



**EDINBORO
UNIVERSITY**

GUIDE FOR NEW FACULTY



EDINBORO UNIVERSITY

A GUIDE FOR NEW FACULTY 2011-12

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PRESIDENT'S WELCOME



Dear New Faculty Member,

Welcome to Edinboro University, where you will play a critical role in making our motto, “Great Things Happen Here,” come to life.

You, as a faculty member, play the central role in enabling the growth and learning that prepare our students for academic, career and life success. We have high expectations for our students in their academic pursuits, and we rely on you to help guide them in that endeavor. We know that faculty involvement is vital to student engagement and achievement.

We are also committed to faculty success and professional development to facilitate your growth as a scholar. We encourage you to be creative and innovative, and to get involved with the campus community beyond your academic discipline and teaching assignment.

“The Edinboro Experience” means that all of us must work together to promote excellence in all that we do, both in and out of the classroom. Great *people* also happen here, and you will find your colleagues to be scholars committed to student success at every level. I know that you will be welcomed by veteran faculty and administrators as we pursue our common goals.

On behalf of the Edinboro University Council of Trustees and the entire Edinboro community, I welcome you and wish you the very best as we begin this new academic year, filled equally with exciting promise and stimulating challenges.

Sincerely,

A handwritten signature in black ink that reads "Jim Moran". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

James D. Moran, Ph.D.
Interim President

PROVOST'S MESSAGE



To Our New Faculty Members:

Congratulations on your appointment to the faculty of Edinboro University! On behalf of the academic administration and your new faculty colleagues, I extend a most enthusiastic welcome. The faculty is the heart of the University, and I think you will find yourself in excellent company!

Our mission calls us to challenge and empower individuals through intellectual engagement, opportunities for leadership, and the pursuit of excellence. With the commitment of faculty and staff, Edinboro is making strides to raise academic standards, strengthen teaching and learning, stimulate creativity and discovery, and respond to the current and emerging needs of our region. Creating exceptional learning opportunities for our students is critically important as we strive to develop knowledgeable, engaged critical thinkers who become productive and civically-responsible world citizens.

As you become familiar with the campus, its students, and your colleagues, I believe you will appreciate the University's multifaceted and stimulating academic environment, as well as the quality of life offered by Edinboro and the surrounding communities. I am confident that your contributions to the lives of our students, your discipline, and the University will be characterized by excellence.

Sincerely,

Philip Ginnetti, Ph.D.
Provost and Vice President for Academic Affairs

MISSION, VISION AND VALUES

Mission

Edinboro University is a community where intellectual engagement and opportunity challenge and empower individuals. We are inspired to serve and lead as active citizens of our global society through collaborative learning experiences emphasizing campus activities, community outreach, and practical applications. These factors combine to ignite the excitement of discovery and create a thirst for life-long learning and a pursuit of excellence.

Vision

To become an internationally recognized university known for its innovation, leadership, and commitment to excellence.

Values

Opportunity, Excellence, Respect, Integrity, Leadership.



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

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

EDINBORO UNIVERSITY HISTORY

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

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

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

Edinboro University in Erie – The Porreco Center is located at 2951 West 38th Street on a former estate donated to the University in 1986 by local businessman, Lou Porreco. The Center offers area residents the opportunity to take general education courses, and to pursue Associate degrees in Criminal Justice, Human Services, Business Administration and Liberal Studies. Courses are offered throughout the day and evening, and also on the weekends.



Edinboro University in Meadville, The Joseph T. Buba Center, located at 789 Bessemer Street, was opened in December 2004 in the newly renovated 19th century Bessemer Railroad complex. Since the early 1980s, the University had offered courses in borrowed or leased facilities in Meadville.

Courses are offered in multiple discipline areas allowing students to complete some major and general education course requirements on-site in Meadville. Advanced high school students from Crawford County take college courses at the Buba Center through the Regional Choice Initiative program, allowing them to earn advanced standing toward their college careers and exposing them to college-level work. Edinboro University also offers continuing education and workforce development programming at this site to assist in meeting these training needs in the region.

**EDINBORO UNIVERSITY
ACADEMIC SCHOOLS AND DEPARTMENTS**

2011-12

COLLEGE OF ARTS AND SCIENCES

Dr. Terry Smith, Dean

Art	Chairperson: Mr. James Parlin
Biology and Health Services.....	Chairperson: Dr. John Ashley
Chemistry	Chairperson: Dr. Janet Rogers
Communication and Media Studies.....	Chairperson: Dr. Anthony Peyronel
English and Theatre Arts.....	Chairperson: Mr. Thomas Lipinski
Foreign Languages.....	Chairperson: Dr. Janusz Czejdo
Geosciences.....	Chairperson: Dr. Laurie Parendes
History and Anthropology	Chairperson: Dr. Jerra Jenrette
Mathematics and Computer Science.....	Chairperson: Ms. Patricia Hillman
Music.....	Interim Chairperson: Dr. Peter van den Honert
Nursing.....	Chairperson: Mrs. Patricia Nosel
Organizational Studies.....	Chairperson: Mr. Paul Lisowski
Philosophy.....	Chairperson: Dr. Elliott Wreh-Wilson
Physics and Technology.....	Chairperson: Dr. Richard Lloyd
Political Science and Criminal Justice.....	Chairperson: Dr. James Fisher
Psychology.....	Chairperson: Dr. Cynthia Legin-Bucell
Social Work.....	Chairperson: Dr. David Pugh
Sociology.....	Chairperson: Dr. Rhonda Matthews
Speech, Language and Hearing	Chairperson: Dr. Charlotte Molrine

SCHOOL OF EDUCATION

Dr. Nomsa Geleta, Dean

Early Childhood and Special Education	Chairperson: Dr. Mary Jo Melvin
Elementary, Middle and Secondary Education	Chairperson: Dr. Kathleen Benson
Health and Physical Education.....	Chairperson: Dr. James Roberts
Professional Studies.....	Chairperson: Dr. Marian Beckman

SCHOOL OF BUSINESS

Dr. Michael Hannan, Dean

Business and Economics.....	Chairperson: Dr. Janis Stamm
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SCHOOL OF GRADUATE STUDIES AND RESEARCH

Dr. Alan Biel, Dean

BARON - FORNESS LIBRARY

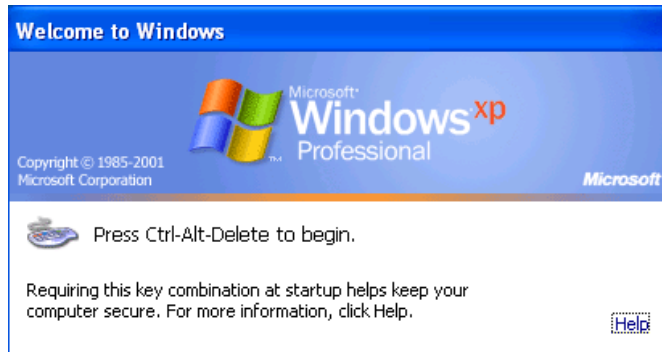
Dr. Donald Dilmore, Associate Vice President for University Libraries

Library Faculty.....	Chairperson: Dr. Andrea Wyman
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TECHNOLOGY SERVICES FOR FACULTY

Logging into the Network

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

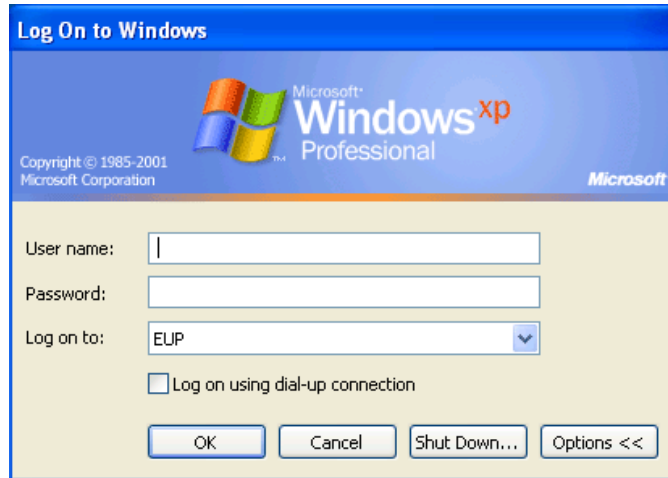


Windows XP Initial Screen



Windows 7 Initial Screen

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



Windows XP Log-On Screen



Windows 7 Log-On Screen



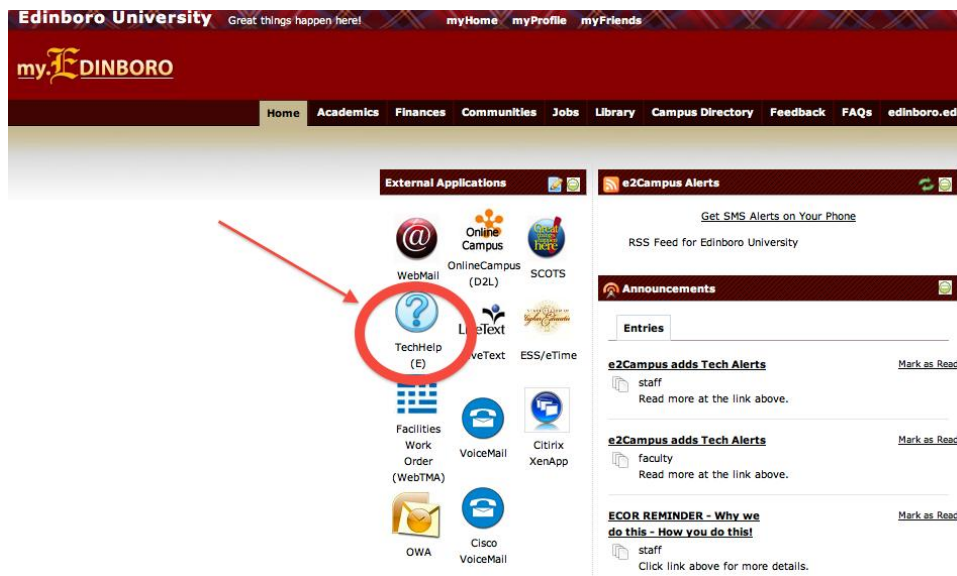
Apple Macintosh Log-On Screen

Your username and password is automatically created when you become an employee of Edinboro University. This username will not change throughout 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 zeros are added in front of the single digit month and day. It is important that EUP is chosen as the domain, otherwise the username and password you enter will not be accepted.

NOTE: It is a highly recommended that you change your password immediately. For more information about your accounts and how to change your passwords, visit Edinboro University's home page and enter the keyword "Accounts" in the keyword search field.

Technology Help Center

If you need assistance with technology, do not hesitate to request support or review the knowledgebase with the online helpdesk system (24 hrs.). Access it by selecting the "Tech Help" icon after logging into myEdinboro (see screen shot below). You can also contact our Technology Help Center at 814-732-2111 during business hours.



Technology Help Center hours of operation

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

*Please call during semester breaks to verify hours

Learning Technology Services (temporary location is Lower Level Reeder Hall)

Edinboro University attempts to create and share knowledge by providing access to education and learning experiences for the academic, cultural and personal growth of the students and the larger community we serve. In an effort to meet this mission, Technology and Communications has created Learning Technology Services (LTS). The website for LTS is located at: <http://www.edinboro.edu/departments/tac/lts/index.dot>

The Learning Technology Services staff provides support for instructional design services such as email, web pages, documents, data storage, file conversion, training on creating course content for the online learning management system (i.e. Desire2Learn), podcasting and other learning technology resources. They also provide a Learning Technology Center (LTC) which is a Faculty only computing lab facility.

Learning Technology Center (LTC)

What Can the LTC Do For You?

Technology changes every day, so how do you keep up with it all? In the Learning Technology Center you'll find a wide range of programs and equipment open for faculty use. Most importantly we have staff on hand for training, and one-on-one help.

Our Resources

We have several computers available to Faculty during regular business hours and some evening hours. We have PCs & Macs with access to the Internet as well as b/w and color printers.

Several of our computers are equipped with multimedia devices. They include:

- Video capturing and digital editing
- Scanners for photos, text, & slides
- CD burners & DVD ROMs
- Digital cameras

Our Software

We keep our computers equipped with many basic programs, along with some very high end ones. Here is a sample of what we offer:

Acrobat Reader, Adaptec Easy CD Creator, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe Premiere, Banner, Camtasia Studio (used for creating training or podcast materials), Flash, FTP, Internet Explorer, Microsoft Net Meeting, Microsoft Office (Word, Excel, PowerPoint), QuickTime, Real One Player, Virus Scanning, Windows Media Player, WinZip and many other applications to enhance your instructional needs.

Our Support

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

Get In Touch

If you run into problems, want to set up a meeting, or for more information about the LTC you can call our Instructional Design Specialist – Dan Mitchell at 732-1019 or by email at dmitchell@edinboro.edu

ITV (Video Conferencing)

Video Conferencing is a technology that enables synchronous distance education - with real time audio/video, and computer graphics. It is also used for administrative meetings and non-credit classes. Technology and Communications manages four on-campus video-conferencing facilities as well as one at each of the satellite campuses. Courses are offered from the EUP main campus and delivered to the Erie and Meadville campuses

as well as other PASSHE sister schools. Courses also may be received from other remote locations. Scheduling an ITV event or class should be channeled through Randall McCaslin at rmmcaslin@edinboro.edu or 814-732-1346.

Wireless

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

Department Liaisons

The Department Liaison is intended to improve technical support by having someone within their department communicating directly with technical specialists on technology-related issues and having a department member trained in assisting their department members on basic technical problems. In general, the functions of the Liaison are:

1. To receive immediate communications regarding technical problems that may affect that department (by phone; perhaps distributed by voice mail).
2. To receive special training (in a group or individually) and to provide or at least organize group training for their department.
3. To prioritize the Help Desk calls from their department (would access through the Web using special department liaison pages).
4. To receive communications about our upgrade efforts or other area specific technology needs (i.e. opportunities to test new technology).
5. To build upon relationships already established within departments and to forge new relationships where not already instituted.

Please ask your department chair who has been appointed as your department liaison.

Technology in the Classrooms

Technology and Communications is committed to providing learning technology in the classrooms that enhance the learning experience. As such, we have worked with members of our Faculty to determine the best configurations that both minimize the support and maximize the return on investment. We have over 150 classrooms with presentation technology. For more information on classroom technology or to schedule an orientation session, contact the Learning Technology Services staff at x2010. Please use x2010 to report any classroom technology issues.

Computer Labs

Edinboro University has 60 different computer labs and they can all be categorized into three types:

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

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

Open Labs are available for students to use during open hours and they are free from any scheduled classes or other events (OL). These labs are managed, staffed and financially supported by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Technology and Communications. These Labs are open for walk in use by all registered University students, faculty and staff. The scheduling of open hours will be made by the department(s) in which the lab resides unless other arrangements have been made to have such services facilitated by Technology and Communications. All budgeting and resource plans are the responsibility of the department(s) in which the lab resides. Technology and Communications staff will serve as consultants as needed. Each department maintains their computer labs and defines which type of lab (see above). For more information about computer labs go to Edinboro University's home page and enter the keyword "labs" into the keyword search field.

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

<https://my.edinboro.edu/group/0/microsoft-exchange> - Employees eMail

<http://www.edinboro.edu/departments/tac/> - Technology and Communications web page

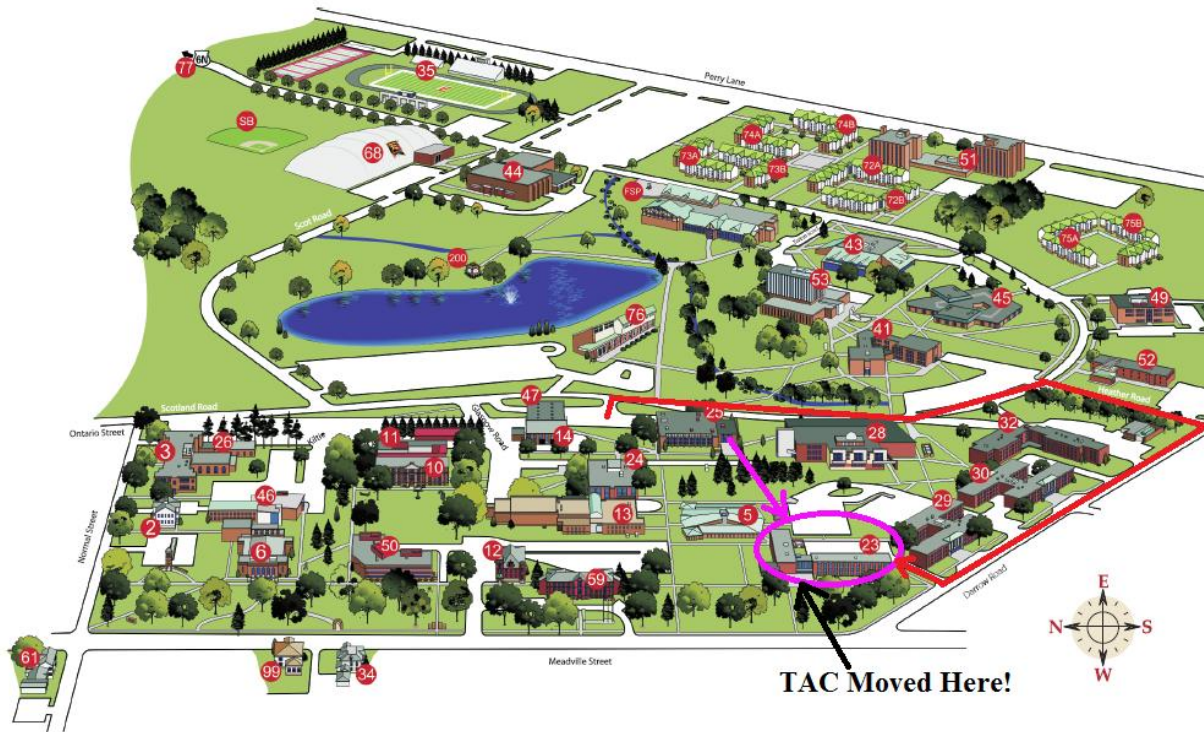
<https://my.edinboro.edu/group/0/announcements> - TAC Portal web page being developed

<http://www.edinboro.edu/departments/tac/helpdesk.dot> - Technology Help Desk

<http://my.edinboro.edu> – Campus Portal

Location

Technology and Communications is currently located on the first floor of Centennial Hall until the renovations to Ross Hall are completed.



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 Number + Authorization Code

Long distance calling:

Authorization Code Required – An access code for long distance calling may be obtained by contacting your department secretary.

Telephone and Voicemail User Guides:

User guides for campus telephones and voicemail are available at www.edinboro.edu by entering the search keyword: telephone services.

Campus Alert System

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

CENTER FOR DISTANCE EDUCATION TEACHING AND TECHNOLOGY

The Center for Distance Education Teaching and Technology (CDETT) provides faculty members with the training and support needed to enhance instruction through the integration of technology. The CDETT also helps to coordinate the delivery of Edinboro University's web-based program offerings.

CDETT is located in room 304 of Butterfield Hall and is staffed by Mr. Tex Brieger, Manager of Online Learning Technology, ([814-732-1696](tel:814-732-1696)/ebrieger@edinboro.edu), and Ms. Sandy Dell, Manager of Distance Education ([814-732-1033](tel:814-732-1033)/cdell@edinboro.edu).



ID CARDS

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



OFFICE HOURS

Teaching faculty members shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each faculty member shall be posted in such manner so as to be easily observed by the students.

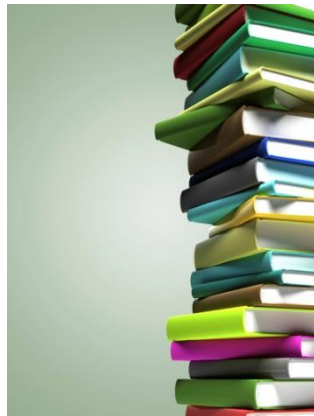
CAMPUS BOOKSTORE
www.edinboro.edu, keyword: bookstore

Location:
405 Scotland Road
Pogue Student Center, Lower Level
Edinboro, PA 16444

Phone: 814-732-2456
Fax: 814-732-2898

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

The Campus Bookstore is a privately owned store, owned and operated by Edinboro University Services, Inc., 237 McNerney Hall, Edinboro, PA 16444. Edinboro University Services, Inc., is a 501c(3) non-profit organization that donates all revenue to Edinboro University of Pennsylvania. *Every dollar spent at the bookstore stays on campus and benefits Edinboro University.*



CAMPUS PARKING REGULATIONS
www.edinboro.edu, keyword: police

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

CAMPUS MAP OF PARKING LOTS
www.edinboro.edu, keyword: parking map

GUIDE TO THE BARON-FORNESS LIBRARY

www.edinboro.edu, keyword: library

The Baron-Forness Library is one of the largest and most comprehensive academic library facilities serving northwestern Pennsylvania. The library holds 500,000 volumes and subscriptions to numerous periodicals. We also offer electronic access to the contents of more than 35,000 journal titles. The reference collection, circulation and course reserves, microforms, government documents, and current periodicals are held on the first floor. Bound journals, the juvenile collection, two computer labs, the writing center, group study rooms, and an exhibit area are on the second floor. The majority of the books are in the stacks on floors four through six. Oversized books and the University Archives are held on the seventh floor.

To find items located in the Baron-Forness Library, one can use PILOT, the online library catalog of the Keystone Library Network (KLN). KLN is a cooperative effort of the fourteen Pennsylvania State System of Higher Education universities and the State Library of Pennsylvania. The library's web page includes a link to E-ZBorrow. This service provides rapid access to interlibrary loan books from more than 60 academic libraries in PA, WV and NJ.

Checking Out Materials

Materials, including course reserves, can be checked out at the Circulation Desk, located to the left as you enter the library. Edinboro University faculty, staff and students **MUST** present their University I.D. card to check out materials. I.D. cards are issued through the University Center and must be current.

Frequently Called Numbers

Information Desk	2253	(e-mail: refdesk@edinboro.edu or AOL IM: BFLibrary)
Circulation Desk.....	2273	
Interlibrary Loan	2946	
Instruction	2175	
Reserves	2273	
Fax	2883	

Services for Faculty

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

Library orientation: If you would like further information about the library, please call 1070 to discuss your needs and arrange an appointment.

Instruction: The librarians offer a variety of information literacy sessions for you and your students. Call 1070 for details.

Photocopy card: If you wish to make photocopies, ask for your department's card at the Circulation Desk. You may also designate a student to act as your proxy for copying, checking out materials, etc. Contact 2273 for details.

LibGuides: Online guides to information resources in numerous subject areas. In many cases, links are provided to the resource listed. One can access LibGuides by clicking "Library Help Guides" under the "Help" section of the Library's homepage.

Information Resources

The following highlights some of the many electronic indexes and resources:

PILOT: Use the library's catalog to determine if the library has the item(s) you want.

Electronic indexes/databases: The library subscribes to approximately 100 electronic journal indexes and information resources, many of which provide full text and/or are available remotely.

Electronic reserves: Make your reserve items available electronically via the Web. Call x2273 for details about print or electronic reserves.

Persistent links: Create a link to an EBSCOhost article, citation, and/or search which you can then incorporate into your Web page for your students to access. Call x2253 for details.

Computer Lab (232): Schedule an instruction session with a librarian to improve the information literacy of your students. Call 1070 for details. Software includes: Internet access, Office, FrontPage, Publisher, SPSS. Hardware includes: CD R/W drives, 30 workstations

Multimedia Lab (234): Two student workstations for high-end multimedia authoring including: Webpage design, audio/video capturing and editing, and e-portfolios. Software includes: Office, various Adobe and Studio MX applications, Studio 9. Hardware includes: CD/DVD +/- R/W drives, scanners and other peripherals.

E-ZBorrow: Borrow books from more than 60 Pennsylvania and New Jersey universities and colleges (e.g., PSU, Pitt, Rutgers, etc.)

Electronic Reserves (Docutek)

It is now possible to digitize reserve articles and make them available electronically for your students.

Placing Items on Electronic Reserve

- Items must be less than 50 pages long.
- Complete our "Reserve List" form at the Circulation Desk and submit materials there.
- You will be notified by e-mail of your course password to be given to your students.

Tips and Suggestions

- Provide a clean, unstapled copy of each item you wish to place on reserve.
- Inform us if your reserve item is already available online and give us that link.
- Allow 2-3 days (minimum) for processing.
- Provide an online link to Docutek on your web page if possible.
- Obtain a State library card to access databases in addition to those available through the Baron-Forness Library.
- "RefWorks" helps the user enter citation information and produce formatted citations for research projects.

GRANTS AND SPONSORED PROGRAMS

www.edinboro.edu, keyword: *grants & sponsored programs*

The Office of Grants and Sponsored Programs assists University personnel in securing external funding for research, equipment, faculty projects, program development, conferences, internships and related projects. The staff provides information on policies and procedures guiding the grant application process and the subsequent management of funded activities. For assistance, contact Rene Hearn, Director, at 814-732-1052 or e-mail rhearn@edinboro.edu.

OFFICE OF RECORDS AND REGISTRATION

www.edinboro.edu, keyword: *records and registration*

Location:

*Student Services Center
Hamilton Hall, First Floor*

Hours of Operation:

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

Phone 814-732-5555

Transcript Request: 814-732-3504

Fax: 814-732-2130

E-mail: rup_records@edinboro.edu

Timothy W. Pilewski, Registrar

FIRST DAY ATTENDANCE

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

E-REG (ELECTRONIC REGISTRATION)

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

CATALOGS

The 2010-12 undergraduate catalog is available on-line at: (www.edinboro.edu, keyword: *catalogues*).

CONFIDENTIALITY AND PRIVACY OF STUDENT RECORDS

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

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

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

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

UNDERGRADUATE STANDARD GRADING SYSTEM

Academic achievement is indicated by letter grades:

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

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

Other grade designations include:

E	indicates credit earned by competency examination
L	indicates credit earned for Life Experience
AU	indicates course taken for audit (no credit earned)
R	indicates research in progress*
S	indicates credit taken under the Pass/Fail option. Credit earned.
U	indicates credit taken under the Pass/Fail 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**
WP	Withdrawal while passing. The student withdrew from the course after the withdrawal period, with special permission from the dean of his/her major area of study.
WF	Withdrawal while failing. The student withdrew from the course after the withdrawal period, with special permission from the dean of his/her major area of study.

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

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

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

UNDERGRADUATE CLASS ATTENDANCE POLICY AND PROCEDURE

Policy

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

Procedure

1. All faculty shall keep attendance records.
2. Faculty shall notify students in writing within the first week of the semester or the equivalent time during the summer sessions, of the grading consequences of class attendance/non-attendance.
3. A student may negotiate with the course instructor for an individualized participation agreement which must be executed in writing with a copy to the student and the original retained by the faculty member. The original will be maintained for a period of not less than one calendar year after the final grade is awarded.
4. It is the responsibility of the student to provide to the instructor, in advance when possible, justification for all absences.
5. A student participating in an official university activity shall obtain a letter from the appropriate vice president or his/her designee authorizing the absence and provide it to the course instructor, in advance.
6. A student with an excused absence shall arrange with the course instructor for make-up work.
7. The course instructor is encouraged to consider class attendance in determining the final grade. When a student exceeds the allowable number of unexcused absences, the instructor shall indicate this on the final grade report to be recorded on the student's official academic history.

GRADING SYSTEM FOR THE SCHOOL OF GRADUATE STUDIES

A	Excellent (4 Grade Points)
B+	(3.5 Grade Points)
B	Good (3 Grade Points)
C+	(2.5 Grade Points)
C	Below Average (2 Grade Points)
F	Failing (0 Grade Points)
AU	Audit (0 Grade Points)
R	Research in Progress
S	Satisfactory (0 Grade Points*)
U	Unsatisfactory
W	Withdrawal
I	Incomplete Grade
WP	Withdrawal Passing
WF	Withdrawal Failing

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

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

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

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

A grade of "W" shows that the student withdrew between the 2nd and 10th week of the semester or the equivalent time period of a summer session.

A grade of "WP" shows that the student withdrew from the course after the 10th week of the semester or the equivalent time period of a summer session and that he or she was, at the time of withdrawal, earning a passing grade.

A grade of "WF" shows that the student withdrew from the course after the 10th week of the semester or the equivalent time period of a summer session and that he or she was not earning a passing grade at the time of withdrawal.

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 "WP" 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.

SERVING STUDENTS WITH DISABILITIES

www.edinboro.edu, keyword: disability

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

Students with documented disabilities are registered with the Office for Students with Disabilities. Based on the documentation, reasonable accommodations are approved by the OSD staff. Professors may ask students for verification of their registration with the OSD, as well as the approved accommodations.

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

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

Dr. Robert B. McConnell, Director
Office for Students with Disabilities

814-732-2462

Fax: 814-732-2866

E-mail: mccconnell@edinboro.edu

Code of Conduct

III. STATEMENT OF ACADEMIC INTEGRITY

In order to create an environment conducive to the legitimate pursuit of knowledge and to promote the highest level of academic excellence, the faculty of Edinboro University of Pennsylvania hold all students accountable for maintaining the highest standards of academic integrity. Students who 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.

Students engaged in dishonest academic behavior can also be held accountable for a violation of the Student Code of Conduct. Allegations by a faculty member of a student's academic dishonesty can result in formal judicial charges being filed with the Office of Student Judicial Affairs and a hearing before the Committee of Fact. Students who are found to be responsible for a violation of the University's Statement of Academic Integrity will be subject to disciplinary sanctions, up to and including, University suspension or expulsion.



SELECTED UNIVERSITY POLICIES

www.edinboro.edu, keyword: *policy*

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

Class Attendance Policy

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

Academic Assessment of Students Policy

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

Disruptive Behavior in Supervised Situations Policy

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

Disciplinary Procedures and Student Code of Conduct Policy

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

Student Appeal of Assigned Grade

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 twenty-five (25) calendar days after the beginning of the semester following the issuance of the grade. Summer school shall not constitute a semester.

With the exception of the grade, no part of this procedure will become a part of any individual's University record or file.

Death of a Student

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

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

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

Emergency Response Procedures

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

Fire Emergency Preparations Policy

Fire drills in classroom and office buildings shall be conducted at a minimum of every six (6) months. The Director of Environmental Health and Safety shall coordinate scheduled fire drills with the Building Directors.

Fire drills shall be conducted in the same manner as in response to an actual fire, complete with evacuation of all personnel. All persons are required to cooperate and leave the building quickly and in an orderly manner.

The last person leaving a room shall leave the lights on, and close the doors but not lock them. Firefighters will check the rooms.

Exit from the buildings shall be made from the nearest exit, if possible. Certain buildings, such as Hendricks Hall rooms 100 through 199, can be cleared faster by using the exit on that floor rather than the stair towers, which the upper floor must use.

Evacuation of buildings by persons with disabilities should be accomplished by using the nearest ramped exit on the ground level. Persons with disabilities located on either upper or lower floors accessible only by elevator shall go to the nearest stair tower and wait there until assisted from the building by employees, firefighters or until an all clear for the building has been given. This procedure has been adopted in conjunction with the Edinboro Fire Department.

All persons participating in the fire drill shall report to the designated meeting area outside the building. The person in charge of the building shall attempt to determine if anyone is missing.

No one shall re-enter the building until the ALL CLEAR is given by the person conducting the fire drill.

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

Non-Discrimination Statement, Policies, and Reporting Procedures

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

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

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

University Policy G005 Equal Opportunity/Affirmative Action and Non-Discrimination states: “Edinboro University does not discriminate against individuals or groups because of their race, sex/gender, color, age, religion, national origin, disability, organizational affiliation, sexual orientation/gender stereotype, marital status, veteran status, or any other protected class status as defined by applicable federal or state law.” Individuals who live, learn, and work on campus are strongly encouraged to read and familiarize themselves with the full content of this policy.

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

Sexual Harassment and Related Unprofessional Conduct

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

The University’s educational mission is promoted by professionalism in interpersonal relationships. Since professional relationships are central to the mission and goals of the University, it is essential to establish a standard of expected conduct in these relationships. Personal relationships should not be allowed to conflict with the academic and professional integrity of these interpersonal relationships or to interfere with an

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

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



SUPPORT FOR STUDENT SUCCESS

Center for Career Development.....Pogue Student Center, 732-2781
www.edinboro.edu, keyword: *careers*

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

Center for Distance Education Teaching and Technology.....Butterfield Hall, 732-1696/732-1033
The Center for Distance Education Teaching and Technology (CDETT) provides faculty members with the training and support needed to enhance instruction through the integration of technology. The CDETT also helps to coordinate the delivery of Edinboro University's web-based program offerings.

Counseling and Psychological Services.....McNerney Hall, 732-2252
www.edinboro.edu, keyword: *counseling and psychological services*
Licensed faculty psychologists provide confidential counseling for personal, social, and emotional concerns, and maintain the Piper's Quick Referral Guide located on the University website: www.edinboro.edu, keyword: *referral guide*.

Dining Services – The University Club.....(for reservations) 732-1500
www.edinboro.edu, keyword: *university club menu*
University Dining maintains facilities in Van Houten, the University Center, Rose Hall, the Library and Doucette Hall. The University Club, located in the north dining hall of Van Houten, serves lunch daily to faculty and staff.

Dr. Robert C. Weber Honors ProgramEarp Hall, 732-2981
www.edinboro.edu, keyword: *honors*
The Dr. Robert C. Weber Honors Program provides opportunities for high-ability students to extend their intellectual and creative talents beyond conventional university offerings. The program is designed for students who choose to enrich their University studies through directed, self-directed, and independent activities commensurate with their abilities. The program is available to qualified students enrolled in a baccalaureate degree program.

Office for Students with Disabilities (OSD)Crawford Center, 732-2462
www.edinboro.edu, keyword: *disability*
Edinboro University's premiere program for students with disabilities serves students who require accommodations related to mobility, visual, hearing, learning or other disabilities, and works closely with students and their families to develop a barrier-free academic experience.

Residence Life and HousingLawrence Towers, 732-2818
www.edinboro.edu, keyword: *housing*
The Residence Life and Housing staff assists new and continuing students in making the transition from home to living in the residence halls on campus through a variety of programs to help acclimate students to the University community. Multiple Living-Learning communities offer the opportunity for living among peers with similar interests and enhanced interaction among students, faculty and staff beyond the classroom experience.

S.C.O.T.S.

www.edinboro.edu, keyword: *scots*

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

Student Health ServicesMcNerney, 732-2743

www.edinboro.edu, keyword: *health center*

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

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

www.edinboro.edu, keyword: *judicial affairs*

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

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

www.edinboro.edu, keyword: *student services center*

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

Technology and Communications.....Ross Hall, 732-2931

www.edinboro.edu, keyword: *TAC*

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

University Ombudsperson.....Reeder Hall, 732-2167

www.edinboro.edu, keyword: *ombudsperson*

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

University PoliceInformation Center and Police Station, 911 Scotland Road, 732-2921

www.edinboro.edu, keyword: *police*

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

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

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

Benefits

If you are entitled to benefits, a member of the Human Resources staff will attempt to reach you via mail, e-mail or telephone to schedule a benefits orientation. For the most recent version of faculty benefit summary, go to www.edinboro.edu, keyword: Benefits Information. Under *Benefit Program Information*, go to *Summary of Benefits*, then *Association of Pennsylvania State College and University Faculties (APSCUF)*. This summary is subject to change.

Campus Building Street Addresses

Academy Hall	200 East Normal Street
Dr. William P. Alexander Music Center	110 Kiltie Road
Alumni House	210 Meadville Street
Baron-Forness Library	200 Tartan Road
Biggers House	148 Meadville Street
Boiler House	300 Glasgow Road
Butterfield Hall	310 Scotland Road
Centennial Hall	295 Meadville Street
Louis C. Cole Auditorium – Memorial Hall	205 Meadville Street
Compton Hall	210 East Normal Street
Cooper Hall	230 Scotland Road
Crawford Center for Health and Physical Education and Disability Resources	200 Glasgow Road
Dearborn Hall	205 Darrow Road
Diebold Center for the Performing Arts	217 Meadville Street
Doucette Hall	215 Meadville Street
Earley Hall	200 Scotland Road
Earp Hall	225 Darrow Road
East Hall	200 Kiltie Road
Hamilton Hall	210 Glasgow Road
Hendricks Hall	235 Scotland Road
Highlands Building 1	120 Perry Lane
Highlands Building 2	122 Perry Lane
Highlands Building 3	402 Scotland Road
Highlands Building 4	400 Scotland Road
Highlands Building 5	410 Scotland Road
Highlands Building 6	412 Scotland Road
Highlands Building 7	320 Scotland Road
Highlands Building 8	305 Darrow Road
Human Services Building	215 Scotland Road
Information Center and Police Station	911 Scotland Road
Lawrence Towers	150 Perry Lane
Leader Clinic	100 Kiltie Road
Loveland Hall	215 Glasgow Road
McComb Fieldhouse	455 Scotland Road
McNerney Hall	300 Scotland Road
Miller Hall	325 Scotland Road
Frank G. Pogue Student Center	405 Scotland Road
Reeder Hall	219 Meadville Street
Rose Hall	235 Darrow Road
Ross Hall	220 Scotland Road
State Garage	305 Glasgow Road
Sox Harrison Stadium	500 Scotland Road
Storage Complex	115 Perry Lane
Substation	245 Darrow Road
Van Houten Dining Hall	345 Scotland Road
R. Benjamin Wiley Arts and Sciences Center	200 Cooper Circle
Mike S. Zafirovski Sports and Recreation Center	300 Scot Road

EDINBORO UNIVERSITY OFFICE LISTING

(see also http://www.edinboro.edu/about_eup/directories.dot)

OFFICE	BUILDING	PHONE	FAX
Academic Affairs	Reeder Hall	2729	2600
Academic Support	Baron Forness Library		
Dr. Carol Gleichsner		1282	
Dr. Elizabeth Iglesias		1278	
Mr. Bruce Skolnick		1285	
Accounting	McNerney Hall	2725	2693
Admissions	Academy Hall	2761	2420
Adult Student Services	Frank G. Pogue Student Center	2701	2909
Affirmative Action	Reeder Hall	2167	2153
AFSCME	Hamilton Hall	2689	2206
Alumni Relations	Alumni House	2715	2843
APSCUF	Centennial Hall	2918/2277	2286
Art Department	Doucette Hall	2406	2414
Arts & Sciences, College of	Wiley Arts & Science Center	2477	2422
Assistive Technology Center	Crawford Center	2160	
Athletics	McComb Fieldhouse	1821	2190
Director	McComb Fieldhouse	1823	2190
Sports Information	McComb Fieldhouse	1836	2596
Sports Medicine	McComb Fieldhouse	1862	2857
Auxiliary Operations	McNerney Hall	2800	2828
Biology and Health Services Department	Cooper Hall	2500	1691
Bookstore	Frank G. Pogue Student Center	2456	2898
Bruce Gallery	Doucette Hall	2513	
Budget Office	Reeder Hall	2870	2383
Bursar	Hamilton Hall	5555	2991
Business and Economics Department	Hendricks Hall	2407	1610
Business, School of	Wiley Arts and Science Center	2460	2422
Camps and Conferences	Reeder Hall	1270	
Campus Life	Frank G. Pogue Student Center	2768	2665
Center for Career Development	Frank G. Pogue Student Center	2781	2909
Center for Distance Education			
Teaching and Technology	Butterfield Hall	1696/1033	
Chemistry Department	Cooper Hall	2485	2593
CLEP Testing	McNerney Hall	2701	2443
Communication and Media Studies Department	Compton Hall	2444	2184
Community Music School	Alexander Music Center	1357	
Community Outreach Center	Frank G. Pogue Student Center	2699	2696
Construction	McNerney Hall	2566	2351
Controller	McNerney Hall	2757	2693
CORE (Center for Outdoor Recreation)	Frank G. Pogue Student Center	2942	2665
Counseling and Psychology Services	McNerney Hall	2252	2666
Credit Union (PSECU)		1-800-237-7328	
Custodial	Earley Hall	2826	2241
Development	Alumni House	2992	2996
Dining Services/ID Access Office	Van Houten Dining Hall	2635	2786
Catering	Van Houten Dining Hall	1500/2747	
The Celtic Court	Frank G. Pogue Student Center	2919/2747	
The Cyber Café	Frank G. Pogue Student Center	2292	
Skipjack's	Rose Hall	2624	
Sandellas	Van Houten, First Floor	2615	
Marketplace	Van Houten Dining Hall	2747	
Distance Education and Learning			
Technology Center (DELTA)	Ross Hall	2484	1659
Learning Technology Center	Ross Hall	1033	2429
Video Communications Center	Ross Hall	2484	1659
Early Childhood and Special Education Department	Miller Hall	2750/2200	2237
Edinboro News Network (ENN)	Miller Hall	2767	
Edinboro in Erie – The Porreco Center, 2951 West 38 Street	Erie, PA 16506	836-1955 833-2085	
Edinboro University in Meadville – The Joseph T. Buba Center, 789 Bessemer Street	Meadville, PA 16335	1802	1805
Education, School of	Butterfield Hall	2724	2268

OFFICE	BUILDING	PHONE	FAX
Elementary, Middle and Secondary Education Department	Miller Hall	2830	2014
English and Theatre Arts Department	Centennial Hall	2736	2189
Enrollment Services	Academy Hall	2761	2420
Environmental Health and Safety	Earley Hall	1709/2826	2241
Equity and Special Programs	Reeder Hall	2167	2153
Event Services	Reeder Hall	1347	2880
Extended Learning	Porreco Center	836-1955 833-2085	
Facilities	Earley Hall	2826	2241
Faculty Relations/Human Resources	Reeder Hall	2810/2703	2885
Finance and Administration	Reeder Hall	2585	2756
Financial Aid	Hamilton Hall	5555	2129
Financial Operations	McNerney Hall	2732	2693
Fire and Safety	McNerney Hall	2709	2351
Foreign Languages Department	Centennial Hall	2416	2865
Foreign Languages Lab	Baron-Forness Library	2527	
Frank G. Pogue Student Center	Frank G. Pogue Student Center	2842	2665
Garage	State Garage	2488	2241
Geosciences Department	Centennial Hall	2529	
Gov. George M. Leader Speech and Hearing Center	Leader Clinic	2433	2612
Graduate Studies and Research	Biggers House	2856	2611
Grants and Sponsored Programs	Biggers House	2651	2611
Health and Physical Education Department	Crawford Center	2502	2582
Health and Wellness Center	McNerney Hall	2743	2666
Help Desk	Ross Hall	2111	2429
History and Anthropology Department	Hendricks Hall	2575	2118
Honors Program	Earp Hall	2981	2982
HOTLINE Weather Emergency	Reeder Hall	2676 (BORO)	
Housing	Lawrence Towers	2818	2314
Human Resources and Faculty Relations	Reeder Hall	2703/2810	2885
International Student Services	Reeder Hall	2770	2443
Judicial Affairs	Lawrence Towers	2920	2923
Library	Baron-Forness Library	2273	
Administration	Baron-Forness Library	2779	2883
Archives	Baron-Forness Library	2415	
Bibliographic Instruction	Baron-Forness Library	2253	
Circulation	Baron-Forness Library	2273	
Faculty Study	Baron-Forness Library	2604	
Inter-library Loan	Baron-Forness Library	2946	
Computer Lab	Baron-Forness Library	2509	
Reference Services	Baron-Forness Library	2253	
Mailroom	Earley Hall	2483	
Maintenance	Earley Hall	2826	2241
Mathematics and Computer Science Department	Doucette Hall	2760	1170
Music Department	Alexander Music Center	2555	2559
Nursing Department	Centennial Hall	2900	2536
Observatory Lab	Cooper Hall	2469	
Office for Students with Disabilities	Crawford Center	2462 V/TTY	2866
Ombudsperson	Reeder Hall	2167	2153
Organizational Studies Department	Hendricks Hall	2896	
Orientation	Miller Hall	2782	1713
PA Department of General Services	Construction Trailer	734-9697	
Payroll	Reeder Hall	2870	2383
Peer Tutoring	Contact offering Department		
Performing Arts Series	Alexander Music Center	2518/1242	
Personnel	Reeder Hall	2703/2810	2885
Philosophy Department	Centennial Hall	2490	2865
Photography	Doucette Hall	2017/2016	
Physics and Technology Department	Hendricks Hall	2592	
Piper Press	Ross Hall	2739	2028
Planetarium	Cooper Hall	2493	2422
PNC Bank		734-3212	
Police, University (non-emergency)	Info Ctr/Police Station	2921	2316
Police, University (emergency)	Info Ctr/Police Station	2911	2316
Political Science and Criminal Justice Department	Hendricks Hall	2409	2118

OFFICE	BUILDING	PHONE	FAX
President's Office	Reeder Hall	2711	2880
Professional Studies Department	Butterfield Hall	2421	2233
Provost's Office	Reeder Hall	2729	2600
Psychology Department	Compton Hall	2774	2005
Public Relations	Reeder Hall	2193	2342
Publications and Marketing	Ross Hall	2929	2621
Purchasing	McNerney Hall	2704	2281
Reading Clinic	Miller Hall	1597	
Records and Registration	Hamilton Hall	5555 ext 475	2130
Recreational Programs	Frank G. Pogue Student Center	2902	2665
Regional Math and Science Center	Miller Hall	2851	
Residence Life and Housing	Lawrence Towers	2818	2314
ROTC (Military Science Department)	Hendricks Hall	2562	2352
Scheduling	Hamilton Hall	5555 ext 475	2130
Senior Citizens Center	Diebold Center/Performing Arts	2244	
Sociology Department	Centennial Hall	2573	2865
Social Equity	Reeder Hall	2167	2153
Social Work Department	Butterfield Hall	2013	1108
Special Events	Reeder Hall	1739	2880
Spectator Office	Centennial Hall	2266	2270
Speech and Hearing Clinic	Leader Clinic	2433	2612
Speech, Language and Hearing Department	Leader Clinic	2433	2612
Sports Information	McComb Fieldhouse	1834	2596
Sports Medicine	McComb Fieldhouse	1860	2596
Store Room	Earley Hall	2470	
Student Activities	Frank G. Pogue Student Center	2768	2665
Student Affairs	Frank G. Pogue Student Center	2313	2801
Student Government Association	Frank G. Pogue Student Center	2910	2665
Student Health Services	McNerney Hall	2743	2666
Student Judicial Affairs	Lawrence Towers	2920	2314
Student Life, Dean of	Frank G. Pogue Student Center	2778	2049
Student Services Center	Hamilton Hall	5555	
Student Teaching	Miller Hall	2740	2268
Student Technology Help Center	Ross Hall	1000	
Technology and Communications	Ross Hall	2931	2429
Technology Help Center (Employees)	Ross Hall	2111	
Television Station (ETV)	Miller Hall	2767	
Transcript Requests	Hamilton Hall	5555 ext 300	2130
University Advancement	Alumni House	2992	2996
University Club	Van Houten North	1500	
University Communications and Marketing	Reeder Hall	2193/1731	2342
University Services, Inc.	McNerney Hall	2800	2828
Writing Center	Baron-Forness Library	2682	2189
Women's Center	Centennial Hall	2318	
WFSE	Earley Hall	2641	2427
WFSE-FM News Phone	Earley Hall	2888	2427
WFSE-FM Request Line	Earley Hall	2889	2427

ACADEMIC CALENDARS

FALL SEMESTER 2011

Classes Begin.....	Monday, August 29, 2011
Last Day to Drop a Class	
4:30 p.m. at Hamilton Hall	Friday, September 2, 2011
11:59 p.m. using S.C.O.T.S.....	Saturday, September 3, 2011
Last Day to Add a Class	
4:30 p.m. at Hamilton Hall	Friday, September 2, 2011
11:59 p.m. using S.C.O.T.S.....	Monday, September 5, 2011
Labor Day Holiday (No Classes).....	Monday, September 5, 2011
Reading Day (No Classes).....	Tuesday, October 11, 2011
Last Day to Withdraw (11:59 p.m. using S.C.O.T.S.)	Friday, November 4, 2011
Thanksgiving Break Begins at Close of Classes	Tuesday, November 22, 2011
Thanksgiving Break Ends (Classes resume).....	Monday, November 28, 2011
Last Day of Classes	Friday, December 9, 2011
Final Exam Period Begins	Monday, December 12, 2011
End of Semester	Saturday, December 17, 2011
Commencement.....	Saturday, December 17, 2011

SPRING SEMESTER 2012

Classes Begin.....	Monday, January 23, 2012
Last Day to Drop a Class	
4:30 p.m. in person at Hamilton Hall.....	Friday, January 27, 2012
11:59 p.m. using S.C.O.T.S.	Saturday, January 28, 2012
Last Day to Add a Class	
4:30 p.m. in person at Hamilton Hall.....	Friday, January 27, 2012
11:59 p.m. using S.C.O.T.S.	Sunday, January 29, 2012
Spring Break Begins at Close of Classes	Sunday, March 11, 2012
Spring Break Ends (Classes resume)	Monday, March 19, 2012
Last Day to Withdraw (11:59 p.m. using S.C.O.T.S.)	Friday, April 6, 2012
Last Day of Class	Friday, May 4, 2012
Final Exam Period Begins	Monday, May 7, 2012
End of Semester	Saturday, May 12, 2012
Commencement	Saturday, May 12, 2012

NOTES: Classes that meet once a week on a Saturday or Sunday will meet for 3 hours and 15 minutes to provide the class breaks. No Saturday/Sunday classes Labor Day Weekend, Thanksgiving Weekend, March 17 & 18, and April 7 & 8.

Fall 2011 – for graduate online classes:

August 29, 2011 – October 18, 2011 (35 class days) First 7.5 weeks “Flight A”
 October 19, 2011 – December 9, 2011 (35 class days) Last 7.5 weeks “Flight B”

Spring 2012 – for graduate online classes:

January 23, 2012 – March 9, 2012 (35 class days) First 7.5 weeks “Flight A”
 March 19, 2012 – May 4, 2012 (35 class days) Last 7.5 weeks “Flight B”

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