



THE UNIVERSITY OF  
**SCRANTON**  
A JESUIT UNIVERSITY

**2023-2024**  
**Student Handbook**

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# Welcome from the University President

Dear Students:

Welcome to The University of Scranton and, to those of you returning, it's great to have you back among us! I

# Welcome from Student Government

To the Class of 2027: we are so excited to welcome you to a place that we've fallen in love with and call home. We

# 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 federal 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	Weight/Height of Student-Athletes
Former Name(s)	Email Address
Address (local and permanent)	Dates of Absences

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.



# Mission of the University of Scranton

The University of Scranton is a Catholic and Jesuit university animated by the spiritual vision and the tradition of

# Emergency Services

For any fire, police or medical emergency, call [University Police](#) immediately at:

**570-941-7777**

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.

## 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

# Important Phone Numbers

## Academic Advising Centers:

College of Arts and Sciences	570-941-6323
Kania School of Management	570-941-6100
Panuska College of Professional Studies	570-941-6390

## Academic Deans Offices:

College of Arts and Sciences	570-941-7560
Kania School of Management	570-941-4208
Panuska College of Professional Studies	570-941-6305

## [Athletics](#)

570-941-7440

## Bookstore

570-941-7454

## [Bursar's Office](#)

570-941-4062

## [Byron Recreation Complex](#)

570-941-6203

## [Mission & Ministries](#)

570-941-7419

## [Center for Career Development](#)

570-941-7640

## [Center for Health Education and Wellness \(CHEW\)](#)

570-941-4253

## [Center for Service and Social Justice](#)

<a href="#">Student Clubs and Organizations</a>	570-941-6233
<a href="#">Student Life</a>	570-941-7680
<a href="#">Student Health Services</a>	570-941-7667
<a href="#">University Police</a>	
Emergency	570-941-7777
Non Emergency	570-941-7888
Walking Escort Service (University Police-Non Emergency)	570-941-7888
Cancellation/Delay Line	570-941-5999

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

# Academic Calendars 2023-2024

## *Fall 2023 Undergraduate Academic Calendar*

University Housing Opens for New Students	Saturday, August 26
Fall Welcome Weekend for New Students	Saturday, August 26-Sunday, August 27
University Housing Opens for Returning Students	Sunday, August 27
Classes Begin	Monday, August 28
Convocation	TBA
Last Day to Add Classes	Friday, September 1
Labor Day Holiday, No Classes	Monday, September 4
Last Day 1Labor Day Holiday, No Classes	.8 (yn)-3.fdljro 3.261 0



Last Day to Elect Audit Option  
Holiday, No On-Campus Classes  
Last Day to Withdraw with "W" Grade  
Make-

Tuesday, January 2  
Monday, January 15  
Tuesday, January 16

	M10 (10 weeks)
Classes Begin	Tuesday, May 28
Last Day to Add Classes via Web	Tuesday, May 28
Last Day 100% Tuition Refund	Tuesday, June 4
Last Day 75% Tuition Refund	Friday, June 7
Last Day to Request Credit/No Credit Option	Monday, June 10
Last Day 50% Tuition Refund	Wednesday, June 12
Last Day 25% Tuition Refund	Monday, June 17
Last Day to Drop a Class with No Grade	Monday, June 17
Last Day to Elect Audit Option	Friday, June 30
Holiday, No On-Campus or Synchronous Classes	Wednesday, June 19
Last Day to Elect Audit Option	Friday, June 28
Holiday, No On-Campus or Synchronous Classes	Thursday, July 4
Last Day to Withdraw with "W" Grade	Thursday, August 1
Make-up Date and/or Final Exams	Thursday, August 8
Session Ends	Thursday, August 8
Final Grades Due by Noon	Monday, August 12

*Important Note: The last day to apply for August graduation without a late fee is June 30, 2024.*

### **Fall 2023 Graduate Campus-Based Program**

Full Term (1)	
Classes Begin	Monday, August 28
Convocation	TBA
Last Day to Add Classes	



*Important Note:*

*In Fall Semester 2023, final exams for Monday classes with a start time of 4:30 p.m. or later will be held on Friday, December 15 in the evening time slot, as designated on the final exam schedule.*

*The last day to apply for a December or January graduation date without a late fee is October 31, 2023*

**Intersession 2023-2024: Graduate Campus-Based and Online Programs**

Full Term (1)

Classes Begin	Monday, December 18
Last Day to Add Classes	Monday, December 18
Last Day 100% Tuition Refund	Wednesday, December 20
Last Day 50% Tuition Refund	Thursday, December 21
Last Day to Drop a Class with No Grade	Thursday, December 21
Winter Break, No Classes in Session	Sunday, December 24-Monday, December 25; Sunday, December 31-Monday, January 1
Last Day to Elect Audit Option	Tuesday, January 2
Holiday, No On-Campus Classes	Tuesday, January 15
Last Day to Withdraw with "W" Grade	Tuesday, January 16
Make-up Date and/or Final Exams	Tuesday, January 23
Last Day of Term	Tuesday, January 23
Final Grades Due by 3:00 pm	Friday, January 26

Mini Term (M1)

Classes Begin	Tuesday, January 2
Last Day to Add Classes	Tuesday, January 2
Last Day 100% Tuition Refund	Thursday, January 4
Last Day 50% Tuition Refund	Friday, January 5
Last Day to Drop a Class with No Grade	Friday, January 5
Last Day to Elect Audit Option	Friday, January 12
Holiday, No On-Campus Classes	Monday, January 15
Last Day to Withdraw with "W" Grade	Tuesday, January 16
Make-up Date	Tc 0.0Tc 0.0Tc 0.0Tc 0.0-2.(r)-3 (a/ ( )o(a)4.8 ( -30.5-.u.4 2106p6 Tc 0 (t A))-3.1 Tc 0.o-2j3.261 0 Td(-8 (d)1 )2.9 (f)7y-8

Easter	Sunday, March 31
Classes Resume after Easter	Tuesday, April 2
Classes run on Monday schedule	Wednesday, April 3
Last Day to Withdraw with "W" Grade	Friday, April 12
Last Day to Submit Theses or Scholarly Papers for May Graduation	Friday, April 12
Last Day to Petition to "Walk" at Graduation	Friday, April 12
Last Week of Classes (No Exams Permitted)	Monday, May 6-Friday, May 10
Last Day of Class	Friday, May 10
Final Exams Begin	Monday, May 13
Final Exams End; Last Day of Term	Friday, May 17
Baccalaureate Mass	May 18
Graduate Commencement	May 19
Final Grades Due by Noon	Tuesday, May 21
<i>Important Note: Wednesday, April 3rd classes will run on a Monday schedule.</i>	

Last Day 75% Tuition Refund	Friday, June 7
Last Day 50% Tuition Refund	Wednesday, June 12
Last Day 25% Tuition Refund	Monday, June 17
Last Day to Drop a Class with No Grade	Monday, June 17
Holiday-No On-Campus or Synchronous Classes	Wednesday, June 19
Last Day to Elect Audit Option	Friday, June 28
Holiday, No On-Campus Classes	Thursday, July 4
Last Day to Withdraw with "W" Grade	Thursday, August 1
Make-up Date and/or Final Exams	Thursday, August 8
Session Ends	Thursday, August 8
Final Grades Due by Noon	Monday, August 12

*Important Note: The last day to apply for August graduation without a late fee is June 30, 2024*

# Final Exam & Inclement Weather/Compressed Schedules

Detailed Final Exam and Compressed Schedule information can be located on the Office of the Registrar and Academic Services website ([www.scranton.edu/registrar](http://www.scranton.edu/registrar)) under the left-hand tab titled “Final Exam & Inclement Weather/Compressed Schedule.”

## Final Exam Schedule

A truncated exam schedule is followed during final exam week; all final exams are scheduled for two-hour blocks during the final exam period - (he)-3 ( f ( b)7 (i)3c f)3 (ig)-2 ( t)2 (heA)3 (1 (on c)-3 (dl)3 ( )7 (a)-4 (f)3 (i)-1 ( r)3 (/)-1 (na)9du

M, W, or F 10:00 a.m. - 11:50 a.m.  
M, W, or F 12:00 p.m. - 1:50 p.m.  
M, W, or F 2:00 p.m. - 3:50 p.m.  
M, W, or F 4:00 p.m. - 5:50 p.m.  
T or R 8:00 a.m. - 9:50 a.m.  
T or R 1:00 p.m. - 2:50 p.m.  
T or R 3:00 p.m. - 4:50 p.m.

11:30 a.m. - 12:50 p.m.  
1:00 p.m. - 2:20 p.m.  
2:30 p.m. - 3:50 p.m.  
4:00 p.m. - 5:20 p.m.  
10:00 a.m. - 11:20 a.m.  
1:20 p.m. - 2:40 p.m.  
3:00 p.m. - 4:20 p.m.

*Three-hour labs regularly scheduled to meet:*

M, W, or F 8:00 a.m. - 10:50 a.m.  
M, W, or F 11:00 a.m. - 1:50 p.m.  
M, W, or F 2:00 p.m. - 4:50 p.m.  
T or R 8:30 a.m. - 11:20 a.m.  
T or R 11:30 a.m. - 2:20 p.m.  
T or R 1:00 p.m. - 3:50 p.m.  
T or R 2:30 p.m. - 5:20 p.m.

*On compressed schedule will meet:*

10:00 a.m. - 12:05 p.m.  
12:15 p.m. - 2:20 p.m.  
2:30 p.m. - 4:35 p.m.  
10:00 a.m. - 12:05 p.m.  
1:00 p.m. - 3:05 p.m.  
1:00 p.m. - 3:05 p.m.  
2:40 p.m. - 4:45 p.m.

*Four-hour labs regularly scheduled to meet:*

M, W, or F 8:00 a.m. - 11:50 a.m.  
M, W, or F 1:00 p.m. - 4:50 p.m.  
T or R 1:00 p.m. - 4:50 p.m.

*On compressed schedule will meet:*

10:00 a.m. - 12:50 p.m.  
1:00 p.m. - 4:50 p.m.  
1:00 p.m. - 4:50 p.m.

[Updated Feb 2018]

## 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

# Policies Governing the University Community

## *Academic Related Policies*

### **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:

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





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.<sup>1</sup> 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.<sup>2</sup> 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.<sup>2</sup>

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.









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 activities that violate 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.

To learn more about reporting and/or to review the comprehensive policy, please see the [Sexual Harassment and Sexual Misconduct Policy](#).

### *Student Conduct Policies (see also [Student Code of Conduct](#))*

## **Alcohol and Drug Policies**

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

### I. University Alcohol Policy

#### A. Student Alcohol Policies

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- 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

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

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 physical 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



In the case of an expelled student or a suspended student who 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

## **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.
-

## **Administrative Withdrawal of Students**

The University of Scranton offers a range of support services to aid students who experience challenges while enrolled at the University. On occasion, students experience health concerns that require a level of care beyond what the University can appropriately provide. In situations when a student demonstrates behavior that (1) indicates an inability or unwillingness to carry out substantial self-

## **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 principal objectives of any educational community committed to the active pursuit of truth, goodness and unity. This educational community, imbued as it also is with Judeo-Christian ideals, requires nothing less.

The University readily acknowledges the rights of members to express their views by way of individual or collective



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-5 ( )TJ0 -1.149ys veEM-3 uar >>BDC 0 -1.13 TD()TjEMC /Phiq3 (d)1 (pe)-3 (rwq3 (d/MCID 1(-5 ( )

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.** Please view [Requesting a Non-Academic Accommodation](#) for more information.
  - **We do not make exceptions for work/job requirements.**
4. **For Alternative transportation options please view [Alternative Transportation Options](#).**
  - **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 destruction of the current permit must be turned in to entitle the registrant to a replacement permit for \$5.00. If 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.

### **Electric Vehicle Permit**

An EV placard along with a University of Scranton parking permit must be displayed on your vehicle when using the EV Charging stations. See the [campus parking map](#) for locations. The cost for an EV placard is \$100 for the

A visitor to campus who receives a parking citation can file a visitor quick appeal. Complete the back of the 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 in email or the snow ban announcement line. 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 email or 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.
- Accessible 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 vehi

- Visitors and guests of the University can

**Loss of Parking Privileges**

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

**Appeal Procedure**

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

Policy on Smoking, Vaping, Juuling

# 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

emotional distress because of the humiliating, degrading, intimidating, insulting, and/or alarming nature of the conduct. It often involves a pattern of conduct;

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/tasers, 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









*C.*



- a. The names of their support person and witnesses;
- b. Summaries of the relevant 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;
- c. Copies of other relevant materials such as photographs, phone records, costs of damaged or stolen property, medical bills and diagrams.

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

3. Summary Statements: At the close of the presentation of information, the complainant and the accused student can 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 of the conclusion of the formal hearing, 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





*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:

## Deferred Suspension -

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 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 & Dean of Students (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 -3 (ts (e)-3 (r) d l)]TJ3 v con( (on)1066yndu)-3 (d )]TJ (a)6 (s)-om(r)3 (e)-3 (e)-37TJ (a)6 (dj

**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 Revvn (e)-Qq0 0 63 w 12 36 498.194.5 Tm()TjETQqTf0.051 T(-Qq0()T)TjETEMC [(**

# Student Conduct Process Map

To view the University of Scranton Student Code of Conduct booklet in full, visit [Student Code of Conduct 2023-2024](#)

# Residence Life and Housing

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 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 F-2 ( / Tw 15..(e)-3 (g)( / Tw 1[51

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: Casey Hall, Dennis Edward Hall, Driscoll Hall, Fitch Hall, Hafey Hall, Gibling-Kelly Hall, Gannon Hall, Lavis Hall, Lynett Hall, Martin Hall, MacKillop Hall, McCourt Hall, and Nevils Hall.

Class C (Graduate Student Housing): Quincy Avenue Apartments and Linden Apartments

### **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

## **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	\$5,738
Class AA Double	5,223
Class A	5,223
Class B	4,942
Class C apartment	5,318/10 mo. and 6,371/12 mo.

#### Board Charges (per semester)

Unlimited Meal Plan	\$3,517
14-Meal Plan	2,970
10-Meal Plan	2,434
Unlimited Plus Plan	3,617
14 Plus Plan	3,070
10 Plus Plan	2,534

#### Intersession Board Charges

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







### ***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 their 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.

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

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

Y 7 S Q

- Darts and dartboards.
- Empty alcohol containers on display.
- Fireworks.
- Halogen, black and neon lights/ lamps.
- Lofts or any elevation device not provided by The Uni

### ***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***

# University Resources and Services

## *Athletics*

Location: John J. Long, S.J., Center  
Telephone: (570) 941-7440  
Website: [www.scranton.edu/athletics](http://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 available online.

## **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 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, to impact positively on the campus and community.



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***

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](http://www.scranton.edu/bursar)  
Website: [www.scranton.edu](http://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 Access Nelnet Business Solutions in Tuition Payment Box

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**



**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







All these services are provided from the beginning of the Fall semester to the end of the Spring semester, including Intercession. During summer, the Counseling Center remains available for consultation.





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 - tion will be forfeited.

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**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.

**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

- 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, non-academic accommodations for students and assist OSSS with academic accommodations;
- Coordinating and adjudicating claims under Title IX, Title VI, Title VII and supporting participating parties;
- Establishing personal networks and professional working relationships with community based agencies, professional associations, businesses and community leaders;
- Retaining active membership and participating on community boards and community based organizations;
- Raising awareness of recruitment and retention policies for underrepresented and underserved 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.

[my.scranton.edu](http://my.scranton.edu). On Home tab, click on the General Information under Manage Your Personal Information (in middle column). Click on Proxy Management.

### **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 need to maintain a minimum grade of 2.00 for 12 EMC /P <M ( i)-1 (n E2-4 (nr)2 i)-1 (n E2-wr)**

## 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 study at universities and institutes around the world. The Office of Global Education provides access through our 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 the University of Scranton's faculty-led study abroad courses. These classes, taught by Scranton professors, often take students overseas for a few weeks in the summer or intersession.

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 departure from the United States.

## *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 - Friday 8:00 a.m. - 10:00 p.m.  
Saturday Noon - 8:00 p.m.  
Sunday Noon - 10:00 p.m.

Website: [www.scranton.edu/library](http://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 learning environments, including 58 computer workstations, large tables, soft seating, study carrels, group study rooms, quiet study areas, and the Charles Kratz Scranton Heritage Room, a large reading room on the fifth floor overlooking the campus. Four areas are available by card swipe 24/7:

- The Reilly Learning Commons which includes lecture capture access, podcasting space, high-end computing, 6 Macs, a Writing Center Satellite, and reservable group study rooms.
- The Pro Deo Room which includes a computer lab and café seating. The room also houses the Scranton Market, a 24/7 self-service food market.
- The Second Floor, which includes a computer lab, reservable group study rooms, quiet study space, large tables, study carrels, and soft seating. Some Reference Books, Periodicals, and Microform materials are shelved here.
- The Third floor, which includes large tables, study carrels, and group study rooms.

There are 15 laptops and 2 iPads available at the Library Services Desk to loan to students. Throughout the building, there is wireless access to the Internet including wireless printing. Food and drink may be consumed throughout the building.

In 2022, Library holdings of 1,134,263 volumes included: 333,793 print books; 697,434 electronic books; 76,440 bound journal volumes, and 26,596 volume-equivalent microforms. The Library has 73,483 unique journal titles in print and electronic subscriptions. The Media Resources Collection, located on the third floor,

holds

located at 235 North Washington Ave., Scranton Pa. and at 2800 Stafford Street, Scranton Pa. UPS packages may be dropped off at the Mail Center only if the package has a prepaid return label.

**Off-Campus Students**

Students living off-campus are not able to receive mail/packages through the University's Mailing Services. All mail and packages must be delivered to your off-campus address. As a courtesy, we will accept your mail/packages for



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 \$58,000 plus full medical and dental benefits, and fantastic résumé-building potential. After only four years, your salary increases to almost \$87,000.

### **Time Involvement**

ROTC usually involves a 6-hour time commitment per week between Military Science Class, Leadership Lab, and Physical Training. There are also voluntary adventure exercises and rotating 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.

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campus programs such as SMART mentoring, Safe Trick or Treat for local children, food and clothing drives, pet therapy and many other programs. Arrupe House, located at 400 Clay Ave, offers hands-on service opportunities and houses the Royal Restore Food Pantry for students, faculty and staff.

### **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, espe2 629.1c (r)7 (

- Instagram: [UofSMusic](#)
- YouTube: [U. of Scranton Performance Music](#)
- Phone: (570) 941-7624

**Large instrumental and choral ensembles - NEW MEMBERS WELCOME EACH SEMESTER!** *All meetings, rehearsals, and performances are held in the Houlihan-McLean Center, corner of Jefferson Ave. & Mulberry St. (please use Jefferson Ave. entrance.)*

- **University Performance Choirs (all singers)**
- **University Bands (woodwind, brass, and percussion instrumentalists):**
- **University String Orchestra (violin, viola, cello & upright bass players):**
- **University Steel Drum Ensemble**
- **Smaller vocal and instrumental ensembles (jazz band, women’s choir, men’s chorale, percussion ensemble, flute ensemble, sax ensemble, etc...) times and info for these are announced at large ensemble rehearsals – you must be a member of one of the large ensembles to participate in the small ensembles.**

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 all interested University students (as well as faculty, staff, administrators) with a valid ID. All requests for information should be directed to the Director of Bands, Percussion, and String Ensembles at (570) 941-7624 or by email at [scranton@uofscranton.edu](mailto:scranton@uofscranton.edu).

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

### *Printing Services (Print Shop & Copy Center)*

Location: Printing and Mailing Services Facility  
315 Jefferson Avenue  
Telephone: (570) 941-4198  
Hours: Monday - Friday 8:30 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](#)

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

### *Recreational Sports (Club Sports, Intramurals, & Fitness Center)*

Location: Byron Recreational Center/John J. Long S.J. Center  
Telephone: (570) 941-6203

Hours:	Pilarz Fitness Center	Byron
Mon-Thurs	6am-Midnight	7:30am-11pm
Friday	6am-9pm	7:30am-8pm
Saturday	10am-9pm	Noon-8pm
Sunday	10am-Midnight	Noon-11pm

### **Recreational Sports**

The Recreational Sports Department offers a variety of recreation opportunities designed to meet the diverse needs of the University community. The Byron Recreational Complex contains three gymnasiums that may be used for basketball, volleyball, badminton, pickleball and tennis; an indoor pool and locker rooms containing saunas and steam rooms; racquetball courts; a spin room; a 3,250 square foot multi-purpose room; and a group exercise room. A 1/10-mile track surrounds the multi-purpose courts that may be used for walking or jogging.

The John Long Center, located adjacent to the Byron Complex, includes a gymnasium, wrestling room and locker rooms. Athletic administration and coaches may also be found in the Long Center.

The 14,000 square foot fitness center is located on the ground floor of Pilarz Hall and is home to over 55 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 online and in the rec sport office.

*Group Exercise.* Group exercise 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 basketball, football, volleyball, softball, soccer, badminton, dodgeball, pickleball, corn hole, and tennis. Specific league and registration information is available online at [IMLeagues.com/Scranton](#).

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## *Royal Card Office – Student Identification Cards*

Location: Alumni Memorial Hall 102

Telephone: (570) 941-4357

Hours: Spring/Fall

Monday - Friday 8:00 a.m. to 10:00 p.m.

Saturday - Sunday 10:00 a.m. to 4:00 p.m.

Email: [royalcard@scranton.edu](mailto:royalcard@scranton.edu)

Website: [www.scranton.edu/royalcard](http://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](http://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 deactivated. You can contact the Technology S3 ((a)-4ft)2 (he)

The mission of the Division of Student Life is to build a shared culture dedicated to pursuit of excellence and justice, finding God in all people and circumstances, being people with compassion for others, and respecting each person in their uniqueness.

Departments within Student Life include: The Roche Family Center for Career Development, Center for Health Education & Wellness, Center for Student Engagement (Leadership Development, New Student Orientation, Student Activities), Counseling Center, Cultural Centers (Multicultural Center & Jane Kopas Women's Center), Dean of Students Office, Residence Life, Student Conduct, Student Health Services, and University Police.

### *Office of Student Conduct*

Location: 201 DeNaples Center

Telephone:(570) 941-7680

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

The Office of Student Conduct is responsible for interpreting and enforcing the University's Student Code of

grant release of confidential information, complete the [Authorization for Release of Confidential Health Information form](#). Note [the Full Privacy Statement](#).

**Access to Care**

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- 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.

## *University Police*

Location:	820 Mulberry St., Parking Pavilion (Street Level)
<b>Emergency 24</b>	<b>On Campus 7777</b>
<b>Hours/Day:</b>	<b>Off Campus 570-941-7777</b>
Telephone	(570) 941-7888
Website:	<hr/>

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 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 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](#) to complete the Silent Witness Form. If you have personal knowledge of, or have heard of any crime

occurring on or off campus please complete and submit the form. You can 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 remain



\*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](http://www.benefits.va.gov/gibill).

***Veterans and ROTC Resource Lounge:*** Located on the first floor of Hyland Hall, this space is a gathering space open to all student-veterans, ROTC cadets, and related staff members. Access is granted each semester to campus-based students who have identified themselves as veterans as well as ROTC cadets.

***Student Veterans Organization (SVO):*** The mission of the Student Veterans Organization is to provide a welcoming atmosphere to all military veterans through peer support, advocacy and community involvement. For more information, please visit the [SVO website](#).

## *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* is The University of Scranton's Learning Management Systems and many faculty use *Brightspace* to support or teach their courses. Brightspace 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 *Brightspace* is accessible to all students, from novice to advanced computer users. *Brightspace* contains modules for news, course content, quizzes, discussions, chat, and assignments.

Students can use the *Brightspace* 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 *Brightspace* visit The University's *Brightspace* web site which is accessible via the [My.Scranton](#) portal.





