

Attachment “F”

Mansfield University of Pennsylvania

States and approval or registration agencies for all states in which the school operates or maintains a presence.

Alaska

Filed exempt application.

Agency: Alaska Commission on Postsecondary Education
Address: PO Box 110505, Juneau, AK 99811
Contact: Kierke A. Kussart
Phone: 977-465-6741

Colorado

Mansfield University of PA does not meet physical presence in Colorado.

Agency: Colorado Department of Higher Education
Address: 1560 Broadway, Suite 1600, Denver, CO 80202
Contact: Heather DeLange
Phone: 303-866-2723

Hawaii

Agency: Hawaii Department of Education
Contact: Jeffrey E. Brunton, Staff Attorney
Email: Jeffrey.E.Brunton@dcca.hawaii.gov

Illinois

Agency: Illinois Board of Higher Education
Address: 531 East Adams Street, 2nd Floor, Springfield, IL 62701-1404
Contact: Dr. Daniel P. Cullen
Phone: 217-782-2551

Michigan

Mansfield University of PA does not meet physical presence in Michigan.

Agency: Department of Licensing and Regulatory Affairs
Address: PO Box 30714, Lansing, MI 48909
Contact: Michael Beamish
Phone: 517-241-6806

New Jersey

Mansfield University of PA does not meet physical presence in New Jersey.

Agency: New Jersey Higher Education
Address: PO Box 542, Trenton, NJ 008625-0542
Contact: Iris Duffield
Phone: 609-292-2955

New York

Agency: New York State Education Department
Address: 89 Washington Ave, 2nd Floor, West Wing, Albany, NY 12234
Contact: Ellen Zunon
Phone: 518-474-1551

Nursing programs have separate approval

Virginia

Mansfield University of PA does not meet physical presence in Virginia.

Agency: State Council of Higher Education for Virginia
Address: 101 N. 14th Street, 9th Floor, Richmond, VA 23219
Contact: Dr. Linda H. Woodley
Phone: 804-371-2938

Mansfield University of Pennsylvania of the
State System of Higher Education

Financial Statements and
Supplementary Information

June 30, 2012 and 2011



Mansfield University of Pennsylvania of the State System of Higher Education

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Independent Auditors' Report

Council of Trustees
Mansfield University of Pennsylvania
of the State System of Higher Education

We have audited the accompanying financial statements of Mansfield University of Pennsylvania of the State System of Higher Education (the "University") and its aggregate discretely presented component units as of and for the years ended June 30, 2012 and 2011. These financial statements are the responsibility of the University's management. Our responsibility is to express an opinion on these financial statements based on our audits. We did not audit the financial statements of the Mansfield University Foundation, Inc. or the Mansfield Auxiliary Corporation, which represents 95%, 84%, and 35%, respectively, of the assets, net assets and revenues of the discretely presented component units as of and for the year ended June 30, 2012. We did not audit the financial statements of the Mansfield University Foundation, Inc. or the Mansfield Auxiliary Corporation which represents 92%, 87%, and 40%, respectively, of the assets, net assets and revenues of the discretely presented component units as of and for the year ended June 30, 2011. Those financial statements were audited by other auditors whose reports thereon have been furnished to us, and our opinion, insofar as it relates to the amounts included for the Mansfield University Foundation, Inc. and Mansfield Auxiliary Corporation is based on the reports of the other auditors.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits and the reports of the other auditors provide a reasonable basis for our opinion.

In our opinion, based on our audits and the reports of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Mansfield University of Pennsylvania of the State System of Higher Education and of its aggregate discretely presented component units as of June 30, 2012 and 2011, and the respective changes in financial position and cash flows, where applicable, thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 10 and the Required Supplementary Information on page 44 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

ParenteBeard LLC

Wilkes-Barre, Pennsylvania
November 1, 2012

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

Mansfield University (the "University") is one of the 14 public universities of the Pennsylvania State System of Higher Education ("PASSHE"). The University is a public liberal arts college founded in 1857. The University's 174 acre campus is located in the beautiful northern tier of Pennsylvania. Although each university is regulated and monitored by PASSHE, the general management is performed independently. Being part of PASSHE enables the University to share resources and benefit from economies of scale. The following is an overview of the University's financial activities for the year ending June 30, 2012.

Financial Highlights

- Similar to peer institutions, the University experienced a second year of decreasing enrollments for the fall 2011 semester. Fall 2011 semester **headcount** of 3,275 represented a decrease of 136 students (4.00%) from fall 2010. While this is a decrease from the previous year the decrease is less than the previous decline of 4.4% experienced in FY2010.
- Similarly, **FTE Enrollment** for fall 2011 decreased to 2930, a decrease of 135 FTE (4.4%) from fall 2010.
- Compared to the appropriation received in 2010/2011, the Commonwealth of Pennsylvania's 2011/12 **General Fund appropriation** to PASSHE was decreased by 18%. The effect on the University based upon the funding formula was a decrease in base appropriations of \$1,432,384. This was offset in part by additional funding received for **Program Initiatives line item Performance Funding** which increased \$586,818 from 2010/11. This increase was due primarily to the small university adjustment factor used in the calculation of performance funding dollars.
- PASSHE's Board of Governors approved a tuition increase of 7.5% (\$436) for undergraduate resident students for fiscal year 2011/12. The tuition increase and enrollment decrease resulted in combined tuition and fee revenue (before discounts) of \$26,239,126, an increase of \$107,153 or .41% from fiscal year 2010/11. Additionally, the University's Council of Trustees approved an increase of 15% for a double room and an increase of 5% for the 19 meal plan. A decrease in occupancy, however, resulted in housing and dining revenue of \$9,983,413 representing a decrease of 9% from fiscal year 2010/11.
- During fiscal year 2011/12, the University made additional payments of \$2,093,907 on its Series X Bond (Laurel/Pinecrest). This payment, in addition to the scheduled principal payment of \$1,153,961 and \$609,196 savings from the refinancing of the Series U Bond (Maple) and Series X Bond (Laurel/Pinecrest), resulted in total bond debt outstanding of \$16,871,002 at June 30, 2012 compared to \$20,728,066 at June 30, 2011. This bond debt is allocated to:

E&G	\$ 7,644,090
Residence Life	6,272,696
Student Union	1,303,388
Fitness Center	1,650,828

- The University purchased \$2,593,186 in **capital assets** in fiscal year 2011/12, of which \$1,788,684 was spent on improvements to buildings and grounds, \$728,736 for equipment and furnishings, and \$75,766 for library books.
- The University incurred \$2.1 million of costs and loss on disposal of assets related to the demolition of old student residence halls. Two new student residence halls constructed by the Mansfield Auxiliary Corporation, a component unit, were placed in service during fiscal 2011/2012.

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

The Financial Statements

Balance Sheet

This statement reports the balances of the assets, liabilities, and net assets of the University as of the end of the fiscal year. Assets include cash; investments reported at market value; the value of outstanding receivables due from students and other parties; and land, buildings, and equipment reported at cost, less accumulated depreciation. Liabilities include payments due to vendors and students; the balance of bonds payable; and liabilities such as workers' compensation (PASSHE is self-insured), compensated absences (the value of sick and annual leave earned by employees), and postretirement benefits (health and tuition benefits expected to be paid to certain current and future retirees). The difference between the assets and liabilities is reported as net assets.

Statement of Revenues, Expenses, and Changes in Net Assets

This statement reports the revenues earned and the expenses incurred in the fiscal year. The result is reported as an increase or decrease in net assets. In accordance with GASB requirements, the University has classified revenues and expenses as either operating or non-operating. GASB has determined that all public colleges' and universities' **state appropriations are non-operating revenues**. In addition, GASB requires classification of gifts, investment income and expenses, and losses on disposals of assets as non-operating; the University classifies all of its remaining activities as operating.

Statement of Cash Flows

This statement's primary purpose is to provide relevant information about the cash receipts and cash payments of the University. It may be used to determine the University's ability to generate future net cash flows and meet its obligations as they come due, and its need for external financing.

Net Assets

Net assets decreased by \$2,715,259 in fiscal year 2011/12, as compared to an increase of \$1,790,031 in fiscal year 2010/11. This decrease resulted primarily from: 1) declines in enrollment and related lower federal and state grants to students, 2) decreases in state appropriations and 3) costs related to disposal and demolition of old student residence halls.

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

Following is a summary of the balance sheet at June 30, 2012, and June 30, 2011

	<u>2012</u>	<u>2011</u>
Cash and cash equivalents	\$ 34,830,450	\$ 36,301,453
Capital assets, net	35,866,838	37,935,592
Other assets	<u>5,637,943</u>	<u>6,094,763</u>
Total assets	<u>\$ 76,335,231</u>	<u>\$ 80,331,808</u>
Postretirement benefits liability	\$ 32,979,783	\$ 30,324,675
Compensated absences liability	3,734,475	3,554,461
Due to PASSHE, AFRP	1,716,221	1,860,548
Bonds payable	16,871,002	20,728,066
Other liabilities	<u>11,262,017</u>	<u>11,377,066</u>
Total liabilities	66,563,498	67,844,816
Invested in capital assets, net of related debt	16,232,744	14,931,456
Restricted	3,205,812	3,447,008
Unrestricted	<u>(9,666,823)</u>	<u>(5,891,472)</u>
Total net assets	<u>9,771,733</u>	<u>12,486,992</u>
Total liabilities and net assets	<u>\$ 76,335,231</u>	<u>\$ 80,331,808</u>

- *Invested in capital assets, net of related debt* is the cost of land, buildings, improvements, equipment, furnishings, and library books, net of accumulated depreciation, less any associated debt (bonds payable). This balance is not available for the University's use in ongoing operations, since the underlying assets would have to be sold in order to use the balance to pay current or long-term obligations.
- Restricted net assets represent the balances of funds received from the Commonwealth, donors, or grantors who have placed restrictions on the purpose for which the funds must be spent. *Nonexpendable* restricted net assets represent corpuses of endowments and similar arrangements in which only the associated investment income can be spent. *Expendable* restricted net assets are available for expenditure as long as any external purpose and time restrictions are met.

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

- Unrestricted net assets include funds that the PASSHE Board of Governors has designated for specific purposes, auxiliary funds, and all other funds not appropriately classified as restricted or invested in capital assets. Unrestricted net assets have been reduced as a result of two unfunded liabilities:
 - The liability for postretirement benefits for employees who participate in the PASSHE plan increased \$2,655,108 to \$32,979,783 for the year ending June 30, 2012. Because this liability is expected to be realized gradually over time and because of its size, the PASSHE universities fund it only as it becomes due. Actual annuitant pay-as-you-go cost for 2011/12 was \$2,052,787.
 - The liability for compensated absences increased by \$180,014 to a total of \$3,734,475 for the year ending June 30, 2012. Similar to the postretirement benefits liability, cash payouts to employees upon termination or retirement for annual and sick leave balances are expected to be realized gradually over time. PASSHE universities are discouraged from funding this liability in its entirety as it would unnecessarily reduce available and already limited resources. Actual leave payouts for 2011/12 totaled \$272,555.

Revenues and Expenses

In addition to the changes to the appropriation and tuition revenue discussed in the Financial Highlights section of this analysis the following are the more significant revenue and expense items:

- Financial aid to students in the form of waivers, grants, and scholarships was \$10,633,005, a decrease of \$176,551 from the previous year. The aid was disbursed as follows:

Federal Pell grants	\$ 5,610,875
Other federal aid	168,563
State aid (including PHEAA)	3,444,523
Endowments and restricted aid	526,095
Unrestricted scholarships	116,593
Tuition and fee waivers	752,818
Housing and dining waivers	13,538

Financial aid is shown both as a reduction of student tuition and fee revenues and student aid expense.

- Investment income (before investment expenses) for fiscal year 2011/12 was \$551,341, a decrease of \$85,092 from the prior year. The investment rate for June 2012 was 1.34% compared to the June 2011 rate of 1.56%.

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

- Salaries and benefits totaled \$41,274,986. Salaries decreased by \$2,287,191 and benefits increased \$83,286 for an overall decrease of \$2,203,905 or 5.3% over fiscal year 2010/11. Benefits as a percentage of salaries are 51%.
 - The University's employer health & welfare and hospitalization benefit costs for 2011/12 totaled \$3,778,416, a decrease of \$379,618 or 9% less than the prior year. This decrease was primarily the result of a reduction of 30 permanent salaried positions.
 - Employer annuitant health care costs for the University (including the actuarial postretirement liability accrual) totaled \$4,707,895 for 2011/12, an increase of \$308,108 (7%) over fiscal year 2010/11. The annual required contribution of \$2,052,787 toward annuitant health care expense is 35.2% of the total health care costs for the University.
 - Fall 2011 permanent salaried complement totaled 363, compared to 393 for fall 2010 and 415 for fall 2009.
 - Average PASSHE salaries (considering step increases and effective dates) for employee members of the American Federation of State, County, and Municipal Employees increased 2.125%; employee members of the International Union, Security, Police and Fire Professionals of America increased 2.125%; employee members of the Association of Pennsylvania State College and University Faculties (APSCUF) increased 1.208%; employee members of APSCUF Non-faculty Athletic Coaches increased 1.125%; employee members of the State College and University Professional Association increased 1.208%; and management increased 1.50% for fiscal year 2011/12.

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

Following is a summary of revenues and expenses for the years ended June 30, 2012 and 2011:

	<u>% of Total</u>	<u>2012</u>	<u>% of Total</u>	<u>2011</u>
Operating Revenues:				
Tuition and fees, net	29.72%	\$ 18,094,928	27.73%	\$ 18,217,010
Grants and contracts	16.58%	10,092,114	19.50%	12,809,192
Auxiliary enterprises, net	20.28%	12,344,600	18.88%	12,403,689
Other	2.70%	1,645,127	1.64%	1,078,118
Total operating revenues	69.28%	42,176,769	67.75%	44,508,009
Other Revenues:				
State appropriations (including ARRA funds)	29.00%	17,657,550	30.20%	19,844,261
Investment income, net	.91%	554,738	1.01%	666,785
Gifts, grants, and other	.81%	489,762	1.04%	680,179
Total other revenues	30.72%	18,702,050	32.25%	21,191,225
Total revenues	100.00%	60,878,819	100.00%	65,699,234
Operating expenses:				
Instruction	33.18%	21,100,101	35.51%	22,691,440
Public service	0.25%	157,247	0.65%	416,247
Academic support	7.38%	4,693,466	7.76%	4,957,108
Student services	9.39%	5,972,763	9.88%	6,314,192
Institutional support	12.82%	8,147,521	12.40%	7,923,173
Operation/maintenance of plant	6.62%	4,212,800	7.52%	4,809,105
Depreciation	6.10%	3,877,934	6.21%	3,971,706
Student aid	3.75%	2,385,686	4.40%	2,809,258
Auxiliary enterprises	17.99%	11,442,189	14.13%	9,032,569
Total operating expenses	97.48%	61,989,707	98.46%	62,924,798
Other expenses:				
Interest expense	1.29%	822,323	1.52%	973,727
Loss on disposal of assets	1.23%	782,048	0.02%	10,678
Total other expenses	2.52%	1,604,371	1.54%	984,405
Total expenses	100.00%	63,594,087	100.00%	63,909,203
(Decrease) increase in net assets		\$ (2,715,259)		\$ 1,790,031

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

FUTURE ECONOMIC FACTORS

- The fall 2012 **enrollment** headcount was down by 144 students (4.4%) and full time equivalent (FTE) was down by 131 students (4.47%) from the fall of 2011. Contributing factors for the decrease include the economy, regional demographics and declining state support for continuing education.
- Once again the University received approval from the PASSHE Board of Governors to extend our **good neighbor tuition rate** (165% of PA resident rate) to the residents of New York and New Jersey for the 2012/13 fiscal year.
- In fiscal year 2012/13, PASSHE will receive level **General Fund appropriations** from the Commonwealth, compared to 18% reduction in the combined state and federal appropriations received in fiscal year 2011/12. This appropriation was welcome news to PASSHE institutions across the state including the University. Because of the allocation formula, the University will realize a slight decrease of \$62,297 in E&G appropriation.
- The PASSHE Board of Governors increased undergraduate tuition by 3% (\$188) for fiscal year 2012/13. Full time resident undergraduate tuition will be \$6,428 for the academic year. The technology tuition fee also increased 3% (\$10) to \$358 for the academic year to supplement instructional technology spending.
- **Keystone Recreation, Park and Conservation (Key '93) Funds** was restored by the Commonwealth in 2011/12 and will continue in 2012/2013. These funds provide much needed revenue for deferred maintenance projects and PASSHE had not received these funds for two years. Key '93 funds are derived from the real estate transfer tax, so the actual amount received is dependent upon the real estate market. The projected amount that the University will receive in fiscal year 2012/13 is \$499,936.
- The new **University water plant** is expected to be completed in January of 2013. The new 288,000 gallon per day capacity automated water treatment facility includes a finished water storage tank rehabilitation and tank replacement. This project is funded with Commonwealth capital project funds.
- **Collective bargaining agreements** are in place for SPFPA and AFSCME. However, APSCUF (faculty), APSCUF Non-Faculty Athletic Coaches, and SCUPA (student services personnel) have yet to reach agreements. We continue to operate under the provisions of the agreements which expired on June 30, 2011 while negotiations take place with the collective bargaining units.
- The PASSHE **accountability and performance funding** system is comprised of five mandated and five optional measures. In January of 2012, the University formed a Performance Funding committee to research and select five optional measures that would be recommended for adoption. The committee completed their deliberations and submitted their report in June of 2012. PASSHE is committed to funding its performance program at a level equal to 2.4% of the Educational & General (E&G) budget.

Mansfield University of Pennsylvania of the State System of Higher Education

Management's Discussion and Analysis

Year Ended June 30, 2012

(Unaudited)

- The **Grant Science** building renovation project (phase III) began construction in the spring of 2012. The Grant Science project is an academic building funded by the Commonwealth and the construction is administered by Department of General Services.
- The University completed its **Middle States Commission on Higher Education** accreditation self-study in the spring of 2012 which included the submission of a 10-year report and a site visit by the commission. The report was largely favorable with the committee recommending reaccreditation for the University. A follow up report will be due to the Commission in the spring of 2014.
- The response to the construction of two **new residence halls** which opened in January of 2012 has been outstanding and the Mansfield Auxiliary Corporation began construction of two additional residence halls – Sycamore and Spruce Halls - slated for opening in August and October of 2013 respectively. Like the Phase I privatized housing project, this project includes a wide mix of housing from single suites to shared living spaces for up to four students.
- The University is in the process of selecting an architectural/engineering firm to begin developing a comprehensive **facilities master plan**. The plan will cover all areas of facilities planning and construction and will take approximately two years to complete.
- In the spring of 2012, a search committee was formed to work with the Greenwood/Asher consulting firm to identify the next President of the University. The committee completed their work in the fall of 2012 and the PASSHE Board of Governors approved a recommended candidate in October 2012. The University will welcome its **new President Brigadier General Francis L. Hendricks** to the campus in January of 2013.

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Balance Sheet - Primary Institution
June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 34,830,450	\$ 36,301,453
Accounts receivable:		
Governmental grants and contracts	431,230	962,102
Students, net of allowance for doubtful accounts of \$570,667 in 2012 and \$564,877 in 2011	1,249,039	1,312,950
Other	487,275	393,486
Interest income receivable	51,174	62,718
Inventory	57,528	175,688
Prepaid expenses and other current assets	409,997	405,125
Due from component unit	355,966	15,819
Loans receivable, net of allowance for doubtful accounts of \$103,281 in 2012 and \$99,911 in 2011	427,206	410,085
	<u>38,299,865</u>	<u>40,039,426</u>
Total current assets		
Noncurrent Assets		
Investments	719,993	705,060
Loans receivable, net	1,213,603	1,206,353
Capital assets, net	35,866,838	37,935,592
Other assets	234,932	445,377
	<u>38,035,366</u>	<u>40,292,382</u>
Total noncurrent assets		
	<u>\$ 76,335,231</u>	<u>\$ 80,331,808</u>
Total assets		

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Balance Sheet - Primary Institution

June 30, 2012 and 2011

	2012	2011
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued expenses	\$ 4,837,487	\$ 5,666,753
Deferred revenue	1,568,057	1,466,669
Students' deposits	160,602	152,184
Workers' compensation	105,490	101,988
Compensated absences	293,904	244,037
Postretirement benefit obligations	1,976,000	1,835,000
Capitalized lease obligations	4,010	3,624
Current portion of bonds payable	1,482,394	1,554,990
Due to component units	352,420	-
Due to System, Academic Facilities Renovation Bond Program (AFRP)	148,808	143,736
Other current liabilities	818,087	833,316
Total current liabilities	<u>11,747,259</u>	<u>12,002,297</u>
Noncurrent Liabilities		
Workers' compensation	196,679	134,270
Compensated absences	3,440,571	3,310,424
Postretirement benefit obligations	31,003,783	28,489,675
Capitalized lease obligations	7,891	-
Bonds payable	15,388,609	19,173,076
Due to System, AFRP	1,567,413	1,716,812
Deferred revenue	230,954	419,848
Other noncurrent liabilities	2,980,339	2,598,414
Total noncurrent liabilities	<u>54,816,239</u>	<u>55,842,519</u>
Total liabilities	<u>66,563,498</u>	<u>67,844,816</u>
Net Assets		
Invested in capital assets, net of related debt	16,232,744	14,931,456
Restricted for:		
Nonexpendable,		
Scholarships and fellowships	471,476	461,732
Expendable:		
Scholarships and fellowships	216,972	209,963
Capital projects	1,008,810	687,516
Other	1,508,554	2,087,797
Unrestricted deficit	<u>(9,666,823)</u>	<u>(5,891,472)</u>
Total net assets	<u>9,771,733</u>	<u>12,486,992</u>
Total liabilities and net assets	<u>\$ 76,335,231</u>	<u>\$ 80,331,808</u>

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Statement of Revenues, Expenses, and Changes in Net Assets - Primary Institution

Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Operating Revenues		
Tuition and fees	\$ 26,239,126	\$ 26,131,973
Less scholarship discounts and allowances	<u>8,144,198</u>	<u>7,914,963</u>
Net tuition and fees	18,094,928	18,217,010
Governmental grants and contracts:		
Federal	6,431,224	7,306,945
State	3,500,914	5,439,520
Local	1,350	14,300
Nongovernmental grants and contracts	158,626	48,427
Sales and services of educational departments	508,185	515,048
Auxiliary enterprises	12,344,600	12,403,689
Other revenues	<u>1,136,942</u>	<u>563,070</u>
Total operating revenues	<u>42,176,769</u>	<u>44,508,009</u>
Operating Expenses		
Instruction	21,100,101	22,691,440
Public service	157,247	416,247
Academic support	4,693,466	4,957,108
Student services	5,972,763	6,314,192
Institutional support	8,147,521	7,923,173
Operations and maintenance of plant	4,212,800	4,809,105
Depreciation	3,877,934	3,971,706
Student aid	2,385,686	2,809,258
Auxiliary enterprises	<u>11,442,189</u>	<u>9,032,569</u>
Total operating expenses	<u>61,989,707</u>	<u>62,924,798</u>
Net Operating Loss	<u>(19,812,938)</u>	<u>(18,416,789)</u>

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Statement of Revenues, Expenses, and Changes in Net Assets - Primary Institution
Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Nonoperating Revenues (Expenses)		
State appropriations, general and restricted	\$ 17,361,600	\$ 18,416,330
ARRA-state fiscal stabilization funds	-	1,149,659
Investment income, net of related investment expense of \$10,211 in 2012 and \$14,516 in 2011	541,130	621,917
Unrealized gain on investments	13,608	44,868
Gifts and contributions for other than capital purposes	412,092	465,252
Interest expense on capital asset-related debt	(822,323)	(973,727)
Loss on disposal of assets	(782,048)	(10,678)
Other nonoperating revenue	42,072	40,600
	<u>16,766,131</u>	<u>19,754,221</u>
Nonoperating revenues, net		
	<u>(3,046,807)</u>	<u>1,337,432</u>
(Loss) income before other revenues		
Other Revenues		
State appropriations, capital	295,950	278,272
Capital gifts and grants	35,598	174,327
	<u>331,548</u>	<u>452,599</u>
Total other revenues		
	<u>(2,715,259)</u>	<u>1,790,031</u>
(Decrease) Increase in Net Assets		
Net Assets, Beginning	<u>12,486,992</u>	<u>10,696,961</u>
Net Assets, Ending	<u>\$ 9,771,733</u>	<u>\$ 12,486,992</u>

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Statement of Cash Flows - Primary Institution
Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash Flows from Operating Activities		
Net tuition and fees	\$ 18,244,267	\$ 18,468,978
Grants and contracts	10,771,692	12,410,449
Payments to suppliers for goods and services	(13,914,037)	(12,623,728)
Payments to employees	(39,543,652)	(41,114,195)
Loans issued to students	(315,108)	(250,158)
Loans collected from students	290,737	249,404
Student aid	(2,488,097)	(2,883,282)
Auxiliary enterprise charges	12,235,148	12,287,047
Sales and services of educational departments	508,185	431,469
Other receipts, net	1,088,201	534,657
	<u>(13,122,664)</u>	<u>(12,489,359)</u>
Cash Flows from Noncapital Financing Activities		
State appropriations	17,361,600	19,565,989
Gifts for other than capital purposes	269,633	401,184
PLUS, Stafford, and other loans receipts (non-Perkins)	26,188,665	25,864,111
PLUS, Stafford, and other loans disbursements (non-Perkins)	(26,188,665)	(25,864,111)
Agency transactions, net	(65,277)	(292,148)
Other	42,072	40,600
	<u>17,608,028</u>	<u>19,715,625</u>
Cash Flows from Capital Financing Activities		
Proceeds from capital debt, net of bond premiums and discounts	3,181,676	1,870,383
Capital appropriations	295,950	278,272
Capital grants and gifts received	35,598	95,372
Proceeds from sales of capital assets	1,958	7,055
Purchases of capital assets	(2,537,736)	(2,955,198)
Principal paid on capital debt and leases	(7,187,340)	(2,483,734)
Interest paid on capital debt and leases	(302,320)	(1,091,814)
	<u>(6,512,214)</u>	<u>(4,279,664)</u>

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Statement of Cash Flows - Primary Institution

Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash Flows from Investing Activities		
Proceeds from sales and maturities of investments	\$ 26,000	\$ 25,601
Interest on investments, net of fees	552,674	630,965
Purchases of investments	<u>(22,827)</u>	<u>(24,111)</u>
Net cash provided by investing activities	<u>555,847</u>	<u>632,455</u>
Net (Decrease) Increase in Cash and Cash Equivalents	(1,471,003)	3,579,057
Cash and Cash Equivalents, Beginning of Year	<u>36,301,453</u>	<u>32,722,396</u>
Cash and Cash Equivalents, End of Year	<u>\$ 34,830,450</u>	<u>36,301,453</u>
Reconciliation of Operating Loss to Net Cash Used in Operating Activities		
Net operating loss	\$ (19,812,938)	(18,416,789)
Adjustments to reconcile net operating loss to net cash used in operating activities:		
Depreciation expense	3,877,934	3,971,706
Expenses paid by Commonwealth or donor	97,661	41,456
Changes in assets and liabilities:		
Receivables, net	764,675	(254,788)
Inventories	118,160	(21,052)
Other assets	(229,242)	255,859
Accounts payable	(1,053,355)	(237,178)
Deferred revenue	(87,506)	(127,403)
Student deposits	3,524	96,631
Compensated absences	180,014	(179,191)
Loans to students and employees	(24,371)	(754)
Other liabilities	<u>3,042,780</u>	<u>2,382,144</u>
Net cash used in operating activities	<u>\$ (13,122,664)</u>	<u>\$ (12,489,359)</u>
Supplemental Disclosure of Noncash Items		
Donated capital assets	<u>\$ 42,900</u>	<u>\$ 112,678</u>
Capital lease additions	<u>\$ 12,550</u>	<u>\$ -</u>

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Combined Balance Sheet - Component Units

June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 3,903,023	\$ 1,520,561
Accounts receivable	77,072	108,987
Due from University	352,420	-
Inventory	500,521	523,405
	<u>4,833,036</u>	<u>2,152,953</u>
Noncurrent Assets		
Investments	13,478,489	13,829,393
Capital assets, net	35,350,369	14,575,794
Other assets	1,863,473	1,805,752
	<u>50,692,331</u>	<u>30,210,939</u>
Total current assets	<u>4,833,036</u>	<u>2,152,953</u>
Total noncurrent assets	<u>50,692,331</u>	<u>30,210,939</u>
Total assets	<u>\$ 55,525,367</u>	<u>\$ 32,363,892</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued expenses	\$ 1,097,067	\$ 4,556,993
Funds held in trust	347,879	357,341
Annuity liabilities	333,032	341,880
Due to University	355,966	15,819
Other liabilities	1,198,851	-
	<u>3,332,795</u>	<u>5,272,033</u>
Total current liabilities	<u>3,332,795</u>	<u>5,272,033</u>
Long-term debt	<u>36,906,825</u>	<u>10,958,565</u>
Total liabilities	<u>40,239,620</u>	<u>16,230,598</u>
Net Assets		
Unrestricted	2,707,613	4,685,595
Temporarily restricted	1,567,600	1,618,338
Permanently restricted	11,010,534	9,829,361
	<u>15,285,747</u>	<u>16,133,294</u>
Total net assets	<u>15,285,747</u>	<u>16,133,294</u>
Total liabilities and net assets	<u>\$ 55,525,367</u>	<u>\$ 32,363,892</u>

See notes to financial statements

**Mansfield University of Pennsylvania
of the State System of Higher Education**

Combined Statement of Revenues, Expenses, and Changes in Net Assets -
Component Units
Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Changes in Unrestricted Net Assets		
Revenues and other additions:		
Student activity fees	\$ 2,411,530	\$ 2,440,946
Rental income	2,182,363	-
University store and services	1,456,372	1,786,430
Net assets released from restrictions	980,805	742,371
Investment income	286,924	284,154
Contributions	205,881	270,143
Other revenues	192,758	103,513
Realized and unrealized (losses) gains on investments, net	(308,984)	1,757,787
Net asset transfers	(1,292,608)	(99,769)
	<u>6,115,041</u>	<u>7,285,575</u>
Expenses and other deductions:		
Housing	3,137,953	-
Student activities and programs	1,858,180	2,388,738
University stores	1,450,597	1,764,008
Program expenses	931,994	615,538
Management and general	577,914	539,765
Other University support	138,312	159,500
	<u>8,094,950</u>	<u>5,467,549</u>
	<u>(1,979,909)</u>	<u>1,818,026</u>
Changes in Temporarily Restricted Net Assets		
Other additions, net	419,336	273,672
Contributions and support	316,293	322,282
Net asset transfers	148,723	90,539
Investment income	9,271	5,380
Realized and unrealized gain on investments, net	(24,708)	143,358
Net assets released from restrictions	(917,726)	(661,345)
	<u>(48,811)</u>	<u>173,886</u>
Changes in Permanently Restricted Net Assets		
Net asset transfers	1,143,885	9,230
Contributions	110,989	158,357
Other additions, net	(10,622)	56,342
Net assets released from restrictions	(63,079)	(81,026)
	<u>1,181,173</u>	<u>142,903</u>
	<u>(847,547)</u>	<u>2,134,815</u>
Net Assets, Beginning	<u>16,133,294</u>	<u>13,998,479</u>
Net Assets, Ending	<u>\$ 15,285,747</u>	<u>\$ 16,133,294</u>

See notes to financial statements

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

1. Nature of Operations and Summary of Significant Accounting Policies

Organization

Mansfield University of Pennsylvania of the State System of Higher Education (the "University"), a public four year institution located in Mansfield, Pennsylvania, was founded in 1857. The University is one of fourteen universities of the Pennsylvania State System of Higher Education ("PASSHE"). PASSHE was created by the State System of Higher Education Act of November 12, 1982, P.L. 660, No. 188, as amended ("Act 188"). PASSHE is a component unit of the Commonwealth of Pennsylvania (the "Commonwealth").

Reporting Entity

In accordance with Governmental Accounting Standards Board ("GASB") Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, an amendment of GASB 14, *The Financial Reporting Entity*, it has been determined that Mansfield University Foundation, Inc. (the "Foundation"), College Community Services, Inc. ("CCSI") and Mansfield Auxiliary Corporation ("MAC") should be included in the University's financial statements as discretely presented component units. A component unit is a legally separate organization for which the primary institution is financially accountable or closely related.

The Foundation is a legally separate, tax-exempt entity that acts primarily as a fundraising organization to supplement the resources that are available to the University in support of its programs. Although the University does not control the timing or amount of receipts from the Foundation, the majority of resources or income therefrom that the Foundation holds and invests are restricted to the activities of the University by its donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the University, the Foundation is considered a component unit of the University and is included within the University's financial reporting entity. The financial activity of the Foundation is presented as of and for the years ended June 30, 2012 and 2011.

During the years ended June 30, 2012 and 2011, the Foundation distributed \$927,874 and \$639,887 respectively, to the University for both restricted and unrestricted purposes.

CCSI is a legally separate tax-exempt entity that provides bookstore services to students and accounting services for student activity organizations including the Student Government Association. Because the economic resources received and held by CCSI are for the direct benefit of the University and the influence of the University over CCSI, CCSI is considered a component unit of the University and is included within the University's financial reporting entity. The financial activity of CCSI is presented as of and for the years ended May 31, 2012 and 2011.

During the years ended June 30, 2012 and 2011, CCSI contributed \$255,954 and \$515,767 respectively, to the University for both restricted and unrestricted purpose.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

MAC is a legally separate entity which was formed in April 2009 for the primary purpose of engaging in the construction, operation and management of student housing facilities or other projects for the benefit of the students of the University. Because the economic resources received and held by MAC are for the direct benefit of the University, MAC is considered a component unit of the University and is included within the University's financial reporting entity. The financial activity of MAC is presented as of and for the years ended June 30, 2012 and 2011.

Complete financial statements for the Foundation, CCSI, and MAC may be obtained at the University Controller's Office.

Measurement Focus, Basis of Accounting and Basis of Presentation

The University functions as a business-type activity, as defined by GASB.

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, as prescribed by GASB. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. The University applies only the Financial Accounting Standards Board pronouncements issued before November 30, 1989, except for those that conflict with GASB pronouncements.

Operating Revenues and Expenses

Operating revenues of the University consist of tuition, student financial aid, auxiliary activity, and corporate partnerships as operating revenues. In addition, governmental and private grants and contracts in which the grantor receives equal value for the funds given to the University are recorded as operating revenue. All expenses, with the exception of interest expense, loss on investments, loss on the disposal of assets, and extraordinary expenses are recorded as operating expenses. Appropriations, gifts, investment income, capital grants, gains on the disposal of assets, parking and library fines, and governmental and private research grants and contracts in which the grantor does not receive equal value for the funds given to the University are reported as nonoperating revenue.

Scholarship Discounts and Allowances and Waivers

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statement of revenues, expenses and changes in net assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the University and the amount that is paid by students and/or third parties making payments on students' behalf. To the extent that revenues from such programs are used to satisfy tuition and fees and other student services, the University has recorded a scholarship discount and allowance.

In accordance with a formula prescribed by the National Association of College and University Business Officers ("NACUBO"), the University allocates the cost of scholarships, waivers, and other student financial aid between scholarship discounts and allowances (netted against tuition and fees) and student aid expense. Scholarships and waivers of room and board fees are reported in auxiliary enterprises. The cost of tuition waivers granted to employees is reported as employees' benefits expense.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

Net Assets

The University maintains the following net asset classifications:

Invested in capital assets, net of related debt: Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, repair or improvement of those assets.

Restricted - nonexpendable: Net assets subject to externally imposed conditions requiring that they be maintained by the University in perpetuity.

Restricted - expendable: Net assets whose use is subject to externally imposed conditions that can be fulfilled by the actions of the University or by the passage of time.

Unrestricted: All other categories of net assets. Unrestricted net assets may be designated for specific purposes by the University's Council of Trustees.

When both restricted and unrestricted funds are available for expenditure, the decision as to which funds are used first is left to the discretion of the University.

Cash Equivalents and Investments

The University considers all demand and time deposits and money market funds to be cash equivalents. Investments purchased are stated at fair value. Investments received as gifts are recorded at their fair value or appraised value as of the date of the gift.

Accounts and Loans Receivable

Accounts and loans receivable consist of tuition and fees charged to current and former students and amounts due from federal and state governments in connection with reimbursements of allowable expenditures made pursuant to grants, contracts, and other miscellaneous sources.

Accounts and loans receivable are reported at net realizable value. Accounts are written off when they are determined to be uncollectible based upon management's assessment of individual accounts. The allowance for doubtful accounts is estimated based upon the University's historical loss experience and periodic review of individual accounts.

Inventory

Inventory consists of supplies and fuel oil and is stated at the lower of cost or market, with cost determined principally on the weighted average method.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

Capital Assets

Land and buildings at the University's campus acquired or constructed prior to the creation of PASSHE on July 1, 1983, are owned by the Commonwealth and made available to the University. Since the University neither owns such assets nor is responsible to service the associated bond indebtedness, no value is ascribed thereto in the accompanying financial statements. Likewise, no value is ascribed to the portion of any land or buildings acquired or constructed utilizing capital funds appropriated by the Commonwealth after June 30, 1983, and made available to the University.

All assets with a purchase cost, or fair value if acquired by gift, in excess of \$5,000 with an estimated life of 2 years or greater, are capitalized. Buildings, portions of buildings, and capital improvements acquired or constructed by the University after June 30, 1983, through the expenditure of University funds or the incurring of debt are stated at cost less accumulated depreciation.

Equipment and furnishings are stated at cost less accumulated depreciation. All library books are capitalized and depreciated. The University provides for depreciation on the straight line method over the estimated useful lives of the related assets. Buildings and improvements are depreciated over useful lives ranging from 10 to 40 years. Equipment and furnishings are depreciated over useful lives ranging from 3 to 10 years. Library books are depreciated over 10 years. Normal repair and maintenance expenditures are not capitalized because they neither add to the value of the property nor materially prolong its useful life.

Where applicable, intangible assets (i.e., assets lacking physical substance, which are non-financial in nature and having an initial useful life extending beyond a single reporting period) are stated at cost less accumulated amortization. The University provides for amortization on the straight line method over the estimated useful lives of the related intangible assets. Intangible capital assets considered to have indefinite useful lives are not amortized. Intangible assets considered to have indefinite useful lives which existed as of July 1, 2009 are not reported.

Impairment of Capital Assets

Management reviews capital assets for impairment whenever events or changes in circumstances indicate that the service utility of an asset has declined significantly and unexpectedly. Any write-downs due to impairment are charged to operations at the time impairment is identified. No write-down of capital assets was required in 2012 or 2011.

Deferred Revenue

Deferred revenue includes amounts received for tuition and fees, grants, corporate sponsorship payments and certain auxiliary activities occurring prior to the end of the fiscal year but related to the subsequent accounting period.

Compensated Absences

Employees' right to receive annual leave and sick leave payments upon termination or retirement for services already rendered is recorded as a liability.

Pension Plans

Employees of the University are required to enroll in one of three available retirement plans immediately upon employment. The University recognizes annual pension expenditures equal to its contractually required contributions to the plan.

Income Taxes

The University, as a member of PASSHE, which is a political subdivision of the Commonwealth, is excluded from federal income taxes under Section 115(1) of the Internal Revenue Code.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Standards

In November 2010, GASB issued Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*. Statement No. 60 establishes guidance for accounting and financial reporting for service concession arrangements, which are a type of public-private or public-public partnership. The University is required to adopt Statement No. 60 for the fiscal year ending June 30, 2013. The University has not yet determined the effect of Statement No. 60 on its financial statements.

In June 2011, GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. In March 2012, GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. With Statements No. 63 and 65, GASB has reclassified certain assets and liabilities as "deferred outflows" and "deferred inflows" of resources. Further, GASB has replaced the term "net position" with "net assets," and has changed the balance sheet presentation to "assets, plus deferred outflows of resources equals liabilities, plus deferred inflows of resources, plus net position." The University is required to adopt Statement No. 63 for the fiscal year ending June 30, 2013 and Statement No. 65 for the fiscal year ending June 30, 2014. The University has determined that the adoption of these GASB Statements will have no effect on the substance of its financial statements but will increase the complexity of the financial statements to its readers, as the new presentation will differ from the traditional and familiar business reporting model.

In June 2012, GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions*. Statement No. 68 will require the University to report its share of the pension liabilities that the Commonwealth of Pennsylvania State Employees' Retirement System ("SERS") and Public School Employees' Retirement System ("PSERS") must record beginning in the fiscal year ending June 30, 2015. Although the University has not received an estimate of its share of the pension liabilities from either organization, the liabilities are expected to be significant and have a detrimental effect on its financial statements.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements
Year Ended June 30, 2012

2. Condensed Component Unit Information

The following represents combining condensed balance sheet information for the component units as of June 30, 2012:

	Foundation	CCSI	MAC	Total
Capital assets, net	\$ 400	\$ 281,271	\$ 35,068,698	\$ 35,350,369
Investments	13,222,066	256,423	-	13,478,489
Due from University	-	-	352,420	352,420
Other assets	946,532	2,448,688	2,948,869	6,344,089
Total assets	\$ 14,168,998	\$ 2,986,382	\$ 38,369,987	\$ 55,525,367
Long-term debt	\$ -	\$ 13,155	\$ 36,893,670	\$ 36,906,825
Due to University	-	-	355,966	355,966
Other liabilities	333,032	567,856	2,075,941	2,976,829
Total liabilities	333,032	581,011	39,325,577	40,239,620
Net assets:				
Unrestricted	1,257,832	2,405,371	(955,590)	2,707,613
Temporarily restricted	1,567,600	-	-	1,567,600
Permanently restricted	11,010,534	-	-	11,010,534
Total net assets	13,835,966	2,405,371	(955,590)	15,285,747
Total	\$ 14,168,998	\$ 2,986,382	\$ 38,369,987	\$ 55,525,367

The following represents combining condensed balance sheet information for the component units as of June 30, 2011:

Capital assets, net	\$ 1,848	\$ 281,954	\$ 14,291,992	\$ 14,575,794
Investments	13,337,218	492,175	-	13,829,393
Other assets	1,097,690	1,847,700	1,013,315	3,958,705
Total assets	\$ 14,436,756	\$ 2,621,829	\$ 15,305,307	\$ 32,363,892
Long-term debt	\$ -	\$ 19,214	\$ 10,939,351	\$ 10,958,565
Due to University	-	-	15,819	15,819
Other liabilities	341,880	564,197	4,350,137	5,256,214
Total liabilities	341,880	583,411	15,305,307	16,230,598
Net assets:				
Unrestricted	2,647,177	2,038,418	-	4,685,595
Temporarily restricted	1,618,338	-	-	1,618,338
Permanently restricted	9,829,361	-	-	9,829,361
Total net assets	14,094,876	2,038,418	-	16,133,294
Total	\$ 14,436,756	\$ 2,621,829	\$ 15,305,307	\$ 32,363,892

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

The following represents combining statement of revenues, expenses, and changes in net assets for the component units for the year ended June 30, 2012:

	<u>Foundation</u>	<u>CCSI</u>	<u>MAC</u>	<u>Total</u>
Changes in unrestricted net assets:				
Revenues and other additions:				
Student activity fees	\$ -	\$ 2,411,530	\$ -	\$ 2,411,530
Rental income		-	2,182,363	2,182,363
University store and services	-	1,456,372	-	1,456,372
Net assets released from restrictions	980,805	-	-	980,805
Investment income	262,364	24,560	-	286,924
Contributions	205,881	-	-	205,881
Other revenues	117,071	75,687	-	192,758
Net asset transfers	(1,292,608)	-	-	(1,292,608)
Realized and unrealized losses on investments, net	<u>(308,984)</u>	<u>-</u>	<u>-</u>	<u>(308,984)</u>
Total revenues and other additions	<u>(35,471)</u>	<u>3,968,149</u>	<u>2,182,363</u>	<u>6,115,041</u>
Expenses and other deductions:				
Housing	-	-	3,137,953	3,137,953
Student activities and programs	-	1,858,180	-	1,858,180
University store	-	1,450,597	-	1,450,597
Program expenses	931,994	-	-	931,994
Management and general	423,807	154,107	-	577,914
Other University support	<u>-</u>	<u>138,312</u>	<u>-</u>	<u>138,312</u>
Total expenses and other deductions	<u>1,355,801</u>	<u>3,601,196</u>	<u>3,137,953</u>	<u>8,094,950</u>
Change in unrestricted net assets	<u>(1,391,272)</u>	<u>366,953</u>	<u>(955,590)</u>	<u>(1,979,909)</u>
Changes in temporarily restricted net assets:				
Contributions and support	316,293	-	-	316,293
Realized and unrealized losses on investments, net	(24,708)	-	-	(24,708)
Other additions, net	419,336	-	-	419,336
Investment income	9,271	-	-	9,271
Net asset transfers	148,723	-	-	148,723
Net assets released from restrictions	<u>(917,726)</u>	<u>-</u>	<u>-</u>	<u>(917,726)</u>
Change in temporarily restricted net assets	<u>(48,811)</u>	<u>-</u>	<u>-</u>	<u>(48,811)</u>
Changes in permanently restricted net assets:				
Contributions	110,989	-	-	110,989
Other additions, net	(10,622)	-	-	(10,622)
Net asset transfers	1,143,885	-	-	1,143,885
Net assets released from restrictions	<u>(63,079)</u>	<u>-</u>	<u>-</u>	<u>(63,079)</u>
Change in permanently restricted net assets	<u>1,181,173</u>	<u>-</u>	<u>-</u>	<u>1,181,173</u>
Change in net assets	<u>(258,910)</u>	<u>366,953</u>	<u>(955,590)</u>	<u>(847,547)</u>
Net assets, beginning	<u>14,094,876</u>	<u>2,038,418</u>	<u>-</u>	<u>16,133,294</u>
Net assets, ending	<u>\$ 13,835,966</u>	<u>\$ 2,405,371</u>	<u>\$ (955,590)</u>	<u>\$ 15,285,747</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

The following represents combining statement of revenues, expenses, and changes in net assets for the component units for the year ended June 30, 2011:

	Foundation	CCSI	MAC	Total
Changes in unrestricted net assets:				
Revenues and other additions:				
Student activity fees	\$ -	\$ 2,440,946	\$ -	\$ 2,440,946
University store and service	-	1,786,430	-	1,786,430
Realized and unrealized gains on investments, net	1,757,787	-	-	1,757,787
Net assets released from restrictions	742,371	-	-	742,371
Investment income	261,825	22,329	-	284,154
Contributions	270,143	-	-	270,143
Other revenues	7,834	95,679	-	103,513
Net asset transfers	(99,769)	-	-	(99,769)
Total revenues and other additions	2,940,191	4,345,384	-	7,285,575
Expenses and other deductions:				
Student activities and programs	-	2,388,738	-	2,388,738
University store	-	1,764,008	-	1,764,008
Program expenses	615,538	-	-	615,538
Management and general	375,793	163,972	-	539,765
Other University support	-	159,500	-	159,500
Total expenses and other deductions	991,331	4,476,218	-	5,467,549
Change in unrestricted net assets	1,948,860	(130,834)	-	1,818,026
Changes in temporarily restricted net assets:				
Contributions and support	322,282	-	-	322,282
Realized and unrealized gains on investments, net	143,358	-	-	143,358
Other additions, net	273,672	-	-	273,672
Investment income	5,380	-	-	5,380
Net asset transfers	90,539	-	-	90,539
Net assets released from restrictions	(661,345)	-	-	(661,345)
Change in temporarily restricted net assets	173,886	-	-	173,886
Changes in permanently restricted net assets:				
Contributions	158,357	-	-	158,357
Other additions, net	56,342	-	-	56,342
Net asset transfers	9,230	-	-	9,230
Net assets released from restrictions	(81,026)	-	-	(81,026)
Change in permanently restricted net assets	142,903	-	-	142,903
Change in net assets	2,265,649	(130,834)	-	2,134,815
Net assets, beginning	11,829,227	2,169,252	-	13,998,479
Net assets, ending	\$ 14,094,876	\$ 2,038,418	\$ -	\$ 16,133,294

3. Deposits and Investments

The University predominantly maintains its cash balances on deposit with PASSHE. PASSHE maintains these and other PASSHE funds on a pooled basis. Although PASSHE pools its funds in a manner similar to an internal investment pool, individual PASSHE entities do not hold title to any assets in the fund. PASSHE as a whole owns title to all assets. The University does not participate in the unrealized gains or losses on the investment pool; instead, the University holds shares equal to its cash balance. Each share has a constant value of \$1, and income is allocated based on the number of shares owned. Revenue realized at the PASSHE level is calculated on a daily basis and posted monthly to each entity's account as interest income. The University's portion of pooled funds totaled \$34,828,209 and \$36,298,928 at June 30, 2012 and 2011, respectively.

For purposes of convenience and expedience, the University uses local financial institutions for activities such as cash deposits.

PASSHE invests its funds in accordance with *Board Policy 1986-02-A, Investment* which authorizes PASSHE to invest in obligations of the U.S. Treasury, repurchase agreements, commercial paper, certificates of deposit, bankers' acceptances, U.S. money market funds, municipal bonds, corporate bonds, collateralized mortgage obligations ("CMOs"), asset-backed securities, and internal loan funds. Restricted nonexpendable funds and amounts designated by the Board may be invested in the investments described above, as well as in corporate equities and approved pooled common funds. In addition, the University may accept gifts of investments from donors as long as risk is limited to the investment itself. Restricted gifts of investments fall outside the scope of the investment policy.

In keeping with its legal status as a system of public universities, PASSHE recognizes a fiduciary responsibility to invest all funds prudently in accordance with ethical and prevailing legal standards. Investment decisions are intended to minimize risk while maximizing asset value. Adequate liquidity is maintained so that assets can be held to maturity. High quality investments are preferred. Reasonable portfolio diversification is pursued to ensure that no single security or investment or class of securities or investments will have a disproportionate or significant impact on the total portfolio. Investments may be made in U.S. dollar-denominated debt of high quality U.S. and non-U.S. corporations. Investment performance is monitored on a frequent and regular basis to ensure that objectives are attained and guidelines are followed.

Safety of principal and liquidity are the top priorities for the investment of PASSHE's operating funds. Within those guidelines, income optimization is pursued. Speculative investment activity is not allowed; this includes investing in asset classes such as commodities, futures, short-sales, equities, real or personal property, options, venture capital investments, private placements, letter stocks, and unlisted securities.

PASSHE's operating funds are invested and reinvested in the following types of instruments with qualifications as provided. (See *Board Policy 1986-02-A, Investment*, for a complete list of and more details on permissible investments and associated qualifications.)

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

Investment Categories	Qualifications/Moody's Ratings Requirements
United States Government Securities	Together with repurchase agreements must comprise at least 20% of the market value of the fund.
Repurchase Agreements	Underlying collateral must be direct obligations of the United States Treasury and be in PASSHE's or its agent's custody.
Commercial Paper	P-1 and P-2 notes only, with no more than 5% and 3%, respectively, of the market value of the fund invested in any single issuer. Total may not exceed 20% of the market value of the fund.
Municipal Bonds	Bonds must carry long-term debt rating of A or better. Total may not exceed 20% of the market value of the fund.
Corporate Bonds	15% must carry long-term debt rating of A or better; 5% may be rated Baa2 or better. Total may not exceed 20% of the market value of the fund.
Collateralized Mortgage Obligations (CMOs)	Must be rated Aaa and guaranteed by U.S. government. Total may not exceed 20% of the market value of the fund.
Asset-Backed Securities	Must be Aaa rated. Total may not exceed 20% of the market value of the fund, with no more than 5% invested in any single issuer.
System Investment Fund Loans (university loans and bridge notes)	Total may not exceed 20% of the market value of the fund, and loan terms may not exceed 5 years.

CMO Risk: CMOs are sometimes based on cash flows from interest-only ("IO") payments or principal-only ("PO") payments and are sensitive to prepayment risks. The CMOs in PASSHE's portfolio do not have IO or PO structures; however, they are subject to extension or contraction risk based on movements in interest rates.

Moody's Rating: PASSHE uses ratings from Moody's Investors Service, Inc., to indicate the credit risk of investments, i.e., the risk that an issuer or other counterparty to an investment will not fulfill its obligations. An Aaa rating indicates the highest quality obligations with minimal credit risk. Ratings that begin with Aa indicate high quality obligations subject to very low credit risk; ratings that begin with A indicate upper-medium-grade obligations subject to low credit risk; and ratings that begin with Baa indicate medium-grade obligations, subject to moderate credit risk, that may possess certain speculative characteristics. Moody's appends the ratings with numerical modifiers 1, 2, and 3, with 1 indicating a higher ranking and 3 indicating a lower ranking within the category. For short-term obligations, a rating of P-1 indicates that issuers have a superior ability to repay short-term debt obligations, and a rating of P-2 indicates that issuers have a strong ability to repay short-term debt obligations.

Modified Duration: PASSHE denotes interest rate risk, or the risk that changes in interest rates will affect the fair value of an investment, using modified duration. Duration is a measurement in years of how long it takes for the price of a bond to be repaid by its internal cash flows. Modified duration takes into account changing interest rates. PASSHE maintains a portfolio duration target of 1.8 years with an upper limit of 2.5 years for the intermediate-term component of the operating portion of the investment portfolio. PASSHE's duration targets are not applicable to its long-term investments.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements
Year Ended June 30, 2012

At June 30, 2012 and 2011, the bank balances of the University's local demand and time deposits were \$20,813 and \$18,713, respectively. All bank balances were covered by federal depository insurance or were collateralized by a pledge of United States Treasury obligations held by Federal Reserve banks in the name of the banking institutions, or uninsured and uncollateralized but covered under the collateralization provisions of the Commonwealth of Pennsylvania Act 72 of 1971 ("Act 72"), as amended. Act 72 allows banking institutions to satisfy the collateralization required by pooling eligible investments to cover total public funds on deposit in excess of federal insurance. Such pooled collateral is pledged with the financial institutions' trust departments. At June 30, 2012 and 2011, none of the University's demand and time deposits was exposed to foreign currency risk.

4. Investments

The fair value of investments for the University was \$719,993 and \$705,060 at June 30, 2012 and 2011, respectively. The investments consist of both equity and bond mutual funds held by the Commonfund.

Total Component Units

The fair value of investments at June 30 is as follows:

	<u>2012</u>	<u>2011</u>
Investments:		
Mutual funds	\$ 9,006,472	\$ 9,184,931
Cash equivalents held as investments	2,151,058	1,964,450
Corporate bonds	1,412,066	1,637,533
U.S. Government obligations	463,979	779,967
Municipal obligations	264,579	131,027
Other	180,335	131,485
	<u>\$ 13,478,489</u>	<u>\$ 13,829,393</u>

The fair value of investments for the Foundation at June 30 is as follows:

	<u>2012</u>	<u>2011</u>
Investments:		
Mutual funds	\$ 9,006,472	\$ 9,184,931
Corporate bonds	1,412,066	1,637,533
Cash equivalents held as investments	1,894,635	1,472,275
U.S. Government obligations	463,979	779,967
Municipal obligations	264,579	131,027
Other	180,335	131,485
	<u>\$ 13,222,066</u>	<u>\$ 13,337,218</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

5. Capital Assets

Capital assets acquired or constructed by the University through the expenditure of University funds or the incurrence of debt consist of the following:

For the year ended June 30, 2012:

	Estimated Lives (in years)	Beginning Balance July 1, 2011	Additions	Retirements	Reclassifica- tions	Ending Balance June 30, 2012
Land		\$ 840,936	\$ -	\$ -	\$ -	\$ 840,936
Construction in progress		137,311	874,310	-	(85,275)	926,346
Total capital assets not being depreciated		978,247	874,310	-	(85,275)	1,767,282
Buildings, including improvements	10-40	52,923,138	324,446	(1,448,253)	85,275	51,884,606
Other improvements	20	8,286,917	590,527	(383,170)	-	8,494,274
Furnishings and equipment (including cost of capital leases)	3-10	12,385,021	728,736	(56,983)	-	13,056,774
Library books	10	3,025,473	75,167	(63,615)	-	3,037,025
Total capital assets being depreciated		76,620,549	1,718,876	(1,952,021)	85,275	76,472,679
Less accumulated depreciation:						
Buildings, including improvements		(22,848,618)	(2,645,758)	798,604	-	(24,695,772)
Other improvements		(4,009,499)	(483,644)	248,811	-	(4,244,332)
Furnishings and equipment		(10,089,917)	(675,575)	56,983	-	(10,708,509)
Library books		(2,715,170)	(72,955)	63,615	-	(2,724,510)
Total accumulated depreciation		(39,663,204)	(3,877,932)	1,168,013	-	(42,373,123)
Total capital assets being depreciated, net		36,957,345	(2,159,056)	(784,008)	85,275	34,099,556
Capital assets, net		<u>\$ 37,935,592</u>	<u>\$ (1,284,746)</u>	<u>\$ (784,008)</u>	<u>\$ -</u>	<u>\$ 35,866,838</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

For the year ended June 30, 2011:

	Estimated Lives (in years)	Beginning Balance July 1, 2010	Additions	Retirements	Reclassifica- tions	Ending Balance June 30, 2011
Land		\$ 540,129	\$ 293,480	\$ -	\$ 7,327	\$ 840,936
Construction in progress		5,109,186	79,170	-	(5,051,045)	137,311
Total capital assets not being depreciated		5,649,315	372,650	-	(5,043,718)	978,247
Buildings, including improvements	10-40	46,585,773	1,532,430	(157,845)	4,962,780	52,923,138
Other improvements	20	7,763,368	442,611	-	80,938	8,286,917
Furnishings and equipment (including cost of capital leases)	3-10	11,968,232	667,805	(251,016)	-	12,385,021
Library books	10	3,080,824	52,380	(107,731)	-	3,025,473
Total capital assets being depreciated		69,398,197	2,695,226	(516,592)	5,043,718	76,620,549
Less accumulated depreciation:						
Buildings, including improvements		(20,343,367)	(2,655,001)	149,750	-	(22,848,618)
Other improvements		(3,545,728)	(463,771)	-	-	(4,009,499)
Furnishings and equipment		(9,552,211)	(779,084)	241,378	-	(10,089,917)
Library books		(2,749,051)	(73,850)	107,731	-	(2,715,170)
Total accumulated depreciation		(36,190,357)	(3,971,706)	498,859	-	(39,663,204)
Total capital assets being depreciated, net		33,207,840	(1,276,480)	(17,733)	5,043,718	36,957,345
Capital assets, net		<u>\$ 38,857,155</u>	<u>\$ (903,830)</u>	<u>\$ (17,733)</u>	<u>\$ -</u>	<u>\$ 37,935,592</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

6. Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses consisted of the following at June 30:

	<u>2012</u>	<u>2011</u>
Employees	\$ 3,073,848	\$ 4,249,607
Suppliers and services	1,310,785	884,212
Other	385,434	495,141
Interest	67,420	37,793
Total	<u>\$ 4,837,487</u>	<u>\$ 5,666,753</u>

7. Deferred Revenue

Deferred revenue consisted of the following at June 30:

	<u>2012</u>	<u>2011</u>
Current:		
Student tuition and fees-summer sessions	\$ 825,491	\$ 873,931
Other	220,859	236,737
Food service	202,000	185,000
Grants and gifts	319,707	171,001
Deferred revenue, current	<u>1,568,057</u>	<u>1,466,669</u>
Noncurrent:		
Food service	202,000	384,000
Other	28,954	35,848
Deferred revenue, noncurrent	<u>230,954</u>	<u>419,848</u>
Total deferred revenue	<u>\$ 1,799,011</u>	<u>\$ 1,886,517</u>

8. Bonds Payable

Bonds payable consist of tax-exempt revenue bonds issued by the PASSHE through the Pennsylvania Higher Educational Facilities Authority ("PHEFA"). In connection with the bond issuances, PASSHE entered into loan agreements with PHEFA under which PASSHE has pledged its full faith and credit for the repayment of the bonds. The loans constitute an unsecured general obligation of PASSHE. PASSHE's Board of Governors has allocated portions of certain bond issuances to the University to undertake various capital projects or to advance refund certain previously issued bonds. The University is responsible for the repayment of principal and interest on its applicable portion of each obligation.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

The various bond series allocated to the University for the year ended June 30, 2012 are as follows:

	Weighted Average Interest Rate	Balance July 1, 2011	Bonds Issued	Bonds Redeemed	Balance June 30, 2012
Series U issued in 2002 for building renovations	4.43%	\$ 2,407,293	\$ -	\$ 2,407,293	\$ -
Series X issued in 2002 for building renovations	4.28%	3,477,486	-	3,477,486	-
Series Z issued in 2004 for building renovations	3.95%	2,028,410	-	377,583	1,650,827
Series AA issued in 2004 for building renovations	4.62%	2,485,729	-	144,814	2,340,915
Series AG issued in 2008 for note refinancing	4.60%	275,000	-	135,000	140,000
Series AI issued in 2009 for note financing	4.01%	544,147	-	36,688	507,459
Series AJ issued in 2009 for building renovations	4.90%	6,395,000	-	205,000	6,190,000
Series AK issued in 2009 for building renovations	3.66%	1,467,640	-	164,251	1,303,389
Series AL issued in 2010 for capital improvement projects	5.00%	1,647,361	-	90,625	1,556,736
Series AN issued in 2012 for building renovations	4.78%	-	3,181,677	-	3,181,677
Total bonds payable		<u>\$ 20,728,066</u>	<u>\$ 3,181,677</u>	<u>\$ 7,038,740</u>	16,871,003
Plus unamortized bond premiums, net					<u>157,333</u>
Outstanding at end of year					<u>\$ 17,028,336</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

The various bond series allocated to the University for the year ended June 30, 2011 are as follows:

	Weighted Average Interest Rate	Balance July 1, 2010	Bonds Issued	Bonds Redeemed	Balance June 30, 2011
Series T issued in 2002 for resident hall renovations	4.86%	\$ 927,245	\$ -	\$ 927,245	\$ -
Series U issued in 2002 for building renovations	4.43%	2,575,600	-	168,307	2,407,293
Series X issued in 2002 for building renovations	4.28%	3,694,196	-	216,710	3,477,486
Series Z issued in 2004 for building renovations	3.95%	2,397,212	-	368,802	2,028,410
Series AA issued in 2004 for building renovations	4.62%	2,624,751	-	139,022	2,485,729
Series AG issued in 2008 for note refinancing	4.60%	405,000	-	130,000	275,000
Series AI issued in 2009 for note financing	4.01%	579,806	-	35,659	544,147
Series AJ issued in 2009 for building renovations	4.90%	6,570,000	-	175,000	6,395,000
Series AK issued in 2009 for building renovations	3.66%	1,612,279	-	144,639	1,467,640
Series AL issued in 2010 for capital improvement projects	5.00%	-	1,671,254	23,893	1,647,361
Total bonds payable		<u>\$ 21,386,089</u>	<u>\$ 1,671,254</u>	<u>\$ 2,329,277</u>	20,728,066
Plus unamortized bond premiums, net					<u>72,120</u>
Outstanding at end of year					<u>\$ 20,800,186</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements
June 30, 2012 and 2011

Principal and interest maturities for each of the next five years and in subsequent five-year periods ending June 30 are as follows:

		2013	2014	2015	2016	2017	2018 - 2022	2023 - 2027	2028 - 2032	Total
Series										
Z	Principal	\$ 392,218	\$ 406,853	\$ 418,561	\$ 433,195	\$ -	\$ -	\$ -	\$ -	\$ 1,650,827
	Interest	58,474	46,217	31,977	17,328	-	-	-	-	153,996
	Total	450,692	453,070	450,538	450,523	-	-	-	-	1,804,823
AA	Principal	150,606	157,847	165,812	173,053	180,293	1,031,074	482,230	-	2,340,915
	Interest	108,971	101,441	93,548	86,584	79,229	267,781	36,457	-	774,011
	Total	259,577	259,288	259,360	259,637	259,522	1,298,855	518,687	-	3,114,926
AG	Principal	140,000	-	-	-	-	-	-	-	140,000
	Interest	4,725	-	-	-	-	-	-	-	4,725
	Total	144,725	-	-	-	-	-	-	-	144,725
AI	Principal	38,059	39,431	40,802	42,174	43,888	247,214	55,891	-	507,459
	Interest	20,314	19,077	17,897	16,167	14,480	44,389	2,445	-	134,569
	Total	58,373	58,508	58,499	58,341	58,368	291,603	58,336	-	642,028
AJ	Principal	240,000	275,000	315,000	360,000	410,000	2,915,000	1,675,000	-	6,190,000
	Interest	309,500	297,500	283,750	268,000	250,000	888,000	127,750	-	2,424,500
	Total	549,500	572,500	598,750	628,000	660,000	3,803,000	1,802,750	-	8,614,500
AK	Principal	168,337	174,875	178,143	183,864	192,852	405,318	-	-	1,303,389
	Interest	46,922	41,872	36,626	31,281	23,927	24,482	-	-	205,110
	Total	215,259	216,747	214,769	215,145	216,779	429,800	-	-	1,508,499
AL	Principal	98,413	103,823	109,149	114,642	120,539	585,906	245,490	178,774	1,556,736
	Interest	77,837	72,916	67,725	62,268	56,536	186,266	82,712	18,168	624,428
	Total	176,250	176,739	176,874	176,910	177,075	772,172	328,202	196,942	2,181,164
AN	Principal	254,761	260,375	273,036	284,662	297,788	1,686,446	124,609	-	3,181,677
	Interest	184,457	134,580	120,441	106,738	92,294	213,379	635	-	852,524
	Total	439,218	394,955	393,477	391,400	390,082	1,899,825	125,244	-	4,034,201
Total	Principal	1,482,394	1,418,204	1,500,503	1,591,590	1,245,360	6,870,958	2,583,220	178,774	16,871,003
	Interest	811,200	713,603	651,764	588,366	516,466	1,624,297	249,999	18,168	5,173,863
	Total	\$ 2,293,594	\$ 2,131,807	\$ 2,152,267	\$ 2,179,956	\$ 1,761,826	\$ 8,495,255	\$ 2,833,219	\$ 196,942	\$ 22,044,866

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

In addition, the University participates in PASSHE's Academic Facilities Renovation Bond Program ("AFRP"), which was established for the purpose of renovating the academic facilities across PASSHE. This program will provide \$100,000,000 in funding over the next several years. PASSHE will issue bonds to provide a pool for funding for AFRP \$41,271,274 and \$44,384,646 was outstanding as of June 30, 2012 and 2011). Universities can request funds for AFRP projects in accordance with their pre-approved amount of funding from the pool. Repayments to the pool are made annually based on the University's proportionate share of the total allocation of funds under the program.

Changes in the balance under the AFRP pool of funding were as follows:

	2012	2011
Balance at July 1	\$ 1,860,548	\$ 2,000,887
Repayments	(144,327)	(140,339)
Balance at June 30	\$ 1,716,221	\$ 1,860,548

The following is a summary of the MAC's bonds payable as of June 30:

	2012	2011
Series of 2010A Bonds in the amount of \$37,485,000 - Tioga County Industrial Development Authority issued by the Corporation for the purpose of funding the construction of the student housing facility for the University. Payments are interest only through July 2014 at 65% of LIBOR plus 2.32% (2.48% at June 30, 2012). In February 2012, the Corporation entered into an interest rate swap contract for \$28,340,000 of the outstanding bonds payable. Under the swap contract, the Corporation pays interest at 3.78% and receives interest at 65% of LIBOR plus 2.32% through May 2017. The notional amount under the swap decreases as principal payments are made on the bond. Payments of principal and interest begin in July 2014 through July 2040.	\$ 36,593,670	\$ 10,639,351
Series of 2010B Bonds in the amount of \$300,000 - Tioga County Industrial Development Authority issued by MAC in October 2010 for the purpose of funding the construction of a student housing facility for the University. Payments are interest only through July 2013 at 100% of LIBOR plus 3.25% (3.49% at June 30, 2012). Payments of principal and interest begin in July 2013 through July 2014.	300,000	300,000
Total	\$ 36,893,670	\$ 10,939,351

The MAC's bonds are secured by an interest in the rental payments received from students.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

9. Compensated Absences

Changes in compensated absences are as follows:

	<u>2012</u>	<u>2011</u>
Balance July 1	\$ 3,554,461	\$ 3,733,652
Current changes in estimate	452,569	425,588
Payouts	<u>(272,555)</u>	<u>(604,779)</u>
Balance June 30	<u>\$ 3,734,475</u>	<u>\$ 3,554,461</u>

10. Postretirement Benefits

University employees who retire after meeting specified service and age requirements become eligible for participation in one of two defined healthcare benefits plans referred to here as the "System Plan" and the "Retired Employees Health Program". These plans include hospital, medical/surgical, and major medical coverage, and provide a Medicare supplement for individuals over age 65.

System Plan

Plan Description

Employee members of the Association of Pennsylvania State College and University Faculties, the State College and University Professional Association, Security Police and Fire Professionals of America, Pennsylvania Nurses Association, and nonrepresented employees participate in a single-employer defined benefit healthcare plan administered by PASSHE ("System Plan"). The System Plan provides eligible retirees and their eligible dependents with healthcare benefits as well as tuition waivers at any of PASSHE's universities. Act 188 empowers the Board to establish and amend benefit provisions. The System Plan has no plan assets, and no financial report is prepared.

Funding Policy

The contribution requirements of plan members and PASSHE are established and may be amended by the Board. The System Plan is funded on a pay-as-you-go basis; i.e., premiums are paid to an insurance company and various health maintenance organizations to fund the healthcare benefits provided to current retirees. Tuition waivers are provided by the retiree's sponsoring University as they are granted. PASSHE paid premiums of \$38,729,000 and \$37,245,000 for the fiscal years ended June 30, 2012 and 2011, respectively. Plan members receiving benefits contribute at various rates, depending upon when they retire, whether they are eligible for Medicare, the contribution rate in effect on the date of their retirement, the contribution rate for active employees, and applicable collective bargaining agreements.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

Following are the contribution rates of plan members as of June 30, 2012:

- Plan members receiving benefits who retired prior to July 1, 2005, are not required to make contributions.
- Nonfaculty coaches who retired July 1, 2005 or after pay a percentage of their final annual gross salary at the time of retirement.
- Other eligible annuitants who retired on or after July 1, 2005, and prior to January 1, 2008, and who are under age 65 pay 10% of the plan in effect on the day of retirement. When annuitants become eligible for Medicare, they pay 15% of the current cost of their Medicare coverage and current cost of coverage for covered dependents. The rate changes annually.
- Other eligible annuitants who retire after July 1, 2009, pay 15% of the cost of the health plan in effect when they retired.

Total contributions made by plan members were \$3,189,000 and \$2,762,000, or approximately 7.6% and 6.9% of the total premiums, for the fiscal years ending June 30, 2012 and 2011, respectively.

Annual OPEB Cost and Net OPEB Obligation

The University's annual other post employment benefit ("OPEB") cost is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with GASB Statement 45. The ARC represents a level of funding that, if paid annually, is projected to cover normal cost plus the annual portion of the unfunded actuarial liability over thirty years.

The following shows the components of the University's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the University's net OPEB obligation:

Annual required contribution	\$ 4,066,000
Interest on net OPEB obligation	1,258,000
Adjustment to annual required contribution	<u>(1,430,000)</u>
Annual OPEB cost	3,894,000
Contributions made	<u>(1,238,892)</u>
Increase in net OPEB obligation	2,655,108
Net OPEB obligation at July 1, 2011	<u>30,324,675</u>
Net OPEB obligation at June 30, 2012	<u>\$ 32,979,783</u>

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

The University's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for June 30, 2012, and the two preceding years were as follows:

Year Ended June 30:	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
2012	\$ 3,894,000	31.8%	\$ 32,979,783
2011	3,691,000	33.7%	30,324,675
2010	3,284,000	39.7%	27,875,644

Funded Status and Funding Progress

The funded status of the University's portion of the System Plan as of July 1, 2011, the most recent actuarial valuation date, was as follows:

Actuarial accrued liability ("AAL")	\$ 47,905,000
Actuarial value of plan assets	<u>-</u>
Unfunded actuarial accrued liability ("UAAL")	<u>\$ 47,905,000</u>
Funded ratio (actuarial value of plan assets/AAL)	0.0%
Covered payroll (active plan members)	<u>\$ 19,762,610</u>
UAAL as a percentage of covered payroll	<u>242.4%</u>

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial values of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2011, actuarial valuation (revised November 2011), the projected unit credit method was used. The actuarial assumptions included a 4.5% investment rate of return, which is the expected rate to be earned on PASSHE'S operating portfolio, and an annual healthcare cost trend rate of 8.5% initially, reduced by decrements to an ultimate rate of 5.0% by 2025. The UAAL is being amortized as a level percentage of payrolls on a closed basis. The remaining amortization period at July 1, 2011 was 24 years.

Retired Employees Health Program

Plan Description

Employee members of the American Federation of State, County and Municipal Employees; Pennsylvania Doctors Alliance; and Pennsylvania Social Services Union participate in the Retired Employees Health Program ("REHP"), which is sponsored by the Commonwealth and administered by the Pennsylvania Employee Benefits Trust Fund ("PEBTF"). The REHP provides eligible retirees and their eligible dependents with health care benefits. Benefits provisions are established and may be amended under pertinent statutory authority. The REHP neither issues a stand-alone financial report nor is it included in the report of a public employee retirement system or other entity.

Funding Policy

The contribution requirements of plan members covered under collective bargaining agreements are established by the collective bargaining agreements. The contribution requirements of nonrepresented plan members and contributing entities are established and may be amended by the Commonwealth's Office of Administration and the Governor's Budget Office. Plan members who enrolled prior to July 1, 2004 are not required to make contributions. Plan members who enrolled after July 1, 2004, contribute a percentage of their final salary, the rate of which varies based on the plan member's retirement date. Agency member (employer) contributions are established primarily on a pay-as-you-go basis. In fiscal 2012, PASSHE contributed \$240 for each current active employee per biweekly pay period. PASSHE made contributions of \$23,228,000, \$20,069,000, and \$25,318,000 for the fiscal years ending June 30, 2012, 2011, and 2010, respectively, which equaled the required contributions for the year. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

11. Pension Benefits

The University's employees participate in one of three retirement plans.

Public School Employees' Retirement System

The Public School Employees' Retirement System ("PSERS") is a governmental cost-sharing multiple-employer defined benefit plan. PSERS provides retirement and disability benefits, legislative-mandated ad hoc cost-of-living adjustments, and healthcare insurance premium assistance to qualifying annuitants. The Public School Employees' Retirement Code (Act No. 96 of October 2, 1975, as amended) (24 Pa.C.S.8101-8535) is the authority by which PSERS benefit provisions are established and may be amended. The contribution policy for PSERS is established in the Public School Employees' Retirement Code and requires contributions by active members, the employer, and the Commonwealth. Contribution rates for most active members are between 5.25% and 7.50% of their qualifying compensation, depending upon when the active member was hired and what benefits class was selected. New members hired after July 1, 2011, have a one-time election to choose a 10.3% contribution rate. The contribution rate for the University is an actuarially determined rate. The rate was 4.325% of annual covered payroll in 2012. The University's contributions to PSERS for the years ended June 30, 2012, 2011, and 2010 were \$35,213, \$19,151, and \$16,846, respectively, equal to the required contractual contribution. PSERS issues a comprehensive annual financial report that includes financial statements and required supplementary information for the plan. A copy of the report may be obtained by writing to Public School Employees' Retirement System, P.O. Box 125, Harrisburg, Pennsylvania 17108-0125.

State Employees' Retirement System

The State Employees' Retirement System ("SERS") is a governmental cost-sharing multiple-employer defined benefit plan. SERS provides retirement, death, and disability benefits, and legislative-mandated ad hoc cost-of-living adjustments. Article II of the Commonwealth of Pennsylvania's Constitution assigns the authority to establish and amend the benefit provisions of the plan to the General Assembly. The contribution policy for SERS, as established by the State Employees' Retirement Code, requires contributions by active members and the employer. The contribution rate for both active members and the University depends upon when the active member was hired and what benefits class is selected. Contribution rates for most active members are between 5.0% and 6.25% of their qualifying compensation. New members hired after January 1, 2011, have a one-time election to choose a 9.3% contribution rate. The University contributed at actuarially determined rates of between 4.83% and 6.99% of active members' annual covered payroll at June 30, 2012. The University's contributions to SERS for the years ended June 30, 2012, 2011, and 2010, were \$519,908, \$356,083, and \$245,536, respectively, equal to the required contractual contribution. SERS issues a publicly available annual financial report that includes financial statements and required supplementary information for the plan. A copy of the report may be obtained by writing to Commonwealth of Pennsylvania, State Employees' Retirement System, P.O. Box 1147, Harrisburg, Pennsylvania 17108.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements
Year Ended June 30, 2012

Alternative Retirement Plan

The Alternative Retirement Plan ("ARP") is a defined contribution plan. In a defined contribution plan, benefits equal amounts contributed to the plan plus investment earnings. Act 188 empowers the Board to establish and amend benefit provisions. The State Employees' Retirement Code establishes the employer contribution rate for the plan, while the Board establishes the employee contribution rates. Active members contribute at a rate of 5% of their qualifying compensation. The University's contribution rate for 2012 and 2011 was 9.29% of qualifying compensation. The contributions to the ARP for the years ended June 30, 2012 and 2011 were \$1,572,607 and \$1,708,789, respectively, from the University and \$862,716 and \$901,098, respectively, from active members.

12. Workers' Compensation

The University participates in PASSHE's self-insured workers' compensation plan. For claims occurring prior to July 1, 1995, the University must pay up to \$100,000; for claims occurring on or after July 1, 1995, the University must pay up to \$200,000. Claims in excess of the self-insurance limits are funded through the Workers' Compensation Collective Reserve Fund (the "Reserve Fund"), to which the University contributes an amount determined by an independent actuarial study. Based on updated actuarial studies, the University contributed \$44,053 and \$35,659 to the Reserve Fund during the years ended June 30, 2012 and 2011, respectively.

Changes in the aggregate liability for claims under the self-insurance limit were as follows:

	<u>2012</u>	<u>2011</u>
Balance at July 1	\$ 236,258	\$ 335,943
Current year claims and changes in estimates	152,510	12,957
Payments	<u>(86,599)</u>	<u>(112,642)</u>
Balance at June 30	<u>\$ 302,169</u>	<u>\$ 236,258</u>

13. Commitments and Contingencies

General

The nature of the education industry is such that, from time to time, the University is exposed to various risks of loss related to torts; alleged negligence; acts of discrimination; breach of contract; labor disputes; disagreements arising from the interpretation of laws or regulations; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher education system.

Mansfield University of Pennsylvania of the State System of Higher Education

Notes to Financial Statements

Year Ended June 30, 2012

The University participates in PASSHE's self-insured workers' compensation plan up to stated limits (see Note 12). For all other risks of loss, the University pays annual premiums to the Commonwealth to participate in its risk management program. The University does not participate in any public entity risk pools, and does not retain risk related to any aforementioned exposure, except for those amounts incurred relative to policy deductibles that are not significant.

The University has not reduced significantly any of its insurance coverage from the prior year. Settled claims have not significantly exceeded the University's insurance coverage in any of the past three years. It is not expected that the resolution of any outstanding claims and litigation will have a material adverse effect on the accompanying financial statements.

Under the terms of federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. The University's management believes disallowances, if any, will be immaterial.

Construction Commitments

Authorized expenditures for construction projects unexpended as of June 30, 2012 were approximately \$3,192,000.

Labor

Collective bargaining agreements are negotiated on at the system level. PASSHE currently has eight collective bargaining agreements with seven employee unions. Agreements have yet to be reached with three bargaining units, whose contracts expired June 30, 2011, meaning that future compensation requirements are unknown for approximately 53% of PASSHE's employees.

14. Subsequent Events

In July 2012, Moody's placed PASSHE's Aa2 bond rating on review for downgrade as a result of the Commonwealth's rating downgrade from Aa1 to Aa2. In October 2012, Moody's downgraded PASSHE's rating to Aa3, with a stable outlook.

In August 2012, MAC issued \$53,511,600 of bonds to finance the construction of two student housing facilities at the University.

Mansfield University of Pennsylvania of the State System of Higher Education

Required Supplementary Information

June 30, 2012 and 2011

(Unaudited)

Schedule of Funding Progress for the System Plan (OPEB) (in thousands)

Actuarial Valuation Date	Actuarial Value of Asset (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll $([b-a])/[c]$
July 1, 2009	\$ -	\$ 40,392	\$ 40,392	0%	\$ 18,611	217.0%
July 1, 2010	\$ -	\$ 45,884	\$ 45,884	0%	\$ 19,187	239.0%
July 1, 2011	\$ -	\$ 47,905	\$ 47,905	0%	\$ 19,763	242.0%

Schedule of Funding Progress for the REHP (OPEB) (in thousands)

Actuarial Valuation Date	Actuarial Value of Asset (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll $([b-a])/[c]$
July 1, 2009	\$ 47,920	\$ 13,257,570	\$ 13,209,650	.36%	\$ 4,093,000	323%
July 1, 2010	\$ 56,320	\$ 13,674,250	\$ 13,617,930	.41%	\$ 3,786,000	360%
July 1, 2011	\$ 70,740	\$ 12,907,790	\$ 12,837,050	.55%	\$ 3,839,000	334%

The information above relates to the Commonwealth's REHP as a whole; i.e., it is inclusive of all participating Commonwealth agencies and instrumentalities. Nearly all Commonwealth agencies and instrumentalities participate in the REHP.

Attachment "H"

Mansfield University of Pennsylvania

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Mansfield University

Jan 31, 2013

Mansfield University 2012-2013 Undergraduate Catalog

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The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations at any time, when, in the judgment of the faculty, the President, and the Council of Trustees, such changes are in the best interest of the students and the university. University policy and procedures can be found online in The *Mountie Manual* at <http://mansfield.edu/residence-life/>.

Academic Dismissal

A degree seeking student who earns a cumulative grade point average (GPA) that is below the required minimum academic GPA at the end of any semester will be dismissed from Mansfield University. The minimum GPA varies depending upon how many credits the student has attempted at Mansfield University and how many credits the university has accepted in transfer. (See "Minimum Academic Standards" below.) If a student is academically dismissed, that student may be reinstated to the university by appealing to and appearing before the Academic Standards Review Board (A.S.R.B.) prior to the beginning of the next semester, or by applying to the Admissions Office for re-admission following an interval of one year. The decision of the A.S.R.B. is final and may be appealed only in instances of alleged discrimination or failure of the board to properly follow university specified procedures and policies. Students who are reinstated by the A.S.R.B. are given two semesters to acquire the necessary G.P.A. for continued matriculation. This is contingent upon earning a minimum 2.0 semester G.P.A. for the semester immediately following the 1st dismissal. A student who has attempted 45 or fewer credits and is academically dismissed but is then subsequently reinstated by the Academic Standards Review Board will be assigned to the University Learning Center to participate in the Academic Skills Development Program and will be assigned an advisor in the Academic Advising Center. The purpose is to help the student improve his or her overall academic performance. Failure to participate in the Academic Skills Development Program will be considered at any subsequent dismissal hearing. Academic dismissal may impact a student's eligibility for financial aid. A second or subsequent dismissal terminates the student's association with Mansfield University.

Academic Integrity

The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. See the policy and procedure listed at: <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures/> under "Academic Integrity Policy."

Academic Major/Minor Requirements

The requirements for student major and/or minor appear on the Degree Audit, which is maintained by the Registrar's Office and is available online. Each student must complete the major/minor requirements that exist at the time he or she is admitted to the university. Should major/minor requirements change, it affects only new students and currently enrolled students who may choose to satisfy the new program requirements. Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission.

Academic Minor

A minor consists of no less than 15 and no more than 24 related credit hours in an approved program of study. The minor is a clearly defined area of study that is sufficiently distinct from a student's academic major to qualify for recognition on the transcript. Students may apply up to 8 credits from the core discipline of the major to an academic minor. Students must maintain a minimum 2.0 cumulative grade point average (GPA) in all courses required.

Bachelor of Arts degree candidates must choose between a minor or second year foreign language proficiency. To earn a Mansfield University minor, students must complete at least 50% of the required minor course work from Mansfield University. Though not a requirement for other degrees, a minor can be used to enhance academic experience and will appear on the student's permanent record. Forms for declaring an academic minor are available online at <http://esd.mansfield.edu/registrar/>.

Academic Probation

A matriculated student whose cumulative grade point average (GPA) is between the minimum academic standard and 2.00 at the end of a semester is placed on academic probation until the GPA is 2.00 or above.

Probationary status does not mean that a student is dismissed from the University. It means that although the minimum academic requirements have been met, the GPA is not acceptable for graduation. A student on probation receives a letter from the university about probationary status and subsequent assignment to the Academic Advising Center.

With the assistance of an advisor, students develop strategies for improvement and take advantage of available academic support services.

ACADEMIC STANDING

Good Academic Standing is defined as a minimum 2.0 cumulative GPA.

Accessibility Services

Section 504 of the Rehabilitation Act of 1973 provides that any otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. Section 504 prohibits discrimination against individuals with handicaps in recruitment, testing, admissions, or after being admitted to a college or university. Mansfield University is committed to making the necessary adjustments in order that persons who are mentally and/or physically challenged are able to fulfill academic requirements and to ensure that they are not excluded from employment or services because of their disabling condition. Inquiries should be directed to the Human Resources office, Alumni Hall 321, or call (570) 662-4052.

ACT 48

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years to maintain active certification. Pennsylvania certified teachers wishing to use credit course work at Mansfield University to meet the Act 48 requirement should log on to the following website: <https://www.edulinkinc.com/act48Provider/default.asp>, click on the 'Professional Educator' link, create an account, enter the course(s) information and submit. Mansfield University will then verify the information and report courses satisfactorily completed to the Pennsylvania Department of Education. Some non-credit courses and workshops offered by Mansfield University may also be eligible for ACT 48 credit. Attendees should also use the Edulink site to submit course completion for Mansfield University approval.

Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments. Contact the Registrar's Office, (570) 662-4874.

Add/Drop

Students may ADD courses during the first seven calendar days of a semester and DROP courses during the first six calendar days of semester using WebAdvisor. If the course is full or creates a conflict with scheduling, students may use an Add card available in the Registrar's Office, 224 South Hall. The class instructor must sign all add cards. Students who have earned fewer than 60 credits you must also have add cards signed by your advisor.

Adding Major(s) to a Completed Baccalaureate Degree

A graduate of Mansfield University may be readmitted to add new major(s) to a prior degree. Each student must be accepted by the department offering the program of study and fulfill all the requirements for the new major. Any courses required in the new major that were completed prior to returning to Mansfield will be waived. General Education will be considered satisfied, except specific requirements for the second major, if they have not already been completed.

The GPA of the original degree will be "sealed". There will be a new and totally distinct GPA for the new major(s). A student must maintain a minimum GPA of 2.0 in work taken after the baccalaureate degree to remain at Mansfield. There is no minimum number of hours which must be completed after receipt of the degree in order to add a new major.

Upon completion of all requirements, a notation will be made on the permanent record indicating the new major(s) and the date completed.

Advanced Placement (AP)

Mansfield University accepts high school courses taken prior to admission to the university under the national Advanced Placement (AP) program. A minimum score of three (3) on each qualifying examination is required for award of credit. No more than 24 credits earned by such examinations may be applied toward graduation requirements.

Application for Graduation

Candidates for the associate degree or bachelor's degree must complete an Application for Graduation online via WebAdvisor no later than one year prior to the anticipated graduation.

Students are encouraged to participate in a commencement ceremony, which recognizes and honors their academic accomplishments. Commencement ceremonies are held following the fall and spring semesters.

Attendance Policy

Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, or official university representation will be accepted by all faculty members and will permit students to make up missed tests and/or graded assignments in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi.

Audit (AU)

A student interested in auditing a course (attending class, but receiving no grade or credits) must submit the Audit Form before the end of the Add Period (first seven calendar days of the semester). The class instructor must grant permission for any student to audit a course. Not all courses are available for audit. Courses with high degrees of specialized equipment, and one-on-one faculty-student interaction (such as science labs) are generally not open to audit. Exceptions to this policy may be petitioned to the Dean for review. The cost for auditing is \$50. The Audit Form is available at The Registrar's Office, 224 South Hall.

Change of Major/Minor

Change of major or minor forms are available online at <http://esd.mansfield.edu/registrar/>.

Class Standing

Class standing is determined by the total number of credit hours earned including credits accepted in transfer from other accredited colleges.

Freshman	0-29 credit hours earned
Sophomore	30-59 credit hours earned
Junior	60-89 credit hours earned
Senior	90+ credit hours earned

College Level Examination Program (CLEP)

We participate in the national College Level Examination Program (CLEP). Mansfield University grants credit for CLEP SUBJECT examinations, but does not grant credit for the CLEP GENERAL examination. Subject examinations are available in the areas of business, composition, education, foreign languages, humanities, mathematics, science, and social science.

CLEP is a way to earn college credits for what the test-taker already learned and may shorten the college experience. Information regarding CLEP examinations is available from the Admissions Office.

Commencement Honors

Superior scholastic achievement is recognized at Commencement. A bachelor's degree student must have completed at least 45 credit hours at Mansfield University prior to the final semester to receive honors recognition at Commencement. Honors designations are based on cumulative grade point average (GPA) as indicated:

Cum Laude	3.35 to 3.64
Magna Cum Laude	3.65 to 3.94
Summa Cum Laude	3.95 to 4.00

Students who meet the honors requirements upon completion of their final semester with a minimum of 60 credit hours at Mansfield University, will have such recognition noted on his or her permanent record.

An associate degree student must have completed at least 30 credit hours at Mansfield University prior to the final semester to receive honors recognition at commencement. A cumulative GPA of 3.5 or higher is required for this recognition.

Complete Degree/Program Requirements Off Campus

All first baccalaureate degree students must complete at least 30 of their last 45 credits at Mansfield University. Undergraduate matriculated degree seeking students who wish to complete their degree/program requirement (s) at another regionally accredited institution will be required to secure prior approval by petitioning the Dean. The process will also require completion of the Transfer Credit Form. The Petition - Undergraduates and Transfer Credit Form are available on the Registrar's Office website at <http://esd.mansfield.edu/registrar/>. To attend another PASSHE university please refer to the Visiting Student policy. To attend a college or university outside the United States, students should refer to the Study Abroad and International Exchanges Policy. For additional residency credit completion requirements, please refer to the Maximum Hours Accepted in Transfer policy.

For active-duty service members, the academic residency requirements will not exceed 25 percent of the undergraduate degree program. If the undergraduate degree is available 100 percent online, the academic requirements will not exceed 30 percent of the undergraduate degree program. With the exception of specific course areas such as majors, the academic residency requirements for active-duty service members will not include a "final year" or "final semester" requirement.

Course Load

A normal academic course load is 12 to 18 credit hours. To schedule more than 18 credit hours in a semester, the student must have a 3.0 cumulative point average (GPA). A student who does not have a 3.0 GPA may submit a petition to the Dean for permission. Petitions are available online at <http://esd.mansfield.edu/registrar/forms/forms-list/>.

Course Time Limit

Mansfield University welcomes the return of students who for a variety of reasons have not completed their undergraduate degrees. Courses completed, either at Mansfield or in transfer, more than ten years prior to the date of readmission will not routinely be counted towards graduation requirements. The content of these courses may no longer be current or required for a degree program. Students may apply, via a petition that includes specific justification for a waiver, to have course work older than ten years applied toward a degree. Any such petition may need to address courses individually. Nothing in this policy precludes a department from establishing more stringent standards.

Credit by Exam (EX)

Matriculated students who feel they have already mastered the material in Mansfield courses may request permission to challenge the courses by examination. Students may elect this option during the first seven calendar days of the semester. This does not include courses in the areas of independent study, ensemble or other group participation courses, student teaching or pre-professional experience, seminar or selected topics, and laboratory experience unless special permission is provided by the department offering the course and the Dean.

Students may not challenge a course in which they have demonstrated competency by passing a more advanced course nor a course that has been waived because of demonstrated competency or advanced placement. The examination must be completed and the contract returned to the Dean within the first four weeks of the semester. Applications are available online at <http://esd.mansfield.edu/registrar/>.

Dean's List

The Dean's List is issued at the close of each semester. It includes only undergraduate matriculated students. A student must earn at least 12 credits for which a letter grade is received (P/F and S/U grades are excluded) to be eligible. The semester grade point average (GPA) must be between 3.50 and 3.99 inclusive.

Dual Degrees

Students may complete two baccalaureate degrees simultaneously. The student must complete all program requirements for both degrees and earn a minimum of 150 undergraduate credits.

Dual/Multiple Majors

Students may complete multiple majors within the same degree; that is, a B.A. major may be added to a B.A. degree, a B.S. to a B.S., etc. The first major selected is considered primary. The one exception to this is the Liberal Studies major. A student may not

declare Liberal Studies as a second major. Students may also complete two majors that do not lead to the same degree (B.A., B.S., B.M., etc.). To complete two majors leading to different degrees, the student declares the first major and the second major. The first major determines the specific degree awarded, and successful completion of the second major is noted on the student's transcript ("Successfully completed requirements of the academic major in...") Completion of two different majors does not result in the award of two degrees.

Due Process (Appealing a Grade)

A student wishing to appeal a grade, should refer to the procedures outlined at <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures/> under "Due Process/Appeals" or "Grade Appeals".

Family Education Rights and Privacy Act / FERPA for Students

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA (Family Education Rights and Privacy Act) was enacted in 1974. It is a set of regulations that applies to institutions that receive funding from the Department of Education. FERPA was written specifically to protect the interests of students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

Mansfield University regards all of its students, regardless of age, as emancipated. This means that the regulations apply to all of our students regardless of age.

An **education record** is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key characteristic of education records is that they are shared by university employees who have a legitimate need to advise students, enter information into the record, or work with the data contained in the records. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and so on.

The following information is considered public information and may be made available without prior consent. It is considered part of the public record of a student's attendance: name, address, phone number, email address, date/place of birth, major, participation in activities/sports, weight/height of members of athletic teams, dates of attendance, degrees/awards received and most recent educational institution attended. Any student wishing to prevent the public disclosure of this information may request so by contacting the Office of the Registrar, 224 South Hall prior to the close of the first week of classes of any given academic semester.

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

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the Registrar, Dean, Department Chairperson, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Council of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Copies of the University's policy governing the Family Education Rights and Privacy Act and Student Release of Information Forms are available at the Office of Enrollment Services, Room 224, South Hall. Questions concerning FERPA should be referred to the Registrar.

Grade Change

If an instructor makes an error in the final grade given to a student, a grade change request must be made within the first three weeks of the subsequent semester. Grade changes are not allowed after that time unless a request for an extension is made by the faculty member to the Dean.

Grading

Professors provide students written syllabi prior to the end of the first week of class which includes the criteria for academic evaluation. Mansfield University uses a 4-point grading scale, as shown below, to evaluate academic performance.

GRADES	INTERPRETATION	GRADE POINTS
A	Excellent	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Good Standing	2.0
C-		1.7
D+		1.3
D	Minimally Passing	1.0
D-		0.7
F	Failure	0.0

The following designations may be used in addition to the grades shown above:

AU	Audit
EX	Credit by Examination (D- grade or better)
I	Incomplete
P/F	Pass/Fail (D- grade or better)
S	Satisfactory (D- grade or better)
U	Unsatisfactory
W	Withdrawal from a course after the drop period

The cumulative grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours of work attempted. The cumulative GPA is the index by which a student's academic standing is judged.

Graduate Courses

An undergraduate student at Mansfield, may enroll in a graduate course (500 level) if he or she is within 18 credit hours of having satisfied the requirements for a bachelor's degree (as certified by the Registrar's Office).

Graduate courses may be applied toward the undergraduate degree requirements upon completion of the "Request for Permission to Enroll in Graduate Courses" request. (The request form is available online at <http://esd.mansfield.edu/registrar/>) and satisfactory completion of such course(s).

Graduate courses may count for graduate credit upon conferral of the bachelor's degree if these credits raise the total beyond the number required for the bachelor's degree. This does not imply admission into the Graduate Program.

Graduation Requirements

It is the student's responsibility to know the university requirements for the chosen major and for graduation.

Students who graduate from Mansfield University with an **associate degree**, must meet the following requirements.

1. Earn the minimum number of credit hours for the particular major, plus any required preparatory (0090) courses. Preparatory courses completed increase the total number of credit hours required for graduation.
2. Earn a minimum 2.0 cumulative grade point average (GPA) in all work attempted and in the major.
3. Complete requirements for general education and the major.
4. Complete the Writing Across the Curriculum, Information Literacy and Global Awareness programs.

Students who graduate from Mansfield University with a **baccalaureate degree**, must meet the following requirements.

1. Earn the minimum number of credit hours for the particular major, plus any required preparatory (0090) courses. Preparatory (0090) courses completed increase the total number of credit hours required for graduation.
2. Earn a minimum 2.0 cumulative grade point average (GPA) in all work attempted and in the major.
3. Complete requirements for general education and for the major.
4. Complete 42 credits of the total credits required for a degree at the 2800 course level or higher.
5. Complete the Writing Across the Curriculum program.
6. Complete a second year language proficiency or minor for a B.A. degree. Second year language proficiency is defined as successful completion of the 2202 level of a foreign language.

Students who graduate from Mansfield University with a recommendation for **teacher certification** must meet the following requirements.

1. Earn the state mandated minimum GPA for your cohort group (determined when first "gates" requirements are met and not sooner than 48 credits).
2. Complete a teacher preparation certificate program approved by the Pennsylvania Department of Education.
3. Complete all Mansfield University requirements for a baccalaureate degree.
4. Pass all state mandated Praxis examinations for your area(s) of teaching certification.
5. Present evidence that state mandated clearance requirements as specified under Act 34 and Act 151, Act 114 (PA FBI), and PA School Code 23.44 (proof of a negative TB Tine Test) have been met.

A student may earn a university degree with less than the state mandated minimum GPA, lacking the required clearances, or without having passed all Praxis examinations, but the University will not recommend that student to the Pennsylvania Department of Education for certification.

No student may be granted an associates degree or a baccalaureate degree from the University without earning at Mansfield University at least 25% of the required total credits for the degree. Exceptions may be made with approval from the Office of the Provost. Transfer credit may be awarded for up to 50% of the major requirements including major related electives. If the remaining credits do not meet Mansfield University guidelines for general education, they are applied as free electives.

Each student will receive a "Graduation Outlook" upon completion of the Intent to Graduate form. The "Graduation Outlook" notes courses and/or requirements still necessary to be completed for graduation including any deficiency in the cumulative grade point average (GPA) in all work attempted and in the major. A final outlook showing deficiencies will be sent after the end of the Add/Drop period in the semester in which the student intends to graduate.

Harassment and Non-Discrimination Policy

It is the policy of Mansfield University to ensure a work, educational and residential environment dedicated to the ideals of equity, justice, and fairness; that is free of unlawful harassment and/or discrimination or the denial of equal employment opportunity because of race, color, religion, disability, ancestry, national origin, age, sex, veteran status, political affiliation or sexual orientation, including sexual harassment. In accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act and all other applicable legislation, Mansfield University prohibits and will not tolerate unlawful harassment and/or discrimination on the basis of an individual's race, ethnicity, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, veterans status, political affiliation or other factors.

Mansfield University is responsible for educating all of its students, faculty and staff about what constitutes unlawful harassment and discrimination because they diminish the value of human dignity and are contrary to Mansfield's policy of respecting all individuals regardless of belief or status; and what steps will be taken to resolve complaints.

Conduct will be deemed harassing and/or discriminatory in accordance with and as defined in applicable state and federal statutes and case law decisions.

Discrimination - A behavior, action or practice that results in an allegation of different treatment, whether intended or unintended, based on age, color, disability, gender, marital status, national origin, race, religion, sex, sexual orientation, veteran status, political status, or ethnicity. Discrimination may also occur when a requirement, qualification or factor which, taken at face, is not discriminatory on the basis of the protected groups but which results in the exclusion or restriction of a protected group.

Harassment - Behavior intended to harass, annoy, or alarm another person that can include but not be limited to: strikes, shoves, kicks or other forms of physical contact, including threats to do the same; stalking or repeatedly following a person in or about a public place or places; engaging in a course of conduct or repeatedly committing acts that have no legitimate purpose, which harm or seriously annoy another person.

Racial Harassment - Verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, ancestry or ethnicity, that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

Disability Harassment - Verbal or physical conduct that is directed at an individual because of his/her disabling mental or physical condition that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified individual with a disability shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance." Mansfield University is committed to making reasonable accommodations so that students with disabilities are able to fulfill academic requirements.

Sexual Harassment - Unwelcome gender related behavior, including unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either by an explicit or implicit term or condition of an individual's employment or education; submission to, or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working, education or living environment. The U. S. Department of Education Office for Civil Rights further defines sexual harassment as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient of federal funds that denies, limits, provides different conditions or provision of aid, benefits, services, or treatment protected under Title IX.

Assistance in implementation, dissemination and explanation of this policy may be obtained by contacting the university's Social Equity and Multicultural Affairs Officer, Alumni Hall Room 106/107, 570-662-4071.

Human Subject Research Policy

Research projects undertaken by Mansfield University students, staff, or faculty members must be approved prior to involvement of human subjects and the initiation of the research project. The review process is intended for the protection of the human subjects and shall be the sole object of the review. The Mansfield University Institutional Review Board (IRB) is the final authority in determining approvals of human subjects research. To Faculty and Students wishing to apply for a request for review of research, should contact the department chairperson who will provide a copy of the guidelines, application form, and a sample informed consent form. You must submit two copies of the Request for Review of Research form and one copy of the Informed Consent form must be submitted to the department chair. Depending on the nature of the research, and the potential risks to subjects, the department will undertake a departmental review of the application, or they will forward it to the IRB Chairperson for board review. Copies of the IRB guidelines and forms are also available at the university web site: <http://www.mansfield.edu/~grantsde> or by contacting Dr. Francis Craig, Chairperson of the IRB, South Hall. Persons undertaking human subjects research should plan to submit their applications at least 3-4 weeks prior to the proposed research project start.

IBO Credits

The International Baccalaureate Organization (IBO) collaborates with secondary schools around the world on programs for students ages 16 through 19. The two-year comprehensive curriculum allows participating students and IBO graduates to fulfill requirements of various national education systems. In addition to applied academics, the IBO program works with students to develop responsible citizenship, leadership skills, and cultural sensitivity.

IBO students entering Mansfield University may receive 6-8 credits for each higher level IBO examination completed with a score of 4-7. Credits are awarded for higher-level subjects. No credit is awarded for subsidiary-level subjects. For more information regarding IBO credits, please contact our Transfer Coordinator, in the Admissions office, at 570-662-4408.

Incomplete Grades (I)

An "I" (Incomplete) grade is used to denote unfinished work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The I is submitted by professors at their discretion on the grade report form at the end of the semester. The professor and the student will identify the specific requirements to be satisfied in order to convert the I to a letter grade. The student is responsible for the removal of an I grade by the end of the fourth week of the subsequent semester except in cases where serious circumstances prevail and a request for an extension is made by the faculty member to the Registrar's Office. If the I grade is not cleared within the allotted time period, a final grade of F is recorded.

Independent Study and Individualized Instruction

Guidelines for Independent Study and Individualized Instruction

Independent Study and Individualized Instruction provide academic opportunities that can enhance a student's education. They also are offered at considerable financial cost if one considers the number that may be supported across the university in a particular semester. Approval of these activities requires a careful consideration of academic, individual, and financial matters. These guidelines are based primarily on the current *Mansfield University Catalog*. Phrases are underlined for emphasis. Bullets are added to note administrative expectations designed to promote fair and consistent decisions about these activities.

Independent Study (IS) is available in each curricular field. The appropriate curricular prefix precedes the course number 4497, and the credit hours vary from one to three. Independent Study may be repeated for more than three credit hours total, but each Independent Study project may be for no more than three credit hours.

Independent Study is an activity initiated by students to increase their already advanced knowledge in particular academic disciplines. A specified subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field. To request approval for an Independent Study, a student must prepare a contract (available online at <http://esd.mansfield.edu/registrar/>), which then must be completed and approved by the faculty director, department chairperson and Dean. A request for Independent Study must be completed prior to the start of the semester or summer session for which the Independent Study is sought.

Independent studies will be approved only where there is sufficient evidence of the potential of the study to advance the student's scholarly development.

All requests for Independent Study should be accompanied by an appropriate and scholarly proposal that has been carefully reviewed by the student and the faculty director who will supervise the independent study.

The proposal should include a plan of activities to be undertaken, the "products" to be expected from the study (for example, a paper, a performance, a research report, or presentation to a departmental symposium), a timetable for the study, and an estimate of the amount of effort that will be applied to the study so that the appropriate amount of credit can be assessed. Only in rare instances would more than two independent study proposals be approved as part of a student's curriculum.

Individualized Instruction (II) is available on a restricted basis. Ordinarily permission to take a course by Individualized Instruction is reserved for students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstance.

A student's decision to move from the Mansfield area or a conflict with another obligation, such as a job, will not normally be sufficient to justify an Individualized Instruction. A call to military service or a serious extended illness, on the other hand, may be viewed as sufficient mitigating circumstances.

An Individualized Instruction is not normally approved if there is evidence that a student delayed taking a course or dropped a course earlier in his or her academic career and did not make a clear attempt to complete it as part of a regular schedule.

In instances where there are repeated requests from a department to offer a course via Individualized Instruction, it would be advisable for the department to reassess its ability to support the curriculum.

A request for a course by Individualized Instruction (available online at <http://esd.mansfield.edu/registrar/>), must be completed and approved by the faculty director, department chairperson, and the Dean. A request for Individualized Instruction must be completed prior to the start of the semester or summer session for which the individualized instruction is sought.

Requests for Individualized Instruction should be accompanied by a detailed justification and explanation of the mitigating circumstances that require the course to be taken in this manner, a current course syllabus that outlines the material to be covered, the learning outcome, a timetable for the instruction, and the means of assessment that will be applied to determine the grade assigned.

Maintenance of Matriculation

Students who are off campus doing approved course work consistent with program requirements and thereby meet degree or program requirements in effect at the time of initial matriculation are considered to be in a continuing matriculated status.

Mid-Semester Grades

Students enrolled in 0090, 1000-level, and 2000-level courses receive mid-semester grades on a scale of A through F to enable them to recognize their academic status in each of these courses at mid-semester. Mid-semester grades in 3000-level and 4000-level courses are provided at the discretion of the course instructor.

Military Service Credit

Veterans having completed a minimum of basic training with honorable service in the United States Service Branches (DD 214) may apply for three credits in HPE (Health & Physical Education). In addition, credit may be awarded for service training programs based on an official military transcript and recommendations in the American Council on Education Guide.

Minimum Academic Standards

All degree-seeking students must meet the minimum academic standards of the institution. The minimum academic requirements for continuation at Mansfield are:

0-16	credit hours attempted - 1.20 GPA
17-30	credit hours attempted - 1.40 GPA
31-45	credit hours attempted - 1.60 GPA
46-60	credit hours attempted - 1.80 GPA
61+	credit hours attempted - 2.00 GPA

Credit hours attempted include transferred credit hours.

Pass/Fail (P or F)

Students may take a maximum of eight courses on a pass/fail basis; however, no more than one course each semester may be taken under the pass/fail option. Pass credits are not reflected in the student's GPA; however, a passing (P) grade is counted as credit hours earned. Students may elect the pass/fail option during the first seven calendar days of the semester. They may neither change the pass/fail option to a letter grade nor select the pass/fail option after the first seven calendar days of the semester. A passing grade is D- or better. A grade of F will impact the GPA. Three failures under this option will constitute a loss of the option. Pass/Fail application forms are available online at <http://esd.mansfield.edu/registrar/forms/>. The following restrictions apply:

1. No courses may be taken pass/fail to fulfill any General Education requirements.
2. Courses required to complete a major or an academic minor may be included in the pass/fail option at the discretion of that department, require the chairperson's signature, and may not be counted for General Education credit.

Petition Process

Program Variance: under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive course requirements in a major by informing the Registrar's Office in writing of such requested program changes. Students may petition the Dean for other program variances.

Waiver of University Policies or Regulations: when any rule or regulation of the University causes an unfair hardship, a student may petition the Dean for an exception. In these instances, students should contact your advisor for assistance in preparation of petitions. Petitions are available online at <http://esd.mansfield.edu/registrar/>.

Preparatory (0090) Courses

Entering students are evaluated in mathematics and writing to assure a minimal level of competency. In mathematics student's previous preparation is assessed. A writing placement examination is administered to all entering students, and placement is made in ENG 0090 or ENG 1112W on the basis of performance on that essay.

If 0090 courses are necessary, the minimum number of credits required for graduation increases. Any required 0090 course must be taken during the first 57 credit hours attempted.

President's List

The President's List is issued at the close of each semester. It includes students who fulfill the above requirements and attain a semester grade point average (GPA) of 4.00.

Readmission Policy

Matriculated students who have not been in regular attendance during the previous semester must apply for readmission to the University. This does not apply to non-matriculated students.

Applications for readmission must be submitted, along with the appropriate fee, by March 1 for the fall semester and November 1 for the spring semester. A statement about activities during the time away from studies should accompany the application, including such information as employment, college course work completed, or military service. The application fee may be waived for a student who provides a letter to the Office of Admissions citing reason(s) for withdrawal and stating an expected return entry date.

Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission. Before students are readmitted, they must clear all outstanding university-related debts.

Repeating a Course

Students are limited to a total of six repeated courses with a limit of three repeats for any specific course. The most recent grade, regardless of whether it is higher or lower, will be the grade used for the GPA calculation. Students may not repeat a course using the pass/fail or credit-by-exam option.

Second Baccalaureate Degree

A student who possesses a baccalaureate degree may earn a second bachelor's degree upon completion of the following requirements: (1) a minimum of 30 credit hours at Mansfield following the first degree (internships, observation/participation, and student teaching credit hours are not counted in the required minimum), (2) all requirements for the major in which the second degree is to be earned, (3) General Education is considered closed on the first degree except any specific General Education requirements for the second degree if not already completed, and (4) earn at least a 2.0 cumulative grade point average (GPA) in all work attempted and in the major. The GPA of the original degree will be "sealed." There will be a new and totally distinct GPA for the new degree.

Semester Off Campus

Undergraduate matriculated degree seeking student who wish to pursue a semester at a regionally accredited non-PASSHE (Pennsylvania State System of Higher Education) college or university located within the United States are required to secure prior approval by petitioning the Dean. The process will also require completion of the Transfer Credit Form. The Petition, Undergraduates and Transfer Credit Form are available on the Registrar's Office website at <http://esd.mansfield.edu/registrar/>. To attend another PASSHE university, please refer to the Visiting Student policy. To attend a college or university outside of the United States, please refer to the Study Abroad and International Exchanges policy.

Study Abroad and International Exchanges

A world of opportunity exists for Mansfield students who participate in international exchanges or study abroad. Mansfield University offers direct exchange programs with Charles Sturt University in Australia, Volgograd State University in Russia, Friedrich-Schiller-Universität in Jena, Germany, the Institute of Political Science in Toulouse, France, Nipissing University in North Bay, Ontario, and University College Cape Breton in Sydney, Nova Scotia.

Through Mansfield University's membership in the International Student Exchange Program (ISEP), the world's largest student exchange program, students have study abroad opportunities at over a hundred other universities in nearly forty other countries where they can take courses in English and in many other languages. In the past few years, Mansfield students have studied in Bulgaria, Chile, China, Iceland, Netherland, Poland, Scotland, Spain, South Africa, Sweden, Thailand, and Ulster, along with Australia, Russia, Germany, France, and Canada. Students may also participate as visiting students in international programs at other Pennsylvania State System of Higher Education universities or in approved programs offered by other US and foreign institutions of higher education.

Interested students should contact the Study Abroad office or the Registrar's Office for information about available programs and an application file. Most study abroad programs require two academic recommendations and a GPA of 2.75, but some programs require a 3.0. Students should consult the study abroad director and academic advisor to determine the status of study abroad programs, grade transfer policies, and how the courses taken abroad will meet general education or major program requirements. A study abroad student can opt to receive a Pass or Fail grade for up to 15 credits of course work per semester abroad.

The cost of study abroad programs varies, but most are affordable. Our goal is to offer students a semester abroad at roughly the same cost as that of a resident student at Mansfield. Financial aid and study abroad scholarships are available for qualified students.

Teacher Certification Program:

Teacher Education Certification

The Teacher Education Unit is responsible for all teacher certification programs at Mansfield University regardless of the department that houses the program. The Unit is nationally accredited by the National Council for the Accreditation of Teacher Education (NCATE) at both the undergraduate and graduate level. The Unit prepares teachers who have the knowledge, skill, and dispositions to meet the demands of public education in the twenty-first century.

The mission of the education unit at Mansfield University is to prepare educators who will make reflective decisions based on accepted theory, research and practice as they serve our region, the Commonwealth of Pennsylvania, and the nation. In addition to its centrality in the mission, the goal of "reflective decision-making" is the guiding concept in the framework of the Mansfield University Teacher Education Program. As reflective decision-makers, the graduates of our program will be able to provide effective instruction to their students and use their skills in assessment, reflection, and self-evaluation to make positive changes in their own teaching and curriculum. To become reflective decision-makers, students must develop and engage thinking skills and positive dispositions; these two central elements form the core of the conceptual framework. Thus, the core is both affective and cognitive in its nature, the two elements of it are interdependent, and both are essential in a teacher preparation program. This core of dispositions and thinking skills is in place to strengthen four essential functions in teaching: Planning and Preparation, Classroom Environment management, Instruction, and Professionalism. These domains, as characterized by Charlotte Danielson (2007) form the outer layer of the framework, what is visible (observable) and for which teachers are accountable. The materials used to create this framework are developmentally appropriate teaching and learning, diversity, and technology. The use of these materials ensures that students are the focus; their current needs, strengths, and differences are being considered; and their future success is in the picture as the faculty plan how best to prepare them. Teacher candidates at Mansfield University will be asked to attend to each part of the framework during their program, using each course and field experience to develop and sharpen their ability to make reflective decisions in what is surely one of the most important professions in the world.

Mansfield University teacher education certification programs are approved by The Pennsylvania Department of Education (PDE). Mandated changes in certification guidelines came into effect for students entering programs in Fall 2009 and for any other students who will not complete their programs of study and receive certification by August 2013. Elementary Education (K-6) and Special Education (N-12) are the programs most affected by the PDE changes. Beginning with students certified after August 2013, Early Childhood / Elementary Education will include the grades Pre-K-4. Special Education certification will include grades Pre-K-8 and will no longer be a stand-alone certification. Instead, Special Education will only be available as a dual certification with any of the other teacher certification programs. Therefore, it is very important that entering students check for program change updates and work closely with their advisors because these mandated changes will be implemented through a phase-in process. Under the new regulations, teacher education unit programs will be structured as follows:

Program	Home Department	Type of Certification
Art Education B.S.Ed.	Art	K-12 Art Education
Music Education B.M.	Music	K-12 Music Education
Early Childhood/Elementary Education B.S.Ed.	Education and Special Education	Pre-K-4
Social Studies-History B.S.Ed.	History and Political Science	7-12 Social Studies
English B.S.Ed.	English and Modern Languages	7-12 English Education
Spanish B.S.Ed.	English and Modern Languages	K-12 Spanish Education
Chemistry B.S.Ed.	Chemistry and Physics	7-12 Chemistry Education
Earth and Space Science B.S.Ed.	Geography and Geology	7-12 Earth and Space Science Education
Mathematics B.S.Ed.	Mathematics	7-12 Mathematics Education

Chapter 354

A directive known as Chapter 354 Preparation of Professional Educators was issued to all teacher preparation programs in Pennsylvania by PDE in October, 2000. Chapter 354 provides outlines standards for students entering an initial certification program at MU and for proceeding through the program. The various points in the program for which specific requirements are set are referred to as "Gates." Guidelines for admittance and for each subsequent Gate are detailed in this section and deal with clearances, certain course or credit-hour requirements, dispositions, and testing requirements.

Clearances

All required Pennsylvania teacher education clearances must be attained before registering for classes. If a student's clearance history changes throughout the course of study, he/she is required to immediately share that information with the Educational Field Experience Office. Students cannot register for any Mansfield University education courses until they satisfactorily complete the following clearance checks and understand that individual clearance information will be shared with participating field experience

school districts at their request:

- Act 151: Child Abuse
- Act 34: Criminal Background
- Tuberculosis, and
- FBI Fingerprint Clearances
- Secure a million dollars worth of Professional Liability Insurance

Application forms for these clearances are available at http://www.mnsfld.edu/~teacher/clearance_instructions_for_majors.htm.

If activity of any kind appears on a clearance, then Mansfield University requires the following process be followed:

1. Upon acceptance into any education program, the student must meet with the Coordinator of Educational Field Experiences (see <http://mansfield.edu/teacher/> or email cfry@mansfield.edu) to discuss the clearance situation, Pennsylvania law and University policy.
2. If the student is permitted/decides to continue as an education major, then the student must be willing to sign an agreement stating that he/she understands the possible challenges that might surface as a result of continuing to pursue certification.
3. The student must be willing to allow Mansfield University to share the clearance(s) with any school providing a field experience for the student. The student may only pursue field experiences through the direction of The Educational Field Experience Office.

Once the clearances are completed and documented in the Education Field Experience office, students can register for education courses. They then must complete coursework, field experiences, and progress through the gates in the program. Education majors are evaluated at three stages in their program. Mansfield evaluates student preparation based on national standards and Pennsylvania Act 354 requirements. Students must complete their preparation programs and the requirements of all three teacher education gates to be recommended for certification. Students will receive written confirmation that they have met Gates One and Two. Gate One requirements must be completed before taking upper level education courses (courses numbered 3000 and above). Gate Two requirements must be completed before beginning student teaching. Gate Three requirements must be completed before recommendation for certification. Each department may have additional requirements specific to their specific Education program. Students should see the individual program descriptions in this catalog and contact education program advisors for more information. Teacher education students are also assessed for professional dispositions. Teacher education disposition assessment processes and procedures are published online.

Dispositions

Because decisions a teacher makes may be value-laden, teacher education students are also assessed for professional dispositions. Teacher education disposition assessment processes and procedures are published online. http://mansfield.edu/teacher/media/files/Teacher%20Education%20Dispositions%20final%202%2008_PDF.pdf

Gate One. Students completing the following requirements will be designated a Teacher Education Certification Candidate (TECC). A student must be designated a TECC in order to register for upper level education courses numbering 3000 and above. To become a TECC, students must:

- complete a minimum of 48 hours of course work which may include transfer hours;
- have a Grade Point Average (GPA) of 3.0 or higher;
- complete two college level mathematics courses; and one English Literature course and one English Composition before becoming a TECC (Math 0090 and English 0090 or developmental or remedial transfer courses do not meet this requirement);
- pass the Introduction to Education (ED1102) course;
- pass the Pre-service Academic Performance Assessment (PAPA) certification examinations (Students transferring into Mansfield University from another institution and who have met all other Gate One requirements may be designated a probationary TECC. They will have one semester after admission to Mansfield University to pass the PAPA examination); (See program description or advisor for additional program specific requirements).

Gate Two. Students wishing to be admitted to Student Teaching must complete the following requirements:

- A Grade Point Average (GPA) of 3.0 or higher for those students admitted to TECC after August 29, 2004;
- completion of all required education courses except student teaching and professional seminar; students wishing to take non-education courses after student teaching must petition the appropriate department chair.
- Submission of current student teacher clearances. Updated criminal background and child abuse clearances are absolutely necessary in order to student teach. All students must have the appropriate documentation by the following deadlines. Student teaching placements will be revoked unless this requirement is met. Fall Student Teachers: Clearances must not be dated before February 1st of the year that student teaching will take place. In addition, the clearances must be turned into The Educational Field Experience Office in Retan Center 205 no later than June 30th for Spring Student Teachers; clearances must not be dated before June 15th of the year prior to student teaching. In addition, clearances must be turned into The Educational Field Experience Office in Retan Center no later than September 30th (see program description or advisor for additional program specific requirements).

Gate Three. Students who wish Mansfield University Certification Officer to recommend them for teacher certification must complete the following requirements:

- pass the PA Educator Certification (PECT) tests and/or Praxis II certification examinations;
- complete the appropriate Education degree with a GPA of 3.0 or higher;
- apply for Pennsylvania Teacher Certification, repeating criminal background, FBI fingerprint, and child abuse clearances, if they have expired;

Students who do not anticipate completing *all* the above requirements before May 2013 must see an advisor to determine if they can move forward under the new PDE regulations.

Information Sources. Further information is available from teacher education program advisors, online resources, and the other sources as stated below:

- PAPA, PECT and Praxis II examinations – Field Experiences Office (570-662-4024)
- Program Requirements – Individual program descriptions in this catalog
- Advancing to TECC status – Mansfield University Certification Officer (570-662-4873)
- Clearances and Field Experiences – Educational Field Experiences Office (570-662-4024)

Applicants interested in teacher certification (initial or advanced) at Mansfield University must contact the Admissions Office, South Hall. (<http://admissions.mansfield.edu/>).

Official transcripts of all college work completed must be sent directly to the Admissions Office, South Hall at Mansfield University.

Secondary Education

The secondary education curriculum prepares students for junior high and high school teaching. The curriculum is the combined responsibility of the Education and Special Education Department and the appropriate content area departments of the university. The program is based on the theme, "Teacher as Reflective Decision Maker," and provides students with depth in subject matter, preparation in instructional methodology, and a variety of field experiences culminating in student teaching in the senior year. Students in the various secondary programs learn how to communicate subject matter clearly and effectively to promote secondary students' learning. Mansfield University offers secondary education degree programs in the following curricular areas: Chemistry, Earth and Space Science, English, Mathematics and Social Studies. Many secondary education majors also pursue graduate studies after graduation.

For further details regarding admission to teacher certification candidacy and Pennsylvania certification requirements, please review the Teacher Certification section under University Policies, <http://catalog.mansfield.edu/>.

For specific information about Mansfield University's secondary education programs, please refer to each content area under the requirements for the B.S.Ed degrees. (For example, the required courses in the secondary education Mathematics program are listed under the heading Mathematics, Bachelor of Science in Education degree requirements.)

Transcripts

Official transcripts of courses taken at Mansfield University are prepared by the Registrar's Office and issued according to the following policies:

- Student's records are confidential. Transcripts, therefore, are issued only at the written request of the student. Requests by telephone are not accepted.
- No transcript is issued to or for a student who is indebted to the university until the debt has been paid in full.
- Official transcripts of credits(s) earned at other institutions that have been presented for admission and evaluation become part of your permanent record in the Registrar's Office and cannot be reissued or copied for distribution. Transcripts from other institutions must be obtained directly from those institutions.
- Official transcripts issued directly to you will only be released in a signed, sealed, embossed envelope. The envelope will bear the statement that if opened the transcript should be considered unofficial and the integrity of the document is not guaranteed by Mansfield University.
- Unofficial transcripts (student copy) contain the same information as an official, but do not bear the authorized signature or seal of the university.
- There is a \$5.00 transcript fee.
- Transcripts are requested online at [Transcripts on Demand](#). An additional processing fee of \$3.00 will be assessed by Transcripts on Demand.

Undeclared/Academic Exploration Program Majors

Entering students who are not ready to choose a major may be accepted as "undeclared" and enrolled in the Academic Exploration Program. An advisor assists the student in choosing courses to fulfill General Education requirements and advises them about introductory courses as a pathway toward selecting a suitable major. An undeclared student should choose a major after the second semester freshman year; all students must declare a major by the time they have earned 64 credit hours.

Visiting Students

Students enrolled full-time at a PASSHE university may elect to participate, for a limited period of time, in The Board of Governors' Visiting Student program offered at sister institutions. Information regarding the Visiting Student program is available from the Registrar's Office.

Withdraw From a Course (W)

After the drop period, a student may withdraw from a course until 4 p.m. on the Friday of the tenth week of classes. The student must complete a course withdrawal form and have it signed by the course instructor. A student who has earned fewer than 60 credits, must also have the withdrawal card signed by your advisor. After obtaining the required signatures, the student must submit the form to the Registrar's Office. A 'W' will be recorded in the permanent record and will not be calculated in the grade point average (GPA). A student who withdraws from all courses is automatically withdrawn from the University.

Withdrawal From the University

A student who wishes to withdraw from the university may do so by completing a "Withdrawal from Mansfield University Form," which is available online at <http://esd.mansfield.edu/registrar/>. Upon receipt of the form, the administration will promptly notify all appropriate offices, including the student's advisor and course instructors. On-campus students are responsible for checking out of their residence hall by contacting a staff member.

Students who leave the university without properly notifying the university for other than extenuating circumstances (as documented by a physician, counselor, or other appropriate individual) will receive a grade for each course based on the total semester.

All students who have withdrawn and who desire admission to the university must file an application for readmission.

Students who apply for readmission within one calendar year of the date of withdrawal will have the application fee waived. Except for extenuating circumstances (e.g., medical reasons), students are not guaranteed readmission.

Completion of a 'Withdrawal from the University' must be done by the last regular class day of the semester.

Withdrawal from the University is likely to have serious financial ramifications. Students receiving financial aid are encouraged to discuss such action with a financial aid officer.

Refund Period (% of Enrollment Period Completed)	Refund Percentage	Duration (Illustration of Estimated Weeks in Typical Semester)
0-8.5%	100%	Through "drop period"
8.51-12.50%	80%	Through Week 2
12.51-19.44%	60%	Through Week 3

19.45-26.39%	50%	Through Week 4
26.40-33.33%	40%	Through Week 5
>33.3%	0%	

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Mansfield University

Feb 06, 2013

Mansfield University 2012-2013 Undergraduate Catalog

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Department of Academic and Human Development [^ TOP](#)

The University provides developmental services to students for the successful pursuit of their academic program and personal development. These services include Academic Advising, Athletic Mentoring, Counseling, Learning Center, Minority Mentoring, Support Services for CHAMPS Students with Disabilities, and Writing Center. In addition, all faculty within the Department of Academic and Human Development advise students selecting the Liberal Studies major.

Academic Advising

The Academic Advising Center provides services to a wide range of students and special support for underrepresented students of color, through a minority mentoring program called SUPPORT, and student-athletes through Athletic Mentoring and CHAMPS/Life Skills program. These initiatives support Mansfield's diversity goals through various workshops and guest speakers. This includes developmental workshops and leadership conference opportunities.

Mission: The mission of Academic Advising Center is to provide high quality academic advising, that assists students in the purposeful planning of an undergraduate liberal arts education, contributing to an environment that promotes academic, personal, as well as intellectual, and ethical (character) growth. Academic Advising is a decision-making process by which students realize their maximum education potential through communication and information exchanges with an advisor; it is ongoing, multifaceted and a shared responsibility of both the advisor and advisee. The advisor, utilizing a developmental, prescriptive or, prescriptive, strength-based approach, serves as a facilitator of communication, a coordinator of learning experiences, through course and career planning and academic progress review, and an agent of referral to other campus services.

Vision: The Academic Advising Center (AAC) provides leadership that is developmental and cultivates academic excellence and healthy decision making, through innovative advising practices. AAC assists students in attaining their career and academic goals and promote an academic advising environment of trust, comfort, and genuine care. AAC work collaboratively with other student services, faculty, and staff for the benefit of our advisees.

Athletic Mentoring and the CHAMPS/Life Skills Program

Mission: The mission of the Athletic Mentoring and CHAMPS Life Skills Program is to support the successful academic transition, matriculation, and graduation of student-athletes. The Athletic Mentoring component monitors, and improves the academic standing and progress of student athletes. The CHAMPS/Life Skills component enhances and supports student-athletes' development in the areas of personal development, career planning, community service, and academic excellence.

Vision: The Athletic Mentoring and CHAMPS Life Skills Program ensures the academic, personal, and social success of student athletes.

Counseling Center

Mission:

The University Counseling Center provides students, faculty, and staff with counseling services for each client's particular needs. We make available to clients career/academic assessment and counseling to facilitate their career choices; provide a professional response to clients in emotional crisis; provide faculty and staff with consultation and support; assist in developing the emotional, physical and psychological well-being of all clients; advocate for student needs; and support the efforts of students, faculty and staff in improving the university environment. We provide coaching, academic document review, and recommendations for students with disabilities. We provide academic advising opportunities for students in the A.A. and B.A. Liberal Studies majors.

All services provided by the University Counseling Center are free and respect the applicable confidentiality laws and ethical guidelines of the APA (American Psychological Association), ACA (American Counseling Association) and IACS (International Association of Counseling Services).

Vision:

Counseling services are an integral part of the educational mission of the institution and support the mission in a variety of ways, such as consultation, teaching, preventive and developmental interventions, and treatment. The counselors provide clinical and counseling services to clients who are experiencing stress due to academic, career or personal problems which may interfere with their ability to take full advantage of the educational opportunities before them. Counselors are also involved in providing consulting services for faculty and staff; student needs advocacy, program development, teaching, outreach programming, retention activities, and research and evaluation that support the efforts of faculty and staff in enhancing the university environment.

Gateway Program

Mission: The Gateway Program is designed to support students enrolled in the Associate of Arts (A.A.) Liberal Studies degree with an umbrella of individualized services and opportunities to achieve academic success. Gateway offers a variety of support services and proactively engages with students on an ongoing basis throughout the academic year. The program support is a collaborative process in which the student is an active participant in assessing and identifying their needs and progress.

Vision: The Gateway Program strives to empower students to develop practical strategies that will equip them to successfully meet the challenges they face in collegiate life. Among the opportunities available to students are: an orientation and transition to college expectations and life, academic advisement with experienced and knowledgeable faculty, educational skills workshops, tutoring, assistance from learning specialists, peer mentoring, counseling, developmental leadership opportunities, supplemental instructors, study groups, study tables, and active links to career planning and cultural events.

Learning Center

The Learning Center (LC) at Mansfield University is committed to helping students achieve their academic goals. We are dedicated to providing a success-oriented learning environment that focuses on the essentials of what is needed to succeed in college. Our student support programs are designed to assist students in maximizing their academic potential.

We provide [peer tutors](#), [writing center tutors](#) and [supplemental instruction study sessions](#). Each of these student support programs focus on course content as well as collaborative student learning processes that are designed to actively engage the learner.

The Learning Center at Mansfield University provides helpful study strategies and tips on-line. We also hold a series of workshops to assist in enhancing your study skills and learning strategies.

Writing Center

The Writing Center is an integral part of the University's Writing Across the Curriculum program. Peer-writing tutors help students develop effective writing and editing strategies that support the formal writing instruction presented in various courses throughout the curriculum.

Minority Mentoring Program

Mission Statement: The mission of the Minority Mentoring Program is to provide a support system for students of color that will give them the best opportunity to succeed at Mansfield University. Through the academic, social, and emotional support the Minority Mentoring Program aims to contribute to an increase in persistence and matriculation. Furthermore, students in the Minority Mentoring Program will become productive leaders in their personal and professional communities.

Vision Statement: The Minority Mentoring Program envisions a learning community in which students will experience empowering relationships with faculty and staff and develop leadership skills that will allow them to become effective community leaders.

Services for Students with Disabilities

The Office for Students with Disabilities (SSD) is the main advocate for students with disabilities who request academic accommodations at the University. It is our goal to assist you in gaining appropriate and reasonable accommodations, enhancing your ability to pursue a meaningful college experience.

After submitting pertinent documentation, we will attempt to address all reasonable accommodations appropriate to the student's needs. Current accommodations include, but are not limited to, special residence hall living requests, on-campus transportation, early academic scheduling, a variety of testing accommodations, note takers, readers, interpreters, assistance in acquiring "Books on Tape," and relocating class sections to aid access.

Students are encouraged to contact the coordinator of Services for Students with Disabilities in South Hall to discuss any accommodations. Early notification is critical when seeking physical or academic course material accommodations.

Department of Academic Initiatives

The Department of Academic Initiatives houses the federally funded and competitive TRIO Student Support Services grant (which has been established at Mansfield University since 2005).

The Department of Academic Initiatives provides extensive student support for the students enrolled in our programs. We offer a variety of programming and services to our students, including academic and personal growth workshops, financial aid and financial literacy workshops, cultural and social activities, tutors, peer mentors, career counseling (including preparation for graduate school), and activities focusing on leadership and service. We are dedicated to providing personalized services to our students to help them gain the skills they need to graduate from college and to reach their personal and professional goals.

Mission Statement: The mission of the department is to increase the persistence and graduation rates of students enrolled in our programs by offering academic, personal, financial, and career support to help students develop the values of the Mansfield Creed (Character, Culture, Scholarship, and Service). The staff members work diligently to empower the students to become critical thinkers who take responsibility for developing strategies to succeed not only in college, but in their professional lives beyond college. We work closely with programs across campus to facilitate student success. In doing so, our department helps foster an institutional climate supportive of the success of underprepared college students.

Department Goals

- The department will provide opportunities for first year students to successfully transition into college.
- The department will provide quality one-to-one counseling to TRIO students through advising, peer mentoring, and quality programming. In doing so we will provide students with the opportunities to acquire skills necessary to succeed in college.
- The department will provide opportunities for students to gain leadership skills necessary for successful careers and will prepare students for post-college plans.
- The department will foster the development of the Mansfield University Creed values: character, scholarship, culture, and service.
- 75% of students in the department will remain in good academic standing each semester by maintaining a 2.0 QPA or higher and will achieve a persistence rate equal to or above the university cohort.
- 55% of new participants served each year will graduate within 6 years.

Program Outcomes:

- Students will identify resources to help them transition from high school to college.
- Students will create Individual Success Plans each semester that reflect their personal learning goals.
- Students will describe the skills necessary to succeed academically, psychologically, and financially in college according to their personal learning goals.
- Students will be able to demonstrate the critical thinking skills necessary to succeed in college.
- Students will exhibit academic success by maintaining a QPA of 2.0 or above.

Policies and Procedures:

- Students must apply to be part of the TRIO SSS Program; in addition to having academic need, they must meet the eligibility requirements set forth by the Department of Education (TRIO SSS Program Eligibility: <http://www2.ed.gov/programs/triostudsupp/eligibility.html>)

Bookstore

The Campus Bookstore is a non-profit organization operated by College Community Services, Inc. governed by the students. The store is open from 8 AM to 4 PM Monday - Friday and 10 AM to 1 PM on Saturdays during the fall and spring semesters. During the summer sessions, the store is open 8 AM to 4 PM Monday through Friday. Also, during the first week of classes, the store is open extended hours, as posted, to aid students in purchasing/renting textbooks, dorm supplies, health and beauty aids, class supplies, clothing, class rings, graduation attire, etc. The bookstore is located on the second floor of the Alumni Hall Student Center. Textbooks are located on the upper level of the store while supplies, clothing MU logo items, stationary, health and beauty aids, etc., are all found the the lower level. Reserve your books online at mansfieldbookstore.com and have the first chance at used textbooks. Or rent your books new or used online at mansfieldbookstore.com.

Career Center

Mission: The mission of the Career Center is to provide students and alumni with exceptional career development opportunities that cultivate leadership tools in preparation for effective, successful, and meaningful life-work.

Vision: Integral to the Mansfield educational experience, the Career Center is the University's key link to the employment community and the region's first choice of diverse and talented emerging professionals. We personify a student-centered environment exhibiting professionalism, responsiveness, collaboration, and creativity. We are knowledgeable about the needs of students, alumni, and employers, and are a resource for support and counsel. We will be recognized by the university and professional community as a center of excellence for cultivating students' potential while discovering their unique talents and passions, leading to meaningful and purposeful contributions to our global society. We create resources and opportunities for career development and exploration through a dedication to our own professional growth and the field of career development.

The Career Center provides students and alumni with a wide range of services, including career exploration and development, career interest inventories, resume and cover letter writing and critique, job search techniques, practice interview sessions, on-campus recruitment interviews, and career fairs. A career library of websites, printed, and software-based information covering career options, employer organizations, employment trends, internships, job listings, and graduate/professional schools is maintained through the Career Center. Job and internship opportunities are posted electronically through the Career Center using College Central Network®, an online job board utilized by all 14 PASSHE System University Career Centers. Current students and alumni can register for this free service at www.collegecentral.com/mansfield. The Career Center sponsors several workshops and special events throughout the academic year.

The Career Center administers testing services for Mansfield University and the general public, including CLEP (College-Level Examination Program), DSST (Dantes), Miller Analogies Test (MAT), and test proctoring.

The Career Center is located on the Ground Floor of Alumni Hall or may be called at 570-662-4133. For more resources, information about the Career Center and our calendar of events, please visit us online at <http://career.mansfield.edu>.

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Feb 06, 2013

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Academic Dismissal Policy

A graduate student who receives a grade of F in a course is automatically dismissed from the University. A student whose cumulative GPA (grade point average) is below 3.0 at the end of any semester is placed on academic probation until the GPA rises to a minimum of 3.0. Failure to achieve the minimum GPA within one academic year will result in dismissal from the University. If there is an extraordinary reason for which the student believes he/she should be reinstated, the student may appeal to the Office of the Associate Provost and Dean of Education, Professional & Graduate Studies.

Probationary status does not mean that a student is dismissed from the University. It means that the student is not currently meeting the standards required for graduation and that corrective action is required. A student on probation will receive a letter from the University about the probationary status.

Academic Integrity

Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students of the University Policies pertaining to academic integrity. Faculty also are responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. The link labeled *Academic Integrity Policy* (see <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures>) outlines the procedures faculty will use to initiate disciplinary action in cases of academic dishonesty.

Faculty are responsible for informing students of course evaluation criteria, for adherence to the stated criteria, and for determining grades in a fair and equitable manner. If a student alleges that a faculty member has discharged professional duties in an improper, arbitrary, discriminatory, or otherwise unjustified manner, complaints are considered by the procedures outlined in the link labeled *Due Process/Appeals* (see <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures>).

Academic Standing

Good academic standing at the graduate level is defined as a minimum 3.0 cumulative GPA.

Accreditation

Mansfield University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The professional education unit at Mansfield University (MU) is accredited by the National Council for Accreditation of Teacher Education (NCATE). NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation as "a professional accrediting body for teacher preparation" (see <http://www.ncate.org/Public/AboutNCATE/tabid/179/Default.aspx>). Selected MU programs that prepare teachers and other educational professionals at the initial or advanced levels are nationally recognized by specialized professional associations (SPAs), which are member organizations of NCATE. For a current listing of specific Mansfield University nationally recognized SPAs, please consult the NCATE listing at http://www.ncate.org/tabid/178/Default.aspx?state=PA@CO_ID=10753. The contact information for NCATE is:

National Council for Accreditation of Teacher Education
2010 Massachusetts Ave NW, Suite 500
Washington, DC 20036
Telephone: (202) 466-7496
Fax: (202) 296-6620
General e-mail: ncate@ncate.org

Other accreditations or recognitions of professional programs are identified in the section of the catalog that describes each program.

ACT 48

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain active certificates. Pennsylvania certified teachers wishing to use credit course work at Mansfield University to meet the ACT 48 requirement should log on to the following website: <https://www.edulinkinc.com/act48Provider/default.asp> click on the "Professional Educator" link, create an account, enter the course (s) information and submit. Some non-credit courses and workshops offered by Mansfield University may also be eligible for ACT 48 credit. Attendees also should use the Edulink site to submit course completion for Mansfield University approval.

Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments. Program advisors are available to assist with this course selection process.

For additional information, contact the Registrar's Office, (570) 662-4874.

Add or Drop a Course

A graduate student may ADD a course during the first seven calendar days of a semester and DROP a course during the first

six calendar days of a semester using WebAdvisor. If the course is full or creates a conflict with the graduate student's schedule, they may use an Add card available at the Registrar's Office, 224 South Hall. The class instructor must sign all add cards. For online courses, please contact the instructor to initiate the approval process. The instructor should confirm this approval by forwarding an email to the Registrar's office

Application for Graduation

No later than one year prior to the intended date of graduation, the graduate student should complete an Application for Graduation online via WebAdvisor.

Audit

If a graduate student is interested in auditing a course (participating in a class, but receiving no grade or credit for it), then a completed registration form and audit card for the course work is required. These forms are available at the Registrar's Office (matriculating students). Cost of auditing is \$50 per course. Permission from the instructor must be received to audit any course. Please note that applied courses in Art, Music, Nursing, and School Library and Information Technology (online, laboratory or studio) courses may not be audited. Exceptions to this policy may be petitioned to the appropriate Associate Provost/Dean for review. Audited courses do not count toward graduate requirements.

Bookstore

The Campus Bookstore is operated by College Community Services, Inc. The store is open from 8 AM to 4 PM Monday - Friday and 11 AM to 2 PM on Saturdays during the fall and spring semesters. During the summer sessions, the store is open 8 AM to 4 PM Monday through Friday. Also, during the first week of classes, the store is open extended hours, as posted, to aid students in purchasing textbooks, dorm supplies, health and beauty aids, class supplies, clothing, etc. The bookstore is located on the main floor of the Alumni Hall Student Center. Textbooks are located on the upper level of the store while supplies, clothing, MU logo items, stationary, health and beauty aids, etc., are all found on the lower level. Reserve your books online at <http://mansfieldbookstore.com> and have the first chance at used textbooks.

Career Center

The Career Center Mission is to provide students and alumni the best possible career development opportunities to cultivate the leadership tools to prepare for effective, successful, and satisfying life-work.

The Career Center provides students and alumni with a wide range of services, including career exploration and development, career interest inventories, resume and cover letter writing and critique, job search techniques, practice interview sessions, on-campus recruitment interviews and career fairs. A career library of websites, printed, and software-based information covering career options, employer organizations, employment trends, internships, job listings, and graduate/professional schools is maintained through the Career Center. Job and internship opportunities are posted electronically through the Career Center using CollegeCentral Network®, an online job board utilized by all 14 PASSHE University Career Centers. Current students and alumni can register for this free service at <http://www.collegecentral.com/mansfield>. The Career Center sponsors several workshops and special events throughout the academic year.

The Career Center administers testing services for Mansfield University and the general public, including CLEP (College-Level Examination Program), DSST (Dantes Subject Standardized Tests), MAT (Miller Analogies Test), and test proctoring.

The Career Center is located on the Ground Floor of Alumni Hall or may be contacted at (570) 662-4133 or careers@mansfield.edu. For more resources, information about the Career Center and our calendar of events, please visit us on the web at <http://career.mansfield.edu/>.

Community Relations

The staff in the Alumni and Community Relations department is available to arrange your facility usage and conference needs. To schedule an event and/or conference, contact Ms. Lindsey Sikorski at 570-662-4808 or by email at lsikorsk@mansfield.edu.

In addition to Mansfield University classroom and auditorium space, the facilities in the Technology Outreach Center (TOC) are available for area businesses and organizations to conduct training sessions or meetings. The TOC is a state-of-the-art facility which has multiple hi-tech computer labs, videoconferencing equipment, satellite downlink equipment, and multi-point bridging capabilities available. On campus space also can be reserved by educational institutions or organizations for academic programs, workshops, or training sessions.

A wide variety of academic camps are offered on campus each summer. To browse our camp options, please visit <http://mansfield.edu/camps>. Camps are offered as day and/or residential programs.

Continuing Enrollment Course Procedure

A graduate student not registering for credit bearing course(s), who wishes to remain active in a program, may enroll at no cost in ED-5600 Continuous Enrollment. A maximum of two consecutive semesters of enrollment in ED 5600 is permitted.

Graduate students will be eligible to enroll in the continuous enrollment course during the registration and add/drop periods. Graduate students who fail to enroll will be classified as No Shows or Abandons and will become inactive in the student system. Students in an inactive status must reapply for admission utilizing the online application and if readmitted will be admitted under the current graduate catalog year.

Cost

Tuition and fees are set after the catalog is printed. Most current information can be found on the website at <http://esd.mansfield.edu/student-accounts/>.

Counseling Center

The University Counseling Center provides free counseling services to university students and staff. The Center's primary purpose is to help students and staff grow in a positive and productive direction. The Center assists students and staff in understanding themselves, their feelings and emotions, their personal problem areas, and educational opportunities and concerns. For additional information, please contact (570) 662-4695, 144 South Hall.

Course Load/Time Limit

A normal academic course load (full-time student) is defined as nine (9) to 15 credit hours a semester. A maximum of 12 credits may be taken during the summer. Students who wish to schedule more than the maximum must submit a petition to the office of the Associate Provost and Dean of Education, Professional & Graduate Studies. The following degree programs, Education, Music, School Library and Information Technology and Special Education, are to be completed within a maximum of seven years. The Master of Science in Nursing has a five-year time limitation.

Culminating Requirements

Each degree requires a culminating experience at the end of the master's degree process (e.g., Capstone Course, Recital, Exhibition, Departmental Paper, Thesis, or Orals). The nature of the final requirement should be discussed with the program advisor early in the graduate program.

Degree Requirements

To graduate from Mansfield University with a master's degree, a graduate student should meet the following requirements:

1. Earn the total number of credits determined by your department (30-36) credits.
2. Earn a minimum 3.0 cumulative grade point average (GPA).
3. Complete ALL course work with a C - grade or better.
4. Satisfactorily complete any capstone course, creative project, research or thesis, comprehensive exam, or graduate music recital required as a culminating project.
5. Submit an Application for Graduation via WebAdvisor no later than one year prior to intended graduation date.
6. Complete any additional requirements necessary because of deficiencies identified in audition or entry, or because the student has chosen to add one or more teaching certifications to the master's degree.

Due Process/Appeals

Procedures can be found at the following link: <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures/>.

Email Accounts

All registered graduate students will receive a Mansfield University email account. Graduate students must use this account when corresponding with University faculty and staff.

Graduate Academic Year Definition

Mansfield University's academic year is a period that contains 30 weeks of instructional time during which a full-time student is expected to complete at least 18 credit hours. The academic year is further described as a Scheduled Academic Year (SAY) that starts at the beginning of fall semester and ends on the last day of the spring semester. The summer sessions are designated as "trailer" terms which follow the SAY. On an individual basis, a student's academic year can be changed to a Borrower-Based Academic Year (BBAY) when determining financial aid eligibility. A BBAY is not fixed period of calendar time; instead the beginning and ending dates depend on the student's enrollment and progress. The BBAY does not end until the student has completed the number of weeks and the number of hours in the academic year.

Grading System

A written syllabus, which includes the criteria for academic evaluation, is provided by instructors prior to the end of the first week of class. Mansfield University uses a 4-point grading scale, as shown below, to evaluate academic performance.

<u>Grades</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The following designations may be used in addition to the grades shown above:

AU	Audit
I	Incomplete
S	Satisfactory (C- grade or better)
U	Unsatisfactory
W	Withdrawal from a course after the drop period

The cumulative grade point average (GPA) is determined by dividing the total number of quality points earned by the total number of credit hours of work attempted. The cumulative GPA is the index by which a student's academic standing is judged.

Graduate Courses - What is a Graduate Course?

The following criteria capture features of Mansfield University's graduate courses. These criteria are reflected by course syllabi and course requirements.

1. Course content is offered at advanced levels of depth and understanding.
2. Course topics are supported by a significant body of professional literature and, except in emerging areas of inquiry, include a significant theoretical and research base for course content.
3. Reading and reflection support graduate learning. Therefore, graduate courses include time for graduate students to read course-related materials and to reflect on what they are learning.
4. Graduate students develop professional and scholarly beliefs and opinions that can be articulated and substantiated with support from professional and scientific literature.
5. Courses provide significant opportunities for graduate students to interact with the course instructor and with other graduate students enrolled in the course. In distance education situations, face-to-face interactions between instructor and students are encouraged to the degree that they are possible.
6. Graduate courses at Mansfield University reflect diversity as related to culture, ethnic groups, gender, age and value systems.
7. Graduate courses offered in cross-listed arrangements with undergraduate courses have syllabi and course proposal forms

that clearly identify graduate: a) assignments, b) evaluation methods, and c) experiences.

Harassment and Nondiscrimination Policy

It is the policy of Mansfield University to ensure a work, educational and residential environment dedicated to the ideals of equity, justice, and fairness; that is free of unlawful harassment and/or discrimination or the denial of equal employment opportunity because of race, color, religion, disability, ancestry, national origin, age, sex, veteran status, political affiliation or sexual orientation, including sexual harassment. In accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act and all other applicable legislation, Mansfield University prohibits and will not tolerate unlawful harassment and/or discrimination on the basis of an individual's race, ethnicity, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, veterans status, political affiliation or other factors.

Mansfield University is responsible for educating all of its students, faculty and staff about what constitutes unlawful harassment and discrimination because they diminish the value of human dignity and are contrary to Mansfield's policy of respecting all individuals regardless of belief or status; and what steps will be taken to resolve complaints.

Conduct will be deemed harassing and/or discriminatory in accordance with and as defined in applicable state and federal statutes and case law decisions.

Discrimination - A behavior, action or practice that results in an allegation of different treatment, whether intended or unintended, based on age, color, disability, gender, marital status, national origin, race, religion, sex, sexual orientation, veteran status, political status, or ethnicity. Discrimination may also occur when a requirement, qualification or factor which, taken at face, is not discriminatory on the basis of the protected groups but which results in the exclusion or restriction of a protected group.

Harassment - Behavior intended to harass, annoy, or alarm another person that can include but not be limited to: strikes, shoves, kicks or other forms of physical contact, including threats to do the same; stalking or repeatedly following a person in or about a public place or places; engaging in a course of conduct or repeatedly committing acts that have no legitimate purpose, which harm or seriously annoy another person.

Racial Harassment - Verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, ancestry or ethnicity, that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

Disability Harassment - Verbal or physical conduct that is directed at an individual because of his/her disabling mental or physical condition that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified individual with a disability shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance." Mansfield University is committed to making reasonable accommodations so that students with disabilities are able to fulfill academic requirements.

Sexual Harassment - Unwelcome gender related behavior, including unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either by an explicit or implicit term or condition of an individual's employment or education; submission to, or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working, education or living environment. The U. S. Department of Education Office for Civil Rights further defines sexual harassment as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient of federal funds that denies, limits, provides different conditions or provision of aid, benefits, services, or treatment protected under Title IX.

Assistance in implementation, dissemination and explanation of this policy may be obtained by contacting the university's Social Equity and Multicultural Affairs Officer, Alumni Hall Room 106/107, (570) 662-4071.

Human Subject Research Policy

Research projects undertaken by Mansfield University students, staff, or faculty members must be approved prior to involvement of human subjects and the initiation of research project. The review process is intended for the protection of the human subjects and shall be the sole focus of the review.

The Mansfield University Institutional Review Board (IRB) is the final authority in determining approvals of human subjects research. To request a review of research, contact the department chairperson for a copy of the guidelines, application form, and a sample informed consent form. Submit two copies of the Request for Review of Research form and one copy of the Informed Consent form to the department chair. Depending on the nature of the research, and potential risks to subjects, the department will undertake a departmental review of the application, or forward it to the IRB Chairperson for Board review.

Copies of the IRB guidelines and forms are also available at the university web site: <http://mansfield.edu/grants-development> or by contacting Dr. Francis Craig, Chairperson of the IRB, South Hall. Persons undertaking human subjects research should plan to submit their applications at least 3-4 weeks prior to the proposed research project start date.

Hybrid Courses

A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and subsequently the amount of classroom time is reduced. A course which is largely classroom based may include a combination of online or web-based components and requirements in addition to the classroom experience.

Identification Cards (One Card)

A university identification card that contains a photo (also known as "One Card") is issued to students, faculty, and staff. All on campus graduate students must have a MU One Card. A One Card is available at the CCSI office (College Community Services, Inc.), at 203 Alumni Student Center. Regular office hours are Monday - Friday from 8 a.m. - 4 p.m. Extended hours are available during the first two weeks of classes but vary each semester, therefore please contact the CCSI office at (570) 662-4929 for specific information.

The One Card enables the user to check out library materials and receive discounts on many cultural and entertainment productions. In addition, the card may be used for public printers and copy machines at various locations on campus, athletic events, and various

campus activities. The student One Card must be carried at all times and shown to authorized personnel upon request. The One Card also serves as a meal card and can be used as a cash debit card with Mountie Money and Flex accounts. The cost of the One card is \$5 for new students. Replacement cards are \$15.

Graduate students enrolled in an online program will receive a letter containing their Library Access bar code. Online graduate students also have the option of receiving an actual One card by submitting a picture (equivalent to a passport/driver's license photo) and a front/back copy of an official government ID (i.e., driver's license, military ID), along with \$5.00, to the office of One Card Administration, 136 Alumni Hall. For questions, please call 570-662-4074 or email onecard@mansfield.edu.

Incomplete (I)

A grade of I is used to denote unfinished course work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The I grade is submitted by professors at their discretion on the grade report form at the end of the semester. The professor and the student will identify the specific requirements to be satisfied in order to convert the I to a letter grade. The student is responsible for the removal of an I grade by the end of the fourth week of the subsequent semester except in cases where serious circumstances prevail and a request for an extension is made by the faculty member to the Registrar's Office. If the incomplete grade is not cleared within the allotted time period, a final grade of "F" is recorded.

Independent Study

Independent study is available in each curricular field on a restricted basis. The appropriate curricular prefix precedes the course number 5597, and the credit hours vary from one to three. Independent study may be repeated for more than three credit hours total, but each independent study project may be for no more than three credit hours. Independent study is an activity initiated by the graduate student to increase already advanced knowledge in a particular academic discipline. The subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field.

To request approval for an independent study, prepare a contract (available online at <http://esd.mansfield.edu/registrar/forms/>) which then must be completed and approved by the faculty director, department chairperson and Associate Provost and Dean of Education, Professional & Graduate Studies. A request for independent study must be completed prior to the start of the semester or summer session for which the independent study is sought. Independent studies will be approved only where there is sufficient evidence that the study will advance the student's scholarly or professional development.

All requests for independent study should be accompanied by an appropriate and scholarly proposal that has been carefully reviewed by the student and the faculty director who will supervise the independent study. The proposal should include a plan of activities to be undertaken, the "products" to be expected from the study (for example, a paper, a performance, a research report, or presentation to a departmental symposium), a timetable for the study and an estimate of the amount of effort that will be applied to the study so that the appropriate amount of credit can be assessed. Only in rare instances would more than two independent study proposals be approved as part of a graduate student's curriculum.

Individualized Instruction

Individualized instruction is available on a restricted basis. Ordinarily permission to take a course by individualized instruction is reserved for graduate students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstance. A graduate student's decision to move from the Mansfield area or a conflict with another obligation, such as a job, would not normally be sufficient to justify an individualized instruction. A call to military service or a serious extended illness, on the other hand, may be viewed as sufficient mitigating circumstances. An individualized instruction would not normally be approved if there is evidence that a graduate student delayed taking a course or dropped a course earlier in their academic career and did not make a clear attempt to complete it as part of a regular schedule. In instances where there are repeated requests from a department to offer a course via individualized instruction, it would be advisable for the department to reassess their ability to support the curriculum.

A request for a course by individualized instruction (available online at <http://esd.mansfield.edu/registrar/forms/>), must be completed and approved by the faculty director, department chairperson, and the Associate Provost and Dean of Education, Professional & Graduate Studies. A request for individualized instruction must be completed prior to the start of the semester or summer session for which the Individualized Instruction is sought. Requests for individualized instruction should be accompanied by a detailed justification and explanation of the mitigating circumstances that require the course to be taken in this manner, a current course syllabus that outlines the material to be covered, a timetable for the instruction, and the means of assessment that will be applied to determine the grade assigned.

International Studies

Many opportunities are available for international students at Mansfield University. International students accepted to Mansfield University are automatically considered for scholarships based on their academic achievement. An international graduate student not meeting the admission requirements below, must contact the Graduate Admissions Office <http://admissions.mansfield.edu/more/international-students/> to explore provisional admission.

International Requirements for Admission

Applicants are required to send official certified copies of all academic records by postal mail to the International Admissions Coordinator in the Office of Admissions. When possible, records should be sent directly from the academic institution attended and contained in a sealed envelope.

Applicants from countries where English is not the official language are required to submit official results of the Test of English as a Foreign Language (TOEFL) Examination, the International Language Testing System (IELTS) exam, or the Scholastic Aptitude Test (SAT). Applicants from countries where English is the official language must submit the Scholastic Aptitude Test (SAT). A TOEFL score of 75 on the internet-based exam, 500 on the printed exam, or 6.0 on the IELST exam indicate sufficient English proficiency. English as a Second Language (ESL) classes are available for applicants who are not fully proficient in English.

International Admissions Process

Applicants are encouraged to submit applications and all required documentation at least three (3) months prior to the desired start date. This allows adequate time for processing the application and academic documents by the scholarship committee. All applications/forms are available at <http://admissions.mansfield.edu/more/international-students/>.

Complete these steps:

1. General Application (online)

2. Financial Aid Application (online)
3. Financial Statement (print & mail)

Passport:

1. Include a copy of passport ID pages. Your passport must be valid for at least six months after you enter the United States on your student visa.

Letters of Recommendation:

1. In addition to the general application requirements, including undergraduate and graduate transcript evaluations, graduate applicants must submit two letters of recommendation.

International Transfer Students

International students who wish to transfer credit to Mansfield University are required to have all transcripts evaluated by a service such as World Academic Research Center <http://www.foreigndegrees.com/> or World Education Services <http://www.wes.org/application/>. Credit cannot be awarded unless an evaluation service is used.

Library

Mansfield University provides information resources both virtually (see Library Website) and in the historic and elegant 19th century setting of North Hall. Our quality resources provide students access to information from around the world. Most of our resources are accessible regardless of your physical location.

The Library is located on the first four floors of North Hall and has several special features to promote the efficient use of information in both printed and electronic forms. The Library has been designed to highlight traditional subject strengths such as those for music and education and also to provide immediate access to electronic information via extensive computer networking. If students need help using the resources housed in the Library, there are several service points with the most comprehensive one being the Information Desk on the second floor, north wing. The personnel who staff this area will be able to help with traditional reference questions on how to use printed and electronic resources and will also provide advice on equipment problems. Other more specialized service sites are: 1) the Circulation Desk in the entrance lobby which includes the printed reserve collection, laptops and other multimedia materials and reserves are located here as well, and 2) the Microfilms/Periodicals Desk in the atrium on the third floor. Printed brochures available throughout the Library provide answers to commonly asked questions about library resources and services.

A wide range of resources and services are available to support teaching, learning, and research for on-campus students and for distance education. Detailed information about the libraries' collections and services is available through the home page at <http://lib.mansfield.edu/> and more specifically <http://mansfield.libguides.com/distance> for our online population. Another important contact point is the Information Desk (Reference) *Ask a Librarian* or libref@mansfield.edu. **Distance Education** students will be mailed their library access bar code or may find this code at <http://lib.mansfield.edu/faq/library-id-number-lookup/>.

Library Policies

1. A Mansfield University ID card is necessary each time materials are checked out including library use only reserve items. ID cards and circulation privileges are not transferable and are intended for use only by the person in whose name the card was issued. A lost or stolen ID card should be reported immediately at the Circulation Desk.
2. General circulating materials such as books, curriculum guides, government documents, pictures, and textbooks circulate for a four-week period for students (2-week grace period). Other item loan types include:
 - a. Bestsellers - two weeks (1-week grace period)
 - b. Laptop Computers - library use only
 - c. Media Materials - audio and videocassettes, phono discs, compact discs, and audio and video cassette players - one week (no grace period)
 - d. Reserve Materials - loan periods are assigned by the professor and are as follows: library use only, one day, three days, or one week. The Library is now offering electronic reserves so you may access the materials from outside the library and from off campus. Please check with your instructor or the Circulation Desk personnel to determine if the materials you need are available electronically if you cannot verify it yourself.
3. Most items may be renewed in person (please no telephone calls) unless reserved for another patron. Renewals may be made without having the materials present if the patron has a Mansfield University ID card. Patrons also can renew library materials online. (See the Library home page for information on how renew online).
4. A patron may place a hold on any item that is in circulation except for course reserves. When the item is available, the requestor will be notified and the item will be held at the Circulation Desk for one week.
5. After an item has been in circulation for two weeks, it may be recalled at the request of another patron. The recall notice will allow one week for the return of an item to the Library. Items needed for course reserve will be recalled by the Library immediately.
6. All materials should be returned to the Circulation Desk. When the Library is closed, books may be deposited in the book return located on the east wall, right of the front entrance. Please do not place media materials in the book return as these materials are easily damaged.
7. A reminder listing overdue items may be sent to the patron when items are not returned by the due date. Library patrons who return all the listed items within the grace period will not be subject to overdue fines.
8. General circulating items not returned by the end of the grace period are assessed a fine of \$0.25 per day from the due date. Overdue reserve materials will incur an immediate fine of \$2 per day. Certain types of materials will have higher fines. All media materials except reserves and laptops circulate for one week with no grace period. Fines: cassettes, compact data discs, compact discs, diskettes, kits, overlays, phono disks, models, slides, tests, videocassettes - \$0.25 per day; video players - \$10 per day. Fines and Fees are subject to change - please see Library Website.
9. All patrons are responsible for replacement fees for lost or non-returned items. Charges will be based on an average price for the item plus a \$10 processing fee. Refunds for materials returned to the Library after replacement charges have been paid are given only if the item has not been replaced or withdrawn from the collection. Fines and Fees are

subject to change - please see the Library Website.

10. Unpaid fines or an excessive number of overdue will result in a loss of borrowing privileges. Unresolved charges will be turned over to the Revenue Office for collection resulting in a block on future class registrations and transcript requests.

11. The Library uses an electronic security system, which detects any materials that are not checked out. Individuals who attempt to leave the Library with materials that have not been checked out from the Library are automatically referred to the University Police.

12. Please refer to <http://mansfield.libguides.com/content.php?pid=269190&sid=2221928> Library Information, for a more detailed list of Library Operations and Policies/Guidelines as changes occur.

Food, beverage, and tobacco products may not be used in the Library.

MU Center for Entrepreneurial Leadership (MCEL)

The Center for Entrepreneurial Leadership (MCEL) provides non-credit experiences and learning opportunities to students and community members interested in new venture creation. MCEL produces a series of events including lectures, workshops, meetings with area entrepreneurs, and projects designed to encourage entrepreneurial knowledge and action. Working closely with the Collegiate Entrepreneurs Organization of Mansfield, MCEL provides opportunities for students to learn how to start a new business venture and participate in business plan competitions.

Online Courses/Programs

Mansfield University also offers the convenience and flexibility of taking online courses/programs at the undergraduate and graduate level. To learn more about online courses, visit our website at <http://online.mansfield.edu>.

Some online courses may require synchronous discussion boards or other synchronous assignments. Students registered for an online course should visit the website <http://online.mansfield.edu> for critical information, resources available, and directions relative to responsibilities in taking a course online at Mansfield University.

Online Non-Credit Courses

Mansfield University now offers Non-Credit courses online through Gatlin Education Services and ed2go. These programs are asynchronous web-based courses which means that there is no commuting to classrooms, and graduate students participate in the class when it is convenient for the them.

Career Training Programs offer coursework in a specific field of study. Following the completion of select programs, participants are prepared and eligible to sit for professional certification exams. The eLearning Center provides participants the ability to develop a specific skill or competency through Non-Credit courses to further a student's personal or professional development. Ed2go also offers six week online short courses which are facilitated by instructors.

Please visit the website at <http://online.mansfield.edu> to browse a complete list of courses which are available online.

Petition

- *Program Variance*
Under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive course requirements by informing the Registrar's Office in writing of the requested program change. Graduate students may petition the Associate Provost and Dean of Education, Professional & Graduate Studies for other program variances.
- *Waiver of University Policies or Regulations*
For exceptions of University policy, students may petition the office of the Associate Provost and Dean of Education, Professional & Graduate Studies. Graduate students should contact the program advisor for assistance in preparation of a petition. Petitions are available online at <http://registrar.mansfield.edu/>.

Repeating a Course Policy

Students are limited to a total of two course repeats with a limit of one repeat for any specific course. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. Previous grades for repeated courses will appear on the transcript. If a student intends to repeat a course, they must complete the repeat a course form available online at <http://esd.mansfield.edu/registrar/forms/>.

Residency

A graduate student, is classified as a Pennsylvania resident for tuition purposes if she/he has a Pennsylvania domicile. Domicile is the place where the graduate student intends to and does permanently reside. Because the determination of whether a graduate student intends to reside indefinitely in Pennsylvania is subjective, documentary evidence, statements from disinterested persons, and the presumptions set forth below are considered:

1. Continuous residence in Pennsylvania for a period of 12 months prior to registration as a graduate student at an institution of higher education in Pennsylvania creates a presumption of domicile. A graduate student is presumed not to be a domiciliary if she/he has resided for a shorter period before attending an institution of higher education, but the graduate student may rebut this presumption by clear and convincing evidence.
2. Graduate students who are not United States citizens and have nonimmigrant visas or lack a visa are presumed not to be domiciled in Pennsylvania, but may rebut this presumption by clear and convincing evidence.
3. It is presumed a minor will have the domicile of the parent(s) or guardian(s). The age of majority for establishing a domicile for tuition purposes is 22. However, a minor may prove financial emancipation and thereby prove Pennsylvania domicile through clear and convincing evidence.
4. A United States government employee or a member of the armed forces who was domiciled in Pennsylvania immediately preceding entry into government service and who has continuously maintained Pennsylvania as the declared legal residence shall be presumed to have a Pennsylvania domicile. Nonresidents stationed in Pennsylvania for military service shall be deemed Pennsylvania residents.

5. A graduate student receiving a scholarship, loan or grant, dependent upon maintaining domicile in a state other than Pennsylvania, is presumed to be domiciled in the state from which financial aid is received.

A graduate student may challenge her/his residence classification by submitting a written appeal to the controller. If the graduate student is not satisfied, the decision may be appealed in writing to the Office of the Chancellor, State System of Higher Education, within 30 days. The decision of the Chancellor is considered final. The effective date of any reclassification, resulting from the student's challenge, is determined by the controller based on when the petition was filed. A graduate student who changes domicile from Pennsylvania to another state must promptly give written notice to the university.

For additional information on determining residency status and procedures, please visit the website <http://mansfield.edu/controller/residency>.

Summer School

The Summer School program is designed to meet the needs of a variety of students. A wide range of educational opportunities include credit courses for undergraduate, non-degree and graduate students as well as workshops, Act 48, travel abroad credit and non-credit courses, and seminars in the liberal arts, teacher education, and other fields of study. Summer courses include a vast array of online courses as well as traditional in-classroom experiences. Graduate students can visit the website at <http://mansfield.edu/summer/> to view online and on campus courses.

Continuing university students, including new students, who wish to accelerate their program of study will find both general education and other courses in a variety of academic disciplines. Students from other colleges and universities may take courses through Mansfield University. Students are advised to first ensure that the home institution will transfer credits earned.

Teachers and graduate students will find courses in the summer program to serve a variety of needs. Students may enroll to complete requirements for permanent certification, take refresher courses in a field of specialization, earn certification in a new field, or take academic coursework to meet ACT 48 requirements.

The policy regarding the number of credits for which a student may register during the summer sessions at Mansfield University is as follows: Students may not take more than six credits during either session (SU or SF), or more than 12 credits across the summer without the approval of the Associate Provost and Dean for Education, Professional & Graduate Studies or the Associate Provost and Dean of Arts & Sciences. The Registrar's Office will monitor the number of credits registered to enforce this policy. The student will be contacted to rearrange the summer schedule.

Teacher Certification Programs

The Teacher Education Unit prepares caring, knowledgeable, and effective elementary, secondary, music, art, and special education teachers, as well as reading specialists and school librarians. The Unit expects candidates and graduates to adhere to the Pennsylvania Code of Professional Practice and Conduct. Mansfield University teacher education programs have been approved by the Pennsylvania Department of Education under Chapter 354 and Chapter 49 regulations. Programs within the Unit are nationally recognized by many different professional organizations.

Two advanced, added certification degrees are offered on the graduate level through the Education and Special Education Department — Master of Education, Special Education Certification Concentration and Master of Science, Education with Reading Specialist Concentration. An advanced, added certification degree for students seeking Pennsylvania K-12 certification as school librarians is offered through the School Library and Information Technologies Department. The Education and Special Education Department offers courses that lead to initial certification on the undergraduate level only (see Undergraduate catalog <http://catalog.mansfield.edu/>).

The Teacher Education Unit is responsible for all teacher certification programs at Mansfield University regardless of the department that houses the program. The Unit is accredited by the National Council for the Accreditation of Teacher Education (NCATE) at both the initial and advanced levels. The Teacher Education Unit's theme is "Teacher as Reflective Decision Maker." Reflective decision making requires thinking skills and dispositions. The conceptual framework for initial programs incorporates Charlotte Danielson's (2009) Framework for Effective Teaching. This framework centers on four domains or areas of teaching responsibility: Planning and Preparation, The Classroom Environment, Instruction, and Professional Responsibilities. In advanced level programs, graduate students gain specialized knowledge, skills, and dispositions that build upon the professional foundations and abilities that were developed in the initial teacher preparation programs. Advanced programs are designed to meet the standards of state, national, and international professional associations.

The Teacher Education Unit Mission

It is the primary mission of the teacher education unit at Mansfield University to prepare educators to serve the region, the Commonwealth, and the nation. Our graduates will be able to make reflective decisions that are grounded in accepted theory, research, and practice. These decisions will enable the teacher to adapt instruction to individual student differences and to changing conditions within schools and society.

Transcript Requests

Official transcripts of courses taken at Mansfield University are prepared by the Registrar's Office and issued according to the following policies:

1. Students' records are confidential. Transcripts, therefore, are issued only at the written request of the student. Requests by telephone are not accepted.
2. Transcripts can be requested at <https://iwantmytranscript.com/> mansfield
3. No transcript is issued to or for a student who is indebted to the university until the debt has been paid in full.
4. Official transcripts of credit (s) earned at other institutions that have been presented for admission and evaluation become part of the graduate student's permanent record in the Registrar's Office and cannot be reissued or copied for distribution.
5. Official transcripts issued directly to the graduate student will only be released in a signed, sealed, embossed envelope. The envelope will bear the statement that if opened the transcript should be considered unofficial and the integrity of the document is not guaranteed by Mansfield University.
6. Unofficial transcripts (student copy) contain the same information as an official, but do not bear the authorized signature or seal of the university.
7. There is an \$8.00 transcript fee.

Transferring Credits

Mansfield University may accept a maximum of six (6) credit hours in transfer from a regionally accredited college/university if the courses:

1. would have been counted toward a graduate degree from the sponsoring institution.
2. are appropriate at Mansfield University as determined by the department offering the degree program and the grades are B or better (if the previous school awarded a "P" grade, and this is verified as equal to a B or better, then it will be accepted).
3. were taken within a seven year (five year for The School Library and Information Technologies and Nursing programs) time period prior to admission.
4. are included on an official graduate transcript received by Mansfield University.

A graduate student should contact the program advisor to determine whether or not the transfer credit will meet program requirements.

A "Request to Transfer Graduate Credit(s)" form can be obtained online at <http://admissions.mansfield.edu/media/files/Request%20to%20transfer%20graduate%20credit%28s%29.pdf>.

The University Calendar

The regular academic calendar consists of a fall semester that ends before Christmas and a spring semester that ends in early May. Mansfield University also offers two summer sessions from May to August. Winter session is scheduled from December 18, 2012, through January 14, 2013.

Withdrawal from a Course

After the drop period, students may withdraw from a semester course until 4 p.m. on the Friday of the tenth week of classes. For summer withdrawal dates, please refer to the Registrar's Office website. Graduate students must complete a course withdrawal form and have it signed by the course instructor. Once the form has the required signature, the form should be submitted to the Registrar's office. A "W" will be recorded in the permanent record and will not be included when calculating the grade point average (GPA). A graduate student who withdraws from all courses is automatically withdrawn from the University.

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HEOA Student Consumer Information

HEOA Student Consumer Information

[Notice of Availability of Institutional and Financial Aid Information](#)

[Contact Information for Assistance in Obtaining Institutional or Financial Aid Information](#)

General Institutional Information

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Distance Education Student Complaint Process @ MU

Recent federal legislation (Higher Education Opportunity Act of 2008) requires colleges and universities to provide students with information necessary to make informed decisions concerning their educational experiences. One important item relates to student complaints. Mansfield University strives to serve its students fairly and equitably. If, however, a student has a complaint, MU has a process in place to assist the student in resolving the complaint. The student complaint process for Mansfield University is found at the following URL:

[Mansfield University Academic Standards: Due Process/Complaints](#)

If you do not find resolution after following the Mansfield University process, please use the following URL list to contact your state complaint process representative.

Alabama	http://www.accs.cc/complaintform.aspx
Alaska	http://akadvantage.alaska.gov/Portals/0/Content/ACPEStat051911b.pdf http://akadvantage.alaska.gov/Portals/0/Content/ACPERegs052611.pdf Request form at: EED.ACPE-@alaska.gov
Arizona	http://azppse.state.az.us/student_info/compliance.asp
Arkansas	http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDivision/ICAC Rules and Regulations/APPENDIXJ.pdf
California	http://www.pbppe.ca.gov/enforcement/complaint.shtml
Colorado	http://higher.ed.colorado.gov/Academics/Complaints/default.html
Connecticut	http://www.ctdhe.org/POSA/pdf/CP2ComplaintForm.pdf
Delaware	http://attorneygeneral.delaware.gov/consumers/protection/complaint.shtml
District of Columbia	http://osse.dc.gov/service/file-complaint Form available at: http://osse.dc.gov/publication/public-complaint-form
Florida	http://www.fldoe.org/cie/complaint.asp
Georgia	http://www.gnpec.org/MainMenu.asp
Hawaii	http://hawaii.gov/dcca/ocp/consumer_complaint
Idaho	http://www.ag.idaho.gov/index.html
Illinois	http://www.ibhe.state.il.us/consumerinfo/complaint.htm
Indiana	http://www.in.gov/cpe/2329.htm
Iowa	http://www.iowacollegeaid.gov/forms.html
Kansas	http://www.kansasregents.org/private_postsecondary_complaint_process
Kentucky	http://cpe.ky.gov/policies/academicpolicies/licensure.htm

Louisiana	http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf
Maine	http://maine.gov/ag/consumer/complaints/index.shtml
Maryland	http://www.oag.state.md.us/Consumer/complaint.htm http://www.mhec.state.md.us/
Massachusetts	http://www.mass.edu/forstudents/complaints/complaintprocess.asp
Michigan	http://www.michiganps.net/complaint.aspx
Minnesota	http://www.ohe.state.mn.us/mPg.cfm?pageID=1078
Mississippi	http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf
Missouri	http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTIONreviseddraft.pdf or: http://www.dhe.mo.gov/contactus.php#media
Montana	https://doj.mt.gov/consumer/
Nebraska	http://www.education.ne.gov/PPCS/PDF Folders/PDF Documents/PPCS Forms/Complaint-form.pdf
Nevada	http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm
New Hampshire	http://www.education.nh.gov/highered/
New Jersey	http://www.nj.gov/oag/ca/comp.htm
New Mexico	http://www.hed.state.nm.us/Complaint_3.aspx
New York	http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html Form: http://www.acces.nysed.gov/bpss/students/documents/ComplaintForm.pdf
North Carolina	http://www.ncdoj.com/Consumer/2-2-12-File-a-Complaint.aspx
North Dakota	http://www.ag.nd.gov/CPAT/CPAT.htm
Ohio	http://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx
Oklahoma	http://oag.ok.gov/oagweb.nsf/ccomp.html
Oregon	http://doj.state.or.us/finfraud/index.shtml
Pennsylvania	http://www.portal.state.pa.us/portal/server.pt/community/higher_education/8711/complaint_procedure/1004474
Rhode Island	http://www.riag.ri.gov/civil/consumer/
South Carolina	http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf
South Dakota	http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx
Tennessee	http://www.tn.gov/thec/Divisions/LRA/PostsecondaryAuth/Complaint Form.rtf

Texas <https://www1.thecb.state.tx.us/WWW/comments/> (select "Complaint Against a College or University) Or email: studentcomplaints@thecb.state.tx.us

Utah <http://consumerprotection.utah.gov/complaints/index.html>

Vermont http://education.vermont.gov/new/pdfdoc/pgm_postsecondary/EDUComplaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf

Virginia <http://www.schev.edu/forms/StudentComplaintInformation.pdf>

Washington http://www.wtb.wa.gov/PCS_Complaints.asp

West Virginia <https://www.wvhepc.org/resources/133-20.pdf>

Wisconsin <http://eab.state.wi.us/resources/complaint.asp>

Wyoming <http://attorneygeneral.state.wy.us/consumer.htm>



Welcome Back! Spring 2013 Enrollment Confirmation and additional information. ×

Office of Institutional Research & Assessment Data

Office of Institutional Research & Assessment Data

FACT BOOKS

COMMON DATA SET

FAST FACTS & STRATEGIC PLANNING DASHBOARDS

HEA STUDENT CONSUMER INFORMATION

COLLEGE GUIDEBOOKS & RELATED SITES

DATA LINKS

PASSHE HOMEPAGES

HEA Student Consumer Information

The Higher Education Opportunity Act of 2008 includes many disclosure and reporting requirements, collectively known as HEA Student Consumer Information. Some of the required disclosures directly pertain to data collected by the Office of Institutional Research & Assessment Data, much of which is found in the Fact Book and Common Data Set. To facilitate HEA reporting



requirements, data that is regularly compiled by the Office of Institutional Research and included in HEA reporting is listed below. Please click on this link to see a complete list of HEA Student Consumer Information reporting requirements: [HEA Student Consumer Information](#).



HEA Data Related to the Office of Institutional Research

- [Student Diversity](#)
- [Faculty Information](#)
- [Retention & Graduation Rates](#)
- [Transfer-out Rates](#)
- [Graduation Rates for Students Receiving Athletically Related Student Aid](#)
- [Job Attainment Rates of Graduates](#)
- [Graduate and Professional Education Plans of Graduates](#)

Developing Tomorrow's Leaders

Social Media:



Facebook



Pinterest



Twitter



YouTube



MU Blog



MU Podcast





Welcome Message from the President

Mountaineers Athletics



gomounties.com

Apply Now!



570.662.4000

1.800.577.6826

Contact the Webteam

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Mansfield University
South Academy St.
Mansfield PA 16933

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Mansfield University
South Academy St.
Mansfield PA 16933

February 20, 2013

Office of the President

(570) 662-4046

Iowa College Student Aid Commission
Postsecondary Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319

Dear Administrator:

Mansfield University of Pennsylvania is a comprehensive public university committed to developing personal leadership qualities in each student. The Mansfield core values of **character**, **scholarship**, **culture** and **service** lay the groundwork for the development of future community, regional, national and international leaders.

Mansfield University has been a leader in providing distance education opportunities. It was the first University in the Pennsylvania State System of Higher Education to launch an online graduate program. As our programs continue to grow we serve students across the state, nation, and the world.

Mansfield University offers students the opportunity to complete a quality academic program of study or take courses at their own convenience. Online learners have access to the same academically challenging courses that are taught on campus.

Mansfield University will provide alternatives for students to complete programs at other institutions should their program close before the students have completed their courses of study.

Sincerely,



Allan J. Golden, Ph.D.
Interim President

Attachment "K" compliance with Iowa Code 261.9

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Blue Light Phones Drug & Alcohol Policy EMTA Police Dept Student Information Student Safety Parking Regulations

Police Services & Safety

Mansfield University Home Page // Police Services & Safety Home Page

ALL PARKING PERMITS MUST BE ORDERED ONLINE WITH EITHER A DEBIT OR CREDIT CARD OR MOUNTIE MONEY FORM. THERE WILL BE NO PAPER APPLICATIONS AT THE POLICE DEPARTMENT.



On behalf of the Mansfield University Police Department, I would like to welcome you to our web page. I hope you can take a moment to navigate the various informational sites and learn about our department.

The mission of our department is to work with our students and staff to keep the university a safe place to live and learn and work; to welcome visitors and ensure their stay is enjoyable; to protect life and property; and to reduce the opportunity for crimes to occur on campus.

To accomplish these goals, the department provides many services, including parking and traffic control, safety escorts, emergency assistance, criminal investigations, enforcement of Pennsylvania laws, ordinances and university regulations, to name a few. In addition, the department has the responsibility of informing the campus community of incidents that affect the safety of its members.

Awareness is key to maintaining a safe environment, and the department takes this responsibility very seriously. Through news releases, various publications, and programs, the department encourages the community to be informed.

The department is comprised of 9 commissioned officers that have all successfully completed the Pennsylvania Municipal Police Officers Training Academy. All of the officers also complete annual training to maintain their certification. It has been the tradition of the department to integrate fully into all aspects of campus life.

As the only department on campus that is staffed around the clock every day, the campus relies on the officers to provide many services. The officers, by virtue of their 24-hour presence, are an essential element of a university that is "up and running" each day of the year.

If you have any questions about Mansfield University Police, or you are interested in scheduling a program, please contact me at 104 Doane Center, (570) 662-4900, or e-mail [Christine Shegan](#).

Thank You for visiting Mansfield University.

Sincerely,

Christine Shegan, *Director of Police Services and Safety*

Parking Information

Students & Employees: Use the [Online Parking System](#) to purchase permits & pay for tickets.

- [Online Parking System](#)
- Purchase Permits, Pay Tickets - Debit or Credit Card Only
- [Student Parking App](#)
- Mountie Money Payment Only
- [Employee Parking Application](#)
- [Parking Regulations](#)
- [Registration of Vehicles](#)
- [Parking Map](#)
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- [Ticket Appeal Form](#)
- [PA Disability Permit Application](#)

Mountie Money

[Pay Tickets With Mountie Money](#)

Press Releases

 [Check out our latest press releases](#)

Crime Statistics

[Crime Incident Reporting Form](#)



 The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that all incidents that occur on campus or on property contiguous to campus be included in the [annual report](#).

Contact Us

Mansfield University Police Department
 104 Doane Center - 65 Clinton St
 Open 24 hours a day
 (570) 662 - 4900

police@mansfield.edu

Any errors or omissions on these pages should be reported to us. Thank you.

Web Logins and Quick Links

[x](#)

About Mansfield University

Mansfield University is a community in the best sense of the word. We look out for each other. We push ourselves to dream big. We work hard to achieve success. We care. Mansfield welcomed its first student in 1857 – and to this day, the University continues to seek and serve students with big dreams for their futures.

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- [The Mansfield Creed](#)
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Mansfield PA 16933
Phone: (570) 662-4000
Admissions: 1-800-577-6826
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Information for:

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- Faculty and Staff
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- Parents and Friends
- News and Events

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Annual Security & Fire Safety Report and Crime Statistics

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1. [SECURITY ADMINISTRATION](#)

The Office of the Vice President for Finance and Administration is responsible for security. The Director of Police Services, who heads the University Police Department, reports to the Vice President for Finance and Administration.

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2. [REPORTING PROCEDURES FOR CRIMINAL ACTIONS AND/OR EMERGENCIES](#)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that all incidents of murder, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson that occur on campus or on property contiguous to campus be included in the annual report.

Press Releases



[Check out our latest press releases](#)

Contact Us

Mansfield University Police Department
104 Doane Center - 65 Clinton St
Open 24 hours a day
(570) 662 - 4900

police@mansfield.edu

Any errors or omissions on these pages should be reported to us. Thank you.

The Higher Education Opportunity Act (HEOA) specifies campus safety requirements in the following areas: hate crime reporting and emergency response and evacuation procedures required of all Title IV institutions and; missing student notification and fire safety issues required of any Title IV institution that maintains an on-campus student housing facility.

Interpretations of the law indicate that all University employees have the obligation to report incidents of these specified crimes to campus law enforcement authorities. The following information is provided for procedures to follow if you become aware of any of the crimes specified. Definitions for the applicable crimes appear under item 16.

If you learn from a victim or witness that a crime has occurred on campus or contiguous to campus, encourage him/her to report the incident to Mansfield University Police at 662-4900. If the crime occurred off campus the Mansfield University Police Department will also assist you or the victim or witness with contacting the appropriate law enforcement agency.

If the victim or witness is not willing to report the crime to the police, you **MUST** inform him/her that as a University employee you are required by law to report the incident to the University Police. You are not required to provide the name of the victim or witness to the police. Your report should include the time, date, location and detailed description of the incident. University Police will then include the information in the annual report.

It is critical that accurate information about criminal activity on or adjacent to campus be available and provided to members of the campus community. Your cooperation in these efforts is appreciated.

If you have any questions about reporting a crime, or your obligations to report, please contact **Chief Christine Shegan at (570) 662-4900**, or via electronic mail at cshegan@mansfield.edu.

Mansfield University has policies and procedures in place to facilitate the initiation of a complaint by any member of the campus community against any other individual(s) for behavior that they deem inappropriate and in violation of university policy and/or criminal statutes. Specific policies and procedures are found in the university handbook, *The Mountie Manual*.

Any individual who is subject to any form of behavior that he/she deems to be contrary to university regulations is strongly encouraged to report such behavior to the **University Judicial Officer in 120 Pnecrest, (570) 662-4936**. Violations of university policies and/or crimes that occur in the residence halls can be reported to the Assistant Director of Residence Life in the respective building in which the incident occurred.

All students, staff, and visitors are strongly encouraged to report any criminal behavior or emergencies immediately to the **Director of Police Services** or to any **Mansfield University Police Officer at 104 Doane Center** or by calling the **Police Department at (570) 662-4900**. These crimes are included in the annually published crime statistics. Victims or witnesses reporting crimes on a voluntary confidential basis to non-police persons, such as University Counseling Center counselors, Campus Ministry, or the Advocacy Program Coordinator, are encouraged to report to police. If they do not wish to report to police, the counselor does so on their behalf, but the identities of the victims and witnesses are not divulged to police. When a crime is reported to University Police, an officer is assigned to investigate. University Police Officers may only investigate incidents that occur on campus. If a student, staff member, or visitor reports a crime to University Police that did not occur on campus, University Police will assist that person in contacting the appropriate police agency having jurisdiction in which the crime occurred. The Vice President for Finance and Administration provides timely warning reports to the campus community via news releases to the campus newspaper, *The Flashlight*, campus radio station announcements, residence hall and floor meetings, and crime alert postings throughout the residence halls, academic buildings, library, dining hall, and student center when appropriate.

University Police maintain a public crime log at 104 Doane Center, which may be viewed by any person requesting it on a 24-hour daily basis. The log may also be viewed at: <http://mansfield.edu/police/press-releases/> . Officers are required to complete a news release

form on every crime that is reported. The release includes information on the nature of the crime, date and time that the crime occurred, and location where it occurred. The log is updated to include accurate information on the disposition of crimes. It is prohibited for any person to retaliate, intimidate, threaten, coerce, or otherwise discriminate against individuals in connection with the implementation of the Clery Act.

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3. EMERGENCY PHONES

There are 15 emergency "blue light" phones located throughout campus. Pressing the red emergency button on any of the phones will activate the blue strobe light atop the phone and immediately connect the caller to the Tioga County 911 Emergency Services Communications Center. The exact location of the phone will be relayed to the Mansfield University Police Department when a call is received by the 911 Center, and a University Police Officer will be sent to the location of the activated phone. The telephones may be used for any emergency; however misuse of the phones may result in criminal prosecution.

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4. ENHANCED 911 PHONE SYSTEM

The enhanced 911 system on campus facilitates prompt fire and ambulance response to campus. When dialing 911 from any campus phone, the Tioga County 911 Emergency Services Communications Center will be able to display the specific location (building and room number) of the campus caller. This system does not work with wireless cellular phones. When the Tioga County 911 Emergency Services Communications Center receives a 911 call from a campus location, they will dispatch appropriate fire and/or ambulance service. The Communications Center will also then contact University Police regarding the location and nature of the emergency call, and University Police will also respond.

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5. SAFETY ESCORTS

Individuals are urged not to walk alone and to practice personal safety precautions, especially during hours of darkness. **The Mountie Express**, the campus shuttle, is in operation Monday – Friday from 7:30 a.m. - 3:00 p.m. and 4:30 p.m. - 12 a.m. On Saturday & Sunday nights the shuttle runs until 2 a.m. Additional information can be found at www.emttransit.com. When the Mountie is not in operation, University Police will provide the safety escort. When an escort is requested, every effort is made to accommodate the request. The safety escort service is intended for on-campus use only. **To request the escort service, call University Police at 570-662-4900.**

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6. SECURITY SCREENING OF APPLICANTS FOR ADMISSION AND EMPLOYMENT

At this time the Office of Admissions does not request criminal background information from applicants. The Office of Human Resources currently screens job applicants and conducts a criminal background check of prospective employees before a position is proffered. A signed background waiver form is requested before any background checks are conducted.

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INFORMATION

Mansfield University of Pennsylvania
Mansfield PA 16933

Phone: (570) 662-4000
Admissions: 1-800-977-8326

Offenders that are required to register as sexual offenders or predators under Pennsylvania's Megan's Law may be found at the following websites: www.meganslaw.state.pa.us/ or

Information for:

- Future Students
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- Faculty and Staff
- Alumni

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About Mansfield University

Mansfield University is a community in the best sense of the word. We look out for each other. We push ourselves to dream big. We work hard to achieve success. We care. Mansfield welcomed its first student in 1857 – and to this day, the University continues to seek and serve students with big dreams for their futures.

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Mansfield University is a member of the Pennsylvania State System of Higher Education
Parents and Friends of Sexual Offenders
National information about Sexual Offender registries may be obtained at www.sexualpredators.com or www.sexualoffenders.com.



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8. UNIVERSITY POLICE DEPARTMENT

The University Police Department consists of a full-time commissioned director, 8 full-time commissioned officers, 3 full-time security officers and several student staff. All police officers have completed the required training at the Pennsylvania Municipal Police Officers Training Academy. All officers are required to maintain certifications in CPR including the use of AEDs, firearms, and annual mandatory in-service training through the Municipal Police Officers Education and Training Commission. Complete background investigations are made on all applicants considered for University Police employment, including Pennsylvania State Police records and personal reference checks. Student members are trained by the department police officers and serve as dispatchers, parking lot monitors, and assist with traffic control at special events. They report directly to police officers. The police department is open and staffed 24 hours each day of the year. The Department officers patrol campus on foot and in three marked police vehicles.

The Mansfield University Police Department has adopted a Community Oriented Policing approach in all campus buildings on all shifts to provide high officer visibility and access. These regular foot patrols act as a deterrent to criminal activity and enable students, staff, and visitors to get to know the officers.

University Police have full police powers granted by the Pennsylvania Administrative Code, Section 2416. Police matters on campus are handled by the department, including investigations, arrests, arraignments and court actions. Reports to state and local police are not required.

In emergencies or at the request of campus police officers, the Pennsylvania State Police and local police are contacted for assistance. There is a reciprocal working relationship among the campus, state and local police agencies. The University Police and The Mansfield Borough Police Department have a written emergency aid agreement.

The university does not have written agreements with any other agencies, however under ACT 48, university police officers may investigate crimes outside campus jurisdiction under certain conditions.

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9. SUBSTANCE ABUSE

The use and/or sale and/or possession of alcoholic beverages, drugs, drug paraphernalia and controlled substances prohibited by law are strictly prohibited in the residence halls or anywhere on campus. The University Police enforce the underage possession, consumption, transportation, or sale of alcoholic beverages by persons under the age of 21 on campus through the issuance of citations and filing of judicial referrals with the University Judicial Officer. Contact of parent or legal guardian, as required by Pennsylvania law, is performed by the University Police. University Police investigate on campus incidents of use, sale, or possession of controlled substances and file appropriate criminal charges as well as on-campus judicial referrals.

The university has a comprehensive drug and alcohol education program that begins during summer orientation program prior to starting school. It includes an educational component for policy violators, and a drug and alcohol education week during each fall semester. Residence hall programs are offered throughout each semester as needs arise. The staff is trained to identify students with potential problems and is made aware of referral resources on campus

A comprehensive brochure, *The Drug Publication*, by the Office of Drug and Alcohol Education in 120 Pinecrest, is provided annually to all students and staff. This publication contains an overview of all appropriate campus policies, programs and assistance opportunities related to the use of drugs/alcohol. **For additional information, the Office of Drug and Alcohol Education can be contacted at (570) 662-4937.**

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10. **WEAPONS**

The possession or use of explosives, firearms, weapons, and/or ammunition of any type in the residence halls or anywhere on campus is strictly prohibited. All firearms, weapons, and ammunition brought to campus for hunting purposes must be registered through the University Police Office and stored in the University Police Department.

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11. **RESIDENCE LIFE**

On campus housing is available for 1,804 students. A limited number of single rooms are available and assigned according to specific procedures. The majority of rooms are doubles, housing two students.

Available living options include four residence halls housing men and women on alternating floors. One wing of one residence hall is female only. Graduate students are housed with undergraduates. No university housing is available for married students.

Guests stay in university residence halls only when sponsored by a member of the university who is responsible for them. The host/hostess is responsible for informing the guest of university security policies and procedures.

All guests must be escorted/accompanied by a resident of a university residence hall. Guest passes are available in each residence hall and guests are registered by their host/hostess. The host/hostess is always responsible for the behavior of their guest(s) and face disciplinary action themselves if their guest(s) cause any problems. Guests must be escorted by a building resident at all times and are only allowed in specified areas. Telephones are available in the lobby area to permit guests to contact their host/hostess.

All residence hall doors are locked 24 hours. Cameras monitor the entrances to all residence halls. A card access system controls all entrance doors. Only persons possessing cards programmed for building entrances may do so. Residence Life Staff members and Resident Assistants frequently tour the buildings to check that locked doors are not propped open. A security system monitors all entrance doors, and doors that do not latch properly or are propped open cause a signal to be sent to both the specific residence hall office and the University Police. Each student residence door is equipped with a locking device and a peephole. University Police officers also check doors during their patrols.

All students are expected to contribute to a safe and secure environment by reporting suspicious behaviors or persons to University Police or residence hall staff. In addition, resident students are asked to report unescorted visitors to police or residence hall staff and to deny access to unauthorized persons.

Windows and doors at ground level are all equipped with locks. Repair requests for window and door locks are considered emergency requests and are given top priority. When a lost/stolen room key is reported, a lock change is ordered. All lost or stolen keys should be reported to the building director immediately.

Employees assigned to student housing facilities include:

Residence Directors – These are fulltime professional staff members responsible for the daily operation of the residence halls. They receive training in enforcement of security policies and

procedures and train their subordinates. This training includes handling emergencies, fire safety, escort policy, guest procedures, repair procedures, confrontation training, and expectations of students and student workers.

Graduate Assistants – These paraprofessional staff members are trained in security policies and procedures and help residence directors train other staff.

Resident Assistants – These are student staff members responsible for an individual floor in a residence hall. They also receive extensive training in security policies and procedures as do the assistant directors and graduate assistants.

Community Assistants - These are student staff members who assist the resident assistants with their duties.

Student Workers – These residence hall students serve as desk workers and receive training appropriate to responsibility.

Custodial Staff are employed by an outside contractor and receive no official training from the university. They are required to wear identification and be in residence hall areas only during specified times.

Maintenance Workers are university employees who have been informed of our security policies and procedures.

During low occupancy periods such as holidays and vacations, a limited number of students are permitted to stay on campus. If possible they are reassigned to one residence hall for the holiday. All other halls are locked and no one is permitted inside. Both Residence Life personnel and University Police officers inspect all residence halls with extra tours scheduled for the occupied halls.

During summer sessions, participants of conferences, camps, and workshops occupy residence halls. These participants are placed in different buildings than regular summer session students and are not permitted in other residence halls. If they must be housed in the same residence hall as students, they are not permitted on the floors occupied by students.

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12. EDUCATIONAL PROGRAMS

The Residence Life personnel provide security policies and procedures information to all residence hall students at the mandatory floor meetings at the beginning of each semester. Off-campus students and staff receive information about security procedures, such as the escort service provided by University Police, through the university handbook, *The Mountie Manual*, and through informational programs and campus postings. Each residence hall student is also given written details of safety rules and regulations. Residence hall staff holds follow-up discussions/programs through the semester. Program topics include, but are not limited to, personal safety, theft prevention, and alcohol/drug awareness and the drug and alcohol policy, building security, fire safety, and the campus safety shuttle. Presentations on these topics are made throughout the academic year and are sponsored by Residence Life, University Police, the Advocacy Program Coordinator, and the Athletic Mentor from the Office of Academic and Human Development. Representatives from University Police provide presentations at new student orientation sessions each summer. Information is also announced on the campus radio station and at residence hall and floor meetings when warranted. Signs are posted throughout the residence halls reinforcing security policies and procedures. Other university publications such as *The Mountie Manual* and the *Parents' Handbook*, which are updated and distributed annually to all students and parents, contain security policies and procedures information. Emergency procedures are defined in *The Mountie Manual* for the following: fire, personal injury, sickness, death, building collapse or explosion, natural disasters, and bomb threats. These procedures require notifying University Police, residence directors, and

residence hall staff via telephone and personal contact. Appropriate authorities respond immediately.

The University Police Department and the Student Government Association sponsor an annual **"Safety Walk"**, which is composed of staff and student representatives, along with a University Police officer. This group documents areas in need of improved lighting and replacing or changing landscaping that could conceal criminal behavior. Recommendations for repairs or renovations from the Safety Walk receive priority by the facilities management department.

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13. **RESPONSIBILITY**

The safety of students, staff and visitors to the Mansfield University campus is paramount. Each of us needs to work cooperatively to enhance the safety of our campus by securing personal property and following personal safety guidelines. Be aware of your surroundings at all times; report suspicious persons and behavior to university official or police; do not share personal information over the phone or your computer; lock your residence hall door at all times when sleeping or out of your room; lock office doors when out of your office; let University Police know when you are working alone in building or office outside of normal business hours; know the location of the emergency phones; use **The Mountie Express** or the **safety escort**; use the **University Police Operation ID program** to engrave and record serial numbers of valuables; lock vehicles at all times and secure valuables out of sight or in the trunk. For more tips, visit the Mansfield University Police web page at <http://mansfield.edu/police/student-safety/>.

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14. **OFF-CAMPUS BEHAVIOR**

The university works cooperatively with local police agencies to monitor and record reports of criminal activity at any off-campus location where the primary occupants are students who are members of a recognized student organization. The university also reserves the right to take disciplinary action against students for violations of Commonwealth or Federal laws, regardless of where such actions occur, if the actions adversely affect the mission of the university or the health, safety, or welfare of members of the university and local community.

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15. **FACILITIES/GROUNDS**

Academic buildings are locked by University Police officers daily and are closed between the hours of 10 p.m. and 7 a.m. Unauthorized persons are not permitted in the buildings during these hours. Individuals needing access afterhours can request special access from the department or building chairperson. University Police maintains a list of these individuals along with a key sign out log. Proper identification must be presented to University Police for key and admittance to the closed buildings.

Access to university facilities and programs is restricted to university persons except for special programs. Facilities and events open to the public are so advertised.

The maintenance of campus facilities provides for the regular upkeep of grounds and buildings to promote safety: snow/ice removal, replacement/repair of defective lighting, and removal of safety hazards. The campus police report unsafe campus conditions related to grounds/facilities to the maintenance department for immediate attention.

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16. **MU CRIME STATISTICS REPORT**

The following definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are provided from the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions of forcible and non-forcible sex offenses are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

Murder

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of another person through gross negligence.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

Auto Theft

The theft or attempted theft of a motor vehicle. All cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned, including joyriding, are included in this definition.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safe cracking; and all attempts to commit any of the aforementioned. Non-forcible burglary is the unlawful, non-forcible entry into a building or room with the intent to commit a crime therein; a forcible breaking and entering is not required.

Sex Offenses – Forcible

Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

B. Forcible Sodomy – Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary permanent mental or physical incapacity.

C. Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is

incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapability.

D. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses – Non-forcible

A. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking in a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Drug Law Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

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17. CRIME STATISTICS

This Crime Statistics Report is published in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act of 1990. This Act mandates the manner in which Statistics are to be collected and the format in which statistics are to be published.

REPORTED CRIMES	On Campus			Residence Hall			*Non-Campus			**Public Property		
	09	10	11	09	10	11	09	10	11	09	10	11
CRIME	09	10	11	09	10	11	09	10	11	09	10	11
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	4	2	1	4	2	1	0	0	0	0	0	0
Sex Offenses - Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0
Burglary	3	4	2	3	3	2	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	6	3	3	5	3	2	0	0	0	1	0	0
Liquor Laws	18	12	25	14	5	15	0	0	0	5	6	8
REFERRALS***												
Weapons Laws	0	0	0	0	0	0	0	0	0	0	0	0
Drug Laws	4	6	18	4	6	18	0	0	0	0	0	0
Liquor Laws	17	63	86	17	63	86	0	0	0	0	0	0

*These Incidents took place off campus in university-recognized student organizations and were reported to the Mansfield Borough Police

**These incidents reported to Mansfield Borough Police occurred on streets, sidewalks, and lots adjacent to campus

***Individuals not arrested nor cited but referred to judicial officer for possible campus disciplinary action.

Totals may differ from Uniform Crime Report total due to inclusion of non-police university officials' confidential or anonymous reports. There may also be duplication in reporting due to confidentiality,

These figures include incidents reported by other officials on campus which were not reported to and investigated by the Mansfield University Police Department and may differ from statistics provided for the Uniform Crime Report.

None of the incidents reflected in the above statistics for reported crimes on-campus or in residence halls, nor any other reported crimes involving bodily injury, larceny-theft, simple assault, intimidation, or destruction, damage or vandalism of property, nor any other reported crimes involving bodily injury were classified as hate crimes.

There were no reported hate crimes for the years 2009, 2010, 2011 on campus, non-campus, or public property.

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18. CRIME STATISTICS FTE

Crimes reported to the Mansfield University Police Department compiled in accordance with Act 1988-73, the College and University Information Act. The crime rate is the number of reported crimes in each category divided by the gross number of full-time equivalent (FTE) students and employees on the Mansfield campus; for example in 2011 two incidents of burglary divided by 3,574.2 FTE = .00055 cases per FTE. The number of arrests is listed below; in some instances the number of arrests may be greater than the number of offenses. This can occur when a crime is reported during one calendar year and the arrest is made in the following calendar year.

Crime Statistics for 2011							
FTE = 3574.2							
Offenses	# Reported	Cleared by Arrest / Referral	Crime Rate/FTE	Res. Hall Reported	Campus Reported	Res. Hall Arrests	Campus Arrests
Aggravated Assault	1	1	.00028	1	1	1	1
Assault	7	6	.0020	3	7	2	6
Arson	0	0	.0000	0	0	0	0
Burglary	2	0	.00055	2	2	0	0

Drug Abuse	4	3	.00112	3	4	2	3
DUI	2	2	.00055	0	2	0	2
Disorderly Conduct	19	13	.00532	9	19	9	13
Drunkness	6	4	.00168	1	6	2	4
Larceny	15	3	.00419	11	15	3	3
Liquor Laws	30	25	.00839	16	25	15	25
Motor Vehicle Theft	0	0	.0000	0	0	0	0
Murder	0	0	.0000	0	0	0	0
Rape	1	0	.00028	1	1	0	0
Robbery	0	0	.0000	0	0	0	0
Sex Offenses	1	1	.00028	1	1	0	0
Stolen Property	4	3	.00112	3	4	3	3
Vandalism	24	9	.00672	12	24	3	9
Other	1	0	.00028	1	1	0	0

*Offenses that, by definition, are not included in any other above categories.

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19. [MANSFIELD UNIVERSITY CAMPUS SEXUAL ASSAULT POLICY & PROCEDURES](#)

According to the Higher Education Amendments of 1992, a sex offense is defined as “either a forcible or non-forcible sexual act directed against another person, against that person's will, or where the survivor is incapable of giving consent, and may include rape or acquaintance rape.”

Because Mansfield University seeks to provide an environment that protects the rights and well-being of everyone on campus, in an atmosphere of mutual respect among all, the university will not tolerate sexual assault against any person by a member of the university community. Judicial action may be taken by the university's judicial system, whether or not action is pursued under the Commonwealth's criminal or civil codes. Severe penalties may be imposed by the university judicial system including, but not limited to, removal from university housing and suspension and/or expulsion from the university, and may be imposed by the university judicial system.

Mansfield University encourages men and women to take the initiative in stopping sexual assault on campus. Victims however are not required to resist the perpetrator in any manner and are in no way at fault if they fail to avoid the assault. Using drugs and alcohol greatly impairs the ability of persons to make sound judgments. Therefore, persons under the influence of drugs and alcohol are deemed incapable of giving consent. Persons accused of sexual assault cannot use being under the influence of drugs or alcohol as an excuse or defense. Because the university recognizes that sexual assault can cause severe physical and/or emotional trauma for the victim, the victim is advised that there are various resources available. These include:

Medical Treatment:

Soldiers & Sailors Hospital	570-723-0145
Emergency:	911
University Police	570-662-4900
Non Emergency:	
Campus Clinic	570-662-4350
Laurel Health Clinic	570-662-2002

Counseling:

Advocacy Program	570-662-4946
Counseling Center	570-662-4695
Haven of Tioga County	570-724-3549 or 800-550-0447

ALL COUNSELING IS CONFIDENTIAL

Anyone who is a victim of a sexual assault should get to a safe place as soon possible and contact **University Police at (570) 662-4900, 104 Doane Center**. Reporting it to police does not require that the victim must prosecute the assailant. The choice of initiating and/or continuing with either a criminal or a campus judicial proceeding is the victim's choice. The police department will assist in reporting the assault and in contacting the Advocacy Program Coordinator and the Associate Director of Residence Life whenever appropriate and if approved by the victim. All physical evidence should be preserved – the victim should not shower or bathe, use the bathroom, brush teeth, drink or eat anything, or change clothes if it can be avoided. If necessary to change clothing, all clothing should be put into a paper bag. The University Police will also arrange for medical treatment and for transportation to the nearest hospital. Treatment at the emergency room will include the following: assessment and treatment of any internal or external physical injuries; beginning of testing for sexually transmitted diseases, human immunodeficiency virus (HIV), and pregnancy; collection of physical evidence. The victim may or may not choose to prosecute, but preserving the evidence will give the option to do so later. University Police will also provide the victim with the Pennsylvania Victim's Bill of Rights brochure that outlines the rights and services available to victims of crime in Pennsylvania.

If the victim chooses not to contact police to report, the victim should know that there are other options available. **The Advocacy Program in 321 Alumni, (570) 662-4946** can arrange for medical treatment and transportation to the nearest hospital. The Advocacy Program provides 24-hour support and outreach; support and accompaniment to medical, legal, judicial, and counseling appointments and proceedings; options counseling; referrals to other offices providing services; community education, consultation, and speaking engagements; and if requested, and reasonably available, assistance with changes in academic and/or housing situations. **The Director of Housing, (570) 662-4342**, will also assist with changes in housing.

The victim may also choose to contact the **University Judicial Officer at (570) 662-4936**. If a victim has been assaulted on or off campus by a student of the university, the victim has the option of university judicial action. This should be discussed with the Campus Judicial Officer, or the Advocacy Program Coordinator. They can help the victim in reviewing the procedures. Discussions are confidential and do not obligate the victim to pursue any action with the University. Procedures are also outlined in the student handbook, The Mountie Manual.

In the university judicial proceeding, the accuser and the accused are entitled to the same opportunities to have others present during the proceeding, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

The Advocacy Program, Residence Life, and the University Police sponsor and coordinate educational programming for students regarding sexual assault awareness and prevention, and personal safety and security. **Information about these programs can be obtained by contacting the Advocacy Program Coordinator at (570) 662-4946, Director of Housing (570) 662-4342, or Director of Police Services at (570) 662-4900.**

If the assault occurs off campus, victims are encouraged to report the crime to the local police by calling 911. The Advocacy Program Coordinator will assist the victim in notifying police and an advocate from the university is available to accompany the victim throughout any proceedings.

When the victim chooses to go forward with a criminal prosecution, the **Tioga County District Attorney's office, (570) 724-1350**, will provide a Victim/Witness coordinator to be a contact person. The Victim/Witness Coordinator gives support and information regarding the criminal justice system.

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20. **MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY**

As required by the Higher Education Opportunity Act, and consistent with Mansfield University's commitment to student safety, this policy establishes procedures in the event that a residential student is presumed missing. The purpose of the missing student notification policy is to respond to missing residential student alerts in a timely manner. While the scope of policy and procedures is primarily within Student Affairs and the Mansfield University Police Department, all members of the university community – employees and students – are encouraged to report to University Police when they believe that a student is missing. All official missing student reports are to be referred immediately to University Police

The objectives of the Residential Missing Student Policy include the following:

1. Clearly define the reporting protocol when a residential student is presumed missing
2. Announce reporting requirements
3. Establish procedures for implementing the policy

A residential student is defined as a person who resides in on-campus housing, has a signed housing contract, and is currently enrolled in the university. A residential student is presumed missing if he/she is unaccounted for in excess of 24 hours. The organizations to which individuals should report that a student has been missing for 24 hours are

1. The Office of Housing and Residence Life
2. University Police

The responsibilities of the Mansfield University Police Department include the following:

1. Provide notification of this policy in the Annual Safety and Security Brochure
2. Publish this policy university-wide through the Annual Safety and Security Brochure
3. Investigate when a resident student is reported missing, including coordinating with Student Affairs and Residence Life personnel
4. Initiate emergency contact procedures, including notifying designated confidential contact persons, custodial parents, legal guardians, university officials, and inform appropriate law enforcement agencies
5. Inform university employees, who receive a report that a student is missing, or has independent information that a student is missing, that they should immediately report the information or evidence to the Mansfield University Police
6. Upon receipt of a report of a presumed missing person, notify the Office of Housing and Residence Life, whose staff will determine whether the missing person is a residential student
7. If the student is determined to be missing, University Police will provide relevant outside law enforcement agencies including, if known, those operating in the student's normal routes of travel or hometown
8. Notify all law enforcement agencies involved of status reports during the course of the investigation
9. Encourage the person making the report to report the missing person to local police

The Office of Housing and Residence Life will assist in the communication about and investigation of a student presumed missing by notifying University Police of a missing student and taking action to locate the student.

The responsibilities of the Office of Housing and Residence Life include the following:

1. Inform residential students via e-mail at the start of every academic semester of the option of registering a confidential contact person through the Office of Housing and Residence Life to be notified by the university 24 hours after the time the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
2. Inform residential students under the age of 18 and not emancipated that University Police is required to notify custodial parents or legal guardians within 24 hours after the time a student is determined to be missing
3. Conduct a preliminary investigation to verify the situation and determine the circumstances which exist relating to the reported missing residential student, including the following:
 - Attempting to contact the student via phone, text message, e-mail
 - Visiting the residential student's room to verify whereabouts and/or wellness, and in some cases, delivering -a message to contact a parent or family member who is searching for him/her
 - Conducting a health and safety check of the room, if no one answers at the student's residence
 - Gathering information from roommates, suitemates, hallmates, friends, neighbors, etc.
 - Checking card access system logs
 - Checking dining usage records
 - Coordinating with other university officials to determine class attendance, participation in university activities, organizations, services (health, counseling, disabled student services)
4. Report findings to University Police for appropriate continued follow up

Even if students have not registered a contact person local law enforcement will be notified that the student is missing.

Parents or guardians of students less than 18 years of age and not emancipated will be contacted.

The responsibility of residential students is to ensure that their contact information is current and accurate.

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21. **EMERGENCY/EVACUATION PROCEDURES**

The University will immediately notify the campus community in the event of a significant campus emergency or dangerous situation involving an immediate threat to the health and safety of students and/or employees via the following:

- Text messaging subscription service to subscribers. Students should register to receive emergency text messaging by logging in to <https://info.mansfield.edu/myaccount/>. Employees login to my.mansfield.edu/.
- E-mail via University assigned e-mail accounts.
- Campus alert posting to University Internet home page www.mansfield.edu.
- Recorded message on the University emergency information line, **570-662-4499**.
- System broadcast message on University voicemail system.
- Emergency message on the University's external speakers system.

The persons responsible for the university emergency notification process include:

1. University Police Shift Supervisor
2. Director of Police Services

3. Vice President of Finance and Administration
4. Provost
5. Vice President of Student Affairs
6. President

During an emergency, building occupants may be required to stay safely sheltered where they are located unless there is a specific threat within the building that requires them to exit. Police and other emergency personnel responding to the emergency will instruct occupants on what to do. If sheltering in place, all students and employees must remain in the building until such time as the emergency status has been lifted. Notification of an "All-Clear" will be transmitted through all above listed available communications methods.

The University will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The University is connected to a network of police and other emergency support via a County Emergency Communications Center that allows police and other emergency personnel to coordinate their response across agencies.

Access to campus by outside constituents may be denied during the emergency.

The University's Office of Public Relations will be responsible for disseminating information to the larger community.

Lock-Down Information

A lockdown at a college campus refers to the securing of the exterior doors to a building. Shelter-in-place refers to the securing of the interior classroom and common area doors

During a Lock-Down situation, all persons on the campus property are asked to secure the outside entrance doors and shelter-in-place.

During a crisis or major emergency, faculty, staff and students are encouraged to follow the instructions provided by the MU Emergency Alert systems.

The Goal of the Lock-Down Policy/Procedure is to Stay Informed/Stay Safe. Get the emergency message, get to a safe location and wait for more information.

Prepare now to learn and practice your own personal emergency plan. Learning where to find information, as well as becoming aware of building evacuation procedures for not only those buildings where you live or work, but for those that you visit during the course of your day is vital.

It is your responsibility to immediately report an emergency, suspicious activity, or any situation or troubling person that is causing serious anxiety, stress or fear. Program the Campus Police number 570-662-4900 as well as 911 into your personal phones. Become familiar with the Emergency Blue Light phones strategically located on campus; these phones connect directly to Tioga County Communications 911.

Details regarding MU's emergency preparedness can be found at <http://www.mansfield.edu/~safety> .

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22. **TESTING OF EMERGENCY RESPONSE AND EVACUATION**

Information is provided to students and employees regarding the emergency response and evacuation procedures and testing of all levels of the emergency response and notification is conducted every semester. Following testing surveys are also distributed to students and employees to seek input on communication improvements and to upgrade emergency

procedures. Detailed information is available from Jim Welch, Environmental Health and Safety Specialist, jwelch@mansfield.edu, 570-662-4906 or by going to www.mansfield.edu/environmental-health-safety/.

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23. FIRE SAFETY

Fire Safety Report

Definition of a fire: A fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

The Mansfield University student housing facilities are each equipped with automatic fire and smoke detection systems which report directly to the University Police Department, which is staffed 24 hours a day, 7 days a week. Upon notification of an alarm, campus police and maintenance staff respond to the location of the alarm to determine if additional resources are required.

Each residence hall is equipped with fire sprinkler systems which provide full building coverage. Each sleeping room is equipped with a smoke detector and sprinkler head for detection and suppression purposes.

The fire alarm systems are tested by an outside contractor twice a year to assure the equipment is operating properly. The fire sprinkler systems are tested quarterly as well.

Fire drills are held in each residence hall monthly at varying times when the halls are at regular occupancy during the semester. These drills include full evacuation of the building by use of the fire alarm systems. Random room checks are performed to assure evacuation compliance.

Mansfield University has a policy prohibiting the use of portable electric appliances, smoking, and open flame in the residence halls.

The residence hall assistants are provided training on fire safety at the beginning of each semester and then pass on the information during scheduled floor meeting within each building. The RA staff are provided hands on fire extinguisher training at the beginning of each fall semester.

Fire safety education and training programs for students and employees are provided by the Environmental Health and Safety Office.

Fire Reporting

Any fire that is noted on campus shall be reported immediately to the

1. University Police at 570-662-4900

If evidence that a fire has occurred and has been extinguished is found please call

1. University Police Environmental at 570-662-4900
2. Health & Safety Coordinator at 570-662-4906

A fire log will be maintained at the campus police station to record the following information:

- The nature of the fire
- The date the fire occurred
- The time of day the fire occurred, and
- The general location of the fire

The fire log information will be made accessible for public inspection.

Fire Statistics

Each year Mansfield University will collect and report the number and cause of fires that occur on campus, the number of injuries or deaths, and the value of property damage that is related to each fire occurrence.

Fires by Type	2009	2010	2011
University Operated Housing (All university operated residence halls are protected by automatic sprinkler systems)	0	1	0
All Other Campus Buildings	0	1	0
Non-Structural (outside vegetation, mulch, vehicles, etc)	1	4	1
Fires by Severity			
Large Loss (Fatality and/or property damage of \$5,000,000 or more)	0	0	0
Minor (No fatality, moderate property damage and/or human injury)	0	0	0
Incidental (No fatalities, no injuries, minimal or no property damage)	1	2	1
Fires by Cause			
Unintentional	1	6	1
Intentional	0	0	0
Undetermined	0	0	0
Fire Alarms			
Intentional (Malicious pull of fire alarm/intentional activation; vandalism)	4	3	1
Accidental (Activation by cooking, airborne dust, steam, tobacco smoke, hairspray, etc.)	15	14	25
Other (Mechanical problem, inadvertent activation by maintenance activities, contractors, etc.)	10	5	7
Fire Drills			
Mansfield University conducts a minimum of one (1) fire drill per full month occupancy residence hall. A minimum of two (2) fire drills per year are conducted in all other occupied buildings.			
Residence Halls	24	24	24
All Other Buildings	32	32	32

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Mansfield University Policies

Sexual Harassment Policy - Sexual harassment prohibition and prevention policies are in place for both employees and students. The policies are widely publicized and provide specific information about how and where to make reports, etc.

Policies re: Abuse, sexual and otherwise - A prohibition against abuse, etc. and information about reporting, etc. is found in the Mansfield University Campus Sexual Assault Policy and Procedures; Reporting Procedures For Criminal Actions And/Or Emergencies; and Statement of Responsibility (encouraging reporting of suspicious behaviors). In addition, The Women's Center and Student Advocacy Offices publish and widely circulate information about sexual assault prevention, reporting, counseling, etc.

Policies re: Unwanted Sexual Activity - See the policies noted in the paragraph above and also the Student Conduct Policy, Mountie Manual, and Non-Discrimination Policy and Discrimination Complaint Procedures (copy provided to PASSHE HR/LR).

Policies re; Illegal activity, reporting, etc. This information is provided to students and employees in several sources (noted above) and specifically addressed in the Reporting Procedures for Criminal Actions And/Or Emergencies; none of the policies set forth an affirmative duty to report.

Commonwealth of Pennsylvania and Federal Reporting Laws - EEOC and PHRC laws and information about protection from discrimination (including sexual harassment and assault) are posted in every building and included in various policies noted above. The mandatory reporting requirements are not included in any campus-wide policy, but are known and practiced by those employees covered by those statutes.



Welcome Back! Spring 2013 Enrollment Confirmation and additional information. ✕

Residence Life & Housing

Residence Life & Housing

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[CAMPUS CLINIC](#)

[EMPLOYMENT](#)

[FAQ](#)

[HOUSING & DINING RATES](#)

[RESIDENCE HALLS](#)

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Contact Us

[Contact Our Office](#)

Residence Life & Housing
120 Pinecrest Manor
Mansfield, PA 16933

Office Hours: M - F 8 AM - 4:15 PM

Phone: 570-662-4934

Fax: 570-662-4138

Chuck Colby, Associate Vice President

Drug & Alcohol Education

MU is an active member of the Network of Colleges and Universities committed to the elimination of Drug and Alcohol Abuse. The standards of the network have also been adopted by the Board of Governors of the State System of Higher Education as policy for all state universities.

We have the responsibility to provide a **drug free environment** where the use of alcohol and other drugs do not interfere with learning. For this reason, the possession, distribution, and/or use of alcohol and other drugs on the MU campus is prohibited. Persons violating this prohibition will face university disciplinary sanction, and/or arrest by university police. University disciplinary actions will include an educational component to encourage the individual's acceptance of the responsibility for his/her own choices and behavior.

MU will educate and provide information to the campus community for the purpose of preventing the abuse of alcohol and other drugs. The university will also provide counseling and referrals for persons with alcohol or other drug problems.

[The Drug Publication Brochure: Policies, Laws, Sanctions, Assistance](#)

For information about the Drug & Alcohol Education Program:

[Larry L. Watts](#), Wellness Coordinator/Residence Life
(570) 662-4937 (office)
(570) 404-0779 (cell)

Resources

- [Dining Services](#)
[Housing and Dining Agreement](#)
- [Student Conduct Process](#)
- [Judicial Violation Payment](#)
- [Mountie Manual](#)
- [Residence Hall Handbook and Guide for Successful Living](#)
- [Student Health Evaluation Form](#) (required for all incoming students)
- [Student Health Insurance Letter](#)

Developing Tomorrow's Leaders

Social Media:



Facebook



Pinterest



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YouTube



MU Blog



MU Podcast



Welcome Message from the President

Mountaineers Athletics



gomounties.com

Apply Now!



570.662.4000

1.800.577.6826

Contact the Webteam

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Mansfield University
South Academy St.
Mansfield PA 16933

RESOURCES/HELP

It's OK to talk about or ask for help if you have a drinking problem or if a friend needs assistance. Contact the MU Counseling Center or Drug & Alcohol Office. *They can help.*

If necessary, assessment is done by a professional in the addictions field, who can determine what, if any treatment is needed for the patient. Treatment may include detox, out or inpatient, counseling, support groups, etc. Health insurances may or may not cover the costs.

Help is available. Make the call.

MU Counseling Center.....	662-4695
MU Drug and Alcohol Education Office.....	662-4937
State Employee Assistance Program	1-800-692-7459
TDD	1-800-827-4306
Laurel Health System (Detox) Soldiers + Sailors Hospital	723-0345
MU Police Department	662-4900
Cocaine Helpline.....	1-800-COCAINE
Caron Foundation	1-800-678-2332
Harbor Counseling	724-5272
Pyramid Healthcare	1-888-694-9996

Rev. 2/2012



OFFICE OF DRUG AND ALCOHOL EDUCATION
120 Pincrest
Mansfield, PA 16933

THE DRUG PUBLICATION

Assistance

**POLICIES
LAWS
SANCTIONS
ASSISTANCE**

*Published by the
Office of
Drug and Alcohol
Education*

**MANSFIELD
UNIVERSITY**



You've seen the commercial in which a hand cracks an egg and drops it in a frying pan and it sizzles and that's your brain on drugs.

The commercial gets your attention, but drugs and alcohol also have a lot of subtle and long-term effects. This booklet briefly describes them. It also describes our drug and alcohol policies at MU as well as local, state and federal laws.

Finally, it lists programs and phone numbers where you can get help if you need it.

If you haven't been successful in just saying no, you may have a problem that is bigger than you can imagine. We want to help. Read this booklet.

MANSFIELD UNIVERSITY DRUG AND ALCOHOL POLICY

Mansfield University will proactively educate, create an environment that promotes and reinforces a healthy living model, and provide information to students, faculty and staff for the expressed purpose of preventing the abuse of alcohol and other drugs. The university will also provide counseling and referrals for students and staff with alcohol or other drug problems.

Mansfield University hereby declares as its policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at any workplace under the authority of the Board of Governors. Any employee violating the policy will be referred to the Commonwealth's employee assistance program and/or disciplined, in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provisions of collective bargaining agreements, Civil Service Policy, or the System's Merit Principal Policy.

The State Employee Assistance Program (SEAP), sponsored by the Commonwealth of Pennsylvania, is available to state employees by calling 1-800-692-7459; 1-800-824-4306 (TDD).

THE EFFECTS OF DRUGS AND ALCOHOL

These are some of the most commonly used drugs and the effects they have on the body and mind.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol may also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

Marijuana

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, and learning becomes harder. Marijuana can also produce paranoia and psychosis.

Marijuana is damaging to the lungs and pulmonary system. Its smoke contains more cancer-causing agents than tobacco smoke.

Long-term cannabis users may develop psychological dependence and require more of the drug to get the same effect. The drug can be the center of their lives.

Cocaine

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Cocaine can also cause death by cardiac arrest or respiratory failure.

Anabolic Steroids

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns, and some types of breast cancer.

Taken in combination with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength.

Steroid users subject themselves to more than 70 physical and psychological side effects that may range from acne to liver cancer. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, it can cause withered testicles, sterility and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as "roid rage" and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Steroids come in tablet or capsule form for oral ingestion, or as a liquid for intramuscular injection.

ALCOHOLISM-THE DISEASE CONCEPT ²

Alcoholism is a chronic, progressive, and potentially fatal disease. It is characterized by tolerance and physical dependency, pathologic organ changes, or both, all of which are direct or indirect consequences of the alcohol ingested.

This definition was drafted jointly by the American Medical Association and the National Council on Alcoholism.

The concept that alcoholism is a disease and is not a loss of willpower or an immoral condition has led to more effective treatment and better means of evaluation treatment.

A characteristic of alcoholism is loss of control or the inability to predict accurately what will happen if the victim takes one or more drinks. The physical dependency demands a drink. When enough alcohol is ingested to alleviate the withdrawal symptoms, the victim is out of control. The disease is a vicious cycle in which denial is a common reaction.

Many of us have been told by our family doctor that we are at an increased risk for heart disease. The doctor

RISK FACTORS FOR ADDICTION ³

doesn't know for certain that the patient will suffer a heart attack, but he or she can identify risk factors such as smoking, obesity, stress, diet, etc. These give us an early warning so that we can change our lifestyle *before the problem starts*.

In the same way, we cannot predict with absolute certainty who will become addicted to alcohol and other drugs. But we can identify *proven risk factors*. And we can change some of those risk factors before alcohol and other drugs become a temptation, thus *preventing the problem before it begins*.

Some **proven risk factors** for **substance abuse** include:

1. Family history of alcoholism or other addiction.
2. Family management problems – inconsistent family rules, lack of communication.
3. Antisocial behavior – misbehavior in school,

fighting shyness, withdrawal, lack of self-confidence.

4. Parents having a positive attitude toward drug use.
5. School problems – learning disabilities, poor self esteem, lack of interest in school, skipping school, academic failure.
6. Friends who use drugs – also friends who are involved with other negative behavior, such as stealing, vandalism, fighting.
7. Early first use of drugs – especially before age 15.
8. Poor coping skills – poor skills in communicating, making decisions, making friends.

Drugs and alcohol trash your body and brain. There are laws prohibiting use of these drugs. The following are the laws on local, state and federal levels.

THE LAW

State Law – Title 18: *If you are under the age of 21, it is illegal to purchase, consume, possess, or transport alcohol. It is also illegal to carry a false ID, lie about your age to obtain alcohol or provide alcohol to anyone under 21.*

PENALTY: *license suspension and a maximum fine of \$300 on the first conviction, and up to \$500 for each subsequent conviction.*

State Law – Drug and Alcohol Abuse Control Act: *It is against the law to use, dispense, deliver or distribute a controlled substance.*

PENALTY: *minimum of 6 months prison/\$500 fine, up to 3 years prison/\$2500 fine.*

Federal Law – Controlled Substance, Drug, Device and Cosmetic Act: *It is against the law to use, dispense, deliver, or distribute a controlled substance.*

PENALTY: *convictions range from one year/\$2,500 fine to 15 years/\$250,000 fine.*

Federal Law – Drug-Free Workplace Act *It is illegal to manufacture, distribute, dispense, possess or use a controlled substance in the workplace.*
PENALTY: *includes referral to State Employee Assistance Program and/or disciplinary actions up to employment termination.*

Boro Ordinance: *It is against the law in Mansfield Boro to have an open container of alcohol in public.*
PENALTY: *summary offense with a fine of up to \$300.*

Further information can be obtained from the U.S. Department of Health and Human Services, Office of Substance Abuse Prevention.

¹ Source: *What Works: Schools Without Drugs*, U.S. Department of Education

² Source: *American Medical Association*, National Council on Alcoholism and Drug Abuse

³ Source: Catalano, Hawkins, 1988, Developmental Research and Programs, Inc.

Military Service Policies

Students involved in the military may petition for 3 credits of HPE provided they have completed the minimum basic training with honorable service.

Should a student be called into service in the middle of a semester, the student must notify the Office of the Provost of his/her withdrawal from the university. All of their courses will be dropped and financial aid, etc., will be notified. The student may petition for a full refund of tuition, which is granted on a case-by-case basis. Students may also take incompletes as grades, which they may clear up upon their return to the university.