Policy AD004: Availability of Employees for Information Dissemination Policy

Recommended for Approval by:  
James Geiger  
James Geiger, Vice President for University Advancement

Approved by:  
Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 2/24/2023

A. Intent

PennWest University has designated the Office of Admissions to meet the Availability of Employees for Information Dissemination requirements by the U.S. Department of Education.

B. Policy

The Office of Admissions is staffed by full-time employees who are available during normal operating PennWest University business hours which are Monday-Friday 8:30 a.m. to 4:30 p.m.

Additionally, any questions can be directed via email to admissions@pennwest.edu or via phone to 814-393-2306.

Students may also visit our Student Consumer Information web page at www.clarion.edu/studentconsumerinfo to review other regulations, notifications and general information related to PennWest University.

C. Procedure(s)

Availability of Employees for Information Dissemination Purposes contact information.

Financial Assistance Information

Clarion  
Phone: 814-393-2306  
Email: finaid-cla@pennwest.edu

Cal  
Phone: 724-938-4415  
Email: finaid-cal@pennwest.edu

Edinboro  
Phone: 814-732-3500  
Email: finaid-edin@pennwest.edu
Accreditation and Licensure Information
Provost Office
Email: provost@pennwest.edu; provostoffice-aide@pennwest.edu

Equal Opportunity/Employment Information
Office of Human Resources
Email: humanresources-cal@pennwest.edu

Disability Services Information
Email: osd-cal@pennwest.edu; osd-clr@pennwest.edu; osd-edn@pennwest.edu

Diversity, Equity, and Inclusion
Email: dei@pennwest.edu

Campus Crime and Safety Information
Email: security-team@pennwest.edu

Admissions/Readmissions Information
Phone: 814-393-2306
Undergraduate Admissions
Email: admissions@pennwest.edu
Graduate Admissions
Email: gradadmissions@pennwest.edu

Health Record Requirements
Email: studenthealthservices@pennwest.edu

Student Support & Wellness Center
Email: studentwellness-cal@pennwest.edu
successcoachingteam@pennwest.edu studentsuccess@pennwest.edu

International Student Information
Email: intlprograms-clr@pennest.edu

Institutional Research & Assessment
Email: research@pennwest.edu assessment@pennwest.edu

D. Related policies
List any related policies or procedures.

E. Contact Information
Admissions Office, 814-393-2306

F. Policy Review Schedule
All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.