

Student Handbook
2010-2011

**Harrisburg University of
Science & Technology**



University Contact Information

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Admissions@HarrisburgU.edu

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717.901.5102
AcademicAffairs@HarrisburgU.edu

Advancement Office
717.901.5103
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Finance & Administration
717.901.5105
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Financial Aid
717.901.5115
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Information Technology & Library
717.901.5106
OIS@HarrisburgU.edu

Library
717.091.5188
Library@HarrisburgU.edu

Office of the President
717.901.5104
President@HarrisburgU.edu

Professional Development
717.901.5190
ProfessionalEd@HarrisburgU.edu

Records and Registration
717.901.5136
Registrar@HarrisburgU.edu

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SENCER@HarrisburgU.edu

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StudentServices@HarrisburgU.edu

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Note: This Student Handbook is an official publication and consists of three parts: general information, student information, and select University policies and procedures. The University reserves the right to modify the requirements for admission and graduation, to amend any policy or procedure affecting the student body, and to dismiss from the University any student if deemed to be in the best interest or safety of the University community.

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Welcome from the President

Welcome to the Harrisburg University of Science and Technology. You are positioned to inquire, explore, develop, and grow the University in partnership with administration, faculty and staff. Together we are a learning organization and we welcome you as part of our community of learners.

This student handbook can help serve as a quick guide and resource to the information and procedures you need to know. The handbook is divided into three sections: Part 1 contains general information including a responsibility and community values statement; Part 2 provides a short description of student information and services; and Part 3 lists policies and procedures you need to be familiar with. If after reading through this handbook you are still unclear about any policy, please ask any student services professional for guidance.

By choosing to attend Harrisburg University you have set your standards high and set yourself apart from others. You will not only be engaged in a curriculum of study for high-demand careers, but you will also develop your leadership, entrepreneurial and creativity skills during your educational experience.

Cordially,

Mel D. Schiavelli, Ph.D.
President

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General University Information

Part 1



Student Responsibility Statement

A student has the responsibility to engage fully in assigned work, make connections, and develop professional competencies. The University is new in both thought and ideas. The student should be a partner in this endeavor, now and in the future. It is the student's responsibility to become engaged in the University's community of learners to develop a strong professional and ethical foundation as an individual.

Statement of Community Values

Underlying the University's mission are the following basic values:

- the importance of personal integrity, honesty, and ethical decision making;
- the right of every individual to be treated with respect and dignity as a member of a learning organization;
- freedom of intellectual inquiry in the pursuit of truth- even if it defies commonly understood theories;
- acceptance and appreciation of human diversity regarding race, gender, religion, sexual orientation, age, ability, ethnicity, and political views;
- freedom from violence aimed at limiting the freedom of, interfering with, or disrupting university activities; and
- recognition that civic engagement is a component of the intellectual development of a student and provides a path for knowledge in the service of the community.

History

The University was incorporated in the Commonwealth of Pennsylvania on December 12, 2001, making it the first science and technology-focused, non-profit, comprehensive university to be established in Pennsylvania in more than 100 years. Founded to address the Capital Region's need for increased educational opportunities in science, technology, engineering and mathematics (STEM) careers, Harrisburg University represents a major step to attract, educate, and retain Pennsylvania's diverse 21st century knowledge-based workforce.

A grand concept that was championed for more than a decade by business leaders, government officials, and the regional news media, Harrisburg University was built from concept to reality in less than a decade. The Pennsylvania Department of Education granted the University its charter in 2005, and the inaugural class of 113 students arrived in August of that same year to begin their educational journey in the new, high-tech environment.

An independent institution, the University offers academic and research programs designed to meet the needs of the region's youth, workforce and businesses. By aligning traditional undergraduate and graduate degrees with science and technology-based economic development and experiential learning, the University serves as a catalyst for regional economic prosperity and is expanding, attracting and creating economic opportunities in Central Pennsylvania.

Recognized as fulfilling a significant need, the University is a model public-private partnership, having received external support from the corporate sector, private individuals, and the state and federal government. Companies such as AT&T; Burt, Hill; Cleveland Brothers Equipment Co., Inc;

Gannett Fleming, LLC; Gunn-Mowery, LLC; Harristown Development Corporation; The Hershey Company; Hollywood Casino at Penn National Race Course; McNees, Wallace and Nurick, LLC; Penn National Insurance; PPL Corporation; The Phillips Group; Property Management, Inc; PSECU; Select Medical Corporation; and Versatile Systems have supported the University with funding and opportunities for our students.

Early public- and private-sector investments have made it possible for Harrisburg University to offer a student-centered and technologically-advanced education. The physical facilities of the University include a \$73-million Academic Center located at 326 Market Street in Harrisburg. The 16-story technology-laden facility accommodates up to 1,600 students and features 24 classrooms, 6 scientific teaching labs, 12 student team meeting areas, 6 seminar rooms and a 125-seat auditorium with audio-conferencing capabilities.

The University's experiential learning model, coupled with career preparation and development, has led to partnerships aligned with the University's mission and vision. The National Science Foundation, for example, funds the Science Education for New Civic Engagements and Responsibilities (SENCER) program housed within the National Center for Science and Civic Engagement at the University. Partners from across industry, academia and government provide students on-site internships, mentoring, and advanced learning opportunities connected to the latest trends, discoveries, and developments in biotechnology through the Department of Community Economic Development funded Capital Area Biotechnology Partnership. Carnegie Mellon University in Pittsburgh is a partner in the Advanced Center for Learning and Entertainment Technology at the University.

Mission Statement

The Harrisburg University of Science and Technology is an independent educational institution that offers academic and research programs in mathematics, science and technology designed to meet the needs of the region's youth, workforce, and businesses, and to expand, attract, and create economic opportunities in the region.

Approved by the Board of Trustees on November 12, 2002.

Re-affirmed by the Board of Trustees on March 6, 2006.

Accreditation and Approvals

Harrisburg University of Science and Technology is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. 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.

Program offerings are authorized by the Pennsylvania Department of Education.

The Maryland Higher Education Commission granted approval of an authorization to operate at the Southern Maryland Higher Education Center for the Master of Science in Learning Technologies and Master of Science in Information Systems Engineering and Management degree programs.

Approved to participate in the federal Title IV, HEA student assistance programs by the U.S. Department of Education.

Approved by the Pennsylvania Department of Education for veterans and eligible dependents to obtain education benefits through the Veteran's Administration (VA).

Approved by the Veterans Administration to participate in the "Yellow Ribbon" program.

Approved by the Department of Homeland Security – U.S. Immigration and Customs Enforcement (DHS-USICE) as an eligible institution for the Student and Exchange Visitor Information System (SEVIS) to enroll foreign students.

An articulation agreement with another institution of higher education permits students enrolled in certain associate degree programs to transfer credits seamlessly into specific degree programs at the university. The university has an articulation agreement with the following institution:

Harrisburg Area Community College

Additional articulation agreements are being pursued with various institutions of higher education.

A consortium agreement with another institution of higher education allows a student to remain enrolled at the university while also taking credits at the visiting institution. The university has a consortium agreement for certain nanobiotechnology courses with the following institution:

The Pennsylvania State University – University Park Campus

Academic Calendar

2010-2011

Harrisburg University operates on a semester calendar with intense summer sessions for selected offerings. Changes to the calendar are at <http://www.HarrisburgU.edu/academics/calendar.php>

SEMESTER I (Fall), 2010

Graduate Student Orientation	Thursday, August 26, 2010
New Student Orientation (a.m.)	Friday, August 27, 2010
Welcome Weekend for New Students Begins (p.m.)	Friday, August 27, 2010
Welcome Weekend Ends	Sunday, August 29, 2010
First Day of Classes – Add/Drop Period Begins	Monday, August 30, 2010
Undergraduate Add/Drop Period Ends	Saturday, September 4, 2010
Last Day to Withdraw with 75% Tuition Refund	Saturday, September 4, 2010
Labor Day Holiday (University Closed)	Monday, September 6, 2010
Graduate Add/Drop Period Ends	Saturday, September 11, 2010
Last Day to Withdraw with 50% Tuition Refund	Saturday, September 11, 2010
Census Date	Tuesday, September 14, 2010
Last Day to Withdraw with 25% Tuition Refund	Saturday, September 18, 2010
Mid-Semester Deficiencies Due to Office of Records & Registration	Monday, October 25, 2010
Mid-Semester Warning Letters Mailed	Wednesday, October 27, 2010
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, November 6, 2010
Academic Advising Period Begins	Monday, November 8, 2010
Registration Begins for Semester II, 2010-2011	Monday, November 8, 2010
Registration Ends for Semester II, 2010-2011	Tuesday, November 23, 2010
Thanksgiving Holiday (No classes 11/24, University Closed 11/25-28)	Wednesday-Sunday, November 24-28, 2010
Classes Resume	Monday, November 29, 2010
Semester Ends	Saturday, December 18, 2010
Final Grades Due to Office of Records & Registration	Tuesday, December 21, 2010

SUBTERM A

Graduate Student Orientation	Thursday, August 26, 2010
New Student Orientation (a.m.)	Friday, August 27, 2010
First Day of Classes – Add/Drop Period Begins	Monday, August 30, 2010
Add/Drop Period Ends	Saturday, September 4, 2010
Census Date	Wednesday, September 8, 2010
Mid-term Deficiencies Due to Office of Records & Registration	Thursday, September 23, 2010
Mid-term Warning Letters Mailed	Friday, September 24, 2010
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, October 2, 2010
Subterm A Ends	Tuesday, October 19, 2010
Final Grades Due to Office of Records & Registration	Friday, October 22, 2010

SUBTERM B

New Student Orientation	Tuesday, October 19, 2010
First Day of Classes – Add/Drop Period Begins	Wednesday, October 20, 2010
Add/Drop Period Ends	Tuesday, October 26, 2010
Census Date	Thursday, October 28, 2010
Last Day to Withdraw from a Course with a Grade of “W”	Tuesday, November 23, 2010
Mid-term Deficiencies Due to Office of Records & Registration	Monday, November 29, 2010
Mid-term Warning Letters Mailed	Wednesday, December 1, 2010

Continued on next page

SEMESTER I (Fall), 2010

SUBTERM B *(continued)*

Subterm B Ends Saturday, December 18, 2010
Final Grades Due to Office of Records & Registration Tuesday, December 21, 2010

SEMESTER II (Spring), 2011

New Student Orientation Thursday, January 6, 2011
First Day of Classes – Add/Drop Period Begins Monday, January 10, 2011
Undergraduate Add/Drop Period Ends Saturday, January 15, 2011
Last Day to Withdraw with 75% Tuition Refund Saturday, January 15, 2011
Martin Luther King, Jr. Birthday (University Closed) Monday, January 17, 2011
Graduate Add/Drop Period Ends Saturday, January 22, 2011
Last Day to Withdraw with 50% Tuition Refund Saturday, January 22, 2011
Census Date Tuesday, January 25, 2011
Last Day to Withdraw with 25% Tuition Refund Saturday, January 29, 2011
Mid-Semester Deficiencies Due to Office of Records & Registration Friday, March 4, 2011
Spring Recess Monday-Saturday, March 7-12, 2011
Mid-Semester Warning Letters Mailed Tuesday, March 8, 2011
Classes Resume Monday, March 14, 2011
Last Day to Withdraw from a Course with a Grade of “W” Saturday, March 26, 2011
Academic Advising Period Begins Monday, March 28, 2011
Preregistration Begins for Semester III, 2010-2011 and Semester I, 2011-2012 Monday, March 28, 2011
Advising and Preregistration Periods Ends Friday, April 22, 2011
Semester Ends Saturday, April 30, 2011
Final Grades Due to Office of Records & Registration Tuesday, May 3, 2011
Commencement Thursday, May 12, 2011

SUBTERM A

New Student Orientation Thursday, January 6, 2011
First Day of Classes – Add/Drop Period Begins Monday, January 10, 2011
Add/Drop Period Ends Saturday, January 15, 2011
Census Date Tuesday, January 18, 2011
Mid-term Deficiencies Due to Office of Records & Registration Tuesday, February 8, 2011
Mid-term Warning Letters Mailed Thursday, February 10, 2011
Last Day to Withdraw from a Course with a Grade of “W” Saturday, February 12, 2011
Subterm A Ends Tuesday, March 1, 2011
Final Grades Due to Office of Records & Registration Thursday, March 3, 2011

SUBTERM B

New Student Orientation Tuesday, March 1, 2011
First Day of Classes – Add/Drop Period Begins Wednesday, March 2, 2011
Add/Drop Period Ends Tuesday, March 15, 2011
Census Date Thursday, March 17, 2011
Mid-term Deficiencies Due to Office of Records & Registration Monday, April 4, 2011
Mid-term Warning Letters Mailed Wednesday, April 6, 2011
Last Day to Withdraw from a Course with a Grade of “W” Tuesday, April 12, 2011
Subterm B Ends Saturday, April 30, 2011
Final Grades Due to Office of Records & Registration Tuesday, May 3, 2011

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SEMESTER III (Summer), 2011

New Student Orientation	Thursday, May 5, 2011
First Day of Classes – Add/Drop Period Begins	Monday, May 9, 2011
Last Day to Withdraw with 75% Tuition Refund	Saturday, May 14, 2011
Undergraduate Add/Drop Period Ends	Saturday, May 14, 2011
Graduate Add/Drop Period Ends	Saturday, May 21, 2011
Last Day to Withdraw with 50% Tuition Refund	Saturday, May 21, 2011
Census Date	Tuesday, May 24, 2011
Last Day to Withdraw with 25% Tuition Refund	Saturday, May 28, 2011
Memorial Day Holiday (University Closed)	Monday, May 30, 2011
Mid-Semester Deficiencies Due to Office of Records & Registration	Friday, July 1, 2011
Independence Day Holiday (No classes; University Closed)	Monday, July 4, 2011
Classes Resume	Tuesday, July 5, 2011
Mid-Semester Warning Letters Mailed	Wednesday, July 6, 2011
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, July 16, 2011
Last Day of Classes	Saturday, August 20, 2011
Final Grades Due to Office of Records & Registration	Tuesday, August 23, 2011

SUBTERM A

New Student Orientation	Thursday, May 5, 2011
First Day of Classes – Add/Drop Period Begins	Monday, May 9, 2011
Add/Drop Period Ends	Saturday, May 14, 2011
Census Date	Tuesday, May 17, 2011
Mid-term Deficiencies Due to Office of Records & Registration	Wednesday, June 1, 2011
Mid-term Warning Letters Mailed	Friday, June 3, 2011
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, June 11, 2011
Subterm A Ends	Tuesday, June 28, 2011
Final Grades Due to Office of Records & Registration	Friday, July 1, 2011

SUBTERM B

New Student Orientation	Tuesday, June 28, 2011
First Day of Classes – Add/Drop Period Begins	Wednesday, June 29, 2011
Add/Drop Period Ends	Tuesday, July 5, 2011
Census Date	Thursday, July 7, 2011
Mid-term Deficiencies Due to Office of Records & Registration	Thursday, July 21, 2011
Mid-term Warning Letters Mailed	Monday, July 25, 2011
Last Day to Withdraw from a Course with a Grade of “W”	Tuesday, August 2, 2011
Subterm B Ends	Saturday, August 20, 2011
Final Grades Due to Office of Records & Registration	Tuesday, August 23, 2011

HARRISBURG UNIVERSITY- STUDENT RESOURCE LIST

**Moodle is your online resource 24 hours a day at
moodle.harrisburgu.edu**

Issue	Contact	Phone #	Location
Business Mentors	Manager of Experiential Programs CareerServices@HarrisburgU.edu	717.901.5157	13 th Floor (1325)
Campus Jobs	Associate Vice President of Human Resources and Administration	717.901.5112	14 th Floor (1425)
Career Exploration	Manager of Experiential Programs CareerServices@HarrisburgU.edu	717.901.5157	13 th Floor (1325)
Emergency	911 (if life-threatening) Harrisburg U Security	911 717.901.5180	
Financial Aid	Director of Financial Aid FinancialAid@HarrisburgU.edu	717.901.5115	1 st Floor (121i)
Health Services	Nightingale Nurses/Lorraine Bock	717.920.9579	2801 N. Front St. Harrisburg, PA 17110
HU Apparel/Gift Items	Strawberry Patch		1 st Floor Strawberry Square
HU IDs	CampusCard@HarrisburgU.edu		
Information Technology	HelpDesk@HarrisburgU.edu	717.901.5177	
Internships	Manager of Experiential Programs	717.901.5157	13 th Floor (1325)
Library	University Librarian Library@HarrisburgU.edu	717.901.5188	http://library.harrisburgu.edu
Off-Campus Jobs	Manager of Experiential Programs CareerServices@HarrisburgU.edu	717.901.5157	13 th Floor (1325)
Parking	Harrisburg U Security Desk	717.901.5180	1 st Floor Desk
Scheduling/Registrati on/ Transcripts and Enrollment Verifications	Director of Records and Registration Registrar@HarrisburgU.edu For academic calendar and registration forms: Moodle https://moodle.HarrisburgU.edu myHU https://myHU.HarrisburgU.edu	717.901.5117	1 st Floor (121e)
Student Accounts (Billing)	Financial Accounts Manager BusinessOffice@HarrisburgU.edu	717.901.5135	14 th Floor (1441)
Student Issues (including adjustment/psychos ocial needs)	Manager of Student Transition Counseling@HarrisburgU.edu	717.901.5139	13 th Floor (1328)
Student Advising	Advising@HarrisburgU.edu		
Student Services	StudentServices@HarrisburgU.edu	717.901.5139 717.901.5157	13 th Floor (1328) 13 th Floor (1325)
Tutoring	Tutoring@HarrisburgU.edu		
Veteran Services	Director of Financial Aid FinancialAid@HarrisburgU.edu	717.901.5115	1 st Floor (121i)

QUICK REFERENCE TELEPHONE NUMBERS

Harrisburg, PA

Emergency:	911 or 9911 from HU
Ambulance – Fire – Police	
Non-Emergency:	717-558-6900
Ambulance – Fire – Police	
National Poison Control	1-800-222-1222
National Suicide Crisis Hotline	1-800-784-2433
Mental Health Hotline	1-800-789-2647
Pennsylvania State Police	717-671-7500
Pinnacle Health Services	
Emergency	717-782-5256
General Information	717-782-3131
Hamilton Health Center	717-232-9971
Taxi Service	717-234-4400 or 717-238-7252 or 717-232-5555 or 717-239-5000
Harrisburg Transportation Center (Train and Bus)	717-255-6970
CAT (Bus) Station	717-238-8326

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Student Information

Part 2



Philosophy

One of Harrisburg University's unique strengths is its small size, academic focus, and faculty and staff commitment to the needs of the individual student. All students will have the opportunity to meet with both academic and business (career) mentors. The student is required to consult with an academic advisor before making important changes to the program of study. Because students are taught primarily by full-time faculty, they are available and willing to assist with developing research projects, internships, and other real-world learning experiences both inside and outside of the classroom.

The University is dedicated to enhancing the healthy physical, psychological, social, and intellectual development of its students. The University's approach to support services is to provide the student with single point-of-contact access to its entire suite of services, from which the student will be routed to the appropriate educational, health care, counseling, or disability service after a single interaction.

Faculty Advisors

Harrisburg University of Science and Technology values the interaction and advice of faculty advisors to support student course selection, scheduling, career counseling, and general academic advising.

Upon admission to Harrisburg University of Science and Technology, a student is assigned a faculty member in the selected interest area or a faculty member specialized to work with undeclared major students. It is strongly encouraged that the student meet at least twice each semester with the faculty advisor.

Student Records and Registration Information

Calendar and Credit System

The University operates on a semester calendar and uses the semester hour credit system. There are three semesters per twelve-month period: Semester I (Fall), Semester II (Spring), and Semester III (Summer). Each semester consists of fifteen scheduled weeks of classes with final examinations occurring during the last scheduled class meeting.

Enrollment Status

Student enrollment status is defined as either full-time or part-time. The minimum full-time undergraduate student enrollment is 12 semester hours in a semester. Part-time status is any number of credits fewer than 12 semester hours. The standard full-time course load is 12 through 16 semester hours. A course load greater than 16 semester hours constitutes an overload and requires the approval of the Director of Records and Registration.

Part-time status is sometimes defined further using one of the following terms:

Three-quarter time	fewer than 12 semester hours but greater than or equal to 9 semester hours
Half-time	fewer than 9 semester hours but greater than or equal to 6 semester hours

Registration Process

Registration is completed for first-time and transfer students by the Office of Records and Registration. If a transfer student considers a course registration change, the student should meet with their faculty advisor before the end of the Add/Drop period. For subsequent semesters, the student registers on-line at MyHU/Academics to indicate course selections. The selections are then reviewed by the student's faculty advisor and finalized when the student and the advisor agree to the selections. The student is encouraged to complete this process at least two months prior to the beginning of the next semester. Registration dates and deadlines are shown on the Academic Calendar and Registration Instructions are posted on MyHU/Academics and Moodle.

Class Attendance

Attendance is a critical part of a student's education. The student is expected to attend class regularly and participate fully in the activities of that course. The instructor is responsible to set forth the attendance requirements for each course in the syllabus. All first-year students are subject to attendance requirements set forth in the First-Year Experience program information.

Attendance will be taken by instructors during the first two weeks of the semester for enrollment status determination by the Office of Records and Registration. Following that period, instructors may or may not regularly take attendance but instructors are encouraged to engage the student with class participation assignments.

If, in the judgment of the instructor, a student is excessively absent from class or fails to complete the requested participatory assignments:

1. the instructor will notify the student of this determination;
2. the student will have one week to meet with the instructor to address the situation;
3. if the student fails to do so, the instructor will notify the Office of Records and Registration to recommend withdrawal of the student from the course; and

4. if after persistent non-attendance or non-response to attempted contacts by the instructor, the Office of Records and Registration will notify the student of this action and may record a grade of “W.”

Progress toward a Degree

A student is classified based upon the number of semester hours completed and reported to the Director of Records and Registration. The classification is based on credits completed, not attempted, and does not include courses for which one of the following grades has been assigned: “I”, “IP”, “NR” or “F”.

Freshman	fewer than 30 semester hours earned
Sophomore	greater than or equal to 30 semester hours earned but less than 60
Junior	greater than or equal to 60 semester hours earned but less than 90
Senior	greater than or equal to 90 semester hours earned

A transfer student without a degree is classified on the basis of total semester hours accepted by the University.

A student who has earned a baccalaureate degree and is working toward a second degree is classified as a senior.

Catalog in Effect

A new student entering the University during the 2010-2011 academic year will be subject to this Catalog edition unless the student elects to complete a revised set of program requirements printed in a future edition of the Catalog.

A student who left the University and returns from an absence of one year or more will be subject to the Catalog edition in effect during the year of return.

A student who elects to complete a revised set of program requirements released by the University must notify the Office of Records and Registration of this decision by completing a Declaration of Major/Catalog Option Form available in that office.

Off-Campus Study Program

Pennsylvania Nanofabrication Manufacturing Technology Partnership Capstone

Semester – This program is comprised of a 6 course, 18 semester hour, one-semester experience at The Pennsylvania State University’s Center for Nanotechnology Education and Utilization on the University Park Campus focusing on nanofabrication manufacturing technology.

Policy - Any science student who is a Pennsylvania resident may choose to participate if the following criteria are met: (1) has earned a minimum of 60 semester hours; (2) has achieved a minimum 2.50 cumulative grade point average; and (3) be in satisfactory financial standing. The student is enrolled at The Pennsylvania State University during the Capstone Semester, so all registration, financial aid awards, and tuition payments must be coordinated with The Pennsylvania State University. If final grades of “C” or higher are earned at Penn State, the academic credit will be posted to the student’s academic record at Harrisburg University.

Procedure – The student should express an interest to participate in this program at least one semester in advance of the desired semester of attendance. The application form is available on MyHU>Academics>Forms. The student registers for these courses in Harrisburg University’s Office of Records and Registration after a letter of acceptance from The Pennsylvania State University has been received.

Additional information is available in the Office of Records and Registration.

Graduation Requirements

To receive a Bachelor of Science degree, a student must satisfy all of the following requirements. Verification that the student has met these requirements is made by the Director of Records and Registration.

1. At least 120 semester hours must be successfully completed.
2. A student must successfully complete all of the requirements of the declared program of study for which the degree is to be awarded.
3. A cumulative grade point average of at least 2.00 in all course work completed at the University is required for graduation from an undergraduate certificate program or a baccalaureate degree program.
4. The program required course must be completed with a minimum grade point average of 2.00.
5. A student must earn a minimum of 33 semester hours in residence toward a baccalaureate degree from Harrisburg University of Science and Technology: 9 semester hours must be completed in experiential courses, 18 semester hours must be completed in required courses, and 6 other semester hours. No more than 70 semester hours earned at a two-year institution may be applied toward a baccalaureate degree from Harrisburg University. The number of semester hours that may be transferred from a four-year institution is limited to 87.

A candidate must apply for graduation two semesters before the anticipated completion date. Each graduating student is expected to attend Commencement.

A candidate that is within one semester of completion of all graduation requirements may participate in Commencement if the student has a reasonable and executable plan to complete all unsatisfied requirements by the conclusion of the subsequent semester.

Grades and Grading

Grades are awarded to each student for academic credit completed at the University. A grade is assigned by the instructor responsible for the course in which the student is enrolled, using the following grading scale to indicate the quality of the student's academic work.

Grade	Description	Numerical Value
A	Superior achievement	4.00
A-		3.67
B+		3.33
B	Above average achievement	3.00
B-		2.67
C+		2.33
C	Average achievement	2.00
C-		1.67
D+		1.33
D	Minimum achievement	1.00
F	Fail	0.00
AU	Audit	Not applicable
CR	Credit	Not applicable
I	Incomplete	Not applicable
IP	In progress	Not applicable
LB	Laboratory	Not applicable
NR	Not reported	Not applicable
P	Pass	Not applicable
TR	Transfer credit	Not applicable
W	Withdrawal	Not applicable
WA	Administrative withdrawal	Not applicable
WM	Medical withdrawal	Not applicable

Grades of "AU", "I", "IP", "NR", "P", "TR", "W", "WA" or "WM" are not included in the calculation of a student's grade point average (GPA). They are used by the University in circumstances when grades of "A" through "F" are not appropriate.

Audit (AU) – The audit grade is assigned by the instructor when the student has properly registered to audit the course, and has met all requirements of the University's course audit policy.

Credit (CR) – A grade of "CR" is used to indicate, on the student's permanent record, credit that has been awarded by the University for prior learning, military training, or successful completion of an examination. While courses with a "CR" grade are counted toward the student's degree requirements, there are no quality points associated with this grade so this grade has no impact upon the calculation of the student's grade point average.

Incomplete (I) – Inability to complete course work due to documented circumstances beyond the student's control (such as severe illness) may, at the discretion of the instructor, result in a grade of incomplete (I). However, all work must be completed by the end of the Add/Drop Period of the subsequent semester. If all work is not

completed by that time, the “I” grade will convert automatically to a grade of “F”. It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work. A student with 6 semester hours or more of incomplete work will not be permitted to register for future courses.

In Progress (IP) – This is a deferred grade assigned by the instructor to be used for research projects, internships, directed study, etc., when it is understood that the course will extend over more than one semester. An “IP” grade should be accompanied by a written plan and a schedule for completing the course within a specified time period to be no longer than 12 months.

Laboratory (LB) – This grade is assigned by the Director of Records and Registration at the conclusion of a semester to a student who is enrolled in a non-credit developmental recitation section of a course. This grade and such a course does not appear on the student’s transcript.

Withdrawal (W) – This grade is recorded by the Director of Records and Registration when the student has withdrawn from the course according to the policy set forth by the University for withdrawing from a course.

Administrative Withdrawal (WA) – The “WA” grade can be assigned only by the Provost or other designated official. It is used when it is necessary for a student to leave the University under extenuating circumstances and when the normal withdrawal process is not available to the student. A request for administrative withdrawal with accompanying documentation will be submitted to the Director of Records and Registration. The “WA” grade can be submitted at any time during the semester.

Medical Withdrawal (WM) – This grade can be assigned at any time during the semester when a student requests to leave the University for medical reasons and when the normal withdrawal processes are not available to the student. This grade is assigned by the Director of Records and Registration with the approval of the Provost. The student must submit well-documented evidence of the medical condition to be eligible for a medical withdrawal from the University.

Transfer (TR) – A grade of “TR” is used to indicate on the student’s transcript those credits that have been earned at another institution and that will count toward the degree at Harrisburg University. While courses with a “TR” grade are counted toward the student’s degree requirements, there are no quality points associated with this grade so this grade has no impact upon the calculation of the student’s grade point average.

Not Reported (NR) – The temporary grade of “NR” is recorded by the Director of Records and Registration when the instructor does not report a grade for the student for the course. The Director of Records and Registration will advise the Provost when an “NR” grade has been recorded for the student, and will work with the student and the instructor to determine why a grade was not reported.

Pass (P) - The “P” grade is assigned by instructors for a student who successfully completes a course that is designated as a course that will be graded on a Pass/Fail basis.

Grade Point Average

A grade point average (GPA) is a statistical calculation of a student's performance in a semester. The semester grade point average summarizes the student's performance during that academic term and the cumulative grade point average (CUM GPA) summarizes the student's performance during semesters completed at the University.

Calculation of the Grade Point Average

Course	Sem. Hrs. Attempted	Grade	Numerical Value	Quality Points
Course A	3	B	3.00	9.00
Course B	4	B-	2.67	10.68
Course C	2	A-	3.67	7.34
Course D	<u>3</u>	C	2.00	<u>6.00</u>
Total	12			33.02

$$\text{Total Quality Points} = 33.02/12 = \mathbf{2.75}$$

1. Compute the quality points earned for each course by multiplying the semester hours earned for the course by the numerical value of the grade earned in the course.
Example: A student registered for a course worth 4 semester hours who earns a final grade of "B- in that course will earn 10.6 quality points for that course (4 semester hour \times 2.67).
2. Add the quality points earned for each course in which the student is registered in the semester.
3. Add the number of semester hours attempted for all courses in which a grade of "A" through "F" was earned.
4. Divide the total number of quality points earned by the total number of semester hours attempted. The result is the grade point average.

Mid-Semester Deficiency Letters

Each instructor notifies the Office of Records and Registration of a student's poor academic performance in a course by submitting mid-semester deficiencies of "C-", "D+", "D", "F" or "I" at the end of the seventh week of classes, as indicated on the Academic Calendar. The student is notified of the deficiency in writing, with a copy to the student's academic advisor. A student who receives a mid-semester deficiency letter is encouraged to consult with the instructor and academic advisor and seek assistance offered by the Office of Student Services.

Final Grading Process

After the conclusion of a semester, each instructor notifies the Office of Records and Registration of a student's academic performance in a course by submitting grades. The Office of Records and Registration posts the grades to the student's permanent record and releases grade reports to each student as indicated on the Academic Calendar.

Final Grade Appeal

A punitive final grade is assigned by the instructor upon completion of coursework to earn credit during a semester or other term. A student may dispute and disagree with the final grade assigned by the instructor and may seek remedy using an evidence-based argument. A final grade appeal must be initiated on or before the tenth (10th) business day following the end of a semester or other term as specified in the Academic Calendar.

A student who chooses to appeal a grade must obtain a Final Grade Appeal Form from the Office of Records and Registration. The form must be completed with an explanation forming the basis of the appeal. The student's academic record will be placed in a "hold" status during the grade appeal process.

The student is then asked to meet with the course instructor to discuss the appeal request. The instructor must sign the form to either change the final grade or reaffirm the original grade assigned. If the original final grade is improved and satisfies the student's appeal, the instructor shall submit a Grade Change Form to the Office of Records and Registration, the grade will be posted, and the academic record hold status will be released. If the original final grade is reaffirmed and both the instructor and student agree with the grade determination, the instructor shall submit a Grade Affirmation Form signed by the student and instructor confirming the original grade to the Office of Records and Registration, the grade will be posted, and the academic record hold status will be released.

When a student is unable to meet with the instructor because of personal differences or if the instructor denies the initial appeal (above), the student may choose to pursue a final grade appeal by submitting the completed and endorsed form, with any and all tests, grades, essays or project summaries and a complete explanation as evidence in support of the student's position, to the Office of Institutional Compliance requesting a review and determination, with a copy to the Office of the Provost. Additional information may be requested from the student and/or instructor during this time. Following consultation with the Office of the Provost, a decision shall be rendered by the Director of Institutional Compliance within five (5) days of receipt. This decision is final and is not subject to further appeal. The instructor will then receive a final determination letter to change the grade or reaffirm the original grade assigned, with a copy to the student. The Office of Records and Registration will then post the grade and release the academic record hold status.

Release of Grades

In accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), reports of the student's grades are not routinely sent to the student's parents or guardians. Parents or guardians of a student under 18 years of age may obtain grades by writing to the Office of the Records and Registration. The grades of a student over 18 years of age will be sent to the parents only with the written consent of the student.

Repeated Courses

A student may repeat courses in which they have received a grade of C- or below. The original grade will remain on the student's transcript as part of the permanent academic record. Once a course is repeated, the most recent grade will be used in the calculation of the student's cumulative grade point average. Courses may only be attempted twice for credit.

Academic Honors

Honors List A student is eligible for the Honors List at the conclusion of a semester when:

1. the semester grade point average is 3.50 or higher; and,
2. a minimum of 9 semester hours of course work was completed, excluding those courses in which final grades were earned that are not included in the calculation of the grade point average.

Graduation Honors A student who has earned consistently superior grades will be recognized for this achievement at graduation with the designation listed below representing the student's level of

achievement. Both the student's diploma and university record will carry the appropriate honors designation as follows:

Summa Cum Laude for a cumulative grade point average between 3.95 and 4.00
Magna Cum Laude for a cumulative grade point average between 3.75 and 3.94
Cum Laude for a cumulative grade point average between 3.50 and 3.74

Academic Standing

A student with a cumulative grade point average of 2.00 or higher is in satisfactory academic standing. A student who is not in satisfactory academic standing is subject to probation and dismissal according to the following policy:

Probation - First Occurrence

If a student has a cumulative grade point average below 2.00 at the end of the semester, a letter shall be issued placing the student on probation for the subsequent semester. Additional academic requirements and conditions may be imposed at this time.

Probation - Second Consecutive Occurrence

If a student after two consecutive semesters has a cumulative grade point average that remains below 2.00, a letter of dismissal will be issued. The University reserves the right to retain a student on probation for one additional semester if the student's cumulative grade point average has significantly improved.

Academic Dismissal

The University reserves the right to exclude at any time a student whose academic record is unsatisfactory.

If at any time the cumulative grade point average falls below a 1.00 the University reserves the right to dismiss the student.

Deferred Examination Policy

This section applies to all examinations, including mid-term and take-home examinations, whether or not administered during the final examination period.

No Right to Defer

No student has a right to defer an examination. A student who fails to take an examination when scheduled will receive a failing grade of "F" on the examination unless the examination has been deferred according to the procedure outlined in this policy.

Policy on Deferral of Examinations

Examinations will be deferred only for "good cause." "Good cause" will be determined by the Director of Institutional Compliance in conjunction with the instructor of that course. The decision by the Director of Institutional Compliance is final. In the event of a lack of consensus between the Director and instructor, a decision will be made by the Provost. Examples of "good cause" include:

- serious personal injury or illness with appropriate documentation;
- serious injury, illness or death in the immediate family that can be documented; or,
- other extenuating mitigating circumstances beyond the student's control.

Procedure for Requesting Deferred Examination

If a student desires to request deferral of an examination, the student shall file a timely request with the Director of Institutional Compliance and the instructor requesting deferral of the examination. Each student requesting deferral of an examination must provide evidence of the event or situation which the student believes is justification for the deferral request.

Emergency Deferral of Examination

If a student is unable to take an examination for good cause (as defined previously) that arises within 24 hours immediately prior to the exam time, the student may appear in person or telephone the Director of Institutional Compliance to obtain permission to defer an examination. The student must make the request in person (room 1429) or by telephone (901-5123).

If a student cannot appear in person or by telephone, the student may miss the examination and apply for a deferral after the examination date. Such application for deferral must be made within 24 hours of the administration of the exam for which the student seeks the deferral, and in no event later than the last day of the exam period for that semester.

Timing of Make-up Examination

The deferred examination will be taken at a time determined by the instructor, in conjunction with the Director of Institutional Compliance. The make-up examination must be completed no more than five (5) business days after the original test date.

Illness During an Examination

If a student becomes ill during an examination and is unable to continue, the student shall notify the proctor and leave all examination materials with the proctor. The student shall seek medical attention immediately and obtain medical documentation describing the illness that prevented the student from completing the examination. The student will be permitted to complete the exam at a time determined by the instructor, no more than five (5) business days after the original test date.

Official Withdrawal Procedure

A student considering withdrawal from the University should meet with their Academic Advisor for an evaluation of options. A student who intends to officially withdraw from the University must complete and sign a withdrawal form, have a conference with the Financial Accounts Manager and Financial Aid Director regarding possible financial consequences of withdrawing from the University, and submit the form to the Office of Records and Registration. The last date of attendance will be determined by the official withdrawal date or the unofficial withdrawal process described earlier in the Financial Aid section of this catalog.

A student who unofficially withdraws by ceasing attendance and failing to notify the Office of Records and Registration may incur substantial penalties due to stringent federal and state regulations for the student financial assistance grant and loan programs.

Withholding of Records

Student records may be withheld by the Office of Records and Registration when directed by the appropriate University officials. The release of academic transcripts or a diploma may be held for a period of time. More specifically, an official academic transcript or diploma will not be released if tuition or other charges remain unpaid to the University. The Office of Student Services determines when a student's record should be placed on hold for disciplinary reasons and the Business Office determines when a student's record should be placed on hold for financial reasons.

Disciplinary Dismissal

The University reserves the right to exclude at any time a student whose behavior or conduct is found to be detrimental to the orderly functioning of the University. When misconduct may constitute a threat to person or property within the University community or under other circumstances, it may result in disciplinary action. The University assumes the responsibility to regulate the private conduct of its students when such conduct could constitute a hazard to or an infringement on the rights of others, a violation of the law, or a disruption of the legitimate academic and administrative processes of the University.

Tuition Charges, Refund Policies and Business Office Policies

All undergraduate tuition, charges and policies listed in this publication are effective as of July 1, 2010 and are subject to change, without notice, by the University's Board of Trustees.

Admission Application Charge

There is no charge for application for admission to the University.

Tuition Deposit

A non-refundable tuition deposit of \$150 must be paid in advance of final course registration for the initial semester of attendance. A tuition deposit made for Semester I (Fall) is non-refundable after May 1, 2010. A deposit for Semester II (Spring) is non-refundable after November 1, 2010.

Tuition – Semester Schedule

Tuition payment or satisfactory arrangement to pay tuition due is required before the first day of class. Tuition is charged at the per semester hour rate shown below. Full-time tuition charges are for 12 to 16 semester hours. A student who registers for more than 16 semester hours is subject to additional tuition costs at the per-semester hour rate (for example, tuition charged for 17 semester hours will be \$9,750 + \$850 or \$10,600). A student who registers for 11 semester hours or fewer is charged the per semester hour rate multiplied by the number of registered semester hours.

Registration Schedule per Semester

	Full-Time Tuition (12–16 Semester Hours)	Per Semester Hour Rate (1 to 11 semester hours or 17 or more)
Undergraduate	\$9,750	\$850

Financial Aid Counseling and Financial Clearance Date

All students are encouraged to apply for federal and state grant program funding for which they may be eligible. A student who intends to seek federal or state financial aid program assistance is required to contact the Office of Financial Aid at least 30 days prior to the start of a semester to complete the application process, submit all required documents and materials requested, and finalize a financial assistance plan by the end of the Add/Drop Period. A student whose financial assistance plan is not finalized by the end of the Add/Drop Period will not be allowed to attend class.

Tuition Payment Plans

A student may meet tuition expenses by enrolling in a convenient interest-free monthly payment plan. Interested persons may contact the Business Office at 717.901.5135 for more information.

Laptop Computer and Textbooks

A laptop computer with wireless capability is required for attendance in all programs of study and should be obtained prior to the first day of class. Minimum requirements are listed on the University's website: <http://www.HarrisburgU.edu/campuslife/technology/laptop.php>. The cost is approximately \$700 to \$1,200.

Textbooks and other supplies (if specified for a course) must be obtained by the student prior to the first day of class. Textbooks may include both hard- and soft-bound books, journals, CDs, or

software. Supplies may include a laboratory coat, goggles, gloves or any other required item specified. The estimated cost for textbooks and other supplies per course is \$100.

Optional Services Costs

Parking Charge – A student may park a vehicle on campus according to the following rate schedule: Semester I (Fall), 2010-2011 - \$175; Semester II (Spring), 2010-2011 - \$175.

Fitness U Charge – A student may use the Fitness U facility according to the following rate schedule: Semester I (Fall), 2010-2011 - \$60; Semester II (Spring), 2010-2011 - \$60.

Other Costs

Tuition Payment Late Charge - A late payment charge of \$150 will be assessed if the student fails to make payment arrangements or pay tuition on or before the first day of the semester or term.

OneCard Replacement Charge - Upon enrollment, a student receives, at no cost, a photo-imprinted OneCard to be used as an identification badge, as a library card, and for building and elevator access. A student is required to wear the OneCard badge when on campus. If a OneCard is lost or stolen, a charge of \$25 is assessed to replace the card.

Late Registration Charge – A charge of \$50 will be assessed if the student registers for a course after the Add/Drop Period has ended.

Enrollment Status Determination and Financial Aid Payments

A student's enrollment status is determined at the end of the Add/Drop Period. The student is charged the applicable tuition rate for the number of semester hours in which the student is enrolled. Federal student financial aid program assistance for which the student may be eligible is then calculated and paid during week 4 or thereafter, in accordance with regulations, based on the student's enrollment status. Direct student loans and PLUS loans are scheduled for disbursement on or after the 31st calendar day from the first day of the semester for first-time students. University merit and need-based grants and scholarships, if any, are credited to the student's account in week 4 or thereafter during the semester. Advance payment of an estimated credit balance resulting from anticipated institutional financial aid awards is prohibited.

Refund Policy for Traditional Semesters

A student who withdraws from the University prior to the end of the third week of the semester may be due a credit for the unearned portion of the tuition charge.

The rate of tuition refund for withdrawal from the University is as follows:

- prior to the first day of a semester 100%
- during the first week 75%
- during the second week 50%
- during the third week 25%
- after the third week 0%

Tuition Refund Policy

Tuition for the semester is considered fully-earned at the end of the third week of classes. For refund purposes, the semester begins on the first day of class for that semester, regardless of the student's first class day of attendance during week one. The period of time used to calculate the tuition refund is the first day of class of the semester to the University's determination date of official or unofficial withdrawal.

There will be no refund or additional charges for a student who adds and drops an equal number of semester hours within the same semester prior to the end of the Add/Drop Period.

If a student reduces the number of courses and/or semester hours during the published Add/Drop Period, a tuition adjustment for that course or semester hour reduction will be made, except the student maintains full-time enrollment status with 12 semester hours or more.

There is no tuition refund when a student withdraws from one or more courses after the Add/Drop Period but remains enrolled in one or more other scheduled courses.

A scholarship payment received from a company or organization is applied to the student's tuition balance. The refund policy does not apply separately to the various types of payments credited to the student's account.

Official Withdrawal

A student is encouraged to contact the Financial Aid and Business Offices in advance of any decision to withdraw from the University to obtain an explanation of the tuition and financial aid adjustments that will occur, if any, as the result of withdrawal from the program of study.

A student who intends to officially withdraw from the University is encouraged to contact the Office of Records and Registration by telephone (717.901.5136), e-mail (Registrar@HarrisburgU.edu), or in person. It is recommended that a Withdrawal Form be completed or one will be completed for you.

The determination date for withdrawal purposes shall either be the actual date of formal notification by the student or some future date specified by the student as the intended last date of attendance. The determination date is used to calculate the tuition refund, if any, and the student financial assistance program refund, if applicable.

Unofficial Withdrawal

A student who discontinues attendance in all courses during a semester and does not officially withdraw from the University is considered to have unofficially withdrawn. The determination date for unofficial withdrawals shall be the end of the semester, unless other evidence is provided to the Office of Records and Registration. There are serious federal student financial aid program implications for a student who unofficially withdraws, as explained below.

Federal Student Financial Aid Program Refund Calculation

Refunds are calculated upon official withdrawal from all classes and, if the student was deemed eligible for Title IV, HEA student financial assistance program funds, any refund due will be paid within 45 days from the date the student is determined to have withdrawn.

A student who officially withdraws before the 60 percent point in time of the semester (week 9) - will incur an adjustment to the amount of financial aid program funds awarded and/or disbursed for the term based on the percentage of time attended from the first day of class to the University's determination date of withdrawal. If a student officially withdraws during or after week 10 of the 15-

week semester, 100 percent of the student's financial assistance program awards are considered earned and will be applied to the total amount of institutional charges due for the term.

For a student who unofficially withdraws during a semester, the withdrawal date shall be the end of the semester. Federal regulations require that only fifty percent (50%) of the student's financial assistance program awards may be paid for that semester. The student is then responsible for all tuition charges due resulting from this reduction in awards and/or payments previously credited to the student's account.

Institutional Financial Assistance Awards, Payments and Refunds

Merit- and need-based financial aid assistance awarded by the University for a semester are earned ratably through week 9 of the 15-week academic term, similar to the federal student assistance program refund calculation described above.

While payments of institutional aid may be credited to the student's account on or after week 4 of a semester, the student must remain enrolled through week 9 of the semester to fully earn the award.

For example, a student with a merit award of \$2,000 who officially withdraws in week 6 of the 15-week semester would only have \$800 of institutional financial aid assistance applied toward tuition due for the term [$\$2,000 \times 6/15 = \800]. The difference of \$1,200 is rescinded and the student is responsible for any remaining tuition balance due.

Refunds for Non-Standard Terms – Course Charge

Various courses are offered in 7- or 8-week modules and the student is charged for only the number of credit hours enrolled for a single course. Where applicable, a student who withdraws from the University prior to the first day of the non-standard term may be due a refund of money paid to the University.

The rate of refund for withdrawal from the University is based on the amount charged for registered credit hours and is as follows:

- prior to the first day of a module 100%
- after the first day of class of a module 0%

Refunds for Non-Standard Terms – Program Charge

Various programs are offered in 7- or 8-week modules and the student is charged for the total number of credit hours enrolled for the entire program. Where applicable, a student who withdraws from the University prior to the first day of the non-standard term may be due a refund of money paid to the university. Tuition for each module will be earned ratably for the assigned number of credit hours and, should a student withdraw from the program, a refund will be made for all modules not yet attempted in the program.

The rate of refund for withdrawal from the University is based on the amount charged for the Program and is as follows:

- prior to the first day of class of a module 100%
- after the first day of class of a module 0%
- remaining modules not attempted 100%

Student Financial Aid Policies

The Office of Financial Aid assists qualified applicants who, without assistance, would otherwise be unable to pursue a college education. The Free Application for Federal Student Aid (FAFSA) and resulting need analysis is used to apply for federal, state and institutional award consideration.

A student must apply each year to renew financial aid eligibility. The amount of financial aid awarded will reflect changes in University costs and updates to the financial profile of the student and family.

All students are encouraged to apply for federal and state grant program funding for which they may be eligible. A student who intends to seek federal or state financial aid program assistance is required to contact the Office of Financial Aid at least 30 days prior to the start of a semester to complete the application process, submit all required documents and materials requested, and finalize a financial assistance plan by the end of the Add/Drop Period. A student whose financial assistance plan is not finalized by the end of the Add/Drop Period will not be allowed to attend class.

Financial aid awards are based on the enrollment status of the student, defined as:

Full-time	12 or more semester hours
Three-quarter time	9 to 11 semester hours
Half-time	6 to 8 semester hours
Less than half-time	1 to 5 semester hours

Satisfactory Academic Progress for Financial Aid Recipients

Satisfactory academic progress (SAP) is defined as the minimum progress required toward the completion of a degree, and must be maintained in order to receive federal and institutional financial aid. The Pennsylvania State Grant Program, administered through PHEAA, may have different criteria to determine academic progress.

Federal regulations require the University to establish standards of academic progress in each of the following areas:

- the student's cumulative grade point average or qualitative measure; and,
- the maximum time limit for completing the program of study, the quantitative measure.

Financial aid recipients must maintain the standards in both areas, regardless of whether aid was received in the past. A student who is not in compliance with one or more of the standards is ineligible for further financial aid until all standards are met. In order to receive financial aid, a student enrolled in non-degree or certificate programs must meet the same standards of academic progress as a degree-seeking student.

A student who is academically eligible to continue their enrollment at the University, but does not meet the standards of academic progress, may attend classes at their own expense until they regain eligibility to receive financial aid. A student should contact the Office of Financial Aid to discuss strategies for meeting the standards, and to inquire about options for financial assistance that do not require satisfactory academic progress.

Academic Standing and Financial Aid Eligibility (qualitative) - A student with a cumulative grade point average of 2.00 or higher is in satisfactory academic standing. A student who is not in satisfactory academic standing is subject to probation and dismissal according to the following policy:

First Occurrence

If a student has a cumulative grade point average below 2.00 at the end of the semester, a letter shall be issued placing the student on probation for the subsequent semester.

Second Consecutive Occurrence

If a student after two consecutive semesters has a cumulative grade point average that remains below 2.00, a letter of dismissal will be issued. The University reserves the right to retain a student on probation for one additional semester if the student’s cumulative grade point average has significantly improved.

If at any time the cumulative grade point average falls below a 1.00 the University reserves the right to dismiss the student.

Maximum Time Limit for Completing the Program of Study (quantitative) - A full-time student must successfully complete a program of study within one- and one-half times the normal time frame in credit hours attempted. A student who is enrolled less than full-time will have the policy applied on a pro-rata basis in accordance with enrollment status.

Normal Time Frame	Number of Semesters	Avg. # of Sem. Hrs. Per Semester	Maximum Attempted Sem. Hrs.	Maximum Number of Semesters	Avg. # of Sem. Hrs. Must Be Completed Per Semester
Degree Programs: 120 semester hours	8	15	180	12	10

Academic Standing and Satisfactory Academic Progress Review and Notification – The University evaluates academic standing and satisfactory academic progress at the end of each semester. All students who receive federal and state financial aid must meet the standards for satisfactory academic progress in order to establish and retain student financial aid program eligibility. The University may establish academic policies that may be different than the policies governing academic warning, probation, and dismissal for federal and state student assistance program purposes. Written notification of financial aid ineligibility is mailed to a student at the most recent permanent address.

Appeals – A student who becomes ineligible to participate in financial aid programs as a result of failure to meet satisfactory academic progress, as defined above, may file an appeal by submitting a letter outlining the nature of their appeal to the Director of Financial Aid. An appeal will be considered only if the student’s failure to meet the standards of academic progress is determined to be due to events beyond the student’s control. Written documentation of the circumstances and updated financial information (if any) must be submitted with the appeal and should reference the student’s name and student ID number. Appeals submitted without documentation will not be considered. Examples of circumstances for which an appeal may be considered include:

- employment or military obligations
- medical emergencies
- unusual personal hardship

A timely determination will then be made and documented in the student’s file.

Student Affairs

New Student Orientation

Orientation helps the first-time student bridge the gap between high school and college. For an adult student returning to college, or an adult attending college for the first time, orientation is intended to ease the transition from the working world to university life. The goal is to provide critical information to the entering student regarding all the University has to offer, especially support services such as advising, tutoring, mentoring, library services, technology support, campus security and other campus resources. The student is introduced to the academic advisor at this time.

Orientation sessions precede each semester. A new student enrolling for the Semester I (Fall) is required to attend one summer orientation session in order to begin establishing relationships with other students and faculty, to become familiar with the campus and its environs, and to obtain the personal course schedule. A new student should also plan to attend all scheduled fall welcome activities. A new student entering in Semester II (Spring) or Semester III (Summer) is required to attend an orientation session in the days prior to the first day of the semester.

Housing

The University has a variety of housing options available through local housing partners. These facilities vary from the more traditional college-style apartment setting with shared living space to the more independent, fully furnished high-rise apartment. The majority of these facilities are within a few blocks of the Academic Center. A Housing Coordinator assists the student with housing inquiries, visits, and contact with the respective rental agents.

International House - This facility has several rooms, suites, and apartment-style housing arrangements that include laundry facilities, kitchen areas, private rooms, and group living spaces.

Pennsylvania Place - This apartment complex offers fully furnished and unfurnished 1 and 2 bedroom units in a modern, shared-living environment.

Executive House – This facility offers unfurnished studio units.

The Grayco - This facility offers unfurnished studio units.

Town House - This facility offers fully furnished and unfurnished 1 and 2 bedroom units in a modern, shared-living environment.

Mulberry Station – This facility offers unfurnished 1 and 2 bedroom units in a modern, shared-living environment.

Apartment Rentals – multiple listings, individual or shared arrangements.

Informational brochures for these housing opportunities and other options may be obtained in the Office of Admissions.

Health Referral Services

The University does not offer health services on campus. Health care services are located within minutes of the University. Referral contact information for a student requiring health care assistance is listed in Student Handbook.

Disability Support Services

Harrisburg University of Science and Technology welcomes diversity among its students and, in accordance to the Americans with Disabilities Act of 1990, seeks to provide reasonable and effective support services to all students.

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and require the university to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations. A reasonable academic accommodation is a modification or adjustment that allows an individual to gain equal access and have equal opportunity to participate in the University's courses, services, activities, and use of the facilities. The University is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of any essential elements or functions of a program.

The applicant must provide recent documentation (within 3 years) of any disability that may affect learning to ensure that appropriate accommodations are considered. The documentation must be certified by a licensed professional in that field and include a specific diagnosis indicating the severity, a description of how the disability substantially impacts the student, and any suggested accommodation.

Textbook Services

Textbooks are made available for student purchase through the services of Validis Resources, which has an affiliated online store at www.ubookcentre.com for new and used textbook purchase or rentals. Textbooks and other supplies (if specified for a course) must be obtained by the student prior to the first day of class.

Additional online textbook purchase and rental options are available through companies such as Amazon.com and Chegg.com. Book retailers, like Borders or Barnes and Noble, carry a small selection of texts but also have the ability to process online textbooks orders.

Library Services

The mission of the University Library is to enhance learning in all academic programs and to support student development in all University competencies, especially information literacy skills in finding, evaluating, and using information. Library services include:

- collaboration between the University Librarian and faculty to integrate information literacy skill development and use of library resources into the University curriculum;
- access to a wide range of information sources selected to enhance course-based and independent learning, such as:
 - online databases of full-text articles from newspapers, magazines, and scholarly academic journals;
 - streaming multimedia such as documentaries and feature films;
 - electronic books; and
 - a self-service print library located in the Learning Commons.
- research guidance for a student by phone, chat, e-mail or in person; and
- partnership with other regional libraries to provide access to their information sources, free of charge to our students and faculty.

For more information, visit the library's website at <http://library.harrisburgu.edu/home> . Electronic content is available on the website 24 hours a day from on- or off-campus. Off-campus use requires authentication with a valid University network ID and password.

Technology Services

Information Technology Services is responsible for connecting students, faculty, and staff to technology resources in support of the university's mission. Technology services include:

- a robust and reliable infrastructure to enable excellence in learning.
- a required laptop program and an entirely wireless campus to facilitate mobile computing and access to content.
- high-end classroom technologies to enhance interactivity and the capture and distribution of classroom content.
- access to enterprise software applications such as our course management system
- MyHU; the ePortfolio platform is built on MS SharePoint; and many other course related software programs.
- the Harrisburg University OneCard services which enables building access, pay-for-print, vending, and book check-out from the library while serving as official university identification.
- training, orientation, and support for all university technology services.

For more information, contact Helpdesk at helpdesk@HarrisburgU.edu or 717.901.5177 with questions.

First-Year Experience

Recent high school graduates will participate in a First-Year Experience program that is designed to help the incoming student maximize the first year by becoming comfortable on campus, connecting with the university and the local community, and meeting and developing new friendships with other students and faculty. The first-year student follows a curriculum that provides a learning community designed to ensure that the student obtains the needed academic skills to be a successful student. In the first-year courses, the student is also encouraged to become aware of the learning and communication styles in order to promote more authentic learning and improved communication in addition to learning effective techniques for stress and time management, self-motivation and goal setting. The learning community design allows all first-year students to have virtually the same schedule in order to encourage community-building and educational persistence.

Academic Advising

Academic advising is a critical component of a student's education. Successful advising is a significant contributor to student progress and therefore every undergraduate student is assigned to an academic advisor who is a faculty member. The advisor assists the student to explore academic and personal goals and to discuss subsequent course selections. Advisors also assist students in learning how to access resources and opportunities that the University has to offer. Academic support programs and services offered to students include:

One-on-One Advising

Individual student advising is provided for the student throughout the period of enrollment. This advising is focused on academic success strategies such as time management, study skills, career aptitude, decision making and goal setting. This is done by faculty advisors and also through the Office of Student Services.

For more information, contact advising@HarrisburgU.edu

Group Study Sessions

The Learning Commons provides group study rooms for students to study and complete group projects. Regularly scheduled group sessions occur weekly or bi-weekly and students interact with an assigned tutor or model student.

For more information, contact tutoring@HarrisburgU.edu

Tutoring Program

Individual tutors are available and are scheduled upon request. Many students will request tutoring in order to ensure their mastery of course material or to prepare for tests.

For more information, contact tutoring@HarrisburgU.edu

Smarthinking™

Smarthinking is an online tutoring service that is free to students. A student can take advantage of live one-on-one sessions with a professional tutor in the subject for which help is needed. A student may also submit questions or essays for feedback from a tutor and may receive immediate responses.

For more information, contact tutoring@HarrisburgU.edu

Academic Enrichment Program

A student who wishes to enhance basic academic skills such as mathematics, reading, writing and time management may complete tutorials.

Technology Literacy Program

A student who wishes to improve technology skills can choose from an array of computer literacy tutorials provided by individual tutors and partnerships with local organizations.

Model Student Program

A student in a certain introductory level course has the advantage of attending class and studying with a model student. A model student promotes good study habits by attending the class, leading study groups in which class notes are reviewed with reading materials, and assists the student plan for timely completion of assigned coursework.

Business Mentors Program

The student has the opportunity to be paired with a Business Mentor. These individuals are successful professionals in the local community who guide a student through the student's university career while helping the student to build a network of professional contacts in the program of study. This program seeks to link student learning in the classroom with learning in the disciplines of science and technology in the field.

Career Advising

Career advising begins for the student early in the educational experience. The student is exposed to this counseling in the Seminar course series, with the academic advisor, through the internship process, and in the Business Mentor program. All of these efforts are geared to encourage the student to begin planning early for eventual entry into the workplace. The University also partners with a nationally recognized search firm, Arcus, to assist the student in the job search process upon graduation.

**Policies
And Procedures
Part 3**



Student Code of Conduct/Honor Code

Students at Harrisburg University of Science and Technology are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, colleges and universities establish clear standards for student work and behavior.

Therefore, to promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the Harrisburg University community and with the desire for greater academic and personal achievement and integrity, the student members of the University community have adopted the following Student Code of Conduct/Honor Code, which each student upon enrollment acknowledges and pledges to respect:

We, as student members of the Harrisburg University community, individually and collectively pledge that:

- (1) *We will conduct ourselves in a manner consistent with the highest standards of honesty and integrity;*
- (2) *We will not cheat, plagiarize, steal or lie in matters related to any form of academic work;*
- (3) *We will not give or receive aid in examinations without proper faculty authorization; we will not give or receive unpermitted aid in class work, or in the preparation of reports or in any other work that is to be used by any instructor as the basis of grading; and,*
- (4) *We also pledge to adhere to and protect against the following behavior and understand that engaging in any of the following is a violation of the Code of Conduct/Honor Code.*

- A. **Computer-Related Violations.** Use of computer equipment and/or time for unethical, illegal or harmful activities. Any violation of the University computer usage policies constitutes a violation of this Code of Conduct.
- B. **Damage to Property.** Purposefully and intentionally causing damage to University premises or property or causing damage to the premises or property of other members of the University community.
- C. **Dishonesty and Deception.** In addition to the forms of academic dishonesty set forth earlier in this Code, all other acts of dishonesty are also violations of this Code of Conduct. The following are examples of the types of conduct which are prohibited:
 1. Furnishing false information to any University official or faculty member at any time, including, but not limited to, during the application and enrollment process, as well as while a student at the University.
 2. Withholding of relevant information from any University official under circumstances when it is reasonable to expect a student to offer such information, even if not specifically requested.
 3. Forging, altering or misusing any document, record or instrument of identification.
- D. **Disorderly Conduct.** Conduct which causes a public alarm, annoyance, disruption or hazard on University premises or at a University-sponsored or University-supervised function. Such activities also include, but are not limited to, conduct which is intended to or results in the

disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, on or off campus, or which prevents or obstructs University personnel from performing their duties.

- E. **Failure to Comply.** Failure to comply with published University policies, administrative dispositions, disciplinary sanctions or directions of University officials authorized and acting pursuant to their prescribed duties.
- F. **Firearms, Explosives and Weaponry.** Possession or use of explosives, firearms or other weapons (including, but not limited to, air pistols and air rifles), dangerous chemicals, or objects intended to be perceived as explosives, firearms, weapons or chemicals, or objects or devices designed to cause bodily harm in or upon University-owned or University-supervised property. Violations under this section also include the irresponsible possession or careless and dangerous use of any other object in such a way as to threaten or endanger any person or property.
- G. **Hazing.** An act which endangers or has the potential for endangering the mental or physical health or safety of a student or others, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, including athletic teams. Any violation of the Pennsylvania anti-hazing law (Act 175 of 1986) shall also be considered a violation of this section.
- H. **Harassment and Physical Harm.** Causing physical harm to another person, as well as threatening, intimidating, harassing, coercing or engaging in any other form of conduct which threatens or endangers the physical, emotional and/or psychological health or safety of any person or which results in harm to any person or which is intended to provoke violence by another.
- I. **Intolerance.** Any violation of any section of the Code of Conduct which is motivated by the sex, race, color, religion, sexual orientation, ethnicity or national origin of another person is repugnant to the principles of tolerance and respect required for effective learning in an academic community and shall enhance the severity of any sanction to be imposed for a violation of the Code of Conduct.
- J. **Theft and/or Possession of Stolen Property.** Theft is the unlawful taking of University property or the property of others, public or private, with the intent to deprive the University or person of the property. Possession of stolen property includes taking possession of or receiving such property, knowing it to have been stolen.
- K. **Trespass.** Trespass is the entry or the attempt to enter any University facility without lawful authority or, except with such authority, against the will of the occupant or the individual in charge of the facility. Trespass also includes, but is not limited to, the unauthorized possession, duplication, or use of keys or other entry control systems to gain access to any University building or facility and the failure to leave a facility at the request of the occupant(s) or the University.
- L. **Violations of Law.** Violation of any federal, state, or local law is also a violation of this Code of Conduct.

(5) *We will also follow the principles, guidelines, and laws relating to:*

A. **Alcoholic Beverages**

The Pennsylvania Crimes Code (Section 6308) clearly provides that it shall be unlawful for a person less than twenty-one years of age to purchase, attempt to purchase, consume, or to

transport any alcohol, liquor, malt or brewed beverages within the Commonwealth. Students will be cited for violation of this law.

The University community urges students to maintain good conduct and obey laws on- and off-campus, but it cannot be responsible for enforcing laws at off-campus, non-University sponsored activities. However, the University reserves the right to take disciplinary action against students who violate laws during off-campus activity.

B. Narcotics and Drugs

The administration of the University fully supports the established laws regarding the use of narcotics and drugs. It is in no position to condone any violation of such laws.

Because drug problems are often complex, the University will make every effort to help students with such problems. However, students must remember that drug problems discovered in the normal course of administrative operations will be treated as disciplinary matters.

Nationally, there is the National Institute of Drug Abuse hotline, 1-800-662-HELP, or the website www.drughelp.org for up-to-date information and referral sources.

C. Harassment and Misconduct

Harrisburg University of Science and Technology, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the University community, holds that any harassment, including verbal, physical or sexual, of students or employees is unacceptable and impermissible conduct.

All members of the University community, including students, are responsible for knowing this policy.

University personnel are responsible for referring to the Provost complaints of alleged or actual sexual harassment, including incidents where reprisal for reporting sexual harassment has occurred.

University personnel have been designated to provide information, support, and assistance for issues of sexual harassment and institutional climate that adversely affects and discriminates against students and employees on the basis of gender.

D. Student-to-Student Misconduct Policy

Harrisburg University of Science and Technology will not tolerate violence toward and abuse of persons, including sexual harassment, rape and other sexual offenses. When there is probable cause to believe that an incident of harassment or assault has occurred, the University may pursue strong internal disciplinary action. The penalties for such behavior may be severe, including the possibility of suspension from the University and notification of local law enforcement authorities.

A person charged with misconduct may be prosecuted under Pennsylvania Criminal statutes and disciplined under the Student Code of Conduct. The University may pursue disciplinary action in all cases even if the criminal justice system authorities decide not to prosecute because of insufficient evidence or by choice of the victim.

All members of the University community are encouraged to immediately report incidents of student-to-student misconduct to university or local police and to the Office of Academic and

Student Affairs. The student victim of misconduct, sexual or otherwise, and/or any credible witnesses will be afforded care and support in any disciplinary proceeding that follows. The consent of the victim or credible testimony of a witness is necessary for the University judiciary process or criminal process to proceed.

Definition of Sexual Misconduct

- A. Peer sexual harassment includes intentional persistent, malicious, lewd or other verbal or physical behavior with sexist or sexual connotations which can annoy, bother, disconcert or embarrasses another by communication via media, e-mail, telephone or printed material. Specific types of sexual harassment include, but are not limited to, those items listed below; they do not limit the scope of the charges that may be brought to only these acts.
 - 1. verbal harassment or abuse
 - 2. subtle pressure for sexual activity
 - 3. sexist remarks about a person's clothing, body, or sexual activities
 - 4. unnecessary touching, patting or pinching, leering or ogling of a person's body
 - 5. constant brushing against a person's body
 - 6. demanding sexual favors accompanied by implied or overt threats
 - 7. physical assault

- B. Rape is generally defined as forced sexual intercourse, vaginal, oral or anal, that is perpetrated against the will of the victim. The assailant may be a stranger or acquaintance. The type of force may include physical violence, coercion, or threat of harm to the victim. Charges of rape may also be considered if the sexual offense involves penetration as in sodomy, oral copulation, and rape by a foreign object.

- C. Other sexual misconduct may include indecent exposure, the unwanted touching of an intimate part of another person such as, but not limited to, sexual organ, buttocks or breast. The tearing off of a victim's clothes or touching an intimate part of the body against a person's will is also considered a sexual offense.

Process and Penalties

Sexual offenses, such as rape and all forms of harassment by students, are violations of the Student Code of Conduct and a student found responsible by the disciplinary process is subject to suspension or dismissal from the University.

Any student, or non-student member of the University community, is subject also to charges through the criminal justice system for those acts that violate legal statutes. A student found guilty of sexual offenses by legal statutes may also be subject to suspension or dismissal from the University.

(6) We, as a Community of Learners, will honor and uphold this Code of Conduct. We will do our share and take an active part in seeing to it that others uphold the spirit and letter of the Honor Code. Any student who assists another person in committing an act which violates this Code of Conduct or who attempts to commit a violation of this Code shall be considered to have violated this Code to the same extent as if he or she had committed the actual violation.

Student Incidents of Misconduct

Policy

This policy describes student incidents of misconduct where a disciplinary action may be taken by University officials against an individual whose actions violate a peaceful and secure environment for learning at an institution of higher education.

Incident Types

The following are examples of incidents where disciplinary action will be considered by the University:

- 1.) Disorderly Conduct, Disruption or Obstruction
- 2.) Physical Assault, Fighting
- 3.) Verbal Threats, Taunting or Harassment
- 4.) Firearms, Explosives or Weaponry Violations
- 5.) Drug or Alcohol Violations
- 6.) Abnormal Behavioral Attributes
- 7.) Destruction, Theft or Possession of Personal Property
- 8.) Destruction, Theft or Possession of University Property

Disciplinary Process

The University Provost possesses broad authority to deal with incidents of student misconduct and will administer disciplinary measures against an individual student or group of students. There shall be no due process or right of appeal. The Provost's determination is final and a record of the incident, the allegation and facts learned of the matter, and the disciplinary action determined shall be subsequently documented in the file of the student(s) involved.

Disciplinary Penalties

Prohibition of Access to Specific Campus Areas
Temporary Suspension (day, days or week)
Withdrawal or Transfer from a Course or Program of Study
Suspension for a Period in Excess of One Week.
Removal from Campus by Police
Permanent Expulsion / Dismissal from the University
Any other penalty deemed appropriate

Additional Actions or Referrals

Please be advised that additional actions may be taken to the extent that any incident may be unlawful pursuant to Pennsylvania criminal statutes or City of Harrisburg ordinance.

Student Guest Policy

Summary

Harrisburg University students are permitted to host guests on campus with certain conditions. A student may not host more than two (2) guests at any one time. All guests must register with the Security Officer at the Guest Assistance Desk upon entering the University building. HU students who host a guest accept full responsibility for the guest's behavior and actions while on campus. If the guest violates the Student Code of Conduct or other University policies, the student host will be held responsible.

Guest Defined

A guest is defined as ANY person accompanying a currently registered Harrisburg University student on campus. Permitted guests must be 18 years of age and possess a valid driver's license or other government-issued identification. No children under the age of 18 are permitted as guests.

Campus Defined

All University owned or leased properties.

Guest Registration and Guest Badge

All guests must obtain a guest badge by presenting a valid driver's license or other government-issued ID to the Security Officer on duty. Security registers the guest and issues a guest badge. Guests are required to remain with the host student and display the guest badge at all times and to show the badge when requested. A guest may be asked to leave campus at any time by any university staff member. Unescorted guests will be removed from the building and the host student will be subject to disciplinary action.

When leaving the campus, each guest must sign out with the Security Officer and surrender the guest badge.

Number of Guests

Each student is allowed to have up to 2 guests at a time. During an emergency or special situation, the University may temporarily suspend all visitations until the situation is resolved.

Hours of Visitation

Guests must be accompanied by the Harrisburg University host student at all times. Guests may be in the building between the hours of 8:00 am and 9:00 pm. Guest access is limited to the common areas on floors 1 and 2 only. Guests are not permitted to attend classes with students or be unescorted on floors 1 or 2.

Host Student Responsibility

The host student will be held responsible, at all times, for the conduct and behavior of his or her guests. In the event of a violation of the Harrisburg University Code of Conduct by a guest, the student host and the guest will be held responsible. Any guest violating University policy will be escorted from the building immediately. Additionally, consequences associated with guest misconduct might include financial restitution for damage or loss and/or disciplinary action and/or legal action against the host student.

Inclement Weather and School Closing Policy

The University will make every attempt to provide advanced notice for all school closings in a timely manner. All closings are posted on the “Alert” section of the University website and provide information to local radio and television stations. The University switchboard will also have information; however, with heavy phone volume it may be difficult to get to the message. When classes are cancelled due to weather, it is up to the individual faculty member to determine whether to make up the date or integrate the work into the course in another way. If several days are lost, the University reserves the right to add days to the Academic Calendar.

E-Campus Emergency Notification System

The University is implementing a text messaging emergency notification system during the 2010-2011 academic year. Emergency information and incident notification procedures and instructions are distributed to all students via email and posted on MyHU and on the University website. Also, please see the Campus Crime and Security Report for additional information.

Gramm-Leach-Bliley Information Security Program

Harrisburg University of Science and Technology is committed to the ongoing protection of confidential financial information. The Federal Trade Commission has issued the Safeguards Rule under the Gramm-Leach-Bliley (GLB) Act, requiring the University to develop, implement and maintain a comprehensive information security program to ensure the privacy of certain categories of confidential financial information. For the purpose of the University’s Information Security Program, “Confidential Financial Information” means all nonpublic personal information, whether in paper, electronic, or other form that is obtained in connection with transactions involving financial products or services offered. This Information Security Program establishes the University’s policy for the ongoing protection of Confidential Financial Information and serves as written evidence of an information security program in compliance with 16 CFR §314.3(a).

Non-Discrimination Policy

The Pennsylvania Fair Educational Opportunities Act provides student access to benefits and services of the University and prohibits discrimination without regard to race, color, gender, religious creed, ancestry, national origin, sexual orientation, age, ancestry, civil union, marital status, veteran status, handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals. This commitment includes, but is not limited to, admissions, course offerings, transfer of credit, financial aid, scholarships, student employment, internships, educational and social programs, and student advisement and counseling.

Any complaint of an alleged act of discrimination must be filed within 180 days of the incident by contacting the PA Human Relations Commission located at 1101-1125 Front Street, 5th Floor, Harrisburg, PA 17104-2515 (717) 787-9784.

Credit Card Policy

The University is in compliance with state requirements for policies related to the marketing of credit cards on campus (Senate bill 157 session 2003 article xx111-A, Section 2301-A).

The Board of Trustees of the University adopted the following statement related to credit card solicitation on October 13, 2004:

“Harrisburg University prohibits the marketing of all forms of credit cards on university property as well as prohibiting credit card marketers from offering gifts to a student in exchange for completing a credit card application.”

Peer-to-Peer (“P2P”) File Sharing and Copyright Infringement Disclosure

Introduction

The Higher Education Act of 1965, as amended, under Title IV, Section 285(a)(1)(P) and Section 487(a)(29), effective August 14, 2008, requires the disclosure to users of information technology resources that Harrisburg University of Science and Technology has developed a plan to combat the unauthorized distribution of copyrighted material (including the use of technology-based deterrents) and will, to the extent practicable, offer alternatives to illegal downloading. The illegal distribution of copyrighted material is prohibited, and may subject an individual to criminal or civil penalties.

The “Digital Millennium Copyright Act of 1998” (DMCA) states that copyrighted information is protected and that it is illegal to download, upload, or distribute that information in any fashion. The provisions of this law specify a process to deal with any claimed infringement.

Plans to “Effectively Combat” Unauthorized Distribution of Copyrighted Material

P2P traffic is identified via the Intrusion Prevention System (IPS) that is integrated within the university’s Cisco ASA 5500 security appliance. In most cases, a client’s connection to the network will be dropped when typical P2P traffic is sensed.

This intrusion system covers the known protocols that popular P2P clients - such as Limewire, bearshare, Kazaa, etc. - utilize to establish connections to potentially transfer files containing copyrighted material. Additionally, the ability for students to pass files over the Wireless LAN between laptops has been shut down.

Compliance

Harrisburg University reserves the right to capture, preserve, and/or inspect any information transmitted through, stored on, or used on any IT resource.

Identification of Copyrighted Material Violation and Action Taken

The designated agent to receive notification of a claimed infringement, in accordance with the provisions of the Digital Millennium Copyright Act, is:

Keith A. Green
Director of Institutional Compliance and Reporting
326 Market Street
Harrisburg, PA 17101
(717) 901-5123
KGreen@HarrisburgU.edu

If an infringement claim is submitted to the university by a complainant, appropriate action will be taken to identify the student, faculty, or staff member involved in the complaint.

Written notice to the involved individual via email will require the removal of the copyrighted files or documents from the computer containing the material within 72 hours of the formal notice. A reply confirmation is required when corrective action has been taken to remove the illegal files, documents, or other material.

Upon receipt of the material removal confirmation, the designated agent will notify the complainant of the institutional resolution.

If an individual involved in the complaint fails to take the requested corrective action within 72 hours, access to the Harrisburg University network will be deactivated. Reactivation to the network can only occur at such time that it is confirmed that corrective action was taken.

Penalties for Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Procedure to Update and/or Amend

Harrisburg University of Science and Technology reserves the right to update or amend this document to reflect university policy or procedural changes and/or state or federal law.

Family Educational Rights Privacy Act (FERPA) Policy

The University collects a considerable amount of information about each student during the period of enrollment. Almost all of this information is contained in records protected by the Family Educational Rights Privacy Act (FERPA), a federal statute signed into law in 1974. Under this law, a student has the right to review the records and to challenge anything in them that is perceived to be inaccurate or misleading. FERPA regulations also stipulate that the University cannot release information from the student's records to anyone but the student without the student's written consent, except to the extent that the FERPA policy authorizes disclosure without consent.

University officials may disclose education records and information to parents or others without consent of the student under certain circumstances:

- During a health or safety emergency to protect students or other individuals
- Any record to the parent when the student is a dependent for federal income tax purposes
- Law enforcement unit records, including outside law enforcement authorities
- Parental information when a student under 21 has violated any law or university policy concerning the use or possession of alcohol or a controlled substance

Directory Information Policy - The University may disclose directory information about the student unless the student specifically informs the University in writing that this type of information should **not** be released. Directory information includes:

- student's name
- address
- e-mail address
- telephone number(s)
- class year, program of study
- enrollment status
- dates of attendance
- degree(s) and/or awards received
- participation in officially recognized University activities

For additional information on the FERPA policy see <http://www.ed.gov/policy/gen/reg/ferpa/index.html>

Student Grievance Policy

A situation, circumstance or incident may occur where a student concludes that they have incurred egregious harm as the direct result of an action caused by a member of the faculty or staff. A student in this circumstance may file a formal grievance against a faculty or staff member of the university to seek administrative redress. Examples of adverse behaviors include, but are not limited to: violation of confidentiality; offensive remarks as a deliberate insult individually, in the company of others, or in the classroom; racist or sexist remarks and/or attitudes; inappropriate sexual contact, not limited to sexual intercourse; or, inappropriate relationships with the student which cause conflict of interest for either the student or faculty or staff.

A student who is compelled to submit a grievance must obtain a Student Grievance Form from the Office of Records and Registration. The form must be completed with an explanation of the facts of the allegation, and attach to it any and all documents, testimonies or petitions supporting the student's position as evidence. The completed grievance form should be submitted promptly to the Director of Institutional Compliance.

A grievance cannot be filed on behalf of another person. Grievances may not be used to challenge academic or other policies or procedures of general applicability.

Additional information may be requested from the student while the grievance is being considered. The alleged faculty or staff person will be interviewed and asked to sign an affidavit stating facts relative to the alleged incident. Following consultation with the Office of the Provost, a decision shall be rendered by the Director of Institutional Compliance within five (5) business days of the grievance submission. The student will then receive a determination letter.

If the student does not receive a satisfactory remedy relative to the grievance, the student may request further review by a Grievance Committee which consists of: the Director of Institutional Compliance, who shall act as the Committee Chair, an administrator designated by the Provost, the Chair of the Faculty of the Whole, a member of the Office of Student Services, and a student representative that has no previous knowledge of the matter to be considered. The request for review by the Grievance Committee must be submitted in writing to the Director of Institutional Compliance. Formal rules of evidence will not apply, and the panel may consider any evidence considered relevant and reliable. A student is permitted to have a representative to assist them during the proceeding; however, the representative may not be an attorney.

The student will be advised of the date and time of the Grievance Committee meeting so that he or she may participate. The Committee shall deliberate and reach a decision on the grievance in closed session and render its recommendation regarding the grievance within ten (10) days of its meeting. The student will be notified promptly of the Committee's recommendation.

If a student wishes to appeal the decision of the Grievance Committee, he or she must submit a written request to the Provost within five (5) business days after formal notification of the Committee's decision. The Provost's Office will review all of the relevant materials of the matter and notify the student of a final decision within five (5) business days of the appeal submission.

Grievances relating to the alleged denial of access to the benefits and services of the University as a result of discrimination on the basis of gender, race, color, creed, religion, national origin, sexual orientation, age, ancestry, disability, civil union, marital or veteran status should be presented in writing to the Affirmative Action Officer within 30 days of the alleged discrimination. The Affirmative Action Officer will review the written complaint and meet with the individual filing it. After reviewing all the facts and utilizing legal counsel, if appropriate, the Affirmative Action Officer will determine if corrective action is required. The

student bringing the complaint will be promptly notified in writing of the determination. If corrective action is required, it will be initiated within 30 days of the determination of the grievance.

Acceptable Use of Information Technology Policy

Introduction

Harrisburg University offers comprehensive academic programs that emphasize science and technology. Access to information technology is essential to the pursuit and achievement of the university's instructional, research, administrative and service missions. As such, the use of information technology is a privilege and all members of the university community are expected to be responsible and ethical users of information technology. This policy applies to all technology acquired by or on behalf of Harrisburg University (wherever used) and all technology (however acquired) used on any Harrisburg University resources¹.

Purpose

This policy:

- A.** Promotes the responsible and ethical use of computing, information resources, and/or communication systems, collectively known as "information technology" but hereafter known as "IT," administered by the Office of Information Services (OIS).
- B.** Defines the rights, responsibilities, and standards of conduct for its faculty, administrators, staff, students, and other authorized users with regard to the use of IT.
- C.** Explains the appropriate procedures for enforcing any and all misuse of the university's IT resources and outlines appropriate disciplinary procedures for violating these rules.

Responsibilities

- D.** It is the responsibility of the university faculty, administrators, staff, or student workers to communicate this policy and its contents to any and all users of IT at, or in affiliation with, Harrisburg University. Not being aware of any part of this policy does not excuse the individual from being responsible for its contents.
- E.** The Harrisburg University OIS is responsible for the following:
 - i.** Maintaining user accountability requirements including user identification and authentication, account administration, and password integrity.
 - ii.** Making every effort to protect the privacy of users and confidentiality of data².
 - iii.** Ensuring fair access to IT.
 - iv.** Developing and implementing security policies and standards.

¹ Computers, computer systems, networks, electronic communications systems, data storage media, facilities, peripherals, servers, routers, switches, equipment, software, files, or accounts.

² While Harrisburg University recognizes the importance of (and makes every attempt to achieve) privacy, the university cannot promise privacy of information stored on, or sent through, university-owned systems or resources except for certain information pertaining to student records, research, or other proprietary or patentable materials.

- F.** All Harrisburg University IT users are responsible for the following:
- i.** Acting in a responsible, ethical, and legal manner in the use of IT. As such, this use of IT implies consent with any and all applicable university policies and regulations.
 - ii.** Using IT for authorized university business only. Excessive use of any IT resource for personal use is prohibited.
 - iii.** Safeguarding data including personal information and passwords.
 - iv.** Recognizing the limitations to privacy afforded by electronic services.
 - v.** Respecting other users and their expectation of privacy, confidentiality, and freedom of expression.
 - vi.** Taking precautions to prevent the initial occurrence and/or spread of computer viruses. Therefore, network connected resources must utilize university-approved anti-virus software.
 - vii.** Avoiding any unauthorized or illegal use of IT. This includes but is not limited to the transmission of abusive or threatening material, spam, or communications prohibited by state or federal laws.
 - viii.** Using IT in compliance with applicable license and purchasing agreements. Each user is individually responsible for reading, understanding, and adhering to all licenses, notices, and agreements in connection with IT which he or she uses.

Compliance

- G.** Harrisburg University reserves the right to capture, preserve, and/or inspect any information transmitted through, stored on, or used on any IT resource without notice but especially when:
- i.** There is reasonable cause a user has violated this policy.
 - ii.** A user or an account appears to be engaged in unusual activity.
 - iii.** It is necessary to protect the integrity, security, or functionality of IT resources.
 - iv.** It is necessary to protect the University from liability.
 - v.** It is permitted or required by law.

Enforcement and Disciplinary Procedures

- H.** Any user who violates any part of this policy may be subject to the following:
- i.** Suspension or revocation of the user's computer account and/or suspension or revocation of access to the university's IT resources.
 - ii.** Disciplinary action as described in Harrisburg University's Student Handbook which may include suspension, dismissal, or expulsion from the university.
 - iii.** Disciplinary procedures outlined in Harrisburg University's Faculty Handbook or any other documents outlining conduct for faculty, staff, administration, or student employees which may include termination of employment or other disciplinary action.
 - iv.** Civil or criminal prosecution under federal and/or state law. Noncompliance with certain provisions of this policy may incur penalties under such laws which may include fines, orders of restitution, and imprisonment.
 - v.** Re-instatement of computer privileges shall be examined on a case-by-case basis.

Procedure to Update and/or Amend

Harrisburg University reserves the right to update and/or amend this document to reflect university policy changes and/or state or federal law.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

PURPOSE

This Drug and Alcohol Abuse Prevention Policy, like other standards of conduct applicable to the university community, is intended to further the educational mission of Harrisburg University. The university is committed to fostering an environment that promotes the acquisition of knowledge and nurtures the growth of the individual. Each member of our intellectual community is responsible for his or her own actions and is expected to contribute to the HU community and to respect the rights of others to participate in the academic and social life of the university. The following drug and alcohol policy, with its emphasis on individual and shared responsibility, healthy and informed decision-making, maintaining a caring environment, and the promotion of genuine dialogue, is adopted in this spirit.

COMPLIANCE

In order to comply with the law, the Drug Prevention Program must, at a minimum, include the following:

(a) The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of controlled substances and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of controlled substances and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. A clear statement that the institution of higher education will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

(b) A biennial review of the program to:

1. Determine its effectiveness and implement changes to the program if they are needed; and
2. Ensure that the disciplinary sanctions described in paragraph (a)(5) of this section are consistently enforced.

SCOPE

This policy shall apply to all students and employees of Harrisburg University of Science and Technology.

DEFINITIONS

A “student” is any person taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

An “employee” is any person that is a member of the faculty, staff, or student receiving a salary, wages, other compensation and/or stipend support from Harrisburg University.

POLICY

General Rules Governing the Use of Alcohol

Harrisburg University seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the university has established the following policy governing the possession, sale and consumption of alcoholic beverages by members of the university community, and conforming to the laws of the Commonwealth of Pennsylvania. HU's alcohol policy is intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and to promote safe, legal, and healthy patterns of social interaction.

1. Harrisburg University prohibits:
 - The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on property owned or controlled by the university or as part of any university activity.
 - The intentional and knowing sale of, or intentional and knowing furnishing (as defined by Pennsylvania law) of alcoholic beverages to persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by the university or as part of any university activity. Pennsylvania law currently defines "furnish" as "to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged."
 - The consumption of alcoholic beverages by all university students and employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
 - The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on property owned or controlled by the university or as part of any university activity.
2. In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. An individual is strongly encouraged to call for medical assistance when needed or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to university discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.
3. The President, Vice Presidents, Associate Vice Presidents, Associate Provosts and heads of administrative areas have the authority and responsibility to govern the use of alcohol

in areas they control and to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Further, those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and university policy.

4. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.
5. Consistent with Pennsylvania law, advertisements of social events shall not promote nor describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
6. Ordinarily, consumption of alcoholic beverages in outdoor public areas such as walkways, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol.

LEGAL SANCTIONS

Harrisburg University strives to promote the health and safety of its diverse population, protection of university property, prevention of abusive behavior related to drug and alcohol consumption, and the preservation of an environment conducive to scholarship and positive social interaction.

Therefore:

1. All university students and employees are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol or drugs, whether on or off-campus, and are expected to comply with this policy regarding alcohol possession or use.
2. Any student or employee who violates university policy or applicable law may be subject to disciplinary sanctions and/or referral for prosecution. Disciplinary sanctions for students range from disciplinary warning to expulsion. The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. Employees found to be in violation of this policy or applicable law will be subject to university disciplinary procedures which may impose sanctions up to and including termination from employment and/or referral for prosecution. The university also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.
3. Along with disciplinary consequences, the university is committed to providing treatment and education as appropriate to assist members of the community.
4. Within thirty (30) days of a conviction on drug charges, appropriate action will be taken up to and including termination of employment or discharge from the University. The university may require satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement, or other appropriate agency

IN SUPPORT OF THE POLICY ON DRUG AND ALCOHOL ABUSE PREVENTION,
HARRISBURG UNIVERSITY -

- A. Has a drug-free awareness program to inform its students and employees about the dangers of drugs and alcohol abuse, and has counseling, rehabilitation, and assistance programs available by referral to local resource organizations.
- B. Will provide each student and employee with a copy of this policy annually and, from time to time, will publish this policy in appropriate publications.
- C. Will notify each student employee and each university employee that as a condition of employment each must abide by the terms of this policy.
- D. Will require any student or employee convicted of any criminal drug statute violation which has occurred on campus to provide his or her supervisor (in case of a student, the Director for Student Services) with written notification within five days of the conviction.
- E. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction.
- F. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance rehabilitation program by anyone so convicted.
- G. Will make every good-faith effort to continue to maintain a drug and alcohol free campus through implementation of this policy.

POSSIBLE EFFECTS OF SUBSTANCE ABUSE

<u>SUBSTANCE</u>	<u>POSSIBLE EFFECTS</u>
Alcohol	Toxic Psychosis, Neurological and Liver Damage, Fetal Alcohol Syndrome
Marijuana	Bronchitis, Conjunctivitis, Possible Birth Defects
Amphetamines	Loss of Appetite, Delusions, Hallucinations, Toxic Psychosis
Nonprescription Stimulants	Hypertension, Stroke, Heart Problems
Cocaine	Loss of Appetite, Depression, Convulsions, Nasal Passage Injury, Heart Attack, Stroke, Seizure
Cocaine Free Base	Weight Loss, Depression, Hypertension, Hallucinations, Psychosis, Chronic Cough
Barbiturates	Severe Withdrawal Symptoms, Possible Convulsions, Toxic Psychosis
Methaqualone	Coma, Convulsions
Heroin	Addiction, Constipation, Loss of Appetite
Analogues of Synthetic Narcotics	Addiction, MPTP Induced, Parkinsonism
Morphine	Addiction, Constipation, Loss of Appetite
Codeine	Addiction, Constipation, Loss of Appetite
Oxycodone	Addiction, Constipation, Loss of Appetite
Meperidine	Addiction, Constipation, Loss of Appetite
Methadone	Addiction, Constipation, Loss of Appetite
Inhalants	Impaired Perception, Coordination, Judgment, Toxicity from Solvent, Impurities
Nitrous Oxide	Kidney or Liver Damage, Peripheral Neuropathy, Spontaneous Abortion
LSD	May Intensify Existing Psychosis, Panic Reactions

Mescaline	Milder than LSD
MDA, MDE, MDMA, MMDA Psilocybin	Neurotoxin Milder than LSD
PCP	Psychotic Behavior, Violent Acts, Psychosis
Tobacco	Loss of Appetite, Addictive, Lung Cancer, Effects on Fetus

PHYSICAL SIGNS OF DRUG ABUSE

<u>SUBSTANCE *</u>	<u>PHYSICAL SIGNS OF USE / ASSOCIATED PARAPHERNALIA **</u>	<u>BEHAVIORAL SIGNS OF USE **</u>
Anabolic Steroids	Enlargement of muscle masses, weight gain, fluid retention, high blood pressure, atherosclerosis, increased plasma lipids, shrunken testes, liver disease, stroke, heart attack, death. Needles, syringes.	Stimulation, aggressive behavior, increased energy.
Cannabis Marijuana, hashish, (pot, dope, reefer, sinsemilla)	Bloodshot eyes, persistent cough or respiratory infection, increased appetite. Strong odor of burning rope or plant material, rolling papers, pipes, "roach clips", water pipers. Eye drops for clearing up bloodshot eyes.	Impaired concentration and short-term memory, uncontrollable laughter, apathy, sleepiness despite adequate rest.
Stimulants Amphetamines (speed, white cross, black beauties)	Dilated pupils, rapid breathing, decrease in appetite, weight loss, excessive talking, insomnia, hyperactivity.	Inexplicable mood swings (elation to depression), nervousness, auditory hallucinations and paranoid thinking after heavy use.
Cocaine (coke, toot, blow, nose, crack)	Nasal irritation, running or bleeding nose, dilated pupils, rapid respiration, hyperactivity. Razor blades, small mirrors, straws, screens for pulverizing cocaine crystals.	Rapid mood swings (elation to depression and back to elation within one hour), lack of money due to high cost of drug.
Depressants Alcohol Sedative-Hypnotics/ tranquilizers	Slurred speech, lack of coordination, shallow and slow breathing.	"Drunken" behavior, possibly including aggressiveness and belligerence, frequent auto accidents or other physical mishaps.
Narcotics Opiates and other prescription painkillers, heroin, dilaudid, percodan	Pinpoint pupils, shallow and slow breathing, sleepiness, needles, syringes and eye droppers if drug is administered by injection.	Euphoria, dreamy behavior.
Hallucinogens	Dilated pupils, small squares of plastic or	Hallucinations, confusion,

LSD and related substances (acid, blotter, window pane, microdot)	paper with imprinted designs, tattoos, small colored tablets.	disorientation, panic reactions, inappropriate laughing or crying.
Phencyclidine (PCP) (angel dust)	Increased blood pressure, lack of coordination, loss of sensitivity to pain, imprecise eye movements.	Withdrawal, confusion, disorientation, bizarre behavior, aggressiveness, hyperactivity alternation with stupor.
Inhalants Airplane model glue, toluene, gasoline and other petroleum products, deodorants and other aerosols, typewriter fluid	Nasal irritation, rapid or erratic pulse, lack of coordination, headache, rags saturated with substance in question. Plastic bags, possession of containers of solvents for no apparent reason.	Confusion, "drunken" behavior, hallucinations, aggressiveness, hyperactivity.

* Many substances listed are available only in adulterated form through illegal channels. Up to 70% of drugs used by substance abusers are misrepresented in some way. Example: drugs sold as "speed" are represented as amphetamines, but often contain caffeine, phenylpropanolamine (PPA) or ephedrine.

** Although these symptoms may be indicative of drug use, many of the physical and behavioral signs can be associated with physical or mental illness, adolescence or the aging process. Be careful and thorough in investigating drug abuse. Get professional help.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

1st conviction:

Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior drug conviction:

At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions:

At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- a. 1st conviction and the amount of crack possessed exceeds 5 grams
- b. 2nd crack conviction and the amount of crack possessed exceeds 3 grams
- c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Revocation of certain federal licenses and benefits; e.g. pilot license, public housing tenancy, etc.

SYMPTOMS AND PROGRESSION OF ALCOHOLISM

It is estimated that for every ten people who drink alcohol, one will become alcoholic. Studies also show that for every person suffering from alcoholism, there are at least four other people, including spouses, children, and parents, who are seriously affected by that alcoholism. If you consider that it typically takes an individual suffering from alcoholism seven to ten years to recognize the problem (if it is recognized at all) and to seek help, you can begin to understand the profound influence alcohol abuse has on our society, the family, and the health of our nation. Why does it take so long? Why is alcoholism so difficult to recognize?

Denial is one of the primary symptoms of alcoholism, making the individual and oftentimes the family incapable of recognizing the problem and seeking appropriate treatment. Ignorance is another important factor. Alcoholism is one of the most misunderstood and misdiagnosed diseases. How do we recognize alcoholism, particularly in its early stages? One of the most useful definitions of alcoholism is: If drinking is creating problems, it is one.

Alcoholism is a chronic, progressive disease with predictable, identifiable symptoms which, if not treated, can be fatal. Here is a list of some primary symptoms of alcoholism, placed in the order in which they generally occur. One need not be experiencing all of these symptoms or in the order listed to be suffering from alcoholism.

Increase in Tolerance	Being able to out-drink your peers is not something to be proud of, but to be concerned about.
Preoccupation	Looking forward to drinking after work or on the weekend. Planning your social activities around alcohol.
Blackouts	Occasional memory lapses while drinking or an alcohol-induced state of amnesia.
Sneaking Drinks, Gulping Drinks	
Loss of Control	Unplanned drinking episodes or inability to realistically predict what will happen once you take the first drink.
Alibis	Having to explain why you drank or make excuses for your drinking.
Change in Drinking Patterns and Attempts to Control Promises and Resolutions Repeatedly Fail Family Problems, Financial Problems,	
Going on the Wagon	Some people quit drinking for a period of time in an attempt to

	control their drinking or prove to themselves that they are not physically addicted to alcohol, failing to realize that one need not drink every day in order to have a drinking problem.
Increasing Blackouts	
Geographic Escape	Changing jobs, moving to a different city or state to get a "new start."
Impaired Thinking, Loss of Job, Decrease in Tolerance, Drinking in the Morning	
Physical Deterioration	Liver, heart, stomach, brain damage.
Indefinable Fears	
Abandonment	"I don't care."

STATE PENALTIES AND SANCTIONS FOR UNLAWFUL USE OF ALCOHOL

The Commonwealth of Pennsylvania prohibits the service or consumption of alcohol to persons under 21 years of age.

All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Codes. They are as follows:

ACTIVITY

PENALTY

Misrepresentation of age to secure any alcohol, liquor, malt, or brewed beverage	Fine not to exceed \$500 and suspension of operating license
Individual less than twenty-one years of age who purchases, consumes, possesses, or transports any alcohol, liquor, malt, or brewed beverage.	Fine not to exceed \$500 and suspension of operating license
Misrepresenting to liquor dealers or others that another party who is a minor is of age.	Fine not less than \$300
Inducement of minors to buy alcohol, liquor, malt, or brewed beverages.	Fine not less than \$300
Selling or furnishing alcohol, liquor, malt, or brewed beverages to minors.	First violation fine not less than \$1,000, subsequent violation fine not less than \$2,500
Carrying a false ID card.	First offense is a summary offense and results in restriction of operating privileges; subsequent offense results in restriction of operating privileges and fine of \$300

The law provides for the restriction of operating a motor vehicle privilege (loss of driver's license). This penalty is applied in an escalating manner in each subsequent offense as outlined here.

FIRST OFFENSE

Loss of motor vehicle operating privileges for a period of 90 days from the date of suspension.

SECOND OFFENSE

Loss of motor vehicle operating privileges for a period of one year from the date of suspension.

THIRD AND SUBSEQUENT OFFENSE

Loss of motor vehicle operating privileges for a period of two years from the date of suspension.

Non-drivers shall be unable to secure an operator's license for the time periods related to the number of offenses.

DRUG & ALCOHOL COUNSELING, TREATMENT, REHABILITATION PROGRAMS: AREA RESOURCES	
Alcoholics Anonymous www.aa.org 717-234-5390	Al-Anon (Family Members) 1-800-339-9006
Contact Helpline www.contacthelpline.org 717-652-4400	Dauphin County Department of Drug & Alcohol Services www.dauphincounty.org 717-635-2254
Narcotics Anonymous 717-233-3733	STUDENTS ONLY Howard Rosen Hempfield Counseling Associates 717-866-829-1154 HowardSRosen@msn.com

Adopted: January 2006

Revised: January 2008

Updated: January 2010

Drug Violation Penalty Notice

In accordance with requirements contained in the Higher Education Act, Title IV Section 485(k), a student who has been convicted of any offense under any federal or state law involving the sale or possession of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period of time beginning on the date of conviction and ending on the date specified below:

Student Ineligibility for Grants, Loans, or Work Assistance			
For <u>possession</u> of a controlled substance, ineligibility period is:		For <u>sale</u> of a controlled substance, ineligibility period is:	
First conviction	1 year	First conviction	2 years
Second conviction	2 years	Second conviction	Indefinite
Third conviction	Indefinite		

To regain eligibility:

A student whose eligibility has been suspended as a result of a conviction of any offense under any federal or state law involving the possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period determined if:

- (A) the student satisfactorily completes a drug rehabilitation program that—
 - (i) complies with such criteria as the U.S. Secretary of Education shall prescribe in regulations for purposes of this paragraph; and
 - (ii) includes two unannounced drug tests;
- (B) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the U.S. Secretary of Education shall prescribe in regulations for purposes of subparagraph (A)(i); or
- (C) the conviction is reversed, set aside, or otherwise rendered nugatory.

University Disciplinary System

Authority

The Disciplinary System of the University is vested in the Office of the Provost. This responsibility may be delegated to another individual within the University, who serves as the Disciplinary System Administrator.

Definitions

- A. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by the University (including adjacent streets and sidewalks).
- B. The term “complainant” means any member of the University community who accuses a person or organization of a violation of the Harrisburg University of Science and Technology Code of Conduct.
- C. The term “parties” means the complainant and respondent.
- D. The term “student” includes all registered persons taking courses at the University. Persons continuing a relationship with the University are considered “students”. This term will also apply to any guests students bring on University premises.
- E. The term “academic misconduct” is a violation of the Student Code of Conduct related to cheating or plagiarism. Cheating includes, but is not necessary limited to:
 - 1. Plagiarism (explained below).
 - 2. Submission of work that is not the student’s own for papers, assignments or exams.
 - 3. Submission or use of falsified data.
 - 4. Theft of or unauthorized access to an exam.
 - 5. Use of an alternative, stand-in or proxy during an examination.
 - 6. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
 - 7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
 - 8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating.
 - 9. Submission of the same work for credit in two courses without obtaining the permission of the instructors in advance.
- F. “Plagiarism” includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:
 - i. A phrase, written or musical
 - ii. A graphic element
 - iii. A proof
 - iv. Specific language
 - v. An idea derived from the work, published or unpublished, of another person.
- G. The term “non-academic misconduct” is a violation of the Code of Conduct that includes violations of laws, of policies or of guidelines including but not limited to those outlined in Section 4A-L and 5A-D of the Student Code of Conduct.

Procedures

- I. **Filing a Complaint.** Any member of the University community may file a complaint against any student or student organization for alleged misconduct. A complaint asserting a violation of the code of conduct shall be submitted in writing to the Office of Institutional

Compliance. The statement must contain the name of the person or organization alleged to be responsible, the basic facts or circumstances of the code of conduct violation, and when the violation occurred. Any complaint should be submitted as soon as possible after the event takes place.

- II. **Notice.** Upon receiving a complaint from a member of the University community alleging a violation of the Code of Conduct, the Director of Institutional Compliance or designee shall investigate to determine if the complaint has merit and, if so, take the necessary steps to notify the complainant and respond to the allegations. The primary method of notification shall be through the student's campus email address.

In addition to notification of the charges, the correspondence shall also include an instruction to the student to schedule a preliminary conference with the Director of Institutional Compliance or designee within a specified amount of time. Failure to comply with this directive may result in the scheduling of a Code of Conduct hearing. A judicial hold will be placed on the student's account and academic record until the complaint has been resolved.

- III. **Preliminary Conference.** The purpose of the preliminary conference is to allow the Director of Institutional Compliance or designee to discuss the alleged offense(s) with the student. At this meeting the student is offered a copy of the Student Code of Conduct. The student may resolve the issue at this meeting. If the student elects to have a Code of Conduct hearing, the Director of Institutional Compliance shall discuss the procedure and process of that hearing, make the necessary arrangements for the hearing and provide other assistance as necessary. A response form will also be completed at this time. This form shall signify whether the student prefers:

- i. To accept the agreed upon sanction and waive a hearing.
- ii. To proceed to a code of conduct hearing.
- iii. To conduct their own defense or be represented by a non-attorney or, if available, and deemed independent in the matter being considered, and independent in an advocate of the Office of Student Services.

The student will provide the Office of Institutional Compliance with all available documents that they intend to use to support their position at the hearing not less than three (3) working days prior to the hearing. The Director of Institutional Compliance or designee will provide the student will all available documents which the complainant will introduce at the hearing not less than three (3) working days prior to the hearing.

- IV. **Hearing Notification and Format.** The Director of Institutional Compliance or designee is responsible for scheduling the hearing. All parties shall receive written notification and email notification of the hearing which shall include: time, date, and place of hearing. If notice has been sent in accordance with this section and any party fails to appear, the hearing shall be held in the party's absence.

At the date, time and place scheduled, the hearing shall be conducted by the Director of Institutional Compliance or designee. Parties to this process shall include the student, his or her non-attorney representative if requested, faculty member and a senior University administrator. Recordings or transcripts are forbidden unless approved in advance by the Director of Institutional Compliance. The results of the hearing will be summarized (non-verbatim) in writing.

1. The Director of Institutional Compliance shall convene the hearing and introduce the parties.
2. The Director of Institutional Compliance will not conduct the hearing to any formalized rules of evidence. Reasonable rules of relevancy will apply to all

testimony. Limits may be applied to the number of witness and amount of evidence that may be introduced.

3. Each side will be afforded equal time to present their positions. Questions are permitted to be asked of both sides. Time will be reserved for each side to present a rebuttal.
4. The standard of proof required will be a preponderance of the evidence.
5. All parties shall be asked to submit a report with their findings and recommendations at a time specified by the Director of Institutional Compliance.
6. These reports shall be submitted to the Provost for a determination of the matter and any necessary sanctions.

- V. **Final Adjudication.** The Provost shall determine the outcome of the matter and order sanctions if necessary. This determination will be forwarded to all parties by the Director of Institutional Compliance.

When a sanction has been imposed, a record of such shall be maintained in the Office of Student Services and other areas of the University, as appropriate.

- VI. **Sanctions.** Sanctions which may be imposed individually or in combination include but are not limited to:

- I. Sanctions for violations of Academic Code of Conduct
 - a. Failing grade in the course at issue.
 - b. Warning. Written notice to the student.
 - c. Withdrawal from course.
 - d. Temporary suspension from the University.
 - e. Expulsion.
 - f. Withholding of a diploma.

II. Parental Notification.

The University reserves the right to contact a student's parents according to the Family Educational Rights and Privacy Act (FERPA), which states that institutions of higher learning are permitted to disclose to students' parents or legal guardians "information regarding any violation of federal, state or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance... if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to said use or possession."

III. Implementation of Sanctions.

Sanctions shall go into effect no later than 72 hours after a decision has been made. Exceptions: A sanction shall be operative immediately if the Provost determines that it is necessary (a) to ensure the safety and well-being of any member of the University community or to preserve University property; (b) to ensure the student's own physical or emotional safety or well-being; or (c) if the student poses a substantial threat of disruption or interference with the normal operations of Harrisburg University of Science and Technology.

Appeals

- A. The complainant, respondent or University may appeal the decision reached by the Provost. Any decision may be appealed within five (5) days of the date of the decision. Appeals shall be in writing and delivered to the Director of Institutional Compliance. The appeal shall consist of a plain, concise and complete written statement of the grounds for the appeal.

B. The Director of Institutional Compliance will determine if the written appeal meets the standards set forth for grounds for appeal. If the standards for appeal are not met, the current sanction(s) is final and not subject to further appeal. Appeals may be based only on the following grounds:

1. Stated procedures not followed.
2. Sanctions imposed were excessive/ lenient for the violation.
3. New and relevant evidence, not available at the time of the original hearing, has arisen.

C. Hearing Body. The Provost shall appoint three members from the University community to serve on this hearing committee. This committee shall be composed of a chair, one faculty member and another member of the Provost's choosing. All members to this committee must not have served in the original hearing in the case.

D. Hearing Process. The hearing committee shall consider all materials submitted to it from the original hearing. Any newly discovered materials shall be admitted upon the discretion of the Director of Institutional Compliance. This hearing will not be considered *de novo* and as such, no witness or testimony shall be heard.

E. Final Determination. All determinations by the committee convened for Appeals shall be final. There will be no further right of appeal.

Campus Crime & Security Report

Harrisburg University of Science & Technology strives to offer a safe and secure campus. The Manager of Security Operations has the primary responsibility for security on campus and is the designated Chief Security Officer. Armed officers from the Harrisburg Police Department are authorized to maintain security of the campus during the day and at night. The Harrisburg Police Department can be reached at 911 for an emergency and (717) 780-6590 for non-emergencies. If you become aware of a crime, observe a suspicious person, or are a victim yourself, promptly report all emergencies to the police.

Campus security can be enhanced by your help to follow all security policies and using common sense safety practices such as locking your car, walking in groups, reporting suspicious incidents, and protecting your own property by not leaving it unattended. You may report emergencies or criminal activities by calling a Security employee on (717) 901-5180 or by notifying a member of the faculty, staff or administration.

Alcoholic Beverages

Harrisburg University cooperates in the enforcement of State laws regarding the possession, use and sale of alcoholic beverages. Alcohol is not permitted on-campus by students or by underage persons or in any public area within the building. A person found in violation of this policy is subject to arrest by local law enforcement and disciplinary action by the University.

Illegal Drugs

Harrisburg University cooperates in the enforcement of all Federal, State and local laws concerning illegal drugs. Anyone in the possession of, using, or selling illegal drugs on-campus or in any public area within the building will be subject to arrest and disciplinary action by the University.

Weapon

No one is permitted to carry a weapon on campus. Violators will be subject to arrest.

Campus Access and Maintenance

Harrisburg University students have access to the University building 24/7 with a valid HU OneCard. Exterior lighting is maintained to keep the campus well lit. Maintenance personnel inspect the campus to discover and correct health, safety and maintenance problems. Security related maintenance problems such as locks, doors and windows in need of repair should be reported.

“CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT”

Harrisburg University is committed to public safety. The following statistics are being provided to inform the public and to comply with the above-referenced federal law, referred to as the “Jeanne Clery Act”:

	2007	2008	2009
Murder	0	0	0
Sex Offenses, Forcible and Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Arrests and Disciplinary Referrals:			
Weapons Possession	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Informational Programs for Students

Students entering a University program of study are encouraged to attend new student orientation, which includes a review of policies and rules related to conduct and behavior expected of students. Students receive information on topics such as drug and alcohol abuse, sexual assault and date rape crimes. If a sexual offense should occur on campus, contact the police and notify the Student Services Office. Important immediate actions should include preserving any evidence as proof of a criminal offense and obtaining a description of the alleged offender.

Emergency Response and Evacuation Policy and Procedures

In the event of a significant emergency, notification to the campus community will commence upon confirmation of the emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or employees. 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. Any emergency should be reported to the Security Office on 901.5180. Emergency information will be disseminated to the larger community by a website notice. The Director of Institutional Compliance is responsible for the Emergency Policy and Procedure process. The emergency policy and procedures will be tested on at least an annual basis.

Timely Warning Information

In the event of a sexual assault or other criminal act on campus, the Student Services Office should be notified immediately. Harrisburg University pledges to provide timely warning to students, faculty and employees if a felony act should occur on campus. The University will provide instructions to maintain campus security, which may include lockdown or the cancellation of all classes. For victims of an alleged sex offense, the Student Services Office will coordinate academic options with the student.

Campus Disciplinary Action

In cases of an alleged sex offense, both the accuser and the accused will be required to meet with Student Services. Both parties may request other persons to be present during the disciplinary hearing. Student Services will determine whether no action, a suspension, or formal dismissal from the University is warranted. Both parties will be informed of the outcome of any determination.

PA Sex Offender Internet Registry – “Megan’s Law”

Federal regulations require that the University inform you that registered sex offenders are listed at: <http://www.pameganslaw.state.pa.us>. This information is made available on the Internet to facilitate public access to information about persons who have committed a sex offense to enable you to take appropriate precautions to protect yourself and those in your care from possible harm.

Additional information and hotline assistance are available at:

National Hotlines:

Drug Abuse Hotline	(800) 662-4357
CDC AIDS Information	(800) 342-2437
National Runaway Hotline	(800) 621-4000
Missing & Exploited Children	(800) 843-5678
Youth Crisis Hotline	(800) 448-4663

Harrisburg Resources:

Ambulances 24 hours	911
PA State Police	(717) 671-7500
Suicide Crisis Hotline	(800) 784-2433
Emotional and Substance Abuse	(800) LIFE-NET
Hamilton Health Center	(717) 232-9971
Pinnacle Health – Emergencies	(717) 782-5256
Harrisburg Hospital	(717) 782-5678

The annual Campus Crime & Security Report filed with the U.S. Department of Education is available for public review at: <http://ope.ed.gov/security>.

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