GUIDE FOR NEW FACULTY
# A GUIDE FOR NEW FACULTY 2019-2020

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Dear New Faculty Member:

Welcome to Edinboro University! I am happy that you are joining us and look forward to your contributions to our students’ success and the vitality of our University.

Edinboro is a welcoming academic community with great traditions and a wonderful history of service to the people and economy of this region. Throughout the life of our university, Edinboro has offered exceptional opportunities to its students, thanks in large measure to its outstanding faculty. Now, I am happy to welcome you to be part of our great institution and its faculty, where we strive to provide an environment fostering direct engagement with our students and mutual respect.

There is no more important work that we can do than to equip our students to excel in their fields and to ensure that they complete their degree programs on time. That is our commitment, and your contributions as mentors, advisors, scholars and active participants in the life of the campus community are central to fulfilling it. Because of your efforts to engage, challenge and support our students, they – and Edinboro University – will flourish.

Highly-engaged, student-focused faculty define the success of an institution. I look forward to seeing you on campus and getting to know you, and I wish you every success in your career here at Edinboro as we help create bright futures for our students.

Sincerely,

Guiyou Huang, Ph.D.
President
MISSION, VALUES AND VISION

MISSION
The mission of Edinboro University is to develop students personally, intellectually and professionally to become contributing citizens to the Commonwealth and beyond.

VALUES
Edinboro University maintains a welcoming culture of acceptance and belonging, and is committed to fostering an appreciation for learning as a life-long process, supporting a community that values integrity, responsibility, respect and inclusiveness, encouraging innovation, creativity, exploration and reflection, and enhancing quality in all aspects of a cohesive university experience.

VISION
By offering excellent programs and services for an ever-changing society, Edinboro University will be the first choice among students, employers and the community.

Edinboro University is one of the 14 universities in Pennsylvania’s State System of Higher Education.
To our newest faculty members:

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

The faculty is the heart of the University, and I think you will find yourself in excellent company. I will be starting my 32nd year at Edinboro and have loved my time here. I hope that you will also find Edinboro to be a place where you can grow professionally and enjoy the rewards that come from sharing in the learning and discovery experienced by our students. I think you will find supportive colleagues, students who want to learn, and staff who truly care about Edinboro.

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

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

Sincerely,

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

The Center for Faculty Excellence is an initiative of the Office of the Provost and provides support to enrich teaching and learning at EU. The Center collaborates with faculty and staff from across the University to provide campus-wide professional development. The CFE strives to promote a University culture which values teaching, respects and supports individual differences among learners, and encourages the creation of learning environments in which all students can excel.

Mission

In support of the University mission, the Center for Faculty Excellence provides professional development and mentorship to promote faculty excellence in teaching and pedagogical development, scholarship and creative activities, and student engagement.

Goals

- To serve as a resource to support the development of faculty teaching skills.
- To provide programming in support of quality academic advising.
- To administer a faculty mentoring program.
- To provide faculty professional development support information in the area of scholarship and creative activities.

Some of the many opportunities include:

- Professional Learning Communities: advising, peer mentoring, and P
- EU Little Free Library Committee
- Faculty-led book groups
- Sponsored and co-sponsored events
- Professional development funds and presentations

As you are preparing for the upcoming semester, if you need assistance with designing your course, student engagement, assessment, writing your syllabus or working with Desire to Learn (D2L), please contact the Center at cfe@edinboro.edu or (814)732-2333.
EDINBORO UNIVERSITY HISTORY

Edinboro University was founded in 1857 by the region’s early settlers as the Edinboro Academy, a private training school for Pennsylvania teachers. It is the oldest training institution west of the Allegheny Mountains and the second oldest in Pennsylvania.

In name and character, the community and the institution were enduringly influenced by the Scottish heritage of their founders. We pay tribute to that heritage today in the Fighting Scots name of EU athletic teams, as well as in widespread use of the Royal Stewart tartan and inclusion of bagpipe music in major ceremonial occasions.

In the beginning, Edinboro consisted of a single two-story building, six classrooms, three instructors, 110 students and a principal. The original building, Academy Hall, is now beautifully restored and still in use as the home of Undergraduate Admissions. It is one of more than 40 buildings on the 585-acre campus. The University has also grown to include an additional location in Erie.

Today, Edinboro University’s academic focus goes well beyond the training of teachers. A public, regional, comprehensive university with a mission to serve the economy of the region and the Commonwealth, it is northwestern Pennsylvania’s largest institution of higher education and a recognized leader in a range of academic programs.
EDINBORO UNIVERSITY’S PORRECO COLLEGE

Edinboro University’s Porreco College campus offers degree and certificate programs at an affordable cost. It is located about 19 miles north of the Edinboro University main campus at 2951 West 38th Street in Erie, PA.

The 26-acre former estate, donated to the University in 1986 by the late Louis Porreco, an Erie businessman and civic leader, includes classrooms in a renovated barn and the former garden house, which in early 2015 was dedicated as the Joseph Thompson Education Center. Mary Porreco Hall, the former main residence, provides meeting, retreat and conference space.

There are currently four associate degree programs offered at the Porreco location. It also serves as home to a very successful corporate partnership with Penelec/First Energy, and continuing education and certificate programs that prepare students for careers.

For more information contact:

Porreco College
2951 West 38th Street
Erie, PA 16506
Phone: (814) 836-1955 or (814) 732-2544
Fax: (814) 833-2085
Email: Porreco_college@edinboro.edu
https://www.edinboro.edu/porreco-college/
## EDINBORO UNIVERSITY
### 2019-2020 ACADEMIC SCHOOLS AND DEPARTMENTS

<table>
<thead>
<tr>
<th>COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES</th>
<th>Chairperson</th>
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<tbody>
<tr>
<td><strong>Department</strong></td>
<td><strong>Chairperson</strong></td>
</tr>
<tr>
<td>Art</td>
<td>Mr. James Parlin</td>
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<tr>
<td>Communication, Journalism and Media</td>
<td>Dr. Timothy Thompson</td>
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<tr>
<td>Criminal Justice, Anthropology, and Forensic Studies</td>
<td>Dr. Delbert Rounds</td>
</tr>
<tr>
<td>English and Philosophy</td>
<td>Dr. Mary Paniccia Carden</td>
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<tr>
<td>History, Politics, Languages, and Cultures</td>
<td>Mr. Andre Smith</td>
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<tr>
<td>Music and Theatre</td>
<td>Dr. Gary Grant</td>
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<tr>
<td>Sociology</td>
<td>Dr. Samuel Claster</td>
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</tr>
<tr>
<td>Biology and Health Sciences</td>
<td>Dr. Nina Thumser</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Janet Rogers</td>
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<tr>
<td>Communication Sciences and Disorders</td>
<td>Dr. Katherine Krival</td>
</tr>
<tr>
<td>Geosciences</td>
<td>Dr. Brian Zimmerman</td>
</tr>
<tr>
<td>Mathematics and Computer Science</td>
<td>Dr. Anne Quinn</td>
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<tr>
<td>Nursing</td>
<td>Dr. Thomas White</td>
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<tr>
<td>Physics and Technology</td>
<td>Dr. Richard Lloyd</td>
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<tr>
<td>Psychology</td>
<td>Dr. Gary Levine</td>
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<tr>
<td>Social Work</td>
<td>Dr. Elaine Rinfrette</td>
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<th>SCHOOL OF EDUCATION</th>
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<td><strong>Department</strong></td>
<td><strong>Chairperson</strong></td>
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<tr>
<td>Counseling, School Psychology and Special Education</td>
<td>Dr. R. Joel Erion</td>
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<tr>
<td>Early Childhood and Reading</td>
<td>Dr. Mary Jo Melvin</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Dr. James Roberts</td>
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<tr>
<td>Middle &amp; Secondary Education and Educational Leadership</td>
<td>Dr. Whitney Wesley</td>
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<th>SCHOOL OF BUSINESS</th>
<th>Chairperson</th>
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<tr>
<td><strong>Department</strong></td>
<td><strong>Chairperson</strong></td>
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<tr>
<td>Business and Economics</td>
<td>Dr. Michael Engdahl</td>
</tr>
<tr>
<td>Graduate Studies in Business</td>
<td>Ms. Christine Billen</td>
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<th>SCHOOL OF GRADUATE STUDIES</th>
<th>Chairperson</th>
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<td><strong>Department</strong></td>
<td><strong>Chairperson</strong></td>
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TECHNOLOGY SERVICES FOR FACULTY

Logging into the Network
Edinboro University’s campus network (EUnet) requires any person accessing the campus network to login to an account before access is granted to the system or the network. If you are logging on to the campus network with a windows based computer, you will be prompted to - Windows 7: press the <Ctrl> + <Alt> + <Delete> keys to access the logon screen. Windows 10: press any key and then access the logon screen. Apple Macintosh users will see a slightly different logon screen. (See all figures below).

Windows 7 Initial Screen

Windows 10 Log-on Screen

Windows 7 Log-On Screen

Apple Macintosh Log-On Screen

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

Usernames consist of the employee's first initial plus their last name. For example, an employee by the name of John P. Worker would have a username of "JWorker" and his email address would be JWorker@edinboro.edu. If the username matches an existing username then the middle initial is included so in the example above John P. Worker's username would become JPWorker and his email address would be JPWorker@edinboro.edu. If the first and middle initial plus the last name exist then other letters from the first name will be added until a unique username is created.
Your initial password consists of your first initial (UPPERCASE), your birth date consisting of 6 digits in the format of MMDDYY, and your last initial (lowercase). For example, if John Worker’s birth date is May 7th, 1975 then his initial password is J050775w. Notice that the leading zeroes are added in front of the single digit month and day. It is important that EUP is chosen as the domain, otherwise the username and password you enter will not be accepted.

NOTE: It is highly recommended that you change your password immediately after your initial login. To change your password, enter the search word “passwords” from the www.edinboro.edu home page.

**Technology Help Center**

The Technology Help Center is located on the upper level of Ross Hall at the entrance to the raised walkway. You can obtain assistance with your technology related issues in person during business hours, by calling extension 2111 or online through my.Edinboro.edu by clicking on the “TECH HELP” icon under the FINANCES section (see image below):

From our online ticketing and request system, you can:

- Enter a “New Problem Ticket” - any scenario where something is broken and needs fixed is a New Problem Ticket.
- Enter “New Service Request” - If you need additional services for something that is not broken such as software or hardware installation, access to a service, moving offices or needing a data report, etc.
- Search Knowledgebase - Looking for self-help options? This collection of information, instructions and tutorials is designed to assist you with finding answers to your most common technology needs.

**Technology Help Center hours of operation** (*Please call during semester breaks to verify hours*)

<table>
<thead>
<tr>
<th>Day</th>
<th>Fall &amp; Spring Semester</th>
<th>Breaks and Summer*</th>
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<tr>
<td>Mon-Thurs.</td>
<td>7:30am - 9:00pm</td>
<td>7:30am - 9:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30am - 4:30pm</td>
<td>7:30am - 4:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00pm - 8:00pm</td>
<td>1:00pm - 8:00pm</td>
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Computer Labs

Edinboro University has a large number of different computer labs and they can all be categorized into four types:

**Computer Classrooms (CC) are primarily used for classes only, with no or very few open hours.** These labs are managed, staffed and financially supported by the department(s) in which the lab resides. The scheduling of open hours outside of class time (if any) will be made by the department(s) in which the lab resides.

**Instructional Labs (IL) are used for instruction, but these labs also have advertised open hours outside of the scheduled class times.** These labs are managed, staffed and financially supported by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Information Technology Services. The scheduling of open hours outside of class time will be made by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Information Technology Services.

**Open Labs (OL) are available for students to use during open hours and they are free from any scheduled classes or other events.** These labs are managed, scheduled and financially supported by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Information Technology Services. These Labs are open for walk in use by all registered University students, faculty and staff.

**Special Purpose (SP) Labs contain special hardware or software used for specific purposes.** Each department maintains their computer labs and defines the lab type (see above).

For more information about computer labs, go to [https://techhelp.edinboro.edu/visitor/printlabs.asp](https://techhelp.edinboro.edu/visitor/printlabs.asp)

Wireless

Information Technology Services is committed to deploying wireless technology across campus to allow highly mobile computing for all faculty, students and staff. Wi-Fi coverage is available in areas commonly frequented by students, faculty and staff. User guides and configurations for wireless connectivity are available by logging into our online helpdesk ticketing system (Tech Help) and entering the keyword “wireless” in the search box.

Telephone Information

**Dialing Instructions for Faculty and Staff:**

- Internal calls.................................................................4-digit extension
- Local calls.................................................................7 + 7-digit Number
- Long distance calls....................................................7+1+ area code + 7-digit extension
Telephone and Voicemail User Guides:

User guides for campus telephones and voicemail are available by logging into our online helpdesk ticketing system (Tech Help) and entering the keywords “phone guide” or “voicemail guide.”

Campus Alert System

Edinboro University has a state-of-the-art communication system called EU Shield to quickly notify individuals in case of emergency, including weather-related events.

EU Shield is a mass notification system that can alert students, faculty, staff, family and friends through a free mobile app as well as through text messages, emails, social media, and messages on the myEdinboro portal.

Employees who wish to sign up for text and email notifications or change their contact information can do so by clicking on the EU Shield icon in myEdinboro. After registration, you will be able to register two cell phone numbers and two email addresses to receive emergency messages so adding parents, friends or alternate contact information is easy.

Standard message and data rates charged by your carrier may apply. This service is completely voluntary and you may opt-out at any time.

EU Shield Safety App:

EU also offers a mobile web application. The EU Shield safety app includes numerous safety and convenience features, including a Get Help emergency call button, a Safety Escort button and immediate access to University emergency procedures. Students and employees are strongly encouraged to take advantage of the full benefits of this new system by downloading the free EU Shield app through Google Play or the Apple Store.

Please note when setting up your profile within the app that you will be required to provide a personal identification number (PIN). Remember your PIN, because it will be needed to update your profile in the future and to use some features within the app.

CLIENT SUPPORT SERVICES

Client Support Services (CSS) staff are responsible for supporting your computer, hardware and software needs. They provide training and support needed to enhance instruction by working with the Provost, Deans and various committees to align the technical needs of the Faculty with the services they provide. CSS staff oversee the Technology Help Center and the day-to-day technical needs of the campus.

Mr. Dennis J. Bradley, Director of CSS (x1030 or bradley@edinboro.edu)
Mr. Adam Rupert (x1022 or arupert@edinboro.edu)
Mr. John Lyons (x1048 or jlyons@edinboro.edu)
Ms. Carla Swick (x1035 or cswick@edinboro.edu)
Mr. DeWayne Reichel (x2556 or dreichel@edinboro.edu)
Mr. Charles Thomas (x1053 or cthomas@edinboro.edu)
LEARNING TECHNOLOGY SERVICES

Learning Technology Services (LTS), located in the lower level of Ross Hall, provides a variety of services to students, faculty and staff. Falling within the framework of Information Technology Services, LTS is divided into the following key areas:

- **Distance Education Office** provides support, and training of online technologies used by students and faculty (D2L Support available 24/7 -1-866-840-6514).
- **Professional Development**, working in conjunction with the Center for Faculty Excellence (CFE), provides individual or group training events, and 3rd party training resources.
- **Media Services**, supports all video conferencing technologies on campus, maintains a studio to record and edit AV content.
- **Classroom Technology**, provides 1st line support for all classroom technology on campus (Dial x2010 to report a classroom technology issue).
- **Event AV**, maintains and supplies AV equipment and staff for events on campus.

**Learning Technology Services (LTS) Staff:**
Dr. James Boulder, Director of Learning Technology Services  
(x1047 or jboulder@edinboro.edu)
Ms. Sandy Dell, Learning Management Systems (D2L) Administrator  
(x1033 or cdell@edinboro.edu)
Ms. Jill Linton, Manager of AV Integration and Event Technology  
(x1346 or jlinton@edinboro.edu)
Mr. Dan Mitchell, Learning Technology Specialist  
(x1019 or dmitchell@edinboro.edu)

**ID CARDS**

Identification cards can be obtained at the University Access Office located in the Frank G. Pogue Student Center, Room 240, Monday through Friday, 9-11 a.m. and 2-4 p.m. (or other times by appointment). University policy requires that all students, faculty and staff carry the Edinboro University ID card at all times while on campus. The cards are also required for checking out books at the Baron-Forness library, meal plans, door access, parking passes and entry into University athletic games and cultural events. ID Cards are required for issuance of University keys. ID cards and University keys are required to be returned to the Access Office upon departure from the University. The ID cards are valid as long as the holder is associated with the University and is in good standing. It is the individual’s responsibility for lost keys and IDs. Please see the website [http://www.edinboro.edu/directory/offices-services/id-card/](http://www.edinboro.edu/directory/offices-services/id-card/) for additional information.
BENEFITS

If you are entitled to benefits, the Manager of Payroll and Benefits will send an email to your EU campus email address listing all of your benefit options. For the most recent version of the benefits summary for faculty members, visit [http://www.passhe.edu/inside/HR/syshr/Benefit_Summaries/SSHE_Summary.pdf](http://www.passhe.edu/inside/HR/syshr/Benefit_Summaries/SSHE_Summary.pdf).

FACULTY OFFICE HOURS

Per the Collective Bargaining Agreement (CBA), full-time teaching faculty members shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students. Teaching faculty members not defined as full-time, shall maintain a prorated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations as will accommodate the needs of the students. Faculty may post online office hours as an alternative to the normal physical hours in their on-campus offices at the rate of one (1) online office hour for each course taught online. Faculty may hold all five (5) office hours online if their entire teaching load is online. However, faculty teaching online must hold a minimum of one (1) campus office hour per week if they have any advisees who take face-to-face courses. The schedule of office hours for each faculty member shall be posted in such manner so as to be easily observed by the students.

CAMPUS BOOKSTORE

[www.edinborobookstore.com](http://www.edinborobookstore.com)

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

Hours of Operation*
Monday - Friday: 8:30 a.m. to 4:30 p.m.
Saturday: 11 a.m. to 4:00 p.m.
Sunday: Closed
*bookstore hours differ when class is not in session

The Campus Bookstore is a privately owned store, owned and operated by Edinboro University Services, Inc., 300 Scotland Road – Room 237 McNerney Hall, Edinboro, PA 16444. Every dollar spent at the bookstore stays on campus and benefits Edinboro University. New faculty can submit textbook adoptions electronically at [www.edinborobookstore.com](http://www.edinborobookstore.com). Please contact the bookstore's textbook buyer, Karen Gregory, at kgregory@edinborobookstore.com or x2349 for assistance.
CAMPUS PARKING REGULATIONS

To obtain a parking permit decal, you must first register your vehicle online. Please log into myEdinboro, then click on the Parking Permits icon in the LaunchPad.

If prompted to enter a second vehicle and you wish to register only one, simply enter the same vehicle twice. Decals can be picked up at the University Police Department one hour after your online registration is complete.

The University Police Department is located at 911 Scotland Road (at the corner of 6N and Scotland Rd), 814-732-2921. (Click here for a map of campus parking.)

BARON-FORNESS LIBRARY
(Log in to the myEdinboro Portal and click the Library icon)
200 Tartan Drive, Edinboro, PA  16444
(814) 732-2273

The Baron-Forness Library is one of the largest and most comprehensive academic library facilities serving northwestern Pennsylvania. The library holds more than 220,000 print volumes, 300,000 ebooks, and subscriptions to numerous periodicals, including electronic access to the contents of about 80,000 journal titles.
The Information desk, circulation services, course reserves, microforms, interlibrary loan office, current periodicals, a 39-seat computer lab, mathematics lab, and four group study rooms are located on the first floor. Bound journals, 4 group study rooms, the Writing Center, the Learning Commons, the Center for Branding & Strategic Communication, the Center for Career Development & Experiential Learning, and an exhibit area are on the second floor. The majority of the print books are in the stacks on floors four through six. University Archives, special collections, Center for Faculty Excellence, and the juvenile & curriculum materials collections are located on the seventh floor.

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

Frequently Called Numbers
Research/Assignment Help....2253 (e-mail: refdesk@edinboro.edu)
Circulation Desk.................2273
Interlibrary Loan ...............2946
Instruction ..........................1070
Reserves ..........................2273

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

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

Copying Materials: The library has two easy-to-use touch screen scanners on the first floor of the building. Users can digitally scan and send materials via email, send them to their Smartphone, or save them to their USB storage device. The library also has a self-service photocopier.

Remote Services: The library provides a variety of services to assist you and your remote users. Examples include instant messaging with a librarian, instruction, technical assistance with library resources and services, and an online knowledge base of answers to commonly asked questions.

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

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

Alma: Alma is the online library catalog of the Keystone Library Network (KLN), a cooperative effort of the fourteen PASSHE universities and the State Library of Pennsylvania. Use Alma to determine if the library has the item(s) you want. Use it also to renew your books online. Library users can also use the “request” feature in Alma to request materials that are currently on the shelves and have them placed on hold at the circulation desk or delivered to campus offices via campus mail.
**Discovery Search:** Search all of the library’s resources simultaneously with an easy-to-use, Google-like single search box. Discovery provides easy access to millions of full text articles across all disciplines. Discovery also provides seamless access to interlibrary loan services for materials to which the library does not have access.

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

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

**Interlibrary Loan:** The library is often able to use a new service, RapidILL, to obtain articles from libraries that have agreed to provide materials on an expedited basis. Most articles are received in a matter of hours. Book chapters are also obtained via RapidILL. For books not available through EZBorrow, the library has access to 3000+ libraries worldwide via the OCLC WorldCat database.

**LibGuides:** Librarians have developed a collection of online guides to information resources in numerous subject areas. These library help guides, or LibGuides, are accessible under the “Quick Links” section of the Library’s homepage.

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

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

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

**Electronic Reserves:** Library staff are available to digitize reserve articles and make them available online for your students on the library’s electronic reserves platform.

- Complete our “Reserve List” form at the Circulation Desk (also available online) and submit materials there.
- Adhere to copyright guidelines.
- Inform us if your reserve item is already available online and give us that link.
- Allow 2-3 days (minimum) for processing.
- You will be notified by e-mail of the course password to be given to your students.
- Provide an online link to Electronic Reserves on your web page if possible.
Each academic department is assigned a library faculty member who is familiar with that department and can respond to questions and other issues that may arise.

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>LIAISON</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Andrea Wyman</td>
<td>2796</td>
</tr>
<tr>
<td>Biology &amp; Health Sciences</td>
<td>Andrea Wyman</td>
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<tr>
<td>Business &amp; Economics</td>
<td>Monty McAdoo</td>
<td>1070</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dave Obringer</td>
<td>2415</td>
</tr>
<tr>
<td>Communication, Journalism &amp; Media</td>
<td>Jack Widner</td>
<td>2175</td>
</tr>
<tr>
<td>Communication Sciences and Disorders</td>
<td>Jack Widner</td>
<td>2175</td>
</tr>
<tr>
<td>Counseling, School Psychology &amp; Special Education</td>
<td>Andrea Wyman</td>
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<tr>
<td>Criminal Justice, Anthropology &amp; Forensic Studies</td>
<td>Jack Widner</td>
<td>2175</td>
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<tr>
<td>Early Childhood and Reading</td>
<td>Andrea Wyman</td>
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</tr>
<tr>
<td>English &amp; Philosophy</td>
<td>Patrick Mundt</td>
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<tr>
<td>Geosciences</td>
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<tr>
<td>Health and Physical Education</td>
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<tr>
<td>History, Politics, Languages &amp; Cultures</td>
<td>Dave Obringer</td>
<td>2415</td>
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<tr>
<td>Mathematics and Computer Science</td>
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<tr>
<td>Middle and Secondary Education &amp; Educational Leadership</td>
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<td>Music &amp; Theatre</td>
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<tr>
<td>Nursing</td>
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<tr>
<td>Physics and Technology</td>
<td>Patrick Mundt</td>
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<tr>
<td>Psychology</td>
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<td>1070</td>
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<tr>
<td>Social Work</td>
<td>Jack Widner</td>
<td>2175</td>
</tr>
<tr>
<td>Sociology</td>
<td>Nathan Fralick</td>
<td>1542</td>
</tr>
</tbody>
</table>
Mission
The Academic Success Center is committed to the development of academic success, retention of our students and the encouragement of persistence, which will result in graduation. The Academic Success Center responds to the needs of the campus community through individual attention to our students and collaboration with faculty and staff. We ensure students are challenged academically and supported with an appreciation of their identity, diverse backgrounds and interests.

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

Core Values
The Academic Success Center’s faculty and staff are committed to the following:
- Maintaining integrity in our work and decision making
- Providing an inclusive center that appreciates diversity
- Creating an exemplary customer experience for all persons that utilize our services

Resources Provided for Faculty:
- Starfish Retention Solutions software education and tutorial services
- Smarthinking (24/7 on-line student tutoring services) education
- Academic advising development and information
- Proctored exam services
- In-class academic learning and support workshops provided by the Academic Success Coordinators

Assistant Vice President, Academic and Student Success
Dr. Philomena Gill BF 271, extension 1265

Academic Success Faculty:
Dr. Carol Gleichsner Porreco College, (814) 732-2544

Academic Success Coordinators:
Brenda Abreu-Baker, BF 252, extension 1744
Aarron Hunsinger, BF 249, extension 1311
LaTessa Black, BF 250, extension 1499
George Morgan III, BF 251, extension 1347
Ashley Wassel, BF 265, extension 1312

School of Education
College of Arts, Humanities, & Social Sciences (except Art & Music)
College of Arts, Humanities, & Social Sciences (only Art & Music, including Art Education and Music Education)
School of Business and Undeclared
College of Science and Health Professions
Mission
The mission of the Center for Career Development and Experiential Learning (CCDL) is to assist Edinboro University students and alumni in the development of enriching, lifelong careers and professional lives.

Vision
The CCDEL supports our mission by focusing on current best practices in the field of career development and implementing proactive, educationally-driven programming and experiences for all students.

Staff
Monica Clem, MA: Executive Director, mclem@edinboro.edu, (814) 732-1460
Christina Moreschi, MA: Assistant Director, cmoreschi@edinboro.edu, (814) 732-1859
Peter Ostrander, MA, M.Ed.,NCC: Assistant Director, postrander@edinboro.edu, (814) 732-1235

Hours and Location
The CCDEL is located in the Learning Commons on the second floor of the Baron-Forness Library. Our Fall 2019 hours of operation are Monday through Friday from 8:00 am until 5:00 pm with daily drop-in hours from 2:00-4:00 pm We offer extended hours each Wednesday evening until 7:00 pm.

Students may schedule an appointment with our staff online using Handshake. All are welcome during our daily drop-in hours, including faculty interested in discussing our resources and opportunities for support and collaboration. We also occasionally host hours in academic buildings, residence halls and other spaces – please contact us if you are interested in welcoming us to your building.

Engagement Framework

The CCDEL employs the BORO Model of student engagement. While this framework is grounded in a sequential four-year plan, students are encouraged to participate in each BORO stage at the time most appropriate for their personal and professional situation:

1. Year One: Form a knowledge BASE of the tools, resources, services, etc. offered by the CCDEL.
2. Year Two: Take OWNERSHIP of career and professional development by using the tools, services, and resources you learned about in year one.
3. Year Three: Get REAL-WORLD experience: Volunteer, internships, field work, on or off-campus employment, research projects, etc.
4. Year Four: Seize OPPORTUNITIES such as campus recruiting events, networking, career opportunities posted in HirEU, etc.
Services and Resources Available to Students:

- Career and academic major coaching and counseling*+
- Career and personality assessments**+
- Career planning assistance*
- Workforce analytic reports**+
- Personalized professional writing and branding assistance*
- Internship and experiential learning planning assistance
- Graduate school planning and coaching assistance*
- Networking assistance*
- Interview preparation and mock interview service with personalized critiques**

*Available to alumni who graduated within the last three years
** Lifetime alumni access
+ Available to prospective students interested in enrolling at Edinboro University

Services and Resources for Faculty

TartanEdge

TartanEdge is both the CCDEL website and comprehensive resource for ‘all things’ career development and experiential learning. Faculty may access TartanEdge through the direct link or through the EU portal. View our curated career development resources, blogs, advice, resume and cover letter examples and available jobs and internships in real-time. All TartanEdge content is updated and refreshed daily, and content as well as incoming jobs and internships are tagged to our Career Communities to help you stay up-to-date and provide career advising to students. Career Communities include curated, targeted information for specific fields/industries:

- Business, Finance and Communications
- Creative Arts, Media, Marketing and Design
- Education, Social Work and Human Services
- Health Sciences and Nursing
- Public Service, Law and Government
- STEM

TartanEdge includes links to our digital resources (available to students, faculty and staff)

- **Big Interview**: Comprehensive interview curriculum and practice mock interview system
- **Traitify**: Career and personality assessment with career matching and industry projections.
**Class Presentations**

Faculty are encouraged to take advantage of several presentations, lectures and workshops available during their classes. Requests may be made online at least two weeks in advance. The following presentations are available (the CCDEL staff will work with you on topics not listed if you want to explore other areas of interest):

Creating and managing your personal brand  
Creating an elevator speech  
Introduction to the CCDEL  
The future workforce: Hiring trends  
Professional writing: Resumes, cover letters and all the rest  
Interviewing skills  
Internships: Why they matter and how to plan ahead  
Job searching strategies  
Preparing for graduate school: The application and selection process  
Evaluating job offers and benefits packages  
What employers want: Career competencies for college students  
Developing leadership capacity for college students  
Career competencies: The skills you need to be competitive  
Understanding the multi-generational workforce  
Using personality assessments to guide your professional life  
Career development for freshmen  
Career development for liberal arts students

**Fairs, Recruiting and Professional Events**

**Annual Internship and Career Fair**
The CCDEL has one annual Fair – the Fall Internship and Career Fair. We hold this event on Reading Day each fall to allow for student participation. Each Fair includes 50 select employers and organizations offering high-value internship and career opportunities for college-educated candidates. We have strict criteria for organizations who wish to recruit on our campus, and all employers are pre-screened against our campus recruitment policy and the U.S. Bureau of Labor guidelines. We track attendance for the event and are happy to share attendance data with faculty who offer class incentives for participation.

**Specialized Recruiting Events and Fairs**
The CCDEL partners with academic departments to offer specialized recruiting events as these opportunities arise. If you are interested in partnering to host an employer(s) for on-campus recruiting, just contact us. We will contact academic departments as opportunities for collaboration arises as well. Past events include:

- Health and Human Services Job Fair
- STEM Fair
- Education Job Fair
- Various industry interview days
- Nurse Recruitment Lunch

**Flagship Programs/Initiatives**

The CCDEL offers several flagship programs and initiatives to support our students and campus community:

**ATHENA “Emerging Leaders” Program**: A collaboration between the CCDEL, the Edinboro Advancement Office, Women’s Philanthropy Council and ATHENA International, the Emerging Leaders program focuses on cultivating the next generation of women leaders through an impactful leadership development and awards
program. Edinboro students who are interested in the ATHENA leadership model come together with female industry leaders to learn about the key tenants of leadership unique to women. One Edinboro student participant is selected to represent the University as a nominee for the ATHENA Erie Young Professional Award on a bi-annual basis.

**Earn and Learn Program:** Launching in 2019, the Edinboro Earn and Learn program provides specialized professional development programming to on-campus undergraduate student employees. The program is designed to help students make connections between the jobs they do on campus and the careers of their future. Programming includes career counseling to identify transferable skills as well as workshops and online courses to help students develop key transferable skills like communication, customer service and office etiquette. Students who complete the Earn and Learn program earn a certificate of professional development.

**I’m First Initiative:** Launching in Fall 2019, the I’m First Initiative celebrates the achievements of our first-generation students, faculty and staff. Students who are among the first in their families to pursue a bachelor’s degree bring unique strengths to our campus, comprising over 30% of our community. We celebrate them by launching a campaign to identify first-gen students, faculty and staff with our unique I’m First branding (decals/t-shirts), launching a directory of faculty and staff who were also first-gen and who are committed to supporting first-gen students with questions, transitioning to college and other issues, a peer mentoring program (BORO Navigators), and the First-Gen Speaker Series featuring successful first-gen alumni speaking about their personal and professional journeys. A collaboration between the Advancement Office, Learning Commons and Center for Faculty Excellence, I’m First is also a fundraising campaign that will provide first-gen students with annual renewable scholarships based on financial need.

**D2L Career Resource Course:** Launching in 2019, the CCDEL will maintain a course in D2L that will include resources such as video tutorials on how to use our digital tools, resume and cover letter examples, links to jobs and internships in TartanEdge, and more. We will launch to a small group initially to collect constructive feedback before expanding to the campus community. If you are interested in gaining early access, please contact our office.

**CFE Partnership**
We collaborate with the Center for Faculty Excellence (CFE) to provide tutorials and demonstrations of our online tools and resources. We also offer professional development on best practices in internship and experiential learning planning and administration.
GLOBAL EDUCATION OFFICE
Baron-Forness Library, Second Floor, 732-2770

Mission

The Global Education Office is the primary catalyst for Edinboro University’s international initiatives. The office is committed to international students’ success and global opportunities for our domestic students. In addition, the office facilitates and organizes international programs and initiatives to promote diversity at EU.

For Students:

- **International Students**
  - For more than 50 years, EU has been helping students from all over the world fulfill their ambitions of pursuing a higher education in the United States.
  - **Support for Students**
    - The office provides qualified support to international students from application through graduation and beyond. This support includes, but is not limited to, non-immigrant student status compliance, cultural adjustment, academic success, and liaising with other campus offices and the surrounding community.

- **Domestic Students**
  - The office assists students who would like to enhance their education by studying abroad.
    - Study abroad is an incredible opportunity and Edinboro University encourages students to explore such an opportunity. A study abroad experience can be short-term (two to ten weeks), for a semester, or an academic year.
    - Edinboro University offers short-term, for-credit, study abroad programs at various sites throughout the world for all students. Programs are offered in the summer, during winter and spring breaks, and our faculty accompany our students. Recently, students have traveled to England, Scotland, Italy, China, Japan, Ireland, and the Dominican Republic on long and short-term experiences.
    - Getting started is easy! The Global Education Office will provide students with a basic overview of study abroad opportunities and the process. Individual guidance is provided to meet a student’s specific goals regarding location, finances, classes/transfer credits, and preparation.

For Faculty:

- The office is a resource for enhancing global learning in your classroom; we will gladly recruit international students to share their “world” as it pertains to your subject matter.

- Are you interested in leading a group of EU students on a short-term experience abroad? We can help you with that goal also! Simply contact us to schedule an informational meeting.

Global Education Office Staff:

Linda Kightlinger, Director
Katie Spangenberg, Support Staff
lkightlinger@edinboro.edu
kspangenberg@edinboro.edu
FIRST DAY ATTENDANCE

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

E-REG (ELECTRONIC REGISTRATION)

It is an icon that students select inside myEdinboro to indicate that they will attend classes in the upcoming semester. E-REG opens in late July before classes begin and ends at midnight on the last day to add a class. Students can access this site anywhere they have an Internet connection. This information is critical for finalizing class rosters, available seats, and enrollment data.

CATALOGS

The undergraduate and graduate catalogs are available on-line at: www.edinboro.edu, keyword: catalogs.

CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS - FERPA

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

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

1. Name
2. Addresses (campus, local, permanent, and email)
3. Telephone number
4. Date and place of birth
5. Program and concentration(s) and minor(s)
6. Student activity participation, including athletics
7. Weight, height (athletic teams)
8. Dates of attendance
10. Anticipated graduation date
11. Class level
12. Degrees and awards received
13. Date of graduation
14. All educational institutions previously attended
15. Academic awards/scholarships/honors received
16. Student Photograph

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

**UNDERGRADUATE STANDARD GRADING SYSTEM**

Academic achievement is indicated by letter grades which represent twelve (12) levels of work:

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Suggested % grade range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

Other grade designations include:

AU indicates course taken for audit (no credit earned);
E indicates credit earned by competency examination;
L indicates credit earned for Life Experience;
R indicates research in progress;*
S indicates credit taken under the Satisfactory/Unsatisfactory option. Credit earned.
U indicates credit taken under the Satisfactory/Unsatisfactory option. No credit earned.
V indicates credit earned for military training.
W Student withdrew from the course prior to the end of the withdrawal period established by the University.
I Incomplete**
* Research in Progress: The “R” letter is used in undergraduate courses where circumstances prevent the completion of a project involving research or similar investigations, within the normal academic grading period. The deadline for the removal of an “R” designator, and its replacement by a standard letter grade, is one calendar year from the date of the original posting of the “R” designator.

**Incomplete: The “I” letter indicates the student has been unable to complete the required coursework within the time limit of the course because of illness, or some other reason acceptable to the faculty member teaching the course. The deadline for the completion of an Incomplete grade(s) is at the end of the 4th week of the next subsequent regular semester. Failure to complete the necessary work within the time limit will result in the “I” designator being automatically converted to a failing grade (F) for the course. The faculty member may extend this deadline.

Extenuating Circumstances Withdrawal: W grades are awarded to students who withdraw after the tenth week for extenuating circumstances. Procedures for withdrawal are listed elsewhere in this section. No withdrawals are valid unless the student has secured the approval of the dean of the faculty in which a student is a major. No withdrawals are permitted once the final exam period has begun.

NOTE: The preceding information refers to the undergraduate grading system only.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>(3.67)</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>(3.3)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>(2.67)</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>(2.37)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Below Average</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>(1.67)</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Research in Progress</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0 (*Grade Points)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Grade</td>
<td></td>
</tr>
</tbody>
</table>

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

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

An incomplete grade, “I”, will be issued when the work is interrupted because of poor health. An instructor may, in unusual circumstances other than poor health, assign an incomplete grade. “I” designators received during any academic semester or session must be removed during the first four weeks of the next subsequent semester, unless written approval granting an extension of this time limit has been given by the Registrar. It is the student's responsibility to see that the work is completed within this time period. The incomplete grade will automatically be changed to an “F” grade if the work is not completed during this time period. If a student has an incomplete grade in the semester of graduation, he/she must complete the work and have the grade assigned by the instructor within two weeks after commencement.
A grade of “R” is issued to indicate that no grade is presently available because research is still in progress. After the research is completed, the “R” is replaced on the permanent record by an “A”, “A-”, “B+”, “B”, “C+”, “C”, “C-” or “F” grade with the corresponding credit. “R” grades should not continue for a period that exceeds four academic semesters. At the end of that time period, the grade may revert to a “RT” Research Terminated and the student will have to re-enroll in the academic experience.

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

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

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

GRADUATE ATTENDANCE POLICY

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

GRANTS AND SPONSORED PROGRAMS
Location: Reeder Hall, Room 301

The Office of Grants and Sponsored Programs assists University personnel in securing external funding for research, equipment, faculty projects, program development, conferences, internships and related projects. The staff provides information on policies and procedures guiding the grant application process and the subsequent management of funded activities. For assistance, contact Rosmari Graham at rgraham@edinboro.edu or by phone at 814-732-1246 or Sue Lawrence at slawrence@edinboro.edu or by phone at 814-732-1092.

SERVING STUDENTS WITH DISABILITIES
Location: Crawford Center

Edinboro University has been nationally recognized for the quality and scope of its services to students with disabilities since the early 1970s. The Office for Accessibility Services (OAS) provides support services to students with all types of disabilities including learning, physical, visual, hearing, mental and cognitive disabilities. Following admission to the University, students who request disability-related accommodations are required to provide appropriate documentation of their disability to the OAS. Services are provided based upon documented and expressed need. Services include van transportation, peer advisors, academic aides, readers, sign language interpreters, captioning service, assistive technology, alternative test arrangements, priority scheduling, writing services and books in alternative format. The OAS works closely with disability-related agencies including the Office of Vocational Rehabilitation and the Bureau of Blindness and Visual Services to assist with the transition from high school to college and after graduation, to employment.
Students with documented disabilities are registered with the Office for Accessibility Services. Based on the documentation, reasonable accommodations are approved by the OAS Associate Director. Professors may ask students for verification of their registration with the OAS, as well as the approved accommodations. Each student is issued a letter outlining her or his appropriate educational accommodations, serving as evidence that he or she has registered for services and that the accommodations which are outlined are appropriate for the student.

In order to ensure fairness, equality, and an individual student’s ability to function in a classroom and in testing situations, consistency is one of the most important factors when making an accommodation policy. Students receiving accommodations are not being given an academic advantage, just an equal opportunity. Reasonable and mutually agreeable procedures do not lend themselves to rules and regulations but are the shared responsibility between the instructor and student. Equality is enhanced by assuring that such procedures are agreed upon at the beginning of the semester.

It is the student’s responsibility to bring her or his needs for accommodation to the attention of the instructor as early as possible. A suggested universal practice is for instructors to maximize the opportunities of encouraging early discussions by making the following general announcement at the first few class sessions of each semester: “I would appreciate hearing from anyone in this class who is registered with the Office for Accessibility Services and may require academic accommodations. See me after class, or during my office hours to review your approved accommodations.” The same message should be included in the course syllabus. Such an announcement not only gives “permission” to hesitant students, but sensitizes the entire class to the concept that individuals with disabilities are an integral part of the group, even though they may undergo different testing conditions, for example.

Personnel within the OAS have a wealth of experience and knowledge to share with faculty regarding various areas of disability services and accommodations. The professional staff are from the counseling and speech and hearing sciences fields and make themselves available to lend expertise and engage in discussions surrounding accessibility and accommodations for students.

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

Office for Accessibility Services
814-732-2462
Fax: 814-732-2866
E-mail: OAS@edinboro.edu

STUDENT CODE OF CONDUCT
Statement of Academic Integrity

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

Academic dishonesty is defined as follows:

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

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

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

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

The complete Student Code of Conduct can be found at this link.

SELECTED UNIVERSITY POLICIES & PROCEDURES

www.edinboro.edu, keyword: policy

Class Attendance - Policy No. A062

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

2. Class absences are excused for medical reasons documented by medical personnel, university activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities to be recognized as an excused absence include but are not limited to: scheduled athletic competitions, academic competitions, etc., in which the student is a participant. Other situations to be
recognized as excused include: military duties, auto accidents, death in immediate family, medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor. Students with excused absences are permitted to make-up and are responsible for all missed assignments without penalty. In cases where there have been significant absences, the student should consult with the instructor and academic advisor to determine if completion of course requirements are possible or reasonable.

3. Faculty members are encouraged to consider unexcused absences in their grading. Unless otherwise provided in writing in the course syllabus, and approved by the Provost, a student shall have the privilege of unexcused absences equal to the number of classes held in a week, or to one absence per credit hour, whichever is less; however, this shall not excuse the student from any stated deadlines for assignments or other work in the course and the student is responsible for completing all course requirements missed as provided in the syllabus. The instructor shall indicate in the course syllabus the ramifications of unexcused absences beyond that which is allowed hereunder. Individual programs requiring alternative attendance policies must be approved by the Dean of the school or college.

**Course Syllabus – Policy No. B012**

All undergraduate and graduate courses must have a syllabus meeting the minimum content requirements defined in this policy.

Faculty will provide a course syllabus to all registered students by the start of the second class meeting, updated each semester taught; the syllabus may be provided either in paper or electronic form.

The syllabus for each course taught by the faculty will be provided in electronic form to his/her academic department before the end of the first week of classes in each academic session (fall, winter, spring, summer). By the end of the second week of the session, all syllabi will be provided to the Provost’s designee for inclusion in the University’s central repository.

Course syllabi will minimally include the following required elements:

- Course name and number
- Course description (consistent with the University Catalog)
- Course prerequisites (as specified in the University Catalog)
- Course meeting days and times
- Instructor name and contact information (office location, telephone number, email address, scheduled office hours)
- Required course materials (e.g., textbooks, software)
- Course learning objectives
- Student assessment/evaluation policy (information on grading scale, determination of grades, expectations for class participation, etc.)
- Class policies for make-up exams and late submission of assignments
- Class attendance expectations and late arrival policy
- Course outline, or tentative calendar that includes topics of coverage
- Statement of faculty reporting obligations under Title IX as provided by the Office of Social Equity. (Required language is provided in the syllabus template.)
- A statement referencing a link to relevant course-related University policies. (Sample language is provided in the syllabus template.)
Academic Assessment of Students – Policy No. B007

It is recognized that FACULTY members have academic freedom in the classroom in discussing their subject. Faculty members are encouraged to administer a sufficient number and variety of evaluative measures throughout the semester to arrive at a just and accurate appraisal of student performance. A final examination or culminating experience shall be one of the evaluative measures administered in each course. Faculty members shall provide students with timely feedback on the evaluation measures submitted and shall record and submit mid-term and final grades by the dates set by the Registrar.

Disruptive Behavior in Supervised Situations – Policy No. A036

Disruptive behavior is defined as behavior that includes, but is not limited to, acts involving an unreasonable disturbance to the educational environment by virtue of its severity, scope, and/or frequency. Disruptive behavior causes the obstruction or disruption of teaching, learning, research, administration, disciplinary procedures or other University activities. For the purpose of this policy, “an employee” includes a faculty, staff member, or other authorized employee or agent of the University.

Disciplinary Procedures and Student Code of Conduct – Policy No. A012

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

Student Appeal of Assigned Grade – Policy A057

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

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

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

Please refer to ready.edinboro.edu for the University’s Emergency Procedures. The University’s emergency procedures are also posted in each building and are available in the EU Shield Safety app. The EU Shield Safety App can be downloaded through the Google Play or Apple App Store for free.

Fire Emergency Planning and Preparedness – Policy No. D007

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

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

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

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

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

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

Building-specific evacuation procedures shall supersede these general procedures. Occupant-specific evacuation procedures shall supersede these general procedures. Elevators shall not be used during a fire drill or an actual fire.

Non-Discrimination Statement, Policies, and Reporting Procedures

Edinboro University is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, religion, veteran status, sex, sexual orientation, gender, gender identity, and disability in its activities, programs, or employment practices as required by Title VI, Title VII, Title IX, Section 504, ADEA and the ADA.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title VI, Title VII, Title IX, Section 504, ADEA, or the ADA and its implementing regulation, contact the Office of Social Equity and/or Human Resources and Faculty Relations, 219 Meadville Street, Reeder Hall, Edinboro, PA 16444; Phone: (814-732-2167); Email: equalopportunity@edinboro.edu. Additionally, inquiries concerning any civil rights allegation or complaint and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: (215-656-6010); Fax: (215-656-6020).
You can also contact the Office of Human Resources and Faculty Relations, 219 Meadville Street, Reeder Hall, Edinboro, PA 16444; Phone: (814-732-2810). For information or assistance regarding services, activities and facilities that are accessible to and useable by persons with disabilities, contact the Office of Accessibility Services. Phone: (814-732-2462 V/TTY).

The University is committed to creating and maintaining a campus environment that is free of harassment, intimidation, bullying, violence, and discrimination. University policies prohibit committed acts that are severe or pervasive enough to have the impact of unreasonably interfering with an individual’s ability to live, learn, and work at Edinboro University. Individuals who live, learn, and work on campus are strongly encouraged to read and familiarize themselves with the full content of these policies.

Policy No. G018 American with Disabilities Act – Public Accessibility
Policy No. G005 Equal Opportunity/Affirmative Action and Nondiscrimination
Policy No. C006 Harassment, Intimidation and Institutional Vandalism
Policy No. G019 Reasonable Accommodations for Employees with Disabilities
Policy No. A008 Reasonable Accommodations for Students with Disabilities
Policy No. G004 University Sex Discrimination and Sexual Misconduct Policy

**Sexual Harassment and Related Unprofessional Conduct**

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

Title IX prohibits discrimination on the basis of sex in education programs and activities. Complaints or concerns of sex discrimination and sexual harassment should be reported to the Title IX Coordinator, 219 Meadville Street, Reeder Hall, Edinboro, PA, 16444; Phone: (814-732-2167) or Email: equalopportunity@edinboro.edu. Reports of sexual violence and sexual assault should be reported to the University Police at Phone: (814-732-2921) and the Title IX Coordinator.

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

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

1. Identification and contact information of the Title IX Coordinators
2. How the University complies with relevant federal law and guidance on Title IX and Title VII, as well as other relevant laws
3. Reporting procedures
4. Prohibition against retaliation for reporting an incident, filing a complaint, or participating in a hearing or fact-finding investigation
5. Internal processes for handling allegations of sex discrimination and sexual misconduct
6. Related unprofessional conduct and its relation to sexual harassment
7. Availability of training and education about sex discrimination and sexual misconduct
8. Available counseling and other resources located on and off campus

For the full text of these and other University policies, please go to www.edinboro.edu, keyword: policy.

SUPPORT FOR STUDENT SUCCESS

Center for Career Development and Experiential Learning

The Center for Career Development and Experiential Learning (CCDEL) assists Edinboro University students and alumni in the development of enriching, lifelong careers and professional lives. The CCDEL supports students with current best practices in the field of career development and proactive, educationally-driven programming and experiences for all students. Services include: Major and career coaching, professional writing and interview skill preparation, networking and job searching assistance, personal brand coaching and workforce information. Faculty are encouraged to contact the CCDEL for in-class presentations and workshops.

Counseling and Psychological Services

Licensed faculty psychologists provide confidential counseling for personal, social, and emotional concerns, and maintain the CAPS Guide to Making Referrals located on the University website: www.edinboro.edu, keyword: referral guide.

Dining Services

University Dining maintains facilities in Van Houten, the Frank G. Pogue Student Center, Rose Hall, the Library and Ross Hall.
Edinboro University Honors Program
Earp Hall, 732-2981
The Edinboro University Honors Program provides opportunities for high-ability students to extend their intellectual and creative talents beyond conventional university offerings. The program is designed for students who choose to enrich their University studies through directed, self-directed, and independent activities commensurate with their abilities. The program is available to qualified students enrolled in a baccalaureate degree program.

Financial Aid Office
Hamilton Hall, 732-53500
The Financial Aid Office is dedicated to making college affordable for students and their families. Students can obtain information on federal and state grants, work-study and loan programs, and scholarship opportunities.

Information Technology Services
Ross Hall, 732-2111
Information Technology Services is responsible for identifying and delivering quality service and solutions that meet information technology needs of faculty, staff and students.

Learning Technology Services Support for Online and Interactive Television Courses, Instructional Design, and Classroom Technology
Ross Hall
Dr. James Boulder, Director of Learning Technology Services (x1047 or jboulder@edinboro.edu)
Ms. Sandy Dell, Learning Management Systems Administrator (x1033 or cdell@edinboro.edu)
Ms. Jill Linton, Learning Technology Specialist (x1346 or jlinton@edinboro.edu)
Mr. Dan Mitchell, Learning Technology Specialist (x1019 or dmitche@edinboro.edu)

Office for Accessibility Services (OAS)
Crawford Center, 732-2462
Edinboro University’s premiere program for students with disabilities serves students who require accommodations related to mobility, visual, hearing, learning or other disabilities, and works closely with students and their families to develop a barrier-free academic experience.

Office of Records and Registration
Hamilton Hall, 732-3501
The Office of Records and Registration manages students’ academic records, their registration in courses, transcripts, and enrollment verifications.

Residence Life and Housing
Frank G. Pogue Student Center, 732-2818
The Residence Life and Housing staff assists new and continuing students in making the transition from home to living in the residence halls on campus through a variety of programs to help acclimate students to the University community. Multiple Living-Learning communities offer the opportunity for living among peers with similar interests and enhanced interaction among students, faculty and staff beyond the classroom experience.

S.C.O.T.S.
www.edinboro.edu, keyword: scots
The University’s online transaction center is called S.C.O.T.S. Log into myEdinboro, then click on the S.C.O.T.S. icon in the LaunchPad.

Speaking and Presentation Center
Baron-Forness Library, Rm. 243
The Speaking and Presentation Center offers consultation services for undergraduate and graduate students seeking assistance with speeches, group presentations and interview assignments. Students receive guidance in researching, outlining, and constructing speeches and presentations, as well as opportunities for feedback on
delivery and visual aids. The Center is staffed by graduate assistants with experience and training in public speaking.

**Student Health Services**..................................................................................................................McNerney, 732-2743
Student Health Services provides a wide variety of health promotion and health care services, including self-care facilities, the men’s and women’s clinics, immunizations at cost, HIV/AIDS counseling and testing, ambulatory care, and confidential counseling for personal, social and emotional concerns.

**Student Judicial Affairs**..................................................................................................................Frank G. Pogue Student Center, 732-2920
In support of the University’s mission, the Office of Student Judicial Affairs encourages students to uphold standards of conduct to promote a civil community, and to maintain a positive living and learning environment for all members of the University community. Through a system of fair and efficient due process, students are challenged to be responsible for their actions on campus and within the community. The Student Code of Conduct and Judicial Procedures may be accessed from the Student Judicial Affairs’ website.

**Student Accounts Office**.................................................................................................................Hamilton Hall, 732-5555 (option#2)
The Student Accounts Office distributes tuition bills, collects and tracks bill payments, and processes tuition and financial aid refunds.

**University Ombudsperson**..................................................................................................................Reeder Hall, 732-1710
The Ombudsperson for the University offers confidential, informal, independent, and neutral dispute resolution services to all members of the community by providing information, advice, intervention and referrals.

**University Police** ........................................Information Center and Police Station, 911 Scotland Road, 732-2921
The University Police is a fully-commissioned police force that provides a variety of services to ensure campus safety, security, and a positive community environment for students, faculty, staff and guests.

**Veterans Success Center**..................................................................................................................Crawford Center, Room 208A, 732-1568
The Veterans Success Center serves as a one-stop resource for student veteran needs. The Center provides study space, computers, and access to campus and off-campus resources and GI Bill benefit programs.

**Writing Center**.................................................................................................................................Baron-Forness Library, 732-1493
The Writing Center provides one-on-one assistance to students with the goal of improving their writing skills.
Edinboro University Student-Athletes

- Edinboro University sponsors 17 varsity sports, wheelchair basketball, cheerleading, and eSports: 16 in NCAA Division II, and the Pennsylvania State Athletic Conference (PSAC), wrestling in NCAA Division I, Mid Atlantic Conference (MAC).
- 10 women’s teams include cross country, volleyball, soccer, basketball, swimming, indoor track and field, tennis, softball, outdoor track and field, and lacrosse.
- 7 men’s teams include cross country, football, basketball, swimming, wrestling, outdoor track and field, and tennis.
- We have more than 100 home competitions during the year and invite you to attend when you can. Want to get even closer to the action? Contact Shawn Reagan (reagan@edinboro.edu) about serving as an honorary captain for one of the home competitions.
- Faculty receive free admission to all regularly scheduled home athletic events. Excludes PSAC, PIAA, NWCA, MAC and NCAA championship competitions.
- The PSAC consists of 13 PASSHE universities, five private institutions, and most recently a WV state institution.
- Edinboro has approximately 350 student-athletes across three playing seasons, with an average GPA of 3.06, majors in nearly every academic department, and 23 in the Honors program.
- Priority Scheduling allows students representing the University on athletic teams to register for courses 12 hours ahead of their peers with a goal of minimizing missed class time due to competitions.
- The University attendance policy allows students representing the University in athletic competitions to make up any missed work due to a missed class because of a competition. It is the student-athletes’ responsibility to work with their instructors to plan for this. They are not excused from class for practice.
- Student-athletes considered at-risk academically attend supervised study table and meet with peer and faculty mentors through the SAAP (Student Athlete Achievement Program) a minimum of 3-9 hours per week based on GPA, SAT/ACT scores, and coach recommendation.
- Student-athletes with cumulative GPAs ≥ 3.0 qualify for the Scholar Athlete Banquet and are asked to invite a faculty member or administrator to join them.
- Contacts: Athletic Director Dr. Katherine Robbins (krobbins@edinboro.edu), Athletic Compliance Director Todd Jay (jay@edinboro.edu), Sports Information Director Bob Shreve (rshreve@edinboro.edu), Senior Woman Administrator Denise Dobos (ddobos@edinboro.edu) and Faculty Athletics Representative Dr. Shawn Reagan (reagan@edinboro.edu).
Campus Building Street Addresses

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

FALL SEMESTER 2019

Classes Begin ................................................................. Monday, August 26, 2019
Labor Day Holiday (No Classes) ....................................... Monday, September 2, 2019
Last Day to Drop/Add a Class
  4:30 p.m. at Hamilton Hall ............................................ Tuesday, September 3, 2019
  11:59 p.m. using S.C.O.T.S. .......................................... Tuesday, September 3, 2019
Reading Day (No Classes) ............................................... Tuesday, October 1, 2019
Last Day to Withdraw (11:59 p.m. using S.C.O.T.S.) ......... Friday, November 1, 2019
Thanksgiving Break Begins (Close of Classes) ................. Monday, December 2, 2019
Thanksgiving Break Ends (Classes resume) ....................... Friday, December 6, 2019
Final Exam Period Begins ............................................. Monday, December 9, 2019
End of Semester ......................................................... Friday, December 13, 2019
Commencement ......................................................... Saturday, December 14, 2019

SPRING SEMESTER 2020

Classes Begin ................................................................. Monday, January 13, 2020
Martin Luther King Day (No Classes) ............................... Monday, January 20, 2020
Last Day to Drop/Add a Class
  4:30 p.m. in person at Hamilton Hall ............................ Tuesday, January 21, 2020
  11:59 p.m. using S.C.O.T.S. ........................................... Tuesday, January 21, 2020
Spring Break Begins ..................................................... Saturday, March 7, 2020
Spring Break Ends (Classes resume) .............................. Monday, March 16, 2020
Last Day to Withdraw (11:59 p.m. using S.C.O.T.S.) ......... Friday, March 27, 2020
Last Day of Class ......................................................... Monday, April 27, 2020
Final Exam Period Begins ............................................. Tuesday, April 28, 2020
End of Semester ......................................................... Friday, May 1, 2020
Commencement ......................................................... Saturday, May 2, 2020

(Please note: All dates above are as of 02/08/2019)

NOTES:

Fall 2019
Part of Term A (35 class days) First 7.5 weeks
  Start Date: August 26, 2019
  Last Day to Drop-Add – August 28, 2019
  Last Day to Withdraw – September 26, 2019
    4:30 p.m. at Hamilton Hall
    11:59 p.m. using SCOTS
  End Date: October 15, 2019

Spring 2020
Part of Term A (35 class days) Last 7.5 weeks
  Start Date: January 13, 2020
  Last Day to Drop-Add – January 15, 2020
  Last Day to Withdraw – February 13, 2020
    4:30 p.m. at Hamilton Hall
    11:59 p.m. using SCOTS
  End Date: March 2, 2020

Fall 2019
Part of Term B (35 class days) First 7.5 weeks
  Start Date: October 16, 2019
  Last Day to Drop-Add – October 18, 2019
  Last Day to Withdraw – November 15, 2019
    4:30 p.m. at Hamilton Hall
    11:59 p.m. using SCOTS
  End Date: December 6, 2019

Spring 2020
Part of Term B (35 class days) Last 7.5 weeks
  Start Date: March 3, 2020
  Last Day to Drop-Add – March 5, 2020
  Last Day to Withdraw – April 9, 2020
    4:30 p.m. at Hamilton Hall
    11:59 p.m. using SCOTS
  End Date: April 27, 2020
COUNCIL OF TRUSTEES

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Daniel E. Higham, Vice Chair
Timothy S. Wachter, Esquire, Secretary
Mark Bellini
Dennis R. Frampton
Patricia J. Kennedy, Esquire
Robert J. Lowther, Jr.
Kathy L. Pape, Esquire
Anthony J. Pirrello
Harold C. Shields
Kyle Hurysz, Student Trustee

Daniel Greenstein, Chancellor (ex officio)

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Dr. Guiyou Huang, President
Dr. Michael Hannan, Provost and Vice President for Academic & Student Affairs
Dr. William Edmonds, Vice President for Enrollment Management
Dr. James Fisher, Associate Provost
Ms. Marilyn Goellner, Vice President for University Advancement
Mr. James Sheehan, Interim Vice President for Finance and Administration
Ms. Angela Burrows, Vice President for Marketing and Communication
Dr. Stacie Wolbert, Associate Vice President for Student Affairs
Mr. Samuel Comfort, Executive Assistant to the President

8/7/2019