Student Handbook
2012-2013

Harrisburg University of Science & Technology
University Contact Information

Harrisburg University of Science & Technology
326 Market Street
Harrisburg, PA 17101
www.HarrisburgU.edu
717.901.5100
717.901.5150 (fax)

Admissions
717.901.5101
Admissions@HarrisburgU.edu

Advancement Office
717.901.5103
Connect@HarrisburgU.edu

Finance & Administration
717.901.5105
BusinessOffice@HarrisburgU.edu

Financial Aid
717.901.5115
FinancialAid@HarrisburgU.edu

Information Technology
717.901.5106
OIS@HarrisburgU.edu

Library
717.901.5188
Library@HarrisburgU.edu

Office of the President
717.901.5104
President@HarrisburgU.edu

Professional Development
717.901.5190
ProfessionalEd@HarrisburgU.edu

Records and Registration
717.901.5117
Registrar@HarrisburgU.edu

SENCER
717.901.5107
SENCER@HarrisburgU.edu

Student Services
717.901.5129
StudentServices@HarrisburgU.edu
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Note: This Student Handbook is an official publication and consists of three parts: general information, student information, and select University policies and procedures. The University reserves the right to modify the requirements for admission and graduation, to amend any policy or procedure affecting the student body, and to dismiss from the University any student if deemed to be in the best interest or safety of the University community.
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 serves as a quick guide and resource to information, policies 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 description of student information and services; and, Part 3 lists policies and procedures you need to be familiar with.

If after reading through this handbook you are still unclear about any policy, please ask any student services professional for guidance.

Cordially,

Eric D. Darr, Ph.D.
Interim President
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General University Information
Part 1
Student Responsibility Statement

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

Statement of Community Values

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

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

Mission Statement

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

Approved by the Board of Trustees on November 12, 2002.
Re-affirmed by the Board of Trustees on March 6, 2006.
Accreditation and Approvals

Harrisburg University of Science and Technology is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Program offerings are authorized by the Pennsylvania Department of Education.

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

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

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

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

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

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

Harrisburg Area Community College
Community College of Baltimore County
Lehigh Carbon Community College

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

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

The Pennsylvania State University – University Park Campus

and, the university has a consortium agreement for certain computer science courses with the following institution:

Saint Francis University
### SEMESTER I (Fall), 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>New Student Move In Day</td>
<td>Thursday, August 23, 2012</td>
</tr>
<tr>
<td>New Graduate Student Orientation</td>
<td>Thursday, August 23, 2012</td>
</tr>
<tr>
<td>Welcome Weekend for New Students Begins</td>
<td>Friday, August 24, 2012</td>
</tr>
<tr>
<td>Welcome Weekend Ends</td>
<td>Sunday, August 26, 2012</td>
</tr>
<tr>
<td>First Day of Classes – Add/Drop Period Begins</td>
<td>Monday, August 27, 2012</td>
</tr>
<tr>
<td>Learning Contract Submission Deadline for Internship, Project I,</td>
<td></td>
</tr>
<tr>
<td>and Project II</td>
<td></td>
</tr>
<tr>
<td>Add/Drop Period Ends</td>
<td>Saturday, September 1, 2012</td>
</tr>
<tr>
<td>Last Day to Withdraw with 75% Tuition Refund</td>
<td>Saturday, September 1, 2012</td>
</tr>
<tr>
<td>Labor Day Holiday (No classes; University Closed)</td>
<td>Monday, September 3, 2012</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Tuesday, September 4, 2012</td>
</tr>
<tr>
<td>Census Date</td>
<td>Wednesday, September 5, 2012</td>
</tr>
<tr>
<td>Last Day to Withdraw with 50% Tuition Refund</td>
<td>Saturday, September 8, 2012</td>
</tr>
<tr>
<td>Last Day to Withdraw with 25% Tuition Refund</td>
<td>Saturday, September 15, 2012</td>
</tr>
<tr>
<td>Mid-Semester Deficiencies Due to Office of Records &amp; Registration</td>
<td>Monday, October 22, 2012</td>
</tr>
<tr>
<td>Mid-Semester Warning Letters Mailed</td>
<td>Tuesday, October 23, 2012</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
<td>Saturday, November 3, 2012</td>
</tr>
<tr>
<td>Academic Advising Period Begins</td>
<td>Monday, November 5, 2012</td>
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<tr>
<td>Preregistration Begins for Semester II, 2012-2013</td>
<td>Monday, November 5, 2012</td>
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<tr>
<td>Preregistration Ends for Semester II, 2012-2013</td>
<td>Tuesday, November 20, 2012</td>
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<tr>
<td>Classes Resume</td>
<td>Monday, November 26, 2012</td>
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<tr>
<td>Classes End - Semester Ends</td>
<td>Saturday, December 15, 2012</td>
</tr>
<tr>
<td>Final Grades Due to Office of Records &amp; Registration</td>
<td>Tuesday, December 18, 2012</td>
</tr>
</tbody>
</table>

### SUBTERM A

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Graduate Student Orientation</td>
<td>Thursday, August 23, 2012</td>
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<tr>
<td>First Day of Classes – Add/Drop Period Begins</td>
<td>Monday, August 27, 2012</td>
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<tr>
<td>Learning Contract Submission Deadline for Internship, Project I,</td>
<td>Monday, August 27, 2012</td>
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<td>and Project II</td>
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<tr>
<td>Add/Drop Period Ends</td>
<td>Saturday, September 1, 2012</td>
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<tr>
<td>Census Date</td>
<td>Wednesday, September 5, 2012</td>
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<tr>
<td>Mid-term Deficiencies Due to Office of Records &amp; Registration</td>
<td>Thursday, September 20, 2012</td>
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<tr>
<td>Mid-term Warning Letters Mailed</td>
<td>Friday, September 21, 2012</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
<td>Saturday, September 29, 2012</td>
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<tr>
<td>Subterm A Ends</td>
<td>Wednesday, October 17, 2012</td>
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<tr>
<td>Final Grades Due to Office of Records &amp; Registration</td>
<td>Friday, October 19, 2012</td>
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SEMESTER I (Fall), 2012

SUBTERM B

New Student Orientation
First Day of Classes – Add/Drop Period Begins
Learning Contract Submission Deadline for Internship, Project I, and Project II.
Add/Drop Period Ends
Census Date
Mid-term Deficiencies Due to Office of Records & Registration
Mid-term Warning Letters Mailed
Last Day to Withdraw from a Course with a Grade of “W”
Subterm B Ends
Final Grades Due to Office of Records & Registration

Wednesday, October 17, 2012
Thursday, October 18, 2012
Thursday, October 18, 2012
Wednesday, October 24, 2012
Friday, October 26, 2012
Tuesday, November 13, 2012
Wednesday, November 14, 2012
Tuesday, November 20, 2012
Saturday, December 15, 2012
Tuesday, December 18, 2012

SEMESTER II (Spring), 2013

New Student Orientation
First Day of Classes – Add/Drop Period Begins
Learning Contract Submission Deadline for Internship, Project I, and Project II
Add/Drop Period Ends
Last Day to Withdraw with 75% Tuition Refund
Census Date
Last Day to Withdraw with 50% Refund
Martin Luther King, Jr. Birthday (No Classes; University Closed)
Last Day to Withdraw with 25% Tuition Refund
Mid-Semester Deficiencies Due to Office of Records & Registration
Mid-Semester Warning Letters Mailed
Spring Recess
Classes Resume
Last Day to Withdraw from a Course with a Grade of “W”
Academic Advising Period Begins
Advising and Preregistration Periods Ends
Classes End - Semester Ends
Final Grades Due to Office of Records & Registration
Commencement

Thursday, January 3, 2013
Monday, January 7, 2013
Monday, January 7, 2013
Saturday, January 12, 2013
Saturday, January 12, 2013
Tuesday, January 15, 2013
Saturday, January 19, 2013
Monday, January 21, 2013
Saturday, January 26, 2013
Monday, March 4, 2013
Tuesday, March 5, 2013
Monday-Saturday, March 11-16, 2013
Monday, March 18, 2013
Saturday, March 23, 2013
Monday, April 1, 2013
Monday, April 1, 2013
Sunday, April 14, 2013
Saturday, April 27, 2013
Tuesday, April 30, 2013
Thursday, May 9, 2013

SUBTERM A

New Student Orientation
First Day of Classes – Add/Drop Period Begins
Learning Contract Submission Deadline for Internship, Project I, and Project II
Add/Drop Period Ends
Census Date
Mid-term Deficiencies Due to Office of Records & Registration
Mid-term Warning Letters Mailed
Last Day to Withdraw from a Course with a Grade of “W”
Subterm A Ends
Final Grades Due to Office of Records & Registration

Thursday, January 3, 2013
Monday, January 7, 2013
Monday, January 7, 2013
Saturday, January 12, 2013
Tuesday, January 15, 2013
Friday, February 1, 2013
Monday, February 4, 2013
Saturday, February 9, 2013
Wednesday, February 27, 2013
Friday, March 1, 2013

Continued on next page
SEMESTER II (Spring), 2013 (continued)

**SUBTERM B**

New Student Orientation: Wednesday, February 27, 2013
First Day of Classes – Add/Drop Period Begins: Thursday, February 28, 2013
Add/Drop Period Ends: Wednesday, March 6, 2013
Census Date: Friday, March 8, 2013
Mid-term Deficiencies Due to Office of Records & Registration: Monday, April 1, 2013
Mid-term Warning Letters Mailed: Tuesday, April 2, 2013
Last Day to Withdraw from a Course with a Grade of “W” Subterm B Ends: Wednesday, April 10, 2013
Final Grades Due to Office of Records & Registration: Saturday, April 27, 2013

**SEMINER III (Summer), 2013**

New Student Orientation: Thursday, May 2, 2013
First Day of Classes – Add/Drop Period Begins: Monday, May 6, 2013
Learning Contract Submission Deadline for Internship, Project I, and Project II: Monday, May 6, 2013
Last Day to Withdraw with 75% Tuition Refund: Saturday, May 11, 2013
Add/Drop Period Ends: Saturday, May 11, 2013
Census Date: Tuesday, May 14, 2013
Mid-term Deficiencies Due to Office of Records & Registration: Monday, May 27, 2013
Mid-term Warning Letters Mailed: Monday, June 3, 2013
Independence Day Holiday (University Closed): Monday, May 27, 2013
Classes Resume: Tuesday, May 28, 2013
Last Day to Withdraw from a Course with a Grade of “W” Academic Advising Period Reopens for Continuing Students: Monday, June 3, 2013
Advising and Preregistration Period Ends: Tuesday, June 11, 2013
Semester Ends: Wednesday, June 26, 2013
Final Grades Due to Office of Records & Registration: Friday, June 28, 2013

**SUBTERM A**

New Student Orientation: Thursday, May 2, 2013
First Day of Classes – Add/Drop Period Begins: Monday, May 6, 2013
Learning Contract Submission Deadline for Internship, Project I, and Project II: Monday, May 6, 2013
Add/Drop Period Ends: Saturday, May 11, 2013
Census Date: Tuesday, May 14, 2013
Mid-term Deficiencies Due to Office of Records & Registration: Friday, May 31, 2013
Mid-term Warning Letters Mailed: Monday, June 3, 2013
Last Day to Withdraw from a Course with a Grade of “W” Subterm A Ends: Tuesday, June 11, 2013
Final Grades Due to Office of Records & Registration: Wednesday, June 26, 2013
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<td>Census Date</td>
<td>Monday, July 8, 2013</td>
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<tr>
<td>Mid-Term Deficiencies Due to Office of Records and Registration</td>
<td>Monday, July 22, 2013</td>
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<tr>
<td>Mid-term Warning Letters Mailed</td>
<td>Wednesday, July 24, 2013</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course with a Grade of “W”</td>
<td>Tuesday, July 30, 2013</td>
</tr>
<tr>
<td>Subterm B Ends</td>
<td>Saturday, August 17, 2013</td>
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<td>Final Grades Due to Office of Records &amp; Registration</td>
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# Harrisburg University - Student Resource List

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

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<th>Contact</th>
<th>Phone #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Mentors</td>
<td>Director of Experiential Programs &lt;br&gt;<a href="mailto:CareerServices@HarrisburgU.edu">CareerServices@HarrisburgU.edu</a></td>
<td>717.901.5157</td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>Campus Jobs</td>
<td>Director of Human Resources and Administration</td>
<td>717.901.5112</td>
<td>14th Floor (1425)</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>Director of Experiential Programs &lt;br&gt;<a href="mailto:CareerServices@HarrisburgU.edu">CareerServices@HarrisburgU.edu</a></td>
<td>717.901.5157</td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>Emergency</td>
<td>911 (if life-threatening) &lt;br&gt;Harrisburg U Security</td>
<td>911</td>
<td>1st Floor (121i)</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Director of Financial Aid &lt;br&gt;<a href="mailto:FinancialAid@HarrisburgU.edu">FinancialAid@HarrisburgU.edu</a></td>
<td>717.901.5115</td>
<td>1st Floor (121i)</td>
</tr>
<tr>
<td>Health Services</td>
<td>Nightingale Nurses/Lorraine Bock &lt;br&gt;717.920.9579 &lt;br&gt;2801 N. Front St. Harrisburg, PA 17110</td>
<td>1st Floor (121i)</td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>HU Apparel/Gift Items</td>
<td>MBS Direct &lt;br&gt;www.MBSDirect.com</td>
<td></td>
<td>1st Floor (121e)</td>
</tr>
<tr>
<td>HU IDs</td>
<td><a href="mailto:CampusCard@HarrisburgU.edu">CampusCard@HarrisburgU.edu</a></td>
<td></td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>Information Technology</td>
<td><a href="mailto:HelpDesk@HarrisburgU.edu">HelpDesk@HarrisburgU.edu</a></td>
<td>717.901.5177</td>
<td>1st Floor (121e)</td>
</tr>
<tr>
<td>Internships</td>
<td>Manager of Experiential Programs &lt;br&gt;717.901.5157 &lt;br&gt;13th Floor (1325)</td>
<td>717.901.5157</td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>Library</td>
<td>University Librarian &lt;br&gt;<a href="mailto:Library@HarrisburgU.edu">Library@HarrisburgU.edu</a></td>
<td>717.901.5188</td>
<td><a href="http://library.harrisburgu.edu">http://library.harrisburgu.edu</a></td>
</tr>
<tr>
<td>Off-Campus Jobs</td>
<td>Director of Experiential Programs &lt;br&gt;<a href="mailto:CareerServices@HarrisburgU.edu">CareerServices@HarrisburgU.edu</a></td>
<td>717.901.5157</td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>Parking</td>
<td>Harrisburg U Security Desk</td>
<td>717.901.5180</td>
<td>1st Floor Desk</td>
</tr>
<tr>
<td>Scheduling/Registration/Transcripts</td>
<td>Director of Records and Registration &lt;br&gt;<a href="mailto:Registrar@HarrisburgU.edu">Registrar@HarrisburgU.edu</a> &lt;br&gt;For academic calendar and registration forms: Moodle &lt;br&gt;<a href="https://moodle.HarrisburgU.edu">https://moodle.HarrisburgU.edu</a> &lt;br&gt;myHU &lt;br&gt;<a href="https://myHU.HarrisburgU.edu">https://myHU.HarrisburgU.edu</a></td>
<td>717.901.5117</td>
<td>1st Floor (121e)</td>
</tr>
<tr>
<td>and Enrollment Verifications</td>
<td></td>
<td></td>
<td>14th Floor (1441)</td>
</tr>
<tr>
<td>Student Accounts (Billing)</td>
<td>Financial Accounts Manager &lt;br&gt;<a href="mailto:BusinessOffice@HarrisburgU.edu">BusinessOffice@HarrisburgU.edu</a></td>
<td>717.901.5135</td>
<td>14th Floor (1441)</td>
</tr>
<tr>
<td>Student Issues (including adjustment</td>
<td>Director of Student Services &lt;br&gt;<a href="mailto:Counseling@HarrisburgU.edu">Counseling@HarrisburgU.edu</a></td>
<td>717.901.5139</td>
<td>13th Floor (1328)</td>
</tr>
<tr>
<td>and psychosocial needs)</td>
<td></td>
<td></td>
<td>13th Floor (1328)</td>
</tr>
<tr>
<td>Student Advising</td>
<td><a href="mailto:Advising@HarrisburgU.edu">Advising@HarrisburgU.edu</a></td>
<td>717.901.5139</td>
<td>13th Floor (1328)</td>
</tr>
<tr>
<td>Student Services</td>
<td><a href="mailto:StudentServices@HarrisburgU.edu">StudentServices@HarrisburgU.edu</a></td>
<td>717.901.5157</td>
<td>13th Floor (1328)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13th Floor (1325)</td>
</tr>
<tr>
<td>Tutoring</td>
<td><a href="mailto:Tutoring@HarrisburgU.edu">Tutoring@HarrisburgU.edu</a></td>
<td>717.901.5157</td>
<td>13th Floor (1328)</td>
</tr>
<tr>
<td>Veteran Services</td>
<td>Director of Records &amp; Registration &lt;br&gt;<a href="mailto:Registrar@HarrisburgU.edu">Registrar@HarrisburgU.edu</a></td>
<td>717.901.5117</td>
<td>1st Floor (121e)</td>
</tr>
</tbody>
</table>
QUICK REFERENCE TELEPHONE NUMBERS
Harrisburg, PA

Emergency: 911 or 9-9-1-1 from HU
Ambulance – Fire – Police

Non-Emergency: 717-558-6900
Ambulance – Fire – Police

National Poison Control 1-800-222-1222
National Suicide Crisis Hotline 1-800-784-2433
Mental Health Hotline 1-800-789-2647
Pennsylvania State Police 717-671-7500
Pinnacle Health Services
Emergency 717-782-5256
General Information 717-782-3131
Hamilton Health Center 717-232-9971
Taxi Service 717-234-4400 or 717-238-7252 or 717-232-5555 or 717-239-5000
Harrisburg Transportation Center (Train and Bus) 717-255-6970
CAT (Bus) Station 717-238-8326
Student Information
Part 2
Student Records and Registration Information

Calendar, Credit System and Final Examinations
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).
Semesters I and II consist of fifteen scheduled weeks of classes. Semester III consists of 14 scheduled
weeks of classes. Within each semester there are two subterms, as listed on the Academic Calendar.

Catalog in Effect
A new student entering during the 2012-2013 academic year is subject to the academic program
requirements contained in this Catalog edition unless the student elects to complete a revised set of
program requirements published in a future edition of the Catalog.

A student who elects to complete a revised set of program requirements must notify the Office of
Records and Registration of this intent by completing a Declaration of Program/Catalog Option Form.

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

Enrollment Status
Student enrollment status is defined as either full-time or part-time. The minimum full-time
undergraduate student enrollment is 12 semester hours in a semester. Part-time status is any number of
credits fewer than 12 semester hours. The full-time course load is 12 through 17 semester hours. A
course load average of 15 earned semester hours is needed to complete the program within 4 years. A
course load greater than 17 semester hours requires approval.

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Credits Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-quarter time</td>
<td>fewer than 12 semester hours but greater than or equal to 9 semester hours</td>
</tr>
<tr>
<td>Half-time</td>
<td>fewer than 9 semester hours but greater than or equal to 6 semester hours</td>
</tr>
</tbody>
</table>

Registration Process
Course registration is completed for first-time and transfer students by the Office of Records and
Registration. If a student considers a course registration change or increase or reduction in semester hour
load, the student should meet with the academic advisor and complete the Add/Drop procedure.

For subsequent semesters, the student registers on-line at MyHU/Academics to indicate course selections.
The selections are then reviewed by the student’s academic advisor and finalized when the student and the
advisor agree to the selections. The student is encouraged to complete this process during the
preregistration period. The start and end dates appear on the Academic Calendar and Registration
Instructions which are posted on MyHU/Academics, Moodle, and www.HarrisburgU.edu.

A student who intends to enroll in an experiential project or internship is required to submit a learning
contract to the Office of Experiential Programs in addition to completing the described preregistration
process. The deadlines for doing so appear on the Academic Calendar.
**Add/Drop Period**
The Add/Drop Period begins on the first day of the semester or subterm and ends after 6 days of classes have occurred (this includes Saturday). A student may make schedule adjustments using an Add/Drop Form available on MyHU, Moodle, or in the Office of Records and Registration to indicate which course is being added and which course is being dropped. The academic advisor’s signature is required for all course changes but is not required for section changes of the same course. No course may be added after the end of this period. If a student withdraws from any course after the conclusion of this period a final grade of “W” will appear on the permanent record. The withdrawal deadlines appear on the Academic Calendar for both semesters and subterms.

**Audit Policy**
The student may choose to participate in a course on an audit basis. The student who elects this option is expected to attend and participate in class regularly and complete all course requirements. The course that is being audited carries no academic credit but is recorded on the student’s academic record. The student who wants to audit a course must notify the Office of Records and Registration in writing no later than the end of the Add/Drop Period. The per semester hour tuition rate applies to audited courses.

**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 each course. The instructor is responsible to set forth the attendance requirements in the syllabus.

Attendance will be taken by instructors during the first two weeks of the semester to determine if the student attended at least one class meeting for federal student aid program purposes. Following that period, instructors may or may not regularly take attendance but instructors are encouraged to engage the student with class participation assignments.

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

1. the instructor will notify the student of this determination;
2. the student will have one week to meet with the instructor to address the situation;
3. if the student fails to do so, the instructor will notify the Office of Records and Registration to recommend withdrawal of the student from the course; and
4. if after persistent non-attendance or non-response to attempted contacts by the instructor, the Office of Records and Registration will notify the student of this action and may record a grade of “W.”

**Dual Programs**
A student may elect to complete a second program while earning the Bachelor of Science degree. The student must satisfy all of the requirements of both programs. One or more courses may simultaneously satisfy requirements of both programs, but the student must complete one additional experiential course, either an Internship or a Project II, in the second program of study. The student is required to notify the Office of Records and Registration in writing of the intention to complete two programs. Dual programs cannot be completed within the minimum 120 semester hours required for a Bachelor of Science degree.

**Dual Concentrations**
A student may elect to complete a second concentration within the program of study. The student must complete both the primary and secondary concentration requirements. The student may simultaneously use one or more courses to satisfy requirements of both concentrations, but at least four unique courses
must be completed toward the second concentration. The student is required to notify the Office of Records and Registration in writing of the intention to complete two concentrations.

**Graduation Requirements**
To receive a Bachelor of Science degree, a student must satisfy all of the following requirements:

1. At least 120 semester hours must be successfully completed.

2. A student must successfully complete all of the requirements of the declared program of study for which the degree is to be awarded.

3. A cumulative grade point average of at least 2.00 in all course work completed at the University is required for graduation from an undergraduate certificate program or a baccalaureate degree program.

4. The program required course must be completed with a minimum grade point average of 2.00.

5. A student must earn a minimum of 33 semester hours in residence toward a baccalaureate degree from Harrisburg University of Science and Technology: 9 semester hours must be completed in experiential courses, 18 semester hours must be completed in required program courses, and 6 other semester hours. The maximum number of semester hours that may be transferred to Harrisburg University is 87; no more than 70 may have been earned at a two-year institution.

Verification that the student has met these requirements is made by the Office of Records and Registration.

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

A candidate that is within one semester of completion of all graduation requirements may participate in Commencement if the student has a reasonable and executable plan to complete all unsatisfied requirements by the conclusion of the subsequent semester. Beginning in academic year 2013-2014, a candidate for graduation must complete all requirements for the degree to be eligible to participate in Commencement.

**Grades and Grading**
Grades are awarded to each student for academic credit completed. 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior achievement</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Above average achievement</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Minimum achievement</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Grades of “AU”, “I”, “IP”, “NR”, “P”, “PLA”, “TR”, “TA”, “TA-”, “TB+”, “TB”, “TB-”, “TC+”, “TC”, “W”, “WA” or “WM” are not included in the calculation of a student’s grade point average (GPA). They are used by the University in circumstances when grades of “A” through “F” are not appropriate.

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

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

Incomplete (I) – Inability to complete coursework due to documented circumstances beyond the student’s control (such as severe illness) may, at the discretion of the instructor, result in a grade of incomplete (I). However, all work must be completed by the end of the Add/Drop Period of the subsequent semester. If all work is not completed by that time, the “I” grade will convert automatically to a grade of “F.” It is the responsibility of the student to contact the instructor to make the necessary arrangements for makeup work. A student with 6 semester hours or more of incomplete work will not be permitted to register for a subsequent semester.
In Progress (IP) – This is a deferred grade assigned by the instructor to be used for research projects, internships, directed study, etc., when it is understood that the course will extend over more than one semester. An “IP” grade should be accompanied by a written plan and a schedule for completing the course within a specified time period to be no longer than 12 months.

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

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

Administrative Withdrawal (WA) – The “WA” grade can be assigned only by the Provost or other designated official. It is used when it is necessary for a student to leave the University under extenuating circumstances and when the normal withdrawal process is not available to the student. A request for administrative withdrawal with accompanying documentation will be submitted to the Office 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 Office 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 a block of credit that has been earned at another institution and that will count toward the degree at Harrisburg University.

Transfer with Grade Notation (Txx) – A grade of “Txx” is used to indicate on the student’s transcript each course that has been successfully completed at another institution and that has been accepted toward the degree at Harrisburg University.

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

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

Prior Learning Assessment (PLA) – The “PLA” grade is used to indicate credit that has been awarded by the University for prior learning. Although a course completed with a “PLA” grade is applied toward the student’s degree requirements, no quality points are associated with this grade so there is no impact upon the calculation of the student’s grade point average.
Grade Point Averages
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 (CGPA) summarizes the student’s performance during all semesters completed at the University.

Calculation of the Semester Grade Point Average

1. Compute the quality points earned for each course by multiplying the semester hours attempted for the course by the numerical value of the grade earned in the course.
   Example: A student registered for a course worth 6 semester hours who earns a final grade of “C” in that course will earn 12 quality points for that course (6 semester hours x 2.00).
2. Add the quality points earned for each course in which the student is registered in the semester.
3. Add the number of semester hours attempted for all courses in which a grade of “A” through “F” was earned.
4. Divide the total number of quality points earned by the total number of semester hours attempted. The result is the grade point average for the semester.

The cumulative grade point average (CGPA) is determined in a similar way using the cumulative attempted semester hours and cumulative quality points earned.

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

Final Grading Process
After the conclusion of a semester, each instructor notifies the Office of Records and Registration of a student’s academic performance in a course by submitting grades. This office posts the grades to the student’s permanent record and releases a grade report to the student.

Final Grade Appeal
A final grade is assigned by the instructor upon completion of coursework to earn credit during a semester or other term. A student who disagrees with the final grade assigned by the instructor may seek remedy using an evidence-based argument on one of the following grounds:
1. **Discrimination:** defined as unfair treatment or assignment of grade on the basis of race, religion, national origin, sex, age, ancestry, handicapped status, gender identity, sexual orientation, or political affiliation.

2. **Capricious evaluation:** defined as significant or unjustified departure from grading procedures outlined in the course syllabus or by the university or arbitrary assignment of grades. Capricious evaluation cannot be claimed if a student merely disagrees with the subjective evaluation of the instructor.

3. **Errors:** including clerical errors or errors in grade calculations that can be demonstrated in an objective manner.

A student who chooses to appeal a grade must obtain a Final Grade Appeal Form from the Office of Records and Registration. The form must be completed with an explanation forming the basis of the appeal. The student's academic record will be placed in a “hold” status during the grade appeal process. A final grade appeal must be initiated on or before the tenth (10th) business day following the end of a semester or other term as specified in the Academic Calendar.

The student is then asked to meet with the course instructor to discuss the appeal request and present an evidence-based argument supporting the request. The instructor must sign the form to either change the final grade or reaffirm the original grade assigned.

- If the original final grade is improved and satisfies the student’s appeal, the instructor shall submit a Grade Change Form to the Office of Records and Registration, the grade will be posted, and the academic record hold status will be released.
- If the original final grade is reaffirmed and both the instructor and student agree with the grade determination, the instructor shall submit a Grade Affirmation Form signed by the student and instructor confirming the original grade to the Office of Records and Registration, the grade will be posted, and the academic record hold status will be released.

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

**Release of Grades**

In accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), reports of the student’s grades are not routinely sent to the student’s parents or guardians. The parent or guardian of a student under 18 years of age may obtain grades by writing to the Office of the Records and Registration requesting a FERPA Release Form for the student to complete, sign, and submit. The grades of a student over 18 years of age will be sent to the parents only with the written consent of the student.
Repeated Courses
A student may repeat a course in which a final grade of C- or below has been received. The original grade will remain on the student’s academic record. After a course has been repeated, the most recent grade will be used in the calculation of the student’s cumulative grade point average. A course may only be repeated once.

Academic Honors
Honors List A student is eligible for the Honors List at the conclusion of a semester when:
1. the semester grade point average is 3.50 or higher; and,
2. a minimum of 9 semester hours of course work was completed, excluding those courses in which final grades were earned that are not included in the calculation of the grade point average.

Graduation Honors A student who has earned consistently superior grades will be recognized for this achievement at graduation with the designation listed below representing the student’s level of achievement. Both the student’s diploma and university record will carry the appropriate honors designation as follows:

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

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

**First Occurrence - Warning**
If a student has a cumulative grade point average below 2.00 at the end of the semester, a letter will be issued placing the student on warning for the subsequent semester. No appeal is needed, but an academic plan may be required. Additional academic requirements and conditions may be imposed at this time.

**Second Consecutive Occurrence - Probation**
If a student has a cumulative grade point average that remains below 2.00 at the end of the warning period, a letter will be issued placing the student on probation for the subsequent semester. An academic plan is required during the probationary period. The student remains eligible for financial aid during the probation semester.

**Third Consecutive Occurrence - Dismissal**
If a student after three consecutive semesters has a cumulative grade point average that remains below 2.00, a letter of dismissal will be issued.

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

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

**Appeals** – A student who fails to meet satisfactory academic progress after the Probation period, as defined above, may file an appeal by submitting a letter outlining the nature of the appeal to the Office of
Records and Registration. An appeal will be considered only if the student’s failure to meet the standards of academic progress is determined to be due to events beyond the student’s control. Examples of circumstances for which an appeal may be considered include: military obligation; death of a relative; injury or illness of the student; unusual personal hardship or other extenuating circumstance. Written documentation of the circumstances of why the student failed to make satisfactory progress and what has changed that will allow the student to make satisfactory progress by the next evaluation must be submitted with the appeal and should reference the student’s name and student ID number. In addition, evidence must be received documenting that the required academic plan was completed, the cumulative grade point average has improved, and the required satisfactory progress grade point average can potentially be achieved to complete a program of study within the maximum timeframe limitation. Appeals submitted without documentation will not be considered. A timely determination will then be made and documented in the student’s file.

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

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

Policy on Deferral of Examinations
Examinations will be deferred only for “good cause.” “Good cause” will be determined by the Office of Student Services in conjunction with the instructor of that course. The decision by the Office of Student Services is final. In the event of a lack of consensus between the Office and instructor, a determination will be made by the Provost. Examples of “good cause” include:

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

Procedure for Requesting Deferred Examination
If a student desires to request deferral of an examination, the student shall file a timely request with the Office of Student Services and the instructor requesting deferral of the examination. Each student requesting deferral of an examination must provide evidence of the event or situation which the student believes is justification for the deferral request.

Emergency Deferral of Examination
If a student is unable to take an examination for good cause (as defined previously) that arises within 24 hours immediately prior to the exam time, the student may appear in person or telephone the Office of Student Services to obtain permission to defer an examination. The student must make the request in person (room 1328) or by telephone (901-5139).

If a student cannot appear in person or by telephone, the student may miss the examination and apply for a deferral after the examination date. Such application for deferral must be made within 24 hours of the administration of the exam for which the student seeks the deferral, and in no event later than the last day of the exam period for that semester.
Timing of Make-up Examination
The deferred examination will be taken at a time determined by the instructor, in conjunction with the Office of Student Services. The make-up examination must be completed no more than five (5) business days after the original test date.

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

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

A student who intends to officially withdraw is encouraged to contact the Office of Records and Registration by telephone (717.901.5163), e-mail (Registrar@HarrisburgU.edu), or in person. It is recommended that a Withdrawal Form be completed or one will be completed for you.

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

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

Academic Dishonesty
The University expects each student, individually and collectively, to exhibit the highest standards of honesty and integrity. Cheating, plagiarism, stealing, or lying in matters related to any form of academic work is unacceptable. The student is prohibited from giving assistance to or receiving assistance from another person during examinations without instructor authorization. The student shall not give or receive unpermitted aid in classwork or in the preparation of reports or any other work to be graded by an instructor.

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

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

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

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

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

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

Satisfactory Academic Progress for Financial Aid Recipients

Satisfactory academic progress (SAP) for federal Title IV, Higher Education Act (HEA) student financial aid program assistance is defined as the minimum progress required toward the completion of a degree, and must be maintained in order to receive federal and institutional financial aid. The Pennsylvania State Grant Program, administered through PHEAA, has different criteria to determine academic progress.

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

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

Satisfactory academic progress is evaluated at the end of each semester. Financial aid recipients must maintain the standards in both areas, regardless of whether aid was received in the past. A student who does not meet one or both of the standards is not making satisfactory progress until the standards are met.

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

Academic Standing and Financial Aid Eligibility (qualitative) - A student with a cumulative grade point average of 2.00 or higher is in satisfactory academic standing. If a student has a cumulative grade point average below 2.00 at the end of a semester, the student has failed to meet the minimum satisfactory academic progress standard and is subject to the warning, probation or dismissal sanction, as applicable, as stated below.
If at any time the cumulative grade point average falls below 1.00, the University reserves the right to dismiss the student.

**Program Pursuit - Maximum Timeframe for Completing the Program of Study (quantitative)** - A full-time student must successfully complete a program of study within one- and one-half times the normal time frame in semester hours attempted to continue to receive Title IV, HEA student financial aid program assistance. More simply stated, program pursuit requirements for a normal 4-year, 8 semester program consisting of 120 semester hours must be completed successfully within 6 years (i.e., 12 semesters, 150 semester hours) to maintain eligibility for federal financial aid program assistance throughout the program of study.

A student who is enrolled less than full-time will have the policy applied on a pro-rata basis in accordance with enrollment status.

The quantitative measure of satisfactory academic progress is measured using the following calculation:

\[
\frac{\text{Total Earned Semester Hours}}{\text{Total Attempted Semester Hours}} = \text{a percentage (%)}
\]

The calculated percentage each semester is compared to the following chart to determine if the student has achieved satisfactory academic standing:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Minimum Percentage of Earned Credit Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>40%</td>
</tr>
<tr>
<td>4</td>
<td>50%</td>
</tr>
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<td>50%</td>
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<td>60%</td>
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</tr>
<tr>
<td>8</td>
<td>75%</td>
</tr>
<tr>
<td>9</td>
<td>75%</td>
</tr>
<tr>
<td>10</td>
<td>85%</td>
</tr>
<tr>
<td>11</td>
<td>85%</td>
</tr>
<tr>
<td>12</td>
<td>100%</td>
</tr>
</tbody>
</table>

This chart shows the need to complete an average of semester hours each semester to complete a full-time 120 semester hour degree program of study within one- and one-half times the normal time frame:

<table>
<thead>
<tr>
<th>Normal Time Frame</th>
<th>Number of Semesters</th>
<th>Avg. # of Sem. Hrs. Per Semester</th>
<th>Maximum Attempted Sem. Hrs.</th>
<th>Maximum Number of Semesters</th>
<th>Avg. # of Sem. Hrs. Must Be Completed Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Programs: 120 semester hours</td>
<td>8</td>
<td>15</td>
<td>180</td>
<td>12</td>
<td>10</td>
</tr>
</tbody>
</table>
Failure to Meet One of the Required Satisfactory Academic Progress Standards
A student who fails to meet either the qualitative or quantitative measure of satisfactory academic progress at the end of a semester is subject to warning, probation, or dismissal according to the following policy:

First Occurrence - Warning
A letter shall be issued placing the student on financial aid warning status for the subsequent semester. No appeal is needed, but an academic plan may be required. The student remains eligible for financial aid program assistance during the warning semester.

Second Consecutive Occurrence - Probation
A letter shall be issued placing the student on probation for the subsequent semester. An academic plan is required during the probationary period. The student remains eligible for financial aid during the probation semester.

Third Consecutive Occurrence - Dismissal
If a student after three consecutive semesters has a cumulative grade point average that remains below 2.00 or fails to meet the program pursuit percentage, a letter of dismissal will be issued.

Federal regulations provide only one remedy to the dismissal action: if evidence is presented showing that the academic plan was successfully executed, the cumulative grade point average has improved, and the required satisfactory progress grade point average can potentially be achieved within the maximum timeframe limitation required by federal regulations, then one second probation period may be granted.

Transfer credit hours from another institution that are accepted toward a program of study are counted as both attempted semester hours and earned semester hours in the program pursuit calculation to determine satisfactory academic progress for Title IV, HEA student assistance program purposes. Grades for transfer credit hours are not included in the calculation of the cumulative grade point average.

Semester hours for a grade of Incomplete (I) are counted in the total attempted semester hours in the program pursuit calculation of satisfactory academic progress for Title IV, HEA student assistance program purposes.

Semester hours for a Withdrawal grade (W) are considered attempted semester hours in the calculations of satisfactory academic progress for Title IV, HEA student assistance program purposes.

When a course is repeated, the attempted credit hours are used to determine the student’s enrollment status for the semester (i.e., full-time, half-time, less-than-half-time), but the repeated hours are not counted again as attempted credit hours in the cumulative grade point average calculation. Earned semester hours and quality points for a grade used in the cumulative grade point average calculation for a course repeat are taken from the attempt that earned the highest grade.

Academic Standing and Satisfactory Academic Progress Review and Notification – The University evaluates academic standing and satisfactory academic progress at the end of each semester. All students who receive federal and state financial aid must meet the standards for satisfactory academic progress in order to establish and retain student financial aid program eligibility. The University may establish academic policies that may be different than the policies governing academic warning, probation, and dismissal for institutional grant and scholarship aid and state student assistance program purposes. Written notification of financial aid ineligibility is mailed to a student at the most recently reported permanent address.
**Appeals** – A student who becomes ineligible to participate in the financial aid programs as a result of failure to meet satisfactory academic progress after the Probation period, as defined above, may file an appeal by submitting a letter outlining the nature of the appeal to the Director of Financial Aid. An appeal will be considered only if the student’s failure to meet the standards of academic progress is determined to be due to events beyond the student’s control. Examples of circumstances for which an appeal may be considered include: military obligation; death of a relative; injury or illness of the student; unusual personal hardship or other extenuating circumstance. Written documentation of the circumstances of why the student failed to make satisfactory progress and what has changed that will allow the student to make satisfactory progress by the next evaluation must be submitted with the appeal and should reference the student’s name and student ID number. In addition, evidence must be received documenting that the required academic plan was completed, the cumulative grade point average has improved, and the required satisfactory progress grade point average can potentially be achieved to complete a program of study within the maximum timeframe limitation. Appeals submitted without documentation will not be considered. A timely determination will then be made and documented in the student’s file.

**Re-establishing Eligibility for Federal Student Assistance Programs** – Following a dismissal action, a student may re-establish eligibility by earning course credit successfully at another institution that will directly transfer into the University’s program of study and the required cumulative grade point average and maximum timeframe percentage for minimum satisfactory progress is achieved by the transfer credit and grades accepted.
Student Affairs

While academic achievement is the primary component of a college education, the student also grows as an individual through participation in co-curricular and extra-curricular activities. Developing the whole student is a focus, the diversity of the student body is embraced, and the involvement of every student is valued as a means of promoting individual wellness and developing a healthy community. The Office of Student Services, in collaboration with other staff and faculty, enhances the mission of the University by providing an inclusive campus community, promoting leadership opportunities, and facilitating civic engagement through volunteer opportunities, clubs, and organizations. The programming and resources are designed to enhance the University’s commitment to competency–based learning.

Orientation and Welcome Weekend
A first-time student is required to participate in Orientation and Welcome Weekend. Orientation provides the student an opportunity to become familiar with the Academic Center and housing facilities, technology services, academic support services, and local entertainment, food, and transportation options. Most importantly, it provides the opportunity to meet other new students and other members of the university community.

Orientation sessions precede each semester. A new student entering in Semester I (Fall) attends orientation during the summer months. A new student entering in Semester II (Spring) or Semester III (Summer) is required to attend an orientation session during the week prior to the start of the semester.

Welcome Weekend is a series of events preceding the start of Semester I (Fall). The weekend includes meetings with faculty, staff and advisors, combined with social events and other activities in preparation for classes the following week.

Student Housing
A new, first-time student is required to reside in University-managed housing for the first two years in the Residences on Market or Market View Place facilities if the following criteria apply:

- legal home permanent address is over 35 miles from the campus (per Google Maps);
- under the age of 20 by the first day of Semester I (Fall); and,
- graduated from high school within the past 12 months prior to enrollment

Exceptions to the housing requirement will be made if the student is married, is a parent or guardian, or has special medical or health needs. A written request must be submitted to the Office of Student Services to obtain a determination.

On-campus housing at the Residences on Market may be offered to other students if first-year student occupancy does not meet capacity. There are a variety of housing options available through local housing partners. These facilities vary from the more traditional college-style apartment setting with shared living space to the more independent, fully furnished high-rise apartment. The majority of these facilities are within a few blocks of the Academic Center. The Office of Student Services can assist the student to find optional housing, if necessary.
**Student Activities**
Student activities promote and enhance leadership, involvement, and engagement with the campus community. The student can create, attend, and lead programs or clubs of specific interest with assistance and guidance of the Office of Student Services.

**Student Government Association (SGA)**
The SGA serves as the liaison to various campus constituent groups and advocates for the student body. The SGA encourages the student to be more active in the community, to help maintain a positive image for relationships to grow within the community, and to give direction for programs or clubs to prosper.

**Health and Personal Counseling Services**
Medical and counseling services are not provided on campus. A full-service hospital is located three city blocks from the University. Referral contact information for a student requiring health care assistance or personal counseling services can be obtained from the Office of Student Services.

**Student Concerns and Complaints**
The Office of Student Services offers guidance to the student when uncertainty exists about the appropriate process to address a topic, concern, or problem. A request for assistance may be submitted to obtain clarification of a policy or procedure. The request is then reviewed and a recommended course of action is provided in a timely manner.

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

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

The applicant must provide recent documentation (within 3 years) of any disability that may affect learning to ensure that appropriate accommodations are considered. The documentation must be certified by a licensed professional in that field and include a specific diagnosis indicating the severity, a description of how the disability substantially impacts the student, and any suggested accommodation. A student must apply for accommodations to the Office of Student Services, with the requested documentation, as outlined above. A subsequent meeting is then held to discuss available accommodations, if any, with the student.

**Academic Success**

**Academic Advising** - Academic advising can be a critical component in educational progress. An advisor who is a faculty member in the program of study in which the student is enrolled is assigned to each undergraduate student. The faculty advisor guides the student to explore academic goals and assists in course selection for the academic program. The Office of Student Services supports the faculty role in advising; in addition, it also supports the student to access resources and develop strategies when non-academic factors affect a student’s ability to achieve.
**First-Year Experience** – The first-time undergraduate student is enrolled in many of the same courses as other first-year students in the initial academic year. This creates a learning community in which the student develops a bond with other students and faculty. Additionally, the student obtains the necessary foundational skills needed for academic achievement in the program. SEMR 100 Cornerstone is designed to help the student transition to the university setting and to provide resources and guidance on how to responsibly manage all the major components of University life.

**One-on-One Advising and Counseling** - Individual student advising is provided for the student throughout the period of enrollment. This advising is focused on academic success strategies such as time management, study skills, career aptitude, decision making and goal setting. If Student Services staff determine that a student would benefit from personal counseling, referrals are available. A limited number of sessions may be available off-site at no cost to the student. For more information, contact advising@HarrisburgU.edu.

**Group Study Sessions** - In some courses, when requested by the faculty, a group study session is assigned a student peer leader.

**Tutoring Program** - A student may request the assistance of a tutor to supplement classroom instruction. The tutor usually meets individually with the student, or may be available to answer questions via email, Moodle, or other means. A tutor may be requested by contacting the Office of Student Services. Additionally, group tutoring sessions are sometimes available; the student can attend without appointment. A student who is interested in becoming a tutor should contact the Office of Student Services. For more information, contact tutoring@HarrisburgU.edu.

**On-line Tutoring** - Smarthinking™ is an online tutoring service that is free to the student. Live, one-on-one sessions with a professional tutor in the subject area for which assistance is needed are available. A student may also submit an essay for review or feedback, in advance of a deadline, and receive a timely response. For more information, contact tutoring@HarrisburgU.edu.

**Technology Literacy Program** - Technology literacy tutorials at www.Lynda.com are available to a student if technology skill improvement is needed. This site is accessed directly through Moodle, the university’s course management system.

**Textbook Services**
Textbooks are made available for student purchase through the services of MBS Direct, which has an online store at http:/bookstore.mbs.net/harrisburgu.htm for new and used textbook purchase or rentals. Textbook information is listed on the student’s course schedule. Textbooks and other supplies (if specified for a course) must be obtained by the student prior to the first day of class.

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

**University Library**
The mission of the library is to enhance learning in all academic programs and to support student development in all University competencies, especially information literacy skills to find, evaluate, and use information. Library services include:

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

For more information including replacement charges, reporting of lost or damaged items, and replacement charges see the Student Handbook.

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

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

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

For more information, contact Helpdesk at Helpdesk@HarrisburgU.edu.

Experiential Education

Experiential Education Advising - The student should meet with the academic advisor and the Office of Experiential Programs during the first year for information about experiential programs. The student should also obtain a recommended sequence of experiences for the program of study selected.

Mentor Program - The peer mentor program begins during the first year of study. The purpose of the mentor program is to successfully transition the student from high school to college and from college to career. First-year students are assigned a peer mentor to aid in successful transition to University life. Peer mentors are returning students who serve as leaders and mentors by guiding a group of new students.
from Orientation and Welcome Weekend through the first semester by participation in SEMR 100 Cornerstone. Selection of peer mentor candidates is completed during Semester II (Spring) for the upcoming Semester I (Fall) of the new academic year.

The student transitions into the business mentor program by participating in a one-day career shadowing experience when enrolled in SEMR 200 Steppingstone. The purpose of the student’s experience is to replicate the employment search process. The student is responsible for researching and contacting the prospective company or organization, visiting that location, and conducting an informational interview. The business mentor is a successful professional in the local community who guides the student with career-related advice while assisting the student to build a professional network. The goal of this program is to link student learning in the classroom with practical application. The business mentor may or may not be the same individual with whom the student completed the career shadowing experience. The student must apply for participation in the business mentor program and obtain the approval of the Office of Experiential Programs. For more information, contact CareerServices@HarrisburgU.edu.

Civic Engagement, Teamwork and Collaboration - A student is expected to demonstrate a commitment to community involvement and an interest in community-oriented activities. SEMR 100 Cornerstone, SEMR 200 Steppingstone, and SEMR 300 Keystone are structured to develop these competencies. The student is encouraged to pursue additional volunteer activities as a way to improve competencies and gain rewarding experiences that can be listed as accomplishments on a resume.

Career Services
Career advising begins during the first year of study. The student obtains career counseling from the academic advisor and the Office of Experiential Programs, through classroom instruction in the seminar courses, in the business mentor program, and on-site experience during the internship and project process. The following services are offered for enrolled students and alumni: career counseling, assessment inventories, career exploration, professional development resources, events and programs, graduate and professional school advising, mock interviews, resume review, career shadowing and mentoring. All of these efforts are available to encourage the student to begin planning early for eventual entry into the workplace. The University partners with staffing agencies to provide support and resources for the student during a career search. For more information, contact CareerServices@HarrisburgU.edu.
Policies
And Procedures
Part 3
Student Honor Code of Conduct

The student members of the University community have adopted the following Student Honor Code of Conduct, which each student upon enrollment acknowledges and pledges to respect.

We, as student members of the Harrisburg University community, individually and collectively pledge that we will not engage in, nor protect others who engage in, any of the behaviors listed below:

A. **Computer-Related Violations.** Use of computer equipment and/or time for unethical, illegal or harmful activities. Any violation of the University computer usage policy constitutes a violation of this Code of Conduct.

B. **Damage to Property.** Purposefully and intentionally causing damage to property.

C. **Academic Dishonesty and Deception.** Examples of conduct that is prohibited:
   1. Plagiarizing or submitting the work of another as one’s own.
   2. Cheating on any exam, quiz, or assignment, or collaborating with others on graded work without the clear, expressed consent of the relevant faculty member(s).
   3. Furnishing false information to any University official or faculty member at any time. This includes information provided during the application and enrollment process, throughout active enrollment, and at any time prior to completion of the intended degree.
   4. Furnishing false information on a resume, application (e.g., employment or internship application), or contract.
   5. Withholding 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.
   6. 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 is assault, which is a crime. Threats, intimidation, harassment or engaging in any other conduct that threatens or endangers the physical, emotional and/or psychological health or safety of any person, or interferes with the education process, or which is intended to provoke violence by another, is prohibited. This includes sexual harassment, sexual assault, or sexual violence.

I. Equal Opportunity. Any violation of any section of the Code of Conduct that is motivated by the sex, race, color, religion, sexual orientation, ethnicity or national origin of another person is a violation of federal law. Acts of intimidation may be considered a hate crime under the Uniform Crime Code and subject to prosecution by federal authorities.

J. Theft and/or Possession of Stolen Property. Theft is the unlawful taking of tangible University property or finances, 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, area, or room 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.

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. A student will be cited for violation of this law.

The University community urges students to maintain good conduct and obey laws both 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. Sexual Misconduct, Harassment, or Violence

1. Peer sexual harassment includes intentional persistent, malicious, lewd or other verbal or physical behavior with sexist or sexual connotations which can annoy, bother, 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.
   A. verbal harassment or abuse
   B. subtle pressure for sexual activity
   C. sexist remarks about a person’s clothing, body, or sexual activities
   D. unnecessary touching, patting or pinching, leering or ogling of a person’s body
   E. constant brushing against a person’s body
   F. demanding sexual favors accompanied by implied or overt threats
   G. physical assault

2. Rape is sexual assault, defined as a forcible or non-forcible vaginal, oral or anal sexual act with penetration 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. Rape is also considered when the sexual offense involves penetration, as in sodomy or rape using a foreign object.

3. 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 act of 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.

We, as a Community of Learners, will honor and uphold this Code of Conduct. We will do our share and take an active part to ensure that others uphold the spirit and letter of the Honor Code. We will uphold this Code on University property, in University Housing, and throughout the performance of any university-related activities that may occur elsewhere. In addition, we understand that we are representatives of the University, and are committed to the highest standards of behavior in our interactions with businesses, university partners, and community organizations.
Disciplinary Process for Student Incidents of Misconduct

Policy

Any violation of the prohibited behaviors listed in the Student Honor Code of Conduct constitutes an incident of misconduct. Disciplinary action may be taken by University officials in the event of student-to-student misconduct or when an incident threatens a peaceful and secure environment for learning.

All members of the University community are encouraged to immediately report incidents of misconduct to the Security Officer or the Office of Student Services. The student victim of misconduct, sexual or otherwise, and any credible witnesses will be afforded care and support in any disciplinary proceeding that ensues. The university reserves the right to discipline a student without due process where substantial evidence or credible testimony of a witness indicates that the student poses a threat to one or more members of the University community.

Incident Reporting

The initial report of any incident that violates the Student Honor Code may be done verbally, electronically, or in writing to the Office of Student Services.

When an incident presents an urgent situation, such as an act of physical assault, sexual assault, or the visible presence of weapons, a student should report the incident immediately to Security or the first available university official or staff member.

A student should report other non-academic incidents to the Assistant Director of Student Affairs.

Academic-related incidents, such as cheating or plagiarism, should be referred to the Director of Student Services.

Housing incidents should be reported to the Residence Director, who will either resolve the matter or refer the incident report to the Assistant Director of Student Affairs.

Incident Procedure

Following the submission of an incident report, a meeting with an Office of Student Services staff member is scheduled with the complainant. The purpose of the meeting is to assess the severity of the incident, review the available evidence, and consider the possible courses of action to be taken. For example, minor incidents include any behavior that does not violate local, state, or federal law and does not cause measurable or irreparable harm to others or pose an immediate threat to individuals or the community.

If there is evidence to support the complaint, the concerns presented by the alleged victim or complainant will be discussed in a separate meeting with the alleged violator of the code. Every attempt will be made to resolve the matter, and a decision will be issued [in most cases] by the appropriate member of Student Services staff. The complaint is then dismissed, or a penalty is then imposed, or - due to special circumstances of a particular violation – a penalty is deferred and the case is advanced directly to the Disciplinary Committee for consideration or, in the most serious cases, advanced directly to the Provost for immediate consideration and penalty imposition.
If the violator disputes the penalty imposed by the Office of Student Services, a request for appeal shall be submitted within 24 hours to Office of Institutional Compliance. All evidence previously collected, including a summary from any cognizant University staff, will be forwarded to that office.

When the incident report, evidence, penalty notification and appeal are collected, a review will be conducted by a Disciplinary Committee. The members of the committee will include the Director of Compliance, who serves as Committee Chair, and two other persons appointed by the University Provost. A decision concerning the incident will be issued by the Committee. The standard used in this decision will be the preponderance of evidence. The decision of the Disciplinary Committee, including penalties, will be communicated formally in writing to the local or university address of the student(s) involved.

A student may appeal the decision of the Disciplinary Committee, in writing, within one week of the issuance of the determination letter. The appeal must be submitted to the Office of the Provost. The Provost is provided all evidence and information collected throughout the reporting and investigation stages of the incident. The Provost’s determination is final.

At the conclusion of disciplinary process, a record of the incident, the allegation, evidence, and the disciplinary action taken or penalties imposed shall be documented in the file of the student(s) involved.

In the event of an egregious, obvious, and severe violation of the Student Honor Code or law, the Provost possesses the authority to issue a decision against a student and impose an immediate penalty without following the process outlined herein. Such action will be taken if necessary to ensure the safety and welfare of the University community, or any of its members.

**Disciplinary Penalties**

Penalties for violations of the Student Honor Code of Conduct vary according to the severity of the incident. Penalties may include any of the following:

- Failing grade (in cases of academic dishonesty or plagiarism)
- Probationary status
- Prohibition of Access to Specific Campus Areas
- Temporary Suspension
- Withdrawal or Transfer from a Course or Program of Study
- Removal from Campus by Police
- Permanent Expulsion / Dismissal from the University
- Temporary or permanent removal from University housing
- Termination of institutional (University) financial awards or aid
- Requests for financial restitution (in cases of theft or property damage)
- Any other penalty deemed appropriate.

Please note that if a reported violation charges a group of students with involvement in a single incident, an individual hearing process for each student is waived. Any penalty imposed will apply to all students involved in the group violation.
Sexual Violence Student Bill of Rights

This section outlines your rights according to Pennsylvania Act 104, Article XX-G, the “Sexual Violence Education at Institutions of Higher Education Act,” enacted November 17, 2010, should you become a victim of sexual violence.

The term sexual violence encompasses a broad range of unwanted sexual activities, all of which are crimes that have a profound effect on victims. Sexual violence includes sexual assault, rape or attempted rape, child sexual molestation or abuse, incest, statutory rape, spousal or intimate partner rape, fondling, forced or coerced pornography, sex trafficking, and forced or coerced prostitution. Not all sexual violence includes physical contact. Generally, rape includes penetration with any object, while sexual assault may or may not include penetration and may include emotional rather than physical violence, such as the threat of sexual assault. Many state laws refer to sexual violence as “rape” or “sexual assault.” These terms are sometimes used interchangeably. Sexual assault can happen to anyone, regardless of age, racial or cultural background, gender identity/ expression, sexual orientation, or socio-economic status. Likewise, assailants can be anyone: strangers, acquaintances, friends, family members, intimate partners, and other people in positions of trust, such as clergy. Victims usually know their abuser. Sex offenders are motivated by the need to control, humiliate, and harm their victims. They may use force, threats, coercion, and manipulation. They may prey on persons who are not free to consent to sexual contact due to mental incapacity, disability, intoxication (voluntary or involuntary), or because the person is under age. Whatever the circumstances, no one asks or deserves to be sexually assaulted.

The trauma connected with being a victim of sexual violence is understood. Confidentiality of any information you provide to a university administrator is assured. University personnel pledge to be discreet, treat you with dignity, and will assist you to notify any outside individuals or agencies if you so choose and request this assistance.

• You have the right to notify the following individuals or agencies if you are a victim of sexual violence.
  1. University administrator responsible for dealing with sexual violence: Please contact the Director of Student Services, Dr. Laura Dimino (717) 901-5129
  2. Building security: Building Security can be reached at the front desk or by phone (717) 901-5180
  3. Local law enforcement agencies: Harrisburg Police: 911

• You have the right to request assistance from the university to make these notifications.

• You have the right to obtain an order of protection, a no contact order, a restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.

• You have the right to request that a prompt disciplinary proceeding be initiated against the accused.

• You have the right to be notified of the outcome of any disciplinary actions against the accused.

• You have the right to be notified of any options of changing your academic or campus living situation.

• You have the right to have others present during disciplinary proceeding or other related meetings.

Additional information about the university’s sexual violence education program is located in the Student Services section of Moodle and MyHU.

National Sexual Violence Resource Center  877-739-3895  www.nsvrc.org
Student Guest Policy

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

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

Campus Defined
All University owned or leased properties.

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

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

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

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

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

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).

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

Introduction

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

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

Plans to “Effectively Combat” Unauthorized Distribution of Copyrighted Material

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

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

Compliance

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

Identification of Copyrighted Material Violation and Action Taken

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

Keith A. Green  
Director of Institutional Compliance and Reporting  
326 Market Street  
Harrisburg, PA 17101  
(717) 901-5123  
KGreen@HarrisburgU.edu
If an infringement claim is submitted to the university by a complainant, appropriate action will be taken to identify the student, faculty, or staff member involved in the complaint.

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

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

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

**Penalties for Copyright Infringement**

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

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

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

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

**Procedure to Update and/or Amend**

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

**Family Educational Rights Privacy Act (FERPA) Policy**

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

University officials may disclose education records and information to parents or others without consent of the student under certain circumstances:
• During a health or safety emergency to protect the student or other individuals;
• Any record to the parent when the student is a dependent for federal income tax purposes;
• Law enforcement unit records, including outside law enforcement authorities;
• Parental information when a student under 21 has violated any law or university policy; and,
  concerning the use or possession of alcohol or a controlled substance

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

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


**Campus Crime and Security Disclosure**
The Campus Security Policy and Campus Crime Statistics Act (the Jeanne Clery Act) requires the distribution of an annual security report on or before October 1 to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus or property owned or controlled by the university, and on public property immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as: crime prevention, the reporting of crimes, sexual assault, timely warning, and other matters. This report is contained in the last section of this Handbook and is available on the university website or the U.S. Department of Education website at [http://ope.ed.gov/security](http://ope.ed.gov/security).

**Electronic Mail Communication Policy**

**Policy Statement** - Unless otherwise prohibited by law, the University may send official communications to faculty, staff and students by e-mail to an account assigned by the University with the full expectation that such e-mails will be read by the recipient on a frequent and consistent basis and in a timely fashion.

**Reason for Policy** - The University must be able to communicate quickly and efficiently with faculty, staff, and enrolled students in order to conduct official University business. E-mail is an available and appropriate medium for such communication. Official communications may include policy announcements, registration and billing information, regulatory compliance disclosures, emergency
notifications, and other information of a critical or timely nature. Faculty, staff and students may not opt out from receiving official University e-mail communications.

**Assignment of E-mail Accounts** - Students and employees are assigned an account in the HarrisburgU.edu domain. The account is designated as the "[FiLastname@HarrisburgU.edu]" or "[Student FiMiLastname]@My.HarrisburgU.edu" e-mail account. [The addressee protocol may vary slightly in the event of Initials/Name duplication]. The e-mail account is generated by the Office of Technology Services and may not be changed without University approval. University communications that are sent by e-mail will be sent to the University-supported e-mail account.

**Responsibilities** - Faculty, staff, and students are expected to review messages received through the University-supported e-mail account on a frequent and consistent basis. Communications may be time-critical. Individuals shall use the e-mail account for all University-related e-mail communications. Faculty shall use the University-supported account for e-mail communication with a student and, conversely, the student shall respond to faculty communications or requests using the University-supported e-mail account.

**Forwarding of E-mail** – An individual who chooses to forward e-mail received on a Harrisburg University e-mail account to a different e-mail address risks loss of data integrity. The University is not responsible for e-mail, including attachments, forwarded to any e-mail address not supported by the University.

**Third-Party, Web-Based [Cloud] Computer Records Policy**

**Policy Statement** - It is the policy of Harrisburg University of Science and Technology that any and all user-generated content developed during the use of third-party, web-based (referred to as “cloud-based”) technologies used in the classroom or coursework, which could include cloud-based instructional tools, cloud-based teaching and learning environments, and cloud-based server storage, is the property of the individual faculty, student, or staff who developed the content and that the University is not responsible, and shall be held harmless, for any theft, damage, manipulation or loss that may be incurred as a result of the failure by the third-party to properly maintain or safeguard that content.

**Reason for Policy** - The University encourages and supports the use of new instructional tools and emerging technologies in open, digital teaching and learning environments. The use of web-based applications and cloud-based storage also bring new concerns about intellectual property and privacy. The Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is the federal law that protects the privacy of a student’s education records. Generally, any work related to a course or program of study created by the individual is considered a part of the “student’s education record.” Accordingly, any work related to a course or program of study should not include personally identifiable information of the individual. Examples of “personally identifiable information” are: an individual’s full name (if not common), Social Security number, date of birth, birthplace, face or fingerprints, credit card numbers, driver’s license number, vehicle registration plate number, digital identity, or grades. Any of these data, when combined with other personal information, may identify an individual. Users of third-party, web-based technologies are strongly cautioned to avoid posting personally identifiable information in any computerized application.

A license agreement permits the University to provide access through its servers for the student to utilize the Microsoft SkyDrive cloud-based computer server storage utility to store the student’s ePortfolio during the period of enrollment in a program of study. The University requires that each degree-seeking undergraduate student develop an ePortfolio. An ePortfolio is defined as: An organized, media-rich collection of documents, videos, and other exhibits that allows the student to demonstrate competence to a multitude of audiences. Additionally, faculty, students, or staff are provided access to and use other web-based technologies and social media where user-generated content is stored.
The individual user of a third-party, web-based technology application, when establishing an account, is required to agree to the conditions of a Terms of Service or End-User Agreement, whereby the individual user accepts full responsibility for all content maintained in the application. Furthermore, the user agrees to a condition that, in no event will the software manufacturer be liable for any damages, whether direct, indirect, special, incidental, economic, compensatory, or consequential, arising out of the use of or inability to use the software or user documentation. Accordingly, the user is solely and exclusively responsible for any and all content.

**Action Subsequent to Completion of a Program of Study or Termination of a Period of Employment** - Any and all documents, videos, and other exhibits accumulated in an ePortfolio or other file, folder or collection by an individual who utilizes a third-party, cloud-based application or storage utility during a program of study or period of employment will no longer be accessible through the University's servers following the completion of the program of study or termination of a period of employment. Direct access to the materials held by the provider is conditional upon the Terms of Service or End-User Agreement accepted by the individual when the account was established.

**Equal Opportunity**
The University is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran or handicap status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other applicable statutes. Inquiries concerning Title IX, Section 504, compliance and information regarding campus accessibility, may be referred to the Americans with Disabilities Act (ADA) Coordinator.

**Non-Discrimination Grievance Procedure - Federal**
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, Harrisburg University of Science and Technology has developed internal policies that prohibit discrimination and sexual misconduct on the basis of sex, such as sexual misconduct and sexual violence. A copy of the Title IX non-discrimination procedure is available upon request.

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

Any complaint of an alleged act of discrimination must be filed within 180 days of the incident by contacting the PA Human Relations Commission located at 1101-1125 Front Street, 5th Floor, Harrisburg, PA 17104-2515 (717) 787-9784.
Emergency Notification System Policy
The University's emergency notification service (ENS), the “e2Campus” system, will be used to communicate with subscribers through voice, text, and email messages, as deemed appropriate in the event of an emergency. All University students, faculty, and staff are strongly encouraged to subscribe. Each subscriber can designate up to three contact numbers and specify text and/or voice messages. The Quick Test feature enables the user to send a test message to your wireless device. The Emergency Notification Service is designed for use with portable devices and is only one aspect of a layered approach to notifying the University community of emergencies.

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

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

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

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

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

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

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

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

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

**Acceptable Use of Information Technology Policy**

**Introduction**

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

**Purpose**

This policy:

A. Promotes the responsible and ethical use of computing, information resources, and/or communication systems, collectively known as “information technology” but hereafter known as “IT,” administered by the Office of Information Services (OIS).

B. Defines the rights, responsibilities, and standards of conduct for its faculty, administrators, staff, students, and other authorized users with regard to the use of IT.

C. Explains the appropriate procedures for enforcing any and all misuse of the university’s IT resources and outlines appropriate disciplinary procedures for violating these rules.

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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 data.\(^2\)
   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.

Compliance

G. Harrisburg University reserves the right to capture, preserve, and/or inspect any information transmitted through, stored on, or used on any IT resource without notice but especially when:

   i. There is reasonable cause a user has violated this policy.
   ii. A user or an account appears to be engaged in unusual activity.
   iii. It is necessary to protect the integrity, security, or functionality of IT resources.
   iv. It is necessary to protect the University from liability.
   v. It is permitted or required by law.

\(^2\) 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.
Enforcement and Disciplinary Procedures

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

Procedure to Update and/or Amend

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

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

PURPOSE

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

COMPLIANCE

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

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

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

(b) A biennial review of the program to:

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

SCOPE

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

DEFINITIONS

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

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

POLICY

General Rules Governing the Use of Alcohol

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

1. Harrisburg University prohibits:
   - The possession and/or consumption of alcoholic beverages by persons under the age of twenty-one on property owned or controlled by the university or as part of any university activity.
   - The intentional and knowing sale of, or intentional and knowing furnishing (as defined by Pennsylvania law) of alcoholic beverages to persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by the university or as part of any university activity. Pennsylvania law currently defines “furnish” as “to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged.”
   - The consumption of alcoholic beverages by all university students and employees so as to adversely affect academic or job performance and/or
endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.

- The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on property owned or controlled by the university or as part of any university activity.

2. In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. An individual is strongly encouraged to call for medical assistance when needed or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to university discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.

3. The President, Vice Presidents, Associate Vice Presidents, Associate Provosts and heads of administrative areas have the authority and responsibility to govern the use of alcohol in areas they control and to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Further, those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and university policy.

4. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.

5. Consistent with Pennsylvania law, advertisements of social events shall not promote nor describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.

6. Ordinarily, consumption of alcoholic beverages in outdoor public areas such as walkways, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol.

**LEGAL SANCTIONS**

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

Therefore:

1. All university students and employees are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol or drugs, whether on or off-campus, and are expected to comply with this policy regarding alcohol possession or use.

2. Any student or employee who violates university policy or applicable law may be subject to disciplinary sanctions and/or referral for prosecution. Disciplinary sanctions for students range from disciplinary warning to expulsion. The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. Employees found to be in violation of this policy or applicable law will be subject to university disciplinary procedures which may impose sanctions up to and including termination from employment and/or referral for prosecution. The
university also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.

3. Along with disciplinary consequences, the university is committed to providing treatment and education as appropriate to assist members of the community.

4. Within thirty (30) days of a conviction on drug charges, appropriate action will be taken up to and including termination of employment or discharge from the University. The university may require satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement, or other appropriate agency.

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

A. Has a drug-free awareness program to inform its students and employees about the dangers of drugs and alcohol abuse, and has counseling, rehabilitation, and assistance programs available by referral to local resource organizations.

B. Will provide each student and employee with a copy of this policy annually and, from time to time, will publish this policy in appropriate publications.

C. Will notify each student employee and each university employee that as a condition of employment each must abide by the terms of this policy.

D. Will require any student or employee convicted of any criminal drug statute violation which has occurred on campus to provide his or her supervisor (in case of a student, the Director for Student Services) with written notification within five days of the conviction.

E. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction.

F. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance rehabilitation program by anyone so convicted.

G. Will make every good-faith effort to continue to maintain a drug and alcohol free campus through implementation of this policy.

POSSIBLE EFFECTS OF SUBSTANCE ABUSE

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>POSSIBLE EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Toxic Psychosis, Neurological and Liver Damage, Fetal Alcohol Syndrome</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Bronchitis, Conjunctivitis, Possible Birth Defects</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Loss of Appetite, Delusions, Hallucinations, Toxic Psychosis</td>
</tr>
<tr>
<td>Nonprescription Stimulants</td>
<td>Hypertension, Stroke, Heart Problems</td>
</tr>
<tr>
<td>Cocaine</td>
<td>Loss of Appetite, Depression, Convulsions, Nasal Passage Injury, Heart Attack, Stroke, Seizure</td>
</tr>
<tr>
<td>Cocaine Free Base</td>
<td>Weight Loss, Depression, Hypertension, Hallucinations, Psychosis, Chronic Cough</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Severe Withdrawal Symptoms, Possible Convulsions, Toxic Psychosis</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Coma, Convulsions</td>
</tr>
<tr>
<td>Heroin</td>
<td>Addiction, Constipation, Loss of Appetite</td>
</tr>
<tr>
<td>Analogs of Synthetic Narcotics</td>
<td>Addiction, MPTP Induced, Parkinsonism</td>
</tr>
<tr>
<td>Substance</td>
<td>PHYSICAL SIGNS OF USE / ASSOCIATED PARAPHERNALIA**</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Morphine</td>
<td>Addiction, Constipation, Loss of Appetite</td>
</tr>
<tr>
<td>Codeine</td>
<td>Addiction, Constipation, Loss of Appetite</td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Addiction, Constipation, Loss of Appetite</td>
</tr>
<tr>
<td>Meperidine</td>
<td>Addiction, Constipation, Loss of Appetite</td>
</tr>
<tr>
<td>Methadone</td>
<td>Addiction, Constipation, Loss of Appetite</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Impaired Perception, Coordination, Judgment, Toxicity from Solvent, Impurities</td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td>Kidney or Liver Damage, Peripheral Neuropathy, Spontaneous Abortion</td>
</tr>
<tr>
<td>LSD</td>
<td>May Intensify Existing Psychosis, Panic Reactions</td>
</tr>
<tr>
<td>Mescaline</td>
<td>Milder than LSD</td>
</tr>
<tr>
<td>MDA, MDE, MDMA, MMDA</td>
<td>Neurotoxin</td>
</tr>
<tr>
<td>Psilocybin</td>
<td>Milder than LSD</td>
</tr>
<tr>
<td>PCP</td>
<td>Psychotic Behavior, Violent Acts, Psychosis</td>
</tr>
<tr>
<td>Tobacco</td>
<td>Loss of Appetite, Addictive, Lung Cancer, Effects on Fetus</td>
</tr>
</tbody>
</table>

**PHYSICAL SIGNS OF DRUG ABUSE**
<table>
<thead>
<tr>
<th>Substance</th>
<th>Common Signs</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (coke, toot, blow,</td>
<td>Nasal irritation, running or bleeding nose, dilated pupils, rapid respiration,</td>
<td>Rapid mood swings (elation to depression and back to elation within one hour), lack of money due to high cost of drug.</td>
</tr>
<tr>
<td>nose, crack)</td>
<td>hyperactivity. Razor blades, small mirrors, straws, screens for pulverizing cocaine crystals.</td>
<td></td>
</tr>
<tr>
<td><strong>Depressants</strong></td>
<td>Slurred speech, lack of coordination, shallow and slow breathing.</td>
<td>&quot;Drunken&quot; behavior, possibly including aggressiveness and belligerence, frequent auto accidents or other physical mishaps.</td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sedative-Hypnotics/</td>
<td>Pinpoint pupils, shallow and slow breathing, sleepiness, needles, syringes and eye droppers if drug is administered by injection.</td>
<td></td>
</tr>
<tr>
<td>tranquilizers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narcotics</td>
<td>Dilated pupils, small squares of plastic or paper with imprinted designs, tattoos, small colored tablets.</td>
<td>Hallucinations, confusion, disorientation, panic reactions, inappropriate laughing or crying.</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>Increased blood pressure, lack of coordination, loss of sensitivity to pain, imprecise eye movements.</td>
<td>Withdrawal, confusion, disorientation, bizarre behavior, aggressiveness, hyperactivity alternation with stupor.</td>
</tr>
<tr>
<td>LSD and related substances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(acid, blotter, window pane,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>microdot)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine (PCP) (angel dust)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inhalants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airplane model glue, toluene,</td>
<td>Nasal irritation, rapid or erratic pulse, lack of coordination, headache, rags saturated with substance in question. Plastic bags, possession of containers of solvents for no apparent reason.</td>
<td>Confusion, &quot;drunken&quot; behavior, hallucinations, aggressiveness, hyperactivity.</td>
</tr>
<tr>
<td>gasoline and other petroleum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>products, deodorants and other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>aerosols, typewriter fluid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

1st conviction:

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

After one prior drug conviction:
At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior drug convictions:

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

Special sentencing provisions for possession of crack cocaine:

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

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

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

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

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

Ineligible to receive or purchase a firearm.

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

**SYMPTOMS AND PROGRESSION OF ALCOHOLISM**

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

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

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

Increase in Tolerance Being able to out-drink your peers is not something to be
proud of, but to be concerned about.

Preoccupation
Looking forward to drinking after work or on the weekend.
Planning your social activities around alcohol.

Blackouts
Occasional memory lapses while drinking or an alcohol-induced state of amnesia.

Sneaking Drinks, Gulping Drinks

Loss of Control
Unplanned drinking episodes or inability to realistically predict what will happen once you take the first drink.

Alibis
Having to explain why you drank or make excuses for your drinking.

Change in Drinking Patterns and Attempts to Control Promises and Resolutions Repeatedly Fail Family Problems, Financial Problems,

Going on the Wagon
Some people quit drinking for a period of time in an attempt to control their drinking or prove to themselves that they are not physically addicted to alcohol, failing to realize that one need not drink every day in order to have a drinking problem.

Increasing Blackouts

Geographic Escape
Changing jobs, moving to a different city or state to get a "new start."

Impaired Thinking, Loss of Job, Decrease in Tolerance, Drinking in the Morning

Physical Deterioration
Liver, heart, stomach, brain damage.

Indefinable Fears

Abandonment
"I don't care."

**STATE PENALTIES AND SANCTIONS FOR UNLAWFUL USE OF ALCOHOL**

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

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

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misrepresentation of age to secure any alcohol, liquor, malt, or brewed beverage</td>
<td>Fine not to exceed $500 and suspension of operating license</td>
</tr>
<tr>
<td>Individual less than twenty-one years of age who purchases, consumes, possesses, or transports any alcohol, liquor, malt, or brewed beverage.</td>
<td>Fine not to exceed $500 and suspension of operating license</td>
</tr>
<tr>
<td>Misrepresenting to liquor dealers or others that another party who is a minor is of age.</td>
<td>Fine not less than $300</td>
</tr>
</tbody>
</table>
Inducement of minors to buy alcohol, liquor, malt, or brewed beverages.

Selling or furnishing alcohol, liquor, malt, or brewed beverages to minors.

Carrying a false ID card.

Fine not less than $300

First violation fine not less than $1,000, subsequent violation fine not less than $2,500

First offense is a summary offense and results in restriction of operating privileges; subsequent offense results in restriction of operating privileges and fine of $300

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

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

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

**THIRD AND SUBSEQUENT OFFENSE**
Loss of motor vehicle operating privileges for a period of two years from the date of suspension.

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

<table>
<thead>
<tr>
<th>DRUG &amp; ALCOHOL COUNSELING, TREATMENT, REHABILITATION PROGRAMS: AREA RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
</tr>
<tr>
<td><a href="http://www.aa.org">www.aa.org</a></td>
</tr>
<tr>
<td>717-234-5390</td>
</tr>
<tr>
<td>Contact Helpline</td>
</tr>
<tr>
<td><a href="http://www.contacthelpline.org">www.contacthelpline.org</a></td>
</tr>
<tr>
<td>717-652-4400</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
</tr>
<tr>
<td>717-233-3733</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Drug Violation Penalty Notice

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

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

To regain eligibility:
A student whose eligibility has been suspended as a result of a conviction of any offense under any federal or state law involving the possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period determined if:
(A) the student satisfactorily completes a drug rehabilitation program that—
(i) complies with such criteria as the U.S. Secretary of Education shall prescribe in regulations for purposes of this paragraph; and
(ii) includes two unannounced drug tests;
(B) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the U.S. Secretary of Education shall prescribe in regulations for purposes of subparagraph (A)(i); or
(C) the conviction is reversed, set aside, or otherwise rendered nugatory.
Harrisburg University of Science & Technology strives to offer a safe and secure campus. The Director of Compliance has the primary responsibility for supervising security staff on campus. Armed police officers from the Harrisburg Police Department are authorized to maintain security of the campus during the day and at night. The Harrisburg Police Department can be reached at 911 for an emergency and (717) 780-6590 for non-emergencies. If you become aware of a crime, observe a suspicious person, or are a victim yourself, promptly report all emergencies to the police.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Felony Crimes:</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests:</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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 violence awareness, and date rape crimes. If a sexual offense should occur on campus, contact the police and notify the Security Desk and Student Services Office. Important immediate actions should include preserving any evidence as proof of a criminal offense and obtaining a description of the alleged offender.
Emergency Response and Evacuation Policy and Procedures

In the event of a significant emergency, notification to the campus community will commence via a text and email alert to personal electronic devices upon confirmation of the emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or employees. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Any emergency should be reported to the Security Office on 901-5180. Emergency information will be disseminated to the larger community by a website notice. The Director of Institutional Compliance is responsible for the Emergency Policy and Procedure process. The emergency policy and procedures will be tested on at least an annual basis.

Timely Warning Information

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

Campus Disciplinary Action

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

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

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

Additional information and hotline assistance are available at:

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

**Harrisburg Resources:**
- HPD Police or Ambulance: 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


June 2012
January 2013

Harrisburg University of Science and Technology
326 Market Street
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(717) 901-5100