



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

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-edn@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@pennwest.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.