
Graduate Student Handbook

2009-2010 Carlow University Graduate School



CARLOW
UNIVERSITY

Values. Scholarship. Vision.®



For a complete
list of policies, please see the
Graduate Course Catalog.

Graduate Student Handbook

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Effective September 2008

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Welcome

We are delighted to welcome you to Graduate Studies at Carlow University. As a member of the Carlow family, you will enjoy intimate classes, flexible formats, and excellent faculty. We offer a number of innovative programs, several of which are interdisciplinary in nature and focus on leadership as well as problem solving and other essential skills. Our goal is to prepare leaders within their chosen professions who will enable others to work with a sense of satisfaction, self worth, and dedication.

In an effort to provide you with information that will make your graduate experience at Carlow University both comfortable and rewarding, we ask that you carefully review all of the literature you receive. Should you have any questions, please call your program director and log on to www.newstudent.carlow.edu. We look forward to seeing you on campus.

Mary C. Rothenberger, EdD
Associate Provost, Dean of Graduate School

Preface

The purpose of this handbook is to provide the graduate student at Carlow University with the policies and procedures of Graduate School. This handbook is not intended to serve as a substitute for regularly scheduled meetings with your academic advisor. Graduate students are expected to meet with their academic advisor at least once each semester. If you have questions about any of the graduate programs at Carlow University, please contact your academic advisor or the program director.

Carlow Traditions

Mission Statement

Carlow University, a Catholic, women-centered, liberal arts institution embodying the heritage and values of the Sisters of Mercy, engages its diverse community in a process of life-long learning, scholarship, and research. This engagement empowers individuals to think clearly and creatively; to actively pursue intellectual endeavors; to discover, challenge, or affirm cultural and aesthetic values; to respond reverently to God and others; and to embrace an ethic of service for a just and merciful world.

Statement of Multicultural Diversity

Carlow University believes that we are members of a global community and that education must contribute to the creation of a just and peaceful world. Carlow accepts the challenge to be a multicultural community of learners. Multicultural, for us, means not only of many cultures, but also of many religions, races, languages, nationalities, dialects, sexual orientations, and perceived socioeconomic status. According to this broad definition, we believe that every facet of Carlow should be multicultural: curriculum; student life; composition of students, faculty, and staff. Most importantly, we believe that our attitudes and behavior must reflect a deep and active appreciation of multicultural diversity.

Carlow Seal

The seal of Carlow University represents those values and ideas expressed by the Sisters of Mercy and the University's mission statement. The triangle in the center represents the Trinity. At each point, the triangle melts into the inner circle (a symbol of eternity) yet remains enclosed within it uniting the two images. At the center of the seal is the Pennsylvania keystone and the Carlow motto "Ad Superna, Non Superba" or "To the Eternal, not the Perishable." On either side of the triangle is the lion rampant, a detail taken from the coat of arms of Catherine McAuley, founder of the Sisters of Mercy. Wisdom, (the five pointed star), and knowledge, (the Roman lamp), have a place above and below the keystone. The Irish cross (a reminder of the Irish heritage of the Mercy sisters) and a circle (symbolizing eternity) sit at either side.

Carlow University Alma Mater

Blessings on you Carlow University, younger days remembering, searching always for self-knowledge, truth and all its wondering. We thank you for walking with us, when our steps were not so sure. Praise and love you for your trusting in days when we were less secure. Hail, Mt. Mercy Alma Mater, with high heart saluting thee, each of us a loyal daughter, loving, grateful, true to thee. Towering high above the city even as thine ideals soar. Proudly gaze we up to thee tenderly forevermore. Your community of learning, taught us truth's a mystery. So we are forever yearning, searching always faithfully. As we journey roads unknown, walk beside us as we go. Having been our kindly home, God bless you, dear Carlow.

Alumnae/i Association

This is a vital, energetic association of sisters and brothers who share in Carlow's rich history of education and service. All graduates of Carlow University are members of the Carlow University Alumnae/i Association upon graduation and are afforded opportunities to continue a relationship with Carlow University. This is a multifaceted organization offering events, programs, and individual growth opportunities in leadership and organizational skills in planning to its members. Since its inception with the first graduation class of 1933, alumnae have remained constant in their support of their alma mater with talent, funds, and time, and have remained close to their fellow alumnae in the Association. Some events sponsored by the Alumnae/i Association are: Homecoming, the Sister Rose Marie Hauber Scholarship Benefit, and the Lenten Evenings of Reflection. The Sister Rose Marie Hauber Benefit is an event which supports an endowed scholarship awarded annually to upper class women within the Humanities Division. Homecoming is a time to welcome back all alumnae with a traditional Friday evening event, a Saturday luncheon, and a Sunday mass and brunch. Many leadership opportunities exist within these events for both alumnae and students. Students are encouraged to participate at many of these events, often at a reduced rate or free of charge. The Alumnae Relations Office is located on the 5th floor of Grace Library. Call 412.578.6274 for any additional information regarding the Alumnae Association.

History of Carlow University

"No work of charity can be more productive of good to society or more conducive to the happiness of the poor than the careful instruction of women." —C. McAuley (1778-1841)

In 1843, the Sisters of Mercy left the city of Carlow, Ireland, to come to Pittsburgh to establish the first community of Mercy in the United States. In 1876, Ursuline Sisters from France, desiring to open an academy for girls, bought the elegant chateau situated on "the Green" of the present Carlow campus. In 1894, the Sisters sold the chateau and its 13 acres to the Sisters of Mercy through Bishop Phelan of the Diocese of Pittsburgh. Shortly after, the chateau burned to the ground.

In 1929, the Sisters of Mercy responded to Pittsburgh's need for an affordable Catholic women's College by opening Mount Mercy College. All classes were held in the Motherhouse of the Sisters of Mercy until the new Aquinas Hall was opened in 1936. Mother Irenaeus Dougherty and Sister Regis Grace were the co-founders of Mount Mercy College in 1929. Tuition was \$214 per year. In 1969, Sister Kathleen Healy proposed to the University Board of Trustees and the Faculty that the name Mount Mercy be changed to Carlow College because of the large number of "Mount Mercy" schools in the United States. On April 17, 1969, the Board of Trustees and the Pennsylvania Department of Education approved the change of name to Carlow College. The new name was in honor of the city in Ireland, which boasted of the "finest College in Ireland" in the nineteenth century, Carlow College, and which was affiliated with the University of London. In July, 2004, Carlow College was approved by the Pennsylvania Department of Education to operate as a University.

The present Motherhouse for the Sisters of Mercy, designed by well-known local architect Edward Stotz, opened in 1909. In the early 1970s it was declared a national historic landmark. In 1998, the Sisters dedicated the Mother of Mercy Chapel, a place where the Sisters and their guests can pray and worship. The chapel's remarkable stained glass windows depict the ordinary gestures of faith, as embodied in the Works of Mercy. Students are welcome anytime, of course, but especially at the regularly scheduled masses and those held in observance of the holy days of obligation. Students may also visit the Heritage Galleries, located off the foyer of the convent entrance.

The Galleries offer a visual and narrative chronicle of the daring, courageous women who shaped countless lives and had an impact on the foundations of our society in this region and throughout the United States.

History of the Graduate School

Graduate education at Carlow began with the development of the Masters of Education degree in Early Childhood Education in 1982. The Master of Education in Educational Leadership was approved in 1984. The Master of Education degree in Early Childhood Supervision followed in 1990. In 1996, the first nursing students were admitted to the Home Health and Case Management Graduate programs. In 1996, an interdisciplinary Masters of Science degree in Professional Leadership was established and a Master of Education degree in Art Education followed. Soon after, in 1998, the Master of Science degree in Management and Technology was offered by the Business and Technology Management Division. In 2001 the Nursing and Professional Leadership programs joined in initiating the Masters of Science degree in Nursing Leadership. In 2002, the Master of Science degree in Professional Counseling and in 2004, Master of Arts degree in Educational Praxis were offered. The Master of Education degree with teacher certification in Elementary Education, Special Education, Instructional Technology, and Secondary Certification was launched in 2003, and in 2004 the Master of Fine Arts in Creative Writing was approved. In 2007, the first doctoral program, the Doctor of Psychology in Counseling Psychology, began. Also in 2007, the Master of Science in Management and Technology became the Master of Business Administration (MBA) program. In 2009, the Executive MBA will be launched.

The Graduate Council worked under the aegis of the Vice President for Graduate Studies from 1995 until 1999 when the Graduate Division was formed. In 2003 the College applied for university status and an Associate Provost and Dean was named to lead the Graduate School.

Mission and Philosophy of the Graduate School

In 1929, a time when few women of any economic group attended college, the Sisters of Mercy founded what is now Carlow University. Carlow University is an extension of the mission of the Sisters of Mercy: To develop the potential of women of all races, ethnic backgrounds, and economic levels. With the financial support of Pittsburgh's industrial leaders and the donations of thousands of workers from across the city, the Sisters of Mercy opened its doors to young women from blue-collar families and opened a world of opportunities to which they would not, otherwise, have had access.

In its second 50 years, phrases such as "self-directed lifelong learning" and "competent and compassionate service" called the University to offer students the studies and experiences that lead to advanced degrees. Faculty and administration recognized that such advanced degrees were now necessary to take these women and men to leadership positions in selected areas consonant with the mission and history of the University and the history of the Sisters of Mercy who sponsor Carlow University. Both missions and history speak to access and to education and leadership for true service to the community and society.

The University firmly believes that it has a responsibility to students as well as to society to provide advanced preparation for leadership and service in specific areas of its strength. The strengths of the faculty and the context of the University mission make each carefully planned program unique. In addition to the specific professional objectives of a Carlow graduate program, each program must promote every aspect of the Mission Statement. Each one must challenge students to more fully integrate this mission as an essential element of their professional leadership responsibilities. The value focus of the University understands leadership as a discovery of each person's gifts, as a calling for creative and analytical skills, and as an empowering of oneself and others. The leadership that Carlow expects to develop through its graduate programs is one where the values, skills, experiences, and competence of the successful students enables others within the professional setting to perform their tasks with a sense of satisfaction, self worth, and dedication to the creation of a more humane and reverent society.

This philosophy supports the carefully chosen graduate programs that the University has developed. A myriad of global, social, ethical, economic, demographic, and technological concerns face leaders in every sector of

the world. The Carlow University graduate programs offer students the opportunity to become leaders who can meet the exigencies of the 21st Century. Because the problems leaders face so often require an interdisciplinary solution, Carlow's central focus is to encourage interdepartmental collaboration. While preparing graduates with excellent credentials within their chosen discipline, graduate studies at Carlow takes an additional step by including an inter- and multi-disciplinary approach to educating leaders in business, counseling, education, health, nonprofits, nursing, training, and technology.

The development of leadership in women is pivotal to the mission of Carlow University. Of course, the opportunity for leadership development is extended to men. According to a popular campus phrase emblazoned on a tee shirt, "Carlow University ... Women of Spirit ... and a Few Good Men." Men are welcomed in Carlow's programs. A diversity of viewpoints is crucial in the education process. Thus, a diversity of gender, lifestyle, race, and learning styles add to the learning experiences.

The Women's Leadership Statement formulated by the Internal Leadership Advisory Committee in 1994 expresses this commitment:

Central to the mission of Carlow University is a commitment to the leadership development of women. We educate women to be competent, compassionate leaders who are able to apply diverse models of leadership while stressing collaboration and empowering others.

Women's leadership is both an art and a skill. The art is reflected in channeling creative, visionary energy into a uniquely feminine force that touches and changes lives in beneficial ways. The skill is evident in mastery of analytical thinking, ethical decision-making, written and verbal communication, management, interpersonal relations, and self-knowledge. The effective woman leader in the Carlow tradition combines the art and skill to lead by example, inspiring others and marshalling resources, thus enabling positive change in the human condition.

Carlow women become leaders not only as a result of specific education and experience, but also through an on-going process which they can advance through life. They become even more effective at anticipating, inspiring and promoting positive change in individuals, groups, organizations, institutions, and governments.

Graduate students committed to this on-going learning process must develop the skills necessary to stay abreast of the literature in their chosen discipline. To that end, Carlow's graduate students are required to take research methods courses within their discipline to develop a knowledge base and the research skills necessary to use the professional literature wisely. In addition, the current literature of the discipline is infused within every course of the curriculum, exposing the graduate student to numerous opportunities to read the current literature and challenging the student to interpret the literature and recognize the value of the professional literature in guiding professional practice within the discipline.

Academic Affairs

Provost's Office

Grace Library, 3rd Floor

412.578.6072

Associate Provost's Office, Dean of the Graduate School

Center for Leadership and Management, 1st Floor

412.578.6138

Admissions Policy

Applicants who seek admission to graduate programs must give evidence of the following: academic ability and promise of growth, commitment to the educational goals of the program, and experience appropriate to the desired field of study.

Applicants are evaluated on the following:

- Graduate School application,
- Personal essay describing academic objectives, plans for graduate study and career goals,
- Current résumé or curriculum vitae,
- At least one year of experience in a setting appropriate to the degree or certification sought, preferred,
- Two letters of recommendation addressing the candidate's leadership potential and ability to succeed in graduate level work,
- Official transcripts* from all degree-granting institutions as well as of all graduate level courses,

**The transcript is considered official if it contains the seal of the institution and is issued directly to Carlow University. Transcripts delivered to the Graduate Admissions Office by students are considered official only when sealed in an envelope with the institution's seal over the flap. Faxed transcripts are not considered official.*

- Evidence of an earned GPA of 3.0, on a 4.0 scale, preferred,
- For international students, official score on the Test of English as a Foreign Language (TOEFL) of at least 550 on the paper form or 213 on the computerized form,
- Personal interview.

Note: In some cases, admission standards may be sufficiently flexible to permit some admission requirements to be waived.

Admissions criteria are within the purview of each graduate program. Additional items may be required for specific programs. A student who misrepresents any of these documents will be subject to dismissal

Provisional and/or Conditional Admission:

Occasionally, applicants are admitted to a graduate program under provisional or conditional status. Provisional status is granted to an applicant who does not meet all of the admission criteria but for whom the Admissions Committee believes there is a strong possibility of academic success. Students who are admitted as provisional must achieve a GPA of 3.0 with no C grades after earning nine graduate credits. Students enrolled in the Professional Counseling program must achieve a GPA of 3.0 with no C grades after earning 12 graduate credits.

Applicants who have not been able to produce all documents necessary for admission may be admitted under conditional status. Students have until the end of the first semester of graduate study at Carlow to satisfactorily produce all documents.

Non-Matriculation Students

Students who register for coursework with a non-matriculated (non-mat) status may attend classes for no more than one semester as a non-mat student. Students in the Professional Counseling program may register for up to 12 credits as a non-mat student. (Exceptions may be made for the teacher pursuing the Instructional 2 certification or School Counselor certification.)

Transfer credits

Six graduate credits may be transferred in and accepted for any graduate program at the discretion of the advisor and/or Program Director. Students in the Professional Counseling Program may transfer up to nine credits at the discretion of the Program Director. Acceptance of transfer credits is specific to a program and at the discretion of the Program Director. Credits must: 1) reflect studies comparable or complementary to the Carlow University program, 2) indicate a grade of B or higher, 3) have been earned no more than five years prior to enrollment in a Carlow University graduate program.

Carlow University reserves the right to deny admission to any applicant who does not meet the preferred requirements. Carlow University does not discriminate on the basis of race, color, creed, age, sex, handicap, or national and ethnic origin in the administration of its admission and financial aid policies.

Withdrawal/Leave of Absence

A student who withdraws from the University should notify the Registrar's Office, in writing, and, if possible, arrange an exit interview. Students should also apply for a Leave of Absence through the Registrar's Office.

Re-Admission to the University

Re-admission procedures have been established for the following categories of students:

- Any student who attended Carlow as a matriculated graduate student and withdrew before completing a degree.
- Any student who has not attended Carlow for a period of two or more semesters.

Note: Students who have taken a leave of absence and/or are not enrolled at the University for one semester (fall or spring) need to initiate the re-entry process by contacting the registrar and dean of advising to determine eligibility to return and the appropriate process to register for courses.

Re-admission eligibility is determined by the associate provost/dean of the Graduate School program director, director of financial aid, director of student accounts, and the registrar. A student with an F grade on her/his transcript may be readmitted into the program at the discretion of the program chair/director and dean of the Graduate School. However, the student is admitted provisionally and must fulfill all of the requirements governing the removal from provisional status.

Due to changing admission and curriculum requirements, the University reserves the right to re-evaluate all academic courses, whether completed at Carlow or elsewhere, to determine what will be credited toward the student's degree. The University also reserves the right to request placement tests, where appropriate, and to assign the student's advisor prior to enrollment.

Academic Advising

All students are assigned an academic advisor when they are admitted to a program. Students are expected to meet with their advisor prior to beginning their program of studies. Most graduate programs have an order in

which courses are to be taken. Students are rarely exempted from following the prescribed sequence of courses.

The academic advisor is responsible for helping the student make informed choices about course selection, but it is the student's responsibility to ensure that courses are taken in the appropriate order and that all requirements of the program are satisfied for graduation.

It is expected that the student will maintain the same academic advisor throughout her tenure as a student within the program. If a conflict does occur between the academic advisor and the student, the student may request a change of advisors. The Program Director will review the request, discuss the request with the concerned parties and determine if a change is indicated. If so indicated, the Program Director will assign a different academic advisor.

Academic Integrity

The pressures of assignments and academic responsibilities do not excuse students from doing their own work. To use the work of another person or an institution in any form without acknowledgment or permission is dishonest and possibly even illegal. To call the work of another one's own is theft, if done without the other person's consent, and with that person's consent is lying. Both students and faculty should avoid such forms of academic dishonesty as listed below. Any party participating in such dishonesty (receivers and providers of information) is subject to disciplinary and/or legal actions.

- **Plagiarism:** Morally and legally, a writer's words and ideas are her/his personal property. To copy or paraphrase a writer's words or to use her/his ideas without giving credit to her/him is dishonest and illegal. It is also dishonest to buy or accept another's work and present it as one's own.
- **Cheating:** Stealing examinations or receiving stolen examinations, giving or receiving information relevant to the content of examinations, and using unauthorized books, notes or papers during examinations are dishonest acts.
- **Forgery:** It is dishonest to sign another's name to examinations or other academic papers.
- **Fraud:** It is dishonest, and possibly illegal to misuse, alter or falsify official documents, seals, logos and transcripts. It may also be fraudulent to use online technology for one's own academic purpose.
- **Theft:** It is academically dishonest to steal another's work without appropriate permission or to steal intellectual property to pass it off as one's own. Students have a special responsibility to attend classes. They are expected to attend all sessions of classes for which they have registered. Students should be aware of individual faculty attendance standards as they are held accountable for failing to meet those standards.

Students are obliged to be in attendance on days when examinations, major or minor are scheduled. Students who absent themselves from examinations may be refused permission to take the examination at a later date; may receive a failing grade for the examination missed; and may receive a failing grade for the course. Further, absence from class on a day which an assignment is due does not excuse the student from the obligation to have the assignment in on time. Faculty may refuse to accept any work which is turned in late and may assign a failing grade to that work.

In matters of academic integrity, the library is of special concern. The use of its facilities is a privilege granted to the entire academic community. It is dishonest to remove books, periodicals or other material without signing them out according to library procedures. The destruction of library resources is also dishonest. Such misuse of library materials results in a financial loss to the University and denies others access to knowledge and learning.

The faculty of the University have a special responsibility to provide a model of academic integrity for the student. At the beginning of each course they should tell students exactly what is expected of them in regard to attendance, assignments, and grading standards and procedures. Faculty should meet all scheduled class sessions, arriving on time and conducting class for the assigned length of time. They should be adequately prepared for all classes. They should properly safeguard all testing materials and provide effective proctoring for all examinations. Finally, faculty should evaluate the work of all students objectively according to well-defined criteria and award appropriate grades.

Disciplinary Procedures for Violations of Academic Integrity

Any student violating standards of academic integrity and adversely affecting the worth and conduct of a course or courses of study may be penalized by the faculty. Original jurisdiction falls to the faculty member responsible for the course in which the infraction occurred. Individual faculty who have original jurisdiction in a case involving

- **Disciplinary Warning:** A written statement expressing disapproval of conduct to be sent to the Dean of the graduate school.
- **Disciplinary Evaluation:** A grade reduction on an assignment or examination. Students may also be required to repeat assignments or examinations.
- **Dismissal:** Exclusion from a course for a specified period of time. Such action may result in a final grade of "F". This decision is made in conjunction with the Dean of the graduate school.
- **Failure:** A final grade of "F" for a course. This decision is made in conjunction with the Dean of the graduate school.

Prior to levying any penalty, the faculty member will discuss with the student the specific allegation, the specific evidence supporting the allegation and the penalty contemplated. The faculty member will invite the student to present information or evidence to refute the allegation. At the conclusion of the conference, the faculty member will inform the student of any academic sanction or penalty to be levied.

Insofar as possible, any penalty levied should be appropriate to the seriousness of the infraction and consistent with the graduate school policies and guidelines.

If the penalty is a failing grade for a course or dismissal from a course, a written description of the allegation, the evidence, the penalty levied, and the procedures used to protect the rights of the student are to be filed with the Department, the Dean of the graduate school and the Associate Provost by the faculty member having original jurisdiction in the case.

Individual Rights

In order to protect the rights of persons facing possible disciplinary action for violating standards of academic integrity, the following procedures should be followed:

They Should Receive Written Notification of:

- The specific allegation(s) to be investigated, including the time, date, place and nature of the event in question.
- The general nature of the evidence supporting the allegation, including the names of those having personal knowledge of the circumstances surrounding the event in question.
- Any meetings, conferences, hearings or reviews at which the person's presence is required.

They Should Be Allowed to:

- Object to any procedure being used to arrive at a decision regarding the allegation.
- Obtain counsel.
- Present her/his case and evidence.
- They should be informed of all avenues of appeal and the procedures for those appeals.

Disciplinary Action

The provost has the power to dismiss or accept the resignation of students for academic misconduct or any academic disciplinary reason, for which serious cause is present.

- **Dismissal:** means the dismissal of a student from the University. Dismissal may be indicated as indefinite should the situation warrant. Otherwise, it presumes the right of the student to apply after one year.

- Resignation: means that the student withdraws from the University under conditions agreed upon between the student and the University.
- Decisions of dismissal may be appealed. The resulting decisions are final and binding and may be reviewed only at the request of the president of the University.

Academic Progress

Current students must earn a minimum of three graduate credits per semester to maintain satisfactory academic progress. Credits assigned the grade of incomplete are not considered earned credits until completion. Carlow University graduates are expected to exhibit competency in the subject matter of their chosen graduate program. In addition, there are certain skills that are the hallmarks of a Carlow graduate education. Throughout their program, students will be assessed on the following skills:

- Writing skills
- Presentation skills

Other hallmark skills are embedded in the course work of each graduate program:

- Leadership/collaborative skills
- Technological skills
- Habit of inquiry

Assessment of these skills is within the purview of the program offering the degree. Students who are not able to meet the standards of the expected competencies may not progress and will be referred to the Academic Standing Committee or the Center for Academic Achievement.

Referrals for Graduate Writing Assistance

Students whose writing does not meet the criteria outlined in the Graduate Writing Assessment Guide will be referred to the Center for Academic Achievement (CAA), an academic resource available to all Carlow students. The CAA has professional writing tutors who will work with graduate students in one-on-one sessions to address specific skills areas.

The referral and follow-through procedures for writing tutoring are outlined below:

- If your instructor feels you need writing help, you will be given a written referral form. The form will identify general areas of concern and should be taken to the initial tutoring appointment. In some cases, instructors might also provide a completed Graduate Writing Assessment Guide. If so, bring this to your first appointment as well.
- After referral, you are responsible for making an appointment with a professional writing tutor in the CAA. To make an appointment, call the CAA at 412.578.6146 or stop by Grace Library, room 427, during business hours. Appointments should be made at least 24 hours in advance. When arranging an appointment, be sure to identify yourself as a graduate student so that you can be paired with a member of the center's graduate tutoring staff.

Bring your referral form to the first tutoring appointment, and the completed Graduate Writing Assessment Guide if applicable. Also bring at least one academic writing sample and any materials related to current writing assignments. (See Center for Academic Achievement)

Academic Standing

Any student who fails to earn sufficient credits (defined by 3 credits per calendar year) and/or a 3.0 GPA, or who does not satisfactorily complete the requirements under Academic Progression, may be placed on academic warning, probation, or dismissal from the University. Policies regarding repeating courses are set by individual programs. Actions are taken by the Academic Standing Committee after careful analysis of the student's level of achievement, aptitudes, study habits and sense of purpose. Students who fail to earn credit in a calendar year must apply for a leave of absence to remain in good standing.

Academic Warning

Academic Warning is a formal warning by the Academic Standing Committee to a student who does not satisfactorily complete the requirements under Academic Progression. It requires the fulfillment of certain conditions during the following semester. The academic warning is then reviewed. Without satisfactory progress, the student is placed on academic probation.

Academic Probation

Academic Probation is a designation for students who are unable to demonstrate satisfactory academic progress either for reasons related to a GPA being less than 3.0 or related to performance under the terms of Academic Progression. Certain conditions must be met during the following semester and failure to improve may lead to dismissal. When the student GPA is below 3.0, the Semester GPA for the first semester attended after probationary status is designated must be at least a 3.0. The student has until the end of the second semester after probationary status is designated to raise the overall GPA above 3.0. If the cause of the decline is a result of only one course grade, the advisor may request that the probationary period be extended until the course has been repeated. The student is permitted to repeat the course one time.

A student may be granted a probationary period only one time in the graduate program. After being removed from probation, students who are unable to demonstrate satisfactory academic progress, either for reasons related to a GPA of less than 3.0, or performance under the terms of Academic Progression, may be dismissed.

Dismissal

Dismissal occurs when the Student has failed to meet the requirements defined under probationary status. The student may apply for readmission after one year. Dismissed students readmitted by the major program director and the Provost re-enter on probation. A student who is dismissed twice is not eligible for readmission.

Class Attendance

Students are expected to participate fully in their classes. Attendance at regularly scheduled classes is viewed as minimum participation by most instructors. Chronic absence can seriously jeopardize a student's chance to obtain credit for a course. Students enrolled in eight-week courses who miss more than two sessions cannot receive a passing grade for the course.

Confidentiality of Student Records

Carlow University has a carefully prepared policy regarding information that becomes part of a student's permanent educational record and the conditions of its disclosure. Carlow's policy conforms to the Family Rights and Privacy Act of 1974, commonly known as the Buckley Amendment. Pertinent communications and forms have been prepared and are available in the Office of the Registrar. The complete policy may be viewed at www.carlow.edu/publications/handbook-planner/index.html.

Degree Requirements

Students must complete all of the program requirements including required courses and field placements while maintaining a 3.0 average. In addition, students must demonstrate professional competence in theoretical and field experiences. Some programs require the presentation of a thesis, project, or workplace internship to demonstrate these competencies. All requirements must be completed within five years of admission or as mandated by the specific program. All requirements must be completed within five years of admission in programs that require 50 credits or less to complete, or within eight years in programs that require more than 50 credits for graduation.

Disability Services

Carlow University makes every reasonable effort to provide qualified students with disabilities with the opportunity to take full advantage of programs, activities, services, and facilities. The University's Office of Disability Services arranges specific reasonable accommodations for students and prospective students with disabilities. Current documentation regarding a student's disability is required and will be treated as confidentially as possible; it is not released without the student's consent, unless required by law. The Office of Disability Services and the student work together to identify appropriate academic adjustments, auxiliary aids and services, and/or other reasonable accommodations that may be warranted under particular circumstances. Individuals with disabilities are encouraged to contact the University's Director of Disability Services in advance of the semester when accommodations/adjustments may be needed. Carlow University has the right to establish qualifications and other essential standards and requirements for its courses, programs, activities, and services. All students are expected to meet these essential qualifications, standards, and requirements, with or without reasonable accommodations.

Students with disabilities who are requesting accommodations should contact Joan House in Grace Library 405 at 412.578.6257 to arrange a meeting and discuss specific guidelines. Copies of these guidelines for receiving accommodations are available from the Office of Disability Services and appear on the Carlow University Web site at www.carlow.edu.

Grievances

Grievance procedures have been established to provide members of the Carlow community with a means to express complaints regarding the application of policies, procedures, practices, rules or regulations of the University, and a method by which such complaints can be resolved. The evaluation/grade for student work is not a grievable issue.

These issues relate but are not limited to problems such as thesis/project, advising, faculty not meeting class, and syllabus changes.

Steps to address a problem:

1. If the student has a problem in any of these areas, present the situation to the faculty member within five days of the specific incident and arrange an appointment as soon as possible. Most matters can be settled by frank discussion of the facts. The faculty member will respond to the problem presented either during this initial discussion or within seven days. Parties should retain a written record of this discussion.
2. Should the problem remain unresolved, the student will discuss the matter with the program director. This will be completed within five days of response from Step 1. In order that all facts will be carefully re-examined and evaluated, the program director will follow these procedures:
 - a. Discuss the situation with the student
 - b. Discuss the situation with the faculty member(s)
 - c. Arrange to meet with both the student and involved faculty to arrive at resolutions to the situation.
 - d. Retain written notes from each intervention.

3. Should the problem still remain unresolved with the program director, or if the specific problem involves the program director, division chair, or director of the school, the student will take the problem to the associate provost. The person filing the grievance must have completed Step 1 and have documentation of the discussion. The Associate Provost will then follow Steps 2 a, b, and c. There should be a written record of each meeting and its outcome.

4. If the problem remains unresolved at this level and the student wishes to pursue it further, the provost will begin the process of setting up the grievance committee as described in this step. The committee will consist of five members: two graduate students, and three faculty. One faculty member will be elected as chair of the committee and will vote only to break a tie. Student members will be drawn from a pool of graduate students and faculty members will be drawn from the elected grievance committee of the Faculty Assembly. The grievance committee from the Faculty Assembly must include graduate faculty. The student and faculty member may each request the removal of any two members of the pool of eligible members of the grievance committee.

5. Both parties will be informed of the status or resolution of the problem at each step of the process. If either party remains unsatisfied with the decision of the committee, the provost will notify the president that there is dissatisfaction with the decision.

Orientation

Graduate Orientation Programs are mandatory for new students. The orientation program is the first step to a successful Carlow experience. Students also have the opportunity to meet and socialize with one another and with members of the faculty, staff, and administration.

Grades

End of semester grade reports can be accessed on the Internet. An official paper copy of grades can be obtained from the Registrar's Office if a request is made in writing by the student during the last two weeks of the semester. The Master of Fine Arts (MFA) program has a unique grading policy which can be found in the *Graduate Course Catalog* and the *MFA Student Handbook*.

Grading and Quality Point Systems

Faculty publish their grading policies so students know exactly how grades will be determined. The officially recognized equivalent of quality points to grades at the University is as follows:

Grade	Quality Points	Grade	Quality Points
A+	4.0	B-	2.75
A	4.0	C+	2.25*
A-	3.75	C	2.0*
B+	3.25	C-	1.75*
B	3.0	F	0.0*

The overall academic quality point average (GPA) is obtained by dividing the total quality points earned by the total number of semester hours attempted. These quality point values of grades are used for each credit attempted.

* Course must be repeated

Grades—No Quality Points Assigned

I	Incomplete
P	Pass in certain approved courses as designed by instructor as P/F
IP	Course in progress – not to be finished by end of the semester
NG	No grade or problem with grade turned in
WD	Withdrawn officially in Registrar's Office

Grades of C+ and Below

A student receiving a grade of C+ or below in any course may be asked to repeat the course. The student will be permitted to repeat the course only one time. However, in the Nursing Graduate Program there are designated courses where the student must repeat the course if they receive a B- or below. Please refer to the *Nursing School Handbook*. Policies regarding repeating courses and other minimum criteria vary among academic programs. Students are expected to consult the handbook for their particular major in addition to this publication.

Incomplete Grade

An Incomplete grade (I) at the end of a course is reserved for those students whose work is passing but who, for good reason, have assignments or examinations to complete. The instructor determines the student's eligibility for an incomplete grade and submits the student grade on the final grade sheet as an 'I'. The rating of 'I' is changed to 'F' by the Office of the Registrar if not removed within six weeks. Once the student has completed the work, the instructor notifies the Office of the Registrar.

In Progress Grades

The IP grade is reserved for certain courses where it is anticipated that a student's work will extend into the next semester (e.g. thesis, project, internship, clinical, a third student teaching experience, etc.). The student must register for IS700 – IP Completion Requirements, for one unit each semester while working on the IP. If the student completes the work in the semester following the issuance of the IP, a grade will be assigned and replaces the IP grade. While it is expected that the student will complete his or her work in this semester, under certain circumstances, a student may be given permission to extend the time period to complete this coursework. If the student is given an extension into additional semesters, the student must again register for IS700 – IP Completion Requirements for one unit before beginning each additional semester. At the end of the semester in which the student completes the work, an earned grade will be assigned and replaces the original IP grade. Individual programs may place a time limit on completion of the thesis, creative project, internship, or clinical course and the number of times that a student can register for IS700. Students should check with their individual Program Directors.

There is no charge to the student for IS700 – IP Completion Requirements and no credits are accumulated in association with this course

Student Evaluation

The methods that faculty use to evaluate student achievement vary according to types of learning experiences. Written examinations are a common means of evaluation, but research papers, essays, interviews, classroom interaction, media presentations, observation, and clinical and field experience are also used.

Graduate Registration

Online registration is available to graduate students during the normal registration period. Course schedules and dates for registration can be found on the Registrar's website at <http://registrar.carlow.edu/>. Printed registration materials can be found in all of the academic classroom buildings one week to 10 days prior to the start of registration. A late fee is assessed for students who do not register on time.

Transcript Requests

All requests for official transcripts should be submitted in writing to the Office of the Registrar. A student's signature is required to release any transcript. A fee is charged for each transcript. A transcript will not be issued unless all financial obligations owed to the University have been fulfilled. Current students may view their own academic records online at <http://webstudent.carlow.edu:9040>.

Independent Studies and Tutorials

Students may explore areas not covered in the Carlow graduate curriculum through independent study. Graduate students may work independently or design a course to be pursued independently under the guidance of a sponsoring faculty member. Students must also maintain a minimum cumulative Grade Point Average (GPA) of 3.0 and demonstrate proficiency in dealing with pertinent materials. No graduate student may have more than six credits of independent study counted toward graduation.

Courses taught infrequently but listed in the Graduate School Course Catalog can be taken as tutorials. Prior to registration, the student must make arrangements with the professor who usually teaches the course.

Withdrawal From a Course

Withdrawal from a course must be made officially in the Office of the Registrar by students no later than one week after the midterm period. The date is published each semester in the Carlow University Course Schedule. Grades of students who do not complete a course and who have not withdrawn officially will be listed as F.

Student Life

Athletics

St. Joseph Hall
412.578.8826

Women's athletics and intercollegiate sports are an integral part of the University program. Carlow University is a member of the American Midwest Conference of the National Association of Intercollegiate Athletics (NAIA), and competes toward championships in the sports of soccer, volleyball, basketball, softball and tennis. Teams and/or individuals advance into regional and national tournament play and gain national rankings and All-American honors.

Campus Ministry

Frances Warde Hall, 3rd Floor
412.578.6651

The Department of Campus Ministry at Carlow serves the pastoral and spiritual needs of the University community and provides a variety of opportunities for service, reflection, prayer and worship, which both support and reflect the Core Values of the University. Students are encouraged to tend to their spiritual well-being, development, and maturity by participating in a variety of faith formation and spiritual development opportunities both on the Carlow campus and throughout the Oakland area.

and surrounding areas, which is home to a rich diversity of spiritual traditions. As members of St. Paul Cathedral Parish, Catholic students are welcomed and encouraged to fully participate in the life of the Cathedral parish. In addition, Sunday night Mass and regular opportunities for the Sacrament of Reconciliation take place in the Chapel of Frances Warde Hall on Carlow's campus. Daily and Sunday Mass are also available at the Sisters of Mercy Motherhouse Chapel located on Carlow's campus.

All students are invited and encouraged to participate in various service, service learning and reflection opportunities provided through the Department of Campus Ministry. In addition to opportunities sponsored by Campus Ministry, the department also collaborates with various academic and co-curricular offices and departments to enhance and support a variety of learning opportunities across a variety of disciplines.

Career Center

Grace Library, 3rd Floor

412.578.6067

The Career Center provides services and programs designed to enable students to make a successful transition from education to employment. Assistance is provided in the areas of career exploration and decision-making, identification of and participation in practical learning opportunities, developing job search skills, and strategies and planning for graduate school. Services are delivered through personal appointments and group workshops.

The Career Center utilizes an online system to publicize internship and employment opportunities and career events, thereby making them accessible to all 24 hours a day, 7 days a week. Students and graduates are encouraged to participate in interviews conducted on campus and to attend annual job fairs and career events sponsored by Carlow University and by the colleges and universities in the area.

Counseling Center

Frances Warde Hall, Rooms 409 and 411

Resource/Waiting Room 410

412.578.6306 and 412.578.8731

The Counseling Center exists to provide students with a safe place in which to talk about their concerns and feelings in a confidential, non-judgmental setting, either in a private session, or by participating in a support group with other students.

Any student who is stressed, preoccupied, anxious, angry, confused, grieving, depressed, overwhelmed; any student struggling with body image, addictive behavior; any student coping with the effects of sexual assault or physical abuse; any student who simply wants to sort out thoughts, doubts, problems...is welcome to visit the Counseling Center. This service is free to all students, including part-time, Weekend College, and CAP students.

Diversity Initiatives

Frances Warde Hall, Room 408

412.578.6021

The Office of Diversity Initiatives is committed to serving as the University's lead advocate and resource on cultural, ethnic and social diversity issues. As an integral member of the Division of Student Affairs, creating a campus community that welcomes, embraces, and affirms each individual is our goal. The fabric of everything that we do is threaded in student learning, empowerment, leadership and success. Some of the primary areas of focus include:

- Enhancing the potential for campus programs that celebrate the cultural richness of the campus community as well as enrich our collective learning, including our annual Dr. Martin Luther King Jr. celebration.

- Creating effective channels of communication that inform the campus community on diversity research, issues and trends, both in higher education and within the Pittsburgh community.
- Planning and facilitating diversity training, workshops and dialogues with students, staff and faculty.
- Advising the student officers of Carlow’s historic United Black Student Union, as well as those in the gospel choir, Blessed.
- Encouraging students to engage in leadership opportunities that allow them to share their talents and include their diverse perspectives in campus decision-making.
- Fostering a positive spirit of engagement that enables successful collaboration among student groups, staff departments, and faculty initiatives.
- Maintaining a flexible, visionary approach to new diversity initiatives that can strengthen and support the University’s growth and development, such as the Jewels directory.
- Providing creative leadership in exposing students to service learning as an integral part of their academic experience and a valuable approach to understanding diversity, locally and globally.

Wellness and Fitness Services

St. Joseph Hall

412.578.6042

Wellness and Fitness Services provide healthy lifestyle strategies and wellness education to the Carlow community through special events, classes, and workshops. Individualized exercise programs are available to the students, faculty, and staff. These programs improve cardiovascular endurance, flexibility, and muscular strength and also promote a positive body image. The Wellness and Fitness Services office is located on the second floor of St. Joseph Hall. The pool and locker rooms are located on the bottom level of St. Joseph Hall.

Wellness and Fitness Services include:

Wellness Fair

Held every fall, the Wellness Fair brings together approximately 40 vendors, local hospitals, and Carlow departments to provide free health screenings, information, cooking demonstrations, health lectures and massage.

Additional Fitness Services

- Fitness Testing/Equipment Orientation/Exercise Programs
- Wellness Consultations include improving body image, reducing stress, quitting smoking, and life balance.
- C-Scape Smoking Cessation Program/PA-SWAT (Pennsylvania Students Working Against Tobacco peer education program)
- Wellness Initiative (Personal wellness profiles, clinical screenings)
- Walking Program (10,000 Step Challenge, Strides for Health)
- Nutrition Consultations
- Therapeutic Massage fee charged
- CPR/First Aid Certification fee charged
- Weight Loss Program
- Brown Bag Lunch Health Talks
- Non-Credit Fitness Classes—Irish Dance, Yoga, Step Aerobics, Water Aerobics, Self-defense, Kick-boxing, and Salsa. All free for students and Carlow University employees.
- Physical Education Classes—Physical education classes are offered as one-credit electives. These include; Weight Training, Fitness and Weight Control, Aerobics, Walking for Wellness, Self-defense for Women, Healthy Lifestyle Strategies, and Aquatic Fitness. These courses require registration through the Registrar’s Office.

Additional Student Affairs Services

Bulletin Boards

Purpose

Bulletin boards located on the campus of Carlow University are for the purpose of posting information to share with members of the campus community, their visitors, and guests.

Policy

All campus bulletin boards are the private property of Carlow University and are subject to the following procedures and guidelines. All postings must support the mission of the University. There are designated departmental boards, general purpose boards, and student organization boards.

Posting procedure for the internal campus community:

1. Postings will include the name of the sponsoring department or organization and contact information, including a telephone number.
2. Postings will be no larger than 11" x 17" in size.
3. Postings will be put up no sooner than three weeks prior to the event being promoted, or for no longer than one semester if the posting is promoting an on-going event or activity.
4. The department or organization that is sponsoring the event is responsible for putting up the postings and removing them the day after the event.

Posting procedure for off-campus requests:

1. Postings will be sent to the Office of Student Activities for approval.
2. Postings will include the name of the organization and contact information, including a telephone number.
3. Postings will be no larger than 11" x 17" in size.
4. Postings will be put up no sooner than three weeks prior to the event being promoted, or for no longer than one semester if the posting is promoting an on-going event or activity.

Electronic Message Boards

IT Helpdesk, 412.578.8700

The Electronic Message Boards operate daily from 7:30 a.m. to 9 p.m. during the academic year and from 7:30 a.m. to 6:30 p.m. during the summer. The operation of the Electronic Message Boards is administered through the Information Technology Department. To have a message displayed on one of Carlow's message boards, please visit the IT Web site at <http://it.carlow.edu/html/messageboards.htm> to access the procedures form. You will need to use your Active Directory information to log in to the above links:

- User name: Use your Active Directory login which is your last name and first and middle initial with @carlow.edu appended : e.g. lastnamefirstmiddle@carlow.edu
- Password: Use your Active Directory password (the password you use to log on to campus PCs)

Student Lounge and Lobby

Frances Warde Hall, Third Floor

The student lounge and lobby in Frances Warde Hall is the location on our campus where faculty, students and staff can come together for educational, social, professional, and spiritual programs and events.

The front lobby is a general space to relax and meet friends, as well as where student groups hold many fundraisers. An electronic message board lets you know what is happening on campus at any given time.

The student lounge, on the the Fifth Avenue corridor of Frances Warde Hall, is a large gathering space with comfortable chairs, a flat screen television, fireplace, and pool/air hockey table. To reserve space or to promote your events, please call 412.578.6690.

Identification Cards

All students are required to have a Carlow University identification card, called the Carlow Card. A Carlow Card is necessary for entrance to University activities, to check materials out of the library, to use the fitness center, and to gain entrance to University buildings. The Carlow Card is also used as a meal card for resident students.

There are two Card Centers available to Carlow Students: 1) Student Affairs office, on the 4th Floor of Frances Warde Hall, from 8 a.m. to 4 p.m., Monday through Friday. 2) A.J. Palumbo Hall of Science and Technology, from 4 p.m. to 8:30 p.m., Monday through Thursday, as well as CAP weekend Saturdays, from 8 a.m. to 1 p.m. The replacement charge for a lost or stolen ID card is \$15. Visit www.id.carlow.edu for more information about your Carlow Card, and its advantages.

Dispatch Center

The Dispatch Center is located in the main lobby of Frances Warde Hall. The switchboard receives all incoming inquiries and provides dispatch information for Campus Police, Health Services, and maintenance requests. The Dispatch Center also checks in residence hall guests and distributes temporary parking permits. The direct number for the switchboard is 412.578.6000.

Parking

Frances Warde Hall, 3rd Floor
412.578.6005

All vehicles parked on the Carlow University campus require a parking permit. Parking permits may be purchased online at www.parking.carlow.edu. Visa, MasterCard, and Discover may be used online to purchase a parking permit. There is a \$25 charge for a lost hangtag. If you have any questions about the process, please call the Dispatch Center at 412.578.6005. Permits can also be paid by cash, money order, or check, payable to "Carlow University".

Lot Locations and Hours

- **Fifth Avenue Lot (Lot A) Monday-Sunday**

Parking available 24 hours a day, seven days a week in designated spaces only. Valet parking available during the academic year from 7 a.m. until 6 p.m. A security guard is posted from 6 p.m. until 10 p.m., Monday-Friday.

- **Upper Main Lot (Lot B) Monday-Sunday**

Parking available 24 hours a day, seven days a week in designated spaces only. Patrolled periodically.

- **Lot C (Terrace St.) Monday-Sunday**

A security guard is posted from 2 p.m. until 10 p.m., Monday-Friday. Valet parking available during the academic year from 7a.m. until 4:30 p.m. All campus visitors are required to obtain a visitors parking permit from the Police dispatch center located in Frances Warde Hall, 3rd floor. The permit must be displayed in car's windshield. Visitors are to park in Lot C.

Parking Violation Policy

The Carlow University Police Department has full authority to enforce parking regulations on campus. Carlow is private property and is governed by Pennsylvania Motor Vehicle Code, Title 75, Section 353, Subsection (c). Violation of any parking regulations will result in fines and/or towing at the owner's expense.

Citations and Fines

If a Carlow University ticket is issued, a \$25 fine will be assessed. The fine must be paid within a ten (10) day period or a state citation will be issued through the Magistrate's office. Tickets are to be paid at the Police Department office, located on the third floor of Frances Warde Hall. Failure to pay the ticket will result in loss of parking privileges and/or towing of vehicle.

Parking on campus requires a valid Carlow University parking permit. Any vehicle parked illegally, or in a restricted area on campus will be issued a ticket and towed. If your vehicle is towed, contact Jim Stuckert Towing, 4801 Centre Ave. at 412-621-6876.

Appeal Process

- Applications for an appeal are filed in the Police Department office, on the third floor Frances Warde Hall.
- The appeal must be completed within ten days of receipt of the ticket. The appeal will then be reviewed. A deposit of \$10 is required in order to process the appeal. If the appeal is granted, the deposit is refunded. If the appeal is denied, the deposit is forfeited.
- Appeal Granted: No further action is necessary.
- Appeal Denied: The remaining \$15 must be paid within five (5) days of notification of your denied appeal. Failure to pay the fine after this time period will result in permanent loss of parking privileges and/or vehicle tow.
- The decision of the appeal is final.

Accessible Parking

Students with a handicapped-parking decal issued by the Commonwealth of Pennsylvania may park in spaces designated as handicapped, but are still required to obtain a parking permit from the University. Students with a temporary disability or medical condition must contact the Police Department to request a temporary handicapped parking permit.

Any vehicle parked in a handicapped parking space without displaying either a PennDot decal or a Carlow University-issued handicapped permit is subject to towing without warning, at the owner's expense.

Police Escort Service

A Police Department escort is available to the Carlow community. The escorts are provided to the parking lot areas and are available during the evening hours, seven days a week. Contact 412.578.6005 to request an escort.

Safety and Security

Campus Police Department

Frances Warde Hall, 3rd Floor
412.578.6005

Carlow University Police Department Mission Statement

The Carlow University Police Department exists to provide quality police and security service to all people within the Carlow Community with respect, fairness, and compassion. We are committed to enhancement of the quality of life by providing a safe and secure environment; the enforcement of all laws and University regulations; the prevention and detection of crime, and the apprehension and prosecution of violators; to continually improve the professional operations of our department; to seek the support of the entire community; and to support the mission of the University.

With community as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions and fostering a sense of security in our campus community. We nurture public trust by holding ourselves to the highest standards of performance and ethics. We operate within the framework of federal, state, and local laws.

To fulfill its mission, the Carlow University Police Department is dedicated to providing a quality work environment and the development of its members through effective training and leadership.

Police General Information

The Police Department is charged with the responsibility for the security and safety of the campus. The Department consists of a Police Chief, nine full-time police officers, and three security guards.

The Police Department is responsible for:

- locating individuals in an extreme emergency
- patrolling the campus, including inside the residence halls
- locking and unlocking doors and key control
- enforcing parking regulations
- inspecting buildings and grounds for fire and safety hazards
- performing monthly fire drills
- enforcing University policies, to include a strict policy prohibiting anyone other than sworn police officers from carrying or storing any weapons or aggressive equipment of any kind
- enforcing traffic violations
- addressing any problems that may affect the well-being of the campus community
- crisis response team

The Chief of Police is also the Director of Safety and Security, who is certified under Pennsylvania Municipal Police Act #120. The Chief is also certified as a crime prevention instructor through the Pennsylvania Commission on Crime and Delinquency, as well as a D.A.R.E. instructor.

The Police Department has nine full-time sworn police officers under the Pennsylvania Act #120 state certification, which is the basic recruit requirement to become a certified police officer in the State of Pennsylvania under the Municipal Police Officers Education and Training Commission. The police officers are trained in CPR/First Aid and are also First Responders.

The Police Department personnel can be reached 24 hours a day, seven days a week. The dispatch extension is 412.578.6005. The Police Department on campus is concerned for the safety of students, faculty, and staff. All members of the Carlow community have a responsibility to themselves and to others to use care for their safety and to comply with all local, state, and University regulations.

The officers are dispatched by the University switchboard emergency dispatchers who have constant radio contact with the on-duty officers via portable radios. Police can also be reached by picking up one of the 13 emergency call box phones located throughout the campus. The emergency call box phones are readily identified by their yellow color enclosures. Dialing is not necessary as the telephone connects directly to the emergency dispatcher, who then notifies the police.

Anyone needing urgent assistance from the Carlow University Police Department must call the emergency number 412.578.6007. This will put the caller in direct contact with the emergency dispatcher.

The Police Department investigates all complaints. The campus police officers and the Pittsburgh Police Department work hand-in-hand and assist one another as needed. Located a short distance from the campus, the Pittsburgh Police Zone #6 and fire department respond immediately to any emergencies. Reports are made on all incidents that are handled by the campus police department, and campus crime statistics are submitted to the Pennsylvania State Police. Pursuant to 20 United States Code Section 1092(f), known as the Clery Disclosure Act, the campus crime statistics are public information, and are available for review.

e2Campus

<http://police.carlow.edu/e2-campus.html>

Carlow University has a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered mobile phones, Blackberry's, wireless PDAs, pagers, Smart or satellite phones, E-mail addresses as well as posting these on our Web site. Messages will be of an urgent or emergency nature only.

PLEASE REGISTER - It only takes a minute. This will be the surest way for you to receive notifications critical to your safety and well being as well as other campus info you may want to OPT-IN receive. Simply click on the link above, which will take you directly to the sign up form. Have your cell phone with you and on. The opt-in list of groups will increase over time, and will always be updated in your personal e2Campus account.

After you complete the validation part of registering your mobile phone, the next page will say: You have successfully signed up. You will see a LOG IN button for your new account. To complete your registration, you must open your account and enter your E-mail address, then click the ADD E-MAIL button. You will instantly be emailed a verification email you must open and click on the validation link. You're all done! Click on the link below to see where your personal account access is located. You may register two e-mail addresses and two devices. It's very easy to do.

Fire Safety

The following are the policies and procedures to be followed during a fire drill or other emergency evacuation.

- At the sight of fire or smoke, immediately sound the fire alarm by pulling the lever on the nearest firebox. Do not delay sounding the alarm for any reason.
- At the sound of the fire alarm, begin an orderly evacuation of the premises. Evacuate from your present location. All persons must evacuate the building when an alarm sounds.
- Become familiar with your evacuation routes and outside destination. Proceed there immediately at the sound of the fire alarm.
- No one is permitted to remain in or to crowd the building perimeter.
- Do not return to the room until instructed to do so by the responding fire department personnel, police officer, or Resident Assistant. Failure to obey any of the policies or procedures during a fire alarm or other emergency evacuation will result in penalties. First offense will result in fines. Any subsequent violations will result in prosecution by the City of Pittsburgh Fire Department.

Fire Alarm Procedure

At the sound of the fire alarm, all occupants in the building must evacuate immediately to their outside designated areas. If you see smoke or fire and a smoke detector has not been set off, pull the fire alarm box lever.

Evacuation Procedure

- Sound alarm by pulling box lever
- Open drapes, close windows
- Turn lights off
- Close door—do not lock
- Follow evacuation routes
- Use alternate routes, if necessary
- Meet at outside destination—100 feet from the building
- Await signal to return

Fire Extinguishers Use

The following directions are to be used when operating a fire extinguisher. Learn how to “PASS”.

- **Pull**—Pull the pin. Some units require the releasing of a lock latch pressing a puncture lever, or other motion.
- **Aim**—Aim the extinguisher nozzle (horn or hose) at the base of the fire.
- **Squeeze**—Squeeze or press the handle
- **Sweep**—Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguisher, if necessary. Foam and water extinguishers require slightly different action. Read the instructions on the extinguisher.

Types of Extinguishers

- **Ordinary Combustibles: Type A**
Fires of paper, wood, cloth rubber and many plastics require a water-type extinguisher labeled A.
- **Inflammable Liquids: Type B**
Fires in oils, gasoline, some paints, lacquers, grease in a frying pan or oven solvents and other Inflammable liquids require an extinguisher labeled B.
- **Electrical Equipment: Type C**
Fires in wiring, fuse boxes, energized electrical equipment, and other electrical sources require an extinguisher labeled C.
- **Metals: Type D**
Combustible metals such as magnesium and sodium require special extinguishers labeled D.

Fire and Safety Violations

Failure to comply with the fire and safety regulations established by the University will result in fines, penalties, and or sanctions. Refer to the Student Code of Conduct for more information about these regulations. In addition to University sanctions, the City of Pittsburgh has the right to impose its own fines and penalties for violating fire and safety evacuation procedures:

City of Pittsburgh Fire Department Assessed Violations

Section 105.3.1 Evacuation:

When, in the opinion of the fire official, there is an actual and potential danger to the occupants of those in the proximity of any building, structure, or premises because of unsafe structural conditions, or inadequacy of any means of egress, the presence of explosives, explosive fumes, or vapors, or the presence of toxic fumes, gases, or materials, the fire official may order the immediate evacuation of said building, structure, or premises. All of the occupants so notified shall immediately leave the building, structure, or premises, and persons shall not enter or reenter until authorized to do so by the fire official.

105.3.2 Unlawful Continuance:

Any person who shall refuse to leave, interfere with the evacuation of other occupants, or continue any

operation after having been given an evacuation order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be deemed guilty of a misdemeanor.

The previous two violations constitute misdemeanors, which can lead to five years in jail or a maximum fine of \$5,000.

Transportation to Medical Facilities

There may be times when a student must go to a local hospital and cannot arrange for personal transportation. If the injury or illness is severe, an ambulance service will be called. This will occur when it is in the student's best interest to be transported by ambulance. The cost of the ambulance service, if not covered by the student's medical insurance, must be paid by the student. In less severe situations, there are cab vouchers available at the Dispatch Center to transport students to a local medical facility.

Weapons Policy

No firearms or explosives, pellet guns, air guns, bullets, smoke devices, or bow and arrows are allowed on any Carlow University property, at University-sponsored off-campus events, or in any University buildings under any circumstances. Any student violating this policy faces immediate disciplinary action, which may include probation, suspension or expulsion.

Weather Emergencies

The decision to close the University for the entire day will be made by the provost by 6 a.m. For closings related to afternoon/evening classes, the decision will be made by 2 p.m.:

Media Outlets

- KDKA—TV, radio, Web site (www.kdka.com)
- WTAE—TV, radio Web site (www.thepittsburghchannel.com)
- WPXI—TV, Web site (www.wpxi.com)
- KQV A.M.—channel 1410

Internal Communication

- Carlow Bad Weather Closing Information: 412.578.6677 or x6677 (on-campus)
- Carlow Web site at www.carlow.edu will post closing and provide a link to more information if necessary.

Essential Offices

Essential offices of the University must remain open while the school is closed for bad weather. The University's essential offices are:

- Food services
- Facilities
- Campus Police

If there is an emergency during such times, please contact Carlow University Police at x6007.

Student Conduct

Students of Carlow University are expected to conduct themselves as responsible individuals who respect the rights and dignity of others. University rules and regulations are intended to protect the rights of each member of the University community. Students are expected to act reasonably, responsibly and with civility while on campus and at University sponsored events off campus. By accepting admission to the University, a student accepts its regulations and acknowledges the right of the University to take disciplinary action for conduct judged inappropriate or disruptive. The Code of Conduct lists examples of potential violations and sanctions that may be applied. By listing such prohibited actions, the University does not seek to create an all-inclusive list. Instead the code serves as a guideline and means of clarification for the standards of conduct expected from community members. **Students may not claim exemption from discipline because a violation is not listed.**

The following Student Code of Conduct establishes guidelines for acceptable and unacceptable behavior and the process to be followed when unacceptable behavior occurs. The Code applies to conduct occurring on Carlow premises and at off-premises events sponsored by the University. The Code also applies to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. This Code is applicable to all University policies as listed in the Student Handbook and on the University's Web site. (Please refer to the Academic Affairs Section of the Student Handbook for Incidents and disciplinary procedures and the grievance process for Academic misconduct.)

Article I. Student Code of Conduct

All students and student organizations are responsible for their conduct on campus and at any off campus University sponsored event(s). The University is not a sanctuary: students are expected to abide by local, state and federal laws, and to treat members of the University community and other people with civility and respect. Behavior that jeopardizes the welfare of the University community and/or violates University rules may result in disciplinary action. This Code of Conduct reflects the University's commitment to its educational mission.

Art. I. Sec A.

A violation of the rules and regulations of the University may result in disciplinary action up to and including expulsion from the University. **All incidents will be documented and filed in the Division of Student Affairs.** The following represents a partial list of the types of misconduct subject to disciplinary sanctions/corrective actions:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion and/or other conduct that threatens or endangers the health and/or safety of one's self or any other person.
2. Acts of dishonesty including misrepresentation of facts.
3. Conduct that is disorderly, lewd, or indecent.
4. Conduct or disturbances resulting in disruption of any University activity on or off Campus including obstruction of teaching, study, research, administration, or disciplinary procedures.
5. Unauthorized entry into, or tampering with, facilities, property, services, or resources belonging to the University, its community members, guests, or licensees.
6. Defacing, damaging, or destroying property belonging to the University, its community members, guests, or licensees.
7. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property on or off campus.
8. Falsification of records, duplicating, altering, manufacturing, inappropriate use/misuse or inappropriately providing keys, computer access codes, parking passes, IDs or other devices meant to afford access to restricted areas or information.

9. Theft of computer equipment or abuse of computer time, including but not limited to unauthorized entry into a file, to use, read, or change the contents, or for any other purpose, unauthorized transfer of a file, unauthorized use of another individual's identification and/or password.
10. The solicitation of sales, services, memberships, or gifts on campus, without prior permission from the Vice President for Student Affairs, or designee.
11. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals or other materials on University premises.
12. Tampering with fire and/or safety equipment or creating a fire hazard.
13. Any violation of the Drug and Alcohol Policy is prohibited (see Drug and Alcohol Policy).
14. Violation of any other established University policy or regulation or any local, state or federal laws.
15. Violations of civil or criminal statutes committed on University-owned or operated property are considered violations of the Carlow University Code of Conduct, whether or not such violations are referred to and/or prosecuted by public officials. Many such violations, including all violations classified as misdemeanors or felonies under municipal, state, or federal law, may be referred to the appropriate civil authorities and may also be addressed through Carlow's Student Conduct system.
16. Contempt of the Code of Conduct Process, including failure to appear for a Student Conduct hearing, providing misinformation in a Student Conduct hearing, or failure to observe and comply with Student Conduct sanctions/ corrective actions, is a violation of the Code of Conduct.

Art. I. Sec. B. Definitions

1. The term "University" means Carlow University.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered to be a "student."
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University administrator" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "staff member" means any person hired by the University to conduct the day-to-day operations of the school.
6. The term "member of the University community" includes any person who is a student, faculty member, University official or other person employed by the University. The Provost shall determine a person's status in a particular situation.
7. The term "organization" means any number of members of the University's community who have complied with the University's formal recognition process.
8. The term "groups" means any number of members of the University community who operate or participate in activities on or off campus who have not been formally recognized by the University.
9. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
10. The term "sanction/corrective action" means the consequence of behavior, which is in violation of the Student Code of Conduct or contrary to standards of the Carlow community. Some sanctions are non-appealable.

11. The term “persona non grata” means the termination of campus visitation privileges. This may include the entire University or a specific facility.
12. The “Student Conduct Administrator” is the Vice President for Student Affairs, appointed by the President to handle matters related to the Code of Conduct.
13. The “Student Conduct Coordinator” (SCC) means the person appointed by the Vice President for Student Affairs to oversee the University’s student conduct process and to assure the process is appropriately administered.
14. The “Student Conduct Board” (SCB) is a body of three or more people assembled by the Student Conduct Administrator to advise and make recommendations regarding violations of the Code of Conduct. The SCB may also recommend corrective actions. The SCB will be composed of appropriate personnel for a particular incident. Typically the SCB will be composed of University personnel in one or all of the following areas: a professional staff member, a faculty representative appointed by the Provost or designee, the Carlow Chief of Police, the Director of Residence Life, the Director of Disability Services, the Associate Dean and Director of Diversity Initiatives, the Director of Counseling, and an appointed member of the student body. Other members of the Carlow Community may be added on a case-by-case basis at the discretion of the Student Conduct Administrator, the Student Conduct Coordinator or the members of the Conduct Board themselves.
15. The Appeals Committee is a group of selected members of the Student Conduct Board. The Appeals Committee meets to hear students/group matters related to imposed sanctions to determine if those sanctions are appropriate.

Article II. Student Code of Conduct Process

Art. II. Sec A. Initiation of the Process

1. Any member of the University community may submit a written statement that a student(s) or student organization has violated the rules and regulations of the University. Such statements should be submitted to the Student Conduct Administrator or designee who will forward it to the Student Conduct Coordinator (SCC).
2. The Student Conduct Administrator will meet with the Student Conduct Coordinator to discuss the incident. The SCC will initiate a review of the facts and information pertaining to the incident. As part of this review, the SCC will meet with the person(s) involved as well as appropriate members of the Carlow Community. If deemed necessary, the SCC will consult members of the Student Conduct Board. If it is determined that a violation of the Code of Conduct has occurred, sanctions/corrective actions will be recommended to the Student Conduct Administrator.
3. The Student Conduct Administrator will then notify the student(s) or student organization in writing as to the outcome of the review of the incident. If a violation of the Code of Conduct has occurred, the student or organization will receive sanctions/corrective actions as appropriate as part of the written notice. After receipt of notice, the student or organization can:
 - (a) Accept sanctions/corrective actions,
 - (b) Appeal sanctions/corrective action to the Student Conduct Board.

(See sanction appeal process below. Some sanctions are non-appealable i.e. drug and alcohol violations or incidents involving behavior that is considered dangerous or harmful to one’s self or others).

Art. II. Sec. B. Sanction/Corrective Action Appeal Process

1. Some sanctions/corrective actions are non-appealable including drug and alcohol violations, incidents involving behavior that is considered dangerous or harmful to one’s self or others, and any sanction which the student has previously accepted.

2. In situations where a sanction may be appealable, students or organizations must request their appeal in writing within 72 hours of receipt of their sanction to the Student Conduct Administrator. In order for a case to be considered for appeal, the written request must contain new evidence that will be presented to the Appeal Committee of the Student Conduct Board.
3. If after review of the new evidence by the Vice President for Student Affairs/Student Conduct Administrator or designees, the sanction/corrective action is deemed eligible for appeal, it will be forwarded to the Appeal Committee of the Student Conduct Board.

Art. II. Sec C. Appeal Committee Meetings of the Student Conduct Board

1. Any request for a meeting of appeal before the Appeal Committee of the Student Conduct Board must be made in writing to the Vice President for Student Affairs/Student Conduct Administrator no more than 72 hours after the student has been advised of the Code of Conduct Violations and sanctions/corrective actions. (see Article II, Sec A, Item 3 b)
2. When a student requests to meet before the Student Conduct Board, the following guidelines will be used. The purpose of these guidelines is to create a forum that provides an opportunity for students to respond in person and explain their actions to members of the Student Conduct Board.
 - (a) A time will be set for the Student Conduct Board meeting not less than five nor more than 15 calendar days after the student has submitted the written request. Maximum time limits for scheduling the meeting may be extended at the discretion of the Vice President for Student Affairs/Student Conduct Administrator.
 - (b) Students may bring a member of the Carlow community to advise them during the meeting.
 - (c) Students will speak on their own behalf and may also offer witnesses to speak to the Board.
 - (d) Technical rules of evidence, process and procedure do not apply to these proceedings and the meetings are not open to the public.
 - (e) The records of these meetings are the property of the University.
3. Once the appeal meeting occurs the Appeals Committee of the Student Conduct Board will review additional information and will make recommendations regarding sanctions/corrective action to be imposed. The Vice President for Student Affairs/Student Conduct Administrator, or designee, retains final authority for any sanctions/ corrective actions and notification to the student.

Article III. Disciplinary Sanctions

Art. III. Sec. A.

The Student Conduct Administrator and/or designee, can impose sanctions/ corrective action. In imposing sanctions/corrective actions, a student's prior history of conduct and the seriousness of the charges will be considered. Additional measures may also be taken, including, but not limited to, requiring community service or restitution. The University will craft sanctions/corrective actions appropriate to the circumstance and may also add to standard sanctions depending on the severity of the incident. Ultimate authority for any sanction/ corrective action lies within Senior Administration of the University.

Art. III. Sec. B.

The following are general sanctions that may be imposed to individuals, groups and/ or organizations. This list is not all-inclusive and the University may craft sanctions/ corrective actions as deemed appropriate depending on the

specific incident:

1. Verbal Warning: A formal notice from the Student Conduct Administrator or other designated person that a student's behavior is unacceptable.
2. Written warning/Letter of Reprimand: A letter of disapproval of conduct/ reprimand from the Student Conduct Administrator or other designated person that a student's behavior is unacceptable. This letter will be placed in a disciplinary file in the Student Affairs office for a specified length-of-time (usually one semester to two years). It may be introduced in subsequent disciplinary proceedings that occur during the period the sanction is in effect.
3. Restitution: Payment of a monetary amount for replacement of damaged, lost, or stolen property.
4. Fine: Payment of a monetary amount as a sanction for a violation of the Conduct Code. Fines will be assessed consistent with those imposed for Drug and Alcohol violations.
5. Residence Hall Probation: A probationary status that is in effect during the life of the sanction. During the Residence Hall Probation a student may not serve as a Resident Assistant. The probation may be introduced in subsequent disciplinary proceedings that occur during the period the sanction is in effect. This sanction is imposed only for infractions of the Conduct Code that occur in the Residence Halls.
6. Residence Hall Suspension: Termination of housing privileges for the period the sanction is in effect. During the sanction period the student is persona non grata from the residence hall. This may include suspension of attendance privileges to Residence Life activities. If the suspension is imposed during a term, no housing refund is given.
7. Residence Hall Dismissal: Permanent loss of housing privileges and persona non grata from the residence hall. This may include suspension of attendance privileges to Residence Life activities. If the sanction is imposed during a term, no housing refund is given.
8. Disciplinary Probation: A probationary status that is in effect during the life of the sanction. During the Disciplinary Probation a student may not represent the University in an elected or appointed capacity. Probationary status may restrict the student's participation in University activities. This probation may be introduced in subsequent disciplinary proceedings that occur during the period the sanction is in effect.
9. University Suspension: Termination of student status during the period of the sanction. The student is persona non grata from all Carlow University campuses during the period of the suspension. If the suspension is imposed during a term, no tuition refund is given.
10. Interim Suspension: Immediate separation from the University and/or residence halls pending Code of Conduct process. Interim suspension may be applied when a student's behavior is deemed disruptive and detrimental to themselves or members of the Carlow Community.
11. Suspension: Separation from the University and/or residence halls with the opportunity to apply for re-admission to classes, usually after one year. Offenses that could result in suspension include, but are not limited to life-threatening behavior, substantial interference with the lawful activities of other members of the campus community, and repeated violation of University policies. Re-admission to the residence halls may not be possible and is determined on a case-by-case basis. If the suspension is imposed during a term, no tuition, fees or room and board refund will be given.
12. University Dismissal: A permanent dismissal from Carlow University with no opportunity for re-admission. The dismissal includes persona non grata status. If the dismissal is imposed during a term, no tuition, fees or room and board refund will be given.
13. Community Service: Completion of a specified number of hours of approved service. Approval must be given by the Student Conduct Administrator or designee prior to starting the community service. The service must be completed by a specified date.

14. Drug and Alcohol Education Program: Completion of the program as specified in the Drug and Alcohol Policy. Additional sanctions/corrective actions that may relate to student organizations or groups are:
15. Social probation: Limitation of social activities of any student group or organizations.
16. Disciplinary probation: A formal written notice to the organization that any additional conduct violations could result in suspension of its status.
17. Suspension of status: The University President may suspend recognition, registration or chartering of a student organization at any time.
18. Conflict Resolution and Mediation: The University will use conflict resolution and mediation as deemed appropriate for individuals, group and organizations.

AIDS Policy

Introduction

This policy is based on current medical knowledge of the effects of the Human Immunodeficiency Virus (HIV), which causes the Acquired Immune Deficiency Syndrome (AIDS). The policy may be modified as more is learned about HIV. Students and employees with any form of HIV infection, including AIDS, do not pose a health risk through ordinary, casual contact with other students or employees in an academic setting. HIV is transmitted prenatally, by sexual intercourse or by exposure to contaminated blood. Although HIV may be found in the body fluids and secretions of infected persons, current medical knowledge indicates that the virus is transmitted only by contact with the blood, semen or female genital secretions of an infected person. There has been no confirmed case of HIV transmission within any household or school as a result of casual contact. There is, therefore, no reason to routinely exclude or dismiss students or employees because they have AIDS or asymptomatic HIV infection.

The University policy with respect to HIV infection is as follows:

- No consideration will be given to the existence of any form of HIV infection when the University admits a student or hires an employee.
- Students and employees who are infected with HIV will be permitted to attend classes or to perform their duties without any restrictions, as long as they are physically and mentally able to do so.
- Decisions about housing for students infected with HIV will be made on a case- by-case basis. For some students with immune deficiencies, special precautions may be necessary to protect them from close contact with other students.
- Precautions proposed by the U.S. Public Health Service for the handling of blood and body fluids will be taken for all people, not just those known to have HIV infections.
- The University will continue to provide students and employees with current information about HIV infection, especially how to avoid or minimize the risk of transmission.
- The University does not have a mandatory test for HIV antibodies.

Drug and Alcohol Policy

Introduction

Carlow University is committed to the health and well being of all Carlow University students. As part of this commitment, Carlow complies with and upholds all federal, state and local laws that regulate or prohibit the manufacture, possession, sale, use or distribution of alcohol or controlled substances. Likewise, Carlow University policy prohibits the unlawful manufacture, possession, sale, distribution or use of alcohol or controlled substances. In addition, the manufacture, possession, use or dispensation of alcohol by students, residents or guests in the University's residence halls even by persons over 21 years of age is also prohibited by Carlow University policy.

Violations of such laws and/or University policies that come to the attention of University officials will be addressed within Carlow University through internal sanctions or through prosecution in the courts, or both. Carlow University has adopted the following policy in an attempt to create an environment that promotes and reinforces healthy, responsible living; the mission of the Sisters of Mercy; respect for community and campus standards and regulations; the responsibility of the individual within the wider community; and the intellectual, social, emotional, spiritual, ethical, and physical well-being of its community members.

Policy Statement

- The unlawful manufacture, possession, sale, distribution, dispensation, or use of any controlled substance by any employee (regular or contract), student, visitor, or transient guest of Carlow University is expressly prohibited on University property or at any University sponsored event. Any individual found in violation of this prohibition will face sanctions consistent with federal, state, and local laws and any collective bargaining agreements or contracts that may limit penalties for particular offices.
- The manufacture, possession, sale, distribution, dispensation, or use of alcohol or other controlled substances by any Carlow student; guest; or other resident of Frances Warde and Dougherty Halls is expressly prohibited.
- A student who is under the influence of alcohol or other controlled substances and who by his/her behavior is interfering with the rights of other students, or who is found to be in possession of alcoholic beverages in any form or of any other controlled substance in the residence hall shall be subject to immediate disciplinary action.
- Alcoholic beverages or any other controlled substance found in the room of residence hall students shall be considered, evidence to the contrary not forthcoming, to belong to all occupants of the room and sanctions will be applied equally.
- Alcoholic beverages or any other controlled substance which are brought to the room by a visitor or guest shall, evidence to the contrary not forthcoming, be considered to belong to the occupant(s) of the room who are present at the time of the infraction and sanctions will be applied equally.
- If it is determined that alcoholic beverages have been brought into the residence hall by a visitor or guest, that individual will no longer be permitted access to the residence halls.
- An adult student who is determined to be providing alcohol or any other controlled substance to minor students shall be subject to immediate exclusion from the residence hall and/or dismissal from the University.

Sanctions: Drug and Alcohol

Set forth below are guidelines concerning the types of internal disciplinary sanctions that might be imposed on students by the University for violation of Carlow University's Drug and Alcohol Policy.

First-Time Offenders — Drug and Alcohol

1. The Carlow University Police Department will be summoned and an internal Carlow University Citation will be issued. The University Citation carries a student disciplinary fine of \$50. In any situation in which the drug and/or alcohol policy violation occurs together with an additional violation of the University's Conduct Policy, the individual may be charged with all conduct violations applicable to the conduct.
2. If the student is living in a Residence Hall, She/he must meet with the Director of Residence Life. The Director will schedule a meeting. Violators will be placed on a residence hall probation for the rest of the semester where they will receive further sanctions for any residence hall violation.
3. Students will be required to attend a Drug and Alcohol Education class within 30 days. To schedule, call the Counseling Department at 412.578.6306.

Second-Time Offenders — Drug and Alcohol

1. Carlow University Police will be summoned and a State Citation for the offence(s) will be issued by the Police Officer. Among other things, the student could be charged with disorderly conduct and public intoxication in addition to underage drinking. Under Pennsylvania law, for a person under the age of 21, the penalty for the

first offence of underage drinking includes suspension of driving privileges for 90 days. (18 Pa. C.S.A. § 6310.4).

2. If the student is living in a Residence Hall, the student will continue on residential probation for at least an additional semester and she/he must meet with the Residence Hall Director. The Director will call to set up the meeting.
3. Students cited for a second violation of the University's drug and/or alcohol policy are required to meet with a Counselor in the University's Counseling Center and comply with all conditions set by the Counseling Center.
4. Students may appeal the University sanctions to the Judicial Board.
5. FERPA permitting, the student's parents will be notified following the University's determination that a second violation of the University's drug and/or alcohol policy has occurred.

Third-Time Offenders — Drug and Alcohol

1. Students cited for a third drug and/or alcohol policy violation could face suspension from the school. If the student lives in a Residence Hall, she/he will be suspended from the dormitory.
2. If the student remains in school (or, if suspended, upon the student's return from suspension), the student must meet with a Counselor in the Counseling Center and comply with all conditions set by the Counseling Center.
3. Students may appeal the University sanctions through the Appeals Hearing Board.
4. FERPA permitting, the student's parents will be notified following determination that another violation of the University's drug and/or alcohol policy has occurred.
5. For a third drug and/or alcohol offense, a State Citation also will be issued. See #1 above under Second-Time Offenders.

NOTE: At any time, even in the case of a first offence, the University's Vice President for Student Affairs has the discretion to impose more severe disciplinary action than described above as the Vice President deems appropriate on a case-by-case basis. The University emphasizes that anyone who is seriously intoxicated should seek medical attention. The safety and health of students is the overriding concern of the University. In cases of intoxication and/or alcohol poisoning, individuals are strongly encouraged to call the Carlow University Police for assistance for themselves or for a friend/acquaintance who is dangerously intoxicated. The Carlow University Police Emergency Number is 412.578.6007. In order to encourage those who may be in danger from alcohol poisoning or alcohol-related injury to get proper assistance, no student seeking medical treatment for her/his alcohol abuse, or for assisting another student in obtaining such medical treatment, will be subject to University discipline for the sole violation of having used alcohol on that occasion.

Guidelines for Illegal Drugs Policy Violation

1. The manufacture, possession, sale, distribution, dispensation or use of any controlled substance (including, but not limited to, marijuana, cocaine, heroin, amphetamines and depressants) is a violation of Carlow University policy. Violation of this policy will be considered a serious offense.
2. The Carlow University Police will enforce all applicable local, state, and federal laws in accord with established standing orders, procedures and guidelines. In addition, students who violate this policy will be subject to internal disciplinary actions to be imposed at the discretion of the University's Provost. Each case will be handled individually and considered on its own merits, with consideration given to factors such as the severity of the misconduct and prior violations.
3. As a general matter, the University has and preserves the right to remove from the University any student whose continuing presence constitutes, in the University's judgment, a risk to the health, safety, or general well being of the University community or student.

4. FERPA permitting, the student's parents will be notified whenever the University determines that a student has violated the University's drug policy.

NOTE: The policy and guidelines are applicable to the Carlow campus and to University activities off-campus.

Nondiscrimination Policy

Carlow University, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the university's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

Policy Regarding Smoking and Use of Tobacco

Purpose

Carlow University recognizes its obligation to maintain a healthy and safe environment for students, faculty, staff and visitors. Carlow University prohibits smoking and the use of smokeless tobacco in all University buildings including residence halls, has established smoke-free zones, and restricts smoking in areas where second-hand smoke negatively affects the health, well-being, and comfort of others. The following policy also ensures compliance with Title Six of Chapter 617 of the Pittsburgh City Code.

Smoke-free environments are essential to protect the health of students, faculty, staff and visitors in all campus facilities, grounds, and vehicles in which Carlow University functions or services are carried out. To protect the rights of smokers and non-smokers, designated smoking areas have been established. Smoking is prohibited in the established Smoke Free Zones on upper campus.

The Smoke Free Zones include: St. Joseph's Hall, Campus School, Tiernan Hall, the Carlow Green, and the Convent of Mercy.

Smoking is prohibited within 25 feet of any Carlow University facility, air intake, or where posted.

Smoking is prohibited in campus police vehicles, escort vans or vehicles.

Smoking is permitted in areas specifically designed and posted as smoking areas with appropriate receptacles for disposal of tobacco product:

- Grace Library, second floor porch facing Dougherty Hall
- East end of A.J. Palumbo Hall – Fifth Avenue Side (not entrance)
- Antonian Patio – Theatre side

All members of the Carlow University community, guests, including vendors, contractors, renters on campus, and those riding in University vehicles are responsible for observing this policy.

Definitions

Smoking is generally defined as inhaling, exhaling, burning, and carrying any lighted cigar, cigarette, paper, weed, plant, or other combustible substance in any manner or in any form. For the purposes of this policy, "smoking and tobacco" shall mean all uses of tobacco including cigarettes, pipes, cigars, bidis, and smokeless tobacco.

Compliance and Enforcement of Policy

The littering of cigarette butts or smokeless tobacco on the ground is punishable by a fine of \$25. Individuals who are fined more than three times in one semester may face more serious disciplinary action. Cigarette butts contain fibers that are not biodegradable, toxins that are harmful to the environment, and can cause fires. The Carlow University Police Officers are empowered to enforce the provisions of this policy.

In the event that University facilities are undergoing renovations and repairs, there may be special need to change the designation of these areas while the repairs or renovations are being accomplished. If such is the case, notification will be made via the University E-mail and signage will be changed temporarily during this time.

Contact/ Education/ Training

Carlow University's Wellness and Fitness Services has made smoking education and cessation services available at no charge to faculty, students, and staff. Such services through C-SCAPE (Carlow Smoking Cessation and Prevention Education) are group and individual smoking cessation classes, nicotine replacement therapy education, and carbon monoxide testing. Appointments can be made by calling 412.578.6042. Additionally, Carlow University's PA-SWAT team (Pennsylvania Students Working Against Tobacco) provides peer tobacco prevention education to the Carlow community. Questions about this policy can be addressed to the Director of Human Resources (for faculty and staff) or to the Vice President for Student Affairs (for students).

Sexual Harassment Policy

Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

- When submission to such conduct is made either explicitly or implicitly a condition of academic achievement,
- When an individual makes a decision based on a student's submission to, or rejection of, sexual advances, or
- When sexual harassment substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive environment. Sexual harassment may include, but not be limited to, requests for sexual favors, unwelcome sexual advances, physical conduct of a sexual nature, sexually intimidating behavior (i.e., outbursts of anger displaying either physical or verbal abuse), rude or profane language, unwelcome and unnecessary physical contact, inappropriate physical gestures, and unwelcome jokes and/or storytelling.

Carlow University seeks to create and maintain an academic environment in which all members of the community are free of harassment based on gender or sex. It is the policy of Carlow University to resist and prohibit any and all forms of discrimination in the form of sexual harassment. Sexual harassment in any manner or form violates University policy as well as state, federal and local laws.

Provisions

- Sexual harassment, whether verbal or physical, has no place in the University environment and will not be tolerated by Carlow University.
- Alleged acts of sexual harassment of students by any member of the community shall result in immediate suspension pending investigation.
- Alleged violations of this policy will be investigated and appropriate corrective action, including discharge and/or disciplinary action, will be taken, if warranted.
- If a student believes that she/he has been subjected to sexual harassment by any member of the community, she/he should bring the matter to the immediate attention of an officer of the University.
- It is a violation of the University's policy against sexual harassment for any person in the University community to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Student Support Services

The Center for Academic Achievement (CAA)

Grace Library, Room 427

412.578.6146 (main office), 412.578.8758 (fax)

The Center for Academic Achievement (CAA) is an academic resource for all Carlow students who want to become stronger and more independent learners or who want to improve their academic skills and strategies. Services are provided at no additional charge to current Carlow students.

Students come to the CAA to: develop independent learning skills; review and clarify course material; develop new study and learning strategies; prepare for tests; build memory skills; work on note-taking, goals setting and time management; address study-related anxieties; work on writing techniques and grammar; review research paper formats; enhance technology skills; and increase critical reading comprehension and critical thinking abilities.

The CAA provides a wide arrange of services to help students become more confident and successful in their Carlow academic journey:

Workshops

CAA staff offer regular workshops, especially in writing, time management, critical thinking, and technology skills, and special interest workshops as requested by students or faculty. Workshop schedules can be found on the CAA Web site. For most workshops, advance registration is strongly recommended..

Cooperative Learning

Every semester, the Center for Academic Achievement coordinates day, evening, and Saturday study groups. These groups may be formed for specific courses at the request of students or faculty, and then led by a tutor or student from the class. Such group work allows group members to become stronger learners while working with their peers to master course content; it also fosters collaboration and leadership skills for all participants.

Independent Learning

The Center for Academic Achievement has a growing multi-media library of academic skill building and self-instructional resources. It ranges from computer software and workbooks to video and audiotapes. Students are welcome to browse our materials when the office is open or may request materials during a tutoring session.

Online Learning

Students interested in independent learning online can also consult the CAA Online Resource Center on Blackboard. The module includes links to resources and tips sheets that can help you learn to research and document academic essays, correct grammar and style refine study skills, determine personal learning styles, and much more.

Access is simple. Just log on to Blackboard, click on the "Courses" tab, and type CAA in the course-search box. When the course title ("CAA Resources") appears on your screen, simply click the "enroll" button.

Electronic Portfolio (CATE) Assistance

The Center offers multiple ways to receive ePortfolio help. To find out about workshop sessions, drop-in times, or to make an appointment for individual assistance, call the CAA at 412.578.6146 or stop by the main desk in Grace 427. For online help in managing the ePortfolio, a self-guided tutorial is available at <http://cate.carlow.edu/tutorial/>.

Tutoring

Think of tutoring as academic coaching. Everyone has strengths and weaknesses, and by working with a tutor, you get individual, personalized help to identify and overcome rough patches. You become academically well-rounded and are able to tackle more challenging (and rewarding) problems with confidence.

Tutoring at the CAA is provided by professional staff and peer tutors. The CAA's professional staff are specialists in their fields who provide classroom instruction and tutoring in mathematics, science, writing and research, computer skills, study strategies, and critical reading skills.

In addition, the Center also employs peer tutors, highly knowledgeable in their specific disciplines, who have been approved by faculty. These tutors are trained by the CAA tutor coordinator and faculty members to work with individual students as well as groups, and can help with a wide range of classes across disciplines.

Scheduling and Appointments

Staff and tutors are available during day and evening hours, with limited Saturday times, mid-August through late June. Most tutoring sessions are scheduled for one hour.

It is necessary to make an appointment for a tutoring session ahead of time, preferably as far in advance as possible. At a minimum, call at least one day ahead. However, during busy times of the semester, allow much more lead time. It is also possible to make standing or regular appointments.

To make an appointment, call the main desk at 412.578.6146, email caa@carlow.edu, or stop by Grace Library 427.

To further acquaint you with CAA's tutoring procedures and policies, here are some general guidelines:

Tutors WILL . . .

- Work with you to foster independent learning.
- Help you diagnose problems and refine skills.
- Offer prompting questions and help generate strategies for problem-solving.
- Work with you to review course materials, practice problems, and specific skill development.

Tutors WILL NOT . . .

- Do your work for you (i.e., rewrite or edit papers, solve math homework problems).
- Introduce material for the first time.
- Work on graded assignments, except to offer advice on essay drafts.
- Guess—or second-guess—grades on assignments.
- Replace your course instructor as the primary source for instruction and consultation.

In a typical tutoring session, you will . . .

- Collaborate with your tutor to establish basic goals, and then identify skills and strategies to help you reach those goals.
- Establish an agenda for the session at hand, and possibly others to follow.
- Address the issues identified as priorities for your session.
- Summarize key issues covered in the session and plan for further work.
- Schedule additional sessions, if needed.

To ensure a productive session, you should . . .

- Arrive at your tutoring session on time, with all relevant materials.
- Establish reasonable expectations. Substantive learning takes time, so sustained effort over a number of sessions may be necessary.

Peer Tutors

Students who are interested may apply to become paid tutors. Applicants for peer tutor positions need to receive faculty recommendations for the area in which they are tutoring, to have satisfactorily completed the course (or an equivalent) for which they are tutoring, to participate in a tutor-training program, and to set up tutoring hours in conjunction with the tutor coordinator.

Grace Library

Grace Library supports collections and services to foster academic excellence and promote the process of self-directed, lifelong learning. The library offers more than 105,929 volumes with particular strengths in early childhood education, theology, literature and women's studies. Special collections include those in Peace Studies, African American studies and Career Resources. Students are issued a library barcode on the back of each student ID that enables them to borrow an unlimited number of items from Grace Library as well as access their library account or borrow from other libraries. The library subscribes to 363 print journals and has access to more than 9,500 journals electronically. The library owns over 600 videotapes and DVDs.

Grace Library offers a wide array of services to make the research process easier:

- **Reference help:** Librarians are available during most library hours to give students one on-one help. Also, students can ask questions online via the "Ask a Librarian" service available on the library's Web site <http://library.carlow.edu>.
- **Online databases:** Students can access a tremendous amount of research material such as full-text journal articles, encyclopedia articles, and statistics from the library Web site. Also on the Web site are research guides, library hours, and a list of library services.
- **Borrowing from other libraries:** Using the E-Z Borrow system, Carlow students can place orders for materials from over 60 Pennsylvania libraries. Materials are delivered within a week to Grace Library. For hard to find items, interlibrary loan service is available.
- **In-house resources:** Grace Library contains a rich array of in house resources including 17,900 reference books and 4000 items on the history of Carlow (located in the Carlow Archives).
- **Comfortable, relaxing study area:** Grace Library has recently been renovated. The library offers comfortable chairs for reading and relaxing, small quiet study rooms, and numerous areas for group meetings.

During fall and spring semesters the library is open Monday through Thursday, 8 a.m. to Midnight; Fridays, 8 a.m. to 9 p.m.; Saturdays, 8 a.m. to 4:30 p.m.; and Sundays, 12:30 p.m. to 4:30 p.m.. Further information can be found in the Grace Library Student Handbook, revised and issued annually, and on the Grace Library Web site at <http://library.carlow.edu>. For questions regarding library services, students should contact 412.578.6139 or E-mail gracelibrary@carlow.edu.

Information Technology

Antonian Hall, 2nd Floor

412.578.8700

Help Desk

412.578.8700

The Help Desk is staffed from 8 a.m. until 9 p.m., Monday through Thursday and until 4 p.m. on Friday. Hours may change due to staff availability. An automated voice messaging system is available to report problems during evenings and weekends. The Help Desk number is 412.578.8700.

Computer Labs

There are a variety of computer labs located throughout campus and a current listing is available on the I.T. Web site listed above. Several computer labs are available 24-hours-a-day, including:

- Frances Warde Hall, Lobby
- Frances Warde Hall, Room 302

The doors to the computer labs in Frances Warde Hall are locked at all times; you must use your Carlow University identification card to gain access to these labs.

Additionally, the lab located in Grace Library, Room 315, is not regularly scheduled for classes and is available during all library hours. All other labs may have classes scheduled in them, so you should check availability before entering the room for general lab usage.

Acquiring Network Access and Your E-mail Account

To access e-mail, print in the public computer labs, and access networked drives, students need to have logins and passwords to the Carlow University network. New students will receive their login names and passwords after they initially register for classes. Students must review Carlow Computer Policies and sign the authorization form before receiving their login and password. Your Carlow e-mail account is the official method of communication with students, faculty, and staff; all students are responsible for regularly checking e-mail sent to this address. Please note, you may forward this e-mail to another account, but any e-mail that you send to a faculty member must be from your Carlow account to receive a course-related response.

Responsible Use of Information Technology

In keeping with its mission, Carlow University has developed a policy to serve as a guideline for the responsible use of information technology. Carlow University respects the rights and freedoms of its community, and intends for this policy to provide a framework for use of technology resources in a manner that is consistent with the mission and educational goals of the institution, and the laws of the United States of America and the Commonwealth of Pennsylvania. The complete policy can be viewed on the IT Web site listed above.

Personal Passwords

Personal passwords are assigned initially by the Information Technology staff. Upon a user's first login to the campus network, s/he will be required to change the password. This new password is not known to anyone (including IT staff) other than the user, and is stored in an encrypted format by the network operating system. The user is responsible for her/his network account, and is not to allow anyone else, including family members, friends, classmates, and colleagues, to use the account. Passwords may be reset by calling the helpdesk.

Minimum Computer Requirements and Discounted Computer Purchases:

Information about Carlow's recommended minimum computer requirements is available on the IT Web site. Links to several vendors that have agreed to supply special pricing for the Carlow community can also be found on the Web site. These include Dell and discounts on Microsoft software.

International Student Center

Aquinas Hall, Room 304

412.578.6010

The mission of the Carlow International Student Center, in keeping with the University's long range goal of globalization and consonant with its statement on diversity, is to promote and facilitate the international exchange of students to and from Carlow University; uphold academic, professional, and legal standards of good practice; provide services related to international education from initial inquiry to reentry; and to act on the belief that such exchange builds respect among different peoples and encourages constructive leadership in a global community.

Campus Amenities

ATM

The Carlow community has access to a PNC Bank ATM machine located in Franny's. Please be aware that fees may be assessed to your bank account if you do not have an account with PNC Bank.

Bookstore

The Carlow University Bookstore sells books, software, gifts, apparel, and discounted PAT monthly bus passes. For store hours and information: <http://www.carlow.bkstr.com> or call 412.578.6164.

Change Machine

A change machine is located in Franny's in Frances Warde Hall. The machine will give change for \$1, \$5, or \$10.

Food Service

Food Service at Carlow is provided by Aladdin Food Service. For more information: www.carlow.edu/foodservice or call 412.578.6165.

Tiernan Hall Cafeteria is open to all students and faculty. Hours of operation are:

Breakfast: 7 a.m. to 9 a.m.

Lunch: 11:30 a.m. to 2 p.m.

Dinner: 4 p.m. to 6:30 p.m.

Franny's is located on the third floor of Frances Warde Hall. Pizza, burgers, grilled chicken and deli sandwiches, wraps, salads, drinks, and treats are offered a la carte, hours of operation are:

Monday—Thursday: 7 a.m. to 8 p.m.

Friday: 7 a.m. to 1:30 p.m.

Breakfast until 10:30 a.m.

Lunch starts at 11 a.m.

The Celtic Café is located on the ground floor of AJP and serves deli sandwiches, wraps, salads, drinks, and treats á la carte.

Vending Machines are located:

Anthony J. Palumbo Hall—first floor

Frances Warde Hall—third floor, inside Franny's

Antonian Hall—first floor

Aquinas Hall—second floor

St. Joseph Hall—Gymnasium entrance

Graduate Writing Assessment Guide

General Abilities	Specific Competencies	No		Yes	
Understands the assignment	Understands the assignment and responds to it: <ul style="list-style-type: none"> Shows evidence of understanding what the assignment asks Answers all the questions that have been asked 				
Conceptual engagement (creative/imaginative/ critical/reflective thinking)	Demonstrates conceptual engagement with the content: <ul style="list-style-type: none"> Shows evidence of comprehending and grappling with the ideas in the reading(s) Demonstrates appropriate synthesis and integration of sources/ideas Offers original, insightful commentary in her/his analysis of issues 	Developing		Proficient	Rhetorical sophistication
Evidence/Research	Provides support for her/his ideas: <ul style="list-style-type: none"> Shows evidence of generalizing on the basis of specifics by providing textual examples and explanations to advance her/his point of view Examples are relevant, accurate, convincing, and concise 	Developing		Proficient	Rhetorical sophistication
Organization	Writes a coherent essay: <ul style="list-style-type: none"> Shows evidence of guiding or cueing the reader throughout the essay; the essay is clear and organized Shows a logical progression of ideas through paragraph development 	Developing		Proficient	Rhetorical sophistication
Appropriate tone, context, and language	Demonstrates an awareness of style: <ul style="list-style-type: none"> Attends to matters of 'voice'; the author is present in the essay, is not detached, is aware of intended audience Attends to matters of diction (language, syntax, and sentence variety) Attends to matters of writing conventions within that particular discourse community (appropriate formatting and documentation style) 	Developing		Proficient	Rhetorical sophistication
Tools and conventions	The essay is relatively free of grammatical, mechanical, spelling errors. The following features are apparent: <ul style="list-style-type: none"> Clear sentence boundaries ... (fused sentences and/or sentence fragments do not impede communication) Subject-verb agreement and/or pronoun agreement Consistency of tense and point of view Correct spelling Correct punctuation 	Developing		Proficient	Rhetorical sophistication

Comments:

Graduate Oral Presentation Assessment

	Component			
Understands the assignment	____ Yes ____ No	Developing (1-2)	Proficient (3-4)	Rhetorical sophistication (5)
Content	Topic and ideas are significant, educative: <ul style="list-style-type: none"> • Complexities, problematics, presented • Historical and/or social influences synthesized • Philosophy, assumptions, beliefs explained • Interest groups identified • Commentary and analysis insightful 			
Research	Provides support for ideas: <ul style="list-style-type: none"> • Credible sources/data provided • Sources scholarly, sufficient, and persuasive • Explanations, examples relevant, accurate, convincing 	Developing (1-2)	Proficient (3-4)	Rhetorical sophistication (5)
Organization	Presentation is coherent: <ul style="list-style-type: none"> • Introduction generates interest, lays out argument/ideas • Connections between ideas apparent, easily followed • Explanations and development of ideas logical 	Developing (1-2)	Proficient (3-4)	Rhetorical sophistication (5)
Delivery	Speaking and presentation of ideas are effective: <ul style="list-style-type: none"> • Voice and inflection appropriate, illustrative • Pronunciation and volume clear • Engagement with audience maintained • Diction appropriate for presentation and audience 	Developing (1-2)	Proficient (3-4)	Rhetorical sophistication (5)
Technology	Visual and auditory aids enhance ideas: <ul style="list-style-type: none"> • PowerPoint slides, or overheads illuminate ideas • Video or film effective 	Developing (1-2)	Proficient (3-4)	Rhetorical sophistication (5)

Total Score out of 25: _____

Graduate School Contact Information

Mary C. Rothenberger Ed.D. (Associate Provost, Graduate School Dean)	412.578.6138
Mary L. Onufer MS, (Assistant to the Graduate Dean)	412.578.6138
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Campus Security (emergency)	412.578.6007
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Graduate Programs

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Kathryn Ritter	simska@carlow.edu	412.578.8786
Harriete Schwartz	schwartzhl@carlow.edu	412.578.8720
Sandie Turner	turnerma@carlow.edu	412.578.6669



www.carlow.edu

Carlow University, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic, and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, gender, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact Andra Tokarsky, Director of Human Resources and Affirmative Action Officer, Carlow University, 3333 Fifth Avenue, Pittsburgh, PA 15213, 412.578.8897.
