

Student Handbook

2021 - 2022

The University of Scranton

800 Linden Street

Scranton, Pennsylvania 18510

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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.

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 on behalf of the University. Examples of people having legitimate education interest depending on their official duties and within the context of those duties include: persons or companies with whom the University has contracted (such as attorneys, auditors, or collection agents, contractors, consultants, volunteers, and other outside service providers to whom the school has outsourced institutional functions or services 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. In January 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances of release to federal, state and local authorities to evaluate federal-or state-supported education programs, to researchers performing certain types of studies, and to state authorities in connection with Statewide Longitudinal Data Systems.

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 Division of Student Life, the Office of the Registrar and Academic Services 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 unless the student has granted access to specific persons through the online Third Party Authorization Form in their Self Service account in the www.scranton.edu portal.

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 and Academic Services, O'Hara Hall, 1st Floor. 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 Office of the Registrar and Academic Services or the Office of Admissions.

Nondiscrimination Statement

The University is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.

Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment.

Anyone who has questions about the University's Sexual Harassment and Sexual Misconduct Policy, or the University's Non-Discrimination or Anti-Harassment Policy, or wishes to report a possible violation of one of the policy should contact:

Elizabeth M. Garcia
Title IX Coordinator
The Office of Equity and Diversity
Institute of Molecular Biology & Medicine, Rm 311
elizabeth.garcia2@scranton.edu
(570) 941-6645
<https://www.scranton.edu/equity-diversity/>

The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Information regarding OCR may be found at www.ed.gov/about/offices/list/ocr/index.html.

Message from the President and Student Government

Dear Students,

Welcome to The University of Scranton and, to those of you returning, it's wonderful to have you back on campus! I realize that most of you had a choice, probably among several excellent schools. Of course, I am a bit biased but I sincerely believe you made the best possible choice in coming to Scranton. Your time of studies here can and will be nothing short of amazing if you allow it to be. And when you graduate a short while from now, you will join the ranks of thousands of alumni who love this University and hold it in their hearts with tremendous pride.

The mission of The University of Scranton is Catholic and Jesuit. This means that spirituality is at the core of higher learning here. We strive after the Jesuit concepts of *cura personalis* (or care of the whole person); academic excellence grounded in gratitude; individualized attention to students and respect for the uniqueness of each member of the University community; seeking God in all things; service of faith and the promotion of justice; and contemplation in action.

St. Ignatius, who founded the Society of Jesus (aka the Jesuits) is popular for saying and writing a lot of memorable things. Here's one of my favorites: "Strive after the goal to which you are called with all your might. Know that God has already supplied you with the means to achieve it. And remember that love must always manifest itself in deeds rather than words." Those words are nearly 500 years old and yet they are as relevant today as they were first written.

You represent the future. You are here, at Scranton, because of one reason: You have excelled! You have refused to be average and to settle for mediocrity. True to the challenge of St. Ignatius, you have pursued the goal to which you are called and you have achieved so much already.

But your intelligence and all of your other talents are not yours alone. They also belong to the world where you are called and needed. And once you are finished with your education here at Scranton, you will go into the world as critical thinkers, great writers, ethical leaders, and young people who truly know themselves and what they are capable of accomplishing. You will go forth from this campus, having learned from our world-class faculty and dedicated staff to use your Catholic and Jesuit education to do nothing less than change the future.

Be assured of my prayers and very best wishes as you begin this wonderful journey or continue it. I look forward to seeing you on campus.

Yours faithfully,

Rev. Joseph G. Marina, S.J.
President

Dear Fellow Students,

Welcome to the Class of 2025 -- we are so excited to see what you all will accomplish here! We want to welcome you to a place that is so special to so many students. Many of you were probably attracted to Scranton because of the community that we foster here and now the time has come for you to become part of it!

You will hear words such as *magis* and *cura personalis* within your first few days on campus. Although these words may sound foreign to you now, you will grow to understand them and strive for the greatness that they connote. This place will help you grow in ways that you have never imagined you could -- trust us, we've been in your shoes. Faculty, staff and your peers cannot wait to see you succeed and to support you on your journey there.

Because your time at Scranton will move quickly, be sure to savor all the moments and appreciate the time that you have here. You will make some of the best memories here with friendships that will last a lifetime. Cherish your Scranton family. They will never leave your side. They will be there to support you during both the ups and the downs. Although you may face some adversity, you will prevail as more resilient than you were before. We hope that

throughout your time at Scranton, it will become an important part of who you are, as it has for us and for many students that have come before you. We truly hope Scranton will feel like home.

As the 2021-22 President and Vice President of Student Government, we are committed to serving as a resource for all undergraduate students at The University of Scranton! We, along with Student Government as a whole, look forward to meeting you, advocating for you, serving your ideas and interests and creating an inclusive community. We are a resource for you. Our office can be found in the DeNaples Center Student Forum (205R) and our email is studentgovernment@scranton.edu. Follow us on Instagram @uofssg to stay up to date on Student Government events and opportunities on campus! Feel free to stop by during our office hours -- we look forward to meeting and working with as many of you as we can. Have a great year!

AMDG,

Adrianna Smith & Claire Sunday

Student Government President & Vice-President

Adrianna Smith	Claire Sunday
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President	Vice President
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Student Government.	Student Government
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Class of 2022	Class of 2023
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adrianna.smith@scranton.edu	claire.sunday@scranton.edu
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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

Emergency Services

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

570-941-7777

(Only the last four digits are necessary on campus phones)

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

(When using a campus phone, dial 9 before dialing phone number)

Scranton Police Department	570-348-4141
University Counseling Center	570-941-7620
Student Health Services	570-941-7667
Scranton Counseling Center	570-348-6100
Women's Resource Center of Lackawanna County	570-346-4671
American Red Cross/Lackawanna County	570-207-0100

Poison Control Center	1 (800)222-1222
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Hospital Emergency Services

Geisinger Community Medical Center	570-969-8000
Regional Hospital of Scranton Commonwealth Health	570-348-7951
Moses Taylor Hospital Commonwealth Health	570-340-2900

Important Phone Numbers

2021-2022

Academic Advising:

College of Arts and Sciences	570-941-6323
Kania School of Management	570-941-6100
Panuska College of Professional Studies	570-941-6390
Academic Affairs, Senior Vice President for & Provost	570-941-7520
Athletics	570-941-7440
Bookstore	570-941-7454
Bursar's Office	570-941-4062
Byron Recreation Complex	570-941-6203
Campus Ministries	570-941-7419
Cancellation/Delay Line	570-941-5999
Center for Career Development	570-941-7640
Center for Health Education and Wellness (CHEW)	570-941-4253
Center for Service and Social Justice	570-941-7429
Center for Student Engagement (CSE)	570-941-6233
Center for Teaching and Learning Excellence (CTLE)	570-941-4038
Counseling Center	570-941-7620
Cross Cultural Centers	

Jane Kopas Women's Center (JKWC)	570-941-6194
Multicultural Center	570-941-5904
Deans (Academic):	
College of Arts and Sciences	570-941-7560
Kania School of Management	570-941-4208
Panuska College of Professional Studies	570-941-6305
Dean of Students	570-941-7680
Dining Services	570-941-7456
Equity and Diversity Office	570-941-6645
Escort (Safety) Service (University Police-Non Emergency)	570-941-7888
Events Line	570-941-7768
Financial Aid	570-941-7701
Fitness Center	570-941-5502
Global Education Office	570-941-7575
General Information	570-941-7400
Library (Reference Desk)	570-941-4000
Mailing Services (DeNaples Center)	570-941-4282
Military Science (ROTC)	570-941-7457
Military Science Information/ Scholarships	570-941-6336
Parking Services	570-941-7888
Performance Music	570-941-7624
Printing Services - Print Shop	570-941-4198
Provost/Academic Vice President	570-941-7520
University Police (Non Emergency)	570-941-7888
Reading Specialist	570-941-4218
Recreational Sports	570-941-6203
Registrar and Academic Services	570-941-7721
Residence Life	570-941-6226
Royal Card (ID)	570-941-4357

Student Clubs and Organizations	570-941-6233
Division of Student Life	570-941-7680
Student Government	570-941-7462
Student Health Services	570-941-7667
Technology Support Center	570-941-4357
Veterans Representative	570-941-7701

View Events and Activities Online At: <http://calendar.scranton.edu/>

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.

Schedules

Academic Calendar for 2021-2022 Undergraduate and Graduate (campus based)

Fall 2021

University Housing Opens for New Students	Saturday, August 28
Fall Welcome Weekend for New Students	Saturday, August 28-Sunday, August 29
University Housing Opens for Returning Students	Sunday, August 29
Classes Begin	Monday, August 30
Convocation	Friday, September 3
Last Day to Add Classes	Friday, September 3
Labor Day Holiday, No Classes	Monday, September 6
Last Day 100% Tuition Refund (non-flat rate only)	Wednesday, September 8
Holy Spirit Liturgy	Thursday, September 9
Last Day to Request Credit/No Credit Option	Friday, September 10
Last Day 75% Tuition Refund (non-flat rate only)	Wednesday, September 15
Last Day 50% Tuition Refund (non-flat rate only)	Wednesday, September 22
Last Day 25% Tuition Refund (non-flat rate only)	Wednesday, September 29
Last Day to Drop a Class with No Grade	Wednesday, September 29
Last Day to Register for Graduate Comprehensive Exams	Friday, October 1
Last Day of Class before Fall Break	Friday, October 8
University Housing Closes	Saturday, October 9
Fall Break Begins	Saturday, October 9
University Housing Re-opens	Tuesday, October 12
Classes Resume after Fall Break	Wednesday, October 13
Semester Midpoint	Friday, October 15
Mid-Semester Grades Due	Wednesday, October 20 by Noon
Graduate Comprehensive Exams	Saturday, October 23

Last Day to Apply for December or January Graduation	Sunday, October 31
Last Day to Withdraw with "W" Grade	Friday, November 12
Last Day to Submit Theses or Scholarly Papers	Friday, November 12
Last Day of Class before Thanksgiving Break	Tuesday, November 23
University of Housing Closes	Wednesday, November 24
Thanksgiving Break Begins	Wednesday, November 24
Thanksgiving	Thursday, November 25
University Housing Re-opens	Sunday, November 28
Classes Resume after Thanksgiving	Monday, November 29
Last Week of Classes (No Exams Permitted)	Tuesday, December 7-Monday, December 13
Last Day of Classes	Monday, December 13
Final Exams Begin	Tuesday, December 14
Final Exams End	Saturday, December 18
University Housing Closes	Saturday, December 18
Final Grades Due	Tuesday, December 21 by 3:00pm

Important Note: In Fall Semester 2021, final exams for Monday classes with a start time of 4:30pm or later will be held on Friday, December 17 in the evening time slot, as designated on the final exam schedule.

Spring 2022

Orientation for Campus-Based Graduate Students	Thursday, January 20
University Housing Opens for Returning Students	Tuesday, January 25
Classes Begin	Wednesday, January 26
Last Day to Apply for May Graduation	Monday, January 31
Last Day to Add Classes	Tuesday, February 1
Last Day 100% Tuition Refund (non-flat rate only)	Friday, February 4
Last Day to Request Credit/No Credit Option	Wednesday, February 9
Last Day 75% Tuition Refund (non-flat rate only)	Friday, February 11
Last Day 50% Tuition Refund (non-flat rate only)	Friday, February 18
Last Day 25% Tuition Refund (non-flat rate only)	Friday, February 25
Last Day to Drop a Class with No Grade	Friday, February 25
Last Day to Register for Graduate Comprehensive Exams	Friday, February 25
Semester Midpoint	Friday, March 11
Incomplete Grades from Prior Term Due	Friday, March 11
Last Day to Elect Audit Grade Option	Friday, March 11
Last Day of Class before Spring Break	Friday, March 11
University Housing Closes	Friday, March 11
Spring Break Begins	Saturday, March 12
University Housing Re-opens	Sunday, March 20
Classes Resume after Spring Break	Monday, March 21
Mid-Semester Grades Due	Wednesday, March 23 by Noon
Graduate Comprehensive Exams	Saturday, March 26
Last Day to Withdraw with "W" Grade	Wednesday, April 13
Last Day to Submit Theses or Scholarly Papers	Wednesday, April 13
Last Day of Class before Easter Break	Wednesday, April 13
University of Housing Closes	Thursday, April 14
Easter Break Begins	Thursday, April 14
Easter	Sunday, April 17
University Housing Re-opens	Monday, April 18
Classes Resume after Easter	Tuesday, April 19
Classes run on Monday schedule	Wednesday, April 20

Last Week of Classes (No Exams Permitted)	Monday, May 9-Friday, May 13
Last Day of Classes	Friday, May 13
Final Exams Begin	Monday, May 16
Final Exams End: Last Day of Term	Friday, May 20
University Housing Closes	Saturday, May 21
Final Grades Due	Monday, May 23 by 3:00pm
Class Night	Friday, May 27
Baccalaureate Mass	Saturday, May 28
Graduate Commencement	Saturday, May 28
Undergraduate Commencement	Sunday, May 29
University Housing Closes for Graduating Seniors	Sunday, May 29
Memorial Day Holiday	Monday, May 30

Important Note: Wednesday, April 20th classes will run on a Monday schedule

Intersession 2021-2022

Full Term

Classes Begin	Monday, December 20
Last Day to Add Classes via Web	Sunday, December 19
Last Day to Request Credit/No Credit Option	Tuesday, December 21
Last Day 100% Tuition Refund	Wednesday, December 22
Last Day 50% Tuition Refund	Thursday, December 23
Last Day to Drop a Class with No Grade	Thursday, December 23
Winter Break, No Classes in Session	Friday, December 24-Saturday, December 25;
	Friday, December 31-Saturday, January 1
Last Day to Elect Audit Option	Thursday, January 6
Incomplete Grades from Prior Term Due	Wednesday, January 12
Holiday, No On-Campus Classes	Monday, January 17
Last Day to Withdraw with "W" Grade	Tuesday, January 18
Make-up Date and/or Make-up Final Exams	Tuesday, January 25
Last Day of Term	Tuesday, January 25
Final Grades Due	Friday, January 28 by 3:00pm

Mini Term (MT)

University Housing Opens	Sunday, January 2
Classes Begin	Monday, January 3
Last Day to Add Classes via Web	Sunday, January 2
Last Day to Request Credit/No Credit Option	Tuesday, January 4
Last Day 100% Tuition Refund	Wednesday, January 5
Last Day 50% Tuition Refund	Thursday, January 6
Last Day to Drop a Class with No Grade	Friday, January 14
Last Day to Elect Audit Option	Thursday, January 6
Holiday, Classes	Monday, January 17
Last Day to Withdraw with "W" Grade	Tuesday, January 18
Make-up Date and/or Make-up Final Exams	Tuesday, January 25
Last Day of Term	Tuesday, January 25
Final Grades Due	Friday, January 28 by 3:00pm

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 570-941-5999

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, in 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 broadcast over the following TV stations:

TELEVISION

Residence Life and Housing

Residence Life

The Office of Residence Life challenges students to expand upon their academic experience with a focus on educating the whole person through engagement in opportunities within their living communities. Committed to forming "men and women for and with others," Residence Life offers safe, inclusive, and supportive living environments for students to pursue their academic and co-curricular interests while developing meaningful interpersonal relationships. Students are expected to actively participate in their residential communities, respecting the rights of others while embracing the responsibilities associated with positive community building. This includes, but is not limited to, participation in community conversation and events, ensuring healthy decisions regarding substance use, managing time and stress effectively, developing relationships, and exploring faith.

The University affords students the opportunity to reside in secure, comfortable living spaces that foster student learning. First-year residential students live with their peers in traditional corridor-style halls while upperclass students select from a range of housing options that include suite-style halls with semi-private baths, University houses and apartments. The University also provides apartment-style housing for graduate students.

Each year, the Office of Residence Life coordinates several intentionally designed Residential Learning Communities (RLCs) to provide undergraduate students with a distinctive experience that allows them to live, learn, and belong to a community of diverse peers with common interests and goals. RLCs are classified as either Living Learning Communities (LLCs – students take a linked course) or Theme Communities (TC – students do not take a linked course).

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 Agreement." 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 access 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).

The University of Scranton requires all first- and second-year undergraduate students to live in campus housing. Exceptions to this policy are limited to students who reside with a parent, legal guardian or spouse; are 21 years of age or older; or present other documented extenuating circumstances. The Admissions Office will determine a student's residency status upon admission to the University. Students may apply to live off campus for their junior year but must be approved by the Office of Residence Life and the Division of Student Life.

The University of Scranton guarantees undergraduate students 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 loses 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.

The University provides in-room access to the campus communication network (cable and internet) in all residence-hall rooms and University houses at no additional charge. In addition, light in-room housekeeping to first-year and sophomore students, 24-hour maintenance and 24-hour security are provided.

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

Romero Plaza, Madison Square, Montrone Hall and Pilarz Hall.

Class A

Condron Hall, Gavigan Hall, Redington Hall, Katharine Drexel House, and Elizabeth Ann Seton House.

Class B

Blair House, Casey Hall, Dennis Edward Hall, Driscoll Hall, Fitch Hall, Gonzaga House, Hafey Hall, Giblin-Kelly Hall, Gannon Hall, Lavis Hall, Lynett Hall, Martin Hall, MacKillop Hall, McCourt Hall, Nevils Hall and Tioga House.

Class C (Graduate Student Housing)

Quincy Avenue Apartments and Dorothy Day 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

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

Laundry

Washing machines and dryers are available in most on campus residential areas. If equipment is out of order, damaged, or vandalized, please report the situation to Residence Life. Only resident students may use laundry machines.

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. Additionally, students may not use common areas of residence halls for personal storage (i.e. bicycles).

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)

Class AA Single	\$5,463
Class AA Double	4,972
Class A	4,972
Class B	4,705
Class C apartment	5,063

Board Charges (per semester)

Unlimited Meal Plan	\$3,340
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14-Meal Plan	2,821
10-Meal Plan	2,312
Unlimited Plus Plan	3,440
14 Plus Plan	2,921
10 Plus Plan	2,412

Intersession Board Charges

Unlimited Meal Plan	\$776
14- Meal Plan	619
10-Meal Plan	454

Other Charges

First Year/Transfer Room Deposit	\$100
Returning Student Room Deposit	\$250
Room Damage Deposit	\$200

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 2022-2023 academic year are required to pay a non-refundable \$250 housing deposit before being allowed to reserve a room for the coming academic year. Upperclass students are required to pay a non-refundable \$250 housing deposit by February 1, 2022. This \$250 fee will be applied to the student's Fall 2022 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 including video surveillance and after hour's on-duty staff member.

Card Access

Students are not permitted 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 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 referral to the Office of Student Conduct.

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 may 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. Students are expected to follow evacuation procedures and policies related to prohibited items, smoking, fire safety equipment and fire escapes 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.
4. Occupants of the building should gather at the building assembly point which will be communicated during fire drills.

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 found responsible 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. Replacement keys and/or lock changes will result in a charge of \$50 to \$100 depending on the requirements of the request. 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 appropriately.

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) 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 by Residence Life student staff in the performance of their duties.

Some residence halls are staffed with Jesuit Counselors. 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 development and emotional concerns.

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 responsibilities 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 the Student 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 the Quincy Avenue and Linden Apartments during Fall Break, 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 on the online housing portal.

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 a University 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 or lacrosse sticks or other types of vigorous activity where large groups of residents gather in the courtyards and green spaces immediately 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 Operations will conduct an inspection of each student room and note any damages, or missing items. Resident Assistants are familiar with the general condition of their assigned building and rooms. Students are responsible to report any new damage to their Resident Assistant. If a resident fails to report damage, 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 Operations 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 (i.e. elevator misuse, practical jokes, 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 are prohibited from displaying outward-facing decorations (including signs, advertisements, etc.) in or on external apartment and residence hall windows. Residence Life may utilize internal windows in common areas to communicate information with residents.

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 Condrion 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, Condrion 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.

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. A residence hall room or the University Computer Network are not to be used for gambling or operating a business.

Guest & Visitation Policy

Residence halls are private living spaces. Only students who reside in that residence, University employees or approved contractors working in that residence, or persons being hosted by a resident of that building have permission to be present. Resident students are held responsible for the behavior of their guests. Guests must always be escorted by a resident while in the building.

In accordance with the Royals Back Together Plan and in an effort to avoid community spread of COVID-19, only vaccinated persons are permitted to stay overnight in University residence halls. Hosts are required to register overnight guests through a process outlined by the Office of Residence Life.

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. If a guest violates University Policy, the host may be accountable through the student conduct process.

The following hours are for visitation in residence hall rooms:

A. First-year and sophomore housing

Sunday through Thursday 10:00 a.m. to Midnight

Friday and Saturday 10:00 a.m. to 2:00 a.m.

B. 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.

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 home owner's insurance policies 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. Quiet hours in the residences are Sunday through Thursday from 10:00 p.m. to 8:00 a.m. and Friday and Saturday from midnight until 10:00 a.m. A student may always ask another resident to be mindful of noise being created. 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 10 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 Resident 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 until the matter can be assessed more fully and a plan for support confirmed. The University of Scranton's Counseling Center in coordination with Residence Life and the Dean of Students Office will assess the student for risk of harm to self and others, and determine the ability of the student to cooperatively and independently live in a residence hall environment. The Office of Residence Life and/or the Dean of Students Office will notify the student of their 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. These spaces are typically locked.

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.

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. A room with vacancies should be clean and ready for new occupant(s) at all times.

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 Residence Life staff prior to any room change approval. A student must have Residence Life department approval to move prior to changing rooms.

Sleeping

Students who have an on-campus housing assignment are expected to sleep in their own room when staying on campus. Sleeping in hallways, lounges, stairwells, or other public places is not permitted.

Solicitation

Solicitation in the residences is generally prohibited to protect residents from frequent visits and possible harassment. Student clubs and organizations must receive permission from the Office of Residence Life to go door to door to speak with residents.

Smoking

Smoking is prohibited inside and within 25 feet of all University residences. This prohibited behavior includes the use of cigarettes, e-cigarettes, vaporizers, and banned items such as drug paraphernalia and hookahs.

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.

Students are prohibited from displaying outward-facing decorations (including signs, advertisements, etc.) in or on external apartment and residence hall windows. Residence Life may utilize internal windows in common areas to communicate information with residents.

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

Policies Governing The University Community

Academic Related Policies (Also see Undergraduate & Graduate Academic Catalogs)

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 Life 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.¹ 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.²

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.

¹ 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.

² 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 Athlete Academic Absence Policy*

The University of Scranton, as part of its mission, recognizes the importance of personal development through participation in authorized athletic competitions. The University endorses, supports, and takes pride in these events in which students represent the institution on and off campus. Faculty and coaching staff are committed to an on-going collaboration for the purpose of continuing rapport, joint problem-solving, and the ultimate benefit of the individual

student's overall learning and development. However, there may be times when athletic competitions conflict with course related academic requirements, and it is hoped that faculty will regard any such absence as excused.

It is the individual student-athlete's responsibility to:

- **Present to each faculty member in whose course they are registered, within 1 week of the start of the season, a letter from the athletic director that details the dates and times of all known scheduled athletic events pertinent to that individual student-athlete.**
- **Provide updates regarding the schedule to the course faculty member as needed throughout the semester.**
- **Know the course requirements, including which academic experiences cannot be missed, because of their importance to course competency.**
- **Plan with course faculty and coaching staff as far as possible in advance to avoid class /clinical/ internship/ lab absences.**
- **Inform course faculty and coaching staff at the earliest time possible (*ideally* within a 24 hour time frame) when potential conflicts might exist.**
- **Know the absence policy of each course for which they are enrolled and discuss with course faculty a plan regarding missed class work and assignments.**

*for authorized Division III athletic competitions.

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.

Policy

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 (revised in 2016), 2011 Guide to the Care and Use of Laboratory Animals (8th Edition), 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:

The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research [The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979].

Protection of Human Subjects [Code of Federal Regulations - 45 CFR 46, effective July 19, 2019].

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.

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.

Equity & Diversity Policies

Equal Opportunity and Diversity

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 in employment and education without regard to race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, ancestry, pregnancy, genetic information, or other status protected by law. The University reaffirms and endorses the goals of equal education and employment opportunity consistent with the law and firmly rooted in its values and policies.

The University of Scranton is committed to recruiting a diverse faculty, staff, and student body embracing an inclusive campus community which values the expression of differences in ways that promote excellence in teaching, learning, personal development, and institutional success. The University of Scranton is an Equal Opportunity Employer/Educator. The University of Scranton fully complies with the letter and spirit of applicable laws, statutes and regulations that govern equal opportunity, diversity and non-discrimination efforts.

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 co-curricular activities. Students who have a physical, mental or learning disability and need assistance to achieve successfully their academic or co-curricular goals should contact CTLE at 570-941-4038.

Emergency Evacuation Plan for People with Disabilities

An individual with a disability attending the University of Scranton may self-disclose and provide information regarding special assistance that may be needed during an emergency evacuation. Self-identification is VOLUNTARY and the purpose for the request is to provide information to the CTLE department. A meeting with the Health and Safety Officer will be scheduled with the individual for a briefing on procedures to ensure safe evacuation in case of an emergency. A personal evacuation plan will be developed for the student's on campus residence hall and any academic classrooms.

- It is important for the individual with a disability to be aware of his or her surroundings at all times, and know what actions need to be taken in the event of an emergency.
- In the event of an emergency, the individual should go to a designated "Area of Rescue Assistance" with the assistance of a nearby individual who can report their location to emergency personnel. These areas will normally be the fire-safe stairwells and may be designated by signage.
- If no one is available, call University Police at (570) 941-7777 or 9-911 (911 can be directly dialed from a cell phone) or use an emergency phone to report your location.
- The individual needing assistance should wait there until a First Responder arrives. University Police or Scranton Fire personnel are equipped and trained to evacuate occupants needing special assistance from a building.

Nondiscrimination and Anti-Harassment Policy

*All forms of sexual harassment and sexual misconduct, including sexual assault, sexual exploitation, intimate partner violence and stalking are governed by and adjudicated through the Sexual Harassment and Sexual Misconduct Policy.

I. Preface As a Catholic, Jesuit institution of higher learning, The University of Scranton recognizes the important contribution a diverse community of students, faculty, and staff makes towards the advancement of its goals and ideals. The University is dedicated to providing a diverse, inclusive, educational, residential, and working environment that is free of harassment and discrimination, and protecting rights and dignity of all members of the University community and guests. These protections include, but are not limited to, freedom from unlawful discrimination, harassment, or retaliation of any kind, freedom to be heard without reprisal and the assurance of a prompt and equitable investigation and/or resolution. At the same time, the University is committed to the principles of academic freedom. Vigorous discussion and debate, even of controversial matters, are an integral part of the educational experience.

II. Policy Statement The University is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law. This policy educates members of the University community about discrimination, harassment, and retaliation and provides clear procedures when a violation of the policy occurs. The policy guides students, employees, applicants, visitors and guests who have experienced, witnessed or been affected by harassment or discrimination. Retaliation against any person who reports harassing or discriminatory behavior or files a complaint of discrimination or harassment in good faith, 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 prohibited. Any violation of this policy will be treated as misconduct, and may result in appropriate disciplinary action up to and including dismissal from the University.

Access <https://www.scranton.edu/equity-diversity/docs/sh-sm-policy.pdf> to review the comprehensive Non-Discrimination and Anti-Harassment Policy.

Sexual Harassment and Sexual Misconduct Policy

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 gender and sex-based discrimination. Members of the University of Scranton (the "University") community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include sexual assault, sexual exploitation, intimate partner violence, stalking and sexual harassment.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University does not tolerate sexual harassment and sexual misconduct. When a report of sexual harassment or sexual misconduct is brought to an appropriate University official's attention, the University will take prompt and effective steps reasonably calculated to resolve the allegations and to implement supportive measures and remedies. the University will take prompt and effective steps reasonably calculated to resolve the allegations and to implement supportive measures and remedies. Where appropriate the University will also take prompt and effective steps to- stop sexual harassment or misconduct, eliminate a hostile environment, prevent its recurrence. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. end the misconduct, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended, not only to comply with laws, but also to define our community expectations and to establish a mechanism for determining when those expectations have been violated.

This policy applies to conduct that takes place while on University property, at University sponsored events and activities, 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 violates the policy and has the effect of interfering with or limiting one's ability to participate in or benefit from a work-related or educational program or activity.

Access <https://www.scranton.edu/equity-diversity/docs/sh-sm-policy.pdf> to review the comprehensive Sexual Harassment and Sexual Misconduct Policy.

Student Conduct Policies (Also see Student Code of Conduct)

Alcohol and Drug Policy

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.
- Social hosting, which is defined as 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 designee). Please note that the registration form for events where alcohol will be served is available in the Center for Student Engagement.
- 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 Center for Student Engagement) 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 Life or other appropriate Vice President/Vice Provost (or designee). 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 to 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. 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 Life (or designee). See also, Sexual Harassment & Sexual Misconduct Policy.

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.

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 are found responsible for engaging in acts of physical 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 under this policy or who serves as a witness in the investigation of such a complaint.

Campus Social Norms Policy

As an institution of higher learning grounded in the Catholic tradition, The University of Scranton is committed to Church teaching which explicitly calls all people, regardless of their sexual orientation, to chastity. Chastity requires those who are single to refrain from sexual union or sexual intimacy. While it is a teaching for which there is little societal reinforcement, it remains a clear call of the Gospel with respect to our sexual mores.

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.

Domestic or International Study Away & Student Conduct Expectations

A University student studying abroad or away on a faculty led program or non-faculty led 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 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 Antihazing Law (24 P.S. 5353). This law states: "any person who causes or participates in hazing commits a misdemeanor of the third degree."

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 are essential. All University students are obligated to exhibit exemplary citizenship at all times. The Area Coordinator of Junior/Senior Housing 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.

Refund Policy for Disciplinary Dismissal

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 any 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 Director of Student Conduct will determine this date. All other fees will be forfeited with no refund.

In the case when the student is very near the end of the term, the student can request the ability to complete the term before the suspension or expulsion takes effect, through the Vice President for Student Life (or designee). 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.

Other University Policies

Acceptable Use of Information Technology Resources Policy

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

I. Policy Statement

The University of Scranton provides access to information technology (IT) resources for the purposes of furthering the University's mission. The University of Scranton community is encouraged to make innovative and creative use of information technologies primarily for purposes related to the University's mission, including teaching, research,

scholarly pursuits, services, and University business activities. Use of the University's IT resources is considered a privilege and should be treated as such.

II. Reason for Policy

The University expects all members of its community to uphold the highest societal standards of respect for policy, law, the University, the community, and for all other persons. This expectation extends to include our use of IT resources. The purpose of this policy is to define the expectations and requirements associated with the use of the University's IT resources, along with potential consequences for failing to comply with this policy.

III. Entities Affected By This Policy

All users of University information technology resources are governed by this policy, regardless if such use is through a University owned or personally owned computer. This is inclusive of all users of University systems, including, but not limited to, students, faculty, staff, graduate teaching assistants, work study students, and all third parties.

IV. Website Address for this Policy

<http://www.scranton.edu/information-technology/policies.shtml>

V. Related Documents, Forms, and Tools

Related documents include but are not limited to:

Information Classification & Protection Policy

Copyright Compliance and Peer-to-Peer File Sharing Policy

University Privacy and Confidentiality Policy

Student Code of Conduct

Student Handbook

Copyright Policy

Academic Code of Honesty

Web Guidelines

VI. Contacts

For policy clarification and interpretation, contact the Associate Vice President for Information Technology/ CIO at 570-941-6185. For legal advice and interpretation of law, please contact the Office of General Counsel at 570-941-6213.

VII. Definitions

Information Technology (IT) Resources - All hardware, software, and data owned by the University of Scranton.

VIII. Responsibilities

The University of Scranton IT resources are to be used for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. All use of computing and network resources must be consistent with University policies and codes of conduct, and must not violate international, federal, state, or local laws. The computing and network facilities of the University are limited and must be used wisely and carefully with consideration for the needs of others. All users of the University's computing and network resources are expected to comply with the following:

- It is not acceptable to use electronic mail, or any other means of communication, to insult, harass or threaten any other user.
- It is a serious violation to pose as another user or hide one's identity on the system.
- The University's computing resources, and operating software are the property of the University, and users must not, knowingly or unknowingly, take actions which compromise the integrity of the system or degrade its availability to others.
- Users are responsible for the security of their own accounts and passwords and may not share with or transfer to others their University accounts through the use of network IDs, passwords, or other access codes that allow them to gain access to University IT resources.
- Any attempt to defeat system security or to gain unauthorized access is forbidden.
- Disabling or uninstalling any software put in place to protect the University is not allowed.
- All software installed on University-owned resources must be properly licensed.
- While the use of personally owned endpoint equipment to access University IT resources is allowed, the user is responsible for the security of that equipment and must take precautions to protect the University's resources. Such precautions include, but are not limited to, using updated anti-virus/anti-malware software and keeping the operating system and application software updated.
- Users must not connect or remove any servers or network devices to the University network without permission from Information Technology.
- Unless authorized, the use of University IT resources for commercial or non-University related purposes is not allowed.

While University staff makes every effort to ensure the integrity of IT resources, the University is not responsible for the loss of data due to misuse, malfunctioning hardware or software, or external contamination of resources.

While the University of Scranton values the privacy of its user community, University IT resources are not guaranteed to be private. The University reserves the right to inspect and monitor IT resources for the purpose of diagnosing and correcting technical issues, when required by law, or when it is suspected that IT resources are not being used in accordance with this policy.

The Associate Vice President for Information Technologies/CIO reserves the right for final interpretations of the applicability of this policy and decisions regarding sanctions would be made in consultation with existing governing policies and procedures.

IX. Procedures

Violations of this policy should be reported to the Associate Vice President for Information Technology/CIO who will coordinate with the appropriate divisional Vice-President or designee. Immediate action, including suspending access to University computing and network resources, may be warranted pending further investigation if there is an imminent threat to University systems and data. Violations of any part of this policy, in addition to any immediate action above, will subject violators to the regular disciplinary processes and procedures of the University that apply to students, faculty, staff, graduate teaching assistants, work study students, and all third parties. Depending on the individual and circumstances involved this could include the offices of Human Resources, the Provost, Student Conduct, the General Counsel, and/or appropriate law enforcement agencies.

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, or (3) is disruptive to the normal educational processes of the University (including activities in University-owned housing), may be administratively withdrawn from the University. An Administrative Withdrawal may be enacted by the Vice President for Student Life (or designee) or the Provost (or designee) in consultation with 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 alternative educational/residential arrangements. Any student facing administrative withdrawal will be given the opportunity to be heard on the decision by the Vice President for Student Life (or designee) who enacted the Administrative Withdrawal 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 Life (or designee) or Provost (or designee).

In the event that the student does not fulfill the conditions outlined at the time of withdrawal in the specified time frame, the Vice President for Student Life (or designee) or the Provost (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 Life (or designee) or Provost (or designee) 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 published in the Student Handbook.

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 Life. If the request is approved, the Vice President for Student Life will issue a written permit and furnish a copy to the University Police Department.

The University of Scranton is an Equal Opportunity 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.

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 small, non-serrated pocket knives and kitchen knives that are possessed and used in their intended manner) is prohibited, whether or not a federal or state license to possess the same has been issued to the possessor.

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

Hoverboard Policy Statement

In light of recent fire and safety concerns, the use, possession, or storage of Hoverboards (electronic, self-balancing boards) and similar devices is prohibited. This includes all campus property including, but not limited to campus facilities, athletic fields, retreat venues, and shuttles (i.e. Royal Ride). Community members are encouraged to inform themselves about the fire and safety concerns raised by the U.S. Consumer Product Safety Commission (CPSC). If there are any questions regarding this policy, please contact the Division of Student Life at 570-941-7680.

Parking Policy and Motor Vehicle Registration

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 4:30 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

Parking Regulations | Parking | University Police Department

Any member of the University community wishing 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 these 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 online, by mail or in person at the Parking Services office.

All parking permits remain 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 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 must be removed.

A vehicle may only be registered for one permit type, (i.e. faculty, staff, or student). Vehicles may not display more than one valid permit. For example, a vehicle registered to a student with a valid student permit may not display a valid Faculty or Staff permit. Exceptions must be approved by the Chief of Police.

Vehicle Registration Fees*

Student Permit	Day School	Evening School
Resident Student (academic year)	\$200	\$200
Commuting Student (academic year)	\$200	\$100
Intersession & Spring (Jan.-May)	\$120	\$70
Intersession	\$20	\$20
Spring Semester	\$100	\$50
Summer Session (each session)	\$20	\$20

*Parking permit fees are non-refundable

Student Registration

Parking Regulations | Parking | University Police Department

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 if the vehicle or license plate information has changed. The permit is valid from the date of purchase to the expiration date printed on the permit. *Fees are not refundable unless a student is graduating in the fall semester or studying abroad for spring semester. Return the Refund Permit form along with your parking permit before the end of the fall semester to receive a partial refund. Any outstanding parking tickets or fee's will be deducted from the refund.
- **Commuter Students** will be issued a commuter permit that is not valid for overnight parking. Commuter permits are only valid in Staff/Commuter parking lots in non-reserved parking spaces. See Campus Parking Map for designated lots. Commuter students parking their vehicle overnight will be ticketed for after hours use. **Should a situation arise in which a commuter students must leave their vehicle on campus after hours, the student must notify Parking Services or University Police to avoid being ticketed.**
- **Resident Students** other than first year and sophomores living in University residences will be issued a resident student permit. Resident student permits are only valid in lots designated for Resident Permits. See

Campus Parking Map for Resident Parking Lots. Vehicles with resident parking permits must be parked in resident parking lots Monday through Friday, 7:30 am to 5:00 pm. Resident students with valid permits can only park their vehicles in the Parking Pavilion or under the Wellness Center when there is a parking ban in effect. Once the 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.

- **First Year and Sophomore Resident Students** are not permitted to bring a vehicle to The University of Scranton campus or to have access to a vehicle within the city of Scranton limits.
 - *See exceptions below:
 1. **Sophomore Resident Education Majors** – Student can purchase a parking permit for the one semester (only) which they are required to be off campus for classroom observing.
 2. **Sophomore Resident Nursing Majors** – Student can purchase a parking permit for the semester (only) which they are required to be off campus for clinical classes at the hospital.
 3. **Medical exception** - Students requesting a medical exception to The University of Scranton parking policy will be required to complete an authorization form so medical information may be obtained from your health care provider. Click here for more information.
 - * **We do not make exceptions for work/job requirements.**
- 4. **For Alternative transportation options please click here.**

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- **Students living in private non-University housing** in the area of The University of Scranton, which includes north to Gibson St., south to Ridge Row, east to Harrison Ave. and west to Mifflin Ave., are not permitted to purchase a University parking permit.
- **Evening Classes (Commuters Only)** - students may purchase an evening permit valid for use after 4:00 p.m. Students who attend day classes or who conduct academic research activities on campus earlier than 4:00 p.m. must purchase a day/commuter student parking permit.
- Graduate fellows, graduate assistants and teaching assistants can purchase a parking permit for all-day use.

Replacement Decals

Replacement permits can be obtained at the Parking Services Office. Remnants demonstrating total destruction of the current permit must be turned in to entitle the registrant to a replacement permit for \$5.00. If total destruction is not demonstrated, replacement will be at the full regular cost of the permit. Permits reported stolen can be replaced at the \$5.00 fee if a theft report has been filed with the University Police Department.

Accessible Parking

A University of Scranton handicap-parking permit will be issued to faculty, staff and students with a valid University parking permit and a State-issued disability parking placard or registration plate for their vehicle. **Both your State-issued person with disability placard and University handicapped permit must be displayed when parked in University handicapped spaces.** To obtain a University handicap-parking permit please bring, fax or mail a copy of your state issued disability card to the Parking Services office. Students and employees, who are temporarily handicapped due to accidents etc., may be eligible to obtain a state-issued temporary disability placard. Students and employees in need of temporary handicap parking should contact Parking Services for further assistance. University handicap parking spaces are available for University visitors whose vehicles bear a permit, placard or special license plate issued by the Commonwealth or another state. Information for the Commonwealth of Pennsylvania can be found at the Department of Motor Vehicles web site: http://www.dmv.state.pa.us/registration/pwd_plate.shtml.

Visitor Parking

Visitor parking spaces are available on level two of the Parking Pavilion (T), and a limited number of visitor spaces are available in Lot B, see campus parking map. Visitor passes are available at the Parking Services office during business hours, Monday through Friday, 9:00 a.m. to 4:30 p.m. If you arrive before or after business hours, visitor passes can be obtained from the University Police office (open 24/7). Visitors to campus who have not made advanced arrangements for parking must obtain a visitor pass.

Parking arrangements for guests and visitors to the campus are the responsibility of the inviting party or 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.

A visitor to campus who receives a parking citation can file a visitor quick appeal. Complete the back of ticket with your name, address and reason for your visit. Mail the ticket back to the Parking Services office in the envelope provided to: The University of Scranton, Parking Services Office, 820 Mulberry St., Scranton, PA 18510-0458.

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 6:00 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 570-941-5999 (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 only 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 marked with blue and white handicapped signs and painted to designate the space for handicapped use 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 a state or federal authority.
- 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. Speed limit inside the Parking Pavilion 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 the 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.
- University parking rules, regulations and enforcement are in effect all year, including periods when classes are not in session.
- 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 for reserved or authorized vehicle only spaces or as posted.
- Vehicles obstructing flow of traffic will be issued a traffic violation ticket. Vehicles must be completely pulled into a parking space and parked between the parking lines.

Agreement to Parking Regulations

The University of Scranton provides parking for students, staff, faculty and visitors. The University is not responsible for any damage to or theft from vehicles parked on University property. This 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, parking in designated areas only, following all traffic signs, refraining from displaying valuables. Should a theft or vehicle damage occur while parked on University property, you should contact University Police for investigative purposes only

Fines and Penalties

The schedule of fines for violations is:

No Permit	\$20
Improper Display	\$10
Parking in Handicapped Space	\$50 +\$125 towing
Parking in No Parking Area	\$20
Parking in a Reserved Space	\$30
No Decal/Use of Reserved Space	\$40
Obstructing/ Parking in Fire Lane	\$50+\$125 towing
Parking over Stall Line	\$10
Snow Violation	\$20
In Pavilion or Wellness Center after Parking Ban	\$20

After Hours	\$20
Careless Driving	\$25
Disregard of Traffic Signs	\$25
Habitual Violator	\$30 + \$125 towing
Obstructing Flow of Traffic	\$25
Careless Driving	\$25
Resident Permit Violation	\$30
Incorrect Lot Violation	\$30

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 without a valid parking permit accruing **two (2) violations will be classified as habitual and subject to a \$30 fine and towing of vehicle at owner's expense.**

If your vehicle is towed there is a minimum \$125 towing fee plus any outstanding parking tickets. Total will be due in full before the vehicle is released.

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 the vehicle at the 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

Parking Regulations | Parking | University Police Department

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

To be considered, the appeal must be in written form and submitted within three 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-hour drop box located in the office area of the parking pavilion. Properly submitted appeals will be reviewed by the Parking Review Board as needed each semester.

Appeals should address the circumstances resulting in the violation. The appeal decision will be reached based on the merits of the submitted written appeal. 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.

Print the Appeal Form

Parking Review Board

The Parking Review Board is comprised of staff, faculty, and students (both undergraduate and graduate) representatives. The Chief of University Police chairs the board, but is not a voting member. The Parking Service Manager attends board meetings providing responses to questions of policy on the circumstances of the violation. The Parking Services Manager is not a voting member. A minimum of three voting members must be present for the board to convene. In the event of a tie vote, the Chief of University Police will vote on the violation to resolve the tie.

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 with the vehicle registration for the new vehicle for a \$5.00 replacement fee.

WHAT IF I CAN'T FIND A PARKING SPOT NEAR MY DORM 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.

Policy on Smoking

At the University of Scranton, smoking is prohibited inside all buildings and indoor public areas, including but not limited to classrooms, private offices, and residence halls. Smoking is also prohibited in residential building courtyards, parking garages, and athletics facilities as well as in University vehicles. Smoking is not allowed within 25 feet of any University building, unless otherwise specified by individual building policies. For more information, please reference the full policy at the link below:

https://www.scranton.edu/Governance/smoking-policy-april-2019_cabinet-approved-1.pdf

Policy Requiring the Submission of University 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 University contact information (the address to which the student physically resides while taking classes) to the University at the beginning of each academic year. This information includes a local physical address (a P.O. Box is not acceptable) and the student's cell phone number, which will be used for emergency purposes and for other University business. Access to this information will be restricted to University personnel acting in the performance of their duties for educational and emergency purposes. (Students who wish to receive text and/or voice alerts through the University's Emergency Notification System or ENS must sign up via the Scranton portal and are encouraged to do so.) Students who fail to update their University contact information will be required to complete this verification process before being able to access menus that assist with enrollment certifications, web registration, grade information, financial aid, etc. Students who fail to provide accurate University contact information will be referred to the Office of Student Conduct.

Please note that all official University email communications to students are sent directly to assigned addresses ending in the @scranton.edu suffix.

Pet Policy

Except as required by law, pets of any kind — except for non-carnivorous fish in an aquarium, not to exceed ten gallon capacity per room — are prohibited in on-campus housing. Individuals are strongly discouraged from having any pets on campus as the University is not an appropriate place for most animals. Dogs or cats that visit the University's campus must be on a leash at all times, and handlers are responsible for properly removing any excrement produced by the animal.

Injuries to persons or destruction of property by the actions of an animal will be the responsibility of the owner/handler and may result in disciplinary action. Sanctions will minimally include restitution for injuries or destruction of property. Other sanctions, including but not limited to suspension or expulsion may result.

The University of Scranton is committed to reasonably accommodating qualified students with disabilities. Students who seek to bring a service animal or assistance animal to campus should contact the Center for Teaching and Learning Excellence (CTLE) to discuss their request.

Student Code of Conduct

Student Code of Conduct

Statement of Philosophy

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 and form 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.

As a community of scholars seeking to sustain a culture of excellence, the University requires students to conduct themselves in ways that allow for the personal growth and development of all students. The University strives to maintain an atmosphere that is most conducive to the education and formation of students. Members of the University community and their guests are held to high behavioral standards due to the nature of the University's enterprise – education and formation of students.

Students who engage in behavior that is not aligned with the University's 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. Accordingly, while parents and guardians are partners in the education of their students, the Office of Student Conduct generally communicates directly with students, during the adjudication process, to challenge their growth intellectually, morally, and spiritually as a critical component in their Jesuit education.

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. Sexual harassment and sexual misconduct including, but not limited to, sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and other forms of sexual harassment as set forth in the University's Sexual Harassment and Sexual Misconduct Policy. (Such misconduct is reviewed using the procedures listed in the [Sexual Harassment and Sexual Misconduct Policy](#));
3. 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](#));
4. Forms of Harassment:
 - 4a. Discrimination or discriminatory harassment based on race, color, national origin, religion, ancestry, sex, pregnancy, gender identity and expression, sexual orientation, age, disability, genetic information, national origin, veteran status, or any other characteristic protected by applicable law in the University's Non-Discrimination and Anti-Harassment Policy. (Such misconduct is reviewed using the procedures and standard of review listed in the Non-Discrimination and Anti-Harassment Policy);
 - 4b. Harassment by any means of communication verbal and/or non-verbal including, but not limited to, in person and via text message, e-mail or any form of social media including 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](#));
5. 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](#));
6. Attempted or actual theft, mutilation, destruction, defacement and/or damage to property;

7. Violation of the University's Alcohol Policy including, but not limited to, underage possession or consumption of alcohol; alcohol impairment; social hosting; or furnishing alcohol to persons under the age of twenty-one;
8. Violation of the University's Drug Policy including, but not limited to, possession or use of illegal drugs, controlled substances, or other mind altering substances; possession of paraphernalia; manufacture, transfer, sale, distribution or intent to distribute any amount of illegal drugs, controlled substances, or other mind altering substances; or misuse of over-the-counter or prescription drugs;
9. Violation of the University's Hazing Prohibition Policy;
10. Acts of dishonesty, including but not limited to the following: furnishing false or misleading information to a University official or law enforcement officer; forgery, alteration, or misuse of a document, record or form of identification; tampering with the election of officers of any University student organization; or possessing false identification;
11. 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;
12. 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;
13. 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;
14. Unauthorized possession, duplication, or use of keys to any premises of the University; unauthorized entry to or use of a premises;
15. Dispersing litter in any form onto the grounds or facilities of the campus;
16. Reckless use of a vehicle;
17. 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;
18. Failure to evacuate University facilities when ordered to do so, disregarding any emergency or fire alarm signal, inappropriate use of emergency exit doors;
19. 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;
20. 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;
21. 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;
22. 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; retaliation against a person due to his/her good faith submission of a complaint and/or participation in an investigation;
23. Shared responsibility for a community standards violation, includes but is not limited to the following: presence during another person's violation of the Student Code of Conduct; one's choice not to intervene or notify University staff/law enforcement, or one's choice to not remove oneself from reasonable proximity of the violation as appropriate.

24. Violation of written policies and regulations as stipulated in the Student Handbook (i.e., Off-Campus Behavior Policy, Parking Policy, Acceptable Use of Information Technology Policy) or as promulgated and announced by authorized University employees;
25. 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; and,
26. Violations of federal, state or local laws regardless of where they occur.

Related policies that are referenced in the *Standards of Conduct* can be viewed in full in the *Student Handbook* at <http://www.scranton.edu/studenthandbook>

ADJUDICATING CASES OF STUDENT MISCONDUCT

ARTICLE I. DEFINITIONS

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 Life (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 Life 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 Life 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 Life 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 Life 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 Life (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.

Support Person - 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. The support person may help a student understand the various aspects of the Student Code of Conduct, including but not limited to, students' rights and responsibilities, the Educational Conference meeting or Formal Hearing, and/or the appeal process. **Please refer to "Article IV: Rights and Resources" for more specific information on the role of the support person.*

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 Life (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 Life (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 Life - 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 Life (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 Life (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 Life (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 Life. The Vice President for Student Life (or designee) will consult with the appropriate divisional head if a person outside the Division of Student Life is to serve as the complainant for the University. Any complaint should be submitted as soon as possible after the event takes place;
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** - Students who are on Deferred Suspension at the time of an alleged incident will be afforded the opportunity to have an informal hearing with the Vice President for Student Life (or designee) rather than an Educational Conference. In accordance with the definition of Deferred Suspension, the Vice President for Student Life (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 do not have the right to a formal hearing.
3. **Formal Hearings** - Two types of formal hearings are utilized when charges and sanctions cannot be agreed upon at an Educational Conference:
 1. 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.
 2. 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 Life (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 Life (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 to observe a formal hearing for training purposes. 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 a support person (as described in Article IV, Section A). Neither family members nor attorneys may serve as support persons nor be present during Administrative Hearings or URB Hearings.
7. Relevant records, written statements and 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 or Administrative Hearing Officer.
9. At least forty-eight (48) hours prior to the hearing and by the date and time specified by the Office of Student Conduct, the complainant and the accused student must provide the following to the Director of Student Conduct:
 1. The names of their support person and witnesses;
 2. Summaries of the testimony that each of their witnesses (including themselves) will give at the hearing. These summaries should briefly review the verbal testimony that will be provided by the witnesses. Statements made in writing to the University Police Department during the investigation of an incident are acceptable;
 3. 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. A support person cannot serve as a witness.
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 and by the date and time specified by the Office of Student Conduct. 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 support persons 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 Life (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. Presentation of Information & Questions: The URB Chairperson/Administrative Hearing Officer has final discretion as to the presentation of information related to the matter at issue. The URB/Administrative Hearing Officer will initially determine the order in which witnesses will be heard. Both the complainant and the accused student will have the opportunity to call additional witnesses who were set forth in the materials submitted in advance of the hearing. 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. Support persons are permitted to suggest questions to the student(s). It is the discretion of the URB Chairperson/Administrative Hearing Officer whether to ask the question(s).
3. Summary Statements: At the close of the presentation of information, the complainant and the accused student have the opportunity to make summary statements. These brief statements summarize the position and key information presented by the party before the URB/Administrative Hearing Officer begins deliberations.
4. Determining Responsibility: Within seventy-two (72) hours, the URB/Administrative Hearing Officer 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.
5. Determining Sanctions: If the URB/Administrative Hearing Officers 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. Additionally, the URB/Administrative Hearing Officer will consider nature of the violation including the impact on the community and its members, the institutional sanctioning guidelines, and the individual student's needs.
6. 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 Life (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. An appeal can be initiated by the accused student or complainant. A written appeal must be received by the Vice President for Student Life (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 Life (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:
 1. A substantial procedural error occurred prior to or during the hearing that unreasonably impaired the URB's ability to render a fair decision.
 2. 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 and 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 upheld 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 Life (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. Support Person - The complainant and/or the accused student may choose to be assisted in the conduct process by a support person. Any member of the University community who is neither an attorney nor a family member may serve in this role. Complainants and/or accused students who choose to have a support person are encouraged to consider selecting a faculty or staff member who has received training in the University's conduct process. Students may obtain the names of trained support persons from the Office of Student Conduct. Failure to secure a support person is not grounds for an appeal.

The role of a support person is to assist a student by providing support throughout the student conduct process. Although a support person cannot represent a student and therefore has a non-speaking role during the investigative meetings, Educational Conference, or Formal Hearing a support person may:

1. Assist the student in understanding the process in response to a charge of the Student Code of Conduct;
2. Assist the student in understanding one's rights and responsibilities as a participant in the Student Conduct process;
3. Assist by accompanying the student to any meeting with a Conduct Officer, University Review Board and/or Appellate Board, including the Educational Conference and Formal Hearings;
4. Assist the student in understanding the appeal process, when applicable; and
5. As appropriate, foster a student's personal growth through reflection and discernment of one's behavior/decisions in light of University standards and values.

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, Dean of Students, Campus Ministries, 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 if requested;
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 a support person 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, and the right not to have contact with the complainant if requested;
5. The right to an explanation of the University's student conduct process;
6. The right to have a support person 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 developmental 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 is a violation of the Code of Conduct and will be adjudicated as such.

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

A. Administrative Sanctions

B. Developmental Sanctions - In addition to an administrative sanction, one or more of the following developmental sanctions may be imposed in an effort to foster student learning. A failure to comply with the stated 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.

Fines- Fines payable to the University may be imposed when appropriate to teach students how their decisions can

have financial implications.

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.

Directive for 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 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

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 - 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 developmental 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 Life (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 Life (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 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 Life (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 Life (or designee) following the term of suspension. The Vice President for Student Life (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 Life (or designee) before the student is allowed to resume studies. The Vice President for Student Life (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 Life (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 Life (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 Life (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, repetitive behavior, 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 Life (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. Developmental Sanctions - In addition to an administrative sanction, one or more of the following developmental sanctions may be imposed in an effort to foster student learning. A failure to comply with the stated 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.

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

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.

Directive for 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 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 Life (or designee) for final determination.

Sexual Harassment and Sexual Misconduct: Reporting, Support, and Resources

Sexual Harassment and Misconduct: Reporting, Support, and Resources

As a Catholic, Jesuit institution of higher learning, The University of Scranton is committed to providing care and support for students who have experienced sexual harassment or sexual misconduct while remaining mindful of the safety and well-being of the larger University community. Sexual harassment and sexual misconduct includes sexual assault, sexual exploitation, intimate partner violence, domestic violence and stalking. Federal laws (i.e., Title IX of the Education Amendments of 1972) require the University to take immediate and appropriate steps when the Title IX Coordinator, Deputy Title IX Coordinators or another University official with authority to institute corrective measures upon becoming aware of reports of sexual harassment or sexual misconduct. The University will make every reasonable effort to preserve an individual's privacy in light of this responsibility.

The University's Sexual Harassment and Sexual Misconduct Policy includes reporting options, resources, and other information. Additionally, the CARE Brochure serves as a reference for students who may have witnessed, experienced or been involved in sexual harassment or sexual misconduct.

Students are encouraged to directly report information regarding incidents of sexual harassment or sexual misconduct to any of the following:

Elizabeth M. Garcia, J.D.

Executive Director of the Office of Equity & Diversity and Title IX Coordinator

Phone: (570) 941-6645

E-mail: elizabeth.garcia2@scranton.edu

Institute of Molecular Biology and Medicine, Suite 315

Website: www.scranton.edu/diversity

Christine M. Black, J.D.

Assistant Director of the Office of Equity & Diversity and Deputy Title IX Coordinator

Phone: (570) 941-6645

E-mail: christine.black@scranton.edu

Institute of Molecular Biology and Medicine, Suite 315

Website: www.scranton.edu/diversity

University Resources and Services

Athletics

Location: John J. Long, S.J., Center

Telephone: (570) 941-7440

Website: www.scranton.edu/athletics

Intercollegiate Athletics is an integral part of the educational mission of the University, providing opportunities for students to grow emotionally, socially and intellectually. Student-athletes also get the chance 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 sports are: fall – Cross Country, Field Hockey, Soccer, Volleyball; winter - Basketball, Indoor Track & Field, Swimming & Diving; spring – Golf, Lacrosse, Softball, Tennis, Outdoor Track & Field. Men's sports include: fall – Cross Country, Soccer; winter - Basketball, Indoor Track & Field, Swimming & Diving, Wrestling; spring - Baseball, Golf, Lacrosse, Tennis and Outdoor Track & Field. Sport schedules are available on the Web. If you are interested in learning more about a particular sport, please contact that head coach directly. The athletic coaching staff directory is located at <https://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. 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 in 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 "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 participating in authorized Division III competitions should give their professors as much advance warning as possible of class conflicts and absences as indicated in the Student Athlete Academic Absence Policy.

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 normally granted to students whose cumulative GPA falls below 2.0, or who otherwise are in danger of dismissal. A student's dean may dismiss a student without granting probation when the student's performance is so poor that academic probation would not be in his or her best interest. 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 intersession 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

Website: www.scranton.edu

Resources: "Current Students"

Student Services: "Bursar's Office"

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 Nelnet Business Solutions

Here you can view your account balance and transaction details, your current e-bill, make an e-payment, setup a tuition payment plan, manage your tuition refund options, and setup Authorized Payers for your tuition account.

My Scranton: <http://my.scranton.edu>

Enter your User Name and Password

Click Home 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 Nelnet Business Solutions (NBS). Please process your application online by logging into the my.scranton portal, click on the Student Tab, and Nelnet Business Solutions, or contact NBS at (800)609-8056. Payment plans are done by term. There is a \$35 fee per term to enroll in the monthly payment plan. For additional information go to www.mycollegepaymentplan.com/uscanton.

The University of Scranton receives payment updates nightly from NBS, and will apply your payment directly to your student account.

The Gerard R. Roche Center for Career Development

Location: Ciszek Hall

Telephone: (570) 941-7640

Website: www.scranton.edu/careers

The Gerard R. Roche Center for Career Development is unveiling enhancements that put key objectives of the University's strategic plan into action by offering valuable and transformative experiences to help students succeed in an evolving career landscape. This team of professionals is dedicated to meeting the needs of each student attending The University of Scranton. This is accomplished through a comprehensive program that is grounded in experiential learning. Through *collaboration*, *early engagement*, and *individualized counseling*, students are coached and challenged along their career path – from exploration to landing their first opportunity after graduation.

Collaboration – The team regularly communicates with a network of established and new employer partners to stay current with expectations from across a range of career options in the industries in which students are interested. There are regular partnerships with faculty and staff throughout the University to ensure regular information sharing with students.

Early Engagement – Starting at Orientation and continuing throughout their education, students learn about the importance of experiential learning and how to identify opportunities. Each semester the team facilitates on- and off-campus activities that help students put their learning into action as they understand the expectations of the world of work.

Individualized Counseling – Because each student is unique, the counselors meet one-on-one to coach students through a variety of topics: identifying interests, choosing a major, preparing resume/cover letter, interviewing, behaving professionally, networking, using LinkedIn, and on-boarding effectively to a new job.

Center for Health Education and Wellness (CHEW)

Location: The DeNaples Center
Room 205K

Telephone: (570) 941-4253

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

Email: chew@scranton.edu

Website: www.scranton.edu/chew

CHEW is Your Health and Wellness Connection!

The Center for Health Education and Wellness (CHEW) strives to build a healthier campus community and is dedicated to the promotion of wellness in mind, body, and spirit, in keeping with the Jesuit philosophy of *cura personalis*. CHEW provides a variety of programs and resources on a wide-range of topics such as stress management, nutrition, fitness and preventative health.

The CHEW staff of health education professionals and student Peer Health Educators provide information on campus and community resources, develop health prevention campaigns and host a variety of events and programs to support members of our campus community as they gain knowledge, practice skills, and form habits to lead healthy and balanced lifestyles. Attend a drop-in yoga or meditation Weekly Wellness Class or participate in one of our signature programs such as the Fitness Challenge, Depression & Anxiety Screenings, Flu Shot Clinic or the Happiness Challenge.

Peer Education Programs

Peer Health Educators (PHEs) are nationally-certified student leaders who are members of the CHEW team and serve as health and wellness ambassadors on our campus. They are often seen around campus disseminating information to and educating their peers about aspects of the eight dimensions of wellness and campus health resources. PHE's are known for their signature events and programs such as Wellness Wagon giveaways, Stress Less Weeks, Alcohol Awareness Week and Late Night Glow Yoga.

Student Leadership and Involvement

CHEW wants you! CHEW continually seeks students who are passionate about health and wellness and want to make a difference on campus. Leaders among the student body, CHEW's Peer Health Educators gain not only valuable health information, but useful presentation skills and leadership experience. For more information, stop by CHEW to learn

more about the application process! Check out all that CHEW has to offer you. Visit us at www.scranton.edu/chew to learn more!

Center for Student Engagement

Location: The DeNaples Center 205

Telephone:(570) 941-6233

Website: <http://www.scranton.edu/cse>

Center for Student Engagement

The Center for Student Engagement encompasses the areas of student programming, student clubs and organizations, 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 assist with the transition into life at the University for first year, transfer students, and their families.
- The University of Scranton Programming Board (USPB) sponsors social, cultural, educational, and recreational events for the campus community.
- Leadership development program offerings include the Scranton Emerging Leaders (SEL) program, the Leadership Capstone Program, and the Club Leadership Transition Summit.
- Student club and organization support includes the bi-annual student activities fair, monthly club council meetings, and club leadership development programming.

Orientation and Fall Welcome

Orientation and Fall Welcome assists all new students, first year and transfer students, 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 serves as the official student voice on campus. Current undergraduate students are elected to positions within this organization with the task of maintaining and improving all aspects of student life. Students on Student Government work directly with the University leadership to help provide a productive academic and social environment for the student body.

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.

Commuter Student Life

The Center for Student Engagement assists commuting students by providing information and developing initiatives that enrich the commuter student experience. The Center manages the commuter lockers in the DeNaples Center and advises the Commuter Student Association (CSA). 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, CSA works to create a welcoming and inclusive environment for all students who commute from home. CSA is open to all students.

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.

Website: www.scranton.edu/ctle

The Center for Teaching and Learning Excellence encourages and supports a strong and committed academic community that you will find here at the University of Scranton. The CTLE provides academic support services to assist students in achieving their academic and future goals through the use of the following services:

Tutoring Services

The CTLE Tutoring Program directs all tutoring activity towards creating an environment that encourages and supports student learning and development of academic skills. Supplemental instruction and drop in tutoring labs are also available for various courses. The goal is to help students become *self-regulated learners*.

Reading Services

College students read much more than they did in high school, and they are tackling unfamiliar subjects and being asked to work with the material on an advanced, analytical level. They may need to learn some strategies that will aid them to read effectively and efficiently. The CTLE Reading Specialist offers individual consultations to collaboratively create an action plan that will help students be more successful with their studies.

The Writing Center

At the Writing Center students can work on their papers and assignments while receiving help from well-trained peer consultants. Students will be guided through every stage of the writing process, from pre-writing to revising, and do not have to have a draft to begin working with a consultant. Students can make appointments online.

Accommodations for Students with Disabilities

The CTLE works with students to provide the support that they may need to have a rewarding and successful experience at Scranton. We seek to ensure that all programs, services and facilities are accessible to Scranton students. We are fully committed to offering our students with disabilities access to programs, facilities and services on an equal

opportunity basis. Students will meet with a CTLE staff member at the beginning of each semester to discuss their accommodation needs.

Instructional Technology Services

Students can obtain assistance with the use of the instructional technology designed to enhance student learning. The CTLE instructional technology staff and student consultants can provide guidance in the following areas: web page development, the creation of electronic portfolios, D2L navigation and usage, digital 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 - Division of Information Technology

Technology Support Center

Location: Alumni Memorial Hall, 1st Floor

Telephone: (570) 941-HELP

E-mail: techsupport@scranton.edu

Website: scranton.edu/techsupport

Student computing accounts are automatically generated when a student is accepted 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 staff assists students with computers, network access, telephones, e-mail accounts and software. They assist students in accessing and managing their University of Scranton computing accounts that allow students to send and receive e-mail, transfer files, run various software, and access the Internet.

Assistance is available upon request for students desiring help accessing and using their computing accounts from a residence hall, computing lab or off-campus location. Virus scanning, connecting a laptop to the residential network and resolving Royal Card issues are just a few of the services available at the Technology Support Center.

Computer Requirements

Students are not required to bring a computer to campus, except for First Year students enrolled in the Kania School of Management. If you intend to bring a computer to campus, the computer must meet these minimum requirements:

- Windows 10 preferred or Mac OS 10.7 or higher (note: you must have the English version of the operating systems, server versions are not allowed)
- 802.11n Wi-Fi certified network adapter

You must also have done the following before bringing your computer to campus:

- **Install Windows critical updates.** Windows Update is a free Microsoft website where you can install security updates to help protect your computer from malware, viruses and other threats.
- **Install and run anti-spyware/adware removal tools.** Spyware and adware are one of our biggest concerns. To protect your computer, install and run one of the many free anti-spyware programs available online.
- **Disable all peer-to-peer applications.** Examples of these are Ares, uTorrent, FrostWire, Vuze, BitComet and Gnutella. Only BitTorrent is allowed.

Although not required, we suggest you also:

- **Install Microsoft Office Professional.** Microsoft Office products are **free** to download once you receive your scranton.edu email address. Visit scranton.edu/office365 for more information.
- **Setup your Scranton wireless network.** Configure your computer for secure network access by following the directions available at cloudpath.scranton.edu/external/
- **Install University-approved anti-virus software.** For PC: Microsoft Security Essentials or Windows Defender (comes pre-installed on Windows 10). For Macintosh: Sophos Anti-Virus for Mac are recommended and free to download.

We maintain a variety of public and departmental computing lab facilities located throughout the campus, even if most students bring their own computers.

Computer Sales

Although we do not sell computers, we do have a special agreement with Dell to offer computers at discount prices for students. Our Dell laptops offer Dell's Complete Care and full technical support, as well as solid business-level hardware and specifications that will work for you over the long haul. The Apple Education store offers discounts on iPads, Mac computers and Apple TV.

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

Computer purchasing discounts are available at dell.com/scranton or apple.com/education.

Campus Wireless Network

Our campus wireless network is dedicated to enabling students to effectively and efficiently utilize technology in their education. By using our Wi-Fi, you can make huge savings on your phone data plan. This free service is offered by the University for the benefit of its students.

Network Access Control

RoyalSecure, our wireless network, provides easy and secure internet access. You will not be able to access any websites or email until your device is authenticated. Before coming to campus, you can setup your Scranton wireless network by going to cloudpath.scranton.edu/external/.

For security purposes, students are not allowed to configure their own wireless network at any time. If at any time your device 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

We are making every effort to keep our students protected from viruses and attacks by hackers. All computers connecting to our network should have anti-virus software and Microsoft Critical updates (for PC computers) up-to-date at all times.

Computing Policies

It is your responsibility to abide by all rules and regulations associated with the use of the University's information technology resources. These include state and federal laws, as well as the University of Scranton Acceptable Use Agreement and computing policies. Please review all computing policies at www.scranton.edu/IT policies.

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 570-941-HELP.

Counseling Center

Location: O'Hara Hall, 6th Floor

Telephone: (570) 941-7620

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

Please contact the Counseling Center to schedule an appointment

Website: www.scranton.edu/counseling

The Counseling Center provides free confidential treatment for all enrolled undergraduate and graduate students of the University of Scranton. Hours of operation are as follows:

Monday through Friday 8:30 A.M. – 4:30 P.M.

Each year, treatment is provided from the first day of Fall Semester through the last day of Spring Semester. The center also provides after-hours mental health consultation services to the University community from September to May while classes are in session.

The Center is staffed by licensed psychologists, counselors and social workers. The Counseling Center also provides limited on-site psychiatric services. For additional information, contact the Counseling Center at (570) 941-7620.

Cross Cultural Centers

The Cross Cultural Centers (Jane Kopas Women's Center & Multicultural Center) are committed to fostering an inclusive campus community that advocates for the respect of the human dignity of all people. The Centers offer opportunities for awareness, education, and dialogue on issues related to diversity, identity, privilege, oppression,

equity, and justice, and recognize this as essential to the formation of people for and with others. Students can engage with the Cross Cultural Centers through work study, volunteer, intern, and service learning opportunities.

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

Website: www.scranton.edu/jkwc

The Jane Kopas Women's Center strives to engage people of all genders in advancing gender equity and inclusion. To do so, the Center facilitates meaningful dialogue, co-curricular learning, and skills development in the areas of feminism, advocacy, leadership, and empowerment so that students may become catalysts for a more just world.

The JKWC hosts programs, workshops, presentations, dialogues, and other opportunities focused on educating students about topics of gender equity, including representation, gender-based violence, body image integrity, intersecting identities, and more. The JKWC offers a resource library and gathering space for continued learning and personal development.

Multicultural Center

Location: The DeNaples Center 205G

Telephone:(570) 941-5904

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

Website: <http://www.scranton.edu/multicultural>

The Multicultural Center (MC) promotes intercultural learning and celebrates and honors diversity for an inclusive community. The Center engages students in the development of knowledge, awareness, and skills about multiculturalism, cultural competence, and advocacy for marginalized populations to live and thrive in a diverse and global world.

The MC offers programs intentionally designed to foster constructive and transformational learning. Through these opportunities, students are challenged to reflect on their own identities, learn about others, engage in respectful dialogue across differences, and honor diversity in all forms. In addition to work study, volunteer, intern, and service learning engagements, students can also get involved in the MC through the supported student club, United Cultures Organization (UCO). UCO sponsors cultural events on campus, including the annual International Fashion Show and Festival of Nations.

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, Condrion, 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), The Food Court (1st Floor) Einstein Bros. Bagels located in the Edward R. Leahy Jr. Hall (1st floor) and Montrone Hall Mulberry Food Court. 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

The *30 Block Meal plan*

- 30 Meals per week
- \$25 in Flex dollars 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 any of the dining locations, Fresh Food Company, Retail 1st floor DeNaples, Mulberry Food Court or Einstein Bros. Any unused guest meals are forfeited at the end of each 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

Nationally recognized "all-you-care-to-eat" dining facility opened in 2008. An open kitchen environment with cooking, preparation and service onsite offering up to 17 unique, freshly made-to-order menu selections.

DeNaples Food Court - 1st Floor of The DeNaples Center

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

Fast, convenient food on the go from Which Wich, Grill Works, Zoca Fresh Mex, Chic-Fil-A and Oath 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

Einstein Bros. Bagels - Edward R. Leahy Jr. Hall

Monday - Friday

Variety of soups, sandwiches, desserts and beverages.

P.O.D. Market - Montrone Hall

Open Monday - Friday

Mulberry Food Court

Open Monday - Friday

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

Mobile Ordering

Download the Transact Mobile Ordering application and start ordering food on the go, in any of the retail dining locations.

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: <http://scranton.campusdish.com/>

Phone: (866) 346-4641 (Toll Free)

Email: dining-services@scranton.edu

Office of Equity and Diversity

Location: Inst. of Molecular Biology and Medicine, Suite 315

Phone: 570-941-6645

Hours: M-F, 8:30am-4:30pm

Email: diversity@scranton.edu

Website: www.scranton.edu/equity-diversity

The Office of Equity and Diversity Strives to:

- Ensure the University's compliance with State and Federal Equal Opportunity laws including Title VI, Title VII, Title IX, and the Americans with Disabilities Act;
- Protect equal opportunity, related to conditions, terms and privileges of employment and education;
- Provide an internal avenue of redress through the investigation and resolution of complaints of unlawful discrimination and harassment, including sexual harassment;
- Offer reasonable accommodations for employees with disabilities;
- Support the University in its proactive recruitment, hiring and retention policies to enhance a welcoming, multicultural community for all students and employees;

- Foster mutual respect and understanding among all campus communities and constituents;
- Promote an awareness of, and appreciation for diversity through education sponsored programs.

OED plays a leading role in the following:

- Coordinating reasonable accommodations for employees and assisting with ADA requests for students (primarily handled by CTLE);
- Coordinating and adjudicating claims under Title IX, and supporting participating parties;
- Establishing personal networks and professional working relationships with community based agencies, professional associations, businesses and community leaders;
- Participating in minority and women professional events, monthly meetings and annual conferences;
- Retaining active membership and participating on community boards and community based organizations;
- Raising awareness of recruitment and retention policies for minority students, faculty and staff;
- Developing training programs for all University members;
- Supporting efforts to expand an inclusive multicultural curriculum;
- Examining and improving access conditions related to persons with disabilities.

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

Website: 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

Financial assistance is in the form of grants, scholarships, loans or work study. Scholarship aid is determined upon entry into the University, but it is possible for current students to qualify for restricted University grants. The FAFSA form must be filed at studentaid.gov. 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, 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 notifications will not be mailed. 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 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 Scholarship are required to maintain a minimum cumulative GPA of 2.50. Faber Scholarship recipients are required to maintain a minimum cumulative GPA of 2.50. University Award recipients are required to maintain a minimum cumulative GPA of 2.50. For Pace, earn 65% of total attempted credits for freshman and sophomore undergraduates; 70% for junior and senior undergraduates and graduate students.

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 prior 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 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.

The Office of Global Education

The Office of Global Education (OGE) promotes the University mission by advocating for global engagement through international initiatives such as study abroad, international student and scholar exchanges, 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.

Contact person:

Huey Shi Chew (Ms)
Director, Global Education
O'Hara 106
(570) 941-7575

Kara Bishop (Ms)
Associate Director, Global Education
O'Hara 106
(570) 941-4303

International Students and Scholars

International students and scholars receive advice and guidance from staff at the Office of Global Education. The office runs programs to aid them in their adjustment to campus life including their involvement in cultural and social activities.

International students maintain their legal status as long as they are pursuing an on-campus degree and are enrolled as full-time students during our normal semester sessions. They are required to report a change of address to this office 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 Office of Global Education.

Study Abroad

The University of Scranton offers many opportunities for students to continue their studies at other universities around the world. The Office of Global Education provides access through our comprehensive network of academic partnerships in over 30 countries. Programs are available in Fall, Intersession, Spring, and Summer. There are also opportunities for students to enroll in faculty-led study abroad courses. Faculty-led study abroad programs are Scranton courses taught by Scranton professors that feature a short-term abroad component.

Students who have an interest in gaining global experiences are encouraged to stop by early and often in their academic career. The University is committed to working with the individual student to identify the program and site that is the best for them. The staff in the Office of Global Education will help students identify study abroad options, process applications, and provide guidance prior to their departure from the U.S.

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:	Monday - Thursday	8:00 a.m. - 11:30 p.m.
	Friday	8:00 a.m. - 10:00 p.m.
	Saturday	Noon - 8:00 p.m.
	Sunday	Noon - 11:30 p.m.

Website: www.scranton.edu/library

The 80,000-square-foot, five-story building, named for Harry and Jeanette Weinberg opened in 1992. The facility includes a variety of seating choices including 94 computer workstations, large tables, soft seating, individual study space, group study rooms, quiet study areas, and the Heritage Room, a large reading room on the fifth floor overlooking the campus. Three areas are available by card swipe 24/7:

- The Reilly Learning Commons, which includes lecture capture facilities, podcasting space, high-end computing, 6 Macs, a 3D printer, a Writing Center Satellite, and reservable group study rooms.
- The Pro Deo Room, which includes a computer lab, café seating, and a 46-inch touchscreen table PC.
- The Second Floor, which includes a computer lab, group study rooms, large tables, study carrels, Reference materials and Periodicals.

There are 15 laptops and 7 iPads available at the Circulation Desk for loan to students. Throughout the building, there is wireless access to the Internet including wireless printing. The Java City Café on the first floor provides hot

beverages, smoothies, sandwiches, salads, soup, and snacks most hours the library is staffed during the fall and spring semesters. Food and drink may be consumed throughout the building.

In 2020, Library holdings of 1,063,623 volumes included: 331,245 print books; 629,484 electronic books; 76,327 bound journal volumes, and 26,567 volume-equivalent microforms. The Library has 69,854 unique journal titles in print and electronic subscriptions. The Media Resources Collection, located on the third floor, holds 23,688 non-print items and provides access to 116,159 streaming media programs. The University Archives and Helen Gallagher McHugh Special Collections, located on the fourth floor, houses the University's historical records, rare books, faculty publications, and other special collections. The library's Digital Collections are available at <http://digitalservices.scranton.edu/>. In addition to the Library's own collection, books are available for direct borrowing through PALCI (Pennsylvania Academic Library Consortium Inc.) E-Z Borrow, and journal articles may be requested through Interlibrary Loan. Special services for delivery of materials are available for distance learners.

134 electronic databases are accessible on the Library's website. A proxy server provides remote access to databases and full text documents for those who are off campus. Research & Scholarly Services are available in-person on the second floor, and can also be reached by calling 570-941-4000, by texting 570-687-8787, by emailing askalibrarian@scranton.edu, or online via the Ask a Librarian chat box located on the Library homepage. The online Ask a Librarian chat box is staffed 24/7 and is conducted live. The Library also has a robust Information Literacy Program that instructs students in information discovery, evaluation, and use. Students can visit the Research Services Desk or call 570-941-4000 to schedule an appointment with a librarian. Faculty are encouraged to schedule information literacy instruction sessions for their classes by going to <https://www.scranton.edu/academics/wml/infolit/instruction.shtml>.

Library hours are posted on campus and on the Library's website. The building is staffed 95.5 hours per week, with extended hours during exam periods. For information about the Library, its services, and resources, see the Weinberg Memorial Library homepage at <http://www.scranton.edu/library>. To find out what's new in the Library, visit <http://sites.scranton.edu/library>.

Mail Service

Location: The DeNaples Center, First Floor

Telephone: (570) 941-4282/7492

Monday through Friday

8:30 a.m. to 4:00 p.m.

Saturdays

11:30 a.m. to 1:30 p.m. package pick-up only

Hours:

No postage sales on Saturday

First four weeks of Fall Semester - 10:00 a.m. to 2:00 p.m.

First three weeks of the Spring Semester-10:00 a.m.-2:00p.m.

Intersession Monday through Friday 8:30 a.m. to 1:30 p.m., closed Saturday

Summer Monday through Friday 12:00 p. m. to 2:00 p.m., closed Saturday

Mail Delivery

All resident students are assigned an on-campus mailbox in the DeNaples Center. Each mailbox has a unique combination. Mail is delivered to the student mailboxes Monday through Friday.

Student packages are tracked through an electronic notification system. Incoming packages are scanned and an e-mail is sent to the student requesting you come to the DeNaples mailroom to pick up your item. Please bring your student ID when retrieving packages as it needs to be scanned into the system in order for us to release your package. Please note – we do not have refrigeration for perishable items.

If you do not live on campus, you are not able to receive mail/packages at the DeNaples Mailroom. All mail and packages must be delivered to your off-campus address. If you move off-campus during your time at the University, you are responsible for updating your address. As a courtesy, we will accept your mail/packages for the first two weeks of the semester. After that, all mail and packages will be forwarded if possible, or returned to sender if it cannot be forwarded.

Services for US Postal Service Mail are limited to First Class and Priority letters and packages. Mailing Services staff will assist you in determining postage and can provide envelopes and Priority packaging. Payment is expected at the time of mailing. We can only accept cash or Royal Card for all postage purchases.

Please note – we cannot process Overnight Express Mail, Insured Mail, Certified Mail or International packages. For these services, the student will need to visit the US Post Office. There is a US Post Office located at 235 North Washington Ave., Scranton Pa. and at 2800 Stafford Street, Scranton Pa.

UPS packages may be dropped off at the DeNaples mailroom ONLY IF THE PACKAGE HAS A PREPAID RETURN LABEL ON IT. We cannot accept prepaid Fed Ex. packages. The student will have to make their own return arrangements for Fed Ex.

All USPS mail and packages that are not picked up prior to the end of the semester will be forwarded to the home address that we have in our system. Any UPS or Fed Ex packages that are not picked up prior to the end of the semester will be returned to sender.

Addressing Standards

It is imperative that all outgoing letter mail and packages be addressed correctly to assure proper processing and delivery. **Never** leave old address labels on the packages. Only the address which the package is being sent to should be on the package with your return address. If you need help addressing an item correctly, the Mail Staff will be happy to assist you. We can also provide packaging tape.

When having items sent to you, please use this address for all carriers:

Student's Name

(Mailbox #) The DeNaples Center

The University of Scranton

900 Mulberry Street

Scranton, Pa. 18510-2407

Military Science Department - Reserve Officer Training Corps

Location: Rock Hall

Telephone:(570) 941-7457/941-6336

E-mail: ROTC@SCRANTON.EDU

Website: 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 two, three and four-year programs to provide students the leadership skills and military understanding they need 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 \$420 per month for living expenses. The University of Scranton also awards room cost scholarships to all students who receive Army ROTC campus based scholarship. ROTC Cadets also might qualify for several foreign language incentive pay programs based on demonstrated language skills. Cadets can earn up to \$2000 per year through these programs.

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 the summer months to include Foreign Language Programs and internship programs at major military installations around the globe. 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 \$55,000 plus full medical and dental benefits, and fantastic résumé-building potential. After only four years, your salary increases to almost \$83,000.

Time Involvement

ROTC usually involves an 6-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.

Mission and Ministry

The University's mission and our pastoral care of students, faculty and staff are a central and shared responsibility for everyone on campus. The division of Mission and Ministry includes the offices of the Jesuit Center, Campus Ministries, and the Center for Service and Social Justice. Through these offices, students can avail themselves of a number of opportunities that are described below.

Campus Ministries

Location: The DeNaples Center 200

Telephone: (570) 941-7419

Website: www.scranton.edu/ministry

E-mail: campusministries@scranton.edu

Our Mission

Campus Ministries, part of the Mission and Ministry Division, serves the mission of The University of Scranton by making visible and effective our Roman Catholic and Jesuit identity with a spirit of inclusivity of all religious traditions. Inspired by the Gospel of Jesus Christ and the charism of St. Ignatius Loyola, we offer students opportunities to explore their relationship with God through active reflection and discernment on retreats, preparing for the sacraments, engaging in interfaith dialogue, and worshipping together as a community of faith.

Sacramental Life

Mass is celebrated daily on campus. The Sacrament of Reconciliation is offered each weekday prior to the 12:05 p.m. Mass.

Worship Schedule

Sunday Masses

- 11:00 a.m.
- 4:30 p.m.
- 7:00 p.m.

Weekday Masses

- 12:05 p.m. - Monday-Saturday
- 4:40 p.m. - Monday-Wednesday, Friday
- 7:00 p.m. - Thursday, followed by Rosary & Benediction

Byzantine Catholic Divine Liturgy

- 4:40 p.m. Thursday

Muslim Jum'ah Service

- 1:00 p.m. - Friday

Liturgical Ministers

Students serve the University faith community, primarily in the roles of Lectors, Extraordinary Ministers of the Eucharist, and Ministers of Hospitality. Additionally, students assume leadership roles in communal celebrations of prayer, such as the Stations of the Cross and Reconciliation Services.

Music Ministry

Students, dedicated to bringing music into the liturgical life of our community can participate in Music Ministry as cantors, choir members, and instrumentalists. These musicians provide music for Sunday Mass, seasonal prayer services, and University-wide liturgies.

Building Faith Communities

Retreats

Students are invited to join the Campus Ministries staff on overnight retreats each semester. Retreats are designed to empower students to explore more deeply their relationships with God. These experiences are thematic, focusing on the spiritual needs of our student body. Most retreats take place at our beautiful Chapman Lake Retreat Center located 12 miles from campus.

Pastoral Counseling

Many students find campus ministers good mentors who help students reflect on their college experience. We are also here to assist students with questions about God and their faith lives.

Spiritual Formation

RCIA

The RCIA program (the Rite of Christian Initiation for Adults) is offered to any students interested in receiving the sacraments of Baptism, Confirmation, and/or Eucharist, with reception into the Roman Catholic Church during the Spring semester.

Spiritual Direction

Those interested in broadening and enhancing their relationship with God can meet with a spiritual director regularly, usually for an hour every month or so, to discuss their prayer lives and their ever-changing relationships with God.

For Students who are from Faith Traditions other than Roman Catholicism

The Campus Ministries' professional staff seeks to journey with students as each strives to incorporate the beliefs of each person's faith tradition into daily life. All programs offered from Campus Ministries are open to all students. Those who are searching for their place in relation to God, religion, and spirituality are most welcome to explore Campus Ministries' offerings. We are also ready and willing to assist students looking to find a house of worship of their religious tradition near campus.

The **Campus Mosque** was established in 1996 and is located at 306 Taylor Avenue.

Since 1988, the **Byzantine Rite Chapel** in Ciszek Hall on Mulberry Street has served as a place for personal prayer and Eastern Rite liturgical celebrations.

The Interfaith Prayer Room, located in O'Hara Hall 121, allows for individuals or small groups to come together in a quiet space for prayer, meditation and reflection throughout the day. It is open to all people, regardless of faith or belief.

The Center for Service and Social Justice

Location: The DeNaples Center 205

Telephone:(570) 941-7429

Website: www.scranton.edu/volunteers

Our Mission

The Center for Service and Social Justice (CSSJ), part of the Division of Mission and Ministry at the University, provides transformational learning experiences that respond to the Gospel call to help those in need and uphold the social justice teachings of the Catholic Church. The programming and experiences offered help inform the individual conscience and challenge each to work toward the transformation of unjust societal structures. The office focuses on four areas: **Local service, Domestic Outreach, International Service and Social Justice.**

Local service

CSSJ works with 140 non-profit organizations in the Scranton area, providing student volunteers. We assist with placement, interviewing and training for individual student and Community Based Learning. We also sponsor on-campus programs such as SMART mentoring, Safe Trick or Treat for local children, food and clothing drives, pet therapy and many other programs.

Domestic Outreach

This program sponsors service trips during Fall, Intersession and Spring breaks. Students travel to locations locally and across the country. Students are empowered to express their faith in reflective service while responding to local and national needs.

International Service

This program provides opportunities for our students, faculty, and staff to be immersed in cultures and experiences in developing countries of our world, instilling a deep concern for the rights and dignity of every person, especially the

poor and most vulnerable. These transformative seven to ten day service experiences in Central and South American countries take place during May and June at the completion of the Spring semester.

Social Justice

These programs provide students with education, experiences and opportunities for advocacy. On-campus programs focusing on current topics of injustice are offered throughout the semester, including poverty, refugee and immigration simulations as well as many other options. Each November, we sponsor a trip to Washington DC to participate in the Ignatian Family Teach In for Justice. The Social Justice Club engages Scranton students in tangible acts of solidarity to build a more just and peaceful world, mobilizing their peers by learning about and acting on global emergencies and injustices. Participants organize awareness campaigns, prayer services, candlelight vigils, faith-sharing groups, legislative advocacy, and fundraising campaigns for global emergencies.

CSSJ also provides assistance to graduating seniors in finding placement in one of many **long-term service organizations**. By serving in the United States as well as the developing parts of the world, participants are able to enrich their own cultural vision and come to a deeper understanding of the Christian principle of justice.

Performance Music

Location: Houlihan-McLean Center

Telephone: (570) 941-7624

Website: www.scranton.edu/music

Email: music@scranton.edu or cheryl.boga@scranton.edu

Facebook: Performance Music at The University of Scranton

Twitter UofSMusic

Instagram UofSMusic

YouTube U. of Scranton 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, guest artists perform as soloists with the student ensembles, and guest artist programming is closely coordinated with the student 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 excellent Steinway B & A performance pianos, and a fully 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 very long list of musical masters, among them Wess "WarmDaddy" Anderson; Kyle Athayde; David Lao Ball; Eddie Barbash; Joseph Boga; Jeffrey and Lauren Curnow; Michael & Marg Davis; Aaron Diehl; Marion Felder; Wycliffe Gordon; Victor Goines; Mark Gould; Carlos Henriquez; Frederick

Hohman; Caleb and Amanda Hudson; T. Terry James; Rob Kapilow; Mark Kosower; Jennifer Krupa; Brandon Lee; Joanne Lessner; Wynton Marsalis; Kako Miura; Ted Nash; Sam Pilafian; Leigh Pilzer; Marcus Printup; Eric Reed; Joshua Rosenblum; Loren Schoenberg; Jumaane Smith; Tim Smith; Erica von Kleist; Robert Starer; Andres Tarantiles; Warren Vache; Frank Vignola; Lawrence Wolfe; Pamela Wolfe; Greg Zelek; The New York Trumpet Ensemble; David Ostwald's Gully Low Jazz Band; The National Jazz Museum in Harlem All-Stars; DIVA Jazz Orchestra; Kyle Athayde Dance Party; and members of the New York, Philadelphia, Boston, Minnesota, Cleveland and Dallas Symphony Orchestras, The Jazz at Lincoln Center Orchestra, The Empire Brass Quintet, and The Canadian Brass; and many others.

Our annual World Premiere Composition Series event, the only series of its kind in the nation, has received honor and acclaim from artists throughout the world. Since 1984 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. Our programs also include "The Nelhybel Collection", which contains the manuscripts and materials of our late composer in residence Vaclav Nelhybel, and The Scranton Brass Orchestra, a fully professional ensemble which offers performances during breaks in the academic year.

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 at 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

Telephone: (570) 941-4198

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Our on-campus copy center provides an extensive range of services, from black and white copies to full-service printing and binding and large format poster prints (up to 44" wide). Prices are competitive, and orders are placed online through Royal Printing
https://www.myorderdesk.com/SignIn/Default.asp?Provider_ID=28931&OrderFormID=430248&rd=JobSubmit%2Easp

All students can pick up their jobs at our 315 Jefferson Avenue location (next to Hyland Hall). Royal Card and cash are accepted.

University Police Department

Location: 820 Mulberry St., Parking Pavilion,
(Street Level)

Emergency 24 Hours/Day: **On Campus 7777**
Off Campus 570-941-7777

Telephone (570) 941-7888

Website: <http://www.scranton.edu/about/university-police/index.shtml>

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.

University Police believe integrity, accountability, and communication serve as the foundation of public trust and professionalism. The Department consists of four divisions: University Police, Environmental Health and Safety, Parking Services, and Emergency Communications.

University Police is the primary law enforcement authority at The University of Scranton. University Police Officers have full law enforcement powers, including the authority to make arrest for criminal violations on University property. University Police operate on a 24-hour basis and patrol by vehicle, bicycle, and on foot. The University Police Dispatch Center is always in operation and monitors a full array of video surveillance cameras that are both on and off campus. University Police work in close cooperation with Scranton Police, with both agencies patrolling the neighborhoods immediately adjacent to campus. 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 consistent with that of our 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. There are also Emergency Call Boxes at strategic locations on and around campus that provide a direct line to the University Police dispatcher.

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 only be used in the event of an 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. 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](#)". If you have personal knowledge of, or have heard of any crime occurring on or off campus please complete and submit the form. You are able to submit the form anonymously. If you wish to be contacted, the form allows you to provide your contact information. The Silent Witness format is designed to provide University Police with information regarding ongoing investigations or issues that are not of immediate concern. The Silent Witness communication is not intended for incidents that are in progress or require an immediate response as they are not continuously monitored. In the event of an emergency or for something in progress, a caller can still remain anonymous by calling the University Police emergency number (570) 941-7777 and ask to remain anonymous.

Safety Escort

Walking safety escorts 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)

The Royal Ride is a service available to the University of Scranton students provided by University Police on Thursday 10 P.M. to 1 A.M. and Friday & Saturday nights from 10 P.M. to 3 A.M., while the University is in session. The Royal Ride does not operate during breaks, between semesters, intersessions or during the summer. Text the Royal Ride through the University of Scranton app or through the myScranton portal under student resources from the student tab. The Royal Ride will pick you up and drop you off within the boundaries of Vine St to Ridge Row St and N Irving Ave to Adams Ave. In the event of inclement weather, the Royal Ride may be delayed or canceled. All individuals using the Royal Ride must display their Royal Card when boarding. University Police reserve the right to refuse service to individuals who are deemed disruptive by the driver(s). Alcohol and tobacco are not permitted on the Royal Ride Van.

Possession and Use of Weapons

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, potato guns, slingshots, balloon launchers, or dangerous chemicals is prohibited, whether or not a federal or state license to possess the same has been issued.

Safety Training

University Police offer and participate in a number of different safety training opportunities. As part of Welcome Weekend, new students participate in an Emergency Response Training to help students understand the shared responsibility of safety on campus and share knowledge that will help them in their time as students should an emergency occur. Additionally, each year, University Police, Resident Assistants and Student Officers receive training relative to important safety protocols. These include, but are not limited to, familiarizing these student leaders with fire drill procedures in campus buildings. Finally, the following programs are coordinated by or otherwise supported by University Police to educate students about safety and crime prevention: Personal Safety and Crime Prevention Seminars, Active Shooter Training, Stop the Bleed Training, Self-Defense Awareness and Familiarization Exchange (S.A.F.E.), Refuse to Be a Victim, Non-violent Mental Health Crisis Intervention, and more. Topics and schedules will be published in the Royal News, distributed via email notices, and posted on the three University Police social media channels: Twitter and Instagram (@upd7777) and Facebook (The University of Scranton Police Department).

Fire Alarms

If a fire alarm sounds, evacuate immediately. 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 varying times and conditions to simulate a realistic environment 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 immediately 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 at all times. If you find yourself locked out, Resident Assistant (RA) staff should be your first point of contact to regain entry. University Police personnel may assist in unlocking your door, but Residence Life will process a fee for this service.

Recreational Sports

Location: Byron Recreational Center/John J.Long S.J. Center

Telephone: (570) 941-6203

Hours:	Monday through Thursday	6:00 a.m. to Midnight
	Friday	6:00 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; a spin room; a 3,250 square foot multi-purpose room; and a dance/aerobics room. The John Long Center facilities, located adjacent to the Byron Complex, include a gymnasium, wrestling room and locker rooms. Our 14,000 square foot fitness center is located on the ground floor of the Pilarz Hall apartment complex and is home to over 50 pieces of cardio equipment, some 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 570-941-6203.

Spin Classes. Spinning classes are offered daily throughout the academic year. Registration for classes is on-line at IMLeagues.com. Class schedules are available on line and in the rec sport office.

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, whiffleball, soccer, badminton, dodgeball, kickball, corn hole and tennis. League and registration information is available on line at IMLeagues.com.

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 570-941-6203.

Office of the Registrar and Academic Services

Transcripts; Grade Reports; Course Registration; Exam Schedules

Location: O'Hara Hall, 2nd Floor

Telephone: (570) 941-7720

Website: www.scranton.edu/registrar

The Office of the Registrar and Academic Services 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 and Academic Services 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

If you are a current student, you may print your unofficial transcript at no charge by logging into my.scranton.edu and clicking on '*Self-Service*.'

The University of Scranton has authorized the National Student Clearinghouse to provide transcript orders for official transcripts via the Web. Transcript ordering information can be found on the Office of the Registrar and Academic Services website: <http://www.scranton.edu/academics/registrar/undergraduate/transcript-request.shtml>

There are several transcript ordering options, including: sending an official, electronic PDF transcript; an official transcript via mail; an official transcript via overnight mail; an official transcript via in-person pick-up.

Course Registration

Eligible students register for courses in advance of each semester or term - in April for the rising summer term and fall semester, and in November for the intersession term and spring semester. Registration times are assigned by class level, with seniors first, followed by juniors, sophomores and freshman.

To prepare for registration, students should obtain a copy of their CAPP or Degree Works program planning report through the Self Service tab in the [my.scranton](http://my.scranton.edu) portal. Using the CAPP or Degree Works report to identify next-needed courses, and then consulting the online course schedule for those courses, students should prepare a preliminary schedule. Students should review that preliminary schedule with their academic advisor to make sure the schedule is on track for their program of study. The advisor then will give the student a registration term PIN to access web registration on a specific date and time.

Detailed web registration, course search and CAPP/Degree Works retrieval information is available on the registrar's website at www.scranton.edu/registrar. The website also has information about college-specific registration procedures and for some special programs such as Study Abroad and Accelerated Baccalaureate/Master's degree programs. Students are also encouraged to consult with their department chair, program director, academic advising center or dean's office for issues specific to their own situation. Additionally, the Office of the Registrar and Academic Services can assist with web registration functional guidance and questions about the online course schedule.

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 self-service access to web registration ends in accordance with the academic calendar, students should obtain a course-schedule change form from the Office of the Registrar and Academic Services 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 student's academic advising center. After the end of the 100% refund period, schedule change 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 Self Service account. A student may also grant third party access to grades and/or additional information from his/her Self Service account. If a student needs an official final grade report sent to his/her home address (for purposes such as employer's tuition reimbursement), instructions for submitting this request may be found on the Registrar's website at www.scranton.edu/registrar under the link, Requesting Transcripts & Grade Reports.

Mid-term grades are submitted by faculty for all first year students and for those upperclassmen with deficient grades. Students may access mid-term grades through their Self Service accounts in the my.scranton portal.

Student Advisor Profile

The **Student Advisor Profile** is a University of Scranton application installed jointly by the Office of the Registrar and Academic Services and Information Technology. This application allows students to have an overall view of their academic information in a centralized location. Each student's assigned academic advisor has a similar view of their advisee's profile.

The following information is available on the Student Advisor Profile:

- Student biographical information - Name, Email, Phone Number, and Royal ID Number
- General information - Academic Level, Class, Active Status, Student Type, Campus and the First and Last Terms Attended
- Advisor(s) name
- Current curriculum, including Institutional, Transfer and Overall Earned Hours and GPA
- Prior Schools Attended and Test Scores
- Current classes
- Advising notes
- Registration status
- Current Holds
- Link to view your unofficial academic transcript and generate a CAPP

To use the Student Advisor Profile:

1. Log in to the **my.scranton.edu** portal using your username and password.
2. Click in the **Self Service** link.
3. Click on the **Student Services & Financial Aid** tab.
4. Click on the *****NEW Student Profile***** link.

Change of Address

For an address change, the student should submit a change-of-address form to the Office of the Registrar and Academic Services, O'Hara Hall, Second Floor.

Office of Residence Life

Location: 100 Condron Hall

Telephone:(570) 941-6226

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

Website: <http://www.scranton.edu/reslife>

Email: res-life@scranton.edu

The Office of Residence Life challenges students to expand upon their academic experience with a focus on educating the whole person through engagement in opportunities within their living communities. Committed to forming "men and women for and with others," Residence Life offers safe, inclusive, and supportive living environments for students to pursue their academic and co-curricular interests while developing meaningful interpersonal relationships. Students are expected to actively participate in their residential communities, respecting the rights of others while embracing the responsibilities associated with positive community building. This includes, but is not limited to, participation in community conversation and events, ensuring healthy decisions regarding substance use, managing time and stress effectively, developing relationships, and exploring faith.

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) work for the University and aim to make your stay filled with both learning and positive experiences. Second, the many policies we outline in this handbook are designed to promote a collegial and supportive environment. Lastly, the programs and events offered by the residence hall staff are designed to educate you to some of the many opportunities and challenges of the University environment.

Responsibilities of Residence Hall Living

As a member of an educational community you possess certain privileges and responsibilities. We expect all residents to be active in their residential 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 meeting the expectation 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. The Residence Life staff asks that you make every attempt to get to know your roommate and realize that each person comes from a different background. Please recognize and appreciate positive differences in your roommate and in other people within the community. Although the staff understands 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 speak with your Resident Assistant. Other resources include Jesuit Counselors, Campus 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 living in some of our residence halls. These staff members are available for counseling and various issues that may arise in your life. As a Jesuit institution, the University is proud of its Ignatian, or Jesuit heritage. The Jesuit Counselors, Campus Ministers, other faculty, staff, administrators, and fellow students work equally hard to keep the Jesuit vision alive in all of their work.

Royal Card Office - Student Identification Cards

Location: Alumni Memorial Hall 102

Telephone: (570) 941-4357

	Spring/Fall	
	Monday - Thursday	8:00 a.m. to 10:00 p.m.
Hours:	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.

Email: royalcard@scranton.edu

Website: www.scranton.edu/royalcard

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. **Make sure to carry it with you at all times.**

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, and in the University Police Department for parking decals and fines.

Credit card deposits can be made via the web at 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.

Report Lost Cards

A lost card should be reported immediately so that it can be de-activated. You can contact the Technology Support Center (TSC) at 570-941-4357 to report the card lost (after hours, contact University Police at 570-941-7888). You can also deactivate your Royal Card yourself by going to scranton.edu/royalcard, select *Additional Resources > Royal Card Office > Deactivate Card*.

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.

Division of Student Life

Location: The DeNaples Center 201

Telephone: (570) 941-7680

Fax: (570) 941-7963

Website: <http://www.scranton.edu/studentlife>

Animated by our Catholic and Jesuit identity, the Division of Student Life nurtures the gifts each student brings to our campus and challenges them to become a person who, in the words of Jesuit Founder St. Ignatius Loyola, will "set the world on fire." Through a committed and caring staff and in collaboration with members of the faculty, the Division

facilitates transformative learning experiences aimed at advancing students' understanding of and lifelong commitment to

- developing adult faith and spirituality,
- fostering a healthy and balanced lifestyle,
- cultivating a sense of personal responsibility and accountability,
- honoring diverse thoughts, perspectives and cultures,
- integrating knowledge into lived experiences,
- engaging in service for and with others, and
- discerning one's vocation and direction.

The Division's departments include: Athletics and Recreational Sports, University Bookstore, Center for Career Development, Center for Health Education and Wellness, Center for Student Engagement (Leadership Development, Orientation, Student Activities), Counseling Center, Cross Cultural Centers (Multicultural Center, Jane Kopas Women's Center), Dean of Students, Dining Services, Residence Life (Housing Operations and Residence Education), Student Conduct, Student Health Services, and University Police.

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 formative 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. Student Health Services is committed to providing holistic health care which emphasizes the connection of mind, body and spirit. Health promotion, education

and preventative care are considered important components of every visit. Students are encouraged to visit Student Health Services to explore any aspect of their personal well-being.

Staff:

Certified Registered Nurse Practitioners provide care during business hours. A Registered Nurse is also available for consultation. In addition, a limited number of physician appointments are available each week. Referrals may be made to local specialists or diagnostic facilities as needed.

Confidentiality:

Student Health Services maintains a strict policy of confidentiality to safeguard the privacy of your personal and health information (PHI). This is an essential component of quality health care and required by federal law.

Every student has a confidential health record that is maintained in Student Health Services during your student years and is kept on file for seven (7) years beyond the date of graduation or departure from the University. Student Health Services does not release personal health information to anyone without your written authorization including faculty, administration, family members, fellow students, employers, etc. Exceptions include life threatening illness/injury or those reasons required by law such as court subpoena or public health reporting requirements.

An Authorization for Release of Confidential Health Information form can be downloaded [here](#).

Note: **View the Full Privacy Statement.**

Access to Care:

Normally, a limited number of walk-in appointments are available each day. During the COVID-19 pandemic, there will be **NO** walk-in appointments. All appointments must be scheduled in advance by calling Student Health Services (570) 941-7667 and speaking directly with a staff member.

After hours emergencies can be treated at any of the three Scranton Hospitals which are located within a four to ten block radius from campus. In case of emergency, the student should call the University of Scranton Police Department at (570) 941-7777. Ambulance transport services will be arranged as needed. Students are responsible for any fees incurred for emergency transport and services. Students are encouraged to schedule a follow up visit with Student Health Services if emergency care is accessed.

For less serious problems or concerns, students can access any of the neighborhood walk-in/urgent care clinics. Pharmacy services are available within walking distance as well. Please visit our website at www.scranton.edu/studenthealthservices for a full referral directory.

Costs:

Visits to Student Health are covered for undergraduate students by tuition fees. Utilization of the health care services offered by Student Health Services is optional for graduate students. Graduate students who wish to see health care providers on campus become eligible by paying a fee of \$65 per semester, this fee can be paid for online in your MyScranton account.

A limited number of prescription medications are available for purchase at Student Health Services and can be paid for by cash, or Royal Card. Tuberculosis testing and certain immunizations including the influenza vaccine are also available for a fee. Students are encouraged to utilize their private insurance whenever possible to avoid out of pocket expenses. Fees for services provided by an off campus facility or provider are the responsibility of the student. Students should be familiar with their health insurance coverage; they are also encouraged to carry a copy of their insurance information.

Access to Emergency and After Hours Care:

We encourage students with minor illness or injury to come to Student Health Services during our hours of operation. However, in the event of an emergency, students are asked to call the University of Scranton Police Department at (570) 941-7777. Ambulance services will be arranged as needed. Students are responsible for any fees incurred for emergency transport. Students are encouraged to schedule a follow up visit with Student Health Services if emergency care is accessed.

Telephone and Television Services

Location: Alumni Memorial Hall, 102

Telephone: (570) 941-4357

Email: techsupport@scranton.edu

Website: www.scranton.edu/techsupport

The Office of Network and Security Services provides video and optional voice services to students in University housing.

House phones are placed within buildings on campus for free campus and local calling. Long distance calls may be made from those phones by using a calling card. Emergency phones are installed throughout the campus for safety and emergency use. Call boxes are also placed on each Student Residence building. These phones automatically connect to Public Safety.

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.

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, **you must:**

- Bring a coaxle cable to hook it up to our network.
- Make sure your television has a QAM tuner installed in order to successfully pull down all the digital channels that our TV network provides.

Call the Technology Support Center at (570) 941-4357 with any questions.

Veterans Education Program

The University of Scranton is partnering with the federal government and Department of Defense to help fund the cost of tuition for military veterans, their eligible dependents, members of the Guard Reserves and Active Duty personnel by offering VA Education Benefits and Tuition Assistance. Further, the University proudly participates in the Yellow Ribbon Program along with the VA and has chosen to contribute the maximum 50% funding for eligible recipients. When matched by the VA, this contribution, plus the Post 9/11 GI Bill®, will fund the full cost of tuition at the University of Scranton. In the event that Post 9/11 GI Bill funds are exhausted, it is the student's responsibility to provide documentation to the Financial Aid Office that their benefits have met the delimiting date.

Veterans Education Benefits: Service members, veterans and eligible dependents may determine eligibility and apply for VA Education Benefits by visiting VA Education Program or by contacting the VA at 1-888-442-4551. Once eligibility is established through the VA, students must submit a copy of their Certificate of Eligibility or Statement of Benefit to the Financial Aid Office. (Students need only to submit another copy of their Letter of Eligibility 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 Financial Aid Office prior to each term for which they wish Scranton to certify their enrollment to the VA. This form is available to students through my.scranton, Home Tab, Student Link (found to the left) and click on Veteran to locate the Request for Certification Form. For additional information, please contact the Financial Aid office at finaid@scranton.edu.

Tuition Assistance: : Information and application must be made by consulting your individual Unit or base education office for procedures on establishing benefits as well as payment rates as all Branches of Service have varying rules and regulations for Service members to follow. Once application is made through your Unit, you can contact the University of Scranton's Financial Aid Office for information on next steps and certification.

Please note: The VA and/or Department of Defense make all final determinations of your benefit eligibility. You must be registered for courses in the term before the Financial Aid Office can certify your enrollment.

For more information on VA and TA education benefits can be found on the Veteran Information page of the Financial Aid website.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

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 <https://www.pavoterservices.pa.gov/Pages/VoterRegistrationApplication.aspx> and https://www.pavoterservices.pa.gov/documents/VoterApplication_English.pdf.

Web Support for Courses

Many courses at the University require that students have access to a computer and the Internet in order to gather and submit information for assignments, research, discussions, group work, etc. The University provides each student with an account number to allow access to University computing systems using their own personal computers or computers in University computer laboratories.

Brightspace by D2L is The University of Scranton's Learning Management Systems and many faculty use D2L to support or teach their courses. D2L enables an instructor to suit learners' needs by using different course delivery methods or pedagogical approaches, including blended, online, and competency-based education. Due to its ease of use, award-winning accessibility features, intuitive navigation, and great mobile experience D2L is accessible to all students, from novice to advanced computer users. D2L contains modules for news, course content, quizzes, discussions, chat, and assignments.

Students can use the D2L site to get more information about class notes, find pertinent materials that enhance the classroom discussion, collaborate via the discussion board and/or chat room with the instructor and other students, and keep track of their course progress and performance.

To find out more about Desire2Learn visit The University's Desire2Learn web site which is accessible via the My.Scranton portal.

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.

SHB202122.1