

Residential Handbook

2023-2024



University of
Pittsburgh | Bradford

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Animals

No animals (other than those excepted in this policy) are permitted in campus buildings. Service animals are permitted in all campus buildings. Support animals, including emotional support animals (ESA), must be approved in advance by the Coordinator of Equity & Accessibility. If approved, a support animal is permitted only in the residence of the student who owns it. Any student who houses an animal which may be allergy-producing (especially a dog/cat) may be assessed the cost (minimum \$100) of a full apartment cleaning and any other damages caused by the animal.

Students are permitted to keep aquarium fish (tank capacity 10 gallons or less). No other pets may be kept in university housing, even if kept in aquariums (this includes but is not limited to snakes, lizards, turtles, frogs, hamsters, mice, etc.). If pets other than fish are observed in university housing, the owner will be required to immediately remove the pet(s) from university housing. Students are responsible for removing any animal from residence when housing is closed-- i.e., Thanksgiving, Winter Recess, Spring Recess.

Check-Out

Students must check out of their residence within 24 hours after their last final exam unless they have been granted an exception, in writing, by the Office of Residence Life & Housing.

All personal belongings must be removed at check-out. Any personal property remaining in the student's residence will be kept for 30 days. After 30 days, any remaining personal property will be considered abandoned and will be disposed of by the University with no liability. In addition, the University may charge a penalty to students who fail to remove personal belongings.

Before moving out, students must remove all refuse and discarded materials, leaving the room clean, with furniture returned to original arrangement. Students may be assessed fines for damages, excessive cleaning or trash removal, and improper check out.

Cleanliness & Condition

Each student is responsible for the cleanliness and general condition of their residence and adjacent surrounding areas. These areas must be kept in reasonable order at all times. If a Residence Life & Housing staff member has spoken to residents of a residence about an excessive mess or garbage in or around their apartment, the students of that residence must take the responsibility to clean the area. If this is not done, the residents may be billed for cleaning costs.

Confiscation Policy

Prohibited items found in a student's possession or residence, will be removed by University personnel immediately. When a student is found to possess alcohol, drugs, or paraphernalia in violation of University policy, the item(s) will be confiscated immediately and may be discarded.

Damages

Residents are responsible for all damages done to their living and study area and/or loss of any furnishings therein, and are responsible for payment to the University for reasonable room damage

charges. Charges may be made for damages to, unauthorized use of, or alterations to rooms, equipment, or buildings, including but not limited to:

1. Altering any part of University housing accommodations/buildings, including installing locks or any type of security system or device.
2. Marking, painting, drilling into, or in any way impairing, defacing, or damaging any wall, ceiling, door, frame, partition, floor, wood or metalwork, wiring, fixture, plumbing, or equipment in University housing accommodations/buildings.
3. Attaching foil, plastic, contact paper, or other material to sprinkler systems, smoke detectors, exit signs, windows, cabinets, or appliances.
4. Tampering with fire systems/devices including, but not limited to, pull stations, fire extinguishers, smoke detectors, and sprinkler systems.
5. Installing draperies, shades, blinds, or other materials visible from a building's exterior, or removing/altering provided window treatments.

Residents are jointly responsible and will be charged an equal share of the costs for damage occurring to the common, public and semi-private areas, along with other residents, where the University cannot determine the identity of the responsible party. The University will directly bill the students account for any reasonable room damage charges and payment shall be due no more than 30 days from the date the charges are posted to the students' account. Students will also be responsible for any collection, attorney and/or other fees in the enforcement of this policy.

Deposit

The \$125 Housing Deposit must accompany a Housing/Dining Services Contract. Payments can be made online through PittPay using VISA, MasterCard, or Discover Card. Payments can also be made at Enrollment Services by cash or check made payable to the University of Pittsburgh at Bradford. The Housing Deposit is non-refundable except as provided in the sections below. The Housing Deposit will be applied toward room charges. If the Student is indebted to the University for current or prior term charges, the University may, at its option, apply the Housing Deposit to any such outstanding indebtedness and cancel the Housing/Dining Services Contract. The Housing Deposit will not be refunded if the Student is in violation of any term or condition of the Housing/Dining Services Contract.

Dining Services

Meal Plans

All resident students are required to purchase a meal plan.

Freshmen students must choose from among a designated selection of meal plan options.

Commuter meal plans are also available.

Several plans are available, offering varied numbers of block meals to be used throughout the term, along with the option to include FLEX dollars if desired. Block meals and FLEX dollars are on a per term basis—meals not consumed and FLEX dollars not used in a given term (semester) will be forfeited.

Flex Dollars

The FLEX Program allows a student to spend their allotted FLEX dollars in the:

1. KOA Dining Room
2. Commons Café/Qdoba Mexican Eats
3. Hanley Library Café
4. Marilyn Horne Café
5. Panther Shop
6. on-campus vending machines for food items only

Meals On the Run

If a student on the board plan is unable to make it to a meal because of class, athletics, or job responsibilities they are able to sign up in Panther Services for the Meals-on-the-Run program. Meals-on-the-Run allows a student to pick up their meal before or after their scheduled commitment.

Sick Tray Requests

Resident students unable to come to the dining room due to illness or injury that causes immobility may have a friend pick up a meal for them by completing a "Sick Tray Request Form." These forms are available from Health Services or evenings/weekends from the RAs. They should then be submitted to the Director of Dining Services.

Special Dietary Requirements

Students with special dietary requirements should have their physician verify the requirements in writing. A copy of the physician's letter should be given to the Director of Dining Services, who will meet the requirements of the special diet if reasonable/feasible.

Suggestions or Comments?

Students who have suggestions or comments about any aspect of dining services should see either the Director of Dining Services or the Dining Services Committee of the Student Government Association.

Eligibility for Living on Campus

To be eligible for occupancy in University housing, a person must be enrolled as a full-time student at the University of Pittsburgh at Bradford for the entire period of the Contract and must be at least the age of 16 by the date on which residence halls open for fall term, as specified by the University Academic Calendar. For purposes of this policy, full-time student means students are enrolled in, actively participating in, and receiving grades in at least 12 credit hours of courses.

Please Note: Students who are enrolled in fewer than 12 credit hours prior to arrival will not be permitted to move into their assigned on-campus residence without formal consent from the Office of Residence Life & Housing.

If at any time during the term of this Contract a student withdraws and or drops a course or courses and is not actively participating in or receiving grades in at least 12 credits, they may not be eligible to remain in university housing. To request a waiver from the full-time status requirement the student must contact Residence Life and submit the required documentation for consideration.

Entering Apartments

The University reserves the right for authorized representatives to enter the premises for housekeeping/maintenance purposes, verification of occupancy and for health and safety reasons. The University shall not be liable for any damages or loss of personal property of a student resulting from such entry.

Fire Alarms & Equipment

Each residence hall is equipped with a central fire alarm system. In addition, many campus buildings have sprinklers in each room. Abuse of fire safety equipment, setting off a false alarm, covering smoke detectors and/or sprinkler heads, or intentionally activating a sprinkler system will result in University and criminal sanctions, as well as fines. If a fire alarm sounds, everyone present at that time must evacuate their building, assemble in designated areas, and remain outside until safety personnel permit them to return to the building.

Fire extinguishers are placed in each residence for students' protection. These extinguishers may be used only in case of a fire. If extinguishers have been discharged for other reasons, or tampered with in any way, residents will be billed \$100 for recharging, and may be subject to additional fines and disciplinary action. All rooms have working smoke detectors. If smoke detectors are tampered with, removed, or covered in any way, the minimum fine is \$100.

Fire Hazards

Creating fire hazards of any type is strictly prohibited on the Pitt-Bradford campus for safety reasons. There are barbecue grills installed near most residence halls for students to use on a first-come, first-served basis. Students may only build barbecue fires in these grills. Storage of charcoal and lighter fluid is prohibited inside the residence halls.

The use or possession of candles, oil lamps, incense, incense burners, hookahs, or any other "open flame" device in the residence halls is a violation of University policy. If found in residence hall rooms/apartments, these devices will be confiscated immediately and disposed of by University personnel.

The University forbids the use of firecrackers, fireworks, and explosives of any kind on campus. Possession and/or use of any such materials will result in disciplinary action.

Fire Safety

During each term, Campus Police and Residence Life & Housing will conduct fire drills in the residence halls. All residents, along with other individuals present, are required to immediately evacuate their building and assemble in designated areas during a fire drill. Students and guests will not be permitted to re-enter the buildings until the drill is complete.

For your safety and that of others, please follow these general fire safety procedures:

1. Familiarize yourself with the emergency exit routes which are marked by exit signs.
2. Determine where the fire alarm pull stations are located in your building.

3. Memorize the building layout and exit route from your floor in case you need to find your way in the dark.

Firearms & Weapons

Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited. Included in the definition of firearms and weapons: ammunition, bows and arrows, pellet/bb guns, paint ball guns, Tasers, knives, sling shots, num-chuks and any item described as being an “offensive weapon” under the Pennsylvania Crimes Code.

Possession of a firearm or weapon in University residence halls or firing a firearm/weapon or igniting dangerous explosives on campus will result in the following:

1. Charges will be filed through the University Student Conduct System.
2. Criminal charges will be filed through Campus Police with the local District Judge (magistrate).
3. An interim suspension of student status, pending a hearing, may be invoked.

Firearm & Weapon Storage

Due to the popularity of hunting in the Bradford area, club activities, and other lawful purposes, arrangements have been made with Campus Police for secure storage of firearms/weapons in the Campus Police Office. A student desiring this service can make appropriate arrangements by contacting Campus Police.

*Note: The storage of firearms/weapons with Campus Police is a service and privilege. Failure to return these items to Campus Police immediately upon return to campus will result in revocation of this privilege and disciplinary action through the Student Conduct System.

In addition, game animals killed while hunting may not be brought to campus and dressed/processed.

All cleaning and dressing of game must be done off campus.

Procedures for Storage

1. Student must provide a state police background clearance form;
2. Student agrees that the weapon will be removed from campus immediately upon check-out and returned promptly upon student’s return to campus;
3. At all times on campus the weapon shall remain unloaded and locked with an appropriate locking device. Ammunition shall be transported in a separate container;
4. A receipt shall be given to student;
5. A student will otherwise comply with all state and federal weapons laws;
6. Record of the storage will be destroyed when the student is no longer enrolled at the University.

Furniture

University furniture in each residence has been inventoried and may not be removed except by authorized University personnel. Furniture in residences may not block corridors or exits. Furniture that presents a safety or fire hazard, as determined by the Office of Residence Life & Housing, will be removed at the expense of residents. Couches, sofas, recliners, waterbeds, lofts, double beds, and

homemade furniture are not permitted in residences. Dismantling or removal of University furniture is prohibited. Costs for damages resulting from taking furniture apart will be billed to the student.

The furniture and contents of any common areas should not be removed from designated areas for any reason. In addition to any disciplinary action, student(s) found with common area furniture may be subject to fines and penalties. Lofts are not permitted in the residence halls. Also, it is against University policy to elevate a bed on top of other furnishings of any type. Any loft and/or unsafe furniture placement will be removed by Facilities staff at the student's expense.

Hall Closings

Campus residence halls will be closed during Thanksgiving, Winter, and Spring Recess. All students are required to vacate University housing during these times. Due to reasons of safety and security, residents found in University housing during any recess periods without prior approval will be subject to University disciplinary action and/or criminal prosecution.

Thanksgiving and Spring Recess Closings

All residence halls will be closed for Thanksgiving and Spring Recess. All Residence Halls will fully close for Thanksgiving and Spring Recess on the date published by Residence Life as the date on which all students must vacate their University housing accommodations. University housing accommodations may remain open to students with extenuating circumstances who apply for Thanksgiving and Spring Recess accommodations. Students may need to execute an additional contract during the Fall or Spring Term regarding Thanksgiving and Spring Recess access and additional charges may apply.

Winter Recess Closings

All residence halls will be closed for Winter Recess. Students must vacate their residence hall within 24 hours of their last final exam before Winter Recess. All Residence Halls will fully close for Winter Recess on the date that the University Academic Calendar specifies as the date on which residence halls close for the fall term. University housing accommodations may remain open to students with extenuating circumstances who apply for Winter Recess accommodations. Students may need to execute an additional contract during the Fall Term regarding winter recess access and additional charges may apply.

Health & Safety Inspections

Announced inspections of residences will be conducted by Residence Life & Housing staff per term. Unannounced inspections may also occur at any time as deemed necessary to ensure that University standards are being followed. Students are expected to clean their residences, remove all garbage and maintain furniture in its proper location. Students may be assessed fines if the residence fails to meet University standards. Prohibited items will be confiscated and, in many cases, discarded. Students may retrieve confiscated appliances from the Office of Residence Life & Housing to return to their permanent home when departing campus for the next weekend or scheduled recess. Confiscated appliances not claimed within one full week after a term will be donated or discarded.

Holiday Decorations

Only artificial holiday trees and decorations are permitted in residence halls. Natural trees, pine boughs, etc., are not permitted. UL approved decorative lights with low watt mini-bulbs are the only artificial lighting allowed. Use care not to overload electrical outlets.

Keys & Building Access

All room keys (including Panther Cards) are University property and cannot be exchanged, transferred, duplicated, loaned, defaced, borrowed, or sold. Students will be assessed \$50 per lock change if they lose a key or fail to return their key to Residence Life & Housing within 24 hours of their designated check-out time.

Students are not permitted to compromise the security of residence halls or other University facilities through actions such as propping doors, tampering with locking mechanisms, or other behaviors. Abuse of any campus security system may result in University and criminal sanctions.

Lighting

The University provides each apartment with replacement light bulbs. University lighting fixtures in the bedrooms, living rooms, bathrooms, and hallways of each apartment must be equipped with standard energy efficient bulbs. If an emergency evacuation of campus housing is necessary, it is important for public safety personnel to have adequate lighting. Halogen lamps, high-intensity quartz lamps, and lava lamps, and adhesive mounted light strips are prohibited.

Maintenance Requests

It is the responsibility of residents to promptly report any facilities maintenance needs through the University's online support center at help.upb.pitt.edu. For emergency maintenance (i.e., a broken pipe or hot water tank leaking severely), immediately contact Campus Police.

Panther Card

Students are required to have in their possession at all times their University identification card (Panther Card). In addition, University personnel and Campus Police officers may require a student on occasion to show their Panther Card for purposes of identification.

University housing accommodations and meal plans are accessed using the Panther Card. Any issues regarding Panther Card access must promptly be reported to Residence Life & Housing.

The Panther Card is to be kept by students for the entire time that they are enrolled at the University of Pittsburgh at Bradford, even if the student's course of study is interrupted. A new ID card is issued at no cost only when the expiration date has passed.

A lost, stolen, or mutilated card is subject to a \$25 replacement fee, charged to the student's account. Any student who cannot locate their ID must go to Panther Services during business hours to obtain a replacement card.

Permitted Appliances

The following appliances are permitted and/or provided* in all UPB residence halls:

1. Microwaves (800 watts or smaller) *provided—one per apartment, suite, or LA room
2. Refrigerators (4.2 cubic feet or smaller) *provided—one per apartment, suite, or LA room
3. Coffee makers without burners
4. Blenders
5. Slow cooker/crockpot (not pressurized)
6. Irons with auto shutoff
7. Non-commercial hairdryers/styling tools

Appliances used or stored in on-campus housing must be approved and in good working order.

Personal Property Liability

The University is not responsible for any damage or injury to the student or any other individual or property in University housing beyond its control. The University is not responsible for any damage or injury from any act of another resident or any other person. The University is not responsible or liable to students for any personal property that is lost, stolen, or missing from University housing. Students are responsible for having adequate and appropriate insurance (i.e., homeowners' supplemental insurance and/or renter's insurance) to protect against any loss or damage to the Student's personal property, University property and/or University housing (e.g. fire caused by student).

Prohibited Items

The following items are prohibited in on-campus housing. This is not an all-inclusive list.

Unsure if an item is permitted? Contact Residence Life & Housing (814-362-7630) before bringing the item to campus.

1. Air conditioners
2. Air fryers
3. Airsoft guns, gel blasters, paintball guns, and other toy guns
4. Animals/pets (except for aquarium fish, service and support animals)
5. Candles, candle warmers, and wax warmers
6. Charcoal and lighter fluid
7. Charcoal, gas, or indoor grills
8. Coffee makers with burner
9. Controlled substances
10. Couches, futons, and recliners
11. Darts and dart boards
12. Drinking games, beer funnels, and beer/water pong tables
13. E-cigarettes, hookahs, and vapes
14. Electric blankets
15. Extension cords
16. Exterior radio/TV aerials
17. Fireworks of any kind
18. Halogen lamps, high-intensity quartz lamps, and lava lamps
19. Homemade and upholstered furniture
20. Hot plates/induction cooking devices

21. Hoverboards
22. Incense and incense burners
23. Kettles/water boilers
24. LED strip lights and adhesive-mounted lights
25. Live-cut holiday decorations such as trees
26. Lofts and waterbeds
27. Non-University mattresses
28. Open flame cooking devices or heating units
29. Refrigerators larger than 4.2 cubic feet
30. Rice cookers/steamers
31. Space heaters
32. Toasters/toaster ovens
33. Waffle makers
34. Weapons and ammunition

Quiet Hours & Courtesy Hours

Quiet hours are from 11 p.m. to 8 a.m. Sunday through Thursday, and from Midnight to 9 a.m. Friday and Saturday. During finals, quiet hours are 24 hours a day/7 days per week.

In addition to quiet hours, 24-hour courtesy hours are in effect at all times to provide all residents with a quiet and conducive living environment. All requests for quiet should be respected at any time out of consideration for widely varying class, study, and sleep schedules. Students who do not comply may be required to remove their sound equipment from the residence halls.

As a first step to addressing excessive noise, residents should ask the person(s) involved to decrease the noise level. If the noise level remains too loud, the resident should then contact an RA for assistance with resolving the issue.

Recycling

Pitt-Bradford is committed to promoting recycling and the wise use of natural resources, and to fostering an ethic of waste reduction. All members of the campus community are expected to actively participate in these efforts. Resident students are supplied with one recycling bin per residence.

The only recyclable items are listed below:

1. Cardboard and boxboard (clean and dry)
2. Junk mail, periodicals, office paper (paper bags, envelopes, and catalogs)
3. Plastic bottles, jugs, tubs, and lids (empty and clean kitchen, laundry, and bath containers and clamshells)
4. Aluminum and steel cans (clean foil and empty food and beverage cans)
5. Glass bottles and jars (empty and clean food and beverage bottles and jars)

The items listed below do not belong in your recycling bin and will not be accepted:

1. Plastic bags
2. Clothing and textiles

3. Clothes hangers
4. Scrap metal items
5. Batteries
6. Medical waste
7. Food waste and liquids
8. Electronics
9. Hazardous materials or explosives
10. Plastic wrap, films, or tarps
11. Wood, waste, or tires
12. Disposable items
13. Waxy coated paper items
14. Ceramics or baking glass

Other recycling guidelines:

1. No items smaller than 2" in size
2. All containers must be empty, rinsed, and dry
3. Cardboard must be flattened and broken down
4. No items from the "not accepted" list

Students are required to keep the provided recycling bin inside their residence, except when emptying it at the recycling shelter located next to each garbage dumpster. Students are responsible for taking recycling and garbage to the appropriate locations. Replacement costs of lost or damaged bins will be the responsibility of the residents. It is the responsibility of the residents to keep their bin clean.

Resident Student Criminal Disclosure Requirement

Students living on campus must disclose to the Director of Student Care and Conduct any felony convictions for sexual offenses or drug distribution, sale, or manufacture. Students with such convictions or pending felonies may not reside in University housing without first obtaining permission from the Vice President and Dean of Student Affairs. Students with any such convictions must agree to assist in conducting a background check and adhere to housing conditions placed on them. Based upon the nature and circumstances of convictions, a student may be prevented from residing in University housing.

Room Assignments, Reassignments, and Room Changes

Residence Life & Housing has the sole right to make residence hall room assignments and reassignments. A student may be reassigned to another residence at any time during the academic year at the discretion of Residence Life & Housing staff. Administrative reassignments may be authorized when a student's hygiene, health, or behavior may adversely affect other students in the residence. When possible, a student will be given 24 hours' notice before an administrative room change occurs. If a resident unreasonably refuses to accept a roommate or hinders the assignment of or occupancy by a roommate, the University may require the resident to be responsible for the total rental charge for the room.

Room changes are subject to approval of Residence Life & Housing. Students may not move to another room without obtaining permission in advance from Residence Life & Housing. In most cases involving roommate conflict, residents will participate in a mediation process. If mediation does not resolve the

conflict, Residence Life & Housing reserves the right to change housing assignments as necessary. Students concerned about roommate conflicts should first attempt to resolve issues informally with the guidance and assistance of their Resident Advisor (RA).

Roommate and Suitemate Living Agreements

Roommate or suitemate living agreements are completed at the beginning of each academic year and are subject to revision when and if occupants of a residence change throughout the year. Once a student enters into a roommate/suitemate living agreement, the student is required to follow the terms of that agreement.

Smoking and Vaping Policy

Smoking and vaping are prohibited in all residence halls and University buildings, and prohibited outdoors at entrances to campus buildings designated with “Non-Smoking Area” plaques. Smoking and vaping are permitted, and cigarette receptacles are available, at other outdoor locations. Students are expected to dispose of cigarette butts properly. E-cigarettes, vapes, and hookahs are prohibited in the residence halls and University buildings.

Hall Sports & Equipment

Throwing or tossing objects, or the playing of sports inside residence halls is prohibited. Wearing or using wheeled sports equipment in any residence hall is also prohibited.

Television Cable

Television cable connection is provided in each bedroom and living room area of each apartment. Students are not permitted to splice into the cable or connect a splitter to run a cable to any other room in the apartments. If residents splice cable illegally, the cable service in that apartment can be disconnected.

Visitation and Guests

A visitor is defined as any person, including a resident from the same building, invited by a resident to that their assigned residence.

Residents will be accountable for their visitors at all times. Residents also will be accountable for any violations of the Code of Conduct committed by their visitors.

All visitors are subject to the following conditions:

1. All residents will have the opportunity to establish and regulate visitation through their roommate living agreement. In situations where roommates are unable to resolve issues related to visitation on their own, they should contact Residence Life & Housing.
2. All residents must obtain permission from their roommate(s) each time they would like to have a visitor.

3. All residents and visitors must have proper photo identification. Proper identification includes state issued identification cards and Panther Cards. Residents and visitors must present proper photo identification upon the request of University personnel.
4. The resident must escort their visitors at all times.
5. Residents are limited to two (2) visitors per resident at any one time, provided the room capacity is not exceeded.
6. Visitors under the age of 16 years old must be accompanied by a parent or guardian at all times during a visit.
7. Visitors under the age of 18 are not permitted to visit unless they are a member of the resident's immediate family or prior permission has been granted by the Office of Residence Life & Housing.

An overnight guest is defined as any visitor between the hours of 12 a.m. and 8 a.m., and are subject to the following conditions:

1. A resident may not have more than one (1) overnight guest at one time.
2. An overnight guest may not stay longer than three (3) consecutive nights.
3. A resident is limited to six (6) nights of overnight guest visits in a calendar month.
4. The overnight guest form must be completed and approved by 5 p.m. on the day before the visit.
5. Having an unregistered overnight guest, failing to receive roommate consent, and having overnight guests for too many nights may all result in disciplinary action, including but not limited to loss of visitor and overnight guest privileges. Repeated violations may result in disciplinary sanctions up to and including removal from University housing.

Notwithstanding the preceding conditions, the University may elect to restrict access to Residence Halls at any time and under any circumstances. If residents wish to seek an exception to any of the provisions of this policy, they should contact Residence Life & Housing.

Posting Guidelines

Students are not permitted to place any posters, notices, flyers or similar materials within the Residence Halls without first seeking the approval of Residence Life & Housing. Students in University Residence Halls are not permitted to display in or hang from the windows any posters, notices, flyers or similar materials.

Windows

Posting, hanging, displaying signage, lighting, posters, flyers, flags, or any other materials in, on, or around the residence hall windows, on university window coverings, or common area windows is strictly prohibited. Residents are not permitted to post, hang, or display any materials between the University

window coverings (shades, blinds, etc.) and the window. Small houseplants are permitted on windowsills.

Windows must be operated properly at all times. Metal safety clips have been installed on all suite building windows. The University is not responsible for damage to personal items that are a result of window openings or closings.