Student Handbook

2013-2014

The University of Scranton

800 Linden Street

Scranton, Pennsylvania 18510
General Disclaimer

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement at any time within the student’s term of attendance. On several occasions in this document, the term “campus” is used. This refers to any property owned, operated, rented or leased by The University of Scranton.

Any reference in this handbook to student files includes files maintained in the Office of Student Affairs, Registrar’s Office and The College of Graduate and Continuing Education (CGCE).
Important Phone Numbers

2013-2014

Academic Advising:

  College of Arts and Sciences                      941-6323
  College of Graduate and Continuing Education     941-7580
  Kania School of Management                        941-6100
  Panuska College of Professional Studies           941-6390

Athletics                                          941-7440
Bookstore                                          941-7454
Bursar’s Office                                    941-4062
Byron Recreation Complex                           941-6203
Campus Ministry                                    941-7419
Cancellation/Delay Line                            941-5999
Career Services                                    941-7640
Center for Health Education and Wellness           941-4253
Center for Service and Social Justice              941-7429
Center for Student Engagement                      941-6233
Center for Teaching and Learning Excellence        941-4038
Counseling Center                                 941-7620

Deans (Academic):

  College of Arts and Sciences                      941-7560
  Graduate and Continuing Education                 941-7600
<table>
<thead>
<tr>
<th>Service</th>
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<td>Kania School of Management</td>
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<td>Panuska College of Professional Studies</td>
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<td>Dean of Students</td>
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<td>Dining Services</td>
<td>941-7456</td>
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<td>Equity and Diversity Office</td>
<td>941-6645</td>
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<td>Escort (Safety) Service (University Police)</td>
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<td>Events Line</td>
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<td>Financial Aid</td>
<td>941-7700</td>
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<td>Information</td>
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<td>International Student Affairs</td>
<td>941-4841</td>
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<td>Jane Kopas Women’s Center</td>
<td>941-6194</td>
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<td>Library (Reference Desk)</td>
<td>941-4000</td>
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<td>Mailing Services</td>
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<td>Military Science (ROTC)</td>
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<td>Off-Campus and Commuter Student Affairs</td>
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<td>Printing Services</td>
<td>941-4198</td>
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<td>Provost/Academic Vice President</td>
<td>941-7520</td>
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<td>Reading Specialist</td>
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<td>Registrar</td>
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<td>Residence Life</td>
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</table>
Student Government                      941-7462
Student Health Services                 941-7667
Technology Support Center              941-4357
University Ministries                  941-7419
Veterans Representative                941-7721

View Events and Activities Online At: calendar.scranton.edu/events/

The University of Scranton is a Catholic, Jesuit educational institution serving men and women, and is committed to affirmative action to assure equal opportunity for all persons, regardless of race, color, religion, national origin, ancestry, disabilities, sex, sexual orientation, age or veteran status.

**Message from the President and Student Government**

*Dear Students,*

*Welcome to the University of Scranton or welcome back. As we begin a new academic year, your personal journey starts or continues here at this great Catholic and Jesuit University. This experience will be exciting, challenging and most importantly fulfilling as you enter a new chapter of your own lives. My hope for you is that you find, or continue to find, this place as welcoming and supportive as I do and you experience the best of what we have to offer.*

*This University—your University—is a special place. The people and the mission make it so. The University is animated by the vision of St. Ignatius and his initial companions. The Society of Jesus is over 470 years old and continues to educate young men and women in the spirit of Ignatius. One of the key phrases capturing the charism of Ignatian spirituality is “to love and serve in all things.” In Ignatius’ Spanish it reads “en todo amar y servir.” To make this charge your own, I ask you to take time and experience the University fully during your years here. This is something that you need to do intentionally. College is a busy time and it is easy to get lost in the day to day minutia. Ignatius would encourage you to take time each day to reflect on the positive and negative experiences of that day. Please heed this sage advice.*

*Our University has a proud tradition of success in place and we expect that you will rise to the challenge and achieve the same types of successes. That may be overwhelming at first but be assured you are ready and you will succeed. You have special gifts and the University of Scranton will challenge you to develop and use those gifts so that you may as Ignatius hoped, “Go and set the world on fire.”*

*As we begin this exciting journey together, may God bless us all and may God bless The University of Scranton.*

*Sincerely,*

*Kevin P. Quinn, S.J.*
*President*

*Dear University of Scranton Students,*
It is our pleasure to welcome the Class of 2017 into the Scranton community! And for all those returning to Scranton, we are glad to see you back and hope you are as excited as we are for the upcoming year! It is an honor to be able to serve the student body as Student Government President and Vice-President for the 2013-2014 school year. As most of you already know, and the Class of 2017 will soon find out, The University of Scranton is a very special place. As your President and Vice President, we are thrilled to have the opportunity to make this already amazing University even better over the 2013-14 school year!

This University and the community here has truly become our home away from home. The sense of community at the University of Scranton continues to amaze us and we are so grateful for our entire Scranton family. The students, faculty, and staff are all so special and we hope that you are as proud as we are of our wonderful University.

As we enter our senior year, we have been looking back and reminiscing on many past memories. We have all been gifted with this amazing opportunity and we urge each and every one of you to cherish this time! As seniors we cannot believe how fast the time went. It seems like it was just yesterday when we first rolled up to Scranton on Move-In Day of our first year. With that in mind, we encourage you to make the most of everything Scranton has to offer. Find your niche. Whether it is academics, athletics, or extra-curricular activities, Scranton truly offers something for everyone. We love The University of Scranton because it has allowed us to find our true interests and our true selves, and we are confident all of you will have this amazing experience as well.

The entire 2013-2014 Student Government would like to welcome everyone to campus. We are excited to be advocates for the entire student body on the issues that matter most to YOU. The University of Scranton Student Government is always here as a resource for all undergraduate students. Please feel free to stop by our office in the Forum (205R) or email us at studentgovernment@scranton.edu.

~AMDG~

Sincerely,

Donald Castellucci III and Christian R. Burne
Student Government President and Vice-President

Donald Castellucci III Christian R. Burne
President Vice President
Student Government Student Government
Class of 2014 Class of 2014
donald.castelluccii@scranton.edu christian.burne@scranton.edu

Student Rights and Confidentiality of Information

The University of Scranton recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. No information from records, files, or data directly related to a student shall be disclosed to individuals or agencies outside the University without the express written consent of the student unless otherwise permitted or required by law. FERPA does authorize disclosure without consent to school officials with legitimate educational interests who need to review an education record in order to fulfill their professional responsibilities. The following people or agencies are also allowed access to records without consent: persons or companies with whom the University has contracted (such as attorneys, auditors, or collection agents, contractors, consultants, volunteers, and other outside service providers and functions that the institution would otherwise provide with its own employees); students serving on official committees, such as disciplinary or grievance
committees, or assisting other school officials in performing their tasks; persons or organizations to whom students have applied for financial aid; persons in compliance with a lawful subpoena or court order; and persons in an emergency in order to protect the health or safety of students or other persons.

The University considers the following to be public information which may be made available, at its discretion, without prior consent of the student:

- Name
- Former Name(s)
- Address (local and permanent)
- Telephone Number (campus/local and permanent)
- Date and Place of Birth/Age
- Photograph
- Major Field of Study
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Email Address
- Dates of Attendance
- Enrollment Status
- Campus Employment
- Class Level
- Expected/Actual Date of Graduation
- Degrees, Awards, Academic Honors

A student wishing to prevent the public disclosure of any or all of the above information may request so by notifying The Office of Student Affairs, the Registrar’s Office or The College of Graduate and Continuing Education Office, where she or he may obtain the form prohibiting disclosure.

Except as permitted by law, information regarding a student’s educational records may not be disclosed to a parent, guardian or spouse without the student’s written authorization on file in the Office of the Registrar or The College of Graduate and Continuing Education.

FERPA affords students the right to inspect and review their educational records within 45 days of the day the University receives such requests. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

Students have the right to request the amendment of any educational records that they believe are inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision. Additional information regarding the appeal will be provided to the student when notified.

For more information regarding FERPA, please contact the Office of the Registrar in St. Thomas Hall, 301. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The University of Scranton to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

In addition, The University of Scranton complies with the Student Right-to-Know Act by providing graduation rate information to current and prospective students upon request. Graduation rate information may be obtained by contacting the Registrar’s Office or the Office of Admissions.

Mission of the University
The University of Scranton

The University of Scranton is a Catholic and Jesuit university animated by the spiritual vision and the tradition of excellence characteristic of the Society of Jesus and those who share its way of proceeding. The University is a community dedicated to the freedom of inquiry and personal development fundamental to the growth in wisdom and integrity of all who share its life.

Characteristics and Goals

As a Catholic and Jesuit University, The University of Scranton will:

1. Share with all the fullness of the Catholic intellectual tradition, the distinctive worldview of the Christian Gospels, and the Spirituality of St. Ignatius Loyola.
2. Educate men and women for others who are committed to the service of faith and promotion of justice.
3. Invite persons from other religious traditions and diverse backgrounds to share in our work and contribute to our missions.

As a Comprehensive University, The University of Scranton will:

4. Offer degree programs at the undergraduate and graduate levels in the traditional disciplines of the liberal arts as well as in pre-professional and professional areas.
5. Provide educational opportunities and support programs that promote the mission of the University, meet the needs and interests of traditional and non-traditional students, and serve the needs of the local region.

As a University in the Liberal Arts Tradition, The University of Scranton will:

6. Offer undergraduate students a core curriculum in the Jesuit tradition based on the arts and sciences.
7. Impart to students the importance of gathering, evaluating, disseminating, and applying information using traditional and contemporary methods.
8. Provide learning experiences that reach beyond the fundamental acquisition of knowledge to include understanding interactions and syntheses through discussion, critical thinking, and application.
9. Promote a respect for knowledge and a lifelong commitment to learning, discernment and ethical decision making.

As a Caring Community, The University of Scranton will:

10. Foster a spirit of caring, grounded in Jesuit tradition of cura personalis, that enables all members of our community to engage fully in our mission, according to their needs and interests.
11. Facilitate the personal growth and transformation of all members of the University community through a spirit of caring.
12. Extend this spirit of caring to the wider community through civic engagement and service.
13. Enhance our sense of community by demonstrating high standards and care for our physical environment.

As a Dynamic Institution, The University of Scranton will:

14. Develop goals and aspirations by systematically reflecting on opportunities for and challenges to fulfilling our mission.
15. Fulfill our mission through careful planning and management of resources in order to achieve our aspirations while remaining affordable to our students.
16. Engage the University community in purposefully monitoring progress toward the accomplishment of our mission.

Schedules
Calendar-At-A-Glance

Click here to view the 2013-2014 Calendar.

Compressed Schedule for Inclement Weather

Information about cancellation of classes or delay of classes due to inclement weather is announced over television and radio stations. Information also can be found by calling the University Severe Weather Hotline at (570) 941-5999 or the University main number at (570) 941-7400. If a delay rather than cancellation of classes is announced during the fall and spring semesters, the following compressed schedule is in place.

Click here to view the Compressed Schedule for Inclement Weather

Severe Weather Hotline

Call 941-5999

Press 1
For Announcements on:

Delays

Cancellations

Compressed Class Schedule

or: Press 2
to Check the Provost's Website

For Announcements on:

Campus Parking Bans

During winter storm watches, warnings and events, every effort will be made to record announcements by 7:00 a.m. for day classes, by 12:00 p.m. for afternoon classes, and by 3:00 p.m. for evening classes.

Campus parking bans will be declared as snow accumulates or is forecasted to accumulate. Parking bans are in effect from 6:00 p.m. to 7:30 a.m., unless otherwise instructed, on all surface parking lots. Vehicles should be parked in the parking pavilion, wellness center or additional lots designated in the snow ban announcement. Call 570-941-5999 (option 2) for parking ban announcements and updates.
Information regarding delays and cancellations will also be broadcasted over the following TV and radio stations:

**TELEVISION**

<table>
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<tr>
<th>TELEVISION</th>
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<tbody>
<tr>
<td>WNEP 16</td>
<td>WYOU 22</td>
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**RADIO**

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<td>94.3 FM</td>
<td>WLGL</td>
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<td>WWCC</td>
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<tr>
<td>WHRK</td>
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<td>WEJL/ WBAX</td>
<td>630 AM</td>
<td>WWBE</td>
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**Residence Life and Housing**

**Residence Life**

The Residence Life program supports the educational mission of the University by promoting the development of the whole person through its many programs, educational themes, learning experiences and staff members. The primary goals of Residence Life center on the well-being of the student and their contributions to the community.

The University offers housing for approximately 2,600 students. 16 residence halls on campus house the majority of these students while the remaining students live in 5 University owned houses and 11 apartment buildings. First Year Living Learning programs offered through the department include: Celebrate the Arts, FIRE (Focusing on Initiative, Responsibility and Engagement), Wellness and Cura Personalis.

The Residence Life program promotes individual growth and shared responsibility. Educational opportunities are offered through programming sponsored by the Residence Life staff and the greater University community.

**A. Conditions**

With regard to student-health status, any student who is able to carry out activities of daily living may appropriately live in University housing. The particular conditions are listed in the "Residence Hall and Food Service Agreements." We advise that anyone with chronic health conditions such as diabetes, asthma, etc., inform roommate(s) and the staff member assigned to that floor or area of information necessary to facilitate emergency care should the need arise. Student Health Services, located in the Roche Wellness Center, should also be made aware of these and other potential concerns. Students requiring residential accommodations due to medical issues must submit the verification forms with the Center for Teaching and Learning Excellence (CTLE).

All first year and sophomores are required to live in University housing, except those with commuter status (a local student residing with a documented parent or relative). This policy exists in order to continue the
educational and social programs begun in the first year and to enhance each student’s adjustment to the University both academically and socially. No exceptions to this policy are made. The University does reserve the right to place first year and sophomore students in any available University housing. Any sophomore resident student who does not sign up for housing will be placed in any available housing at the discretion of Residence Life and will be billed accordingly.

The University of Scranton guarantees on campus housing for four consecutive years. Consequently, if a student has never lived off campus, he or she retains that guarantee. If a student has moved off campus, he or she has lost the guarantee and can only be housed on a space available basis. This guarantee applies to all housing offered through the Housing Lottery or through Post Lottery Housing processes.

University housing is primarily available for all undergraduates; however limited space is available for graduate students.

**B. Contractual Obligations**

All resident students are responsible for the terms of the "Residence Hall and Food Service Agreement" whether or not they sign this agreement. Once housing and/or the meal plan is confirmed for a student, the student is obligated to reside in University housing and/or participate in the meal plan during each term enrolled in that academic year, including intersession.

No student may reside in University housing during the Intersession term unless she or he is enrolled in a class for the Intersession period or has been given specific permission by the Office of Residence Life.

**C. Room and Board**

**Room Plans**

Housing costs are based on the building to which the student is assigned. There are four housing classes:

- **Class AA**
  
  Mulberry Plaza, Madison Square, Montrone Hall and Pilarz Hall.

- **Class A**
  
  Condron Hall, Gavigan Hall, Redington Hall, Katharine Drexel House, Dorothy Day House and Elizabeth Ann Seton House

- **Class B**
  
  Blair House, Casey Hall, Dennis Edward Hall, Driscoll Hall, Fayette House, Fitch Hall, Gonzaga House, Hafey Hall, Hannan Hall, Gannon Hall, Lavis Hall, Liva House, Lynett Hall, Martin Hall, McCormick Hall, McCourt Hall, McGowan House, Nevils Hall and Tioga House.

- **Class C**
  
  Herold House

**Meal Plans**
The University offers a choice of six meal plans providing Unlimited, 14, 10, Unlimited Plus, 14 Plus or 10 Plus meals per week. These plans are available only when the University is officially opened and NOT over vacation periods, before the start of classes, or after classes are finished. First Year students are required to be on the Unlimited plan.

Once the contract is signed students living in upper-class areas may reduce their meal plan only during the first two weeks of the semester or Intersession, although they can increase it at any time throughout the year. Any request to change the contract must be put in writing to the Director of Dining Services and will only be considered based on financial hardship or medical necessity.

For details, see Dining Services section.

D. Services

Community telephones are provided for on-campus calling in all University halls, houses and apartment complexes. Calling cards are available at the University bookstore for long distance phone service needs.

Each University operated residence facility receives 24 hour maintenance and 24 hour security.

Laundry

Washing machines and dryers are available in most on campus residential areas. All of these machines are coin operated and most are Royal Card operated. If equipment is out of order, damaged, or vandalized, please report the situation to Residence Hall Maintenance. Only resident students may use laundry machines.

Light Housekeeping and Maintenance

Light housekeeping is provided in the residence halls and houses, and to a considerable extent the housekeeping that custodians are able to accomplish is determined by the manner in which the students maintain their rooms. Litter, scattered laundry, or other messy conditions may prohibit the staff from cleaning the room. It is the responsibility of the students to remove litter from their rooms on a timely basis. Custodians do not make student beds and they are not expected to handle dirty clothes, move heavy furniture, vacuum student-owned carpeting, etc. Students who wish not to have this service may request so through the Office of Residence Life. If you have a facilities issue to be resolved, please inform your RA or CA and she or he will submit a work order for the repair.

Mail

Mailbox assignments are made in conjunction with building assignments. Box numbers then become part of each student's mailing address. Students who live in off campus housing are not assigned University mailboxes. Mailboxes are located in The DeNaples Center. Mail is delivered once a day, Monday through Saturday.

A notice is placed in a mailbox if a package, certified receipt or registered letter, etc., has arrived for the student. Students then pick up their package or letter at the Mail Department office located in the DeNaples Center. A photo I.D. must be presented by students.

Storage Facilities

There is no storage space for students living in university housing. Students may not store belongings between academic years or assignment changes.

E. Charges

The University levies certain charges and fees to cover the costs of operating its student residences and dining services. Fall-semester room and board billings are forwarded to returning students during mid-July; incoming first year and
transfer students receive such billings during the latter part of July. A student enrolling in a room and/or board plan after the beginning of the fall semester can expect to be billed within 30 days of enrollment. Board bills for intersession are sent to students late in November and spring-semester bills are issued before Christmas vacation.

Payment of room and/or board charges should be forwarded to the Treasurer's Office by the billing date indicated on the invoice. Invoices are forwarded to a student's home address unless the student informs the Treasurer's Office of an alternate billing address.

Charges and Fees

Room Charges (per semester)

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<td>Class AA Double</td>
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<tr>
<td>Class A</td>
<td>4,083</td>
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<td>Class B</td>
<td>3,862</td>
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<tr>
<td>Class C 2-person apartment (monthly)</td>
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<tr>
<td>Class C 3-person apartment (monthly)</td>
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Board Charges (per semester)

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<td>14-Meal Plan</td>
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Intersession Board Charges

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<td>14- Meal Plan</td>
<td>543</td>
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<td>10-Meal Plan</td>
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Other Charges
First Year/Transfer Room Deposit $100
Returning Student Room Deposit 200
Room Damage Deposit 200
Room Change Fee 30

Refunds
Room deposits, special fees and room and board fees may be refundable for students in good standing by making a written request directed to the Director of Residence Life.

F. Room Assignments

Room Reservation Deposit
All Upperclass resident students intending to return to University housing for the 2014-2015 academic year are required to pay a non-refundable $200 housing deposit before being allowed to reserve a room for the coming academic year. Upperclass students are required to pay a non-refundable $200 housing deposit by January 10, 2014. This $200 fee will be applied to the student's fall 2014 semester room charges.

There is no requirement for a Room Reservation Deposit from residential first year students because all residential first years are required to live in University housing as sophomores.

Selecting Room Assignments
The University will make every effort to satisfy room preferences, but it reserves the right to make assignment adjustments as deemed necessary for the benefit of the student or the University. Therefore, the University reserves the right to make all final decisions about room assignments.

In the spring of each academic year, students who have paid a room-reservation deposit and submitted lottery information on time are allowed to select a room assignment for the upcoming year.

G. Security of Residences

Residents share the responsibility of security in the residence halls. The University provides secure entrances, after hour's on-duty staff members, and in some cases, video surveillance.

Card Access
Students are not allowed to lend their Royal Cards to other students for security purposes, nor are students allowed to use or possess any Royal Card other than their own. Should a student lose his or her key or Royal Card, it must be reported immediately. A Royal Card may be immediately canceled via the Royal Card online site.

Combination Security
The locks on some apartment entrance doors are combination locks.

Posting combinations, making combinations available to unauthorized persons, or communicating the combination to others in a manner that threatens security constitutes an extremely serious violation of University policy. At no time should a person use a combination to enter another student's room, hallway, or residence building.
Entrance-door combinations are changed periodically throughout the academic year. Students are informed about combination changes by the Office of Residence Life. A student desiring to have a room-door combination changed for reasons of security should contact the Resident Assistant, Community Assistant or Area Coordinator.

**Door Security**

Residents must close and lock their doors when not in their room or sleeping. Giving access to unidentified persons to residence halls or propping building entrance doors or other secured doors is prohibited and will result in a $50 fine.

**Emergency Exit Doors**

The use of emergency exits is strictly prohibited unless an active emergency alarm is sounding or students are directed to do so by campus safety personnel. If students or their guest(s) misuse an emergency exit door, he or she will participate in the student conduct process and be charged a $50 fine. If the Residence Life staff is unable to identify who is responsible for an emergency exit door being activated inappropriately, the residence hall community will be notified and assessed a community bill for the $50 fine.

**Fire Safety**

Creating a safe environment in the residential areas is the responsibility of all community members. The behavior of one resident can impact the safety of each person. Following evacuation procedures and policies related to prohibited items, smoking, fire safety equipment and fire escapes are expected at all times.

The following evacuation procedures are to be adhered to when the fire alarm sounds:

1. Immediately upon knowing the alarm has been activated, each occupant in the residence is to close her or his windows and door and leave the building by the nearest exit.
2. No one should linger in the building for any reason.
3. All occupants must remain at least 100 feet away from the residence in which the alarm sounded. No one may re-enter the residence before the proper authorities grant permission.

Resident students are never to be on hall fire escapes except in times of emergency. In addition, clothing and signs are not allowed to be hung from the fire escapes.

Tampering with fire extinguishers, alarms and other safety equipment is a serious offense against the University community. A student guilty of this offense faces a maximum penalty of expulsion from the University.

**Keys and Lockouts**

Each student residing in University housing is given either a key or room-door combination at check-in. The key governs the lock on her or his room door. Students are cautioned to understand that room security depends significantly on controlling access to her or his key at all times. A replacement for a lost key may be requested online through UIS and will require a $30 charge in the first year and sophomore residence halls and $100 charge in the apartments or houses.

At no time should a student lend her or his key to another student for any purpose. Keys are not allowed to be duplicated.

The University Police Department or Residence Life staff may assist a student with a lockout. Only residents of a room or hall will be granted access. If a student is given access from University staff, a charge may be assessed. If three lockouts are recorded, the lock will be changed and the resident will be charged $30.

**Entering Student Rooms and Residences**

Authorized University representatives may enter a student's room to inspect, repair, examine, or make necessary alterations. In addition, University representatives may enter a student's room to enforce University policy; to
investigate possible policy infractions; to ensure that students have vacated the room in fire-drill or emergency situations; to inspect for cleanliness, health and safety; or to place, replace, repair or remove rented equipment.

A student is not allowed to enter another student's room without permission from the occupant. University staff will provide access to a room only for the resident of that room.

H. Staff

The management of the live-in student staff and the development of the residential community are the direct responsibility of the Area Coordinator. The Area Coordinator is responsible for supervision, program development and addressing student needs within the residence halls, houses and apartments.

The Resident Assistants (RAs) and Community Assistants (CAs) are student staff members employed as live-in peer mentors that maintain a healthy, collegiate environment and provide social and educational development for a community of 16 to 80 residents. Students of the university must comply with directives given from residence life student staff in the performance of their duties.

Some residence halls are staffed with Jesuit Counselors and Resident Ministers. A student should never hesitate to call upon the services of these staff members. Their experience and knowledge are particularly valuable in dealing with spiritual and certain types of emotional issues.

Residence Life staff members seek to assist students in their adjustment to campus life. Staff members are responsible for the general welfare of the resident students on a floor or in a house and carries specific duties in areas of peer counseling, program coordination, and enforcement of University policies.

I. Behavioral Policies and Regulations

Alcohol and Other Drugs

All University policies related to alcohol and drugs are listed in the University Policies section of this handbook. For detailed information on alcohol policies applicable to on campus housing refer to this section.

Break Housing

All students will be expected to follow the established dates and rules of closing per the University calendar.

The University closes all of its residence halls for the period between fall semester and intersession. Therefore, no student will be able to stay for the December Break.

All University of Scranton housing is officially closed with the exception of graduate housing in Herold House during Thanksgiving Break, Spring Break and Easter Break.

A student may request to stay during a holiday break if they are participating in a University sponsored event, activity, or academic purpose, or if extreme personal circumstances arise. Students must request to stay by completing the "Request for Break Housing Form" located in the Residence Life menu of UIS.

Should a student stay in on campus housing outside of authorized residency periods without permission, she or he may be assessed a fee and face disciplinary action. Students need to keep their rooms locked at all times and will be held responsible for any prohibited items found in their rooms during breaks by University staff.

Care of Rooms and Lounges
Residents are expected to keep their rooms clean and orderly. The furniture in rooms and its arrangement comply with existing fire and health codes. If students plan to augment room furniture with chairs or sofas, they must purchase furniture which is clean and fireproof. Waterbeds are not allowed. Supplementary furniture must be removed by room occupants and properly disposed of at the end of the academic year. Students are not allowed to remove or store any University furniture or equipment placed in the student's room. Students are not allowed to remove furniture from any of the common areas.

Students are not allowed to damage any part of the room, neither the structure nor the equipment. If any item is damaged or broken, it should be reported to the staff member. Students are not allowed to repair or replace broken or damaged items owned by the University.

Courtyards and Lawns

Students are not permitted to engage in games of catch with hard balls, footballs or lacrosse sticks, or other types of vigorous activity where large groups of residents gather, in the courtyards green spaces adjacent to student residences. This policy exists to preserve the green areas and protect residents and the buildings.

Damage and Vandalism

Prior to resident move-in, Residence Life and Facilities Staff will conduct an inspection of each student room and note any damages, or missing items. Resident Assistants and Community Assistants are familiar with the general condition of their assigned building and rooms. Students are responsible to report any new damage in their rooms to their student staff member. If a resident fails to report damage to their Resident Assistant or Community Assistant, the staff will assume that the damage occurred purposefully and the student(s) of that room are accepting financial responsibility for the damages. Students must report room/building concerns within 12 hours of a damage occurrence.

Residence Life and Facilities keep an electronic record of room conditions and furniture inventories. These exist to protect students from damages they are not responsible for, including ordinary wear and tear. Students are able to submit work order requests through their student staff members. These work orders alert maintenance personnel to new problems in a particular room or within the building.

An incoming resident student is required to pay a $200 room-damage fee. The room-damage fee will be paid by each student upon assuming residency and will be refunded in full (or in part if any claims are made against the fee) upon the student's graduation or approved withdrawal from the housing system. An additional $200 room-damage fee must be paid by a resident student each time she or he is responsible for damages in the residences totaling more than $200.

In those cases when the responsible parties for damages to the residence cannot be determined, the University reserves the right to distribute the cost of repairs or replacement for these damages among all residents residing in that residence or area of residence.

Vandalism or behavior that could lead to damage of the residence halls is prohibited. Persons found engaging in such behavior face repair or replacement costs plus disciplinary action. The following is a list of some of the activities that could lead to destruction of property or injury to the residents and are not allowed in residence halls: elevator misuse, shaving-cream fights, pillow fights, snow-ball throwing, dart throwing, lavatory misuse, bulletin-board misuse, water misuse, food throwing, creating messy conditions in a room, vending-machine misuse, recreation equipment misuse, etc. It is noted that the University reserves the right to utilize video surveillance in counteracting vandalism.

Decorating a Room

Students are encouraged to respectfully decorate their rooms reflecting their personalities and in collaboration with their roommate(s). It is prohibited to hang or place items on the ceiling of a room or attach string lights to furniture. Students are required to use appropriate adhesive products to decorate their walls and/or door. A comprehensive list of prohibited items is listed for your reference later in this section.

Students or other non-University personnel are not allowed to paint their rooms.
Early Arrivals

The early arrival policy applies to students who are participating in approved University activities. Individual requests to move in prior to the published openings of the residence halls will be considered on a case by case basis and only granted under extreme circumstances.

Facility Reservation

Residence hall and house lounge spaces are for the explicit use of the residents of that building. No other group may use that space during the academic year. The exceptions to this are: Collegiate Hall and the multipurpose rooms in Condron Hall and Montrone Hall. Only students taking registered classes through the University may have access to the classroom space. In order to reserve the multipurpose rooms in Montrone Hall, Condron Hall or Collegiate Hall, please contact the Office of Residence Life at least two weeks prior to the date needed. Please note that this space is also set aside as a study space and will not be given to groups during busy academic times. Collegiate Hall will not be booked more than three times each week.

Failure to Comply

Residence Life staff members are charged with the overall responsibility of ensuring that student residences offer safe, attractive and comfortable conditions promoting optimum student development and learning. Such staff members often must make requests of students in the performance of their various duties. Failure to comply with the legitimate request of a Residence Life staff member or other University official is not permitted.

Gambling/ Businesses

Gambling is not allowed in the University residences or anywhere else on campus. Phone, room or University Computer Network is not to be used for gambling or operating a business.

Guest & Visitation Policy

No one is welcome in a University of Scranton student residence unless she/he resides in that residence, is a University employee working in that residence, is being hosted by a resident of that building, or is given permission by the University to do work in that building. Resident students are held responsible for the behavior of their guests. Guests must always be escorted by a resident while in the building.

All guests must be met at the entrance of the facility and escorted by her or his host. Should residents of a room or area disagree about a visitor's presence, the right of a student to live in privacy takes precedence over the right of a roommate to entertain a guest in the room. Students are required to inform their Resident Assistant or Community Assistant if they are having an overnight guest. Overnight guests of members of the opposite sex are not allowed. Permission to host overnight guests must be granted by all residents of the particular room. Overnight guests are limited to 2 per room. A resident is not allowed to have a guest stay for an extended period of time (more than two consecutive days or more than eight total days in one academic semester). Hosts are responsible for guests' behavior. Disciplinary action for a guest may be applied to the host.

The following hours are for visitation:

A. Upper Quad, Lower Quad, McCormick, Lavis, Gannon, Nevils and Driscoll Halls

Sunday through Thursday 10:00 a.m. to Midnight
Friday and Saturday 10:00 a.m. to 2:00 a.m.

B. Condron Hall, Gavigan Hall, Redington Hall

Sunday through Thursday 10:00 a.m. to 2:00 a.m.
C. University Apartments and Houses

Sunday through Saturday
Open Visitation

**Inspection of a Student Room**

As set forth in the Residence Hall Agreement, University staff members reserve the right to enter a student room to inspect for cleanliness, health and safety, policy violations, and to complete repairs or to do regular custodial work.

In instances when a University staff member has reason to believe that University policy, procedure or regulations are being violated, a student's room will be subject to an administrative inspection. When possible, inspections will be conducted in the presence of the residents of the room. The presence of a University of Scranton police officer may be requested by the staff member conducting the inspection to maintain safety and to receive and secure any evidence or contraband collected by the University staff member during the inspection.

The University police officer will not direct or participate in the inspection unless requested by the University staff member, in accordance with applicable law.

The Dean of Students and/or Vice President of Student Affairs will be notified when any inspections are conducted along with the reason for the inspection and the identity of the staff member conducting the inspection.

**Loss or Theft of Personal Property**

The University is not liable for the loss or theft of a resident's personal property from any cause whatsoever. Insurance companies offer renter's policies and some homeowner's insurance covers student's property while living away from home.

**Modifications to Rooms**

Structural modification or repair of damages in the residence by a student or other non-University personnel is not allowed. This includes setting any University-owned furniture on blocks, crates, etc. Cinder blocks and bricks are not allowed in student rooms without the permission of the Office of Residence Life.

**Noise**

It is essential that an atmosphere conducive to study and reflection be maintained in all University residences. Each resident student, therefore, is expected always to be considerate of others, and to exhibit restraint in the playing of music or otherwise creating noise in and around University residences. Stereos are not allowed to be played out a student's window or out into the public areas of the residence.

Residents should conduct their activities so as not to interfere with the quiet of others. Musical instruments may not be played in the residences. Quiet hours in the residences Sunday through Thursday are 8:00 p.m. to 10:00 a.m. and Friday and Saturday from midnight until 10:00 a.m. Disorderly conduct which disturbs others is not permitted at any time.

**Prohibited Items**

Students are prohibited from possessing, displaying, or using prohibited items. For the safety and security of residents and the care of our facilities, the following items are prohibited:

- Adhesive items that damage the walls and surfaces. Painter's and Masking tape is recommended.
- Candles, incense, plug in air fresheners or any open flames.
- Chemicals, including flammable materials such as gasoline, propane, etc.
- Cooking equipment, including but not limited to, toasters and toaster ovens, open-coil heaters or burners, and indoor grills.
• Darts and dartboards.
• Empty alcohol containers on display.
• Fireworks.
• Halogen, black and neon lights/lamps.
• Lofts or any elevation device not provided by The University of Scranton.
• Natural holiday trees.
• Pets. Only fish are allowed, with one tank per room, no larger than 20 gallons. Pets will be immediately removed by University personnel.
• Space heaters.
• Stolen property including construction barriers, construction signs, University signs, University banners, food-service equipment, etc.
• Vehicles or any engine-driven devices.
• Weapons, or any other item which is created or used to cause injury or destruction. These include knives (except for kitchen knives used in their intended manner), handguns, rifles, shotguns, BB guns, pellet guns, any item which resembles a firearm, dart guns, bows and arrows, swords, martial arts implements, and explosives whether manufactured or handmade.

Prohibited Items in Apartment Kitchens

Due to the unique nature of the upper-class apartments and houses that include kitchens, some modifications exist for the above list. Items that have a functional use for cooking or the preparation of meals are permissible for their intended use. These items include cooking equipment, such as toasters, toaster ovens, and indoor grills and are only permitted in the kitchen areas. Any questions related to these items should be addressed to the Community Assistant or Area Coordinator in a timely manner.

Residential Health Concern

Should a student present physical or mental health conditions that place themselves or others at risk, Residence Life may temporarily restrict the student from on campus housing. The University of Scranton's Counseling Center in coordination with Residence Life will assess the student for risk of harm to self and others, and to determine the ability of the student to cooperatively live in a residence hall environment. The Office of Residence Life will notify the student of his or her ability to return, and outline any conditions which must be met as a requirement of living on campus.

Restricted Areas in Residences

A number of areas in student residences are off limits to students. These areas include electrical or mechanical closets, storage closets, roofs, balconies and staff rooms or offices.

Room Assignments

A resident is not allowed to sublet her or his room at any time. The University reserves the right to move a resident from one room to another.

In most cases, the University will not move a student out of her or his room at the request of a roommate. However, if this request is due to policy violations, the student should pursue disciplinary action through the Office of Student Conduct. A student may be moved out of housing or relocated as the result of a disciplinary sanction.

Medical reasons are typically not valid reasons to ask that a roommate be moved.

Room-Change Process

A student may request a room change after the second week of classes for each semester. The student will need to have discussed the change with her or his roommate and the student staff member and to have made reasonable efforts to work through any conflicts. A meeting must be scheduled with the student staff member and Area Coordinator prior to any room change approval.
A student must have approval to move prior to changing rooms. Any student found to have moved without approval will be subject to a $100 fine.

Sleeping

Sleeping in hallways, lounges, stairwells, or other public places is not permitted.

Solicitation

Solicitation in the residences is prohibited so as to protect residents from frequent visits and possible harassment. Only residence-hall organizations may solicit in their residence and then only with the majority vote of the organization.

Smoking

Smoking is prohibited inside and within 25 feet of all University residences.

Vacancies

A resident student may have one or more vacancies in her or his room. Although the University makes every attempt to provide residents with roommates, this is not always possible. When residents leave for break periods and they have at least one vacancy, the room should be clean and ready for the new occupant(s).

When students visit the rooms with vacancies, the occupants are not allowed to dissuade the students from moving into this room. A violation of this policy is considered to be harassment. Students with concerns about new roommates should make these concerns known to their RA or CA.

Violence/Abuse Against a Staff Member

The commission of an act of violence or abuse against any Residence Life staff member, which is in any way associated with the staff member's status as a Residence Life staff member, is very serious. Violence and abuse includes, harassment or acts of physical violence including, but not limited to, striking, shoving, slapping, biting, poking, holding, throwing objects at a staff member.

Windows

Due to the potential for serious injury or death, University policy strictly prohibits the throwing of any object from the window of any University building. Students may not remove screens from windows.

Electrical signs are not allowed in windows. Signs and other material are not allowed to hang outside of windows, off fire escapes, or off buildings.

Policies Governing The University Community

Academic Code of Honesty

I. Importance and Purpose of Code

The University seeks to educate students who have strong intellectual ambition, high ethical standards and dedication to the common good of society. Academic excellence requires not only talent and commitment but also moral integrity and a sense of honor. Integrity in intellectual activity is an indispensable prerequisite for membership in any academic
community, precisely because the resultant trust makes possible the open dialog and sharing of information that are the core of successful academic community.

Plagiarizing papers and cheating on examinations are examples of violations of academic integrity. Academic dishonesty trivializes the students’ quest for knowledge and hinders professors from accurately assessing the individual talents and accomplishments of their students. To avoid these problems, to educate all scholars about the nature of academic dishonesty, and to promote a healthy academic community, The University of Scranton has implemented its Academic Code of Honesty and an on-line tutorial to support it.

An effective code must indicate unacceptable behavior and appropriate sanctions. Members of the University community who understand and appreciate the purpose of an institution of higher learning will rarely, if ever, be guilty of sanctionable offenses listed in the following sections.

As the University plans for the future, three key themes in our Liberal Arts characteristics and goals as a Jesuit Institution in the Catholic intellectual tradition address academic integrity. We seek to:

- Impart the importance of gathering, evaluating, disseminating and applying information;
- Provide learning experiences that include interactions and synthesis; and
- Promote a lifelong commitment to learning and ethical decision-making.

To educate each student about the importance of academic integrity, the University has implemented an Academic Integrity Tutorial that will be taken by all First Year and Transfer students each summer before beginning classes. The purpose of this tutorial is to promote academic integrity by increasing students’ awareness of the issues and offering dilemmas/strategies to protect themselves from academic dishonesty situations. Faculty can use it as an educational resource to supplement their classroom discussions on academic integrity.

As new members of the University's community of scholars, embrace your first steps toward a lifelong commitment to learning and the highest ethical standards. Welcome to the University of Scranton.

II. Student Behavior in Violation of Academic Honesty

The University has two codes of behavior; one for academic behavior (this document) and one for social behavior (Student Code of Conduct). This code addresses behavioral integrity in the academic work of the University. The latter deals with matters outside the context of academic courses.

The following conduct constitutes a violation of The University of Scranton Academic Code of Honesty.

A. Plagiarism

The handbook of the Modern Language Association describes plagiarism as "giving the impression that you have written or thought something that you have in fact borrowed from someone else."

Examples of plagiarism in paper writing include: direct quoting of any source material whether published or unpublished without giving proper credit through the use of quotation marks, footnotes and other customary means of identifying sources; paraphrasing material from books and articles, etc., without identifying and crediting sources; submitting papers written by another person or persons; offering false, fabricated or fictitious sources for papers, reports, or other assignments.

Examples of plagiarism in taking examinations include any attempt to do the following: 1. Look at another's examination; 2. Communicate by any means with another student during the course of an examination regarding its content; 3. Use any unauthorized materials, such as notebooks, notes, textbooks, or other sources, not specifically allowed by the course professor for use during the examination period; or 4. Engage in any other activity for the purpose of seeking or offering aid during an examination. (By the term "examination" the code includes quizzes, hourly tests, midterms, finals, laboratory practicals, etc.)
Another kind of plagiarism consists of fabricating, falsifying or copying data to represent the results of laboratory work, field assignments or computer projects.

B. Duplicate Submission of the Same Work

Submitting the same work for more than one course is a violation unless all concerned professors give their consent in advance.

C. Collusion

Ordinary consultation of faculty, library staff, tutors or others is legitimate unless the instructor has imposed stricter limits for a particular assignment. Any cooperative effort is forbidden which results in the work or ideas of others being presented as one's own.

D. False Information

Furnishing false information to the University - when professors, advisors, officials or offices have a right to accuracy - violates academic honesty. Instances would include but are not limited to misrepresenting activity outside of the classroom (reports on field work, etc.) or improperly seeking special consideration or privilege (postponement of an examination or assignment deadline, etc.).

E. Unauthorized Use of Computers

In the context of the completion of a course and/or assignments (contained within a course) the unauthorized use of computers or the University Computing System and related networks (e.g., the unauthorized use of software, access codes, computing accounts, electronic mail and files) constitutes a violation of this code (see The Student Computing Policy available from the University's Information Resources Division for more detail).

F. Theft and Destruction of Property

Unauthorized removal, retention, mutilation or destruction of common property of the University is a code violation as such behavior relates to specific academic responsibility. Such property includes but is not limited to library books, the collections of the Library and the Media Resources Center, laboratory materials, computers and computer software, etc. Also prohibited is the theft, mutilation or destruction of a student's academic work, including books, notes, computer programs, papers, reports, laboratory experiments, etc.

G. Unauthorized Possession

Possession, without authorization, of copies of tests, answer sheets or other materials, however obtained, that could interfere with fair, accurate testing violates this code.

H. Other University Codes and the Civil Law

The University's Student Code of Conduct proscribes conduct that will often have a direct bearing on the ability of faculty and students to achieve their academic goals. Therefore, violation of the Student Code of Conduct will often result in a violation of academic integrity as well. For example, harassment, physical and verbal abuse, drunkenness, disturbance of the peace, etc. impair academic life. If a violation occurs which might be addressed by either code, the University will pursue action under either the Academic Code of Honesty or the Student Code of Conduct but not both.

If a question as to which code should be applied to a particular situation arises, the Provost and the Vice President for Student Affairs will confer concerning the particular venue of the potential violation and reach a decision.

Students, in particular, should be aware that certain violations of honesty are also illegal and expose them to legal action by the University or others. Such acts include unauthorized copying, duplication, quotation or plagiarism of copyrighted materials and acts outlined above in sections E (computer use) and F (theft/destruction).
III. Faculty Responsibility to and for Academic Honesty

It is expected of the faculty of The University of Scranton that they will set a proper and effective tone for academic and intellectual inquiry. As role models, faculty should demonstrate characteristics which promote a sense of community within and among peers and the student body. At the heart of this community is a belief that academic honesty is derived from an appreciation for and adherence to moral integrity. Failures in the area of academic honesty strike at the heart of what is essential to the University community - the pursuit of truth.

Members of this University community, especially the faculty, should strive to guide the behavior of students through positive actions which clearly demonstrate that honesty and integrity are essential to the life of the University.

In light of these expectations the faculty should assess, accurately and effectively, the ability and achievements of their students. To do so, each faculty member should adhere to the spirit as well as the letter of this policy. Such adherence includes assessing and prosecuting to the fullest extent all violations of this code.

In order to carry out this policy properly, faculty are expected to:

1. Familiarize themselves with this policy and its procedures;
2. Familiarize themselves with statements on plagiarism and methods of insuring compliance;
3. Remind their students of the general principles and requirements of this policy, giving specific attention to pedagogical and assessment criteria employed in their particular course. Unique requirements necessitate specific promulgation;
4. Reflect on the necessity for fairness/equity in assignments and tests. Such reflection ought to be concretely reflected in all assessment of students;
5. Secure tests and course materials so as to insure equal access for all;
6. Pursue perceived violations of this code as part of their role in assessment of the student, in the pursuit of truth and in the formation of an academic community.

These expectations are enumerated to assist the faculty in establishing and sustaining an environment where academic and intellectual integrity are highly valued; these goals are pursued as a necessary component of the educational community. The manner in which inquiries into and discussion of infringements of this policy are pursued is important. All parties involved ought to remember that such inquiries and discussion, with colleagues or students, ought to be in pursuit of legitimate educational interests. Frivolity, curiosity and careless identification of parties involved are not consonant with such aims.

IV. Acceptance of Responsibility

In accepting admission to The University of Scranton, students also accept responsibility for governing their own conduct in compliance with the Academic Code of Honesty.

V. Initial Action After Discovery of Academic Dishonesty

Plagiarism on the part of a student in academic work or dishonest examination behavior will ordinarily result in the assignment of the grade of "F" by the instructor. The instructor should notify the student of the academic dishonesty and his or her action in response to it, such as a lowered grade for the assignment or course, within five days after action is taken. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved and to the student's dean within three days of the notification of the student. Upon receiving such notification, the chairperson will distribute a copy of the Academic Code of Honesty to the student within seven days.
VI. Procedures in Cases of Violation of This Code

In order to provide a forum for the fair resolution of accusations of academic dishonesty, the following procedure has been developed and will be applied in all cases involving University of Scranton students.

A. Pre-Hearing Procedure

1. In all cases, a sincere attempt should be made by the student to resolve the problem by discussion with his/her professor. If that discussion results in no change of grade, the student may request an informal meeting in the office of the dean of the course. Present at the meeting will be the dean, the student, a faculty advocate for the student if the student so chooses, and the faculty member.

2. If the student is dissatisfied with the results of the informal procedures, he or she may, within two weeks of the informal meeting or within one month of the disputed grade award, make a written request to the dean of the course for a formal hearing. The student's request must state why he or she feels falsely accused or the grade is undeserved and his/her attempts to resolve the matter.

3. Upon the student's request, a hearing board will be constituted to review the evidence to determine if academic dishonesty has occurred and if the sanction imposed was fair. If the dean of the course is not the dean of the student, the dean of the course will advise the dean of the student of the impending hearing.

B. Hearing Board

1. Training will be made available by the Provost/Academic Vice President for those faculty and students interested in serving on hearing boards, and for those faculty who wish to be chosen as student advocates.

2. The hearing board will be appointed by the dean of the course. The hearing board will consist of two tenured faculty members and one student from the department in which the alleged academic dishonesty took place (or a student from the same school if there are no majors in the department) and one tenured faculty member and one student from outside the department of the course. In certain departments, tenured associates may be used. A faculty member on the committee will serve as chairperson.

3. The chairperson of the hearing board receives all requests for hearings from the department, sets the calendar, notifies all board members and involved parties of the dates and time of hearings and informs students by written notice of the recommendations of the board.

C. Hearing Procedure

1. After receiving a request for a hearing, the chairperson of the hearing board shall establish a date and time for the hearing and notify the student and professor involved and the other members of the board in writing. The student will receive written notice of any charges of academic dishonesty to be considered.

2. If practicable, the hearing will be held within two weeks of the receipt of the request for a hearing.

3. The hearing will be private and all persons present at the hearing will consider all information presented to be confidential. If, however, the student disseminates information disclosed during the hearing, the student's interest in the confidentiality of the hearing will be deemed waived.

4. Both the student and the faculty member involved may request assistance in presenting their cases at the hearing by any member of the University community other than an attorney. If the student used a faculty advocate for an informal meeting in the dean's office, the same advocate should be used for the hearing. The individual must inform the chairperson of the hearing board of the names of his/her representative and any witnesses before the hearing date.

5. Individuals appearing before the hearing board have the responsibility of presenting truthful information, and the board in reaching its decision will evaluate the credibility of the witnesses.

6. Presentation of evidence will be made only during the hearing. The board may address questions to any party or witness. Any party may present witnesses or other evidence. The conduct of the hearing is informal, and the board is not bound by rules of evidence or court procedures. Matters of procedure will be decided by the chairperson of the hearing board.

7. After the hearing board decides whether academic dishonesty has occurred, but before the hearing board makes its decision as to sanction, the chairperson will contact the dean of the student to find out whether the student has been involved in other academic dishonesty incidents.
8. All decisions of the board will be determined by a majority vote of the members present. The student, the faculty member involved, and the dean of the student will be informed in writing by the chairperson of the hearing board of the board's decision within two weeks of the hearing.

D. Appeal

The student may appeal the decision of the hearing board in writing to the dean of the student, or the dean's designee, within thirty days of notice of the hearing board's decision.

The dean or designee may approve, modify, or reverse the decision of the board and will notify the student of his/her decision within two weeks of receiving the appeal if practicable. In those cases where the appeal was heard by the dean's designee, the student may have a final appeal to the dean if a request in writing is made within 30 days of the designee's decision. The dean will ensure that the sanctions imposed are carried out. The decision of the dean is final in all cases except expulsion. The sanction of expulsion may be imposed only by the Provost/Academic Vice President upon recommendation of the dean.

E. Repeated Violations

In cases of repeated violations of the Academic Code of Honesty by the same student, the dean of the student may impose additional sanctions. The student may appeal the imposition of additional sanctions to the Provost/Academic Vice President, who may approve, modify, or reverse the decision of the dean and will notify the student of his/her decision within two weeks of receiving the appeal if practicable. The Provost/Academic Vice President will ensure that the sanctions imposed are carried out. The decision of the Provost/Academic Vice President is final in all cases.

Student Computing Policy

Students are responsible for reading, understanding, and abiding by this policy.

I. Electronic Resources at the University

Information resources can help you be more productive as a student -- to produce papers, to use the library catalog, to send messages to your professors and friends, to access class notes and assignments, and to conduct the general business of student life. The University makes information resources available to you in many ways:

- Everyone at the University has access to information servers for electronic mail (e-mail) and other Internet services.
- The University's web sites contain information to help you register for classes, apply for financial aid, keep up with University events, and much more.
- Microcomputers are available for general use at locations around the campus. These microcomputer sites provide access to the Internet and essential software for coursework.
- You can drop and add courses and check semester grades and other related information by using the Web.
- Selected classrooms, labs, and library carrels are equipped with data outlets for Internet access.
- There are data network connections in all University-owned houses and residence hall rooms to connect your personal computer to the Internet.

II. Use and Ownership

We will use the possessive word "your" a lot in this policy, but this does not always mean ownership. In some cases, it means "exclusive use." You may own a personal computer or workstation. You will make the decisions about how that equipment will be used. You may own a software license -- word processing or spreadsheet software, perhaps -- which you purchased from a software vendor. Your license usually allows you to possess one copy of this software for your own use.
The University owns the central computers, departmental computer labs, the microcomputing sites, the computers it places in its offices, and all the software it has installed on them. The University determines who may use these resources and how they may use them.

The University owns the University network -- all the wires, cables and routers that connect the central computers, computer labs, microcomputer sites and perhaps your personal computers to each other and, beyond the campus, to the Internet. The University determines who is authorized to use its network, and can limit the nature of the use.

III. Internet Guidelines

- Be aware of the thousands of others who rely on the University's computers to do their work. Consider how your computer behavior will affect them and choose what you know is right.
- Understand that University policies that address academic dishonesty, including theft, plagiarism, disruptive conduct and misuse of materials and property, must guide your computing activities, just as they guide your activities in the classroom, residence halls or elsewhere on campus.
- Don't let other students, relatives or any other person gain access to the University's computing resources through your account. You will be held accountable for any abuse of computing resources by persons you allow to use your University computing accounts. Don't use computing accounts or computing IDs and passwords that belong to someone else.
- Don't hide your identity to avoid responsibility for your behavior on the network or use someone else's network identity.
- Know that local, state and federal laws and regulations apply to computing activities -- laws dealing with fraud, forgery, harassment, extortion, threats, copyright, sexually explicit content, among others. Violators may be prosecuted.
- Understand that your access to computing resources can be revoked. The University extends these resources to students who are trusted to make responsible use of them. If you violate that trust, you may lose access to these computing resources.

IV. E-mail: Etiquette and Privacy

You may expect that the content of the e-mail messages you exchange with others is confidential because the University does not inspect e-mail content. You should be aware, however, that e-mail messages are records that are subject to review with sufficient justification; they may be subject to legal investigation requests placed through proper channels. Courts have ruled that e-mail records can be subpoenaed in some cases and the University's judicial system may determine that e-mail or other files are evidence that may be reviewed as part of the process. Under these circumstances, the privacy of your e-mail is not guaranteed.

E-mail messages may be preserved as computer files on centrally-administered disks, so it is possible for people other than yourself to see them. In this sense, they are not private.

People often make mistakes in addressing their e-mail which put private messages in the mailbox of someone other than the intended recipient. If you are the recipient of such a message, common courtesy dictates that you either return the message to the sender with a brief note explaining its misdirection or that you delete the message.

The University has established a mass e-mail policy that limits the sending of large-scale e-mailings to critical information only. Sending a message to a large volume of recipients may slow down the e-mail system, cause disk quota problems for users, and negatively impact our network bandwidth. Contact the Technology Support Center for guidance in determining which messages are eligible for mass e-mail. The mass e-mail policy may be viewed at http://academic.scranton.edu/department/helpdesk/massemall.html.

Other Rules of Etiquette

- Remember, the e-mail messages you send become the possession of the receiver. They can easily be redistributed by recipients. When in doubt, double-check the addresses of your intended recipients.
• Do think before you send e-mail -- once sent, electronic mail messages usually cannot be kept from reaching their destinations. Think of e-mail as letters, not phone conversations.
• Realize that secure passwords provide good but not complete assurance of the privacy of your e-mail messages. When the confidentiality of a message is of the utmost importance, only a person-to-person conversation may be sufficiently secure.
• Your password may be guessed or "cracked" if you choose a common word, a friend's or a pet's name, your nickname, the name of your favorite team, or the name of a celebrity. Choose a password that combines letters, numbers and special characters (for example, $, #, &). Whether you use your University computing accounts or not, it is your responsibility to keep them secure. Don't keep your password and computing username together. It is best to remember your password without writing it down. Don't tell anyone what your password is. Change your password regularly.
• Delete messages that should not be preserved.
• Don't send chain e-mail, even when it promises you or someone else fame and fortune. It is a waste of computing resources and a nuisance and often offends recipients.
• Don't use University e-mail for commercial purposes.
• Realize that if you die while you are a member of the University community, your stored e-mail is a part of your estate that will be given to your heirs (usually your parents) if they request it.

V. Student Web Sites on University Systems

The University's Web server, software, courses, and training sessions are in place to help you publish web pages.

Responsibility

You are expected to act responsibly when publishing web pages, just as you are with every use of computing resources at the University. You assume full legal and moral responsibility for the content of your web pages. You must abide by all local, state, and federal laws that pertain to communication and to publishing. This includes libel and copyright laws. Copyright law pertains to all published material, including cartoons, pictures, graphics, text, song lyrics, and sounds (including most MP3 and other files downloaded via file-sharing technologies).

Commercial Activity/Fundraising and Advertising

You may not use University web sites for non-academic, commercial activity. This includes but is not limited to running any sort of private business through a University web site unless it is an approved University project. You may not use University web sites for fund raising or advertising for commercial or non-commercial organizations, except for University-related organizations and University-related events and in accordance with policies governing these activities.

Use of the University Name, Logo, or Seal

You may not use the University name in your web pages in any way that implies University endorsement of other organizations, products, or services. You may not use the University logo or seal. Photos from the University's web sites may not be used or reproduced in any form.

VI. Copyright Policy at the University of Scranton

Most software available for use on computers at the University is protected by federal copyright laws. Educational institutions are not exempt from the laws covering copyrights. In addition, software is normally protected by a license agreement between the purchaser and the software seller. The software provided through the University for use by students may be used only on computing equipment as specified in the various software licenses.

It is the policy of the University to respect the copyright protections given to software owners by federal law. It is against University policy for students to copy or reproduce any licensed software on University computing equipment, except as expressly permitted by the software license. Also, you may not use unauthorized copies of software on University-owned computers or on personal computers housed in University facilities. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of the University and subject to disciplinary action.
Unauthorized use of other copyrighted or licensed materials including, but not limited to, graphic images, music, video or audio files, and writings, is also regarded as a serious matter and is a violation of federal law. Because of the widespread availability of new file-sharing technologies, which make copyrighted materials freely and easily accessible without any payment to copyright holders, particular attention should be paid to this use of copyrighted creative works. The unauthorized use of copyrighted materials, including music, is both legally and ethically wrong. It is illegal in that it constitutes copyright infringement. Intellectual property, including music, is owned by someone other than the student user, and the owner may sue you if you use that property without permission or license. For more information on copyright and intellectual property, go to the U.S. Copyright Office web site at http://lcweb.loc.gov/copyright/. It is unethical in that it directly takes income away from people who make their living from these copyrighted materials and consequently, it erodes the integrity of the University.

VII. What You Should Do if You Are a Victim of Computer Abuse

Unfortunately, computer abuse, harassment, malicious behavior, spamming and unauthorized account access happen. Should any of these things happen to you, report them to the Technology Support Center. Complaints will be reported to the Director of Systems and Software Resources. If appropriate, the complaint will be referred to the CIO. The Computer Use Board (CUB) may review these complaints and recommend the appropriate referral. Retain any harassing e-mail messages, dates and times of unauthorized access, etc., for investigative purposes. If possible, leave the messages in your electronic mailbox.

VIII. Investigation Guidelines

Unauthorized use or any violation of this policy is subject to investigation and enforcement as outlined in guidelines below. Investigation may require the suspension of access to computer resources and inspection of files. Enforcement of this policy may lead to University disciplinary action, and/or prosecution under federal, state, and/or local laws. Investigations of suspected computer abuse shall be conducted with consideration of the duties and rights of all parties involved. These guidelines provide certain procedures to follow during an investigation. CUB will assist with the interpretation of the code but will not actively participate in the investigation.

A. Denial of Access to Computing Resources

A system administrator may deny access to computing resources in the following specific cases.

1. In cases where a system administrator may reasonably judge that a computing resource is in jeopardy due to the actions traced to a particular authorized user, that student's authorization may be immediately suspended.
2. In cases where a system administrator may reasonably judge that other users are being deprived of their legitimate use of the computing resource due to actions traced to a particular authorized user, that student's authorization may be immediately suspended.
3. In cases not covered by 1 and 2, where a system administrator may reasonably judge that a violation of the code is traced to a particular authorized user, the normal procedure shall be to attempt to contact the authorized user to set up a meeting to discuss the problem. If, after one week from the initial attempt to contact the user, the meeting has not taken place, that student's authorization may be suspended. This denial of access may continue until the matter is resolved. However, an individual whose access has been denied has the right to meet with the system administrator at the earliest opportunity.

B. Inspection of Computer Information

During the course of an investigation of a suspected violation, it may be judged necessary to inspect information created, transmitted, or stored on University computer resources. Since this is a very sensitive issue which deserves careful consideration, files may be inspected only with the express consent of CUB and with at least one member of CUB present at the inspection. Furthermore, the user whose files are to be inspected must be given ample opportunity to be present at the time the files are inspected.

It should be made clear that the archiving of all files -- suspicious or not, without inspection, is normally done as a routine part of system maintenance and may be done as a routine part of investigation. Archived information may
provide material for investigation. It is hoped that the actual inspection of files may be avoided except in extreme cases where it may be necessary.

Actions taken under guidelines A and B are not sanctions but a way of handling an immediate problem. They are taken to assure the quality of computing for the whole University community.

CUB shall consist of one person from each of the following constituencies who will serve two year terms:

1. Information Resources (appointed by the CIO);
2. Student body (appointed by the Vice President for Student Affairs);
3. Administration or non-IR Clerical/Professional staff (appointed by the Provost);
4. Faculty (appointed by the Faculty Senate);
5. The General Counsel.

CUB shall elect its own chair.

CUB shall act as a third party observer/advocate where required or requested in investigations of suspected violations of the Student Computing Policy. A written report which specifies the procedures utilized in the investigation shall be submitted by CUB to the CIO at his/her request. CUB may recommend changes in the Student Computing Policy.

Computing offenses by students will be resolved by the appropriate system administrator, the CIO or the Office of Student Conduct. Students who are responsible for violating this policy shall face sanctions including, but not limited to, the loss of computing privileges, fines, and/or disciplinary probation.

Non-students having no affiliation with the University and who have violated these regulations shall be referred to the relevant civil and/or criminal authorities for appropriate action.

Policy Requiring the Submission of Local Contact Information

Given the critical need for the University to be able to contact, as well as know where each student is physically living, all students must provide their local contact information to the University by the beginning of each academic semester. This information includes a local physical address (a P.O. Box is not acceptable) and local phone number or cell phone number. This information must be updated each academic semester using the University Information System. Students who fail to update their address in the system will not be permitted to register for classes. Students who fail to provide accurate local address information will be adjudicated under the University's student conduct process. Access to this information will be restricted to University personnel acting in the performance of their duties for educational and emergency purposes.

It should be noted that the University always considers the student's email address of record for conducting official business to be the email address given utilizing the @scranton.edu suffix.

Policy on Compliance - Grants, Research and Sponsored Programs

For more information on the GRASP Compliance Program and Plan, visit the website at http://matrix.scranton.edu/academics/provost/research/pdf/grasp1.pdf or contact the Office of Research and Sponsored Programs, IMBM Room 201, 941-6353.
The University of Scranton (the University) has developed and implemented a comprehensive Grants, Research, and Sponsored Programs (GRASP) Compliance Program to assure full compliance with all laws, governmental regulations and University policies and procedures governing all grants, research, and sponsored programs, regardless of funding source. The highest standards of ethical conduct and careful stewardship of funds and resources are required of University employees in performance of their University responsibilities. Employees will not engage in conduct or activity that may raise questions as to the University's honesty, impartiality, or reputation or otherwise cause embarrassment to the University. Any external activities related to University business must follow University policy.

**Applicability**

The GRASP Compliance Program applies to all research and sponsored program activities conducted at the University by faculty, staff, students and affiliated agents.

The GRASP Compliance Program applies to the following:

- Sponsored program activities, regardless of funding source (federal, state, private, nonprofit, etc.) or type of legal agreement (grant, contract, cooperative agreement, memorandum of understanding, subcontract, etc.), in support of the University's threefold mission of instruction, research and public service.
- Protection of human subjects in research
- Welfare of animals in research
- Integrity in research
- Publication of research findings
- Laboratory safety
- Export controls of information and technology
- Data acquisition and management
- Student financial aid eligibility, payments and reporting
- Allowability and consistency of cost accounting practices
- Management of cash and accounts receivable
- Safeguarding of University property
- Applicable government regulations and grant/contract provisions
- Management and development of intellectual property
- External and internal reporting
- Retention and availability of records

**Policy on Protection of Animal Subjects in Research**

If you are interested in more information or plan to do research with animals, please access the website at matrix.scranton.edu/academics/provost/research/research-compliance/IACUC.shtml or contact the Office of Research and Sponsored Programs, IMBM Room 201, (570) 941-6353.

The animal facilities and programs of the University of Scranton are operated in conformity with the Animal Welfare Act (CFR 1985), the Public Health Service Policy on Humane Care and Use of Laboratory Animals (1996), 1996 Guide to the Care and Use of Laboratory Animals, and other applicable federal, state, and local laws, regulations, and policies.

The Institutional Animal Care and Use Committee (IACUC) has the responsibility to assure that no animals are used unnecessarily for research or instruction and that every effort is made to insure animal well-being and to minimize pain and distress.
All students, undergraduate and graduate, must complete a Student Research Assistant Training Certification form prior to their involvement in any animal research protocol. The form lists requirements which must be completed prior to any work with animals and then must be co-signed by the faculty supervisor and the animal caretaker.

**Policy on Protection of Human Subjects in Research**

If you are interested in learning more or if you plan to conduct research with human subjects, you can access The University of Scranton Institutional Review Board for the Protection of Human Subjects Policies and Procedures Manual and forms at matrix.scranton.edu/academics/provost/research/research-compliance/IRB.shtml or contact the Office of Research and Sponsored Programs, (570) 941-6353.

The University of Scranton (University) is committed to safeguarding the rights and welfare of human participants in all research under its sponsorship and to serving as their protector on behalf of the community of persons that comprise the University.

Principal guides for the University's human subjects review system are:


All research involving human subjects, conducted at the University or under its sponsorship at another location by faculty, staff and/or students, must be reviewed and approved by the Institutional Review Board for Protection of Human Subjects (IRB) or its designated reviewer(s) as outlined in the Policies and Procedures Manual.

Activities within the scope of the Human Subjects review policy include research, development, and related activities which would normally be construed as biological, behavioral, or psychological investigations involving human subjects. Human subjects research includes not only studies involving adults and children, but also: use of graphic, written, or recorded information about individuals even when this information has been collected by other institutions or investigators; investigations of prenatal life; studies or procedures utilizing organs, tissues, or bodily fluids of a human, or investigations of organizations.

**Policy on Research Misconduct**

You can also access this policy on the web at matrix.scranton.edu/academics/provost/research/research-compliance/Research_Misconduct_policy.pdf or contact the Office of Research and Sponsored Programs, IMBM Room 201, (570) 941-6353.

**Preface**

1. This policy statement represents the University of Scranton's commitment to ensuring adherence to appropriate standards in the conduct of research by its faculty, staff, and students. Primary responsibility for adherence to standards rests with the individual researcher. However, the University has an interest in seeing that certain minimal conditions are met in this sphere of activity.

2. This policy statement is formulated to comply with current federal regulations, e.g., from the Public Health Service (PHS) and the National Science Foundation (NSF), regarding scientific misconduct. However, this policy applies to all research conducted by members of the University community under any circumstances and is not restricted to externally funded research. All researchers should be aware that no actions taken by
the University in response to allegations of misconduct preclude inquiry, investigation, or disciplinary action by a federal agency. Copies of the misconduct regulations of NSF and PHS are available at the Office of Research Services.

3. This policy statement is based upon and guided by general principles enunciated in the Framework for Institutional Policies and Procedures to Deal with Fraud in Research (November 4, 1988) developed by the Association of American Universities (AAU), the National Association of State Universities and Land-Grant Colleges (NASULGC), and the Council of Graduate Schools (CGS). In some instances, wording has been taken directly from these guidelines in formulating the University's policy statement.

4. As emphasized in the document referred to in point 3, every reasonable attempt will be made in implementing the policy set forth herein to maintain confidentiality and to protect the researchers and persons making good-faith claims of research misconduct as defined below. Further, any inquiry or investigation should be conducted in as expeditious a manner as is compatible with the case being considered. The University will undertake diligent efforts, as appropriate, to restore the reputations of persons alleged to have engaged in misconduct when allegations are not confirmed, and will also undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations.

Definition of Misconduct

Members of the University community are expected to adhere to the highest standards of their respective fields in the conduct and reporting of research. This policy statement is aimed only at certain egregious violations of accepted practices in the conduct and reporting of research widely applicable across fields and broadly accepted in the research community as not only inappropriate but clearly unacceptable.

For purposes of this policy, misconduct is defined as follows:

- Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgment of data.
- Misappropriation of others' ideas, i.e., the unauthorized use of privileged information (such as violation of confidentiality in peer review), however obtained.
- Failure to meet University and/or federal policies regarding use of human or animal subjects in research.
- Failure to meet legal requirements governing research.

Retaliation of any kind against a person who has reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.

Review Procedure

This part of the policy identifies procedures to be followed when there is an allegation of research misconduct, as defined above. The review procedure identifies the steps to be followed and the parties involved when an allegation is made.

Inquiry

An inquiry is initiated whenever a specific allegation is made in writing that misconduct occurred at the University. The written allegation should be presented to the Director of Research, who will serve as the University's misconduct officer.

If the research in question is funded by a federal agency, that agency will be notified of all actions and outcomes in accordance with its policies, guidelines, or rules regarding misconduct. Additionally, the University will notify the appropriate federal agency if it ascertains at any stage of the inquiry or investigation that any of the following conditions exists:

1. there is an immediate health hazard involved;
2. there is an immediate need to protect Federal funds or equipment;
3. There is an immediate need to protect the interest of the person(s) making the allegations or of the individual(s) who is the subject of the allegation as well as his/her co-investigators and associates, if any;
4. It is probable that the alleged incident is going to be reported publicly; or
5. There is a reasonable indication of possible criminal violation (in this instance, the federal agency will be informed within 24 hours).

During an inquiry or investigation, the University will take interim administrative actions, as appropriate, to protect Federal funds and insure that the purposes of the Federal financial assistance are being carried out.

An inquiry will be completed within 60 calendar days of its initiation unless circumstances clearly warrant a longer period. A written report shall be prepared that states what evidence was reviewed, summarizes relevant interviews, and includes the conclusion of the inquiry. The individual(s) against whom the allegation was made shall be given a copy of the report of the inquiry. If they comment on that report, their comments will be made part of the record. If the inquiry takes longer than 60 days to complete, the record of the inquiry shall include documentation of the reasons for exceeding the 60-day period.

The University will maintain sufficiently detailed documentation of inquiries to permit a later assessment of the reasons for determining that an investigation was not warranted, if necessary. Such records shall be maintained in a secure manner for a period of at least three years after the termination of the inquiry, and shall, upon request, be provided to authorized Federal personnel. In the event that the institution decides to terminate an inquiry or investigation for any reason without completing all relevant Federal requirements (e.g., the requirements of section 50.103(d) of 42 CFR Part 50, Subpart A), a report of such planned termination, including a description of the reasons for such termination, shall be made to the appropriate Federal office, which will then decide whether further investigation should be undertaken.

The Director of Research will determine whether a formal "investigation" as defined below is warranted. In doing so, the Director of Research is expected to use normal prudence in determining whether the allegation is frivolous, can be handled through simple corrective action using ordinary University procedures, or warrants more detailed pursuit.

When the latter is the case, the Director of Research shall (a) involve at a minimum one other member of the Research Committee with appropriate experience and background, (b) notify in writing the Provost, the researcher, and the researcher's undergraduate Dean that an allegation has been made, and (c) notify in writing the Provost, the researcher, and the researcher's Dean about the disposition of the case, i.e., whether an investigation is warranted or the case has been otherwise resolved. Where simple corrective action is found adequate, the Director of Research will confirm this disposition of the case in writing to the researcher.

If an unsigned allegation is made, the University still bears responsibility for follow-up. In such a case, three members of the Research Committee will recommend, by majority action, whether or not an investigation is warranted; in this case, if an investigation is called for, these three members of the Research Committee shall not participate in the investigation stage.

**Investigation**

A formal investigation is warranted if there is reasonable basis for believing that research misconduct, as defined herein, has occurred and could not be remedied by some simple corrective action with the researcher involved.

An investigation should ordinarily be completed within 120 days of its initiation. This includes conducting the investigation, preparing the report of findings, making that report available for comment by the subjects of the investigation, and submission of the report to federal agencies, as appropriate (see below). The investigation will be initiated upon notification of the researcher that an investigation is being conducted, as per (a) below.

If the University determines that it will not be able to complete the investigation in 120 days, it will submit to the appropriate Federal agency a written request for an extension and an explanation for the delay that includes an interim report on the progress to date, an outline of what remains to be done, and an estimated date of completion of the report. Any consideration for an extension must balance the need for a thorough and rigorous examination of the facts versus the interests of the subject(s) of the investigation and the Federal agency in a timely resolution of the matter. If the request is granted, the University will file periodic progress reports as requested by the Federal agency. If satisfactory progress is not made in the University's investigation, the Federal agency may undertake an investigation of its own.
If an investigation is warranted, the Research Committee will conduct the investigation, unless the case involves violation of policies regarding human or animal subjects, where the Institutional Review Board for the Protection of Human Subjects (IRB) or Institutional Animal Care and Use Committee (IACUC), respectively, shall be the investigative group, and shall follow the same rules for proceeding as specified for the Research Committee.

If an investigation is warranted, the chairs of the Faculty Affairs Council (FAC) and the Faculty Personnel Committee (FPC) shall be so informed by the Director of Research.

In order to draw upon additional expertise related to a particular discipline, the Research Committee may call upon other individuals (including persons outside the University) to assist in the investigation.

No determination that research misconduct has been committed shall be made until the researcher against whom the charge is made is:

• (a) served by certified mail (return receipt requested) with a copy of the specific charges filed against him/her;
• (b) provided with an opportunity to respond to the charges in writing no later than twenty (20) days after receipt by him/her of the allegations of research misconduct, with such response to be made to the University’s misconduct officer (the Director of Research);
• (c) provided with an opportunity for a hearing before the misconduct officer or his/her designee.

The hearing to be held shall be stenographically recorded. The misconduct officer shall preside at such hearing. Both the party bringing the allegation of research misconduct and the researcher who has been so charged shall be entitled to be heard, to bring witnesses, if necessary, and to submit whatever documentary, demonstrative or tangible evidence each wishes to submit for consideration on the issue of research misconduct. Legal counsel or attorneys for any party will not be permitted in the room during the hearing.

The misconduct officer shall have the authority to issue whatever orders governing such hearings as are necessary to preserve the confidentiality of the scientific and research information, documentation and other evidence which may be presented by the parties in the course of such hearing. This authority shall include, where necessary, the authority to sequester witnesses, close the hearing to other University personnel and the public at large and to seal written documents to prevent public disclosure, with the exception that, if the accused is a faculty member, he or she may keep the Chair of FAC apprised of the progress of the investigation and hearing. The Chair of FAC will protect, to the maximum extent possible, the confidentiality of any information he or she receives regarding the investigation and hearing.

The misconduct officer shall also have the authority to designate a panel of three individuals having recognized expertise in the area or discipline wherein the allegation of research misconduct is alleged to have been committed to aid in the determination of the validity of the allegations raised against the researcher. Such experts need not be associated with the University but their credentials must be made known to both the party bringing the charges of research misconduct and the party so charged.

The party raising the allegation of research misconduct shall have the burden of proof in any proceeding conducted pursuant to this policy. Any oral or documentary evidence may be received, but the University, by its misconduct officer, may provide for the exclusion of irrelevant, immaterial or unduly repetitious evidence.

The transcript of testimony and exhibits, together with all documents filed in the hearing, shall constitute the exclusive record for a decision by the misconduct officer and thereafter by the University Provost.

Findings

The Research Committee (or IRB or IACUC) completes its investigation by filing with the Director of Research a report of findings which indicates whether or not research misconduct has occurred, the basis for the determination, and recommendations regarding corrective actions which should be taken if misconduct has occurred. A report of the findings shall be given to the researcher(s), the Provost, and the external agency funding the project (if any). The findings report should also contain recommendations regarding appropriate disciplinary action. Possible disciplinary
actions can range from warnings against similar misconduct in the future to the actual dismissal of the individual from the University. The disciplinary action will be determined by the Provost after consideration of recommendations made by the Research Committee.

A determination of disciplinary action, if any, shall be made by the Provost and the researcher so notified in writing within 14 days (two weeks) of the date the Provost receives the report of findings, if practicable. The report of findings shall be maintained and made available to authorized representatives of Federal agencies, if applicable, which may decide to proceed with their own investigation or act on the University's findings.

**Appeal**

An appeal of the findings report may be made by the researcher to the Provost. An appeal (if made) of the Provost's disposition of the case must be filed within 14 days (two weeks) of the date of the Provost's notification. The determination of the Provost regarding the appeal is final, including adoption of any disciplinary action, if warranted.

The Provost shall sustain the findings of the Research Committee (or IRB or IACUC) if there is substantial, competent evidence in the record to support such findings.

With respect to faculty members covered by the Collective Bargaining Agreement between the Faculty Affairs Council and the University of Scranton, it is understood that any disciplinary action, including termination, imposed by the University of Scranton pursuant to this research misconduct policy, if challenged by the researcher disciplined or terminated, shall be so challenged exclusively through the grievance-arbitration procedure of the Collective Bargaining Agreement.

If either the chair of FAC or chair of FPC is directly involved in any aspect of an investigation of scientific misconduct, then the chair(s) involved shall be replaced by other members of FAC or FPC, respectively, for purposes of handling any grievances which may arise hereunder.

**Equal Opportunity/Affirmative Action Policy**

The University of Scranton is a Catholic, Jesuit University in the liberal arts tradition, serving primarily undergraduate men and women. We are committed to a policy of equal opportunity for all in every aspect of our operations: in employment and education without regard to race, color, religion, ancestry, sex, sexual orientation, age, disability, national origin, or veteran status.


**Policy on Students with Disabilities**

The University of Scranton complies with all applicable laws and regulations with respect to the provision of reasonable accommodation for students with disabilities as these terms are defined in the law. The University will provide reasonable accommodations so that students can fully participate in curricular and extracurricular activities. Students who have a physical or learning disability and need assistance to achieve successfully their academic or extracurricular goals should contact CTLE at 941-4038.
Emergency Evacuation Plan for People with Disabilities

Anyone needing evacuation assistance in case of emergencies or emergency drills should go to a designated "rescue assistance area." These areas will normally be the fire-safe stairwells and are designated by signage.

The person needing assistance should wait there until a University Police officer arrives. The University Police officer will assist the person until the appropriately trained personnel (Fire Department, Paramedics, etc.) arrive to evacuate the person. In case of immediate danger, the University Police Officers are equipped and trained to do the evacuation.

Administrative Withdrawal of Students

A student who exhibits behavior that (1) poses a significant risk to the health or safety of others, (2) poses a significant risk of damage to property, (3) is disruptive to the normal educational processes of the University (including activities in University-owned housing), or (4) renders him/her incapable of achieving academic goals may be administratively withdrawn from the University. An Administrative Withdrawal may be implemented by the Vice President for Student Affairs (or designee) in consultation with the Provost/Academic Vice President (or designee) and the director(s) of Student Health Services and/or Counseling Center (or designee(s)). In most cases, an Administrative Withdrawal will be immediate and shall be for a reasonable length of time. There is no appeal to implementation of an Administrative Withdrawal. Note that at any time prior to the implementation of an Administrative Withdrawal, a student may choose to withdraw voluntarily in accordance with the Leave of Absence Policy.

Decisions regarding Administrative Withdrawal will be based on observations of student conduct, actions, and statements and not based on knowledge or belief that the student has a disability. All decisions will be made in consultation with a professional qualified to interpret the information and will include consideration of reasonable accommodations. Any student facing administrative withdrawal will be given the opportunity to be heard on the decision by the Vice President for Student Affairs (or designee) understanding that in exigent circumstances, this opportunity may be after the fact. The University will apply this policy in a nondiscriminatory manner.

When a student is administratively withdrawn from the University, the student shall be provided with the following in writing:

1. The reason(s) for this action;
2. Information regarding the student's eligibility for any tuition and/or fee refund;
3. Information regarding any impact this action may have upon the student's current grades and academic progress;
4. Conditions which must be met prior to the student's request for re-enrollment as well as the earliest date at which the student may re-enroll providing all conditions are met;
5. Information regarding the student's presence on campus or use of University services/facilities;
6. Results of non-compliance with the treatment recommendations for the student's academic future at the University of Scranton (see below).

The written plan outlined above may be subject to amendment as determined by the Vice President for Student Affairs or designee.

In the event that the student does not fulfill the conditions outlined at the time of withdrawal in the specified timeframe, the Vice President for Student Affairs (or designee) and the Provost/Academic Vice President (or designee) in consultation with appropriate health/mental health professionals may extend the administrative withdrawal period or permanently withdraw the student from the University. A student who is permanently withdrawn from the University must reapply for admission to the University in order to resume her/his studies. A student will be notified in writing by the Vice President for Student Affairs if she/he is permanently withdrawn.
Although this policy is not intended to be punitive, invoking the policy does not imply that the student will be exempt from regular disciplinary action according to the Policies Governing the University Community/Student Code of Conduct as printed in the Student Handbook.

Nondiscrimination and Anti-Harassment Policy

I. Policy Statement

As a Catholic, Jesuit institution of higher learning, the University of Scranton is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, age, disabling condition, genetic information, national origin, veteran status, or any other characteristic protected by applicable law is prohibited. Retaliation against any person who reports such harassing or discriminatory behavior or files a complaint of discrimination or harassment, participates in any manner in an investigation or resolution of a report or complaint conducted by the University or an external agency, or otherwise opposes discrimination under federal and state laws, and this policy, is also prohibited.

This policy prohibits any harassing and/or discriminatory behavior while on University property, at University sponsored activities, events, and off-campus programs including but not limited to, study abroad programs, internships, student teaching, and athletic events. This policy also applies to off campus activity that has the effect of creating a hostile, intimidating, or offensive working and/or academic environment; or of interfering or limiting one's ability to participate in or benefit from an educational program or activity.

In addition to other legislation listed in Section V of this document, this policy also expressly articulates the University's compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex and gender of students and employees at educational institutions which receive federal financial assistance. In accordance with the Violence Against Women Act of 2013, this policy prohibits offenses of domestic violence, dating violence, sexual assault, and stalking.

II. Reason for Policy

The University believes that the rights and dignity of all people must be protected, and that laws articulating these rights must be upheld. To help fulfill this commitment, one rooted in our Catholic and Jesuit academic tradition, the University is dedicated to providing a diverse, inclusive educational, residential, and working environment that is free of harassment, including sexual harassment, and discrimination.

III. Entities Affected By This Policy

This policy applies to all University students, faculty, staff, and administrators, and to University guests, including but not limited to, visitors, volunteers, independent contractors, affiliates, vendors, consultants, and others doing business on the University campus.

IV. Website Address for this Policy

This policy is available on the University's Policy web site, www.scranton.edu/governance.
V. Related Documents, Forms, and Tools

University Policies:
The Student Handbook
The Student Code of Conduct
The Staff and Administrator Handbook
The Faculty Handbook
Equal Opportunity and Affirmative Action Policy for Students
Equal Opportunity and Affirmative Action Policy for Faculty and Staff
University of Scranton Records Retention Policy
Minors on Campus Policy (in progress)
Mandatory Reporting Policy (in progress)
Federal and State Laws and Regulations:
Title VI of the Civil Rights Act of 1964
Title VII of the Civil Rights Act of 1964
Age Discrimination in Employment Act of 1967 (ADEA)
Title IX of the Education Amendments of 1972
Americans with Disabilities Act of 1990, (ADA), as amended
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
The Rehabilitation Act of 1973
Title II of the Genetic Information Nondiscrimination Act of 2008
Pennsylvania Human Relations Act of 1955, as amended (PHRA)
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended
Violence Against Women Act of 2013

VI. Contacts

For policy clarification and interpretation, contact The Office of Equity and Diversity at (570) 941-6645.

VII. Definitions

Complainant: any individual(s) filing a complaint under this policy who is a University of Scranton employee, student, applicant for admission or employment or other participant in the University's programs or activities who believes he or
she has been unlawfully discriminated against or harassed on the basis of race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, age, disabling condition, genetic information, national origin, veteran status, or any other characteristic protected by applicable law.

**Consent:** Permission, freely given by word or action, by both participants. Silence cannot be assumed to show consent.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

**Direct Knowledge:** knowledge of an incident attained from directly witnessing that incident.

**Discrimination:** the denial or rights, privileges, programs, and activities generally provided or made available to students, faculty, and staff based on an individual's actual or perceived race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity, age, disabling condition, genetic information, national origin, veteran status, or any other characteristic protected by applicable law, that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student, faculty, or staff member's ability to participate in or benefit from the University's programs or activities. Discrimination may also occur in the granting of a preference or advantage to an individual based on that individual's actual or perceived protected status.

**Discriminatory Harassment:** unwelcome verbal or physical conduct based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, age, genetic information, national origin, veteran status, or disabling condition, or any other characteristic protected by applicable law when such conduct:

a. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance;

b. Creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or

c. Interferes with or limits one's ability to participate in or benefit from an educational program or activity.

**Domestic Violence:** a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Faculty:** any member of the University community who teaches on a full or part-time basis.

**Indirect knowledge:** awareness of a possible incident of discriminatory harassment or discrimination, supported by credible information, attained from learning about the incident from another individual.

**Member of the University Community:** any person who is a student or a member of the faculty, staff, or administration, or any other person employed by the University.

**Protected Characteristic:** any individual characteristic of which harassment or discrimination is prohibited by law; also referred to as "protected class." These characteristics include but are not limited to: race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, age, genetic information, national origin, veteran status, or disabling condition.

**Respondent:** any individual or group of individuals accused of violating this policy, against whom a complaint has been filed.

**Retaliation:** threats, intimidation, reprisals, and/or adverse actions related to employment or education taken or threatened against a person who reports or files a complaint of discrimination or discriminatory harassment; participates in any manner in an investigation or resolution of a report or complaint conducted by the University or a government agency, or otherwise opposes discrimination under federal and state laws or this policy.
**Sexual Harassment:** Sexual harassment is a distinct form of sex discrimination which may occur in a single episode or may be a course of persistent behavior. Pursuant to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Pennsylvania Human Relations Act, sexual harassment is defined as: Unwanted sexual or gender based behavior consisting of verbal, non-verbal or physical conduct of a sexual nature, requests for sexual favors or other nonconsensual advances when

- **a.** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing in a course, program or activity; or

- **b.** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or for academic decisions affecting the individual, such as evaluation, grades, or advancement; or

- **c.** Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working and/or academic environment; or of interfering with or limiting one's ability to participate in or benefit from an educational program or activity. If sexual or gender based behavior takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter being taught in order to constitute sexual harassment.

Acts of sexual violence including rape, sexual assault, sexual battery, and sexual coercion are forms of sexual harassment.

Both men and women are protected from sexual harassment and the gender of the harasser has no bearing on whether or not sexual harassment has occurred. In order to be in violation of this policy, sexual or gender based conduct must be unwanted and non-consensual. Conduct is unwanted if the individual being harassed regards the conduct as undesirable or offensive.

**Sexual Assault:** any non-consensual attempted or completed sexual intercourse (oral, anal, or vaginal) with a body part and/or object.

**Staff:** any employee of the University who primary responsibility is not teaching.

**Stalking:** a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**Student:** any person enrolled in a course or courses at the University, either full or part-time, residing on or off-campus, pursuing undergraduate, graduate, or professional studies; a student may also be an individual who attends a post-secondary educational institution other than the University but who resides in a University residence. Persons who are not officially enrolled for a particular academic term but who have a continuing educational relationship with the University, and those who are been admitted to the University but not yet matriculated are considered students. References to a student in this policy may also include groups of students, including clubs and other student organizations. A person's status as a student in any particular situation shall be determined by the Vice President for Student Affairs.

**Supervisor:** any employee of the University, excluding full-time faculty, having authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees or having the authority to recommend such actions.

**Third Party:** an individual, including a University student or employee, who observes or reports behavior thought to be in violation of this policy.

**Title IX (of the Education Amendments of 1972):** federal legislation which prohibits discrimination based on the sex and gender of students and employees of educational institutions which receive federal financial assistance. Title IX also protects third parties from sexual harassment or violence in educational programs and activities sponsored by such institutions.
**Title IX Coordinator**: the individual at the University designated as responsible for coordinating the University's compliance with Title IX of the Education Amendments of 1972.

**Visitor**: any individual who is not a student at or employee of the University, including persons invited by the University or by a member of the University community, including visiting faculty. The term also refers to one is present on University property as a condition of their employer's relationship with the University or a member of the University community, as well as persons who are on campus without an invitation.

### VIII. Responsibilities

1. **Individual Conduct**: Every University of Scranton Student has a responsibility to conduct him/herself in accordance with this policy as a condition of enrollment. Every University of Scranton employee has a responsibility to conduct him/herself in accordance with this policy as a condition of employment. Every supervisor has a responsibility to report to the University's Title IX officer complaints of harassment or discrimination that originate in area(s) under their supervision.

   Conduct found to be in violation of this policy will not be tolerated. Once informed of such conduct or behavior the University will engage in investigation (either formal or informal) and resolution of the complaint. If an individual is found to be in violation of the policy, the University will take corrective action, including stopping the discriminatory and/or harassing behavior, preventing its reoccurrence, and remedying the effects of the behavior that violated this policy.

   Details regarding the process for submitting complaints, and the processes for investigating and resolving complaints, are detailed in section IX (Procedures) of this policy. Members of the University community found to be in violation of this policy will face disciplinary action up to an including dismissal.

2. **University Title IX Compliance**: Title IX of the Education Amendments of 1972 is an all-encompassing federal law that prohibits discrimination based on sex and gender of students and employees of educational institutions which receive federal assistance. Title IX also protects third parties from sexual harassment or violence in educational programs and activities (including athletics events) sponsored by the University. The University's Title IX coordinator is responsible for coordinating the school's compliance with Title IX, including (a) receiving and investigating reports and complaints of sexual harassment in a timely manner; (b) planning and managing training and educational programs aimed at promoting compliance with the policy, including reporting procedures; (c) managing prompt and effective response to reports of sexual harassment; (d) providing to the President of the University an annual report of complaints filed, both formal and informal, and their resolution or current status; and (e) maintaining records of complaints and related resolution processes in accordance with the University's Records and Retention Policy and related laws. The Title IX Coordinator is also authorized to delegate investigative responsibilities to other trained individuals as deemed appropriate. Information regarding training and educational programs related to Title IX is available on the Office of Equity and Diversity web site.

   1. The Title IX Compliance Coordinator for the University is:

      **Name:**

      The Office of Equity and Diversity

      **Campus Address:** 100 Molecular Biology Institute

      **Phone Number** 941 6645

      **E-mail** Jennifer.pennington@scranton.edu
2. The Deputy Title IX Coordinator handling complaints of sexual harassment between students is:

Name: Anitra Yusinski-McShea, Ph.D.
Assistant Vice President for Student Affairs & Dean of Students
Campus Address: 201A DeNaples Campus Center
Phone Number: 570-941 -7680
E-mail anitra.mcshea@scranton.edu

IX. Procedures

The University investigates all allegations of discrimination and discriminatory harassment, including sexual harassment, and strives to prevent further instances of such behavior by taking appropriate corrective action. All reports should be made as soon as possible after the alleged conduct occurs, preferably within thirty (30) days of the incident. Prompt reporting will enable the University to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary/corrective action. The University will, however, investigate all reports made after thirty (30) days to the greatest extent possible, taking into account the reason for the delay; the severity of the alleged conduct; the amount of time that has passed since the alleged conduct occurred; the availability of witnesses; the availability of evidence; and jurisdiction of the University over the individual(s) accused of the alleged behavior. Unreasonable delay in reporting may affect the University's ability to conduct an investigation and affect an appropriate remedy or disciplinary/corrective action. At the time a complaint is filed, the complainant will be provided with a copy of this policy, an explanation of the timeframe, procedures, options for resolution, confidentiality, and standard of proof for a finding a violation of this policy.

Reporting Incidents of Noncompliance with or Violation of this Policy to the University

1. All complaints alleging a violation of this policy by a member of the University community should be filed with the Office of Equity and Diversity, with the exception of complaints involving discriminatory and harassing behavior, including sexual harassment, between students, which should be filed with the Dean of Students or Director of Student Conduct & Assessment in the Student Affairs Division. With respect to alleged violations of Title IX, Student Affairs will notify the University's Title IX Coordinator of any reports filed.

a. Any acts of sexual violence including rape, sexual assault, sexual battery, and sexual coercion, domestic violence, dating violence, or stalking, or other violent crimes or behaviors covered by Clery Act, the Violence Against Women Act, or this policy, should be immediately reported to University of Scranton Police (570 941-7777) or Scranton Police Department (911).

i. In cases of sexual harassment involving sexual violence, which poses harm or danger to members of the campus community, the University must issue a timely warning to the campus community in compliance with the Clery Act. The University will only provide enough information to safeguard the campus community and will not disclose the name or other personally identifiable information of the individuals involved.

b. Faculty, Staff, and Administration (Employees): Complaints of discrimination and discriminatory harassment, including sex discrimination and sexual harassment involving administrators, supervisors, employees, staff, faculty, volunteers, and visitors shall be promptly reported to the University's Title IX Coordinator. Complaints of discrimination, and discriminatory harassment, or including sex discrimination and sexual harassment involving employees shall be reviewed via the procedures for preliminary and then informal or formal investigation, and corrective action described in Appendix A.

c. Students: Complaints of discrimination, discriminatory harassment sex discrimination and sexual harassment, including acts of sexual violence, between students, should be promptly reported to the Dean of Students or the Director of
Student Conduct & Assessment (Deputy Title IX Coordinator). Complaints filed with the Office of Student Affairs shall be investigated and adjudicated in accordance with the Student Judicial Process.

d. Employee Supervisors who are acting on a complaint reported to them alleging a violation of this policy must submit the complaint in writing to the Office of Equity and Diversity.

i. If the supervisor receives information from an individual or a third party alleging a violation of this policy, the supervisor shall take steps to confirm the accuracy of the report. If the supervisor is unsure of the appropriate course of action, the supervisor shall contact the Office of Equity and Diversity or the Office of Human Resources for guidance.

ii. Complaints of discrimination, or discriminatory harassment, submitted by a supervisor involving employees (staff, faculty, and/or administrators), supervisors, visitors, guests, including visiting faculty, or any other third party, shall be reviewed via the procedures for preliminary and then informal or formal investigation, described in Appendix A.

2. Guests, Visitors, or Third Parties: All reported violations attributed to visitors or third parties will be investigated and sanctions will be imposed including banning of the offending individual(s) from University property or University sponsored events. In those situations when the accused is on campus as a result of their employment with a third party, their employer will be notified. The University will notify the educational institution of any student visitor accused of violating this policy.

3. Filing Complaints with External Agencies

Complaints of harassment or discrimination may also be filed with the appropriate state or federal agency having jurisdiction over the subject matter. Individuals seeking to file such a complaint should familiarize themselves with filing deadlines and procedures by contacting the appropriate agency. These agencies include:

The Pennsylvania Human Relations Commission

http://www.phrc.state.pa.us

The Equal Employment Opportunity Commission

http://www.eeoc.gov

The Office of Civil Rights-Department of Education

http://www2.ed.gov

Although not required, members of the University community who wish to file a complaint with an external government agency are encouraged to contact the Office of Equity and Diversity or Office of Student Affairs prior to filing a formal complaint in order to allow the University the opportunity to investigate allegations of discriminatory and/or harassing behavior and attempt to remedy the situation and provide disciplinary/corrective action in a timely manner.

1. The University of Scranton as Complainant:

There are instances when a member of the University community observes (has direct knowledge) or is told of (has indirect knowledge) of behavior in violation of this policy. In those situations or where the individual complainant refuses to pursue the complaint, and the seriousness of the allegation requires further action, the University shall serve as complainant. In cases involving allegations against University faculty, staff, administrators or third parties, the Director of OED will request the President of the University or his designee to appoint a person to serve as the complainant for the University. Likewise, in cases involving students harassing or discriminating against other students, the Vice President for Student Affairs will appoint a person to serve as complainant for the University in accordance with the Student Handbook. Should the President or a member of the Board of Trustees be alleged to be in violation of this policy, the Office of Equity and Diversity will request the University's General Counsel to engage independent legal counsel to investigate the allegation.
2. Confidentiality

The University has an obligation to investigate and resolve any and all reports of discriminatory and/or harassing behavior. Persons responsible for investigating and resolving reports will make all reasonable efforts to protect the confidentiality and privacy of the complainant, respondent, and any witnesses. Disclosure of information related to the complaint, investigation, and resolution will be made only to persons with need for information, or as required by law. Should the individual reporting such behavior request that his/her name not be disclosed to the person against whom the complaint is filed, or that no action be taken, the University shall evaluate the request in relation to its responsibility to provide a learning and working environment free from such prohibited behavior. Requests for confidentiality will be considered to the greatest extent possible, provided such request does not preclude the University from effectively responding to the complaint and taking appropriate corrective and preventive action. However, disclosure of the allegations to the accused and to those within the University administration with a need to know may be necessary to ensure a thorough, fair and impartial investigation as well as to confirm if a pattern of discriminatory or harassing behavior attributed to the accused may exist. In cases of sexual harassment involving sexual violence, which pose a potential harm or danger to members of the campus community, the University must issue a timely warning to the campus community in compliance with the Clery Act, (20 U.S.C. § 1092). In these cases, the University will only provide enough information to safeguard the campus community and will not disclose the name or other personally identifiable information of the individuals involved.

3. Records and Files

The results of complaint, investigation, and resolution processes, if sanctions are imposed, will be placed in the individual's file. In the case of staff, this will be their official personnel file; in the case of faculty, this will be their disciplinary file. In the case of students, this will be their official student record. If no sanctions are imposed, a record of the complaint and disposition will be kept in the confidential files of the Office of Equity and Diversity in accordance with the University of Scranton Records and Retention Policy. Student-to-student discrimination and harassment records will likewise be kept on file for one year (12 months) following the graduation date of both parties. If the complainant agrees that harassment or discrimination has not taken place, the complaint will be withdrawn and no record kept.

4. Knowingly False or Malicious Complaints

If, after or during the course of the investigation of any complaint of harassment or discrimination, it is discovered that the complaint was knowingly false or filed with malicious intent, the complainant may be subject to disciplinary action.

5. Retaliation

Retaliation against anyone reporting or thought to have reported harassing or discriminatory behaviors or who has participated in a University or external investigative process in relation to such a report is strictly prohibited. Such retaliation shall be considered a violation of this policy, independent of whether a formal or informal complaint of harassment or discrimination has been substantiated.

X. Appendices

Appendix A: Procedures for Investigation, and Resolution of Reported Incidents

Appendix B: Statement on Consensual Relationships

Appendix C: Statement on Academic Freedom

Appendix D: Rights of Respondents

Appendix E: Examples of Sexual Harassment
Appendix A:

University of Scranton Nondiscrimination and Anti-harassment Policy Procedures for Investigation, and Resolution of Reported Incidents

1. Preliminary Investigation

1. Upon receiving a written complaint, the Director of the Office of Equity and Diversity shall conduct a preliminary investigation to determine if the complaint has merit and if further action is required. This preliminary investigation generally involves interviewing the complainant, reviewing any supporting documentation provided by the complainant and consideration of the complainant's expected outcome, (e.g. to have the behavior stopped, impose sanctions, remedy a discriminatory adverse employment decision, or determine if a violation of the policy has occurred). The preliminary investigation should be concluded within five (5) business days from receipt of the written complaint, unless the severity of the complaint requires immediate action.

2. Once a preliminary determination is made that the complaint has merit, The Director of OED will promptly notify the complainant and provide options for resolution corresponding with the severity of the allegation, and the desired outcome. At this time, the respondent will be notified in writing that a complaint has been filed. Also notified in writing are:

   - The individual's supervisor, if the respondent is a member of the staff or administration
   - Dean, Provost, and Faculty Affairs Council Chair, if the respondent is a faculty member
   - Dean of Students, if the respondent is a student

The notice will include the allegations complained of and the name of the individual filing the complaint. The respondent will be given an opportunity to respond to the complaint and provide any supporting documentation for consideration. If the respondent is a full-time faculty member, s/he may decide to notify the FAC grievance officer that a complaint has been filed against him/her. Complainants and Respondents are entitled to the rights outlined in Section 8 of this policy.

3. Complaints filed by students against fellow students will follow the process described in the Student Conduct Process found in the University of Scranton Student Handbook, Article III. www.scranton.edu/studenthandbook.

4. For complaints filed against faculty, staff, or administrators, if the action or behavior complained of is the result of an employment decision affecting the hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, the Director of OED will consult with the University's Department of Human Resources during the preliminary investigation and review any relevant documentation associated with the employment decision.

5. If after a preliminary investigation, including information gathered from Respondent and others as necessary, the Director of OED determines, based on credible information, that the behavior complained of does not meet the definition of discriminatory or harassing behavior, the complainant will be notified and the complaint will be dismissed with a written explanation of the reasons for the dismissal. The Director of OED will discuss with the complainant and respondent any interim measures that may be necessary to ensure the safety as well as the ability of both parties to fully participate in the educational, working, and residential environment during the pending investigation, resolution and adjudication of the complaint. These measures may include alternative work or class assignments or living arrangements. Such interim measures shall not disproportionately impact the complainant.

2. Formal and Informal Process

Once the preliminary investigation is complete, and the allegation is found to have merit, the complainant may proceed through an Informal Resolution Process, or proceed to a Formal Resolution Process and Hearing. The Director of OED will explain both processes to the complainant, who will then choose which option s/he wishes to pursue. The complainant may cease the Informal Resolution Process at any time and request the Formal Investigative Process.
1. Informal Resolution

The goal of the Informal Resolution Process is to resolve the complaint at the earliest stage possible. This process does not include a formal investigation, but is informed by any evidence and findings of the preliminary investigation, and the cooperation of the complainant and respondent, facilitated by the Director of OED, to arrive at a mutually agreed upon resolution. Generally, the Informal Resolution Process is successful in those cases where the action or behavior complained of does not rise to the level of severity that requires the University to intervene as the complainant, or the complainant indicates that s/he simply wants the discriminatory or harassing behavior to stop. The informal process is non-adversarial, cooperative, and aimed at stopping the behavior.

In order to provide a prompt and equitable resolution to the complainant, the Informal Resolution process should be concluded no later than thirty (30) days after the preliminary investigation. This time period may be extended at the discretion of the Director of OED, and with the concurrence of both the complainant and respondent, provided any period of delay does not adversely affect either party or the University.

At the request of the Director of OED, other University administrators or their designees may be asked to participate directly or indirectly in the Informal Resolution process if the terms and conditions of employment of either party may be affected.

This process may not be used to resolve complaints involving sexual violence, complaints of sexual harassment where cooperative resolution is not appropriate, or in cases which require a formal investigation at the discretion of the Director of OED/Title IX coordinator.

A. Outcome of Informal Resolution

The Informal Resolution Process may result in an admission regarding the conduct, an apology to the complainant, acceptance of a disciplinary sanction, attendance at an educational program aimed at awareness of the behavior complained of, reassignment of duties, or any other appropriate remedy which results in resolution of the complaint to the satisfaction of all parties and the University.

B. Documentation

At the conclusion of the Informal Resolution Process, both complainant and respondent will acknowledge resolution of the complaint in writing by signing a conflict resolution form, which will include the terms and conditions agreed upon. The Director of OED will sign the form, provide both the complainant and respondent with a copy and place the original form in the OED file. The respondent's supervisor shall be notified that the complaint has been resolved. If the respondent is a faculty member, the appropriate Dean and Provost will be notified. In cases involving full-time faculty members, the FAC chair will also be notified. The appropriate supervisor shall be notified of any terms and conditions which have an effect on either the respondent or complainant's conditions of employment.

C. Reinstatement of Complaint

If a resolution is not agreed upon within the thirty (30) day period, or if the respondent violates any terms and conditions after engaging in the Informal Resolution Process, the complainant may reinstate the complaint, at any time, and request a formal hearing.

2. Formal Investigative Process

The Formal Investigative Process should be followed once the preliminary investigation is concluded and either the complainant or the respondent requests the formal process; the Director of OED determines that informal resolution of the complaint is not feasible; or the informal process was not successful in resolving the complaint. The Formal Investigative Process should be followed when the alleged facts of the complaint are in dispute; in cases involving sexual harassment where informal resolution is inappropriate; where serious misconduct is alleged to have occurred;
where the respondent is alleged to have willfully violated a federal, state or local law; where the respondent is alleged to have engaged in a pattern or practice of discriminatory or harassing behavior; when a sanction of suspension or termination of a University employee is likely; or if the formal investigative process is requested by the complainant.

A. Admission

The Director of OED will provide the respondent with written notice of the complaint. If the respondent admits to all of the allegations in the complaint, the preliminary investigation will be considered conclusive and no further investigation will be necessary unless additional complaints against the same respondent are pending or a pattern of discriminatory or harassing behavior was found to have occurred during the course of the preliminary investigation. Any sanctions or corrective action to be taken with respect to the respondent following admission to the allegations shall be determined by the Vice President having supervisory authority over the respondent. The President of the University shall determine the sanctions or corrective action to be taken if the respondent is a Vice President and the Board of Trustees shall determine the sanctions and corrective action to be taken if the President is the respondent. The sanctioning official may consult with the Director of OED and Human Resources on matters related to appropriate corrective action. Formal corrective action will be taken in accordance with the University of Scranton Employee Handbook and Faculty Handbook.

B. Denial of Allegations

When the respondent denies the allegations, the Director of OED shall obtain any additional information and evidence from both the complainant and respondent. Both parties will be asked to provide the identity of any corroborating witnesses. The Director of OED shall interview the identified witnesses and any other relevant witnesses and document the information they provide. Any documentary or physical evidence submitted by the complainant and respondent shall be maintained by the Director of OED. In complex cases involving multiple parties, witnesses or issues, the Director of OED may delegate some of these responsibilities to a trained individual chosen from the hearing panel pool to assist in gathering information and证据 and interviewing witnesses. The complainant and respondent will be notified in writing of the named designee. Absent an actual or apparent conflict of interest, the appointment of the designee by the Director of OED is final.

Formal Hearing

1. Hearing Panel

The Director of OED shall convene a panel of hearing officers to adjudicate allegations contained in the complaint. This hearing panel shall consist of five members selected from the Hearing Panel Pool. The members of the hearing panel will elect one person to convene and preside over the hearing. The complainant and respondent will be notified in writing of the date, time and location of the hearing at least one week prior to the scheduled date. It is the responsibility of the parties to make sure their witnesses are available to testify and all documentary evidence is submitted to the Director of OED at least forty-eight (48) hours prior to the scheduled hearing. Failure of either party to have their witnesses available at the time of the hearing will not be grounds for a continuance.

2. The Hearing Panel Pool

The Hearing Panel Pool is comprised of twelve specially trained members, six of whom are faculty selected by the Faculty Senate with two from each college; and six staff members, selected by the Staff Senate, with three from the professional staff and three from the hourly staff. Each member is appointed for a renewable two-year term. The terms are staggered so that only one third of the pool consists of new members at any given time. Members of the pool receive training on policy, procedure, standard of proof, responsibility and confidentiality.

3. Time Frame

The Formal Investigative Process including the hearing and determination of sanctions or corrective action shall be conducted in a timely manner and completed as promptly as possible, but no later than (60) calendar days after receipt of the written complaint. The decision of the Hearing Panel will be rendered no later than forty-eight (48) hours.
following the conclusion of the hearing. The presiding hearing officer shall communicate in writing to the Director of OED the findings and rationale for the decision concerning whether the respondent has violated The University of Scranton Non-Discrimination and Anti-Harassment Policy. The decision shall include what information served as the basis for the decision. This decision shall be communicated in writing to both the complainant and the respondent by the Director of OED as promptly as possible, but no later than forty-eight (48) hours following receipt of the decision by the Director of OED.

4. Standard of Proof

The standard of proof required for a finding of violation of this policy is a preponderance of the evidence. Preponderance of the evidence means that it is more likely than not that the behavior complained of did occur. The complainant has the burden of providing sufficient facts to the hearing panel which would lead to the reasoned conclusion that an act of discrimination or harassment has occurred or a hostile work or learning environment was caused to exist. The respondent, likewise, is held to the same standard of evidence while presenting his/her defense to the allegation of discrimination or harassment. The panel must decide if it is more likely than not that the facts presented by the respondent are credible and if there is a valid, non-discriminatory, non-harassing reason for the behavior. The finding by the Hearing Panel is based on the evidence presented and the credibility of the witnesses.

5. Advisors

The complainant and respondent may be assisted by an advisor of their choosing at any time during the Informal or Formal process conducted pursuant to this policy. Any member of the University community who is not an attorney and not a family member may serve as an advisor. The names of faculty and professional staff members who have been trained as advisors may be obtained from the Office of Equity and Diversity or Office of Student Affairs. The role of the advisor is to assist and support the complainant and respondent throughout the process. Advisors may not act as a representative at the hearing, question witnesses, make a summary statement on behalf of the advisee or otherwise address the hearing panel.

6. Review of Documents

Copies of materials that are submitted by the complainant and the respondent as well as other relevant materials will be made available for review, by the complainant, the respondent, and their respective advisors at the discretion of the Director of OED, no earlier than thirty-six (36) hours prior to the hearing in the Office of Equity and Diversity (OED) (or at a location specified by the Director of OED). Similarly, the assigned hearing panel members will be permitted to review copies of the materials in the Office of Equity and Diversity (or at a location specified by the Director of OED) no more than thirty-six (36) hours prior to the hearing. Those involved with the hearing will be notified by OED via email when materials are available for review. It is the responsibility of those involved with the hearing to contact the OED to arrange a time to review the materials prior to the hearing if such review is desired. Copies of materials will be provided to the complainant, the respondent, and the Hearing Panel members immediately prior to the start of hearing and will be collected immediately following the hearing. If a complainant or respondent wants to submit additional documents or materials that were not provided to the Director of OED at least forty-eight (48) hours prior to the hearing, the Presiding Hearing Officer will determine whether to accept such documents or materials before the hearing begins. Timeframes noted in this section may be reasonably adjusted by the Director of OED when weekends, holidays, and/or breaks in the academic calendar warrant such action.

The Office of Equity and Diversity endeavors to protect personal information of those involved in the Hearing Process to the extent necessary and possible. Accordingly, personal information that is not germane to the fair adjudication of a matter may be omitted from the documents available for review, at the discretion of the Director of OED.

7. Hearing Format

- The Director of OED shall present the written complaint to the Hearing Panel along with all documentary and physical evidence, collected during the course of the investigation, including any documentary evidence submitted by the parties prior to the hearing.
• The Presiding Hearing Officer will identify the section of the University of Scranton Non-Discrimination, Anti-Harassment Policy of which the respondent is accused of violating.
• Complainant and respondent will testify and present witnesses.
• Throughout the hearing, both parties may submit in writing to the Presiding Hearing Officer one or more questions to be asked of a witness or of the other party. Advisors are permitted to suggest questions to their advisees, but are not permitted to directly question a party or other witnesses or address the Hearing Panel.
• The Presiding Hearing Officer has final discretion as to the presentation of information related to the issue being adjudicated.
• Both complainant and respondent will be given an opportunity at the close of the hearing to make a summary statement. Advisors are not permitted to make statements on behalf of their advisees.

8. Rights of Complainant and Respondent

• To be informed of and have access to available University resources
• To be treated equitably and with respect;
• To an impartial investigation based on a preponderance of the evidence.
• To testify on his/her own behalf;
• To present occurrence witnesses - (may not be character witnesses, family members, or the party's advisor);
• To remain present during the entire hearing with the exception of the deliberation phase when neither party nor their advisors may be present;
• Not to have their past sexual history discussed during a hearing involving sexual harassment;
• To have a privacy screen at the hearing so that the complainant does not have to see the respondent during a hearing involving sexual harassment;
• Assurance that retaliation is prohibited and that retaliation will be handled promptly and equitably if it occurs;
• Timely notice in writing of the outcome of the hearing and University response to the hearing panel findings within seventy two (72) hours of completion of the hearing;
• The right to an explanation of the allegation(s) brought against the respondent;
• The right not to be harassed by the other party to the complaint or the other party's acquaintances, or supporters;
• The right to an explanation of the University's formal and informal process pursuant to this policy;
• The right to have an advisor who can assist the respondent and complainant throughout the investigatory and hearing process; In the case of faculty members, the right to have a FAC officer present at any meeting or hearing at which sanctions are or could be imposed. The role of the FAC officer is that of an advisor in accordance with paragraph 5 (Advisor) above;
• The right to a hearing without unnecessary delay once the investigation is completed;
• The right to appeal the decision of the hearing panel;
• Respondents shall at all times be presumed not responsible for violating the policy until a final decision is rendered by the hearing panel;

9. Sanctions

Once the Hearing Panel makes its findings, the supervising Vice President (or in the case of a Vice President respondent, the President or designee; or in the case of a President respondent, a representative of the Board of Trustees or its designee), in consultation with the Director of OED/Title IX Coordinator, shall meet no later than five (5) working days from the date of the Hearing Panel decision to determine the sanctions to be imposed and any corrective and preventative action to be taken if the respondent is found in violation of the Policy. Sanctions and corrective action will be imposed in accordance with the University of Scranton Employee Handbook and Faculty Handbook, Appendix XI. If the sanctions of suspension or dismissal are imposed for a full-time faculty member, the procedure found in Appendix III of the Faculty Handbook will be followed, with the above hearing substituting for the pre-hearing dismissial procedure in Appendix III.
The complainant and respondent will be notified in writing regarding the University's response to the finding of the Hearing Panel. Disclosure of disciplinary sanctions will be made to the extent they directly involve the complainant, such as in a sexual harassment case, where a directive is issued that the respondent not have any contact with the complainant.

10. Appeal of Hearing Panel Decision

1. A formal hearing decision reached by the Hearing Panel may be appealed on the basis of the grounds listed below. Appeals can be initiated by the respondent or complainant. Written appeals must be received by the Director of Equity and Diversity within five (5) business days of the decision and must explain on what grounds an appeal is based. If an appeal is requested, a written copy of the appeal will be presented to the other party by the Director of Equity and Diversity. Sanction(s) do not take effect until the appeal process has been completed.

2. An appeal must be based on one or more of the following grounds:
   a. A substantial procedural error occurred prior to or during the hearing that unreasonably impaired the Hearing Panel's ability to render a fair decision.
   b. After-discovered evidence, not known at the time of the original hearing and which is sufficient to alter the decision is made known to complainant or respondent.

3. All appeals will go to the Appellate Board for disposition. The Appellate Board consists of three members selected from the Hearing Panel Pool who did not serve on the Hearing Panel that originally reviewed the complaint at issue. The Appellate Board will accept or reject the appeal on the basis of the written appeal submitted. If the Appellate Board believes the appeal may have merit, the Appellate Board will examine the findings and rationale of the Hearing Panel's decision, may examine documents available to the Hearing Panel, and may interview persons with information pertinent to the appeal. The Appellate Board will either affirm the decision of the Hearing Panel or send the case back to a Hearing Panel. If an appeal is based on procedural error, the Appellate Board may send the case to either the original Hearing Panel or a new Hearing Panel. If an appeal is accepted because the Appellate Board determines there is new, after-discovered evidence, the Appellate Board must send the case back to the original Hearing Panel. The decision and the reason for the decision of the Appellate Board must be provided in writing to the supervising Vice President, the complainant and the accused. The decision of the Appellate Board is then final.

Appendix B: Statement on Consensual Relationships with Respect to the University's Nondiscrimination and Anti-harassment Policy.

Because the relationship between student and teacher and supervisor and employee are central to the mission of the University and to the sense of community, even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations. These situations often create a conflict of interest and can easily lead to abuse of power. In addition, such relationships carry the appearance of bias or preferential treatment. Of greatest concern are those romantic and/or sexual relationships between teacher and student and between supervisor and employee. This includes but is not limited to any teacher, graduate student, administrator, coach, program director, advisor, counselor, or residence-life staff member who has supervisory responsibility for students or employees. Romantic and/or sexual relationships that might be acceptable in other circumstances always pose inherent risks that they will result in sexual harassment when they occur between members of the University community where a significant power or status differential between the parties exists. Voluntary consent by a student or a subordinate in a dating relationship, even if present, is always suspect, given the fundamentally asymmetrical nature of status and power. This is true even when the parties are not in a direct supervisory/subordinate situation. Professionalism is threatened by any relationship where one party has professional responsibility for the other; such relationships place, or seem to place, the person with the power or status advantage in a position to favor or advance the other party's interests at the expense of others and implicitly make, or seem to make, obtaining benefits contingent on amorous or sexual favors. Professionalism within the University demands that those with authority not abuse, nor seem to abuse, the power with which they are entrusted.
The University prohibits all faculty and staff, including graduate assistants, from pursuing or engaging in dating or sexual relationships with students and co-workers whom they are currently supervising or teaching.

Anyone involved in or who commences a dating or sexual relationship with someone over whom he or she has supervisory power (employment or academic) must immediately disclose the existence of the relationship to his/her immediate supervisor. Anyone involved in or who commences a dating or sexual relationship with someone over whom he or she has supervisory power (employment or academic) cannot participate in any decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

Appendix C: Statement on Academic Freedom with Respect to The University's Nondiscrimination and Anti-Harassment Policy

In recognition and support of academic freedom for faculty in the pursuit of teaching, in accordance with paragraph 5.3 of the Faculty Handbook, academic freedom and freedom shall be considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, academic freedom will not excuse behavior that constitutes a violation of the law or this policy, when that behavior is reasonably regarded as offensive and substantially impedes a student's ability to learn, or otherwise impairs the academic or work opportunity of students, or of colleagues or co-workers.

Appendix D

Examples of Sexual Harassment include:

- Making sexual propositions or pressuring students or employees for sexual favors;
- Conditioning employment or academic decisions on the performance of sexual favors;
- Remarks of a sexual nature about dress or physical appearance;
- Sexually suggestive or degrading jokes or comments;
- Performing sexual gestures or touching oneself sexually in front of others;
- Discussions of personal sexual exploits;
- Inappropriate physical contact including inappropriate/unecessary touching or rubbing against another,
- Displaying or distributing sexually suggestive pictures, drawings, or written materials which serve no legitimate purpose;
- Degrading or insulting remarks based on one's gender;
- Circulating or showing e-mails or websites of a sexual nature;
- Harassing behavior of a sexual nature using telephonic or electronic means;
- Acts of sexual violence including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

Refund Policy for Disciplinary Dismissal

A student who has been suspended or expelled from the University may make a written request for reduced charges for tuition, room and board fees. Such a request is directed to the Vice President for Student Affairs. (Note should be taken that the student may not demand a refund as a matter of right.)

A tuition refund granted to a suspended or expelled student will be made in accordance with the refund policy published in The University of Scranton Undergraduate Catalog. In addition, federal and state refund policies will be
utilized to determine where the refund should be directed. The effective date used for this type of tuition refund will be the date on which a suspension or expulsion was agreed to at the informal hearing level or was imposed at a formal hearing (including completion of the appellate process). A tuition refund cannot be granted to a student who is suspended or expelled after the last date for a partial refund, as published in the University refund schedule.

Room and board charges will be refunded to a suspended or expelled student on a pro-rata basis. The effective refund date will be the date after which a suspended or expelled student is no longer entitled to use housing and dining services after the adjudication of his/her case. The Office of Student Affairs will determine this date. All other fees will be forfeited with no refund.

If a student receives a sanction of suspension or expulsion after the last day for a refund as outlined in the University refund schedule, the Vice President for Student Affairs will determine whether the student will be allowed to complete the term before the expulsion or suspension takes effect. This determination will be made on the basis of the magnitude of the offense(s) and the student's disciplinary history. A student allowed to complete a term must finish all course work as scheduled within the term. Faculty will be consulted to determine if a grade of "W" or "F" will be assigned to uncompleted courses. It should be noted that the term would officially end on the day of his/her last final examination.

If a suspended or expelled student is not allowed to complete an academic term and the sanction takes effect during the course drop/refund period, no courses or grades will appear on the student's transcript for the term. However, if a suspended or expelled student is not allowed to complete an academic term and the sanction takes effect after the end of the drop/refund period, course faculty will be consulted to determine if a grade of "W" or "F" will be assigned for each course. In both cases, a comment of "Administrative Withdrawal" or "Administrative Leave" will appear on the transcript to denote ceased attendance for the term.

**Campus Social Norms Policy**

As an institution of higher learning in the Catholic tradition, The University of Scranton has a deep commitment to the vision of human sexuality consistent with the teachings of the Church, which explicitly calls all students, whatever their sexual orientation, to chastity. Chastity requires those who are single to refrain from sexual union or sexual intimacy. It is a call for which there is little societal reinforcement, but nonetheless remains a clear call of the Gospel with respect to our sexual mores. It is the ideal for which we strive.

While the University does not seek to coerce into our beliefs those within our community who honestly differ and guarantees to all members every reasonable right to privacy in their actions, this ideal remains normative for the community.

**Off-Campus Behavior Policy**

The University of Scranton is an integral part of the historic Hill neighborhood and the City of Scranton, and students are members of both the University community and the local community. Respect and concern for the dignity, well-being and property of members of the local community is essential. All University students are obligated to exhibit exemplary citizenship at all times. The Office of Off-Campus and Commuter Student Affairs serves as a University resource for students who have questions regarding their rights and responsibilities in the local community. Excessive or unreasonable noise and/or trash, littering, possession, use and/or sale or distribution of alcohol or drugs in a manner that violates the law or University policy, excessively large parties, and/or disrespect for neighbor and community are incongruent with students' obligations. The University's jurisdiction in disciplinary matters extends to any conduct that adversely affects the University community, the University's reputation and/or the pursuit of its mission and objectives regardless of where it occurs. Accordingly, the University reserves the right to refer students involved in the aforementioned behaviors, as well as other disruptive behaviors, to the Office of Student Conduct for disciplinary action.
Domestic or International Study Away and Student Conduct Expectations

A University student studying abroad or away on a faculty led program or non-faculty led traditional study program is subject to the laws of the state or country in which he or she is studying and the conduct and academic codes of the host institution. While studying abroad or away, a student is concurrently enrolled as a student at The University of Scranton and is subject to all University of Scranton conduct and academic integrity standards. Misconduct of any kind by a student studying abroad will be referred to the International Programs and Services Office and/or the Office of Student Conduct for review and appropriate action. Serious misconduct may lead to the expulsion of a student from a study abroad or away program and/or the university abroad or away, and suspension or expulsion from The University of Scranton.

Hazing Prohibition Policy

The University of Scranton is a caring and compassionate community where, by working together, challenging each other to strive for excellence, and engaging in service, students are transformed in positive ways through their involvement in clubs, organizations, and teams. Hazing and/or other inappropriate club, organization, or team activities that endanger, degrade, or devalue the worth of another person are antithetical to our University's values. While cura personalis calls us to care for the whole person, hazing disrespects and devalues people.

Therefore, the University of Scranton strictly prohibits students from engaging in hazing activity for the purpose of initiation, admission into, affiliation with, or continued membership in any student group (i.e., organization, club, team). Any activity organized by a student group or members of a student group that involves other students in practices which (1) endanger or potentially endanger an individual's physical, emotional, or psychological well-being (as determined at the sole discretion of the University), (2) constitute violations of University policies or local, state, or federal ordinances and laws, or (3) involve the distribution or removal of public or private property shall be immediate cause for disciplinary action. It shall not matter whether such practices were mandatory or voluntarily entered into by any of the students or the student group members in question, including new and initiated student members.

Hazing includes, but is not limited to, brutality of a physical nature, forced or coerced consumption of food, alcohol, drugs, or other substances, forced or coerced sleep deprivation or excessive fatigue, forced or coerced exclusion from social contact, or forced or coerced actions such as public stunts or buffoonery which could result in humiliation or embarrassment. For purposes of this policy, any activity directly or indirectly conditioned with initiation, admission into, affiliation with or continued membership in any student group shall be presumed to be "forced or coerced" activity, the willingness of an individual to participate in such activity notwithstanding.

Individuals and student groups found in violation of this policy will be subject to University disciplinary action that could include loss of recognition, suspension or expulsion from the University. In addition, students may also be subject to criminal charges as a result of concurrent violations of the Commonwealth of Pennsylvania Anti-hazing Law (24 P.S. 5353). This law states: "any person who causes or participates in hazing commits a misdemeanor of the third degree."

Firearms and Weapons Policy
On-campus possession of weapons, or implements used as weapons including, but not limited to, firearms, explosive devices, martial arts paraphernalia, and knives (except for kitchen knives possessed and used in their intended manner) is prohibited due to the danger connected with the same.

Also see Student Code of Conduct & Residence Life and Housing Policy.

**Anti-Violence Policy**

The University of Scranton is known for its nurturing and supportive community. As partners in an educational mission inspired by the vision of Saint Ignatius Loyola, the trustees, administrators, faculty, staff and students of the University resolve to maintain a campus community that is free from violence in all of its forms. The mission of education that takes place in the offices and classrooms of the campus is only possible in an environment of mutual respect and concern. The University family, therefore, recognizes that violent behavior - from the seemingly insignificant to the significant - is inherently destructive to the fabric of our community and will not be tolerated.

The University prides itself on fostering a caring community, one that is committed to the personal growth and transformation of its members. Accordingly, the University will not tolerate acts of violence (i.e., assaulting, striking, shoving, slapping, fighting), harassment, verbal threats, intimidation and other similar behavior. Students are expected to handle conflict appropriately. In the event of physical violence, students should pursue every means possible to avoid physical retaliation. Students who commit acts of violence will be subject to disciplinary action (including suspension or expulsion), removal from campus, and/or criminal prosecution. The University community must do all that it can to eradicate violence on campus and in the surrounding neighborhood. To this end, acts of violence, harassment, verbal threats, intimidation and other similar behavior should be immediately reported to the University Police Department. Acts of retaliation are prohibited against anyone who brings a complaint of violence or serves as a witness in the investigation of a complaint of violence.

**Alcohol and Drug Policies**

These policies express The University of Scranton's educational concern for creating an environment that fosters growth by and among its members and its commitment to the physical and emotional health and well-being of all those who work, study or congregate at the University.

**I. University Alcohol Policy**

**A. Student Alcohol Policies**

The University of Scranton prohibits students and guests from engaging in the following:

- Use, possession or consumption of alcohol by individuals who are under twenty-one (21) years of age.
- Excessive consumption of alcohol, intoxication, alcohol impairment, or alcohol abuse as evidenced by factors including, but not limited to, public drunkenness, disorderly or erratic behavior, slurring of speech, physical coordination difficulties, vomiting, or a preliminary breath test reading/blood alcohol content of .08% or greater. Excessive consumption of alcohol is not an excuse for behavior that violates the Student Code of Conduct.
- Providing the site for a gathering where underage alcohol possession or use is documented.
- Providing or serving alcohol to individuals who are under the age of twenty-one (21). Please note that under Pennsylvania state law, charging admission, selling mugs, glasses, chits, tickets, etc. constitute furnishing alcoholic without a legal license and are illegal.
• Possessing an open container containing alcohol in a public location (i.e. street, Commons)
• Being in the presence of any other person on-campus who is engaging in a violation of the University Alcohol Policy.
• Operating a motor vehicle in an illegal or unsafe manner while under the influence of alcohol.
• Use or possession of alcoholic beverages at University-sponsored athletic events.
• On-campus possession or use of kegs (quarter or half), beer balls, or other common containers of alcoholic beverage larger than one gallon without the written approval of the appropriate Vice President or a designee. Please note that the registration form for events where alcohol will be served is available in the Office of Student Affairs.
• On-campus possession of "grain" alcohol except in a supervised laboratory setting.
• Violating laws or ordinances pertaining to the possession or consumption of alcohol.

B. Alcohol Policies Applicable in On-Campus Housing

In addition, The University of Scranton prohibits students and guests from engaging in the following in University on-campus housing:

• Possessing or consuming alcohol while twenty-one (21) years of age or older in the presence of individuals who are under the age of twenty-one (21) (except for one's roommate).
• Possessing or consuming alcoholic beverages in public areas in University residences. Public areas include, but are not limited to, kitchens, lounges, closets, hallways, bathrooms and balconies. Note that students and guests who are at least twenty-one (21) years of age may consume alcohol in the privacy of student rooms in a manner otherwise consistent with the University Alcohol Policy.
• Displaying empty alcohol containers (cans or bottles) on shelves, desks, etc.
• Possessing beer funnels, beer pong tables or other paraphernalia that can be used for fast, abusive consumption of alcohol.
• Refusing to submit to a preliminary breath test when requested to do so by a University Police officer. A student who refuses such a test will be presumed to have a .08% blood alcohol content.

C. Alcohol at University Social Events

Alcoholic beverages may be served at University social events registered with the appropriate Vice President or his/her designee (student functions are always registered with the Vice President for Student Affairs) at least five (5) class days prior to the event. Registration includes agreement to assume responsibility for monitoring and controlling the event. In addition, the following regulations apply to University social events where alcohol is served:

• Persons under twenty-one (21) years of age may attend functions where alcohol is served only with the written approval of the Vice President for Student Affairs or other appropriate Vice President. The approval is based on the nature of the event and the ability of the organizing group, department or division to provide suitable and effective control. No one under the age of twenty-one will be permitted to consume alcohol at these functions.
• Non-alcoholic beverages and food items must be provided and must be as accessible as alcoholic beverages. ARAMARK must cater all events where alcohol is served on campus.
• Alcohol must be served by bartenders provided by ARAMARK or trained through the ARAMARK TIPS program. Hiring and training costs are the responsibility of the sponsoring division, department, club or organization, which must also provide individuals from its own membership to serve as checkers of identification and control agents to monitor behavior.
• A University of Scranton identification card or valid driver's license, or both, are proper identification to verify the age and University status of an individual. Some events may require the use of a computer-generated list to verify age or University status.
• The University's Chief of Police will determine when University Police officers and/or Scranton Police Department personnel are necessary.
• Alcohol will not be served to visibly intoxicated persons.
• Advertising or promoting alcohol as a primary attraction of an event and the marketing of alcohol by beverage manufacturers or distributors or by clubs, organizations, departments or divisions of the University are prohibited.
• Alcoholic beverages must not be sold at any event held in a University facility not covered by a Pennsylvania liquor license. Under state law, charging admission, selling mugs, glasses, chits, tickets, etc. constitute furnishing alcoholic without a legal license and are illegal.

Any division, department, club or organization that fails to follow these guidelines and procedures will lose its privilege to conduct social events for a period of time determined by the appropriate Vice President or his/her designee.

D. State and City Laws Concerning Alcohol

Laws of the Commonwealth of Pennsylvania and ordinances of the City of Scranton are applicable to all members and guests of The University of Scranton community. Below is a list of prominent laws and ordinances. However, this list is not comprehensive. Community members are encouraged to ensure they are familiar with relevant laws and ordinances. Failure to abide by them may result in disciplinary action.

• It is illegal for any person under twenty-one (21) years of age to attempt to purchase, consume, possess or transport any alcoholic beverage. Note that Pennsylvania applies the concept of constructive possession under which guilt can be construed for possession of alcohol by determining that alcohol was readily available to a minor who apparently made no good faith attempt to distance him or herself from it. Also note that individuals who violate this law do not have a right to a breath test or blood test.
• It is illegal for any person sell, furnish or give away any alcoholic beverage to a person under twenty-one (21) years of age or to any person who is visibly intoxicated.
• It is illegal to operate or control a motor vehicle while under the influence of alcohol. "Under the influence" is currently defined in Pennsylvania as .08% blood alcohol content for individuals who are twenty-one (21) years of age or older and .02% blood alcohol content for individuals who are less than twenty-one (21) years of age.
• It is a violation of a City of Scranton ordinance to possess and/or consume alcoholic beverages from open containers in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas, or other public property within the City limits.

II. University Drug Policy

The University of Scranton established this policy in an effort to ensure the most positive learning environment for all students. Violations of this policy are serious and may result in a student's suspension from the University and/or removal from on-campus housing, even for a first offense. University students and their guests are prohibited from engaging in the following:

• Use or possession of illegal drugs, controlled substances, or other substances that significantly alter one's physical and/or mental state.
• Use or possession of a controlled substance without a valid prescription; Use of a controlled substance in a manner other than as prescribed; Abuse of prescription or over-the-counter products.
• Use or possession of drug paraphernalia or items that have been or can be used to smoke or ingest illegal drugs, controlled substances, or other substances that significantly alter one's physical and/or mental state (i.e., pipes, hookahs, bowls, bongs).
• Being in the presence of any other person on-campus who is engaging in a violation of the University Drugs Policy.
• Manufacture, transfer, sale, distribution, or intent to distribute any amount of illegal drugs, controlled substances, or other substances that significantly alter one's physical and/or mental state. Students who engage in such conduct will be suspended from the University as a minimum sanction, even for a first offense.
III. Drug-Free Schools and Communities Act Policy

The University of Scranton is committed to the implementation of a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students or employees on its premises or as part of any of its activities. The following information is provided in support of this commitment and in compliance with the Drug-Free Schools and Communities Act of 1989. All members of the University community are expected to comply with the policy, which is intended to supplement and not limit the provisions of the University's Drug-Free Workplace Policy.

1. Standards of Conduct. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or illegal use of alcohol by students, faculty or staff on University property or at University sponsored functions is prohibited.

2. Health Risks. Prolonged use of alcohol or episodic use of alcohol in heavy quantities can result in serious health problems and even death. Similarly, illegal drugs can cause injury or death even with first-time use. The use of illegal drugs and the abuse of alcohol tend to result in a forfeiture of one's own powers for control of one's life, leaving normal functioning and academic success seriously eroded or even abandoned.

3. Available Programs. Students are encouraged to use the University's Student Health Services, the Counseling Center, and University Ministries for assistance with drug and alcohol problems. Students are also encouraged to contact the Center for Health Education and Wellness, which offers various resources on alcohol and other drugs for all students.

4. Disciplinary Sanctions. Students who violate the University's alcohol and drug policies will be subject to University disciplinary action and sanctions ranging from educational provisions to expulsion from the institution. Any employee who violates this policy will be subject to the University's disciplinary procedures which impose sanctions up to and including termination from employment, and/or referral for prosecution. Students or employees may be required to participate satisfactorily in an appropriate drug or alcohol rehabilitation program.

5. Legal Sanctions. Local, state and federal laws make illegal use and/or possession of drugs and alcohol serious crimes. Such crimes carry a wide range of legal sanctions, including but not limited to, fines and imprisonment.

IV. Amnesty & Good Samaritan Policy

The University of Scranton is a caring community that holds paramount the health and safety of students. Accordingly, all University students are expected to alert appropriate officials in the event of any health or safety emergency, including those involving the abuse of alcohol or other drugs.

When a student is in need of medical attention as a result of alcohol or other drug ("AOD") use, fellow students are expected to (1) contact appropriate officials to report the incident and request assistance (i.e., University staff members, University Police, law enforcement), (2) provide their names and contact information to the appropriate officials, and (3) demonstrate cooperation and care by remaining with the student in need of medical attention and providing assistance during and after the incident.

A student (other than a student-staff member) who seeks medical attention for an AOD impaired student by following the aforementioned steps will generally not be subject to formal University disciplinary action for Alcohol or Drug Policy violations relative to this incident. While no formal University disciplinary action may be taken, the student who acted as a Good Samaritan may be requested to meet with a University staff member to discuss the incident and adhere to any appropriate therapeutic and/or educational recommendations.

Similarly, an AOD impaired student who receives medical attention because another student (other than a student-staff member) followed the aforementioned steps will generally not be subject to formal University disciplinary action for Alcohol or Drug Policy violations relative to this incident. While the impaired student may be granted amnesty from formal University disciplinary action, the student will be required to meet with a University staff member, participate in
substance abuse education and/or an evaluation at the University's Counseling Center, and comply with any therapeutic and/or educational recommendations (i.e., counseling, therapy, outpatient or inpatient care).

The Amnesty & Good Samaritan Policy does not protect students from repeated, flagrant, or serious violations of the Student Code of Conduct (i.e., physical or sexual assault, property destruction, disorderly behavior, theft) nor does it prevent or preclude action by police or other legal authorities. While Pennsylvania law provides an exception for persons seeking medical attention for another (18 Pa.C.S. 6308), it differs from the University's Amnesty & Good Samaritan Policy.

In general, the Amnesty & Good Samaritan Policy only applies for an initial Alcohol or Drug Policy violation, as it is the expectation of the University that students learn from poor decisions involving alcohol or other drugs and avoid such situations in the future. Therefore, if a student was previously responsible for an Alcohol or Drug Policy violation or previously was covered by the Amnesty & Good Samaritan Policy, the applicability of the Amnesty & Good Samaritan Policy for subsequent incidents is at the discretion of the Vice President for Student Affairs (or designee).

Note that student clubs, teams, and organizations, through their officers and members, are also expected to take responsible action in emergency situations. While the Amnesty & Good Samaritan Policy may not fully apply, a group's adherence to the aforementioned steps will be considered a mitigating factor when determining the outcome or sanction of an incident that merits disciplinary action. Additionally, the University will consider a group's failure to adhere to the aforementioned steps to be an egregious factor when determining disciplinary action.

**Free Assembly Policy**

Orderly and rational discussion should continue to be the hallmark of University communications. The promotion of such discussion is one of the principle objectives of any educational community committed to the active pursuit of truth and goodness and unity. This educational community, imbued as it also is with Judeo-Christian ideals, approves of nothing less.

The University readily acknowledges the rights of members to express their views by way of individual or collective protest on issues of institutional policy or on matters of interest to the University community. However, for reasons of courtesy, general information, and assistance, as well as good order, the University requires those contemplating such protests to request a protest permit from the Vice President for Student Affairs (or designee). If the request is approved, the Vice President for Student Affairs (or designee) will issue a written permit and furnish a copy to the University Police Department.

The University of Scranton is an Equal Opportunity and Affirmative Action employer and educator and therefore prohibits derogatory speech and/or actions aimed at any group or individuals based on race, color, religion, ancestry, sex, sexual orientation, age, disability, national origin and veteran status.

This policy applies to all University personnel: staff, faculty, administrators, students, alumni, and visitors to The University of Scranton Campus.

**Parking Policy and Motor Vehicle Registration**

**Information and Regulations**

Although The University of Scranton is an urban campus with limited parking, sufficient parking spaces are available to meet demand on a daily basis. This brochure describes the regulations that are necessary for the safety and convenience of the entire University community and to allow maximum use of our available parking space.
These regulations apply on the streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas and parking lots on all parts of The University of Scranton campus. University parking rules, regulations and enforcement are in effect all year, including periods when classes are not in session.

When additional events, such as conferences, seminars or workshops are conducted on campus, parking capacity may be exceeded. The fact that parking capacity appears to be or is exceeded does not authorize a user to violate this parking policy. In addition, the purchase of a parking permit does not guarantee a convenient parking space and a user may find a space in lots off the center of campus.

The University Parking Services Office

The goal of the Parking Services Office is to serve the University community with fairness, courtesy and efficiency. Any parking related problems, complaints, suggestions or compliments should be referred to the Parking Services Manager, Parking and University Police Pavilion, 820 Mulberry St. The office is open weekdays from 9:00 a.m. to 4:00 p.m.

A 24 hr. drop box for express or after hours ticket payment is located in the University Police Department Office area. This box can be used to pay a ticket or submit a ticket appeal without waiting in line. Payment envelopes and appeal forms are available outside the parking office. Follow the printed instructions to ensure your appeal will be heard and your ticket payment credited. The University Police Department is open 24 hours daily.

Vehicle Registration

Any student or employee of the University who wishes to park or operate a motor vehicle on campus must register with the Parking Services Office to obtain a parking permit. Vehicle registration and receipt of a permit indicates you will comply with University parking regulations and any amendments published during the year. Vehicle registration authorizes ticketing or towing by the University at the owner's expense for violations. Registration can be accomplished on line, by mail or in person at the Parking Services Office.

All parking permits are the property of The University of Scranton. Permits are to be returned immediately upon termination of employment or enrollment, retirement, transfer or sale of a registered vehicle or at the request of the University.

Registration is not complete until the permit has been properly and permanently affixed to the vehicle on the rear bumper (driver's side of the vehicle) or the outside of the rear windshield (lower left corner). Only the current permit should be displayed on the vehicle; expired permits should be removed.

Vehicle Registration Fees*

<table>
<thead>
<tr>
<th>Student Permit</th>
<th>Day School</th>
<th>Evening School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Student</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Commuting Student</td>
<td>$200</td>
<td>$100</td>
</tr>
<tr>
<td>Intersession &amp; Spring</td>
<td>$120</td>
<td>$70</td>
</tr>
<tr>
<td>Intersession</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Summer Session</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*Parking permit fees are non-refundable.

**Student Registration**

Students must provide a valid state motor vehicle registration the first time they complete a permit application. A copy of the state motor vehicle registration will be required in subsequent years only if the vehicle or license plate information has changed. The maximum life of a student permit is from the date of purchase to expiration date printed on permit.

First Year and Sophomore Resident Students are not permitted to bring a vehicle to The University of Scranton or to the City of Scranton limits.

*Resident Students* other than first year and sophomores living in University residences will be issued a resident student permit.

- Resident student permits are valid only in lots designated for Resident Permits. These lots have signs marked "R" and are for Resident Permits only (view the Resident Parking Map.)
- Resident students with valid permits may park their vehicles in the parking pavilion or under the Wellness Center when there is a parking ban put in effect.
- Once a parking ban is placed in effect vehicles with valid permits can be parked in non-reserved spaces in the pavilion without being ticketed.
- Vehicles parked in surface lots when a snow ban is in effect are subject to ticketing.

*Commuter Students* will be issued a commuter permit that is not valid for overnight parking. Commuter students parking their vehicle overnight will be ticketed for after hours use. Should a situation arise in which a commuter student must leave their vehicle on campus after hours, the student must notify the University Police Department to avoid being ticketed.

*Students living in private non-University housing* in the Hill Section of Scranton are not permitted to purchase a University parking permit.

**Replacement Decals**

Replacement permits can be obtained at the Parking Services Office. Remnants demonstrating total destruction of the current permit must be returned in order to obtain a replacement permit for $5.00. Permits reported stolen can be replaced at the $5.00 fee if a theft report has been filed with University Police.

**Faculty/Staff Second Vehicle Permit**

Members of the University community who have multiple family members working or attending classes at the University must purchase a second permit at full price.

**Handicapped Parking**

Faculty, staff and students with physical disabilities may apply at the Parking Services Office for a handicapped parking sticker. Parking spaces are reserved exclusively for vehicles displaying a University of Scranton handicapped permit or visitors whose vehicles bear a permit, placard or special license plate issued by state or federal authority. These spaces are marked with blue and white handicapped signs.
Visitor Parking

Individual visitor passes are available at the University Police Department or Parking Services Office. Visitors to campus who have not made advance arrangements for parking should stop by the Parking Services Office to obtain a permit.

Parking arrangements for guests and visitors to the campus are the responsibility of the activity sponsor. Sponsors should coordinate parking arrangements with the Parking Services Office for their visitors or events at least two weeks in advance of the event date.

Temporary Permits

Eligible students who occasionally need to drive a vehicle to campus can purchase a daily permit at the Parking Services Office. The daily rate is $2.

Snow Days/Parking Ban

When a snow ban is initiated it will go into effect at 6 p.m. unless otherwise instructed. Parking is prohibited in all surface parking areas from the time the ban is initiated until 7:30 a.m. A snow ban is activated when snow accumulates, or is predicted to accumulate overnight. Vehicles parked on University property during this snow period should use the Parking Pavilion, Wellness Center or additional lots designated in the snow ban announcement. Dial 941-5999 (option 2) for parking ban information and updates. It is your responsibility to monitor the snow and parking ban announcements.

General Rules and Regulations

All vehicle operators on campus are subject to The University of Scranton parking regulations. Each operator is responsible for knowing and abiding by these regulations.

• A current parking permit is required to park on University property. Permits are valid through the displayed expiration date.
• Permits are not transferable between vehicles. Any attempt to transfer, loan or resell a permit will result in revocation of parking privileges.
• Parking is permitted only in areas identified as legal parking spaces by white/yellow stall lines on both sides of the vehicle.
• Handicapped spaces are painted with blue and white handicapped signs.
• The responsibility for finding a legal space rests with the motor vehicle operator. Inability to locate a convenient spot is not an excuse for violating University parking regulations.
• When a particular angle of parking is indicated by signs or markings, no vehicle shall be parked except at that angle or occupy more than the space indicated within the lines for the one vehicle.
• The campus speed limit is 15 miles per hour. The speed limit within parking areas is 10 miles per hour.
• The permit owner is responsible for vehicle licenses, operator licenses, insurance or appropriate financial responsibility as required by law.
• A vehicle will be considered in violation of University regulations if it is stopped or standing in a fire lane, no parking area or restricted zone.
• Persons driving a replacement vehicle to campus without a parking permit must obtain a temporary permit from the Parking Services Office.
• Areas not specifically designated for parking shall be considered "No Parking" zones.
• University Police Officers are authorized to tow, at owner's expense, motor vehicles in violation of University parking regulations.
• Towed vehicles will be released by the towing company upon receipt of the claim check, which can be obtained from the Parking Services Office upon payment of assessed fee and charges.
• Visitors and guests of the University are permitted to park in legal spaces without obtaining permits between the hours of 5 p.m. Friday and midnight Sunday, except as posted.
• Vehicles obstructing flow of traffic will be issued a traffic violation ticket.

Vehicle Theft or Damage

The University is not responsible for any damage to or theft from vehicles or theft of vehicles parked on University property. Security of vehicles and valuables contained within is the sole responsibility of the vehicle owner or operator. We recommend you take every reasonable precaution to prevent theft and vehicular damage. Such measures include closing all windows, locking all doors and refraining from displaying valuables. Should a theft or vehicle damage occur while parked on University property, you should report the incident to the University Police Department for investigative purposes only.

Fines and Penalties

The schedule of fines for violations is:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Permit</td>
<td>$20</td>
</tr>
<tr>
<td>Improper Display</td>
<td>$10</td>
</tr>
<tr>
<td>Parking in Handicapped Space</td>
<td>$50 + towing</td>
</tr>
<tr>
<td>Parking in No Parking Area</td>
<td>$20</td>
</tr>
<tr>
<td>Parking in a Reserved Space</td>
<td>$30</td>
</tr>
<tr>
<td>No Decal/Use of Reserved Space</td>
<td>$40</td>
</tr>
<tr>
<td>Obstructing Fire Lane</td>
<td>$50 + towing</td>
</tr>
<tr>
<td>Parking over Stall Line</td>
<td>$10</td>
</tr>
<tr>
<td>Snow Violation</td>
<td>$20</td>
</tr>
<tr>
<td>In Pavilion or Wellness Center after Parking Ban</td>
<td>$20</td>
</tr>
<tr>
<td>After Hours</td>
<td>$20</td>
</tr>
<tr>
<td>Careless Driving</td>
<td>$25</td>
</tr>
<tr>
<td>Disregard of Traffic Signs</td>
<td>$25</td>
</tr>
<tr>
<td>Habitual Violator</td>
<td>$30 + towing</td>
</tr>
<tr>
<td>Obstructing Flow of Traffic</td>
<td>$25</td>
</tr>
<tr>
<td>Too Fast for Conditions</td>
<td>$25</td>
</tr>
</tbody>
</table>
Resident Permit Violation $30
Incorrect Lot Violation $20

Fines are payable in the Parking Services Office within ten (10) business days and are subject to a $10 late payment penalty for each offense.

The fine schedule applies equally to faculty, staff and students. Students who fail to remit fines will have their registration and transcripts withheld. Staff and faculty who fail to remit fines will have the matter referred to their supervisor or department chairperson. Failure to remit fines may also result in the loss of parking privileges.

Repeat Violations

Violators accruing two (2) unanswered violations will have their vehicles towed, at owner's expense. Violators with permits accruing three (3) violations may have their campus parking privilege revoked. The registration fee will not be refunded. All violators accruing three (3) violations will be classified as habitual and subject to a $30 fine and towing of vehicle at owner's expense.

Loss of Parking Privileges

Repeated violation of University parking policy may result in revocation of the privilege to park on campus. Repeat offender records will be presented to the Parking Review Board for final adjudication.

Appeal Procedure

The appeal process is open to students, employees and visitors.

To be considered, appeals must be in written form and submitted within 3 business days of the issuance of the parking violation notice. Payment must accompany the appeal. Traffic violations are not eligible for appeal.

Appeal forms are available in the Parking Services Office and at the 24 drop box located in the office area of the parking pavilion. Properly submitted appeals will be reviewed by the board the second Tuesday of each month.

Appeal should address the circumstances resulting in the violation. The appeal decision will be reached on the merits of the submitted written appeal and The University of Scranton parking regulations. The appellant will be notified of the decision within 10 days of the board acting on the appeal.

The decision of the Parking Review Board is final.

Parking Review Board

The Parking Review Board is comprised of staff, faculty and students (both undergraduate and graduate) representatives. The University Chief of Police chairs the board as a non-voting member. The Parking Services Manager attends board meetings in a non-voting capacity to provide responses to questions on policy or circumstances of the violations. A minimum of three voting members must be in attendance in order to convene. The University Chief of Police will become a voting member to resolve any tie by the board members.

Frequently Asked Questions

Who may use University Parking Lots?
Eligibility for parking in University parking lots is normally limited to students, faculty, administrators and staff with valid permits. Resident First Year and Sophomore students are not permitted vehicles on campus.

What can Happen if I Have a Car on Campus Without a Permit?

Any vehicle parked on University property without being registered, and displaying a permit may be ticketed and/or towed at owner's expense.

What Should I do if I Have to Replace my Permit?

Lost permits can be replaced at the current price. Purchase of another vehicle requires scraping the old decal from the vehicle and bringing it to the Parking Office along with the vehicle registration for the new car. There is a $5.00 replacement fee.

What if I can't Find a Parking Spot Near my Residence Hall or Office?

The responsibility for finding a legal space rests with the motor vehicle operator. (Inability to locate a convenient spot is not an excuse for violating University parking regulations.)

When are University Parking Regulations Enforced?

University parking rules, regulations and enforcement are in effect all year, including periods when classes are not in session. Visitors and guests are permitted to park in legal spaces without obtaining permits between the hours of 5 p.m. Friday until midnight on Sunday.

Pet Policy

The University has a policy of not allowing pets (other than fish) in residence halls. We strongly urge you to not have any pets anywhere on campus. The University is not an appropriate place for animals.

Should you bring a pet (dog or cat) onto campus, please place your pet on a leash at all times. In addition, you will be responsible for properly removing any excrement produced by your pet.

Injuries to persons or destruction of property by the actions of a pet will be the responsibility of the owner and will make the owner subject to disciplinary action. Restitution for any such injuries or destruction of property will be a minimum sanction, but other sanctions, including but NOT limited to suspension or expulsion, may result.

Policy on Smoking

Introduction

In the light of increased evidence regarding the dangers of passive smoking, the University has the following non-smoking policy. The policy intends to provide adequate health and safety for all members of the University community in both the work place and in campus living environments.

Policy

The University's policy is that a person should not ordinarily be exposed to the harmful effects of passive smoking except by personal choice. Smoking is, therefore, prohibited inside all buildings including public areas, private offices and residence-hall rooms of University buildings.

Public areas include corridors, lounges, stairwells, waiting rooms, rest rooms, classrooms, elevators, lobbies and meeting rooms.
Although all smoking is discouraged, receptacles will be placed in outdoor areas on campus where smoking might occur. Periodic reviews will be conducted to ensure that passive smoke does not become problematic in any outdoor area.

No tobacco products are available for purchase on campus.

The provisions of this policy apply to the use of University facilities for special events including those conducted by groups not affiliated with the University.

Resources

The Center of Health Education and Wellness is prepared to assist faculty, staff and students in any smoking-cessation efforts.

1 If the course is a graduate level course, evening undergraduate, summer undergraduate, or intersession undergraduate, the dean of the course is the College of Graduate and Continuing Education Dean.

2 Tenured associates are tenured faculty members from another department who fulfill certain departmental functions for departments with fewer than four full-time tenured faculty members.

3 If an informal meeting took place in the office of the student's dean of the course, and that dean is the same as the student's dean, the student has the option of appealing the decision of the hearing board to the Provost/Academic Vice President rather than to the dean of the student.

Student Code of Conduct

Student Code of Conduct

Statement of Philosophy

The University of Scranton, as a community of scholars seeking to sustain a culture of excellence, requires its students to conduct themselves in ways that allow for their personal growth and development and for that of others in the most positive ways possible. The University strives to foster the fullest development of its students in an atmosphere of care and concern. Members of the University community are held to a high standard of behavior because of the nature of the University's enterprise – education and the development of students.

The University of Scranton is a community dedicated to the freedom of inquiry and personal development fundamental to the growth in wisdom and integrity of all who share its life. Our mission is to educate men and women in the Catholic and Jesuit tradition which encompasses the search for truth, the discovery and sharing of knowledge, the promotion of personal and professional excellence, and service to others and the community through a spirit of caring. At the University, we educate the whole person, spiritually, physically, and emotionally in the spirit of cura personalis. This education of the whole person is characterized by openness, honesty, respect, fairness, and responsibility.

Students who engage in conduct not aligned with the University's behavioral standards as set forth in the Student Code of Conduct are subject to University disciplinary action. The student discipline process is first and foremost an educational process that is designed to foster learning and development particularly as it relates to decision making. This consistent and fair-minded process provides a means of adjudication that is commensurate with the skills and abilities of the participants. The effectiveness of the student discipline process rests upon the participation of all members of the University. Active participation in the process by students, faculty, and staff reflects a willingness to address the difficult issues brought before them for the betterment of individual students and the University.
community.

The Vice President for Student Affairs is responsible for enforcing the Student Code of Conduct though certain responsibilities relative to the student conduct process have been delegated to the Office of Student Conduct. Given the educational focus of the student discipline process, the conduct officer who is responsible for the adjudication of a conduct matter will communicate directly with the involved student(s) when resolving the matter and not with the parents of the student(s) or others.

Standards of Conduct

For the benefit of individual students and the entire University community, students, their guests, and student organizations are prohibited from engaging in the following conduct:

1. Academic cheating, plagiarism and other violations of the University Academic Code of Honesty. (Such misconduct is reviewed using the procedures listed in the Academic Code of Honesty.);
2. Physical violence or threats of physical violence, including, but not limited to, assaulting, striking, shoving, slapping, kicking, fighting (regardless of who started the fight) or in any way threatening or causing physical harm to another (See Anti-Violence Policy);
3. Harassment by any means of communication verbal and/or non-verbal (Any actions, threats, gestures, and/or words directed toward another person that incite a breach of the peace, create a hostile environment, or cause emotional distress because of the humiliating, degrading, intimidating, insulting, and/or alarming nature of the conduct. It may involve a pattern of conduct.) (See Anti-Violence Policy);
4. Sexual harassment (Unwanted sexual or gender-based behavior that creates an environment that would reasonably be perceived and is perceived as hostile or abusive. Examples of sexual harassment are set forth in the University's Sexual Harassment Policy.);
5. Sexual misconduct (conduct that exploits another person in a sexual and non-consensual way, including, but not limited to non-consensual touching, fondling, or kissing, non-consensual voyeurism, non-consensual recording (audio or visual), non-consensual dissemination of recordings, allowing others to view sexual activities without the consent of all of the participants, exposure of one's body in an indecent or lewd manner, or sexual activity in public or semi-public places.);
6. Sexual assault (any non-consensual attempted or completed sexual intercourse – oral, anal, or vaginal – with a body part and/or object);
7. Violation of the University's Alcohol Policy;
8. Violation of the University's Drug Policy;
9. Being in the presence of another person who is engaging in a violation of the University's Alcohol and/or Drug Policy;
10. Violation of the University's Hazing Prohibition Policy;
11. Acts of dishonesty, including but not limited to the following: (1) furnishing false or misleading information to a University official or law enforcement officer; (2) forgery, alteration, or misuse of a document, record or form of identification; (3) tampering with the election of officers of any University student organization; (4) possessing false identification;
12. Failure to comply with the directives of University employees, conduct bodies/officers, or law enforcement officials who are acting in performance of their duties and/or failure to identify oneself to or report to these persons when requested to do so;
13. Participation as an individual or a member of a group in behavior that disrupts or obstructs the normal operations of the University (e.g. teaching, research, housing, administration, public service functions) and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at sponsored or supervised functions of the University; taking over buildings;
14. Conduct that is disorderly, lewd, or indecent; reckless behavior that places oneself or others at risk; breach of the peace; or aiding, abetting or procuring another person to breach the peace;
15. On-campus or illegal possession of weapons (or replicas), implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia,
knives (except for kitchen knives possessed and used in their intended manner), pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paint guns, stun guns, potato guns, slingshots, balloon launchers, or dangerous chemicals (See Firearms & Weapons Policy);

16. Attempted or actual theft, mutilation, destruction, defacement and/or damage to property;
17. Unauthorized possession, duplication, or use of keys to any premises of the University; unauthorized entry to or use of a premises;
18. Dispersing litter in any form onto the grounds or facilities of the campus;
19. Reckless use of a vehicle;
20. Falsely reporting the presence of an unlawful explosive or incendiary device in a way that misleads, deceives, or disrupts the operation of the University or a scheduled event sponsored by the University;
21. Failure to evacuate University facilities when ordered to do so, disregarding any emergency or fire alarm signal, inappropriate use of emergency exit doors;
22. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from their proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment;
23. Illegal gambling including, but not limited to, contests of chance, illegal lottery, bookmaking, and selling pools on athletic events, promoting or advancing gambling; gambling using University computing/network facilities; possession of gambling devices or gambling records;
24. Unauthorized use or misuse of the University's computing facilities including, but not limited to, logging on an account without the knowledge and permission of the owner; changing, deleting or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system; attempts to disrupt the normal operations of the computer system, including hardware and software;
25. Use of media or social networking tools such as Facebook, MySpace, Twitter, Blogs, Text Messaging, etc., in such a way as to harass another person or to publicize another person's private, personal or confidential information;
26. Conduct against the student discipline process, including, but not limited to, misrepresentation of information before a conduct officer/body; disruption of or interference with a conduct hearing; initiation of a conduct proceeding knowingly without cause; discouraging another person's participation in, or use of, the conduct process; attempting to influence the impartiality of a conduct body; harassment and/or intimidation of a conduct body; influencing or attempting to influence another person to commit an abuse of the conduct system; willful non-participation in the conduct process or a related investigation; impeding an official University investigation;
27. Violation of written policies and regulations as stipulated in the Student Handbook (i.e., Off-Campus Behavior Policy, Parking Policy, Student Computing Policy) or as promulgated and announced by authorized University employees; and,
28. Violation of Residence Life and Housing Regulations (i.e., Prohibited Items, Noise, Guest & Visitation Policy) as stipulated in the Housing Contract, the Student Handbook, or as promulgated and announced by authorized University employees;
29. Violations of federal, state or local laws regardless of where they occur.

ADJUDICATING CASES OF STUDENT MISCONDUCT

ARTICLE I. DEFINITIONS

Advisor - A member of the University community, most frequently a full-time faculty or staff member, who is neither an attorney nor a family member and who assists a student by providing support throughout the student conduct process.
Appellate Board - A board of three voting members selected from the faculty, staff and students members of the University Review Board (URB) and one non-voting chairperson appointed by the Vice President for Student Affairs (or designee). The three voting members will include two faculty or staff members, and one student who did not serve on the URB that originally reviewed the case at issue.

Complainant - The University or the individual alleging misconduct on the part of a student or student organization as determined by the Director of Student Conduct.

Conduct Body - A person or persons authorized by the Vice President for Student Affairs to determine, at the formal hearing level, whether a student is responsible for one or more violations of Student Code of Conduct and, if there is a finding of responsibility, what sanctions apply.

Conduct Officer - A University official authorized by the Vice President for Student Affairs to hear information, present information and/or impose sanctions upon students who are found responsible for violating the Student Code of Conduct.

Dean of Students - The University administrator who the Vice President for Student Affairs may designate to act in his/her absence.

Director of Student Conduct - The University staff member who is responsible for the leadership and daily management of the student conduct process, and a person who the Vice President for Student Affairs may designate to act in his/her absence.

Faculty Member - A person hired by the University on a full-time basis to conduct classroom activities or supervised clinical placements.

Guest - A non-University student who is visiting the University.

May - "May" is used in the permissive sense.

Members of the University Community - A University student, faculty member, staff member, administrator or any other person employed by the University.

Policy - Regulations of the University including, but not limited to, the Student Code of Conduct, Residence Hall and Food Service Agreement, and Undergraduate/Graduate Catalogs.

Staff Member - A person hired by the University on a full-time basis to be primarily involved in planning, organizing, staffing, directing and controlling efforts to achieve the goals and objectives of the University.

Shall - "Shall" is used in the imperative sense.

Student - Persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate or professional studies as well as those who attend post-secondary educational institutions other than The University of Scranton and who reside in University residences. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University and those admitted but not yet matriculated at the University (offenses by individuals admitted but not yet matriculated will be reviewed at a time determined by the Director of Student Conduct) are considered students. References to "student" in this policy also refer to student organizations. A person's status as a student in any particular situation shall be determined by the Vice President for Student Affairs (or designee).

Student Organization - Any student club or organization registered through the Center for Student Engagement.

Student Code of Conduct - Any published policy, rule or regulation of the University that governs student conduct.
**University** - The University of Scranton.

**University Premises** - All land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

**University Review Board (URB)** - The conduct body that presides over formal hearings for alleged violations of the Student Code of Conduct when a student is likely to be suspended or expelled from the University if found responsible. A URB panel generally consists of five voting members - two students and three faculty or staff members - and one non-voting chairperson appointed by the Vice President for Student Affairs (or designee). However, a necessary quorum to conduct a hearing exists if three URB members – one student and two faculty or staff members – and one non-voting chairperson are present.

**University Review Board Chairperson** – A person appointed by the Vice President for Student Affairs (or designee) to preside over and facilitate University Review Board hearings. Chairpersons are non-voting members of the University Review Board who have received training in the student conduct process and are prepared to facilitate hearings in a manner that is both fair and impartial.

**Vice President for Student Affairs** - The administrator designated by the University President to be responsible for the administration of the Student Code of Conduct.

## ARTICLE II. JURISDICTION AND AUTHORITY

The Office of Student Conduct is charged with developing procedures for the student conduct process that are consistent with provisions of the Student Code of Conduct and providing oversight for the process.

### A. Jurisdiction of The University of Scranton

The University's jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the University and to any conduct that adversely affects the University community, the University's reputation and/or the pursuit of its mission and objectives regardless of where it occurs. The University's Student Code of Conduct is used to adjudicate matters of individual student misconduct and student organization misconduct. Any student who is found responsible for engaging in misconduct as defined by the Student Code of Conduct or any other published policy, rule or regulation of the University will be subject to disciplinary sanctions. It should be noted that students are responsible for the actions of their guests and may be held accountable for their guest's violations of the Student Code of Conduct.

If a student withdraws from the University for any reason after engaging in a minor or moderate violation of the Student Code of Conduct that is not likely to result in the sanction of suspension or expulsion, the University, at its discretion, retains the right to adjudicate the pending matter before a student seeks re-enrollment. The University will note in the student's record when a pending disciplinary matter exists.

However, if a student withdraws from the University for any reason after engaging in a serious violation of the Student Code of Conduct, but before the case is fully adjudicated (including any period of appeal), the student forfeits the right to re-enroll at the University. For purposes of this paragraph, a serious violation is defined as any violation of the Student Code of Conduct that is likely to result in a sanction of suspension or expulsion. The University will note in the student's record that the student did not contest the pending charges and the case file will be closed.

### B. Violations of Law and the University Discipline Process

1. University disciplinary proceedings may be instituted against a student who is charged with violation of a law that is also a violation of the Student Code of Conduct, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. University disciplinary action will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
2. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before a conduct body under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

C. Interim Suspension

Allegations of routine infractions of the Student Code of Conduct will be addressed through the University's student conduct process. In certain circumstances, the University may, through its Vice President for Student Affairs (or designee), impose a suspension prior to a review of misconduct within the University's conduct process. An interim suspension may be imposed for the following reasons:

1. to ensure the safety and well-being of members of the University community or preservation of University property;
2. the student poses a definite threat of disruption of or interference with the normal operations of the University;
3. the behavior of the student violates the lawful mission of the University; or,
4. the student is currently facing charges of a criminal or civil nature in the court system that are pending adjudication which also constitute infractions of the Student Code of Conduct.

During the interim suspension, the student will be denied access to the residence facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs (or designee) deems appropriate.

ARTICLE III: STUDENT CONDUCT PROCESS

A. Complaint, Investigation, and Charges

1. Any member of the University community may file a complaint against any student or student organization for misconduct. The complaint shall be prepared in writing by the complainant and directed to the Office of Student Conduct. When the complainant is the University, the Director of Student Conduct will not act as the complainant. The Vice President for Student Affairs (or designee) will appoint a person to serve as the complainant for the University. Normally, this person will be appointed from within the Division of Student Affairs. The Vice President for Student Affairs (or designee) will consult with the appropriate divisional head if a person outside the Division of Student Affairs is to serve as the complainant for the University. Any complaint should be submitted as soon as possible after the event takes place. In sex offense cases, the complaint may be filed at any time while both students are attending the University;
2. Upon receiving a complaint, the Office of Student Conduct arranges for a preliminary investigation. The investigation will occur in a timely manner and generally will be concluded within 60 days of submission of the complaint;
3. If the complaint is founded, the Conduct Officer will consult with the complainant and determine the appropriate charge(s).

B. Standard of Responsibility

The University utilizes the "preponderance of the evidence" standard of responsibility in conduct proceedings. The hearing authority will determine, based on information presented, whether it is more likely than not that a student is responsible for one or more violations of the Student Code of Conduct. The burden of meeting the standard of responsibility rests with the complainant.

C. Informal and Formal Conduct Hearings
1. **Educational Conference** - After consulting with the complainant, the Conduct Officer meets with the accused student for an Educational Conference. The Educational Conference provides an opportunity for the accused student to share his or her insight into the alleged incident and misconduct. Thereafter, it is determined whether the matter can be disposed of administratively by mutual consent of the parties in a manner acceptable to the Conduct Officer. All charges shall be presented to the accused in written form; the complainant shall receive a copy of the charge(s) and the accused's written response to the charges. The written response of the accused is not mandated at an Educational Conference. If the charges and sanctions are agreed upon in writing, there shall be no subsequent proceedings. However, if the charges and sanctions cannot be agreed upon at the Educational Conference level, there will be a formal hearing of the matter.

2. **Deferred Suspension Review (Formerly "Behavioral Contract Review")** - Students who are on Deferred Suspension (formerly "Behavioral Contract") at the time of an alleged incident will be afforded the opportunity to have an informal hearing with the Vice President for Student Affairs (or designee) rather than an Educational Conference. In accordance with the definition of Deferred Suspension (formerly "Behavioral Contract"), the Vice President for Student Affairs (or designee) will render the final decision with respect to the student's responsibility for violations of the Student Code of Conduct and issue any appropriate sanctions. Students who are on Deferred Suspension (formerly "Behavioral Contract") do not have the right to a formal hearing.

3. **Formal Hearings** - Two types of formal hearings are utilized when charges and sanctions be agreed upon at an Educational Conference:
   a. **Administrative Hearing**: An Administrative Hearing is used to adjudicate alleged violations of a less serious nature when the likely sanction does not rise to the level of a suspension or expulsion. The Director of Student Conduct will assign a Conduct Officer who was not involved in the Educational Conference to serve as the Administrative Hearing Officer. Decisions rendered in an Administrative Hearing are final and not subject to appeal.
   b. **University Review Board Hearing**: A University Review Board (URB) Hearing is used to adjudicate alleged violations of a serious matter that may result in the sanction of suspension or expulsion for the accused student. A URB Hearing is conducted by a URB panel consisting of faculty, staff, and students selected from the URB pool and a non-voting chairperson appointed by the Vice President for Student Affairs (or designee). Decisions rendered in a University Review Board Hearing are subject to appeal as outlined in Article III, Section F.

**D. Formal Hearing Guidelines** - Formal hearings shall be conducted according to the following guidelines:

1. The Vice President for Student Affairs (or designee) may exercise discretion as to the type of formal hearing that will be utilized given concerns of circumstance, timeliness or complainant.
2. In cases involving more than one accused student, hearings concerning each student may be conducted separately at the discretion of the Director of Student Conduct.
3. No verbatim record, such as a tape or digital recording, shall be made of any hearing by any party or the University. Participants may take notes, which shall be their own property.
4. No student shall be found to have violated the Student Code of Conduct solely because he or she fails to appear at the hearing. However, the hearing may proceed without the presence of the accused student or the complainant.
5. Hearings shall be conducted in private. No one is permitted to attend the hearing unless specified in this policy. The Director of Student Conduct may permit a staff member in training to observe a formal hearing. If an observer is present, he or she will be held to the same standard of confidentiality as members of the Conduct Body. Any questions of attendance shall be resolved by the URB Chairperson or Administrative Hearing Officer.
6. The complainant and the accused student have the right to be assisted by an advisor (as described in Article IV. Section A). Neither family members nor attorneys may serve as advisors nor be present during Administrative Hearings or URB Hearings.
7. Relevant records, exhibits, written statements and telephone testimony may be accepted as information for consideration at the discretion of the URB Chairperson/Administrative Hearing Officer.
8. All procedural questions are subject to the final decision of the URB Chairperson/Administrative Hearing Officer.
9. At least forty-eight (48) hours prior to the hearing, the complainant and the accused student must provide the following to the Director of Student Conduct:
   a. The names of their advisors and witnesses;
   b. Summaries of the testimony that each of their witnesses will give at the hearing. These summaries should briefly review the verbal testimony that will be provided by the witness and may be written by the complainant, the accused student or the witnesses. Statements made in writing to the University Police Department during the investigation of an incident are acceptable;
   c. Copies of other relevant materials such as photographs, phone records, costs of damaged or stolen property, medical bills and diagrams.

   A witness is a person who has information relevant to the case and should be present at the hearing. If a witness refuses to participate in the hearing, the Director of Student Conduct should be informed of the situation immediately. Character witnesses or character witness statements are not allowed.

10. If the Student Conduct Investigator plans to participate in the hearing, he or she must provide to the Director of Student Conduct all relevant materials at least forty-eight (48) hours prior to the hearing. Additionally, if the Student Conduct Investigator plans to have witnesses provide testimony at the hearing, summaries of witness testimony must be submitted with the other relevant materials.

11. Copies of materials that are submitted by the complainant, and the accused student as well as other relevant materials available for review at the discretion of the Director of Student Conduct will be made available for review by the complainant, the accused student, and their respective advisors no more than thirty-six (36) hours prior to the hearing in the Office of Student Conduct (or at a location specified by the Director of Student Conduct). Similarly, University Review Board members and/or the Administrative Hearing Officer will be permitted to review copies of the materials in the Office of Student Conduct (or at a location specified by the Director of Student Conduct) no more than thirty-six (36) hours prior to the hearing. Those involved with the hearing will be notified by the Office of Student Conduct when materials are available for review. It is the responsibility of those involved with the hearing to contact the Office of Student Conduct to arrange a time to review the materials prior to the hearing if such review is desired. Copies of materials will be provided to the complainant, the accused student, and the University Review Board members and/or Administrative Hearing Officer immediately prior to the start of hearing and will be collected immediately following the hearing. If a complainant, accused student, or Student Conduct Investigator wants to submit additional documents or materials that were not provided to the Director of Student Conduct at least forty-eight (48) hours prior to the hearing, the URB Chairperson or Administrative Hearing Officer will determine whether to accept such documents or materials before the hearing begins. Timeframes noted in this section may be reasonably adjusted by the Director of Student Conduct when weekends, holidays, and/or breaks in the academic calendar warrant such action.

12. The Office of Student Conduct endeavors to protect personal information of those involved in the conduct process to the extent necessary and possible. Accordingly, personal information that is not germane to the fair adjudication of a matter may be omitted from the documents available for review, at the discretion of the Director of Student Conduct and/or Vice President for Student Affairs (or designee).

E. **Formal Hearing Format** - Formal hearings shall be conducted according to the following format:

1. **Opening:** The URB Chairperson/Administrative Hearing Officer reads the charge(s). The accused admits or denies responsibility for violating the charge(s).

2. **Questions:** Throughout the hearing, both parties may submit to the URB Chairperson/Administrative Hearing Officer one or more questions to be asked of a witness(es) or of the other party, the complainant or the accused student. Advisors are permitted to suggest questions to their advisees. It is the discretion of the URB Chairperson/Administrative Hearing Officer whether to ask the question(s).

3. **Presentation of Information:** The URB Chairperson/Administrative Hearing Officer has final discretion as to the presentation of information related to the matter at issue. The accused student is asked to comment upon the information presented by the complainant and to present any additional information, including witnesses. The complainant may reexamine information against the accused in view of the statements made by the accused or his or her witnesses. The accused may reexamine information provided by the complainant in view of statements made by the complainant or his or her witnesses.
4. **Summary Statements:** At the close of the presentation of information, the complainant and the accused student have the opportunity to make summary statements.

5. **Determining Responsibility:** Within seventy-two (72) hours, the URB/Administrative Hearing Officers shall determine, by majority vote in the case of the URB, whether it is more likely than not that the accused student is responsible for each of the Student Code of Conduct charges that were at issue.

6. **Determining Sanctions:** If the URB/Administrative Hearing Officer finds the accused student responsible for one or more violations of the Student Code of Conduct, a summary of the accused student's disciplinary history is shared with the URB/Administrative Hearing Officer. The URB/Administrative Hearing Officer receives such a summary only if a finding of responsibility is rendered. If responsibility is determined, the URB/Administrative Hearing Officer may ask what sanctions the complainant was willing to accept at the Educational Conference level.

7. **Communicating a Formal Hearing Outcome:** The URB Chairperson/Administrative Hearing Officer shall communicate in writing to the Director of Student Conduct the findings and the rationale for the decision concerning responsibility, including what information influenced the decision. The decision of the URB/Administrative Hearing Officer shall be communicated to both the complainant and the accused student by the Director of Student Conduct in a timely manner. The Vice President for Student Affairs (or designee) may use discretion in communicating the outcome to the affected parties.

F. **Appeal of URB Hearing Decision**

1. A formal hearing decision reached by the URB may be appealed on the basis of the grounds listed below. Appeals can be initiated by the accused student or complainant. Written appeals must be received by the Vice President for Student Affairs (or designee) within five (5) full class days of the decision and must explain on what grounds an appeal is based. If class is not in session, the appeal must be received within five (5) full business days. If an appeal is requested, a written copy of the appeal will be presented to the other party by the Vice President for Student Affairs (or designee). A sanction(s) decision imposed at a URB hearing does not take effect until the appeal process has been completed.

2. An appeal must be based on one or more of the following grounds:
   a. A substantial procedural error occurred prior to or during the hearing that unreasonably impaired the URB's ability to render a fair decision.
   b. New evidence or facts sufficient to alter the URB's decision and not known to the person submitting the appeal at the time of the original hearing. The new evidence or facts could not have been introduced at the URB hearing because they were not known at that time.

3. All appeals will go to the Appellate Board for disposition. The Appellate Board will accept or reject the appeal on the basis of the written appeal submitted. If the Appellate Board believes the appeal may have merit, the Appellate Board will examine the findings and rationale of the URB's decision, may examine documents available to the URB, and may interview persons with information pertinent to the appeal. The Appellate Board will either affirm the decision of the URB or send the case back to a URB. If an appeal is based on procedural error, the Appellate Board may send the case to either the original board or a new board. If an appeal is accepted because the Appellate Board determines there is new evidence, the Appellate Board must send the case back to the original board. If the Appellate Board sends the case to a URB, the procedures outlined under Article III., Sections D. & E. apply. The decision and the reason for the decision of the Appellate Board must be provided in writing to the Vice President for Student Affairs (or designee), the URB members that heard the case, when appropriate, and the complainant and the accused. The decision of the Appellate Board is then final.

**ARTICLE IV: RIGHTS AND RESOURCES**

A. **Advisor** - The complainant and/or the accused student may choose to be assisted in the conduct process by an advisor. Any member of the University community who is neither an attorney nor a family member may serve as an advisor. Complainants and/or accused students who choose to have an advisor are encouraged to consider selecting a faculty or staff member who has received training in the University conduct process. Complainants and/or accused students may obtain the names of trained advisors from the Office of Student Conduct. Failure to secure an advisor is not grounds for an appeal.
The role of an advisor is to assist and support a student throughout the conduct process. Specifically, upon the request of a student, an advisor may:

1. Assist an accused student in the preparation of a response to a charge;
2. Accompany the complainant or the accused student to any meeting with a Conduct Officer, University Review Board and/or Appellate Board, including the Educational Conference and formal hearings;
3. Assist the complainant or the accused student in the preparation of any appeals.

B. University Resources - It is strongly recommended that the complainant and the accused student access the services offered by various offices of the University including the Counseling Center, University Ministries, Office of Student Affairs and Center for Health Education and Wellness. Failure to use University resources that are available is not grounds for an appeal. If the complainant or accused student has accessed a University office and feels the office has not been supportive of his or her needs, this perceived lack of support should be discussed immediately with the Conduct Officer, Director of Student Conduct, or Dean of Students.

C. The Rights of a Complainant - Once charges have been filed within the University student conduct process, the term "complainant" is used to refer to the University or individual filing the complaint. The complainant has the following rights during conduct proceedings conducted by the University:

1. The right to be informed of and have access to available University resources;
2. The right to an explanation of the options of redress that are available;
3. The right not to be harassed by the accused student or acquaintances or supporters of the accused student, and the right not to have contact with the accused student;
4. The right to initiate a University conduct hearing without unnecessary delay once the accused student has been charged;
5. The right to testify on her/his own behalf;
6. The right to present witnesses who can speak to the charges. Character witnesses are not allowed;
7. The right to have an advisor who can assist the complainant throughout the conduct process as outlined in Article IV, Section A.;
8. The right to remain present during the entire conduct hearing with the exception of the deliberation phase when neither the accused student nor the complainant may be present;
9. The right to be informed without unnecessary delay of the outcome of the hearing;
10. The right to appeal the outcome of a URB hearing.

D. The Rights of an Accused Student - A student who is accused of violating the Student Code of Conduct has the following rights during conduct proceedings conducted by the University:

1. The right to be informed of and have access to available University resources;
2. The right to be presumed not responsible;
3. The right to an explanation of the charge(s);
4. The right not to be harassed by the complainant or acquaintances or supporters of the complainant;
5. The right to an explanation of the University's student conduct process;
6. The right to have an advisor who can assist the accused student throughout the conduct process as outlined in Article IV, Section A.;
7. The right to a University conduct hearing without unnecessary delay once the accused student has been charged;
8. The right to testify on her/his own behalf;
9. The right to present witnesses who can speak to the charges. Character witnesses are not allowed;
10. The right to remain present during the entire conduct hearing with the exception of the deliberation phase when neither the accused student nor the complainant may be present;
11. The right to be informed without unnecessary delay of the outcome of the hearing;
12. The right to appeal the outcome of a URB hearing.

ARTICLE V: SANCTIONS
Students who accept responsibility or are found responsible for violating the Student Code of Conduct are generally assigned an administrative sanction and one or more educational sanctions. Sanctions are designed to educate, foster development, encourage thoughtful decision making, and protect the University community. In determining appropriate sanctions, the University considers the nature of the violation including the impact on the community and its members, the institutional sanctioning guidelines, the student's prior disciplinary history, and the individual student's needs. This method of determining appropriate sanctions balances consistency with the Ignatian ideal of cura personalis, care of the whole person as a unique individual.

Failure to comply with assigned sanctions a violation of the Student Code of Conduct and will be adjudicated accordingly.

When a student organization is found responsible for violating the Student Code of Conduct, the minimum sanction is Deferred Suspension (formerly "Behavioral Contract"). If a Deferred Suspension is issued, additional educational sanctions and/or other expectations will be defined and approved by the Vice President for Student Affairs (or designee).

A. Administrative Sanctions

Disciplinary Warning- Students may receive a Disciplinary Warning for minor violations of Residence Life policies. A warning indicates that the offending behavior must cease and further misconduct will likely result in the imposition of more serious sanctions.

Disciplinary Censure- Students may receive a written Disciplinary Censure, which is a formal reprimand for minor violations of the Student Code of Conduct. Further misconduct will result in the imposition of more serious sanctions.

Disciplinary Probation- Students may be placed on Disciplinary Probation for a stated period of time for moderate misconduct or in the case of repeated minor misconduct. A student who is on Disciplinary Probation is not in good disciplinary standing with the University for the time that he or she is on probation. Subsequent violations of the Student Code of Conduct during the period of probation may result in suspension or expulsion from the University.

Deferred Suspension (formerly "Behavioral Contract")- Students may be placed on Deferred Suspension for a stated period of time for serious misconduct or in the case of repeated misconduct. A student who is on Deferred Suspension is not in good disciplinary standing with the University, and his or her tenure at the University is precarious. During the period of Deferred Suspension, the student must abide by all terms and conditions of University policies regarding student behavior and comply with any sanctions issued as a direct result of the student's misconduct. Students who are placed on Deferred Suspension are generally issued educational sanctions that may include restrictions or requirements such as counseling, the denial of the opportunity to participate in intercollegiate athletics or club sports, the denial of the opportunity to perform in the name of the University, the denial of the privilege of serving as an officer of a student organization or the denial of the privilege to reside in University housing. Any misconduct or non-compliance with sanctions on the student's part during the time of the Deferred Suspension will be reviewed and sanctioned solely by the Vice President for Student Affairs (or designee), who will strongly consider suspension or expulsion as the sanction for the misconduct. Students who are on Deferred Suspension will be afforded the opportunity to meet with the Vice President for Student Affairs (or designee) prior to the rendering of a final decision. Students who are on Deferred Suspension do not have the right to a formal hearing.

Suspension- Suspension is imposed for serious misconduct or for a violation of Deferred Suspension (formerly "Behavioral Contract") when it is believed that the student should be temporarily removed from the University community. A student who is suspended from the University is not in good disciplinary standing with the University for the time that he or she is suspended. Suspension may entail the imposition of conditions that the student must meet in order to resume studies at the University. Suspension also may include conditions that will be in place once the student resumes University studies. While suspended, the student loses all University rights and privileges, may not represent the University in any manner and may not visit the campus without prior approval of the Vice President for Student Affairs (or designee). Suspension may be for the remainder of a semester or for no more than four semesters. No more than three (3) credits of course work (if approved by the student's academic dean and the Registrar) taken at another institution during a period of suspension may be transferred to the University. The student
must meet with the Vice President for Student Affairs (or designee) following the term of suspension. The Vice President for Student Affairs (or designee) will determine whether the student may resume studies after considering whether all conditions of the suspension have been met. Any misconduct on the student's part during the period of suspension will be reviewed by the Vice President for Student Affairs (or designee) before the student is allowed to resume studies. The Vice President for Student Affairs (or designee) will strongly consider expulsion as a sanction for misconduct that occurs during a period of suspension. Suspension is permanently recorded in the Office of Student Conduct.

Post-Suspension Probation- Students who are permitted to return to the University following a period of Suspension will automatically be placed on Post-Suspension Probation by the Vice President for Student Affairs (or designee) for a designated period of time. This probationary period, which is exclusively utilized for students who are returning to the University following a period of suspension, is designed to ensure a smooth transition back into the University community. A student who is on Post-Suspension Probation must abide by all terms and conditions placed on his or her return as well as all University policies. Any misconduct or non-compliance on a student's part during his or her Post-Suspension Probation will be reviewed and sanctioned by the Vice President for Student Affairs (or designee), who will strongly consider additional suspension or expulsion as the sanction for the misconduct. Students who are alleged to have engaged in misconduct during their Post-Suspension Probation will be afforded the opportunity to meet with the Vice President for Student Affairs (or designee) prior to the rendering of a final decision. Students who are on Post-Suspension Probation do not have the right to a formal hearing relative to alleged violations of the Student Code of Conduct that occur during their probationary period.

Expulsion- Expulsion is imposed for very serious misconduct or for misconduct by a student who has previously been suspended when it is believed that a student should be permanently removed from the University community. An expelled student is not in good disciplinary standing with the University and is not eligible for readmission. Expulsion is permanently recorded in the Office of Student Conduct.

Withholding of Degree – The University may withhold awarding a degree as a disciplinary sanction if the accused student is found responsible and is of senior class status. The degree may be withheld until the completion of the disciplinary process, including completion of all sanctions imposed. A student of senior class status who is subject to a pending disciplinary proceeding is not eligible to receive a degree or participate in senior week activities, Baccalaureate Mass, and Commencement until the disciplinary process is completed. Depending on the nature of the charge(s), the student may be allowed to remain on campus to complete academic requirements for degree status at the discretion of the Vice President for Student Affairs (or designee). However, the student's degree will be conferred privately after the completion of the disciplinary process, including completion of all sanctions imposed.

B. Educational Sanctions - In addition to an administrative sanction, one or more of the following educational sanctions may be imposed in an effort to foster student learning and development. Failure to comply with a sanction is considered a violation of the Student Code of Conduct and will be adjudicated as such.

Educational Activities- Students may be required to perform activities that are designed to be educational. Examples of such activities include, but are not limited to, offering a formal apology (in writing and/or in person), attending an educational class or workshop, giving or attending a presentation, preparing and submitting a research project or paper on a designated topic, or offering a written reflection responding to a given prompt.

Payment of Fines- Fines payable to the University may be imposed when appropriate to teach students how their decisions can have financial implications.

Payment of Restitution- Restitution may be required for damages done or other payment for expenses incurred as a result of the student's actions. Restitution may be required to be made to the University, a specific department or a specific individual. Normally, all restitution will be paid within two weeks of the hearing date. Students who have been suspended will not be readmitted until restitution is made. No transcripts will be released from the University until restitution is made.

Supervised Work/Service- Students may be assigned work or service performed under supervision that is both beneficial to the University community and likely to assist the individual in understanding the effects of the offending
behavior.

No Contact- A student may be required to have no contact with another person for a specific time period or permanently.

Restriction- A student's or student organization's privileges may be restricted. Such restrictions include, but are not limited to, denial of the right to represent the University in any way, denial of the use of or access to facilities, denial of parking privileges, denial of participation in extracurricular activities, denial of participation in intercollegiate athletics or club sports or denial of participation in University-sponsored events.

University Housing Transfer or Removal- Students may be directed to transfer to another room or housing unit, or may be removed from University housing.

Required University Housing- Students may be required to reside in University housing for a specified period of time. This sanction may not to be applied without the approval of the Director of Residence Life.

Loss of Recognition- The University may withdraw recognition of a student organization, which includes denying it access to University resources for a period of time or permanently.

Mandatory Counseling/Advising- Students may be required to participate in counseling and/or advising sessions. Such sessions may include evaluative measures for substance abuse or emotional well-being.

ARTICLE VI: MISCELLANEOUS

A. Publication of Dispositions - The University reserves the right to publish the disposition of all charges, without the names of the students involved, in the campus news publication. Normally, this would take place after the appeal process is complete.

B. Student Conduct Records - In general, student conduct records are maintained by the Office of Student Conduct for seven (7) years from the date of graduation to ensure compliance with federal laws and regulations. Information from these records will be shared, upon request, with others who have a need to know, in a manner consistent with the Family Educational Rights and Privacy Act for one year after graduation. Thereafter, information from student conduct records will only be released when required by a lawful judicial order or a subpoena from the courts. Note that records of students who are suspended or expelled from the University will be permanently maintained in the Office of Student Conduct. Information from these records will be shared upon request, with others who have a need to know, in a manner consistent with the Family Educational Rights and Privacy Act.

C. Interpretation and Revision - Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Affairs (or designee) for final determination.

REVIEW OF SEX OFFENSES WITHIN THE STUDENT CONDUCT PROCESS

In addition to the University's student conduct process as defined in the Student Code of Conduct, the following sections apply when the conduct matter involves allegations of sex offenses committed by a University student.

If you have experienced sexual assault, please refer to the Sexual Violence (i.e., Sexual Assault, Dating Violence, Stalking): Resources and Reporting Information section of this Student Handbook for more information on resources and reporting options.

A. Sex Offenses Defined
1. "Sexual Assault" is defined as any non-consensual attempted or completed sexual intercourse (oral, anal, or vaginal) with a body part and/or object.

2. "Sexual Misconduct" is defined as conduct that exploits another person in a sexual and non-consensual way, including, but not limited to non-consensual touching, fondling, or kissing, non-consensual voyeurism, non-consensual recording (audio or visual), non-consensual dissemination of recordings, allowing others to view sexual activities without the consent of all of the participants, exposure of one's body in an indecent or lewd manner, or sexual activity in public or semi-public places.

3. "Sexual Harassment" is defined as unwanted sexual or gender-based behavior that creates an environment that would reasonably be perceived and is perceived as hostile or abusive. Examples of sexual harassment are set forth in the University's Sexual Harassment Policy.

These actions are sex offenses even when the parties are acquaintances, very close friends or even marital partners. No form of bargaining, intimidation, pressure or any degree of previous intimacy can excuse such contact when one party does not clearly express consent. The University is obligated to uphold the laws of the larger community of which it is a part. Although behaviors covered by the laws of the larger community and those covered by the rules of the University community may overlap, the larger community's laws and the University community's rules operate independently and do not substitute for each other. University disciplinary action will not be subject to challenge because criminal charges involving the same incident have been dismissed or reduced. The University may pursue enforcement of its own rules whether or not legal proceedings are underway or anticipated, and it may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether University behavioral standards have been violated.

B. Consent - Consent is a positive exchange of words or actions that indicate a willingness to participate freely and voluntarily in mutually agreed upon sexual activity. Consent can only be given when there is equal power between the involved parties. The use of force, threats of force, intimidation, or coercion do not constitute consent. Neither existence of a dating relationship between persons (including past sexual relations) nor silence indicate consent. Effective consent cannot be given under the following circumstances:

1. A person is physically or mentally incapacitated by alcohol or other drugs;
2. A person is unconscious;
3. A person is asleep; and/or
4. A person is under the age of consent (16 in Pennsylvania).

C. The Rights of A Complainant and An Accused Student - Once sex offense charges have been filed within the University's student conduct system, the term "complainant" will be used to refer to the person filing the complaint. The term "accused student" will be used to refer to the student charged with a sex offense. The University community will treat sex offense complainants and accused students with fairness throughout the review of the offense within the University's student conduct process.

1. The Rights of A Complainant - A complainant has the following rights during disciplinary proceedings conducted by the University:
   a. The right to have the presence of a support person from the University community throughout the hearing. The support person may be a friend, faculty member or staff member. The support person may not be an attorney or a family member. The support person does not have the right to speak at the hearing;
   b. The right to have a privacy screen at the hearing so that the complainant does not have to see the accused student during the proceedings. Also, a video/audio connection can be provided at the hearing so that the complainant does not have to be in the same room with the accused student;
   c. The right not to face charges of incidental rules violations (i.e., the use/abuse of alcohol) she/he may be responsible for in relation to the sex offense;
   d. The right to make a written "complainant impact statement" to the URB. The complainant will have an opportunity to provide such a statement to the Director of Student Conduct prior to the start of the hearing. Only if the URB determines responsibility relative to a sex offense will the Director of Student Conduct provide this written statement to the URB before a sanction is imposed.
2. The Rights of An Accused Student - A student who is accused of a sex offense has the following rights during disciplinary proceedings conducted by the University:
a. The right to have the presence of a support person from the University community throughout the hearing. The support person may be a friend, faculty member or staff member. The support person may not be an attorney or a family member. The support person does not have the right to speak at the hearing;

b. The right to have a privacy screen at the hearing so that the accused student does not have to see the complainant during the proceedings. Also, a video/audio connection can be provided at the hearing so that the accused student does not have to be in the same room with the complainant;

c. The right to make a written "accused impact statement" to the URB. An accused student will have an opportunity to provide such a statement to the Director of Student Conduct prior to the start of the hearing. Only if the URB determines responsibility relative to a sex offense will the Director of Student Conduct provide this written statement to the URB before a sanction is imposed.

D. Standard of Responsibility - The decision of the University Review Board (URB) will be based on a preponderance of evidence at the hearing, that is, whether it is more likely than not that the accused student violated the Student Code of Conduct.

E. Sanctions

1. Sexual Assault - It is the preference of the University that a student found responsible for sexual assault is expelled. Such a student, at a minimum, shall be suspended from the University. Normally, suspension will take place immediately. Such a student is to have no contact with the complainant at any time. A student suspended from the University for a sex offense will not be allowed to re-enroll until written verification of completion of one of the following regimens has been received by the Vice President for Student Affairs (or designee): 1) a certified sex-offender's program, or 2) counseling with a licensed or certified mental health professional who has expertise in working with individuals who have engaged in sex offenses. The suspended student must obtain prior approval of the Vice President for Student Affairs (or designee) for the sex-offender program or for the licensed or certified mental-health professional, and must give the Vice President for Student Affairs (or designee) written permission to discuss his/her treatment and progress. The University requires this counseling out of concern for both the responsible student and the University community itself. Finally, prior to the re-enrollment of a student suspended for a sex offense, the Director of Student Conduct will meet with the complainant to inform her/him of the suspended student's return and offer available support.

2. Sexual Misconduct and Sexual Harassment - A student found responsible for sexual misconduct and/or sexual harassment will face a minimum sanction of disciplinary probation and any appropriate assigned educational sanctions as listed in the Student Code of Conduct.

The University of Scranton Discipline Process

Click here to view the Student Discipline Process Flow Chart.

Emergency Services

For any fire, police or medical emergency call University Police immediately at:

941-7777

(Only the last four digits are necessary on campus)

Or go to one of the yellow emergency telephones on campus. Be prepared to:
• Give your location
• Describe the nature of the emergency
• Respond to questions and instructions from the University Police dispatcher

The appropriate city or other emergency teams will be sent to your location.

**Dialing 911 from campus:**

Ambulance (medical emergency) 911
Mobile Intensive Care (Trauma) 911
Fire 911

Note: You may dial the 911 Emergency Center from campus three ways:

1. 9 + 911
2. 911 + #
3. 911

If you dial 911 there will be approximately a 10-second delay before the 911 Emergency Center will ring; however, the call will go through. We recommend dialing either 9+911 or 911+#.

**Other Emergency Numbers**
(Dial 9 before dialing phone number)

Scranton Police Department 348-4141
University Counseling Center 941-7620
Student Health Service 941-7667
Scranton Counseling Center 348-6100
Rape Crisis Hotline/Domestic Violence 346-4671
American Red Cross/Lackawanna County 207-0100

Poison Control Center 1 (800)222-1222

**Hospital Emergency Services**

Geisinger Community Medical Center 969-8121
Regional Hospital of Scranton 348-7951
Moses Taylor Hospital 340-2900

**Alma Mater**

The hours too quickly slip away
And mingle into years,
But memories of our Scranton days will last
Whatever next appears.
The legacy from those before
Is briefly ours to hold,
We leave the best behind for others
As the coming years unfold.

With faith in lives that touch us here
And paths that ours have crossed,
We know that reaching for the rising sun
Is surely worth the cost.
May God be ever at our side,
May goodness fill our days,
We hail as loving sons and daughters
Alma Mater ours always.

Edward Gannon, S.J.
Kathleen Fisher, Ph.D. ’80

University Resources and Services

Athletics
Location: John J. Long, S.J., Center
Telephone: (570) 941-7440
URL: www.scranton.edu/athletics

The Intercollegiate Athletics Program is an integral part of the educational mission of the University. As education seeks to provide ways in which each student may grow emotionally, socially and intellectually, so does athletics. In athletics, the participant has the opportunity to travel, to represent The University of Scranton, and to learn the art of being a team member. The rewards of participating in intercollegiate athletics are not without sacrifice. The University expects much of its student-athletes and anticipates that they willingly accept the responsibilities associated with team membership.

Women's varsity sports are: fall - Cross-Country, Field Hockey, Soccer, Volleyball; winter - Basketball, Swimming & Diving; spring - Lacrosse, Softball, Tennis. Men's sports include: fall - Cross-Country, Soccer; winter - Basketball, Swimming & Diving, Wrestling; spring - Baseball, Golf, Lacrosse and Tennis. Sport schedules are available on the Web and in the Athletic Department. Schedules are subject to change. Please contact the Athletic Office for up-to-date information. If you are interested in learning more about a particular intercollegiate sport, please contact that head coach directly. The athletic coaching staff directory is located at www.athletics.scranton.edu.

Expectations

Student-athletes, through hard work and dedication:

- Should maintain a healthy balance between academics, social activities and athletics in order to effectively participate in intercollegiate athletic competition as well as obey all federal, state and local laws. Factors such as social awareness, effective time management, self discipline and control, personal sacrifice and goal setting play an important part in a student-athlete's commitment to a program of academic, athletic and emotional success.
• Should maintain a healthy lifestyle; committing themselves to a program of wellness, exercise and skill development that promotes positive interpersonal and physical growth.

• Should develop qualities of sportsmanship and ethical conduct in all aspects of intercollegiate athletics in order to foster greater acceptance of the value of respect, fairness, conflict resolution, emotional control, civility, honesty and responsibility.

• Should work to enhance their leadership, communication, decision-making and problem-solving skills, in order to impact positive change on our campus, local community and their personal lives.

• Should expect to commit 20 hours per week to their sport in-season.

Class Conflicts

The University policy on class attendance states that "students are expected to attend all regularly scheduled classes." It is inevitable, however, that conflicts will arise between the pursuit of extracurricular activities and students' academic schedules. Careful planning for and scheduling of classes will help reduce conflicts. Student-athletes should give their professors as much advance warning as possible of class conflicts and absences.

Since students are ultimately responsible for their education at the University, they must be the ones to weigh the consequences of missing class and should make their choices accordingly.

Academic Policy: Probation, Dismissal and Requirements

Per University academic policy, one semester of probation is granted to students whose cumulative GPA falls below 2.0, or who otherwise are in danger of dismissal. Students are subject to dismissal if the student receives a failing grade while on probation, if the student incurs two failing grades in one semester, or if the student accumulates three failing grades that have not been successfully retaken. Probationary status may be removed through adequate academic achievement in summer school or intercession at The University of Scranton.

Students on probationary status are ineligible for participation in intercollegiate athletics without the written approval of their appropriate Academic Dean, Director of Athletics and Head Coach.

In accordance with University policy and NCAA regulations, a student must carry a minimum of 12 credits (full-time status) to participate in intercollegiate athletics. Should a student fall below full-time status they are not eligible to participate in intercollegiate athletics unless it is the students' final semester prior to graduation and they are taking the necessary credits to graduate.

Misconduct Violations

As a team member, your actions reflect not only on yourself but also on your team, your coach, the Athletic Department and the University. Any misconduct, especially drug or alcohol violations and/or hazing and acts of violence, is of serious concern to the Athletic Department. You may face sanction(s) from both the University and the Athletic Department for any violation of policies as listed in the Student Handbook and Department of Athletics Response to Alcohol, Illegal Drugs and Hazing Policy violations.

Bursar's Office - Payments

Location: St. Thomas Hall, First Floor

Telephone: (570) 941-4062 or 1-888-SCRANTON

Hours: Monday through Friday, 8:30 a.m. to 4:00 p.m.

http: www.scranton.edu/bursar
Here you can find general information, view the annual Tuition and Fees, special program information, and print common forms used by the Bursar's Office.

My Scranton: http://my.scranton.edu
Enter your User Name and Password
Click Student Tab
Click Self Service
Click Student Services & Financial Aid Tab
Click Student Records

Here you can view any holds on your student records, check your grades and academic transcripts, and review your account summary with the Bursar's Office.

The Bursar's Office is responsible for accepting payments on tuition and fees and other receipts for this institution.

Payment Due Dates

Invoices are due by the date indicated on the remittance form. Failure to make payment or arrange financing by the due date can lead to your account being placed on financial hold for the term. Financial hold will prevent you from registering for the next term, affect housing lottery status, and affect your commencement status.

Fall invoices are due in early August, intersession invoices are due mid-December, and spring invoices are due in mid-January. Periodically during the semester, statements will be sent for unpaid balances; these statements are due upon receipt.

Payment Plan

The University of Scranton has a monthly payment plan administered by ECSI. Please process your application online at www.ecsi.net/scranton, or contact ECSI at (866) 927-1438. There is a $60 fee to enroll in the annual monthly payment plan, which runs from July 15 through April 15.

ECSI offers the choice to receive your monthly statements electronically or by paper. You can make your payment via direct debit from your checking account. The University of Scranton receives payment updates nightly from ECSI, and will apply your payment directly to your student account.

Campus Ministries

Location: The DeNaples Center 200
Telephone: (570) 941-7419
URL: www.scranton.edu/ministry
E-mail: universityministries@scranton.edu
Our Mission

University Ministries serves the mission of the University of Scranton by making visible and effective our Roman Catholic and Jesuit identity. Inspired by the Gospel of Jesus Christ and the spirituality of St. Ignatius Loyola, we seek to reach out with love and respect to all and to be a fire that kindles other fires by

- Nurturing and celebrating our faith through spirit-filled sacramental worship and prayer.
- Educating our students in the faith and teachings of the Church in ways that integrate their educational and personal experiences so as to find God in all things.
- Developing in our students habits of reflection and prayer in order to discern God's presence and action in their lives.
- Fostering in our students a passion for justice that is rooted in faith and expressed in action.
- Empowering our students to be leaders in ministry and service as men and women for and with others in our community, university, church and world.

Worship and Prayer:

Sacramental Life

The celebration of the Eucharist is held twice each weekday at Chapel of the Sacred Heart and three times on Sunday at Madonna della Strada chapel. The sacrament of Reconciliation is held daily at Chapel of the Sacred Heart and also by request.

Liturgical Ministers

Students from all years serve the Scranton faith community as liturgical readers, extraordinary ministers of the Eucharist and as ministers of hospitality at Sunday liturgies as well as at university-wide events like Palm Sunday, the Advent Mass and the Baccalaureate Mass.

Music Ministry

Students from all years, both vocalists and instrumentalists, are dedicated to bringing music into the liturgical life of our community. These musicians provide music for each Sunday as well as at larger liturgical celebrations like Baccalaureate Mass. Those who would like to share their musical talents are welcome to join us. Our prayer and Worship Group welcomes participants.

Building Faith Communities:

Retreats

Many different retreats are offered for our students including Connections for First Year Students, Search retreats, Senior Retreat, JUSTICEplus, 4th Day, Mother-Daughter Retreat, Born to be Wild Wilderness Experience, Beach Retreat, Praying with Popcorn, Athletes' Retreat, Scranton Inclusion Retreat, Men's Retreat, Divinely Designed Women's Retreat and many other retreats, as well as three and five day Ignatian silent retreats and MANRESA, another form of an Ignatian retreat. Most retreats are offered to students at our beautiful Retreat Center at Chapman Lake, located 12 miles from campus.

Call and Commitment

This group is offered for students interested in exploring a call to church ministry as a priest, religious or layperson. Contact Fr. Rick Malloy, S.J. (x7419) for information on this program.
CLC - Christian Life Communities

Christian Life Communities are small faith-based groups of students who agree to meet on a weekly basis to grow in spirituality, community and service. Through prayer, focus activities, and reflection the groups enhance their understanding of Ignatian spirituality and deepen their personal relationship with God.

JUSTICE Club

A student-led group, the JUSTICE Club strives to bring awareness of and advocacy for justice issues in our world. They help to prove that ours is truly "a faith that does justice."

Bereavement Ministry

Our Bereavement Ministry provides support to those who grieve the loss of a friend or family member. A Mass of Remembrance is held in November to remember those who have died in the past year to offer support to those who mourn.

"Can I just come in and talk? Sure!"

Many, many students find campus ministers good mentors and guides who help students reflect on and integrate the experiences of joy and jubilation amidst the strains and sorrows that make up the years of young adulthood. We are ready with listening ears, maybe some tissues, and often a bit of good wisdom and advice (when asked for) on all issues ranging from the First Years' normal bouts of homesickness to roommate difficulties to young adults' struggles with addictions to family and relationship challenges. From our Jesuit and religious perspective, we believe that God is found in all that is truly human. Over the years, many students have found friendship with a campus minister, and/or a Jesuit, a central aspect of their transformative educational experience here at the University of Scranton. Feel free to drop in to our offices and get to know us.

Service and Outreach:

Center for Service and Social Justice

The Center for Service and Social Justice is committed to advancing the Jesuit tradition of forming men and women for others. The programs sponsored by this office include food and clothing drives, domestic break trips and local service. Each element enables the students to express their faith in reflective service while responding to local and national needs.

International Service Program

Our International Service trips provide opportunities for our students, faculty and staff to be immersed in cultures and experiences in developing countries of our world. The program revolves around simple living, community, generosity and faith-based reflection. Trips to meet and engage people in places like El Salvador, Mexico, The Dominican Republic, and Haiti can rock your world and live in your heart forever.

Christian Education:

RCIA

The Rite of Christian Initiation of Adults (RCIA) program prepares students interested in becoming Catholic for baptism and/or confirmation, with reception into the Church during second semester. RICA is also wonderful for a young Catholic who would like to deepen her or his knowledge of our faith.

Spiritual Direction
Those interested in broadening and enhancing their relationship with God through prayer meet with a spiritual director regularly to discuss their prayer life and their ever-changing relationship with God and with Christ in our midst. Spiritual direction helps us learn to pay attention to and chart the currents of the Holy Spirit in our lives.

*For Students who are from faith traditions other than Catholicism*

All programs offered by Campus Ministry are open to all students. Many of various faith traditions participate in our programs and retreats. Those who are seeking where they may fit into a faith tradition, and also those who are searching for their place in relation to God, religion and spirituality, are most welcome to explore Campus Ministry's offerings. We also are ready and willing to assist students looking to find a church or synagogue near Campus. The University of Scranton also hosts a Mosque on campus.

### Liturgy Schedule

**Sunday Mass at Madonna della Strada Chapel**
- 11:00 a.m.
- 4:30 p.m.
- 7:00 p.m.

**Daily Mass at Chapel of the Sacred Heart**
- Monday - Friday
  - 12:05 p.m.
  - 4:40 p.m. (except Thursday)

**Sacrament of Reconciliation**
- Reconciliation Room, Chapel of the Sacred Heart
- Monday - Friday
  - 11:30 a.m. - noon
  - And by appointment in University Ministries (DeNaples 2nd floor, x7419) and Campion Hall, the Jesuit residence on Campus. Several Jesuits living in the dorms are always available to set up a time to hear someone's confession.

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### Career Services

**Location:** Ciszek Hall  
**Telephone:** (570) 941-7640  
**URL:** www.scranton.edu/careers

The University of Scranton's Office of Career Services is a department within the Division of Student Affairs which functions as an integral part of the total educational experience of students.

In collaboration with internal and external partnerships, Career Services provides centralized and comprehensive career development, job search, and graduate school application programs and services.

### Employment Programs

The Office of Career Services provides career planning assistance to all University students. We will assist to identify career-related employment opportunities for students and alumni. This includes full-time, part-time and summer employment. Identified opportunities are coordinated through the on-campus recruiting function, resume mailings, job fairs, job referrals and utilization of the on-line job listing database College Central Network.
Career Skills/Services

The Office of Career Services will assist students in acquiring the skills necessary to access the job market. These skills give students a competitive edge as they seek employment. Such skills include, but are not limited to, mock interviewing, resume and cover letter preparation, job search techniques, networking by utilizing the Alumni Network database and professional etiquette. This goal is accomplished through individual advising, workshops, classroom presentations, and on-line programs and workshops.

Job Opportunities for Specific Majors

The Office of Career Services will assist students in defining and focusing their career direction. Career Services works with students to identify specific career information and more clearly define what the student can expect from a particular profession or career. This is accomplished through individual career advising, testing, workshops, follow-up survey data and career resource materials accessible on the office website.

Graduate and Professional School Information

The Office of Career Services has a wealth of graduate and professional school information. Reference publications provide information about the particular programs of various schools and how to apply for admission. We sponsor an annual Law/Graduate/Medical School Fair each fall and assist students in compiling and sending letters of recommendation.

Center for Health Education and Wellness (CHEW)

<table>
<thead>
<tr>
<th>Location:</th>
<th>The DeNaples Center Room 205K</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>(570) 941-4253</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday through Friday 8:30 a.m. to 4:30 p.m. (Evenings by appointment)</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:chew@scranton.edu">chew@scranton.edu</a></td>
</tr>
<tr>
<td>URL:</td>
<td><a href="http://www.scranton.edu/chew">www.scranton.edu/chew</a></td>
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CHEW is Your Health Connection!

CHEW is the campus source for health information and programs to support academic, social and spiritual wellness. An open, welcoming place, this Health Promotion office provides students with print, web and in-person resources on everything from stress management to eating vegetarian. The CHEW crew of health education professionals, student workers and peer educators provide dynamic work-shops, community awareness events and individualized guidance to help students make healthy decisions and live balanced lives.

Health Education Staff
CHEW health education professionals design, deliver and evaluate wellness and health programs, train student peer educators, and work with other University departments on programming and policies to improve the well-being of students, colleagues and the community. Through a myriad of programs and campus-wide activities, CHEW staff encourages students to assess their individual health and to create lifestyles that support wellness in all its dimensions.

**Peer Education Programs**

Residence halls, classes, outdoor events, organization meetings, and trainings are frequent stops for COPE, CHEW's Coalition of Peer Educators, which includes Specially Trained Peer Educators who serve on programming committees to assist students in getting the most out of their college experience. CHEW's crew of trained peer educators produce campus health projects and lead active and informative sessions on a variety of wellness topics geared toward the college student population, such as physical activity, late night programming, mental health, and alcohol prevention, to name a few.

**Student Leadership and Involvement**

CHEW wants you! CHEW continually seeks students interested in becoming peer educators, who want to learn about health and wellness and make a difference on campus. Leaders among the student body, CHEW peer educators gain not only valuable health information, but useful presentation skills and leadership ability all while having the option of earning service-learning credit. For more information, stop by CHEW or apply online! Check out all that CHEW as to offer you. Visit us at www.scranton.edu/chew to learn more!

**Center for Service and Social Justice**

Location: The DeNaples Center 205B

Telephone: (570) 941-7429

URL: www.scranton.edu/volunteers

As part of the University Ministries division, the Center for Service and Social Justice works in conjunction with local and domestic service programs and agencies. Through active involvement our students will learn to understand the world in which they live and be of service to it. They will recognize their abilities and limitations, and through reflection on their service, they should learn about themselves and recognize God's gifts and presence in all human beings.

The Center for Service & Social Justice is committed to advancing the Jesuit tradition of forming men and women for others. The programs sponsored by this office include food and clothing drives, domestic break trips, on campus activities and local community service. Each element enables the students to express their faith in reflective service while responding to local and national needs.

The vision of The Center for Service & Social Justice will be boldly driven by a shared commitment to excellence. We will provide a superior, transformational learning experience, preparing students who, in the words of Jesuit founder St. Ignatius Loyola, will "set the world on fire."

**Some Center for Service & Social Justice Programs include:**

**F.I.R.S.T. - Freshmen Involved in Reflective Service Together.** Forty incoming First Year students will be given the opportunity to participate in five days of service in the Scranton community immediately preceding Fall Welcome. Types of service include working with elementary school children, nursing home residents, and participating in a painting project. In the evening, we will stay at the University's beautiful Retreat Center at Chapman Lake. A team of eight upperclassmen will lead F.I.R.S.T., with a staff chaperone director. Meals and reflections are also included involving faculty and staff. Applications are available with the forms packet in early May.
**Domestic Service Trips** - The Center for Service & Social Justice coordinates service trips over Fall break, Intersession in January and Spring break for our undergraduate students. Information sessions are held in October, noting the trip assignments, type of work, housing and costs. Past years have included trips to Coastal NC, Hurricane Sandy Relief, New Orleans LA, Chicago IL, Los Angeles CA, Mt. Vernon KY, St. Michael's AZ, Seattle WA, Philadelphia PA and Syracuse NY. Work includes homeless outreach, tutoring children, food pantries, soup kitchens, home building and rehab, and teen crisis centers.

**Holiday events for local children from area social service agencies** - Safe Trick or Treat in the Residence Halls, Thanksgiving Food Drive, Adopt an Angel and Giving Tree, Christmas party, Annual Christmas Day Breakfast, and an Easter Basket Drive. Students are welcome and encouraged to volunteer.

**End of the Year Drive** - The University of Scranton's annual End of the Year Drive collects all the items that students would normally discard at the end of the academic year. A team of more than 30 underclassmen undertakes the effort to collect, sort and distribute the donations, volunteering to stay on campus after final exams. Items collected were clothing, non-perishable food, small furniture, electronics, toys, decorations, rugs and household supplies. Over 15 truckloads in donations were given to area agencies in need such as Friends of the Poor, Safety Net, St. Paul's/St. Clare's Food Pantry and The Leahy Clinic.

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**Center for Student Engagement**

- **Location:** The DeNaples Center 205
- **Telephone:** (570) 941-6233
- **URL:** http://www.scranton.edu/cse

**Center for Student Engagement**

The Center for Student Engagement encompasses the areas of student programming, student clubs and organizations office, new student orientation, and leadership development initiatives. The Center for Student Engagement offers students a streamlined way to meaningfully engage in co-curricular opportunities at The University of Scranton.

The goals of the Center are to provide educational tools and support for transfer and first year students and their families; to offer exceptional educational and social programming; to support and challenge students to become more fully involved in clubs and organizations; and to provide a wide array of leadership development opportunities. Meeting these goals will uniquely allow the Center to advance the strategic plan by challenging, empowering and engaging our students through a commitment to be leaders for change.

Programs and services offered by the Center for Student Engagement:

- Orientation and Fall Welcome programs assisting with the transition into life at the University for first year, transfer students, and their families.
- Advisement of The University of Scranton's Programming Board (USPB).
- The Leadership development program including the Scranton Emerging Leaders Program, the Ignite Leadership Conference, Class Leadership Days, Club Leadership Transition Summit, Student Leader of the Month and the Student Leadership Awards.
- Club support such as the annual club fair, support for the club council and club leadership development programming.

**Orientation and Fall Welcome**

Orientation and Fall Welcome assists all new students, First Year and transfers, with their transition to life at the University. The program is the link between the admissions process and students' arrival at the University for their first semester. The emphasis is on scheduling, academic and social integration and providing a natural connection to the strong sense of community at the University.
Student Government

Student Government is an organization with the task of maintaining and improving all aspects of student life to provide a productive academic and social environment for the student body. Its familiar faces and widespread involvement give the campus life and energy. Its leadership consists of elected student officers.

University of Scranton Programming Board

The University of Scranton Programming Board (USPB) is a student run organization with the purpose of sponsoring social, cultural, educational and recreational events at The University of Scranton. Students involved in USPB will gain valuable leadership experience and learn more about programming and the implementation of both small and large scale events.

Clubs and Organizations

The University of Scranton encourages students to participate in activities, clubs, and organizations recognized by the University. These clubs and organizations encourage students to become immersed in the campus community. Such activities allow members to develop their leadership skills while meeting the goals of the organization and its members.

Center for Teaching and Learning Excellence

Location: Loyola Science Center, 5th Floor

Telephone: (570) 941-4038

Hours: Monday through Friday 8:30 a.m. to 4:30 p.m.

URL: www.scranton.edu/ctle

The Center for Teaching & Learning Excellence encourages and supports a strong culture of scholarship, teaching and learning for a diverse university community. The University's CTLE provides academic support services to assist students in achieving their academic and future goals by enhancing their reading, writing and learning strategies. The following programs and services are available to University students.

Peer Tutoring Services

The Peer Tutoring Program provides students with tutoring in all academic subjects. Peer tutors direct all tutoring activity towards creating an opportunity for students to develop the learning skills necessary for becoming self-directed learners. The Learning Enrichment Specialist welcomes the opportunity to meet individually with students to help them explore their academic needs.

Math Tutoring

In collaboration with the Mathematics Department, the CTLE offers Supplemental Instruction for a number of math courses. Supplemental instruction provides regularly-scheduled, informal review sessions, led by an experienced tutor, where students compare notes, discuss readings, solve problems and much more. The goal of Supplemental Instruction is to incorporate what to study with how to study. We also offer Math tutoring, Open Math labs and special workshops in which students have the opportunity to prepare for tests and exams.

Accommodations for Students with Disabilities

The CTLE will provide academic accommodations for students with documented disabilities in accordance with federal legislation. A student must be registered with the CTLE to receive accommodations such as extended test taking time, classroom note taking, computer use for tests, recorded lectures, or any other academic accommodation(s). Students
should schedule a meeting with the Learning Enrichment Specialist or the Reading Enrichment Specialist in order to assure a smooth delivery of services.

**Reading Services**

The CTLE Reading Specialist works with students to help them develop active reading and learning skills. Active reading and learning skills help students deal efficiently and effectively with the amount of reading and studying required of successful college students. The Reading Specialist works individually with students to assess their needs and create a plan for improvement.

**Writing Center**

Writing well is an essential component to academic success. In the Writing Center, our consultants will work with students on planning and drafting, revising for clarity and coherence, working with and integrating sources and editing for correctness. Students may meet with a consultant for one or several sessions in order to accomplish their goals. Online consultations are also available.

**Instructional Technology Services**

Students are able to obtain assistance with the use of instructional technology designed to enhance student learning. The CTLE instructional technology staff and students consultants can provide guidance in the following areas: web page development; creation of electronic portfolios; ANGEL navigation; PowerPoint presentations and assistance in using other multimedia resources. The CTLE instructional technology staff will work with students to advance their technological skills to make the best use of the excellent resources available on campus.

**How to Obtain Services from the CTLE**

Visit our website, www.scranton.edu/ctle, for more detailed information on our services and directions for requesting/scheduling the services you need.

**Computer Services - Information Resources Division**

**Technology Support Center**

Location: Alumni Memorial Hall, 1st Floor
Telephone: (570) 941-HELP
E-mail: techsupport@scranton.edu

Student computing accounts are automatically generated upon confirmation of the student's acceptance to The University. Students who do not receive a letter with their computing account information may call or stop by the Technology Support Center to acquire this information.

The Technology Support Center provides assistance to students in accessing and managing their University of Scranton computing accounts. These accounts allow students to send and receive e-mail, transfer files, run various software, and access the Internet. Assistance is available on request for students desiring help accessing and using their computing accounts from a residence hall, computing lab, or off-campus location. Password resets, virus scanning, and connecting a laptop to the residential network are just a few of the services available at the Technology Support Center.

**Campus Network**

**Residential Network (ResNet)**
ResNet is The University of Scranton's dedicated network that provides direct access to the Internet and campus data services for students residing in University housing. Commuter students can access our campus data services via our wireless network (ROYALAIR). ResNet is a free service for our students. Through ResNet, you can surf the World Wide Web and take advantage of campus electronic resources including E-mail, the Weinberg Memorial Library, the University Information System, and ANGEL.

Regardless of the number of students who choose to participate in ResNet, the University will continue to provide and maintain a variety of public and departmental computing lab facilities located throughout the campus. Most students do bring their own laptop computers so they have the flexibility to use technology wherever they want, whenever they want.

KSOM Required Laptop Program

The Kania School of Management (KSOM) has a required Laptop Program for all incoming First Year students planning to major or complete a minor in the Kania School of Management. The Laptop Program is a complete computer solution for all incoming First Year students planning to major or complete a minor in the Kania School of Management. Use of a laptop has become an integral part of the business school curriculum, keeping our students current with today's business trends and proficient in the utilization of innovative technology.

All First Year students enrolled in the Kania School of Management are required to have a laptop that meets the KSOM minimum requirements. If you are purchasing a new computer, Dell is offering a specially configured system for Scranton students which can be found on the ResNet website. If you bring a PC from home, it needs to meet the requirements listed on the ResNet website.

Computer Sales

The University does not sell computers, but we have agreements with major vendors to sell computers to students at discounted prices. Visit the ResNet Web pages for pricing, configurations, and hardware requirements.

Wireless Access

We provide wireless access to network resources for laptop computers with an 802.11b/g/n Wi-Fi certified wireless network adapter. Coverage areas and setup instructions can be found on the ResNet website.

Cisco Network Access Control (CNAC)

Our Residential Network is a Cisco protected network. Each computer is scanned for viruses and possible security holes. You will not be able to access any websites, email, or instant messaging until your computer is validated. If at any time your computer is identified as being infected or vulnerable to new threats, your network access will be restricted until you resolve the problem to prevent infecting others.

Responsible Computing

Here at the University of Scranton we are making every effort to keep our students protected from viruses and attacks by hackers. We require all computers connecting to our network to have a University approved Anti-Virus software, Microsoft Critical updates, and Clean Access installed, running, and up-to-date at all times.

Computing Policies

Once your ResNet connection is established, it is your responsibility to abide by all rules and regulations associated with the use of Scranton's network. These include state and federal laws as well as University of Scranton regulations specified in the Student Computing Policy available at http://matrix.scranton.edu/pir/policies.shtml

Students in violation of these policies are at risk of having their network privileges revoked and/or having fines imposed.

Need Assistance?
Contact our Technology Support Center at 941-HELP.

**Laptop Services**

Students can bring laptop computers to the Technology Support Center in Alumni Memorial Hall at specified times for help getting connected to the Residential and/or Wireless Networks. Students with a current Dell or Apple warranty can also receive hardware warranty repairs from our certified technicians.

**Counseling Center**

Location: McGurrin Hall, 2nd Floor

Telephone: (570) 941-7620

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
Later or earlier sessions available by appointment

URL: www.scranton.edu/counseling

**When you want to talk—someone will listen.**

Students sometimes have personal problems they may wish to discuss with a counselor. These may be related to their transition from high school to college or to decision-making regarding a variety of challenges that may occur for college students. Sometimes finding ways to talk about the stresses of life can make the difference in a student's life and/or college experience.

The Counseling Center is staffed by licensed psychologists, counselors, social workers and a part-time psychiatrist. All are committed to helping students from a variety of backgrounds and lifestyles. All counseling sessions are free and confidential.

**Some reasons students come to the Counseling Center:**

The staff provides individual and group treatment for a variety of concerns including:

- Transitions in life
- Relationship troubles
- Depression
- Anxiety
- Diversity issues
- Misuse of alcohol or other drugs
- Self-esteem or identity issues
- Sexual assault or harassment
- Stress resulting from academic and/or social pressures
- Family concerns
- Health concerns
- Grief or loss issues

24-Hour crisis consultation: September through May (when classes are in session)

Accredited by International Association of Counseling Services (IACS)
The Graduate and Continuing Education Student Organization (GCESO)

Location: O'Hara Hall, 2nd Floor
Telephone: (570) 941-7580
Meetings: Once a month (days/times TBA)

The purpose of the Graduate and Continuing Education Student Organization (GCESO) is to serve the needs of the adult learner (both undergraduate and graduate) and to represent these needs to the University of Scranton by:

- Providing a forum for the expression of student views and interests;
- Representing the adult student body in the affairs of the University of Scranton;
- Providing and encouraging academic freedom, academic responsibility, and student leadership;
- Enhancing student moral, spiritual, cultural, social, and physical welfare;
- Promoting better educational standards, facilities, and teaching techniques;
- Promoting national and international understanding and fellowship at the student level;
- Fostering the recognition of the rights and responsibilities of students to the school, the community, and humanity.

All graduate and adult undergraduate students who are following an approved curriculum and who are in good academic standing are encouraged to join. Any student who receives a Graduate Assistant appointment at the graduate level or specially designated award at the undergraduate level (e.g., O'Hara Award, Charlotte Newcombe Award) is an automatic member of GCESO. All members of the GCESO are eligible to hold office in the organization. The officers (one from the undergraduate student population and one from the graduate student population) represent adult students at the College of Graduate and Continuing Education Dean's Conferences.

Dining Services

Meal Plan Policies:

First Year Resident Students living on campus must maintain participation in either one of the two offered Ultimate Meal Plans as they do not have full kitchen access. All First Year residents must maintain participation in one of these meal plans for the entire academic year (regardless of the reason for living in the residence halls).

Other Resident Students living in residence halls which have limited kitchen resources, MUST participate in one of the six offered meal plans. Those halls include the following: Gavigan, Condron, Redington.

Commuters, Off Campus Students, and Resident Students (in non-mandatory halls) are considered voluntary meal plan students and may do the following:

1. Enroll in a meal plan through the UIS system >Student Services>Dining Services
2. May switch plans or drop their plan during the initial drop/add period as determined by the Registrar (usually the first month of the semester).

Our Meal Plans are designed to offer convenience, flexibility, and value. All Meal Plans guarantee weekly meals needed for a busy schedule. We offer 26 meal periods each week, four meals per day Monday through Friday and three meals per day Saturday and Sunday. Meal Plan students can access meals in the DeNaples Student Center at either the Fresh Food Company (3rd Floor) or the Food Court (1st Floor). The University offers a choice of six cost-effective meal plans providing Unlimited, 14 or 10 meals per week:
Meal Plan Offerings:

The *Ultimate Meal Plan* provides:

- Unlimited meals at the Fresh Food Company (3rd Floor)
- $70 in Flex Dollars per semester
- 6 guest meals per semester

The *Ultimate "Plus" Meal Plan* provides:

- Unlimited meals at the Fresh Food Company (3rd Floor)
- $170 in Flex dollars per semester
- 6 guest meals per semester

The *14-Meal Plan* provides:

- Any 14 meals per week
- $180 in Flex dollars per semester
- 12 guest meals per semester

The *14 -"Plus" Meal Plan* provides:

- Any 14 meals per week
- $280 in Flex dollars per semester
- 12 guest meals per semester

The *10-Meal Plan* provides:

- Any 10 meals per week
- $260 in Flex dollars per semester
- 18 guest meals per semester

The *10 "Plus" Meal Plan* provides:

- Any 10 meals per week
- $360 in Flex dollars per semester
- 18 guest meals per semester

*The Commuter Meal Plan* provides:

- 60 Meals per semester
- $150 in Flex Dollars per semester
- 2 guest meals per semester

**Flex Dollars:**

Flex dollars are automatically placed into an account accessible with the Royal Card ID and can be used as a debit card at any campus Dining Location listed below. Any balance in this fund at the end of the fall semester is carried over to the spring semester. Any unused balance at the end of the spring semester will roll over to the fall semester if enrolled in a meal plan. Any unused balance upon graduation will be forfeited.

**Guest Passes:**

Guest meals are special, bonus meals accessible with the Royal Card ID and can be used to treat a guest in the Fresh Food Company or DeNaples Food Court. Any unused guest meals are forfeited at the end of the spring semester.

**Dining Locations:**
Fresh Food Company - 3rd Floor of The DeNaples Center

Monday-Friday 7:00am to 7:30pm, Saturday/Sunday 10:30am to 7:30pm


DeNaples Food Court - 1st Floor of The DeNaples Center

Monday-Friday 7:30am to 11:00pm, Saturday 12:00pm to 10:00pm, Sunday 12:00pm to 11:00pm

Fast, convenient food on the go from Quiznos, Royal Grill, Zoca Fresh Mex, Chic-Fil-A and Pizza.

P.O.D. Express - 1st Floor of The DeNaples Center (Convenience Store)

Open seven days a week

Convenience Store featuring grab-and-go items, baked goods, coffee, frozen foods, health and beauty aids.

Starbucks - 1st Floor of The DeNaples Center

Open seven days a week

Fully licensed store

Java City - Weinberg Library

Monday - Friday

Specialty coffee bar offering lattes, cappuccino, gourmet coffee, baked goods, smoothies and more.

Hyland Cafe - Hyland Hall

Monday - Friday

Variety of soups, sandwiches, desserts and beverages.

P.O.D. Market - Montrone Hall

Open seven days a week

Expanded Convenience Store offers grab-and-go sandwiches, snacks, baked goods, frozen foods, beverages and health and beauty aids.

Mulberry Food Court

Open seven days a week

Casual, friendly dining atmosphere featuring gourmet "made-to-order" deli sandwiches, specialty salad creations, comfort foods and more.

Bleecker Street Café

Monday - Friday

Our newest location on campus located in the Loyola Science Center in the lower level, order fresh-baked artisan breads, pastries and other baked goods, signature sandwiches and Panini, soups and salads.

Special Dietary Needs
A student who, due to religious, medical or other reasons, has special food needs should schedule an appointment to meet with our chef and/or manager to discuss specific food restrictions. Every attempt will be made to satisfy reasonable needs. Students unable to access meals due to illness or injury, should contact Dining Services. (See contact information below.)

**Royal Card**

The Royal Card is a student's photo identification card should be carried at all times. The Royal Card is used to access meal plan privileges. To avoid fraudulent use of the Royal Card students must provide the card to access these privileges. The cards are not transferable for use by others; such use is considered fraudulent and will subject the cardholder(s) to disciplinary action. Students may have their lost, stolen, or damaged cards replaced by contacting the Royal Card Office.

Hours of operation can be found on our website.

**For more information:**
Website: www.scranton.edu/dining
Phone: (866) 346-4641 (Toll Free)
Email: dining-services@scranton.edu

**Financial Aid**

**Location:** St. Thomas Hall, Room 401

**Telephone:** (570) 941-7701 or 1-888-SCRANTON

**Fax:** (570) 941-4370

**E-Mail:** Finaid@scranton.edu

**URL:** www.scranton.edu/financialaid

The University of Scranton wants to help as many qualified students as possible to complete a college education. Since financial difficulties are often obstacles to this goal, our financial-aid program has been designed to enable students to pursue a college career without excessive financial worries. In addition to making a substantial yearly commitment to student aid from operating income and endowment sources, the University participates in all of the federal and state funded financial-aid programs. Specific details and policies regarding eligibility for any source of financial aid may be viewed in the Comprehensive Guide to Financial Aid or secured by contacting the Financial Aid Office. You will be responsible for understanding these policies with regard to your financial aid.

**Types of Financial Assistance**

Approximately 80% of our full-time undergraduate students receive some type of financial assistance in the form of grants, scholarships, loans or work study. Most scholarship aid is determined upon entry into the University, but it is possible for current students to qualify for restricted University grants. Students should review our Comprehensive Guide to Financial Aid Programs available on our website to be aware of policy and procedures, financial aid academic progress requirements, application procedures and filing deadlines.

**Checking Status of Aid Request**

Perhaps the easiest way to check on the status of an aid request, whether a loan, grant, work-study appointment, or other type of aid, is to use the Self Service system on the web at my.scranton.edu. This can be used to check on the status of various aid programs, including the Direct Stafford Loan program. You can also use Self Service to check on outstanding requirements needed to complete your financial aid file as well as on your account balance. To access Self Service, you must have your User Name and Password. Of course, a call or visit to the Financial Aid Office will also
provide the answers to any questions you might have. Please note that financial aid award letters will not routinely be mailed to currently enrolled students. Instead, students will receive an e-mail directing them to visit Self Service for an update. You can also authorize a Third Party access to view financial aid and student account information. Complete the Third Party Authorization Form on Self Service under Personal Information.

**Satisfactory Academic Progress**

All students must maintain satisfactory academic progress in order to remain eligible for financial aid. All students must maintain a minimum cumulative GPA of 2.00 and earn the minimum percentage of PACE required as indicated in the 2013-2014 Comprehensive Guide to Financial Aid Programs according to their academic level. Presidential and Dean's Scholarship recipients are required to maintain a minimum cumulative GPA of 3.25. Loyola Scholarship recipients are required to maintain a minimum cumulative GPA of 3.00. Recipients of the Arrupe Award are required to maintain a minimum cumulative GPA of 2.50.

**Changes in Enrollment Status**

Students should seek advice from the Financial Aid Office prior to dropping below 12 credits per term in order to obtain clarification of present aid and satisfactory progress requirements for receipt of future aid.

**Changes in Family Financial Situation**

The University of Scranton recognizes changes in economic circumstances that are impacting many of our families' ability to meet higher educational expenses. While the Free Application for Federal Student Aid (FAFSA) collects income information from the most recently completed calendar year, our financial aid policy will take into consideration changes in financial circumstances. Special funds have been established to augment existing funding that has been used to address family reduced income. Special Condition forms are used to report reduction in family income for the 2013 calendar year due to death of parent, separation or divorce of parents, loss of employment earnings or untaxed income reported on FAFSA. To obtain a Special Condition Form, please visit the Financial Aid Forms section of the Financial Aid website, or call the Financial Aid Office. Our aid policy also allows families to report private elementary and secondary expenses for other dependent children and excessive family medical expenses when determining eligibility for need-based assistance. Other unusual circumstances not addressed on our forms may be considered by submitting a signed statement with supporting documentation to the Financial Aid Office.

**Office of International Student and Scholar Services (OISSS)**

The Office of International Student and Scholar Services (OISSS) promotes the University mission by facilitating the integration of international students and scholars into our community and by promoting international initiatives such as study abroad, scholar exchanges, international internships, global partnerships as well as other international programs and projects. Our international programs and services are designed to encourage and facilitate understanding and appreciation of the world's cultures as well as to help prepare our students for successful participation and leadership in a global society.

**Services for International Students**

Huey Shi Chew  
Director, International Student and Scholar Services  
St. Thomas Hall, 5th Floor  
(570) 941-7575  
(800) 366-4723

International students receive advice and guidance from the Director of International Student and Scholar Services who also aids in their adjustment to campus life including their involvement in cultural and social activities.
Maintaining Legal Student Status

In order for international students to remain in legal status, they must be enrolled as full-time students for each regular semester. International students do not need to take courses during summer session or intersession to maintain legal status. They can either stay in the United States or return home during these times. International students maintain their legal student status as long as they are pursuing a degree and are enrolled as full-time students during our normal semester sessions. They are also required to report their change of address to the Office of International Student and Scholar Services (OISSS) within 10 days of their move. A complete set of the regulations that pertain to international students and their immigration status is available in the OISSS.

Travel Outside the United States

International students must have their passports, visas and I-20s reviewed by the Director of International Student and Scholar Services prior to traveling outside the United States. The director will ascertain that the documents are current and in proper order. The I-20/ DS2019 forms must be signed by the director to verify that the student is eligible to return to the United States to continue studies.

Services for Domestic Students Interested in Study Abroad

Michael Simons
Director, Study Abroad/Global Initiatives
St. Thomas Hall, 5th Floor
(570) 941-4303
(800) 366-4723

The University of Scranton provides opportunities for students to continue their studies at other universities around the world. International Programs and Services provide one-stop shopping for students interested in studying abroad. Students who have an interest in gaining global experiences are encouraged to stop by early and often in their academic career. The Director of Study Abroad and Global Initiatives will help students identify study abroad options, provide academic advising, process applications, and provide comprehensive pre-departure services.

The University works closely with institutions around the world and is committed to working with the individual student to identify the study abroad site that is best for them. In many cases, adjusted financial aid packages and University of Scranton scholarships may be used while studying abroad.

The Harry and Jeanette Weinberg Memorial Library

Location: Harry and Jeanette Weinberg Memorial Library On the Commons at the Corner of Linden Street and Monroe Avenue

Telephone: (570) 941-4000

Regular Hours:

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 a.m. - 11:30 p.m.</td>
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<tr>
<td>Friday</td>
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<td>Saturday</td>
<td>Noon - 8:00 p.m.</td>
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<tr>
<td>Sunday</td>
<td>Noon - 11:30 p.m.</td>
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URL: www.scranton.edu/library

The five-story Library has a total collection of 592,230 volumes including 165,969 ebooks, 21,871 non-print items and 8,815 streaming videos. The Library subscribes to 150 databases and 48,971 unique journals in print and electronic
formats. There are 97 personal computers in the Library. Students can borrow a laptop for use in the building, or borrow an iPad or Google tablet overnight. The Library facility includes group and quiet study space. The Pro Deo Room is open 24 hours and includes a Java City coffee bar. The Reilly Learning Commons is also open 24 hours and will be the home of future enhancements to the types of spaces, technology and opportunities for collaborative study available for students. The fifth floor Heritage Room is a grand reading room. Fulltext databases and reciprocal borrowing with area colleges, universities and the Lackawanna County Library system, PALCI E-Z Borrow (Pennsylvania Academic Library Consortium Inc; a group of academic libraries from which students may borrow directly over the Internet) and interlibrary loan via Rapid and ILiad provide resources beyond those physically housed in the Library.

A self-guided tour of the building is available at the service desks. A video tour is available at www.scranton.edu/librarytour

Library Hours

The Library is open 95.5 hours a week. The first floor Pro Deo Room and Reilly Learning Commons are open 24 hours. Hours are extended during finals. Schedules for the Library, the Media and EDLAB Resources Collection and the Archives and Special Collections are posted at the doors, on a recording at 941-7525 and on the Library's homepage www.scranton.edu/library

Online Access

The Library's catalog and electronic resources can be accessed on or off campus from the My.Scranton portal Library tab or from the Library's homepage.

Interlibrary Loan

In addition to E-Z Borrow, Rapid and ILiad, students may borrow directly from other area college or public libraries. The Weinberg Memorial Library participates in a local consortium called NPLN (Northeastern PA Library network). Participants include Marywood University, Wilkes University, King's College, Misericordia University, Keystone College and Luzerne College Community College. Students may also borrow directly from the Scranton Public Library.

Database Searching

With 150 databases from which to choose, students may stop at the reference desk, use the Databases by Subject page, or consult a librarian by phone, email, IM, texting or chat to make the best choices for their research. Databases have fulltext books, company information, scholarly and general periodicals and newspapers. The 150 databases are listed on the A-Z List of Databases on the Library tab in My.Scranton or from the Library's homepage. The Library has an extensive Information Literacy Program for individual and classroom instruction on how to use its resources. The Academic Integrity Tutorial is required for all First Year and transfer students. It is available on the Library's homepage www.scranton.edu/library

Ask-A-Librarian

Live chat is available 24/7 through the American Jesuit colleges and University (AJCU). Telephone (570) 941-4000, email (askalibrarian@scranton.edu), texting (570-687-8787) and IM (uosrefdesk instant messaging) is also available.

Electronic Reserves

Required readings for many courses are available over the Internet through electronic reserves.

Laptops

Students can borrow a laptop computer for use in the Library building. There are also iPads and Google tablets available for overnight loan. There is wireless connection to the Internet on all five floors of the Library.
Mail Service

Location: The DeNaples Center, First Floor
Telephone: (570) 941-4282/7492

Hours:
Monday through Friday 8:30 a.m. to 4:00 p.m.
Saturday 11:00 a.m. to 2:30 p.m.

Summer Hours:
Monday through Friday 8:45 a.m. to 10:00 a.m. and 1:00 p.m. to 2:00 p.m.

Mail Delivery

Mailboxes for resident students are found on the first floor of the DeNaples Center. Mail is posted weekdays by 2:30 p.m. Students receiving packages will be notified by e-mail. Packages can then be retrieved at the DeNaples Mail Center. Royal Card is required for identification.

Sending Mail

Final pickup of mail at the DeNaples Mail Center occurs at 2:30 p.m. Monday through Friday. No mail is sent to the Post Office on Saturday because the Scranton Post Office does not process mail over the weekends. Mailing Services staff can weigh packages and suggest a variety of shipping options. Payment can be made only by cash, check, or Royal Card.

Questions or concerns about any mailing services should be directed to the Manager of Mailing Services at Ext. 7492/4282.

Military Science Department - Reserve Officer Training Corps

Location: Rock Hall
Telephone: (570) 941-7457/941-6336
E-mail: ROTC@SCRANTON.EDU
URL: www.scranton.edu/rotc

ROTC

At The University of Scranton, the Military Science Department conducts the Reserve Officer Training Corps (ROTC) program, offering courses in Leadership, Military History and Military Tactics to help prepare students to earn a commission in the United States Army, U.S. Army Reserve or Army National Guard. Students take Military Science courses in addition to their normal academic workload, and all academic majors are welcome. Courses are offered as part of three and four-year programs to provide students the leadership skills and military understanding they need in order to become future Officers in the United States Army.

In addition to the classroom instruction, students are required to take part in a weekly Leadership Lab which focuses on training students in basic military skills such as first aid, land navigation and small unit tactics. Students are also expected to enroll in the Department's physical education program and complete physical training three mornings per
week. Students who successfully complete the Military Science program, as well as meet other prescribed standards by the University of Scranton, may qualify to earn an academic minor in leadership.

Any enrolled student can take the classroom instruction as First Year or Sophomore students with no military obligation.

**Financial Opportunities**

First year and sophomore cadets can apply and compete for three-year and two-year scholarships to pay full tuition. If awarded a scholarship and contract, the program leads to a military commission and a career upon graduation. Scholarships typically pay full tuition, plus $1,200 annually for books, and between $300 to $500 per month for living expenses.

**Other Benefits**

First, whether or not a student decides to complete all four years of ROTC, they will receive the best leadership training available in the country, and will walk away with management skills that can translate to any professional field. Second, ROTC students have the opportunity to participate in dynamic and challenging training sessions. During this training, the students are mentored by senior cadets and professional military officers. Third, ROTC opens the door to a military career with a starting salary of $42,000 plus full medical and dental benefits, and fantastic résumé-building potential. After only four years, your salary increases to almost $68,000.

**Time Involvement**

ROTC usually involves an 8 hour time commitment per week between Military Science Class, Leadership Lab, and Physical Training. There are also voluntary adventure exercises and permanent leadership roles available which require a greater amount of time. Many ROTC students are also varsity athletes and participate in other extracurricular activities, and many find that the ROTC leadership training helps them excel above their peers in every area of life.

**Office of Multicultural Affairs**

Location: The DeNaples Center 205G
Telephone: (570) 941-5904
Fax: Website (570) 941-7963
Website: http://www.scranton.edu/oma

**Mission:** The Office of Multicultural Affairs seeks to cultivate an environment of multicultural competence and advocacy in which all members of the campus community are acknowledged, welcomed, and valued.

**Services of the Office of Multicultural Affairs**

- Cultural programming that focuses on the history, culture, achievements and contributions of underrepresented groups.
- Multicultural workshops for students, faculty, and staff that provide self-assessment of multicultural competence, and strategies for changing prejudicial attitudes or behaviors.
- Opportunities to discuss issues of race, gender, religion, sexual orientation, disability, age, political preference, geography, and physicality in healthy and intentional ways.
- Educational and social programs designed to acknowledge and celebrate the rich diversity in the University community.
• Multicultural center designed to provide a safe enclave that promotes multicultural understanding, supports academic and social development, and creates an environment on campus that promotes all forms of multiculturalism.
• Source of social/emotional support for the students during their progression through the University community.
• Resource library of African-American, Native American, Asian-Pacific and Latino-Hispanic American history, and educational resources such as books, magazines, and DVDs.

Office of Off Campus & Commuter Student Affairs

Location: The DeNaples Center 205C
Telephone: (570) 941-6292
Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
URL: www.scranton.edu/occsa

The University makes special efforts to ensure that commuting students and those who live off campus have access to its academic and co-curricular programs and services. The Office of Off Campus and Commuter Student Affairs' (OCCSA) mission is to serve as a resource and provide information, programs, and leadership opportunities designed to enrich the off-campus living and commuter student experience. OCCSA, guided by the principles of a Jesuit education, strives to promote personal growth and assist students in becoming engaged members of the University and broader community.

Students are required to live on-campus during their first two years of study unless they are local students residing with a guardian or have been granted an exemption from The Office of Residence Life. As such, OCCSA hosts a variety of programs and services for both students commuting from home and those transitioning from living on-campus to renting off-campus.

Commuter Student Association

The Commuter Student Association (CSA) is a student club that strives to help commuter students build connections within the campus community. Through planning social events and by providing a platform for students to discuss commuter specific issues and related topics, the CSA works to create a welcoming and inclusive environment for all students who commute from home. The CSA is open to all commuter students and meets bi-weekly.

Off Campus Advisory Board

The Off Campus Advisory Board (OCAB) is a student organization dedicated to fostering open communication and collaboration between students that reside off-campus and the University. The student members of OCAB partner with University officials to address areas of concern and promote tenant's rights and responsibilities.

To learn more about OCCSA programs and services and the Commuter Student Association and Off Campus Advisory Board stop by the OCCSA office or visit www.scranton.edu/occsa.

Performance Music
The University of Scranton Bands, Choirs and String Ensembles offer high quality instrumental and choral performing ensemble opportunities in a variety of formats ranging from very large ensembles, to small ensemble and solo performing opportunities. Participation is open to any and all interested university students (as well as alumni, faculty, staff and administration) with no individual audition requirement nor enrollment or membership fee, in the finest liberal arts tradition.

In addition to performances by the bands, choirs, and string ensembles, the department presents a series of concert and recital performances by outstanding and renowned musicians representing a variety of musical genres. In some instances these guest artists perform as soloists with the student ensembles, and guest artist programming is closely coordinated with the Bands, Choirs and String Ensembles to offer special masterclasses, workshops and lectures by our visiting artists.

All performances are free of charge, open to the public, and take place in the magnificently restored concert hall of the Houlihan-McLean Center, which features an excellent Steinway-B performance piano and a recently restored Austin Opus 301 symphonic organ.

Our tradition of guest artists and clinicians has brought to our student musicians, our campus and our community the joyful experience of performing with and hearing a long list of musical masters, among them Wess "Warm Daddy" Anderson; Kyle Athayde; George Avakian; Joseph Boga; Peter Buchi; Antonio Ciacca; Jeffrey and Lauren Curnow; Aaron Diehl; Dominick Farinacci; Michael Fine; Joshua Freilich; Wycliffe Gordon (H. '06); Victor Goines; Mark Gould; Frederick Hohman; Bridgett Hooks; Caleb Hudson; T. Terry James (H. '88); Robert Kapilow (H. '09); Mark and Jee-Won Oh Kosower; Wynton Marsalis (H. '96); Diane Monroe; Thomas Murray; Ted Nash; David Ostwald; Sam Pilafian; Marcus Printup; Eric Reed; Joshua Rosenblum; Ted Rosenthal; Loren Schoenberg; Robert Starer; Warren Vache; Frank Vignola; Lawrence Wolfe; members of the New York, Philadelphia, Boston, Minnesota and Dallas Symphony Orchestras and The Lincoln Center Jazz Orchestra; "Travelin' Light"; The Gully Low Jazz Band; The Jazz Museum in Harlem All-Stars; members of the Empire Brass Quintet; and our late composer-in-residence Vaclav Nelhybel (H. '85), whose long and productive relationship with the University continues to be honored through close cooperation between the University and the Nelhybel Estate through the establishment of "The Nelhybel Collection."

The programs include an annual World Premiere Composition Series performance, the only series of its kind in the nation, which has received honor and acclaim from artists throughout the world. Currently in its 31st year, the series has provided our students with opportunities to work and interact with internationally renowned composers and conductors, and has made significant contributions to the wind and choral repertoires.

Hundreds of students participate in the ensembles every year, and are achieving their performance goals in the musical ensemble of their choice.

For more information on any of our Performance Music offerings, please visit our website or contact Cheryl Y. Boga, Conductor and Director of Performance Music.

Printing Services - Print Shop and Copy Center

Location: Printing and Mailing Services Facility
315 Jefferson Avenue
The staff of Printing Services is eager to help students get the printing they need. We can print jobs as small as a copy of class notes or as large as election material, transparencies, résumés, and class presentation posters.

**Cost and Payment Options**

Printing costs vary, depending on the requirements of the print job. Our walk-up rate for a standard xerographic copy is $.045 including paper. Standard copies on 24-hour turnaround cost $.04. Other types of printing, particularly those that require color ink or typesetting, will cost more, depending on how much work is involved in preparing your materials, what kind of paper you choose, how many copies you want, etc. For larger jobs, it is usually a good idea to call or stop by well before you will need your finished printing to talk about how long it will take and how much it will cost.

The easiest way for students to pay for their printing is by using the Royal Card. Most of your projects can be quoted before they are completed, so you can be sure to deposit enough money in your account to cover the cost of your project. When you pick up your printing, we'll simply debit your card and give you a receipt of the transaction.

All University departments and individuals, including student organizations, in need of printing and duplicating services - exclusive of small copying jobs on office copiers - that will be paid from University funds, must acquire those services through the Office of Printing Services. This office is the only authorized agent for the purchase of University printing and printing-related services from off-campus vendors.

**Printing Requests**

Students and student organizations can request printing and related services either by completed Printing Requisition forms that have been approved and signed by the Dean of Students or club moderator or by paying with their Royal Card accounts. In signing the requisition, the Dean of Students or club moderator authorizes the work to be completed and assures that funds are available in the account indicated to pay for the work through established internal procedures.

**Department of Public Safety and University Police**

**Location:** Parking and University Police Pavilion, (Street Level)

**Emergency 24 Hours/Day:** On Campus 7777
Off Campus 941-7777

**Telephone** (570) 941-7888

The University of Scranton is concerned with your safety and well-being. Maintaining a safe and open campus is a unique challenge that requires a shared responsibility.

The Department of Public Safety believes integrity, accountability, and communication serve as the foundation of public trust and professionalism. The Department of Public Safety consists of four divisions: University Police, Environmental Health and Safety, Parking Services, and Emergency Communications.
University Police provide full police services on campus and on off campus properties, twenty-four hours a day, seven days a week and responds quickly to all incidents that arise. University Officers are fully trained and sworn with full powers of arrest on all University property. University Police emphasize problem solving and relationship building, in both a reactive and proactive manner, protect life and property, prevent and deter crime, maintain peace and order and address safety and security issues in a manner consistent with campus culture.

In partnership, students are charged with taking reasonable precautions and employing a common sense approach to personal safety, following all emergency communications and reporting all incidents, emergencies, or crimes occurring on campus.

**Emergency Call Boxes**

Each University residence hall or house has a yellow Emergency Call Box located at the front entrance. Additional emergency call boxes are located in the parking pavilion and throughout campus and are typically identified by a blue light.

In an emergency, pressing the red button will give you direct contact to a University Police dispatcher. Be prepared to give your location, describe the nature of the emergency and respond to questions and instructions from the dispatcher. The red button on the call boxes should be used only in cases of emergency.

**Crime Reporting**

All crimes committed on University property should be reported to University Police. A University Police Officer will respond to and investigate any incident that occurs on or reasonably close to the University. University Police Officers have the same authority and powers as municipal or state police and can affect arrests for offenses committed on University property, should circumstances warrant such actions. Incidents or crimes that occur off campus are referred to the Scranton Police.

**Silent Witness Program**

The University Police Department needs and appreciates your cooperation in the prevention of crime on campus. For confidential reporting of criminal activity visit the University Police Department home page and click on Silent Witness. Selecting this link will provide you access to a short online form. If you have personal knowledge of or have heard of any crime occurring on or off campus involving members of the University Community please complete and submit the form. All reports are strictly confidential.

**Safety Escort**

Walking safety escort are available to students as well as other members of the University community on a 24-hour basis. This service includes the areas between Jefferson and Irving Avenues; Ridge Row and Vine Streets, including Poly-Hi and Fitzpatrick Field parking lots; and University off-campus residences and off-campus apartments. Safety escorts will be made on foot unless distance and availability make use of a vehicle more appropriate. Inclement weather does not warrant the use of a vehicle for riding escorts.

**Safety Escort Van Service (weekends)**

Safety escort van service commonly referred to as the Royal Ride is available Thursday, Friday and Saturday evenings between the hours of 10:00 pm and 3:00 am. The Royal Ride continuously travels an established route between Jefferson Avenue and N. Webster (N & S) and Linden Street and Vine Street (E & W). Students are boarded and discharged only at published stops along the route. Students must provide a valid University ID when using the van service.

**Possession and Use of Weapons**
Possession of firearms, explosive devices, martial arts paraphernalia, knives (except for butter knives and kitchen knives with blades no longer than three inches), or any weapon of any kind is prohibited anywhere on University property.

Safety Training

Safety seminars and training opportunities on a variety of personal safety topics, such as Sexual Assault Prevention for Men and Women, Non-Violent Crisis Intervention, Personal Safety, and Workplace Violence are available upon request. Class topics and schedules will be published in the Royal News and The Aquinas. Presentations are provided at no cost to the University community.

Fire Alarms

If a fire alarm sounds, immediately evacuate. Close but do not lock doors as you leave. Know the locations of primary and alternate exits. Do not use the elevator during a fire related emergency. Occupants needing special assistance are to proceed to an Area of Rescue Assistance and ask evacuating persons to notify University Police and emergency personnel of their location.

Evacuation drills are conducted at least once a year in academic buildings and every semester in residence halls at unexpected times and under varying conditions to simulate the conditions that occur should an evaluation be necessary.

Fire alarms due to inattentive cooking and other negligent activity is a major concern. If a false alarm occurs as a result of your negligence, you may be charged $100 for the first response and $250 for each subsequent response.

Emergency Notification System: Mass Notification

The University will without delay, activate the Emergency Notification system, upon confirmation of any significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees. Additional information may be posted on a University webpage and updated regularly until the emergency is concluded.

Lock Outs

Remember to lock your room door and take your key with you. If you find yourself locked out, RA staff should be your first point of contact to regain entry. University Police Officers will assist in unlocking your door, but you will be charged a $5.00 fee.

Appeal Payment Box

To better serve the student population a 24 hour "Drop Box" is located in the office area of the parking pavilion. This system allows you to pay parking tickets without waiting in line or submit your ticket appeals on time. Payment envelopes and appeal forms are available outside the parking office. To submit a ticket appeal or make a payment follow the instructions provided near the drop box. Appeals will be acted on at the next scheduled appeal committee meeting and payments will be credited on the next day of business.

Reading Skills Development Academic Development Program / Reading Specialist

Location: St. Thomas Hall, Harper McGinnis Wing, Room 580
Telephone: (570) 941-4218

Reading Specialist
At the college level, reading is essential and will occupy approximately 80% of a student's available time. Reading must be efficient, and various reading strategies must be used to improve comprehension, retention, and recall. The Reading Specialist provides services on an individual basis to students who wish to improve their reading.

Certainly the Reading Specialist is not here to teach anyone to read. Rather the Reading Specialist helps students use their reading skills efficiently. Reading must be understood as a process of locating the important information in the text. The University of Scranton's reading specialist helps students hone their reading skills in order to improve their efficiency.

Speed Reading

Although an efficient reader employs a variety of reading rates matched to specific tasks, speed reading is not a useful tool for study reading. Although a reader can benefit from an increased reading speed, increasing reading speed is not easy. The Reading Specialist would be glad to discuss improving reading speed in the overall context of making reading more efficient.

Value of the Academic Development Program

Students themselves determine the value of the Academic Development Program. The value of the program will increase in proportion to the extent that students assume personal responsibility for their own learning: the more students put into the program, the more they will get out of it. The faculty and staff associated with the program can assist students to maximize their potential in many ways, including skill improvement and adjustment to college life. However, the faculty and staff cannot force anyone to use what is presented.

Recreational Sports

Location: Byron Recreational Center/John J.Long S.J. Center

Telephone: (570) 941-6203

Hours: Monday through Thursday 6:30 a.m. to Midnight
       Friday 6:30 a.m. to 9:00 p.m.
       Saturday 10:00 a.m. to 9:00 p.m.
       Sunday 10:00 a.m. to Midnight

Recreational Sports

The Recreational Sports Department offers a variety of recreation opportunities designed to meet the diverse needs of the University community. Facilities in the Byron Recreational Complex include three gymnasiums that may be used for basketball, volleyball, badminton and tennis; indoor pool and locker rooms containing saunas and steam rooms; racquetball/handball courts; and a dance/aerobics room. The John Long Center facilities, located adjacent to the Byron Complex, include a gymnasium, wrestling room and locker rooms. In the fall of 2011 a new 14,000 square foot fitness center opened on the ground floor of the newly erected Pilarz Hall apartment complex. This new fitness facility located on Mulberry St. is home to 46 pieces of cardio equipment, each equipped with individual cardio theatre, as well as 22 pieces of Cybex VR3 selectorized weight machines and a state-of-the-art free weight area. For more information call the rec office at 941-6203.

Aerobic classes. Aerobics classes are held weekly during the academic year. Schedules are available in the recreation office during the second week of each semester. Classes are conducted on a drop-in basis - no registration is necessary.

Intramural Leagues. Intramural leagues form during the first two weeks of each semester and include Frisbee, softball, basketball, football, volleyball, wallball, whiffleball, soccer, badminton, dodgeball, badminton, kickball, corn hole
and tennis. A listing of leagues offered, roster sheets, dates and times for captain's meetings and deadline information is available in the recreation office (third-floor Byron Complex).

Part-time Employment. The Department of Recreational Sports is one of the largest student employers on campus. Students are hired as sports officials, facility security, fitness center attendants, lifeguards, and intramural supervisors. For more information on employment opportunities call the Recreation Office at 941-6203.

Office of The Registrar

Transcripts; Grade Reports; Course Registration; Exam Schedules

Location: St. Thomas Hall, Room 301
Telephone: (570) 941-7720
URL: www.scranton.edu/registrar

The Office of the Registrar performs an essential role in supporting the educational mission of the University by serving the needs of our students in their pursuit of academic achievement. The Registrar connects the student to the faculty, curriculum and classroom through the course-scheduling and registration process. The office also documents the progress and achievements of our students in the form of grade reports, transcripts, diplomas and other University reports.

The Office of the Registrar is responsible for promulgation of the course and final exam schedules, assignment of classrooms, registration of students, reporting of grades, maintenance of academic records, issuance of academic transcripts, certification of enrollment status and degree eligibility, and some aspects of commencement.

The office also advises students of academic policies and procedures, important dates, events and deadlines.

Transcripts

Transcripts may be requested by mail or in person. All transcripts are available for a fee of $5.00. Unofficial transcripts are also available to current students through their UIS accounts at no charge.

Course Registration

Students register for classes in advance of each semester - in April for the summer and fall terms and in November for intersession and spring semesters. Students normally register according to class level and are assigned registration times by the Registrar.

Prior to registration, students obtain registration forms and CAPP program evaluation sheets from the Registrar's office or their advising center. Students then meet with their academic advisor. Students receive from their advisor a registration term PIN that gives them access to register beginning on a specific date and time. Registration is conducted by web through the my.scranton.edu intranet portal and the University Information System (UIS). Detailed web registration and course search information is available on the Registrar's web page at www.scranton.edu/registrar.

For information on special registration procedures and advising for specific majors and schools, students should consult with their department chair, advising center, school dean and/or program director.

Any student who has unpaid bills at the University or any hold on his or her account cannot register for classes. To resolve the problem, the student should contact the office or department that placed the account on hold.

Adding and Dropping Courses
To add or drop a course after registration, students should obtain a course-schedule change form from the Registrar's Office or their academic advising center. Before the end of the 100% refund period each semester, this form should be submitted to the Assistant Dean of the student's school or to the advising center. After the end of the 100% refund period, drop forms should be submitted to the Registrar's office after Dean's office approval is obtained.

Grade Reports

After final grades are processed, they are viewable and printable at my.scranton.edu through the student's UIS account. A student may also grant third party access to grades and/or additional information from his/her UIS account. If a student needs an official final grade report sent to his/her home address (for employer's tuition reimbursement, etc.), instructions for submitting this request from the UIS account are on the Registrar's Office website under Grade Information.

Mid-term grades are submitted only for First Year and for upperclassmen with deficient grades; these grades are available for viewing online when grades are collected after the midpoint of the Fall and Spring semesters.

Change of Address

For an address change, the student should submit a change-of-address form to the Registrar's Office.

Office of Residence Life

Location: 100 Condron Hall
Telephone: (570) 941-6226
Fax: (570) 941-7938
Hours: Monday through Friday 8:30 a.m. to 4:30 p.m.
URL: http://academic.scranton.edu/department/reslife
Email: res-life@scranton.edu

The mission of the Office of Residence Life is to provide living and learning opportunities for residential students in the Ignatian tradition. Residence Life encourages personal growth and academic achievement through its staff members many interactions, and living experiences. The residence halls, houses, and apartments are designed to facilitate these opportunities by providing each student with a comfortable and well-maintained place to live.

Benefits of Residence Hall Living

The residence halls are set up specifically to assist you in your transition to The University of Scranton. We are proud to do this in a variety of ways. First, our student staff, Resident Assistants (RAs) and Community Assistants (CAs) work for the University and aim to make your stay filled with both learning and positive experiences. Second, the many policies we outlined later in this handbook are designed to promote a collegial atmosphere. For example, the quiet-hours policy is enforced so that all students are able to do their homework in their own rooms. Lastly, the programs offered by the residence-hall staff are designed to educate you to some of the many challenges of the University environment.

Responsibilities of Residence Hall Living

Being a voluntary member of an educational community confers certain privileges and responsibilities. We expect all residents of our halls, apartments and houses to be active in their floor communities; this involvement will enrich the student's college experience through community involvement and will make the academic program more meaningful, no matter what the student's major. Along with the privilege of being independent and away from home comes the
responsibility of acting within the limits set by the University as expressed in this handbook. Our goal is to provide an environment full of opportunity for all students who live in our residence hall community.

Roommate Interactions

For many of you, this may be the first time you are sharing a bedroom with a non-relative. We ask that you make every attempt to get to know your roommate and realize that each person comes from a different background. We hope that you can recognize and appreciate positive differences in your roommate and in other people within the community. Although we understand that each student is an individual in their own right, there are some things that you should not tolerate, such as a roommate who violates University policy. If you need to speak to someone about a roommate concern, please talk with your RA or CA. Other resources include Jesuit Counselors, University Ministers, Area Coordinators, or Counselors from the University Counseling Center.

Jesuit Heritage

The University of Scranton is a Jesuit and Catholic University. We are fortunate to have Jesuit priests live in many of our residence halls. These staff members are available for counseling and various issues that may arise in your life. As a Jesuit school, the University is proud of its Ignatian, or Jesuit heritage. The University works hard to promote this heritage in all areas of University life. The Jesuit Counselors, University Ministers, other faculty, staff, administrators and fellow students work equally hard to keep the Jesuit vision alive in all of their work. Spiritually, Jesuit Counselors and University Ministers offer you a resource right in your residence hall and are proud to serve you in any way they can.

Royal Card Office - Student Identification Cards

Location: Alumni Memorial Hall 102

Telephone: (570) 941-4357

Hours: Spring/Fall
Monday - Thursday 8:00 a.m. to 10:00 p.m.
Friday 8:00 a.m. to 9:00 p.m.
Saturday 9:00 a.m. to 5:00 p.m.
Sunday 12:00 p.m. to 8:00 p.m.

URL: www.scranton.edu/royalcard

Email: royalcard@scranton.edu

The Royal Card is the multiple-purpose photo ID card for all students, faculty and staff at The University of Scranton. In addition to identifying you as a University of Scranton student, it is also your meal card and library card and will provide access to residence halls and academic buildings. Your Royal Card can also be used instead of cash for on-campus spending.

Royal Card Account

By depositing funds into a Royal Card account, you can use your card similar to a debit card to purchase items on campus in the University Bookstore and Convenience Store, in all on-campus dining facilities, in vending and laundry machines, in Printing Services for duplicating, in the Library for photocopying, microfiche machines and for printed pages, in the Chemistry and Biology departments for lab supplies and fees, in the University Police Department for parking decals and fines.

The Royal Card is also accepted at a few off-campus merchants listed on the Royal Card URL.
Credit card deposits can be made via the web at www.scranton.edu/royalcard. Cash deposits can be made at the Royal Card value-transfer station (VTS) located in the Library and the DeNaples Center. The Bursar's Office located in St. Thomas Hall can accept cash in person, check in person or by mail, and credit card in person or by phone.

**Lost Cards**

Since the Royal Card is a multi-purpose card, a lost card should be reported immediately so that it can be de-activated. You can contact the Technology Support Center (TSC) at 941-4357 to report the card lost (after hours, contact University Police at 941-7888). You can also deactivate your Royal Card yourself using the Royal Card On-Line Card Office on the Royal Card URL. If you should find your card, come to the TSC to have it re-activated at no charge. Replacement cards can be issued at $10 to replace a lost card or $5 for a damaged card.

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## Division of Student Affairs

**Location:** The DeNaples Center 201  
**Telephone:** (570) 941-7680  
**Fax:** (570) 941-7963  
**Website:** http://www.scranton.edu/student-life/studentaffairs

The Division of Student Affairs at The University of Scranton is committed to the integration of high-quality student learning along with the development of the whole person. Our mission is as follows:

The Division of Student Affairs is an integral part of the teaching and learning experience, committed to the development of the whole person in the Ignatian tradition. Grounded in humility and a lifelong respect for self, others, and community, students are challenged to reach beyond their perceived capabilities and to develop a reflective, passionate, and restless desire for excellence.

Efforts within the Division are designed to help students develop their potential into achievement by providing exemplary programs and services, as well as appropriate environments in which learning can occur.

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## Office of Student Conduct

**Location:** The DeNaples Center, 201E  
**Telephone:** (570) 941-7680  
**Fax:** (570) 941-7963  
**Website:** http://www.scranton.edu/studentconduct

The Office of Student Conduct is responsible for interpreting and enforcing the University's Student Code of Conduct. In doing so, the Office of Student Conduct seeks to educate students regarding their behavioral responsibilities as members of the University community and to ensure the process used to adjudicate matters of misconduct is consistent and fair-minded. Recognizing the uniqueness of each student, the conduct process is grounded in the Ignatian ideal of promoting the development of the whole person. The discipline process is educational and developmental in nature.

Additional information about the Student Code of Conduct and the University's student discipline process is located in this Student Handbook.
Student Health Services

Location: Roche Wellness Center
Telephone: (570) 941-7667
Fax: (570) 941-4298
Hours: Monday through Thursday 8:30 a.m. to 5:00 p.m.
Friday 8:30 a.m. to 4:30 p.m.

Maintaining good health is an essential component of student success both academically and personally. Student Health Services is committed to the promotion of student learning and personal development through the provision of direct health care, health promotion and education, and preventive care. We invite you to Student Health Services to explore any aspect of your well-being.

Obtaining Health Care

Students may schedule an appointment with a health care provider by coming to Student Health Services or by calling (570) 941-7667. On-line scheduling will also be available in the near future. Student Health Services is staffed by Certified Registered Nurse Practitioners (CRNP) and Registered Nurses with limited physician hours. Students may also come to Student Health Services to obtain information about other healthcare providers in the Scranton area such as dentists and ophthalmologists.

Confidentiality

All health records, visits and telephone contacts with students are strictly confidential. No information is released to anyone without a student's consent (usually written) except in the event of a life-threatening situation or court subpoena.

Health Insurance

Visits to Student Health Services (including Nurse Practitioner and Physician appointments) and most supplies are covered by University fees paid each semester. There are charges for certain immunizations, tuberculosis screening tests (PPD), and a limited formulary of prescription medications which may be paid at the time of service. Payment for hospitalization, diagnostic tests such as x-rays, and laboratory tests which must be performed by community health-care providers and emergency medical transports to local hospitals by ambulance is the responsibility of the student, the family or health insurance. All students should have a copy of their insurance information and be knowledgeable about health insurance coverage and how to access that coverage. Students are responsible for any pre-approval procedures required by their insurance company for diagnostic tests, etc. Information regarding alternative insurance plans for college students may be obtained by contacting Student Health Services.

"After Hours" Emergencies

Students should attempt to come to Student Health Services during hours of operation. However, serious illnesses and injuries that occur during the night or on weekends can be treated at any of the three hospitals which are located within a 4-to-10-block radius of campus. In addition there are "walk-in" medical facilities available in the Scranton area.

Walk-in Clinics
Medical Express Care
1208 O'Neill Hwy
Dunmore, PA 18512

Hospital Emergency Departments
Geisinger Community Medical Center
1800 Mulberry St.
Scranton, PA 18510

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Ambulance Service

In the event of serious injury or illness requiring transport to a hospital Emergency Department, ambulance services are available 24 hours/day, 7 days/week in the city of Scranton. These services can be accessed most efficiently by contacting The University of Scranton Police Department at 570-941-7777. Payment for such emergency transports is the responsibility of student/family via health insurance or private payment. For information regarding options for non-emergency health related transports, contact Student Health Services at 570-941-7667.

Telephone and Television Services - Office of Network Infrastructure

Location: Alumni Memorial Hall, 102
Telephone: (570) 941-4357
URL: www.scranton.edu/techsupport
E-mail: techsupport@scranton.edu

The Office of Network Infrastructure provides video and optional voice services to students in University housing.

Telephones are placed throughout hallways of student residences in order for students to make free local and on campus calls. Long distance calls may be made from these phones by using a calling card.

Personal telephone lines are available for students in their rooms for a fee. If you are interested in having a personal telephone line, please contact the Technology Support Center at (570) 941-4357. You may request a telephone line via our website at www.scranton.edu/landline.

Emergency phones are installed throughout campus for safety and emergency use. These phones automatically dial the University Police Department. Call Boxes are placed on each Student Residence building as well.

Video Services
The campus-wide integrated network serves academic and administrative buildings as well as residence halls and some on-campus houses. The video network operates as an on-campus cable television provider. In addition to channels carrying regular television programming, the video network also has local channels for University programming.

The TV channel lineup can be found at www.scranton.edu/tvchannels.

If you plan on bringing a television to campus, be sure to bring the cable to hook it up. For any problems with video services, call the Technology Support Center at (570) 941-4357.

**Veterans Education Benefits**

Veterans and eligible dependents should consult their regional Veterans Administration (VA) counselor to establish their eligibility for veterans education benefits, or apply online. For more information, please go to the Veterans Administration website at http://www.gibill.va.gov

Once eligibility is established through the VA, students must submit a copy of their veterans *Letter of Eligibility* to the Registrar's Office located in St. Thomas Hall, Room 301. (Students need to submit another copy of their *Letter of Eligibility* only if they elect benefits under a different chapter of the GI Bill at a later date.) In addition, veterans or their dependents must submit a University of Scranton Request for Certification form to the Registrar's Office prior to each term for which they would like us to certify their enrollment with the VA. This form is available to students through the University Links on my.scranton.edu. You may also contact the Registrar's Office at registrar@scranton.edu or by calling (570) 941-7721.

The Military Science Department can advise veterans on their eligibility for military scholarships and the possibility of obtaining credit toward the ROTC program. Contact the Military Science Department in Rock Hall at (570) 941-7457/6336.

**Voter Registration**

The University of Scranton encourages all members of the University community, students and employees to exercise their right to vote. Voter eligibility requirements, Lackawanna County election process information and Pennsylvania Voter Registration Application Forms can be accessed at www.lackawannacounty.org/uploads/OnlineVoterRegFormBlank%5B1%5D.pdf

**Web Support for Courses**

Many courses at the University require that students have access to a computer and internet for assignments, research, discussion groups, etc. The University provides each student with an account number and there are computer labs on campus for student use. In addition a number of faculty are using ANGEL to support or teach the entire course. ANGEL is the standard university web-courseware tool that enables an instructor to supplement a course with online materials and activities or to deliver to a course with online materials and activities or to deliver a course solely online. ANGEL is one of the most widely used courseware tools in higher education today. Due to its ease of use, intuitive navigation, and pleasant graphic interface, the tool is accessible to all students, from novice to advanced computer users. ANGEL contains modules for announcements, course documents, online tests/quizzes, discussion board, chat and assignments.

Students can use the ANGEL site to get more information about class notes, find pertinent Web sites that enhance the classroom discussion, and collaborate via the discussion board and/or chat room with the instructor and the other students.
Here at Scranton ANGEL is also used to deliver courses solely online. The class documents are posted on the web and the students are responsible for submitting the assignments, using the provided tools in ANGEL. There are virtual office hours via the chat room when the instructor can communicate with one or several students simultaneously.

To find out more about ANGEL, the computer equipment you need, and what you need to know before taking an online course visit The University’s ANGEL page located at http://www.scranton.edu/angel.

Jane Kopas Women's Center

Location: The DeNaples Center 205F
Telephone: (570) 941-6194
Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m, Friday 9:00am to 3:00pm
URL: www.scranton.edu/jkwc

The Jane Kopas Women's Center serves the students, staff, and faculty of the University. The Center's mission is threefold: (1) to offer educational programs on topics related to women, gender, and feminist theories, (2) to develop women as lifelong learners and confident leaders through skill training, educational opportunities, advocacy training, and a women's leadership program, and (3) to encourage service through collaborative projects between the campus and Scranton communities.

The Center provides a comfortable and safe space to meet new communities and engage in meaningful dialogue of social justice topics. The space offers a library of resources equipped with books, films and magazines about feminist theory and the feminist movement. Men and women are encouraged to visit our space, check out our resources and engage in intellectually growing conversations.

The Jane Kopas Women's Center hosts a large variety of educational programs addressing topics of women's leadership, gender-based violence, healthy relationships, body image, and women's history. Involvement opportunities are available to students with options to apply for a leadership work study position, volunteer, complete service learning hours or become a Promoting Awareness of the College Transition (PACT) peer facilitator. To learn more about the work of the Jane Kopas Women's Center, please visit our website to view our programs and services.

Sexual Violence (i.e., Sexual Assault, Dating Violence, Stalking): Resources and Reporting Information

Sexual assault is unacceptable behavior and will not be tolerated in our University community, no matter the circumstances. Sexual assault, which is defined in the University’s Student Code of Conduct as "any non-consensual attempted or completed sexual intercourse (oral, anal, or vaginal) with a body part and/or object" is strictly prohibited by Federal and State laws as well as University policy.
The University strives to offer care and support for students who have experienced sexual assault, as well as provide for the safety and well-being of the larger University community. Federal law requires the University to take immediate and appropriate steps to conduct an investigation into the matter. The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information in light of this responsibility. For further information, see the section below on "Confidentiality."

The following information is provided to raise awareness of appropriate services, support, and reporting options to students who have experienced a sexual assault.

What to do if a sexual assault has occurred:

The University encourages students to report any situation in which they believe a sexual assault has occurred so that appropriate support and resources can be provided.

1. **Call University Police at (570) 941-7777.** Since sexual assault is a criminal act and an egregious violation of the University's Student Code of Conduct, it is the University's recommendation that a student make immediate contact with University Police.
   a. University Police will assess the situation and coordinate with various resources to provide for the safety and well-being of the person who experienced sexual assault. This may include providing assistance in transporting a student to a hospital for medical care, assisting in obtaining a Protection from Abuse order from the local court, and coordinating with appropriate legal authorities including the Lackawanna County District Attorney's Office and the Victim/Witness Unit. University Police will also gather information that does not identify the individual who experienced sexual assault, but which must be reported through the Jeanne Clery Act (also known as the Campus Security Act). For incidents of assault occurring off campus, University Police will assist with contacting the local police authority.
   b. Incidents of sexual assault may be reported anonymously to the University Police through the Silent Witness program at www.scranton.edu/silentwitness.

2. **Preserve all evidence of the assault.** This includes, but is not limited to the following:
   a. Do not bathe, change or dispose of clothing, use the restroom, wash your hands, brush your teeth, eat or smoke.
   b. If you are still in the location at which the assault occurred, do not clean anything.
   c. Write down all the details you can recall about the assault and the perpetrator.

3. **Seek medical care as soon as possible.** Even if you do not have any visible physical injuries, you may be at risk of acquiring a sexually transmitted disease (women may also be at risk for pregnancy).
   a. See below for contact information on local hospitals.
   b. Ask the health care professional to conduct a Sexual Assault Forensic Exam (SAFE).
   c. If you suspect you have been drugged, request a urine or blood sample be collected to preserve evidence.

4. **Recognize that healing from an assault takes time.** Give yourself the time you need and make sure to avail yourself of the many resources that the University community provides. (See below). It is never too late to get help.

**Office of Student Affairs**

Students who report that they have experienced sexual assault to University Police, a residence life member or a professional staff member in the Division of Student Affairs are referred to the Office of Student Affairs. The Dean of Students (or designee) meets with each student to offer support and referral information as well as to assess the particular matter and safeguard the larger University community. The following is an outline of the resources and support provided.

- Assess student welfare/well-being. Determine if immediate medical attention is necessary.
- Triage need for support services and/or resources (either on or off campus).
  - Referral to University Police (if not already contacted) for an investigation and/or explanation of options. If the student chooses not to speak with University or local police, this request will be honored to the extent possible. If the Dean of Students (or designee) believes there is an imminent
danger to the student or to the larger University community, the Dean (or designee) will contact University Police.
  o Provide information on "Confidential Support Services" as outlined below.

• Provide assistance in obtaining academic support.
  o The Office of Student Affairs works closely with academic deans across the University to assist students in dealing with academic concerns and issues that may arise as a result of an assault.

• Issue a no contact directive.
  o If the Office of Student Affairs is notified about a sexual assault involving two University students, the Dean of Students (or designee) will issue a "no contact directive." This is a reciprocal directive that orders both students to have no contact with each other. It is enforceable through the the University's Student Code of Conduct. A no contact directive can be issued without a formal complaint or investigation of the charges.

• Offer accommodations as appropriate/necessary.
  o The Office of Student Affairs can assist with room or academic scheduling changes in the event that a student lives in close proximity to or has classes with the alleged party.

• Discuss formal reporting options.
  o The Dean of Students (or designee) will review the University's Student Code of Conduct process with a student when the party alleged to have committed the assault is also a student.
  o When a student is interested in pursuing/learning more about the criminal process, the Dean of Students (or designee) refers the student to the appropriate police authority and community advocates.

Confidentiality

The University encourages the reporting of all incidents of sexual assault. To the extent possible, the University will protect the privacy of all parties involved in a report of sexual assault and handle each case with care and sensitivity. However, the University has an obligation to investigate and resolve reports of sexual assault. Given this responsibility, certain cases may warrant investigation and resolution beyond the solution desired by the individual reporting the assault. Information will be shared, as necessary, in the course of the investigation, only with those people who need to know. When an incident of sexual assault is reported to a University official, and there is a potential for continued harm or danger to members of the campus community, the University must issue a timely warning to the campus. The University will only provide enough information to safeguard the campus community and will not disclose the name or other personally identifying information of the individuals involved.

If a student desires strict confidentiality, she or he should make contact with the confidential resources listed below.

Confidential Support Services

In addition to University Police and the Office of Student Affairs, there are various resources within the University and local community that are available for students who have experienced sexual assault. In this regard, University policy and practices are designed to encourage students to seek support and receive assistance. Regardless of which resource(s) one chooses to contact, know that the situation will be handled with sensitivity and care.

Counseling Services are provided by the University Counseling Center located in McGurrin Hall, Room 235. They can be reached by calling (570) 941-7620. The Counseling Center will provide counseling as well as referrals to agencies off-campus, if requested. Counseling Services are available Monday through Friday 8:30 a.m.–4:30 p.m. or after business hours for consultation by calling (570) 941-7777.

Medical Services cases of sexual assault are best handled by one of the three local hospitals when the student seeks assistance within 72 hours of the incident.

Geisinger Community Medical Center
1800 Mulberry St.
Scranton, PA 18510
(570) 969-8000
The Regional Hospital of Scranton
746 Jefferson Ave.
Scranton, PA 18510
(570) 348-7951

Moses Taylor Hospital
700 Quincy Ave.
Scranton, PA 18510
(570) 340-2900

If the student visits the hospital for an exam, both the police and Women's Resource Center of Lackawanna County will be notified by the hospital. The student may choose whether or not to speak to the police at the hospital. If she/he does, the student still has the option of whether or not to file charges against the person accused.

The University also provides support and assistance through Student Health Services during the hours of 8:30 a.m.-5:00 p.m. Monday through Thursday and Friday 8:30 a.m.-4:30 p.m. during the academic year. Student Health Services is located at the corner of North Webster Avenue and Mulberry Street in the Roche Wellness Center. Telephone: (570) 941-7667.

University Ministries is located in Suite 200 of the DeNaples Center and offers pastoral support to all students. You may stop by the office and ask to speak to a priest or campus minister or call for an appointment. Telephone: (570) 941-7419

Women's Resource Center of Lackawanna County is a confidential, community-based agency serving those who have experienced sexual assault. A counselor/advocate can be reached 24 hours a day at (570) 346-4671.

National Sexual Assault Hotline is a free, confidential national resource available 24 hours a day at (800.656.HOPE or online.rainn.org).

Catalog Home

General Disclaimer

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement at any time within the student's term of attendance. On several occasions in this document, the term "campus" is used. This refers to any property owned, operated, rented or leased by The University of Scranton.

Any reference in this handbook to student files includes files maintained in the Office of Student Affairs, Registrar's Office and The College of Graduate and Continuing Education (CGCE).

2013-2014 Calendar
## 2013-2014 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opens for New Students</td>
<td>Aug. 24</td>
<td></td>
</tr>
<tr>
<td>Fall Welcome Weekend for New Undergraduate Students</td>
<td>Aug. 24-25</td>
<td></td>
</tr>
<tr>
<td>Housing Opens for Returning Students (Fall: 8 a.m.; Spring: Noon)</td>
<td>Aug. 25</td>
<td>Feb. 2</td>
</tr>
<tr>
<td>CGCE Orientation for Undergraduate and Graduate Students</td>
<td>Aug. 22</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 26</td>
<td>Feb. 3</td>
</tr>
<tr>
<td>Last Day to Add Courses</td>
<td>Aug. 30</td>
<td>Feb. 7</td>
</tr>
<tr>
<td>Labor Day Holiday, No Classes</td>
<td>Sept. 2</td>
<td></td>
</tr>
<tr>
<td>Last Day 100% Tuition Refund (non–flat rate only)</td>
<td>Sept. 4</td>
<td>Feb. 12</td>
</tr>
<tr>
<td>Holy Spirit Liturgy</td>
<td>Sept. 5</td>
<td></td>
</tr>
<tr>
<td>Last Day to Request Credit/No Credit Option (Undergraduate only)</td>
<td>Sept. 6</td>
<td>Feb. 14</td>
</tr>
<tr>
<td>Last Day 75% Tuition Refund (non–flat rate only)</td>
<td>Sept. 11</td>
<td>Feb. 19</td>
</tr>
<tr>
<td>Last Day 50% Tuition Refund (non–flat rate only)</td>
<td>Sept. 18</td>
<td>Feb. 26</td>
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<tr>
<td>Last Day 25% Tuition Refund (non–flat rate only)</td>
<td>Sept. 25</td>
<td>Mar. 5</td>
</tr>
<tr>
<td>Last Day to Drop a Course with No Grade</td>
<td>Sept. 25</td>
<td>Mar. 5</td>
</tr>
<tr>
<td>Last Day to Register/CGCE Graduate Comprehensive Exams</td>
<td>Sept. 28</td>
<td>Mar. 28</td>
</tr>
<tr>
<td>Semester Midpoint</td>
<td>Oct. 11</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>Last Day to Elect Audit Grade Option (Undergraduate)</td>
<td>Oct. 11</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>Incomplete Grades from Prior Terms Due</td>
<td>Oct. 11</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>Last Day of Class before Break</td>
<td>Oct. 11</td>
<td>Mar. 14</td>
</tr>
<tr>
<td>University Housing Closes at Noon; Fall/Spring Break Begins</td>
<td>Oct. 12</td>
<td>Mar. 15</td>
</tr>
<tr>
<td>University Housing Re-opens at Noon</td>
<td>Oct. 15</td>
<td>Mar. 23</td>
</tr>
<tr>
<td>Classes Resume after Fall/Spring Break</td>
<td>Oct. 16</td>
<td>Mar. 24</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
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<tr>
<td>Midsemester Grades Due by Noon</td>
<td>Oct. 16</td>
<td>Mar. 24</td>
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<tr>
<td>CGCE Graduate Comprehensive Exams</td>
<td>Oct. 26</td>
<td>Apr. 26</td>
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<tr>
<td>Last Day to Withdraw with &quot;W&quot; Grade</td>
<td>Nov. 11</td>
<td>Apr. 16</td>
</tr>
<tr>
<td>Last Day of Classes before Thanksgiving/Easter Holiday</td>
<td>Nov. 26</td>
<td>Apr. 16</td>
</tr>
<tr>
<td>University Housing Closes at Noon; Thanksgiving Holiday Begins</td>
<td>Nov. 27</td>
<td>Apr. 17</td>
</tr>
<tr>
<td>Thanksgiving/Easter Sunday</td>
<td>Nov. 28</td>
<td>Apr. 20</td>
</tr>
<tr>
<td>University Housing Re-opens at Noon</td>
<td>Dec. 1</td>
<td>Apr. 21</td>
</tr>
<tr>
<td>Classes Resume after Thanksgiving Holiday</td>
<td>Dec. 2</td>
<td>Apr. 22</td>
</tr>
<tr>
<td>Last Week of Classes (Fall: Tues.-Mon.; Spring: Mon.-Fri.; No Exams)</td>
<td>Dec. 3-9</td>
<td>May 12-16</td>
</tr>
<tr>
<td>Last Day of Class (Fall: Monday; Spring: Friday)</td>
<td>Dec. 9</td>
<td>May 16</td>
</tr>
<tr>
<td>Final Exams Begin (Fall: Tuesday; Spring: Monday)</td>
<td>Dec. 10</td>
<td>May 19</td>
</tr>
<tr>
<td>Final Exams and Semester End (Fall: Saturday; Spring: Friday)</td>
<td>Dec. 14</td>
<td>May 23</td>
</tr>
<tr>
<td>University Housing Closes (Fall: 6 p.m.; Spring: Noon)</td>
<td>Dec. 14</td>
<td>May 24</td>
</tr>
<tr>
<td>Final Grades Due by 3 p.m</td>
<td>Dec. 17</td>
<td>May 26</td>
</tr>
<tr>
<td>Memorial Day</td>
<td></td>
<td>May 26</td>
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<tr>
<td>Class Night</td>
<td></td>
<td>May 30</td>
</tr>
<tr>
<td>Graduate Commencement (Master's and Doctorate)</td>
<td></td>
<td>May 31</td>
</tr>
<tr>
<td>Baccalaureate Mass</td>
<td></td>
<td>May 31</td>
</tr>
<tr>
<td>Undergraduate Commencement (Bachelor's and Associate)</td>
<td></td>
<td>June 1</td>
</tr>
<tr>
<td>University Housing Closes at 10:00am</td>
<td></td>
<td>June 2</td>
</tr>
</tbody>
</table>

**Important Note:** In Fall semester 2013, final exams for Monday classes with a start time of 4:30 p.m. or later will be held on Friday, Dec. 13, at their regular meeting time.

**Admissions Office**
(570) 941-7540

**College of Graduate and Continuing Education**
Undergraduate Admissions (570) 941-5813
Graduate Admissions (570) 941-7600
Office of Financial Aid (570) 941-7700
Office of the Registrar (570) 941-7720
University Fax (570) 941-6369

Intersession 2014

University Housing Opens at Noon January 5
Classes Begin January 6
Last Day to Add Courses January 7
Last Day to Request Credit/No Credit Option (Undergrad) January 7
Last Day 100% Tuition Refund January 8
Last Day 50% Tuition Refund January 9
Last Day to Drop a Course with No Grade January 9
Last Day to Elect Audit Option (Undergrad) January 17
Martin Luther King Holiday No Classes January 20
Last Day to Withdraw ("W" Grade) January 23
Final Exams January 30-31*
Session Ends January 31
Final Grades Due by Noon February 4

*Final exam for MTWR classes is Thursday, Jan. 30. MTRF classes meet on Thursday, Jan 30 and have final exam on Friday, Jan. 31.

Summer Sessions 2014

<table>
<thead>
<tr>
<th>Session</th>
<th>Session S1</th>
<th>Session S2</th>
<th>Session S3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Classes Begin</td>
<td>June 4</td>
<td>July 7</td>
<td>June 9</td>
</tr>
</tbody>
</table>
Last Day to Add through Dean's Office  
June 5  
July 8
June 10

Last Day to Add/Drop through Web Registration  
June 5  
July 8
June 10

Last Day to Request Credit/No Credit Option (Undergrad)  
June 5  
July 8
June 10

Last Day for 100% Tuition Refund  
June 6  
July 9
June 11

Last Day 50% Tuition Refund  
June 9  
July 10
June 12

Last Day to Drop/No Grade  
June 9  
July 10
June 12

Last Day to Elect Audit Grade  
June 17  
July 18
June 20

Last Day to Register/CGCE Comprehensive Exams  
June 27

Holiday, No Class  
July 4

Last Day to Withdraw /"W" Grade  
June 25  
July 28
July 14

CGCE Graduate Comprehensive Exams  
July 19

Final Exams, if any  
July 2-3  
Aug. 4
July 21

Session Ends  
July 3  
Aug. 4
July 21

Final Grades Due by Noon  
July 8  
Aug. 11
July 25

Summer Sessions 2014

<table>
<thead>
<tr>
<th>Session</th>
<th>Session S4</th>
<th>Session S5</th>
<th>Session SSP</th>
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</thead>
<tbody>
<tr>
<td>Session Classes Begin</td>
<td>June 9</td>
<td>June 2</td>
<td>May 27</td>
</tr>
<tr>
<td>Last Day to Add through Dean's Office</td>
<td>June 10</td>
<td>June 3</td>
<td>May 28</td>
</tr>
<tr>
<td>Last Day to Add/Drop through Web Registration</td>
<td>June 10</td>
<td>June 3</td>
<td>May 28</td>
</tr>
<tr>
<td>Last Day to Request Credit/No Credit Option (Undergrad)</td>
<td>June 10</td>
<td>June 3</td>
<td>May 28</td>
</tr>
<tr>
<td>Last Day for 100% Tuition Refund</td>
<td>June 11</td>
<td>June 6</td>
<td>May 29</td>
</tr>
<tr>
<td>Last Day 50% Tuition Refund</td>
<td>June 12</td>
<td>June 9</td>
<td>May 30</td>
</tr>
<tr>
<td>Last Day to Drop/No Grade</td>
<td>June 12</td>
<td>June 9</td>
<td>May 30</td>
</tr>
<tr>
<td>Last Day to Elect Audit Grade</td>
<td>June 20</td>
<td>June 13</td>
<td>June 9</td>
</tr>
<tr>
<td>Last Day to Register/CGCE Comprehensive Exams</td>
<td>June 27</td>
<td>June 27</td>
<td></td>
</tr>
<tr>
<td>Holiday, No Class</td>
<td>July 4</td>
<td>July 4</td>
<td></td>
</tr>
</tbody>
</table>
CGCE Graduate Comprehensive Exams  
July 19  

Last Day to Withdraw /"W" Grade  
July 28  
July 30  
June 25  

Final Exams, if any  
Aug. 4  
Aug. 6-7  
June 2-3  

Session Ends  
Aug. 4  
Aug. 7  
June 3  

Final Grades Due by Noon  
Aug. 11  
Aug. 11  
July 8  

**Compressed Schedule for Inclement Weather**

Daytime lecture classes regularly scheduled to meet 1, 2, or 3 times per week:  

<table>
<thead>
<tr>
<th>Daytime Lecture Class Time</th>
<th>On compressed schedule will meet:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 8:00 a.m. - 8:50 a.m.</td>
<td>MWF 10:00 a.m. - 10:35 a.m.</td>
</tr>
<tr>
<td>MWF 9:00 a.m. - 9:50 a.m.</td>
<td>MWF 10:45 a.m. - 11:20 a.m.</td>
</tr>
<tr>
<td>MWF 10:00 a.m. - 10:50 a.m.</td>
<td>MWF 11:30 a.m. - 12:05 p.m.</td>
</tr>
<tr>
<td>MWF 11:00 a.m. - 11:50 a.m.</td>
<td>MWF 12:15 p.m. - 12:50 p.m.</td>
</tr>
<tr>
<td>MWF 12:00 p.m. - 12:50 p.m.</td>
<td>MWF 1:00 p.m. - 1:35 p.m.</td>
</tr>
<tr>
<td>MWF 1:00 p.m. - 1:50 p.m.</td>
<td>MWF 1:45 p.m. - 2:20 p.m.</td>
</tr>
<tr>
<td>MWF 2:00 p.m. - 2:50 p.m.</td>
<td>MWF 2:30 p.m. - 3:05 p.m.</td>
</tr>
<tr>
<td>MWF 3:00 p.m. - 3:50 p.m.</td>
<td>MWF 3:15 p.m. - 3:50 p.m.</td>
</tr>
<tr>
<td>MW 3:00 p.m. - 4:15 p.m.</td>
<td>MW 3:15 p.m. - 4:05 p.m.</td>
</tr>
<tr>
<td>TR 8:30 a.m. - 9:45 a.m.</td>
<td>TR 10:30 a.m. - 11:20 a.m.</td>
</tr>
<tr>
<td>TR 10:00 a.m. - 11:15 a.m.</td>
<td>TR 11:30 a.m. - 12:20 p.m.</td>
</tr>
<tr>
<td>TR 11:30 a.m. - 1:00 p.m.*</td>
<td>TR 12:30 p.m. - 1:20 p.m.</td>
</tr>
<tr>
<td>TR 1:00 p.m. - 2:15 p.m.</td>
<td>TR 1:30 p.m. - 2:20 p.m.</td>
</tr>
<tr>
<td>TR 2:30 p.m. - 3:45 p.m.</td>
<td>TR 2:40 p.m. - 3:30 p.m.</td>
</tr>
<tr>
<td>TR 4:00 p.m. - 5:15 p.m.</td>
<td>TR 4:00 p.m. - 4:50 p.m.</td>
</tr>
</tbody>
</table>
*Normally a free period on TR unless approved as an exception for specific course sections

**Daytime lecture classes regularly scheduled to meet 4 or 5 times per week (i.e., any 4 or 5-day combination of MTWRF):**

<table>
<thead>
<tr>
<th>Time</th>
<th>On compressed schedule will meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 8:50 a.m.</td>
<td>10:00 a.m. – 10:35 a.m.</td>
</tr>
<tr>
<td>9:00 a.m. – 9:50 a.m.</td>
<td>10:45 a.m. – 11:20 a.m.</td>
</tr>
<tr>
<td>10:00 a.m. – 10:50 a.m.</td>
<td>11:30 a.m. – 12:05 p.m.</td>
</tr>
<tr>
<td>1:00 p.m. – 1:50 p.m.</td>
<td>1:45 p.m. – 2:20 p.m.</td>
</tr>
<tr>
<td>3:00 p.m. – 3:50 p.m.</td>
<td>3:15 p.m. – 3:50 p.m.</td>
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</tbody>
</table>

**Two-hour labs regularly scheduled to meet:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>On compressed schedule will meet</th>
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</thead>
<tbody>
<tr>
<td>M, W, or F</td>
<td>8:00 a.m. - 9:50 a.m.</td>
<td>10:00 a.m. - 11:20 a.m.</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>10:00 a.m. - 11:50 a.m.</td>
<td>11:30 a.m. - 12:50 p.m.</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>12:00 p.m. - 1:50 p.m.</td>
<td>1:00 p.m. - 2:20 p.m.</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>2:00 p.m. - 3:50 p.m.</td>
<td>2:30 p.m. - 3:50 p.m.</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>4:00 p.m. - 5:50 p.m.</td>
<td>4:00 p.m. - 5:20 p.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>8:00 a.m. - 9:50 a.m.</td>
<td>10:00 a.m. - 11:20 a.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>1:00 p.m. - 2:50 p.m.</td>
<td>1:20 p.m. - 2:40 p.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>3:00 p.m. - 4:50 p.m.</td>
<td>3:00 p.m. - 4:20 p.m.</td>
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</table>

**Three-hour labs regularly scheduled to meet:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>On compressed schedule will meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>M, W, or F</td>
<td>8:00 a.m. - 10:50 a.m.</td>
<td>10:00 a.m. - 12:05 p.m.</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>11:00 a.m. - 1:50 p.m.</td>
<td>12:15 p.m. - 2:20 p.m.</td>
</tr>
<tr>
<td>Days</td>
<td>Regular Schedule</td>
<td>Compressed Schedule</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>2:00 p.m. - 4:50 p.m.</td>
<td>2:30 p.m. - 4:35 p.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>8:30 a.m. - 11:20 a.m.</td>
<td>10:00 a.m. - 12:35 p.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>11:30 a.m. – 2:20 p.m.</td>
<td>1:00 p.m. – 3:05 p.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>1:00 p.m. - 3:50 p.m.</td>
<td>1:00 p.m. - 3:05 p.m.</td>
</tr>
</tbody>
</table>

*Four-hour labs regularly scheduled to meet:*

<table>
<thead>
<tr>
<th>Days</th>
<th>Regular Schedule</th>
<th>Compressed Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>M, W, or F</td>
<td>8:00 a.m. - 11:50 a.m.</td>
<td>10:00 a.m. - 12:50 p.m.</td>
</tr>
<tr>
<td>M, W, or F</td>
<td>1:00 p.m. - 4:50 p.m.</td>
<td>1:00 p.m. - 4:50 p.m.</td>
</tr>
<tr>
<td>T or R</td>
<td>1:00 p.m. - 4:50 p.m.</td>
<td>1:00 p.m. - 4:50 p.m.</td>
</tr>
</tbody>
</table>

Evening classes with a start time of 4:30 p.m. or later are not reflected in the compressed schedule. Information related to the cancellation of these classes will be announced on the television and radio stations and can be accessed by calling the Severe Weather Hotline at (570) 941-5999.

For classes that normally meet at a time that is an exception to the standard block schedule above, do the following to determine when they should meet under the compressed schedule: In the regular meeting time column, find the meeting time with the next closest start time for that day of the week. Follow the compressed schedule for that meeting time.