receptacles and all furniture placed in its original position. All equipment and supplies brought in by the event participants must be removed immediately upon the completion of the event.

Events must adhere to the requested start and end times so as not to interfere with or impact other reservations.

The use of candles and other open flames in the University Union is strictly limited to only those events where the catering office coordinates the usage. The Director of the University Union and the Director of the Environmental Health and Safety Office will review requests for exceptions to this policy.

Decorations must be approved by the Coordinator of Union Facilities and Event Services and may not be adhered to walls, doors, or windows.

Posters, flyers, and other advertisements may be posted on bulletin boards in accordance with normal posting procedures. Event planners should arrange with the Coordinator of Union Facilities and Event Services for easels if the posting of directional signage on the day of an activity is desired. Flyers and other signage may not be adhered to doors, windows, walls, floors, ceilings, railings, or other facility spaces not specifically designated for posting.

No alcohol is permitted except as may be approved through the University Alcohol Use Permit process. Information regarding the Alcohol Use Permit process may be obtained from the Director of the University Union or the Director of Environmental Health and Safety.

Solicitation is permitted inside the University Union only when appropriate approval has been granted for the activity and a reservation has been made for a facility space. Information concerning solicitation policies and procedures may be obtained from the Director of the University Union.

All individuals, recognized student organizations, university departments, and others that utilize the University Union must meet the financial obligations incurred for the use of University Union programs, services, and facilities. Failure to pay for services rendered by the University Union may result in restrictions on further use of the programs, services, and facility until all financial obligations have been met.

Violation of facility rules may result in one or more of the following responses depending on circumstances: restrictions on future use of the facility, referral to the Office of Judicial Programs, notification to University Police, billing for damage repair or replacement of equipment, or other appropriate penalty.

## **University Union Posting Policy**

### **Posters/Flyers**

All public postings (example: flyers, posters, etc.) must be presented to the staff at the Information Desk located in the University Union in order to be approved and posted in the University Union. Due to space limitations, posters/flyers should measure no more than 11"x17" whenever possible. Larger items will be posted only when space permits.

The Information Desk staff will review the poster to insure compliance with the posting policy.

If approved, up to three (3) posters will be stamped and dated by the Information Desk staff.

Once approved, the Information Desk staff will place the posters on the public bulletin boards in the University Union. There is one public bulletin board located on each floor of the Union. There is a limit of one poster per event on each bulletin board.

Information Desk staff will remove posters immediately upon completion of the advertised event or after two weeks when space is needed for new postings. The University reserves the right to remove announcements more frequently should the accumulation of signs detract from the appearance of the University Union.

Organizations or offices that maintain specifically designated bulletin boards in the University Union are strongly encouraged

to utilize those bulletin boards for advertising activities, events, and information in order to provide maximum availability on the general bulletin boards to students and organizations without designated space. Bulletin board space is currently designated for the following groups: Center for Student Involvement & Leadership, Greek Life, Black Action Society, University Program Board, Office of Intercultural Programs, Alpha Kappa Alpha, and Zeta Phi Beta/Phi Beta Sigma.

Posters or flyers placed on bulletin boards without having an approval stamp will be removed.

In order to preserve an aesthetically pleasing environment and to lessen litter, flyers or posters are not to be adhered to doors, windows, walls, pillars, stairwells, bathroom stalls, floors, sidewalks, railings, water fountains, or other non-authorized areas. When found, these will be removed.

Individuals or student organizations that do not comply with any of the guidelines of the posting policy may be referred to the Office of Judicial Programs.

### **Table Tents**

Table tents are not permitted in the lobby, lounges, or other common areas in the University Union. Table tents placed in these areas will be discarded. Table tents are permitted to be placed in Rocky's Grille when properly scheduled and approved by the Dining Services office located in Weisenfluh Hall.

### **Pamphlets/Brochures**

The University Union maintains a literature rack on the first floor of the Union near the Information Desk.

Pamphlets and brochures must be given to the Information Desk for placement in the literature rack.

A pamphlet or brochure will be placed in only one location in the literature rack. The University Union will dispose of excess quantities of brochures. The University Union will not store brochures for purposes of refilling the literature rack.

The Information Desk Assistant will determine placement of the pamphlet or brochure in the literature rack.

Due to space limitations, older materials will be removed periodically to permit placement of newer materials. The University reserves the right to remove pamphlets and brochures more frequently should the accumulation of items detract from the appearance of the University Union.

The University Union will not accept deliveries of bulk quantities of pamphlets, flyers, brochures, coupons, or other materials intended to be distributed to the university community. Any such materials delivered to the University Union will be refused or discarded.

#### **Banners**

Space to hang banners in or on the University Union may be reserved by University departments and recognized student organizations through the University Union reservation request process.

Facility reservation forms are available at the University Union Information Desk.

The facility reservation request must be completed and submitted with the banner to the University Union Information Desk.

Banners to be hung inside the Union lobby may be made of paper, vinyl, cloth, or other material not to exceed 3' vertical x 6' horizontal.

Banners to be hung on the outside of the Union must be made of weather resistant material (e.g., vinyl) and have secured fasteners to insure stability. Banners should not exceed 3' vertical x 12' horizontal.

Banners are hung on a space available basis only, and all requests are processed on a first-come, first-serve basis. Requests to display banners should be made at least one week in advance of the first day of display.

The University Union will issue a work order to the facilities office for the hanging and subsequent removal of banners approved to be hung outside of the Union. Although every effort will be made to meet the requested schedule, the University Union cannot guarantee the dates that the facilities department will schedule the work of hanging and removing the banner.

Banner display is usually limited to two weeks in duration.

The University Union reserves the right to adjust banner placements, duration of display, number of banners, etc. to best serve the varied uses and programs scheduled in the Union.

Plans should be made by the requesting party to pick up banners immediately following the display period.

Any questions concerning banner materials or dimensions should be addressed to the Coordinator of Union Facilities & Event Services in 217UU.

#### **Chalking**

Chalking of sidewalks and the wall in front of Patterson Hall near to Morrow Field House will be permitted by officially recognized student organizations for the announcement of university-sponsored events. A washable, non-staining chalk must be used. Chalking of university sidewalks and patios (including the University Union and the Quad) will be permitted for officially recognized student organizations for the announcement of University-sponsored events.

The university reserves the right to remove announcements periodically should the accumulation of signs detract from the appearance of the campus. Students shall not remove or alter the message of another student organization. The chalking of buildings, roadways, or parking areas is prohibited. Reported violations will be referred to the coordinator of student standards.

A washable and non-staining chalk must be utilized.

Chalking is only permitted on sidewalks, patios, and horizontal surfaces where rain will be able to wash it away.

Chalking is not permitted under overhangs.

The chalking of buildings, walls, windows, light poles, or other vertical surfaces is strictly prohibited. Organizations may be billed cleaning charges for the removal of chalked messages in unauthorized areas.

The defacing or removal of a group's chalked advertising by another group is prohibited and subject to referral to the Office of Judicial Programs.

#### **Information Desk Displays**

Arrangements may be made with the Director of the University Union for the display and distribution of applications and other material of general interest to the student body at the Union Information Desk (e.g. applications for scholarships and leadership positions, course scheduling guides, etc.).

Arrangements must be made at least a week in advance, and all materials should clearly designate the office, organization, or department to contact with questions or concerns. In order to prevent any misunderstanding, the Union Information Desk should not be designated as a location to submit completed applications for any organization or department other than the University Union. The University Union reserves the right to

discard materials that have expired or that are inhibiting the completion of other duties at the Information Desk.

#### **Oversight of University Union Posting Policy**

The oversight of the University Union Posting Policy will be through the Director of the University Union. This policy will be reviewed as needed and will be communicated to the campus community on a regular basis via the Student Handbook, Student Organization manual, and other written and electronic media. Requests for changes to the University Union Posting Policy should be made in writing to the Director of the University Union. The Director of the University Union reserves the right to authorize exceptions to this policy as may be required to support the purposes and goals of Slippery Rock University.

#### **SGA BOOKSTORE**

Monday-Friday

8:00 a.m. - 5:00 p.m.

Special Saturdays

11:00 a.m. - 4:00 p.m.

#### **COOPERATIVE ACTIVITIES OFFICE**

Academic Year

Monday-Friday

8:00 a.m. - 4:30 p.m.

Summer Sessions

Monday-Friday

8:00 a.m. - 4:00 p.m.

## **CENTER FOR STUDENT INVOLVEMENT AND LEADERSHIP**

The programs and services offered through the Slippery Rock University Center for Student Involvement and Leadership are designed to involve students in the life of the campus and enhance student leadership skills. The Center provides programs and workshops that explore theories of leadership and the practical application of leadership skills. In addition, the Center encourages students to utilize leadership strategies in their roles within student organizations. The student activity programs sponsored each year are designed to complement academic course work by taking the theory learned in the classroom and placing it into practice. The Center's goal is to involve every Slippery Rock University student in the development of leadership skills. The Center for Student Leadership, located in B-105 University Union, provides a conveniently accessible location for students to obtain informational resources, meet with professional and para-professional advisors, and utilize office equipment to enhance their programmatic efforts.

The Center for Student Involvement and Leadership houses the co-curricular transcript program, Compass Leadership Program, Family Connection Services, Greek Affairs, Transition Programs, Student Organizations, Freshman Leader Scholar Program, Student Government and the University Program Board. Each office works extensively with students (both individually and in groups), faculty, and staff to develop effective and meaningful opportunities for the campus community. For additional information, call (724) 738-2092 or stop by B-105 University Union.

## **University Program Board (UPB)**

The University Program Board (UPB) is the major co-curricular sponsor of student events. It consists of committees and executive positions, held by students, who provide varied programming assuring a diverse array of entertainment for the campus community. The University Program Board invites all students to enjoy their many events. Most events are free for SRU students. Recent events sponsored by UPB include TI, Trace Atkins, Chris Cagle, Hawthorne Heights, Ludacris, Dave Chappelle, the Goo-Goo Dolls, Jimmy Fallon, Mitch Hedberg, Busta Rhymes, and WWE superstar Mick Foley. Visit the office located in B-122 on the main level in the University Union. All students are encouraged to become a part of this exciting student organization and help create campus entertainment while gaining leadership experience.

## **Student Transition Programs**

Students and their families experience a number of significant transitions during the college years. The CSIL works collaboratively to create and implement special programs to ease and explain these transitional periods. Some of these programs include Pathfinder Certificate Series, Transfer Student Services, Sophomore Initiative and Family and Friends Day, and other specially designed events. Parents and family members will receive special communication about university resources, services, and programs from the CSIL.

## **Freshman Leader Scholar Program (FLSP)**

The Freshman Leader Scholar Program is a selective program offered to incoming students through a rigorous application and interview process. The program engages students in leadership retreats, weekly topical workshops, and service learning

experiences throughout the first academic year. Activities are structured to be interesting and fun. The staff of the CSIL serves as a mentor to assist students in developing their leadership skills and in finding appropriate leadership roles in which to serve. FLSP graduates currently serve in key roles in the Student Government Association, the Association of Residence Hall Students, and other student organizations.

### **Leadership Alliance**

Slippery Rock University is a member of the Northeast Ohio - Western Pennsylvania Alliance involving Westminster College, Thiel College, Youngstown State University, Lake Erie College, and Walsh University. Slippery Rock students are selected each year to participate in leadership retreats and topical workshops with students from the other Alliance schools. Students learn leadership skills and are exposed to different campus environments and issues through their participation in the program.

### **Student Ambassadors**

Approximately 25 upper-class students are selected through a rigorous screening process to serve as Student Ambassadors. These student leaders represent the best of Slippery Rock University. They are invited to participate in special events involving senior administrative staff, the Council of Trustees, special alumni or foundation events, and other occasions when select student representation is appropriate.

### **Leadership Conferences and Workshops**

The Center for Student Involvement and Leadership coordinates several leadership development programs each year. Registration and transportation may be offered to regional or

national leadership conferences. Special guest lectures and instructional workshops are held on campus. In addition, the Center collaborates with other departments to provide a diverse array of leadership development opportunities.

### **Co-Curricular Experiences Transcript (Ccet)**

All students are encouraged to register in the Center for Student Involvement and Leadership for a Co-Curricular Experiences Transcript. Throughout their college experience, students track their involvement in clubs and organizations, special recognition and awards, attendance at educational workshops, and other experiences that contribute to their leadership development. The Center for Student Involvement and Leadership maintains the student's records and produces a written transcript suitable for use in student portfolios or in the development of a resume.

### **Student Organizations**

Student organizations at Slippery Rock University are viewed as opportunities for self-development and self-expression. Therefore, the success of student activities rests largely with the students. Students are encouraged to become involved in organizations as their time and interest permit. There are more than 120 organizations, activities, and teams, which have been created from student interest. The scope of the organizations includes athletics, drama, music, service, social, scholastic interest, the media, academic honoraries, governance and special interest groups. A variety of resources and workshops are available to assist student organization members with developing and enhancing their leadership skills.

The Center for Student Leadership coordinates the annual registration process for student organizations. An organization fair is sponsored annually to introduce students to the variety of clubs and organizations active on the campus. A directory of student clubs and organizations is maintained at <http://www.sru.edu/clubs>. Students interested in starting a new club are encouraged to contact the staff in the Center for Student Involvement and Leadership for assistance.

### **Organization Recognition**

Student organizations are required to register annually in order to be recognized as university sponsored clubs. Organizations must submit a current list of club officers and their contact information, identify a faculty or staff member as organization advisor, and agree to abide by university policies and procedures. Recognized organizations are permitted to reserve university facilities, establish charge accounts with university services, and apply for funding to support activities and special events. In addition, recognized organizations are listed in university directories and receive notice of special programs, workshops, and conferences for organization members. The Student Organization Review Board (SORB) reviews all petitions for recognition by new and continuing organizations.

### **Organization Responsibility**

Recognized student organizations have an obligation to protect the welfare of their members, guests, and the University. Every precaution should be taken to protect against University, individual and organization liability. Any violations of the law or University policy could subject an organization and/or its representatives to University disciplinary action, including possible loss of recognition.

### **Currently Recognized Organizations**

You can find the most updated information about recognized Student Organizations at [www.sru.edu/clubs](http://www.sru.edu/clubs)

### **Fraternities and Sororities**

Slippery Rock University's national fraternities and sororities provide opportunities for fun, friendship, and learning. The primary purposes of these organizations are educational excellence, campus and community service, leadership development, and developing a friendship network. Joining a Greek organization provides a positive connection between students and the University. Membership in sororities or fraternities is a lifetime commitment that begins during the college experience.

The Greek system at Slippery Rock University has played a positive role on the campus since 1961. Interfraternity, Panhellenic, and National Pan-Hellenic organizations believe that Greek organizations can make a relevant contribution to their individual members, the University as a whole, and the community.

### **Interfraternity Council (IFC)**

The Interfraternity Council is the governance organization at Slippery Rock University created by and for the fraternities affiliated with the North American Interfraternity Conference. Each fraternity elects two delegates to represent the fraternity in making decisions regarding recruitment and membership criteria, scholastic requirements, programming opportunities, and other policy decisions. Executive officers are elected from the fraternity representatives. The purpose of this organization is to coordinate activities between the fraternities and to promote

the interests of fraternities on the campus and in the community. Member organizations include:

Alpha Sigma Phi  
Pi Kappa Alpha  
Pi Kappa Phi  
Theta Xi  
Kappa Sigma  
Sigma Tau Gamma

#### **Panhellenic Council (Panhel)**

The Panhellenic Council is a self-governing body composed of two delegates from each National Panhellenic Conference sorority on campus. Executive officers are elected from the sorority representatives. The major functions of the council are to encourage beneficial inter-sorority relationships; to maintain high social, service, and educational standards within the Greek system; and to regulate recruitment of new members. Member organizations include:

Alpha Omicron Pi  
Alpha Sigma Tau  
Alpha Xi Delta  
Delta Zeta  
Phi Sigma Sigma  
Sigma Sigma Sigma

#### **National Panhellenic Council (NPHC)**

The National Pan-Hellenic Council consists of representatives of each of the traditionally African-American sororities and fraternities. Executive officers are elected to preside over council meetings. The goals of the NPHC are to improve the campus and community through active service. Member organizations include:

Alpha Kappa Alpha Sorority, Inc.  
Phi Beta Sigma Fraternity, Inc.  
Zeta Phi Beta Sorority, Inc.

#### **Chartering a New Fraternity or Sorority**

Slippery Rock University is committed to the success of fraternities and sororities and works closely with currently recognized organizations, their respective governance councils, and national representatives and staff members to provide opportunities for all interested students. Establishment of a new fraternity or sorority is a lengthy process designed to insure sufficient support for sustaining the organization from university students; other fraternities and sororities; faculty, staff, and alumni advisors; and national staff and officers. In the event that a student interest group expresses a desire to establish a new fraternity or sorority, the following procedures apply. Modifications to these procedures may be made, as needed for cause, by the University President, Vice President for Student Life, or designee.

1. Each inter/national organization has its own process, supports, and expectations for any expansion effort. Additionally, the following fraternal associations have resolutions and agreements regarding these efforts for their member organizations. Understanding the NIC, NPPC, NPHC and NALFO guidelines/positions and those of their members is critical before moving forward.

- o NIC- North-American Interfraternity Conference: see the expansion philosophy at [www.nicindy.org/resolutions/Expansions.htm](http://www.nicindy.org/resolutions/Expansions.htm), or the NIC Standards for Campuses for their standard on open expansion at [www.nicindy.org/](http://www.nicindy.org/)
- o NPC- National Panhellenic Conference extension: refer to the NPC Manual of Information- 13th Edition: [www.npcwomen.org](http://www.npcwomen.org)
- o NALFO-National Association of Latino Fraternal Organizations, Inc.: [www.nalfo.org](http://www.nalfo.org)
- o NPHC- National Pan-Hellenic Council, Inc.: [www.nphchq.org](http://www.nphchq.org)
- o Individual websites of inter/national organizations (links can be found on the AFA website)

2. Representatives from the interest group must meet with the Center for Student Involvement & Leadership and staff to review all relevant policies and procedures. They must also be able to answer the following questions:

- Why do you want to start a new group?
- What is your vision of a fraternal experience?
- What do you know about the group(s) you are researching?
- As an individual, are you in good academic standing with the university?

- What is your collective grade point average? Does it match the requirements of the group(s) you are researching?
- Do your personal values match the organization's values?
- What is your available time commitment to establish a new group?
- What are your basic expectations of support from your desired new group?
- Are you willing and able to meet the group's financial responsibilities?
- What will you do after you are established/receive your charter?

3. Here are a few questions undergraduates might ask an inter/national organization representative:

- What do you expect from us? What are the chartering requirements?
- Who will support our group in the short term? Long term?
- What paperwork do you require?
- What is our timeline of tasks/responsibilities?
- How do we stay in good standing with your organization as a colony? As a chapter?
- How will you help us recruit alumni advisement and support?
- How do we recruit more members?
- What support do we need from the university?
- What happens after we have colony status?
- What if we can't meet the chartering requirements after a year? Two years? Three years?
- What might jeopardize our colony/charter status?

4. Representatives from the interest group must attend a pre-scheduled council meeting for the appropriate council. Following a presentation from the interest group, council members may ask questions or offer comments to interest group members concerning their petition.
5. The interest group will work in conjunction with the council officers and the Center for Student Involvement and Leadership to identify national organizations that may be interested in establishing a colony at Slippery Rock University.
6. Following identification of a national sponsor, the colony must complete the student organization recognition process and receive approval from the Student Organization Review Board and university president to operate as a recognized student organization. The appropriate council recommendation must be included with the petition presented to the Student Organization Review Board.
7. The colony is expected to complete all requirements established by the national sponsor, the local governance council, and the Student Organization Review Board prior to receiving a charter as a fraternity or sorority. This process typically takes a year or more.
8. After meeting all requirements and receiving a national charter, the organization will become a full voting member of the respective governance council.

### **Recruitment, Initiation, And Hazing**

Slippery Rock University student organizations establish their own procedures and criteria for the selection and involvement of new members. Fraternities and sororities work together through their respective governing bodies to establish membership requirements. In addition, some organizations follow rules established by their national offices. Slippery Rock University expects that all members of all recognized student organizations

will observe and fully comply with the University hazing policy outlined in the *Code of Conduct*. Fraternities and sororities must also comply with the regulations set forth by their respective national fraternity, Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council. It is the responsibility of the officers of student organizations to be informed of all organization requirements and the hazing policy, and to see that they are brought to the attention of the rest of the membership.

No student or organization, fraternity, or sorority shall permit its pledges or members to submit or take part in hazing, as hereinafter defined, or vulgar or indecent practices, or any practices that involve hazard or danger.

For this purpose, hazing is defined, without limitation as to definition, as follows:

Hazing as a public display shall consist of any and all forms of public appearance that may result in adverse publicity to the organization. Hazing as physical abuse shall be interpreted to mean any practice, whether internal or external, which is apt to be detrimental to the health and/or well being of a pledge or member.

Hazing as moral indignity shall be defined as actions which by their ethical, moral and/or social implications, when viewed in the light of socially accepted standards of right or wrong may create in the individual a feeling of humiliation and/or disgrace.

Hazing as scholastic interference shall consist of any and all practices that place pledges or members in the position of being unable to attend or properly prepare themselves for classes.

A student or organization that engages in hazing will be referred to the Office of Judicial Affairs and will be subject to University disciplinary action.

## **STUDENT GOVERNMENT ASSOCIATION**

University Union - 724-738-2656

### **SGA Definition**

The Student Government Association, Inc., (SGA) is a 501©3 non-profit incorporated for the sole purpose of representing and assisting Slippery Rock University students. SGA is comprised of an executive board consisting of the president, vice presidents, parliamentarian, speaker of the Senate and senators representing residence halls, commuters.

SGA functions primarily as a forum for students to express concerns. It is open to all students and they are encouraged to voice their concerns during open forum of SGA meetings. Senators may speak on behalf of the students in their constituency.

SGA also acts as a liaison between the students and the faculty/administration. SGA strives to keep the lines of communication open and all of the students informed.

### **Functions and Services of The SGA**

The Student Government Association operates several enterprises which include the SGA Bookstore, the SRU/SGA Child Care Center (which subsidizes the cost to children of students), vending machines and the SGA shuttle. These enterprises contribute funding to SGA recognized activities and organizations. A major responsibility of SGA is to fund student organizations. These organizations must submit a constitution and, if approved, the organization may use the University name and facilities. After being recognized for two years, student organizations may request funding. Every Spring, the Board of CoOperative Activities or "Co-Op" distributes over \$1.5M to recognized organizations.

#### **ORGANIZATIONS FUNDED BY SGA**

Amnesty International  
Athletic Training  
Athletics  
Black Action Society  
Campus Crusade for Christ  
Chamber Singers  
Cheerleaders  
Child Care Center  
CoOperative Activities  
Cycling Club  
Dance Theatre  
Delta Alpha  
Downhill Ski and Snowboard Club  
Equestrian Team  
Flute Ensemble  
French Club  
German Club  
Ginger Hall

Gospel Choir  
Gym Suite Service  
Homecoming  
Ice Hockey Club (Men & Women)  
IFC  
Internations  
Intramurals  
Jazz Ensemble  
LaCrosse Club (Men & Women)  
Latino Student Organization  
SRU LEADS  
L G B A  
Marching Pride  
Martha Gault Art Gallery  
Martha Gault Art Society  
Music Therapy Club  
Order of Omega  
Outing Club  
Panhellenic Council  
PCMEA  
PETE  
Philosophy Club  
Potters Guild  
Psychic Awareness Club  
ROCKET  
Rugby Club (Men & Women)  
Russian Club  
Student Government Association  
SGA Shuttle  
Sista 2 Sista  
Social Work Club  
Society of International Affairs  
Spanish Club

Special Olympics  
SUMA  
University Choir  
University Theatre  
Volleyball Club (Men's)  
Union Program Board (UPD)  
WRSK

### **Childcare Center**

007 McKay Education Building - 724-738-2102

#### **Hourly Rates**

Full-Time SRU Students  
\$2.95/hour

Faculty/Staff, and Community Members  
\$32.00/Full Day \$20.00/Half Day

The SRU/SGA Preschool and Child Care Center is a state licensed facility owned by the Slippery Rock Student Government Association, Inc. All staff are required to meet state regulations regarding training and experience. The Center is open from 7:30 a.m. to 5:00 p.m., Monday through Friday, year round providing supervised free-choice activities as well as a structured preschool program from 9:30-12:30 every morning for 3-5 year olds. Summer programs for both preschool and school age children are also available. Part-time contracts can be arranged to include those days and times which best fit the parent's schedule. Lunch is provided by Dining Services.

The student rate reflects a subsidy of \$1.05 paid by SGA, Inc. Information regarding registration and enrollment can be obtained by visiting the Center or by calling (724) 738-2102.

## **Cooperative Activities**

C-214 University Union 724-738-2103

Cooperative Activities Board is the financial branch of the SGA Corporation.

The board's major responsibilities include: collecting the General Service Fee, operating the Student Government Association not-for-profit enterprises, recommending allocation of the General Service Fee to the Board, Senate, and University president.

*Banking with SGA:* All SGA funded organizations and clubs must have their monies banked in the Cooperative Activities Office. The process is:

1. All organization or club money is deposited at the Co-op Office, where it is credited to the account of the organization.
2. A payment request form is used to expend funds: payment requests are available in the Cooperative Activities office.

3. Every organization should have its own account book to track all expenditures and receipts. These records should be balanced monthly with the master ledger in the Co-op Office.

### *Budget Policies (General)*

SGA has delegated the responsibility/authority for receiving, evaluating and recommending the appropriate student organization budget to its Cooperative Activities Board of Directors. The SGA Senate reviews the board of directors recommended budgets and accepts or rejects the recommendations. The final senate-approved budgets are then sent to the president of Slippery Rock University for final review and approval.

Both the SGA and its Cooperative Activities Board of Directors must perform their budgeting and fiscal functions within the policies and procedures established by the board of governors.

Budget timeline dates are available in the SGA office and will be printed in The Rocket.

*Eligibility for SGA Funding:* Following are the rules concerning an organization's eligibility to receive SGA funding. The organization must have, and maintain, a valid constitution which has been approved by the Senate of the SGA.

The organization must be operative for two years prior to submitting a budget request.

The organization's membership must be limited to those students who have fully paid their General Service Fee.

Any organization which is classified as an academic or social club may make requests for funding only for specific events which are of interest to the general student body as determined by the Cooperative Activities Board of Directors.

All SGA funded organizations are required to bank all income in their account in the Co-op Office and are subject to established rules concerning expenditures.

Also see other stipulations concerning budgeting in the SGA budgeting process packet.

#### Tickets

All SGA-funded organizations that sponsor an event requiring tickets (i.e. raffle, dances, concert, etc.), must submit their ticket sales reconciliation to Cooperative Activities. Sales, dollars and ticket counts must be returned to Cooperative Activities for deposit and reconciliation.

#### *General Service Fee (Activity Fee)*

Payment of the General Service Fee each semester and each summer session, as a part of the pre-registration procedure, will entitle the student to all privileges and programs sponsored by SGA through Co-op. All students on campus are required to pay the General Service Fee.

The General Service Fee is billed to each student as noted below:

#### Regular School Year

Full-time Student - 5 1/4 percent of tuition per semester for full-time students

Part-time Students - Pro-rated per credit hour

Full-time, post-baccalaureate and graduate students are required to pay the General Service Fee. Summer School \$1.25 per week for all students, including undergraduate, graduate, and post-baccalaureate students.

#### Faculty

Faculty members and their spouses shall not be required to pay the General Service Fee. However, they will be asked to pay on a per-event basis for some events, which shall be publicized as such.

#### **SGA Bookstore**

University Union - 724-738-2104

[www.srubookstore.com](http://www.srubookstore.com)

The SGA Bookstore is located in the University Union. The bookstore is operated by the Student Government Association, Inc., which employs a full-time staff under the direction of the Bookstore manager. The bookstore sells all required and recommended textbooks for classes, both new and used, as well as all required and recommended supplies for all graduate and undergraduate classes. In addition to textbooks and school supplies, the bookstore sells a variety of general reading books, references, teacher aids, art supplies, computer software, and a large selection of sportswear and novelties.

Any questions concerning bookstore policies should be directed to the manager's office. Bookstore hours are 8 a.m. to 5 p.m. Mondays through Fridays and 11 a.m. to 4 p.m. on Saturdays. Extra hours are added at the beginning of each semester for special events.

**NOTE:** Shoplifting is a serious offense. Anyone caught shoplifting in the bookstore will be referred to the appropriate legal authorities for prosecution under the Commonwealth of Pennsylvania's Retail Theft Act. In addition, the individual will be referred to the Office of Student Standards.

#### **Western Union**

The bookstore is an agent for Western Union for receiving wired money. Any student having money sent may have it wired directly to the bookstore.

#### **Book Buyback**

The bookstore offers a book buyback service so that students may sell their unneeded texts for cash. The bookstore buys back texts to be used the next semester and pays one half of the new price. An outside firm will buy other texts at wholesale prices.

#### **Policies and Procedures**

##### **Methods of payment**

###### **Cash**

###### **Personal Check (with SRU ID)**

###### **Mastercard, Visa, AMEX, or Discover**

###### **Traveler's Checks**

###### **Rock Dollars Debit Account**

**IF YOU HAVE FINANCIAL AID, YOU WILL STILL HAVE TO PURCHASE YOUR BOOKS USING ONE OF THE ABOVE METHODS. THERE ARE NO IN-HOUSE CHARGE ACCOUNTS. FINANCIAL AID DOES NOT PAY FOR YOUR PURCHASES.**

#### **Check Cashing Policy**

Students may cash personal checks up to \$50 per day

Students and staff must have SRU identification.

A service fee of .50 cents will be charged for each check cashed. Second party checks will be cashed only from parents with the same last name, Student Government Association (SGA), Slippery Rock University, Commonwealth, and AVI. The check must be made payable to the student.

If a check is returned from the bank, that person will not be permitted to write checks until the bad check has been paid. Any other violations will result in privileges being revoked permanently.

All bad checks are sent directly to a national credit bureau. If you wish to write a check for a purchase, it must be a separate check for the amount of the purchase only.

#### **Return Policy**

All returns must be accompanied by a receipt.

Merchandise must be in saleable condition.

Apparel items will be exchanged for size only if the customer does not have a receipt. Sale items can be exchanged for size providing the item is still a sale item.

Electronic merchandise is returnable within 30 days of purchase. After 30 days, all returns and defective merchandise will be handled by the manufacturer.

General and reference books, as well as special orders, are non-returnable.

#### **Textbook Return Policy**

An SRU I.D. card and original SGA Bookstore cash register receipt are required for all returns or exchanges.

The last day to return or exchange textbooks for any reason is 6 calendar days from the first day of classes of a regular term, and within 3 days of a summer session.

After the 6 calendar days, for an additional 10 days, textbooks

## **PETS ON CAMPUS**

No dogs, cats, or other pets are permitted in any institutional facility (this includes the private residence of employees who may reside on campus). Excluded are dogs to assist the blind and animals required in connection with laboratory activities. Pets should be leashed and under the supervision and restraint of the owner at all times while on campus grounds. Stray animals found in buildings or on campus will be turned over to the appropriate authorities by the university police. While every effort will be made to identify and contact the owners of stray pets, responsibility for the pets rests with the owners. Violation of this policy may result in prosecution and penalties imposed in accordance with the Pennsylvania Crimes Code, Act 437, known as the "Dog Law".

## **SALES AND SOLICITATION POLICY**

The following is the established University policy in regard to selling and solicitation on the Slippery Rock University campus.

### **Athletic Events, Camps and Conferences**

Only recognized campus organizations may sell commercial services or products at athletic events, camps and conferences. Sales by any other individual or entity are not allowed unless sponsorship is provided by a recognized campus organization. Registration forms must be completed five University working days in advance of activity and registered with the Office of Student Life. All sales involving food products must be in line with the contract of the University food contractor.

### **Campus Building and Public Outdoor Areas**

#### **Definitions**

An office is the private work area of a University staff member. Campus building includes all interior rooms, lobbies, and hallways of any non-resident campus building.

Public outdoor areas refers to all walkways and outdoor areas open to the public.

A staff member assigned a private office area in any campus building may invite a person, firm, business entity, charitable organization to that member's assigned office area to solicit the sale of products or services with that staff member only. The sale or the solicitation of products or services to any other staff member is prohibited in the campus building.

Public outdoor areas - Individual sales and/or distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/ religious organizations, shall be permitted on all walkways and outdoor areas open to the public, provided that the particular activity in question does not create a public nuisance, cause undue noise, or disrupt the activities that customarily take place in the area in question. Leafletting shall be permitted in outdoor campus areas. Registration forms identifying the name of the recognized campus organization sponsoring the activity must be completed five University working days in advance of the scheduled activity. This form will also ask for the name and address of the group, association, organization, or corporation represented and be registered with the Office of Student Life and copied to University police.

Non-sponsored, non-affiliated individuals or organizations may also distribute news-papers/books/other printed media in outside public areas, providing the activity in question is registered with the Office of Student Life and copied to University Police, and does not cause a disturbance.

## **Residence Hall Sales and Solicitation Policy**

### **Definitions**

A residence hall is a University-owned building that contains rooms assigned to students for sleeping, dressing, studying, and socializing. It also contains common facilities and areas used by all students assigned to such residence halls, including common study lounges, common storage areas and areas utilized in common for organized educational and social functions.

The lobby area is defined as the living room of the hall. This area is utilized by students to meet people and is under the jurisdiction of the individual residence hall house council and the director of housing.

The sale of a product(s) or services shall include (1) any attempt to organize a meeting in a residence hall for the purpose of a demonstration or explanation of a product or a service which are for sale; (2) any demonstration, explanation or distribution of literature in a residence hall concerning products or services that are for sale; (3) solicitation is defined as the act of approaching another party with the intent of petition, request or plead for support (monetary, personal commitment, distribution of literature, etc.)

A residence hall room is defined as the private room for one, two or three students that is utilized for living, studying and socializing. Residence hall room occupants are responsible for the contents of the room and any activities that take place in that room.

Common areas are defined as the non-living areas of the residence hall utilized by the students for the purpose of studying, socializing and community activities.

Except as hereinafter provided, no person (including a student), recognized student organization, firm, business entity, charitable organization, religious organization or other organization may sell or solicit the sale of products or services anywhere in a residence hall. Any exceptions to this policy will be made by the director of housing.

A student assigned to a room in a residence hall may invite a person, firm, business entity, charitable organization, religious organization or other organization to that student's assigned room to solicit the sale of products or services with that student only. Such solicitation or sale must occur only in the assigned room of the student inviter. The sale or the solicitation of products or services to other students is prohibited anywhere in the residence hall.

Individual sales and distribution of newspapers/books or other printed media, as well as the individual solicitations and making donations to political, cultural, educational, and religious organizations shall not be permitted in the residence halls.

The University reserves the right to prohibit or disband any activity that causes undue noise or disturbance, disrupts or interferes with OR IS ON THE VERGE OF DISRUPTING, the activities that customarily take place in the residence hall in question.

Student groups or other organizations are permitted to distribute literature, conduct opinion polls, seek support for a particular case, etc., in the lobbies of each hall. Approval for such solicitation must be obtained from the individual house councils and the coordinator of each hall. ALL requests must be obtained at least 72 hours in advance. These organizations and their representatives must operate within the established guidelines.

Signs must be posted on bulletin boards which are located throughout the residence halls. They should not be posted on windows, walls, mirrors, doors, etc. All posted material, i.e., signs, must be approved by the director of housing before they are posted. Unapproved signs will be removed by the housing staff. 8. Nothing in these regulations shall be deemed to preclude any solicitation or sale by mail, telephone or other communication media.

## **University Union Sales/Solicitation Policy**

### **Definitions**

As used in these regulations, the term "solicitation" refers to the act of approaching another with the intent of petition or request for support (e.g., monetary support or personal commitment). Examples of solicitation include distribution of literature, holding meetings, conducting surveys, and placing advertisements on bulletin boards.

As used in these regulations, the term "sale" refers to an actual sales transaction (e.g., the exchange of money, the signing of a written contract or the making of a binding contractual commitment to purchase a product or service.)

As used in these regulations, the term "recognized campus organization" means any group, association, organization or corporation officially recognized by or affiliated with the University, or any organization whose primary mission is to further the educational/ social/cultural missions of the University.

As used in these regulations, the term "outside individual, groups, associations, organizations or corporations" refers to individuals who are neither University employees and groups, associations, organizations and corporations that are not officially recognized by, or affiliated with, the University. **THE TERM INCLUDES UNIVERSITY EMPLOYEES WHEN THEY ARE CONDUCTING SOLICITATION ON BEHALF OF GROUPS, ORGANIZATIONS, ASSOCIATIONS AND CORPORATIONS NOT AFFILIATED WITH OR RECOGNIZED BY THE UNIVERSITY.**

#### **Policy Rationale**

Any fully recognized organization must complete the Office of Student Life Registration Form and obtain the appropriate signatures for all sales on campus at least five days in advance.

Anyone wishing to solicit in or around the University union must register in the Office of Student Life. Registration includes stating, in writing, the purpose of the solicitation. No funds, fees, donations or monies of any kind may be collected or requested by the solicitor. No solicitor may disturb or disrupt traffic patterns or pedestrians in any way. This includes person-to-person distribution of literature. Should any of the aforementioned regulations be violated, the solicitor's permit to solicit will be revoked and they must vacate the premises or will be subject to arrest.

To give college organizations the opportunity to conduct legitimate "money raising" projects, while providing a benefit or service to members of the college community.

To prohibit illegitimate activities or activities that create a public nuisance.

Prevent unfair competition (Refer to Section IV, Article A.).

Ensure consistent and uniform policy enforcement. Promoting equal opportunities for all college organizations.

**Solicitation Eligibility and Restrictions** a. Outside individuals or organizations are prohibited from soliciting in the University Union unless sanctioned or supported by a University organization. The sponsoring organization is responsible for any conflicts or problems that result from the conducting of a sale. Conditions for approval are:

That the outside organization must contribute a minimum of 20 percent of the revenue produced to the sponsoring organization.

Approval must be received from the director of student life to determine benefit or service to members of the University community.

Registered student organizations are the only groups allowed to request sales dates and locations. Forms may be obtained from the Office of Student Leadership, located in the University Union. It is the responsibility of the student to complete the form properly, obtain the signature of the organization's advisor and return it to the Office of Student Leadership. Registered organizations consist of University groups which have formally filed a list of officers, the signature of the faculty advisor, a constitution, and their financial plans with Student Government Association, Inc., and meet all of the requirements of the University for this classification.

Non-registered organizations will not be permitted to solicit on campus.

An explicit statement as to the purpose(s) of the solicitation or concession must be open and visible to contributor at the time of solicitation or concession.

All monies must be collected and accounted for by the registered organization.

In the judgment of the director of student life or his/her designated representative, sales or solicitation may be denied if it conflicts in time, place or function with other licenses granted.

Any activity that is illegal by federal or Pennsylvania law is prohibited.

Solicitation by methods such as door-to-door or person-to-person is prohibited. Soliciting is limited to specific locations and hours in the University Union.

University organizations are restricted to two sales or solicitation activities per semester due to the large number of organizations requesting dates and locations. Each sale must be a short-term endeavor, not exceeding one day in length unless approved by the director of student life or his/her designee.

Approval to conduct a money-raising event may be denied if deemed to be in competition with the University Union or cooperative activities regularly scheduled events or services.

Individuals are prohibited from soliciting in the University Union for personal gain or profit-making reasons.

Advertising prior to the sales may be placed only on the bulletin board designated as public notices. Signs should be of 11x14 size, in good taste and approved by the Office of Student Leadership.

The sponsoring group must clean up and dispose of all debris of the sale and advertisements immediately after the sale. Should they not do so, their right to sell or solicit may be revoked by the Office of Student Leadership.

University students, faculty or staff may not solicit or sell commercial products or services in the University Union. This does not include fund-raising events conducted by officially recognized University groups, organizations or departments.

Credit card solicitations are limited to two solicitations per semester and are scheduled on a first come basis. A credit card solicitation form must be completed and appropriate approval must be received. Forms are available in the Office of Student Leadership.

**Registering Sales or Solicitation.**

**Activities.**

All requests must be filed at least five working days prior to a sales or solicitation date with the Office of Student Leadership in the University Union. This is necessary for planning, reservation of space and conflict resolution purposes. Sales or solicitation is permitted on a first-come, first-served basis. Two sales of the same item in the same location will be prohibited. Sales dates and location cannot be reserved more than one year in advance.

A copy of the approved registration form will be given to the individual responsible for the sale. This form is to be utilized as a permit and presented to any University official inquiring as to the validity of a sales activity.

Publicity for sales is limited to posting in designated areas and where required, must be stamped or approved by the facility manager prior to the sale or event approved. Publicity can be posted only after the organization responsible has received approval for their event.

Ticket sales for scheduled fund-raising events are restricted to specific locations as determined by the director of student life and should be held no more than two weeks prior to the scheduled event.

**Fiscal Information** a. Rental or equipment fees may be charged for money-raising activities (e.g., movies, dances, etc.).

**Enforcement**

Outside individuals, groups, associations, organizations and corporations:

The University police department will escort violators off campus and will explain the University solicitation policy to them.

If the problem continues, appropriate civil or criminal action will be taken against intruders.

**Slippery Rock University recognized campus organizations -**  
Recognized campus organizations which violate this policy will be referred to the Office of Judicial Affairs for appropriate action in accordance with the University disciplinary code.

**Residence hall activities committees -** Residence hall activities committees which violate these policies will be referred to the Office of Residence Life which may impose appropriate disciplinary sanctions in accordance with the University disciplinary code.

Violations of the stated rules will result in loss of solicitation privileges up to 12 months, depending on the violation occurring as adjudicated by the vice president for student life. Additional violations may result in disciplinary action by the Office of Student Standards.