

Student Handbook

2008-2009

Harrisburg University of Science & Technology



University Contact Information

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717.901.5150 (fax)

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717.901.5101
Admissions@HarrisburgU.net

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717.901.5102
AcademicAffairs@HarrisburgU.net

Advancement Office
717.901.5103
UniversityAdvancement@HarrisburgU.net

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717.901.5105
BusinessOffice@HarrisburgU.net

Financial Aid
717.901.5115
FinancialAid@HarrisburgU.net

Information Technology & Library
717.901.5106
OIS@HarrisburgU.net

Office of the President
717.901.5104
MAccorsi@HarrisburgU.net

Records and Registration
717.901.5136
Registrar@HarrisburgU.net

SENCER
717.901.5107
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717.901.5157
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Note: This Student Handbook is an official publication and consists of three parts: general University information of student information, student services offered, and select University policies and procedures. The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if their dismissal is deemed by the University to be in the best interest of our community.



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 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 our policies, please ask any student service professional for guidance.

By choosing HU 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,

Melvyn D. Schiavelli, Ph.D.
President

General University Information

Part 1



Student Responsibility

Harrisburg University of Science and Technology was created to foster an educated workforce and to provide the educational engine to drive the creation and maintenance of a premier, technology-rich region. A robust, actively challenging education is provided, including internships and co-op experiences for all students. To support your academic progress, faculty and staff are here to help you through the opportunities and challenges of a university education.

As part of the privilege of being part of the academic learning community, students also have responsibilities.

Student Responsibility Statement

A student of the University 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 has a responsibility to be a partner in this endeavor now and in the future. Collectively, it is the student's responsibility to become engaged in the University's community of learners and develop a strong professional and ethical foundation as an individual.

Statement of Community Values

Underlying the University's mission are basic values that must be respected. These indispensable community values include:

- importance of personal integrity, honesty and ethical decision-making;
- the right of every individual to be treated with respect and dignity and as members of a learning organization;
- freedom of intellectual inquiry in the pursuit of truth, even if it defies commonly understood theories;
- acceptance and appreciation of diversity with regard to 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 students, and provides a path for knowledge in the service of the community.

Mission Statement

The Harrisburg University of Science and Technology is an independent, educational institution offering 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.

Brief History

In 1997, the 150-member Envision Capital Region task force worked to identify the strategies that would guide central Pennsylvania through the next 20 years. The group studied issues of government, private sector leadership, education, quality of life, economic development and infrastructure in its sessions. Their four benchmarks were regional cooperation, job creation, individual earnings and education.

The task force saw education as one of the keys to the twenty-first century economy. They emphasized the partnership between business, education and workforce-ready graduates. Harrisburg University of Science and Technology grew from this plan.

Conceived in 2001 by a group of business leaders and Harrisburg Mayor Stephen Reed, Harrisburg University was designed to be an educational catalyst for this revolution. Operating initially as the "Harrisburg Polytechnic Development Corporation," its goal was to "pursue creation of a non-traditional public university in downtown Harrisburg that will fulfill a 'niche mission' of addressing region-specific needs not currently served by existing colleges and universities."

Only seven years old, Harrisburg University is carving out a niche in the critical fields of science, math and technology---not only in the region, but nationally. The wide-spread public and private support is proof of the dynamic impact that the University is having on the community.

2008-2009 Academic Calendar

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

SEMESTER I (Fall)

Graduate Student Orientation	Thursday, August 28, 2008
Labor Day Holiday (University Closed)	Monday, September 1, 2008
New Student Orientation (a.m.)	Tuesday, September 2, 2008
First Day of Classes – Add/Drop Period Begins	Tuesday, September 2, 2008
Last Day to Withdraw with 75% Tuition Refund	Saturday, September 6, 2008
Add/Drop Period Ends and Census Date	Saturday, September 13, 2008
Last Day to Withdraw with 50% Tuition Refund	Saturday, September 13, 2008
Last Day to Withdraw with 25% Tuition Refund	Saturday, September 20, 2008
Mid-Term Grades Due	Monday, October 20, 2008
Mid-Term Warning Letters Mailed	Wednesday, October 22, 2008
Academic Advising Week	Monday-Friday, October 27-31, 2008
Registration begins for Semester II, 2008-2009	Monday, November 3, 2008
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, November 8, 2008
Thanksgiving Holiday (No classes 11/26, University Closed 11/27–30)	Wednesday-Sunday, November 26-30, 2008
Classes Resume	Monday, December 1, 2008
Last Day of Classes	Saturday, December 6, 2008
Final Examinations	Monday-Saturday, December 8-13, 2008
Final Grades Due to Office of Records & Registration	Tuesday, December 16, 2008

SEMESTER II (Spring)

New Student Orientation	Saturday, January 3, 2009
First Day of Classes – Add/Drop Period Begins	Monday, January 12, 2009
Last Day to Withdraw with 75% Tuition Refund	Saturday, January 17, 2009
Martin Luther King, Jr. Birthday (University Closed)	Monday, January 19, 2009
Add/Drop Period Ends and Census Date	Saturday, January 24, 2009
Last Day to Withdraw with 50% Tuition Refund	Saturday, January 24, 2009
Last Day to Withdraw with 25% Tuition Refund	Saturday, January 31, 2009
Mid-Term Grades Due	Friday, February 27, 2009
Spring Recess	Monday-Saturday, March 2-7, 2009
Mid-Term Warning Letters Mailed	Wednesday, March 4, 2009
Classes Resume	Monday, March 9, 2009
Academic Advising Week	Monday-Friday, March 9-13, 2009
Registration begins for Semester III, 2008-2009 and Semester I, 2009-2010	Monday, March 16, 2009
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, March 28, 2009
Reading Days / Easter Holiday (No Classes)	Thursday-Monday, April 9-13, 2009
Classes Resume	Tuesday, April 14, 2009
Last Day of Classes	Saturday, April 25, 2009
Final Examinations	Monday-Saturday, April 27-May 2, 2009
Final Grades Due to Office of Records & Registration	Tuesday, May 5, 2009
Commencement	Thursday, May 14, 2009

SEMESTER III (Summer)

New Student Orientation	Saturday, May 2, 2009
First Day of Classes – Add/Drop Period Begins	Monday, May 11, 2009
Last Day to Withdraw with 75% Tuition Refund	Saturday, May 16, 2009
Add/Drop Period Ends and Census Date	Saturday, May 23, 2009
Last Day to Withdraw with 50% Tuition Refund	Saturday, May 23, 2009
Memorial Day Holiday (University Closed)	Monday, May 25, 2009
Last Day to Withdraw with 25% Tuition Refund	Saturday, May 30, 2009
Mid-Term Grades Due	Monday, June 29, 2009
Mid-Term Warning Letters Mailed	Wednesday, July 1, 2009
Independence Day Holiday (No classes 7/1-7/4, University Closed 7/3-7/5)	Wednesday-Sunday, July 1-5, 2009
Classes Resume	Monday, July 6, 2009
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, July 18, 2009
Last Day of Classes	Saturday, August 15, 2009
Final Examinations	Monday-Saturday, August 17-22, 2009
Final Grades Due to Office of Records & Registration	Tuesday, August 25, 2009

Harrisburg University Resource List Fall 2008

MOODLE is your online resource 24 hours a day at moodle.HarrisburgU.net

Issue	Contact	Phone Number	Location/ Room Number
Bookstore Online		(717) 901-5137	www.HarrisburgU.net
Business Mentors	Liz Simcox Ryan Riley	(717) 901-5157 (717) 901-5140	4 th Floor (SS428) 4 th Floor (SS431)
Campus Jobs	Linda Wright	(717) 901-5112	4 th Floor (SS412)
Career Exploration	Faculty Advisor	Listed on your course schedule	
Emergency	See "HELP" list on back		
Financial Aid and Off-Campus Jobs	Financial Aid Office	(717) 901-5115	304 Market Street (SS105)
Health Services	Nightingale Nurses/ Lorraine Bock	(717) 920-9579	2801 N. Front St. Harrisburg, PA 17110
HU Apparel/Gift Items	Student Store	(717) 901-5170	Strawberry Square 1 st Floor
I.D.'s	CampusCard@ HarrisburgU.net		
Information Technology	helpdesk@ HarrisburgU.net	(717) 901-5177	helpdesk@ HarrisburgU.net
Internships	Liz Simcox	(717) 901-5157	4 th Floor (SS428)
Library		(717) 901-5188	HarrisburgU.net/ campuslife/library; 322 Market Street (SS129)
Parking List/Validations	Michelle Mafnas	(717) 901-5160	304 Market Street Admissions Office
Scheduling/Registration/ Transcripts and Enrollment Verifications	See <u>Moodle</u> for calendar and registration forms	(717) 901-5117	415 Market Street Registrar's Office (SS118)
Student Accounts (billing)	Jeremy Walmer	(717) 901-5135	4 th Floor (SS418)
Student Issues (including adjustment/psychosocial needs)	Liz Simcox	(717) 901-5157	304 Market Street (SS428)
Student Life/Clubs	Jennifer Olivetti	(717) 901-5139	322 Market Street, Student Success Center
Student Services	Liz Simcox	(717) 901-5157	304 Market Street (SS428)
Student Success Center (tutoring/study groups)	Jennifer Olivetti	(717) 901-5139	322 Market Street Student Success Center
Veteran Services	Financial Aid	(717) 901-5115	304 Market Street (SS105)

Note: This resource list is primarily intended for students, but is helpful for faculty and staff in assisting both students and themselves in regards to the areas above.

SS = Strawberry Square

06.01.08



QUICK REFERENCE TELEPHONE NUMBERS

Harrisburg, PA

Emergency:	911
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
Harrisburg Transportation Center (Train and Bus)	717-255-6970
CAT (Bus) Station	717-238-8304

Student Services

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 individual students. All students will have the opportunity to meet with both academic and business (career) mentors. Students are required to consult with an academic advisor before making important changes to their programs. Because students will be 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 students with single point-of-contact access to its entire suite of services, from which students will be routed to the appropriate 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 their specific interest area or a faculty member specialized to work with undeclared major students. It is strongly encouraged that students meet at least twice each semester with their faculty advisor.

Student Records and Registration Services

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).

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 given semester. Part time status is any number of credits less than 12 semester hours. The standard full-time course load is 12 through 18 semester hours. A course load greater than 18 semester hours constitutes an overload and requires the approval of the Vice President of Student Services.

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

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

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.

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 all instructors will engage the students with class participation assignments. These assignments will gauge the level of student engagement and assist in determining student participation in the class.

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 withdraw the student from the course.
4. The Office of Records and Registration will notify the student of this action and record a grade of “W”.

Progress toward a Degree

Students are 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	less 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 one is classified as a senior.

Advanced Standing

Advanced Placement (AP) – a student who participates in the College Entrance Examination Board’s program in association with secondary schools may earn college credit for this work by: 1) completing the course offered in the secondary school, 2) sitting for the Advanced Placement examination offered in May of each year, and 3) arranging for an official AP score report from College Entrance Examination Board (CEEB) to be forwarded to the Office of Records and Registration at the University. The required minimum score for each discipline and the University’s course equivalencies for which credit may be awarded appear below and on the following pages.

<u>Subject Examinations</u>	<u>Minimum Score</u>	<u>HU Course Granted 2008 - 2009 Curriculum</u>	<u>Semester Hours</u>
Art History	3	Art portion of GEND 300 The Cultured Mind	3
Biology	3	biology elective	3
Biology	5	biology elective	6
Calculus AB	3	MATH 120 Calculus I	3
Calculus BC	3	Calculus II	3
Chemistry	3	CHEM 150 General Chemistry I	4
Chemistry	5	CHEM 150 & 160 General Chemistry I & II	8
Chinese Language and Culture	4	Elementary Chinese I and II and Intermediate Chinese I	9
Computer Science A	3	CISC 120 Programming Fundamentals I	4
Computer Science AB	3	CISC 160 Programming Fundamentals II	4
Economics – Macro	3	Macro economics portion of GEND 201 The Civic Mind or elective	3
Economics – Micro	3	elective	3
English Language & Composition w/ essay	3	ENGL 105 College Composition I	3
English Literature & Composition w/ essay	3	ENGL 105 College Composition I	3
Environmental Science	3	Natural science component of GEND 111 The Scientific Mind	3
French Language	4	Elementary French I & II and Intermediate French I	9
French Language	5	Elementary French I & II and Intermediate French I & II	12
French Literature	3	elective	3
Geography – Human	3	GGSI 130 Geography of the World	4
German Language	4	Elementary German I & II and Intermediate German I	9
German Language	5	Elementary German I & II and Intermediate German I & II	12

Government & Politics-Comparative	3	Political Science/Policy portion of GEND 201 The Civic Mind or elective	3
Government & Politics-US	3	Political Science/Policy portion of GEND 201 The Civic Mind or elective	3
History – European	3	History portion of GEND 201 The Civic Mind or elective	3
History – US	3	History portion of GEND 201 The Civic Mind and elective	6
History – World	3	History portion of GEND 201 The Civic Mind and elective	6
Italian Language and Culture	4	Elementary Italian I & II and Intermediate Italian I	9
Japanese Language and Culture	4	Elementary Japanese I & II and Intermediate Japanese I	9
Latin Literature	3	elective	3
Latin: Virgil	3	elective	3
Music Theory	3	elective	3
Physics B	3	PHYS 210 General Physics I	4
Psychology	3	PSYC 101 Introduction to Psychology portion of GEND 101 The Creative Mind	3
Spanish Language	4	Elementary Spanish I & II and Intermediate Spanish I	9
Spanish Language	5	Elementary Spanish I & II and Intermediate Spanish I & II	12
Spanish Literature	3	elective	3
Statistics	3	Math 280 Introductory Statistics	3
Studio Art	3	elective	3

Armed Services Training Programs – A student who is a veteran of the U. S. Armed Services may receive academic credit for service training programs completed during the time of service under the following conditions: 1) the student must present a copy of his/her discharge (completed DD-214 form), 2) the veteran’s military occupational specialty (MOS) designation appears on the discharge, and 3) the student’s MOS as described in the American Council on Education’s [Educational Experiences in The Armed Services volumes 1–3](#). Credit is awarded based upon the ACE recommendation and the closeness of the match between the training program and a University course.

Transfer Credit – Unofficial or student copies of transcripts may be used to initiate the transfer credit evaluation process. However, official final transcripts from the institution of origin are required before the transfer evaluation process can be finalized by the Director of Records and Registration and academic credit can be posted to the student’s permanent record at HU. For transfer credit limits see Graduation Requirements, Residency Requirement section.

Domestic – In lieu of articulation agreements, academic credit earned for college-level work, not developmental course work, completed for a minimum grade of “C” or higher is considered for possible transfer of credit. The Director of Records and Registration reviews the course description, reviews the program of study at the institution of origin, and may consult Harrisburg University faculty member whose academic discipline is most closely aligned with the course(s) being reviewed. Academic credit is awarded when: 1) the course is a reasonable substitute of a Harrisburg University course, 2) the course is a reasonable substitute for a competency associated with one of the general education (GEND) requirements, or 3) the course(s) is considered college-level work worthy of elective credit and the student’s intended program of study has sufficient unsatisfied elective credits to which this course may be applied.

International – a WES transcript or American Association of Collegiate Registrars and Admissions Officers (AACRAO) international transcript evaluation is required. If the original evaluation received by the Office of Records and Registration from one of these evaluators deems the student’s prior work to be at the college-level and the quality of the completed work is assessed to be at the “C” or higher level credit is awarded for the courses that apply to the student’s intended program of study at Harrisburg University as indicated above for domestic transfer credit. If the prior work was earned under an educational system that did not assign credit values, the Harrisburg University semester hour value is assigned for each course being accepted. If the student completed courses which are evaluated to be at the college level but Harrisburg University has no comparable course(s), the student is granted elective credit unless all required elective credit hours have been satisfied.

Coursework at Other Institutions – A student may study at other institutions and transfer the credit to the student’s record at Harrisburg University.

Process for Approval - The student must complete an Off-campus Coursework form at the Office of Records and Registration notifying the University of the student’s intention to enroll on a visiting basis at another higher educational institution. The request will be reviewed by the Director of Records and Registration who may consult with an appropriate member of the University’s faculty. Prior to enrollment a written response will be sent to the student stating whether or not the proposed course is acceptable.

Process for Awarding of Credit – The student must arrange for an official transcript from the other college or university to be sent to Harrisburg University’s Office of Records and Registration. If the approved course was

completed with a final grade of “C” or higher, the semester hours earned from the course will be posted to the student’s record at the University.

Catalog in Effect

Freshman students entering the University in the 2008-2009 academic year will be subject to this Catalog edition unless they elect to complete a revised set of program requirements printed in a future edition of the Catalog.

New students entering the University during the 2008-2009 academic year with advanced standing of sophomore, junior, or senior will be subject to the requirements imposed upon other full-time students at the University who have attained the same standing.

2006 edition – New students classified as sophomores or juniors

2005 edition – New students classified as seniors

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.

Graduation Requirements

To receive a Bachelor of Science degree, a student must satisfy all of the following requirements. Verification that the student has met the following requirements is made by the Director of Records and Registration. The Provost has the authority to waive a requirement under exceptional circumstances.

1. At least 120 semester hours must be accumulated.
2. Complete all of the requirements of the declared program of study in 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 Core program requirements must be completed with a minimum Core 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 core-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.
6. A student may receive two baccalaureate degrees if the requirements of each curriculum have been completed and the student has earned at least 30 semester hours

beyond the required curriculum requiring the greater number of semester hours – minimum of 150 semester hours.

A candidate must apply for graduation two semesters before the student intends to graduate. The University expects each graduating student to attend Commencement.

A candidate may participate in Commencement who is within one semester of completion of all graduation requirements 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
I	Incomplete	Not applicable
IP	In progress	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” and “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.

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. Students 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. A grade of “IP” 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.

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 given only by the Provost or other designated University official. It is used when it is necessary for a student to leave the University under extenuating circumstances and when the normal withdrawal processes are 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 (GPA).

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 completes successfully a course.

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. Credits 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 x 2.67).
2. Add the quality points earned for each course in which the student is registered in the semester.
 1. Add the number of semester hours attempted for all courses in which a grade of "A" through "F" was earned.
 2. Divide the total number of quality points earned by the total number of semester credits 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 "D+," "D," "F" or "I" at the end of the seventh week of classes as indicated on the Academic Calendar. These submissions are forwarded to the Vice President of Student Services who sends a letter to each student with a deficiency and a copy to the student's academic advisor. A student who receives such a letter is encouraged to consult both the instructor and academic advisor and utilize the services of the Academic Success Center.

Final Grading Process

After the conclusion of each 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 these grades to the student's permanent record at the University and releases grade reports to each student as indicated on the Academic Calendar.

Repeated Courses

Students 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 Standing

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

First Occurrence

If a student attains less than a 2.00 cumulative grade point average in a semester, a letter of warning will be issued.

Second Consecutive Occurrence

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

Third Consecutive Occurrence

If a student after three semesters has a cumulative grade point average that remains below 2.00, a letter of dismissal will be issued.

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

Academic Honors

Dean's List - A student is eligible for the Dean's 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 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

Release of Grades

In accordance with 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 written consent of the student.

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 and diplomas may be on hold for a period of time. The Vice President of Student Services determines when a student's record must be on hold for disciplinary reasons and the Business Office determines when a student's record must be on hold for financial reasons.

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 as 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 Vice President of Student Services in conjunction with the instructor of that course. The decision of the Vice President of Student Services is final. In the event of a lack of consensus between the Vice President and the 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 should file a request with the Vice President of Student Services and the instructor requesting deferral of the examination in a timely manner. Every student requesting a deferral of an examination must provide evidence of the event or situation which the student believes is justification for the request for deferral.

Emergency Deferral of Examination

The student must make the request in person or by telephone. If a student is unable to take an examination for good cause (as defined previously) and which arises within 24 hours

immediately prior to the exam time, the student may appear in person or telephone the Office of the Vice President of Student Services to obtain permission to defer an examination.

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 48 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 Vice President of Student Services in conjunction with the instructor of the course. The make-up examination must be completed no more than five 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 a letter in support of the illness that prevented the student from completing the examination.

Leave of Absence Policy

A student may initiate a leave of absence request for extenuating mitigating circumstances or short term active-duty military service. Students choosing to take a leave of absence should contact the Vice President of Student Services to initiate the request and coordinate expectations to ensure a smooth return to the University. Only students with a reasonable expectation of returning to the University and with the ability to complete the coursework should apply for a leave of absence.

A Leave of Absence Form must be submitted in writing, signed, and dated in advance of the onset of the leave. This form can be found in the Student Services Office and the Office of Records and Registration. Information regarding the request for the leave must be provided and may require additional supporting documents. The documents will then be forwarded to the Office of Records and Registration for processing. The recording of student enrollment and grades during a leave is as follows:

- Withdrawal (W) grades will be assigned after the add/drop period and one week prior to the end of classes.
- Final grades may be assigned by the instructor if the leave begins after the final week of classes have commenced.

The Business Office and Financial Aid Office will determine any tuition and financial aid implications of a leave.

Withdrawal Procedure

A student considering withdrawal from the University should meet with the Vice President for Student Services for evaluation of options. A student who wishes to officially withdraw from

the University must complete and sign a withdrawal form, have a conference with the Business Office Clerk 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 in the Financial Aid section.

Students who unofficially withdraw 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.

Readmission – The Readmission Application form is available at the Office of Records and Registration and must be completed and submitted to that office. A student who was in good academic standing, in good social standing, and had satisfied all financial obligations to the University at the time of withdrawal will be readmitted. A student who left the University while on academic warning or probation must complete the Readmission Application but the Provost will review the student’s academic records and make the readmission decision.

Reinstatement

A student with a cumulative grade point average of 1.00-2.00 dismissed for poor scholarship pursuant to this Catalog may petition the Vice President for Student Services for reinstatement. A student may not be reinstated less than twelve months from the date of the original dismissal. Students with a cumulative grade point average below 1.00 may not petition for reinstatement.

Filing Petition for Reinstatement

A petition for reinstatement must be filed during the fifteen-day period beginning with the day on which notice of dismissal is deemed effective. The petition shall be delivered to the Office of Student Services.

Requirements of the Petition

The student must allege and prove that the student possesses the requisite ability to perform satisfactorily at the University and that the student’s current grade point average does not indicate a lack of capacity. The student must rebut the presumption of lack of capacity by proving the following:

1. Demonstration of ability to do college-level work
2. Extenuating mitigating circumstances beyond the student’s control. The student must prove that the academic failure was the result of extraordinary circumstances beyond the student’s control. If these circumstances raised by the student were a result caused by physical or psychological incapacity suffered during a semester or before or during an examination, convincing medical proof of the condition must accompany the petition.
3. Significant increase in grade point average. If a student’s grade point average significantly improves over the course of the semesters under review, the Provost may

conclude that the student's most recent grades are a more accurate reflection of the student's capacity to succeed. The Provost's decision is discretionary and a petition for reinstatement may be denied regardless of the student's increase in semester grade point average.

Dismissal Following Reinstatement

A student who has been dismissed and later reinstated is ineligible to petition if dismissed again.

Consideration of Petition for Reinstatement

Review of Petition

Petitions shall be reviewed by the Provost and Vice President for Student Services. A committee may also be convened if the Provost so chooses.

Reinstatement on Conditions

A readmitted student may be required to fulfill certain conditions such as, but not limited to, the repetition of courses.

Tuition Charges, Refund Policies and Business Office Policies

All tuition, charges and policies listed in this publication are effective as of July 1, 2008 and are subject to change, without notice, by the University's Board of Trustees.

Admission Application Charge

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

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 18 semester hours. A student who registers for more than 18 semester hours is subject to additional tuition costs at the per-semester hour rate (for example, tuition charged for 19 semester hours will be \$7,375 + \$500 or \$7,875). Students who register for 11 semester hours or less are charged the semester hour rate multiplied by the number of registered semester hours.

Registration Schedule per Semester

	Full Time Tuition (12–18 Semester Hours)	Per Semester Hour Rate (1 to 11 semester hours or 19 or more)
Undergraduate	\$7,375	\$500
Graduate		\$500

Tuition Deposit

A non-refundable tuition deposit of \$150 must be paid in advance of final course registration for the initial semester of attendance.

Tuition Payment Late Charge

A late payment charge of \$30 per month will be assessed if the student fails to make a scheduled payment when due.

ID Badge Replacement Charge

Upon enrollment, a student receives a photo-imprinted identification badge, which includes an electronic security access chip, at no cost. All students are required to wear ID badges when on campus. If a student ID badge is lost or stolen and must be replaced, a charge of \$50 is assessed.

Payment Plans

Students may meet tuition expenses by enrolling in a convenient monthly payment plan. Interested persons may contact the Business Office on 717.901.5135 for more information.

Enrollment Status Determination and Financial Aid Payments

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

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

Non-degree students are not eligible for financial aid.

A student’s enrollment status is determined at the end of the Add/Drop period (week 2). The student is charged the applicable tuition rate for the number of semester hours in which the student is enrolled. Federal and state 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. Stafford student loans and PLUS Loans are scheduled for disbursement on or after the 31st calendar day from the first day of the semester. University merit and need-based grants and scholarships are credited to the student’s account in week 9 of the semester. Advance payment of an estimated credit balance resulting from anticipated institutional financial aid awards is prohibited.

Refund Policy for Traditional Semester Terms

Students who withdraw from Harrisburg 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 students who drop and add an equal number of semester hours within the same semester prior to the end of the Add/Drop period (week 2).

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 drop-add period but remains enrolled in one or more other scheduled courses.

A scholarship payment received from a company or organization is treated as a cash payment by the student. 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 decides to officially withdraw from the University must complete and return a Withdrawal form to the Office of Records and Registration.

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

Students who discontinue attendance in all courses during a semester and who do not officially withdraw from the University are considered unofficial withdrawals. 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, 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].

Because the institutional aid award is not fully earned until week 9 of a semester, although a credit balance may appear on a student's account due to the posting of institutional aid a credit balance refund including those funds will not be paid until week 10 of the term.

Refunds for Non-Standard Terms – Course Charge

Various programs 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, students who withdraw 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, students who withdraw 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 Services

New Student Orientation

Orientation is a one-day program scheduled for the newly-admitted student. This program, held in advance of the fall and spring semesters, familiarizes the student and the student's family with University policies and services. Topics such as financial aid assistance, registration information, library services and student services are presented. The goal of the orientation program is to assist the student with the transition to the college experience.

Housing Partners

Students who desire housing have several attractive options which are located close to the University complex. These are independently owned and operated.

International House - This facility has several rooms, suites, and apartment style housing arrangements for University students which include laundry facilities, kitchen areas, private rooms, and group living spaces. A listing and tours of the rooms are available.

Pennsylvania Place - This apartment complex offers fully furnished units which support two students in a modern, shared-living environment.

Information about the housing partners may be obtained at 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. Students that may need additional assistance in this area should refer to the Student Handbook or contact the Office of Student Services.

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 an accommodation that requires a substantial change in the curriculum or alteration of any essential elements or functions of a program.

University disability support services are aimed at assisting with academic adjustments and accommodations. Services include test proctoring, library research, note-taking, and reader

services. Information on mobility, wheelchair storage, adaptive computing, small equipment loans, specialized scholarships, and career/internship resources will also be available.

To ensure appropriate accommodations, a student needs to provide current documentation of their disability by a licensed professional. Please use the space provided in the Student Health and Immunization Record to notify Harrisburg University of any special needs. Additionally, all requests for accommodations should be made to the Office of the Vice President for Student Services.

Textbook Services

Textbooks are made available for purchase by the student through the services of Validis (formerly The Nebraska Book Company). Three times during the school year, Validis establishes a physical presence on campus to sell textbooks. The bookstore opens for approximately three weeks at a time to facilitate purchases and returns. A student has access to textbook information through Moodle, the web-based student information resource.

University Library

The library supports research and study, enhances classroom teaching, and provides socially and intellectually enriching materials in all relevant formats to the University community. The library web pages offer on- and off-campus access to online catalogs, periodical databases, reference tools, internet search engines, current assignments, tutorials, and electronics reference services.

Academic Advising

Academic advising is an important component of a student's education at the University. A student has a variety of available advising opportunities, which include:

- Faculty Advisors
- One-on-one Tutoring
- Peer Tutoring
- Study Groups
- Smartthinking*[™]

These services are accessed through the Student Success Center and options are individually tailored to meet each student's needs.

Student Success Center

The Student Success Center is committed to provide the student with the resources needed to succeed. The professional staff, along with the faculty and student affairs professionals, can help a student's transition to college life and success from freshmen through senior year.

Internships

A student participates in real world learning through internship work-experience placements. These co-curricular experiences will allow the student to apply classroom learning and to explore possible career paths simultaneously. The ability to build a resume and a potential employment network are a part of this process. A student can access www.HarrisburgU.net to reach the on-line Internship Orientation, Internship Agreement and the Internship Handbook. These documents walk the student through the process of obtaining internships and direct the student to the Office of Student Services for information about placement opportunities in the surrounding community.

Business Mentors Program

The Business Mentor Program is a voluntary program in which a student is be matched with a mentor from the professional community. This program links student learning in the disciplines of science and technology with careers in these fields. The goal is to provide students with additional support from experienced professionals in the science and technology communities.

**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 harassments includes intentional persistent, malicious, lewd or other verbal or physical behavior with sexist or sexual connotations which annoys, bothers, disconcerts 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.

University Responsibilities to Students

In an effort to ensure the most meaningful collegiate experience for its students, Harrisburg University of Science and Technology will adhere to the following guidelines, principles and laws:

A. Drug Free Schools and Campuses Acts

The federal "Drug Free Schools and Campuses Act" requires the University to provide students with information about drug policies, standards of conduct that prohibit illegal drug and alcohol use, a description of applicable legal sanctions, a description of drug or alcohol support services and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. Harrisburg University of Science and Technology adheres to the "Drug Free Schools and Campus Act."

Drug use can directly affect a student's educational goals. Drugs interfere with the learning process by disrupting the brain's ability to take in, sort out and synthesize information. Alcoholism and drug addiction are obvious health risks associated with drugs and alcohol. But students should note some other risks:

- psychological dependency
- mental health problems
- stress
- driving under the influence
- causing physical injury to self and/or someone else because of the impairment
- loss of self-control
- distorted sense of reality
- physical problems (hardening of the arteries, heart palpitations, cirrhosis of the liver, pancreatic cancer, brain disease, lung disease, loss of memory, irritation of the respiratory tract, nausea, dizziness, perception problems).

B. Drugs and Alcohol

The possession, use, or distribution of illicit drugs or alcohol at Harrisburg University of Science and Technology is prohibited. Any violation of this policy can result in the person/persons involved being charged under applicable State and Federal law, as well as being disciplined by the University.

C. Victim's Rights in Sexual Offenses, Rape and Harassment Hearings

The University will make every effort to provide: confidentiality; an environment free of intimidation or harassment by the alleged perpetrator or others; to select a person to accompany them through all university disciplinary processes or in criminal proceedings as allowed by a court; and, to make up any academic work missed.

D. The 1992 Ramstad Amendment

Accordance to the 1992 Ramstad Amendment to the Higher Education Reauthorization Act requires:

1. Campus authorities must treat victims with respect.
2. Campus authorities must make clear to victims their rights and legal options, and fully cooperate with them in exercising those rights.
3. Victims of sexual assault have the right to have sexual assaults investigated by civil and criminal authorities.
4. Victims of sexual assault have a right to be free from pressure to not report these crimes, or to report them as lesser offenses.
5. Victims of sexual assault have a right to the same representation, and ability to have others present in campus proceedings, as campus authorities permit the accused.
6. Victims of sexual assault are entitled to have cooperation in obtaining medical evidence.
7. Victims of sexual assault are entitled to be informed of any federal or state rights to test sexual assault suspects for communicable diseases.
8. Victims of sexual assault have the right to access existing, if any, campus mental health and victim support services.

9. Victims of sexual assault have the right to be provided with housing, if any, that guarantees no unwanted contact with alleged sexual assailants.
10. Victims of sexual assault have the right to live in campus housing, if any, free of sexually intimidating circumstances, with the option to move out of such circumstances.

University Disciplinary System

Authority

The Disciplinary System of the University is vested in the Office of the Provost. This responsibility is delegated to individuals and organizations within the University, under the purview of the Vice President for Student Services, 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 Vice President for Student Services. 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 Vice President for Student Services 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 a direction that the student schedule a preliminary conference with the Vice President for Student Services 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 Vice President for Student Services 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 Vice President for Student Services 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 Student Services 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 Vice President for Student Services 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 Vice President for Student Services 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 Vice President for Student Services 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 Vice President for Student Services. The results of the hearing will be summarized (non-verbatim) in writing.

1. The Vice President for Student Services shall convene the hearing and introduce the parties.
2. The Vice President for Student Services 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 Vice President for Student Services.
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 Vice President for Student Services.

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.

a. 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 Vice President for Student Services. The appeal shall consist of a plain, concise and complete written statement of the grounds for the appeal.

B. The Vice President for Student Services 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 Vice President for Student Services. 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.

Student Incidents of Misconduct

Policy

This policy describes student incidents of misconduct where discipline may be administered 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, not necessarily limited to, 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 or designee, the Vice President of Student Services, 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 University official's determination is deemed final and the incident, alleged facts learned of the matter, and the disciplinary action determined shall be subsequently documented in the student's file.

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.

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 Harrisburg University, 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.

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

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.
- 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.

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.

Compliance

G. Harrisburg University reserves the right to capture, preserve, and/or inspect any information transmitted through, stored in its computers, 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 Harrisburg University's IT resources.
- iv.** It is necessary to protect the Harrisburg 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.

Inclement Weather and School Closing Policy

The University will make every attempt to provide advanced notice for all school closings in a timely manner. We will post all closings 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 a high volume it may be difficult to get to the message. In the case that classes are cancelled due to weather, it will be up to your individual faculty member whether to make up the date or try to integrate the work into the course in another way. If we lose several days, the University reserves the right to add days to the course schedule.

E-Campus Emergency Notification System

The University is implementing a text messaging emergency notification system during the 2008-2009 academic year. Updated information and incident notification procedures will be distributed to all students via email and available on Moodle.

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).

Family Educational Rights Privacy Act (FERPA) Policy

Harrisburg University will collect a considerable amount of information about our students over the time a student is in attendance. Almost all of this information will be contained in records protected by the Family Educational Rights Privacy Act (FERPA), a federal statute signed into law in 1974. Under the law, students have the right to review their 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 your records to anyone without the student's written consent, except to the extent that the FERPA policy authorizes disclosure without consent. Students should also be aware of the following:

Directory Information

The University can disclose directory information about its students unless a student specifically informs the institution in writing that this type of information should not be released.

Directory information includes:

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

Information for the Media

The University takes great pride in recognizing the good work of its students. If you are interested in having your accomplishments at Harrisburg University publicized, please provide the name of your local newspaper. You should also indicate whether or not the University may release your photograph to the public. Anything more than the directory information described above will not be released without seeking your written permission.

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

Campus Crime & Security Report

Harrisburg University of Science & Technology strives to offer a safe and secure campus. The Vice President of Student Services 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 in following all security policies and by 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 University employee on (717) 901-5160 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 in an arranged non-campus residence. 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 an arranged non-campus residence 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

Harrisburg University students have access to the University building only during regular operational hours.

Campus Maintenance

Harrisburg University maintains exterior lighting to keep the campus well lit. Maintenance personnel inspect the entire campus and building 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”:

	2005	2006	2007
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 Affairs Office. Important immediate actions should include preserving any evidence as proof of a criminal offense and obtaining a description of the alleged offender.

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 the VP for Student Services. Both parties may request other persons to be present during the disciplinary hearing. The VP for 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>.

September 28, 2007

