

**Student Handbook**  
**2013-2014**

**Harrisburg University of  
Science & Technology**



# University Contact Information

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

Additional Location:  
111 S. Independence Mall East, Suite 300  
Philadelphia, PA 19106

215.717.7402  
215.574.9800

Admissions  
717.901.5101  
Admissions@HarrisburgU.edu

Advancement Office  
717.901.5103  
Connect@HarrisburgU.edu

Finance & Administration  
717.901.5105  
BusinessOffice@HarrisburgU.edu

Financial Aid  
717.901.5115  
FinancialAid@HarrisburgU.edu

Information Technology  
717.901.5106  
OIS@HarrisburgU.edu

Library  
717.901.5188  
Library@HarrisburgU.edu

Office of the President  
717.901.5104  
President@HarrisburgU.edu

Professional Development  
717.901.5190  
ProfessionalEd@HarrisburgU.edu

Records and Registration  
717.901.5163  
Registrar@HarrisburgU.edu

SENCER  
717.901.5107  
SENCER@HarrisburgU.edu

Student Services  
717.901.5173  
StudentServices@HarrisburgU.edu

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Note: This Student Handbook is an official publication and consists of two parts: general information and select University policies and procedures. The University reserves the right to modify the requirements for admission and graduation, to amend any policy or procedure affecting the student body, and to dismiss from the University any student if deemed to be in the best interest or safety of the University community.

### Personal Property

The University is not responsible for theft, loss or damage to personal property on campus, in the parking garage, or in affiliated student housing. Valuable personal items, such as purses, laptops, phones and other valuables, including cash, checks and credit cards, should not be left in areas where theft might occur.

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## **Welcome from the President**

Welcome to the Harrisburg University of Science and Technology. You are positioned to inquire, explore, develop, and grow the University in partnership with administration, faculty and staff. We welcome you as part of our community of learners.

This student handbook serves as a quick guide and resource to information, policies and procedures you need to know. The handbook is divided into two sections: Part 1 contains general information including a responsibility and community values statement; and Part 2 lists policies and procedures you need to be familiar with.

If after reading through this handbook you are still unclear about any policy, please contact Student Services staff for guidance.

Cordially,

Eric D. Darr, Ph.D.  
President & CEO

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# **General University Information**

## **Part 1**



## **Student Responsibility Statement**

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

## **Statement of Community Values**

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

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

## **Mission Statement**

“The Harrisburg University of Science and Technology is an independent educational institution offering innovative academic and research programs in science and technology that respond to the needs of the region and support its economic development, provide educational opportunity for traditionally underserved students in urban environments, and create evidence-based national models.”

*Approved by the Board of Trustees: October 2013.*



## Accreditation and Approvals

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

Program offerings are authorized by the Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education, 333 Market Street, Harrisburg, PA 17126.

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

Approved to participate in the federal Title IV, HEA student assistance programs by the U.S. Department of Education, 7<sup>th</sup> & D Streets, SW, Washington, DC 20202.

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

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

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

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

Harrisburg Area Community College  
Community College of Baltimore County  
Lehigh Carbon Community College  
Hussian School of Art

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

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

The Pennsylvania State University – University Park Campus

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

Saint Francis University

## HARRISBURG UNIVERSITY- STUDENT RESOURCE LIST

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

<b>Issue</b>	<b>Contact</b>	<b>Phone #</b>	<b>Location</b>
Business Mentors	Manager of Experiential Programs <a href="mailto:CareerServices@HarrisburgU.edu">CareerServices@HarrisburgU.edu</a>	717.901.5157	13 <sup>th</sup> Floor (1325)
Campus Jobs	Director of Human Resources	717.901.5112	14 <sup>th</sup> Floor (1425)
Career Exploration	Manager of Experiential Programs <a href="mailto:CareerServices@HarrisburgU.edu">CareerServices@HarrisburgU.edu</a>	717.901.5157	13 <sup>th</sup> Floor (1325)
Emergency	911 (if life-threatening) Harrisburg U Security	911 717.901.5180	
Financial Aid	Director of Financial Aid <a href="mailto:FinancialAid@HarrisburgU.edu">FinancialAid@HarrisburgU.edu</a>	717.901.5115	1 <sup>st</sup> Floor (121i)
Health Services	Nightingale Nurses/Lorraine Bock	717.920.9579	2801 N. Front St. Harrisburg, PA 17110
HU Apparel Textbooks Gift Items	MBS Direct		<a href="http://bookstore.mbsdirect.net/harrisburgu.htm">http://bookstore.mbsdirect.net/harrisburgu.htm</a>
HU IDs	<a href="mailto:CampusCard@HarrisburgU.edu">CampusCard@HarrisburgU.edu</a>		
Information Technology	<a href="mailto:HelpDesk@HarrisburgU.edu">HelpDesk@HarrisburgU.edu</a>	717.901.5177	
Internships	Manager of Experiential Programs	717.901.5157	13 <sup>th</sup> Floor (1325)
Library	University Librarian <a href="mailto:Library@HarrisburgU.edu">Library@HarrisburgU.edu</a>	717.901.5188	<a href="http://library.harrisburgu.edu">http://library.harrisburgu.edu</a>
Off-Campus Jobs	Manager of Experiential Programs <a href="mailto:CareerServices@HarrisburgU.edu">CareerServices@HarrisburgU.edu</a>	717.901.5157	13 <sup>th</sup> Floor (1325)
Parking	Harrisburg U Security Desk	717.901.5180	1 <sup>st</sup> Floor Desk
Scheduling, Registration, Transcripts and Enrollment Verifications	Director of Records and Registration <a href="mailto:Registrar@HarrisburgU.edu">Registrar@HarrisburgU.edu</a> For academic calendar and registration forms: <a href="https://myHU.HarrisburgU.edu">https://myHU.HarrisburgU.edu</a>	717.901.5117	1 <sup>st</sup> Floor (121e)
Student Accounts (Billing)	Financial Accounts Manager <a href="mailto:BusinessOffice@HarrisburgU.edu">BusinessOffice@HarrisburgU.edu</a>	717.901.5135	14 <sup>th</sup> Floor (1441)
Student Inquiries General or Academic	Director of Student Services <a href="mailto:StudentServices@HarrisburgU.edu">StudentServices@HarrisburgU.edu</a>	717.901.5139	13 <sup>th</sup> Floor (1328)
Student Advising	<a href="mailto:Advising@HarrisburgU.edu">Advising@HarrisburgU.edu</a>		
Student Services	<a href="mailto:StudentServices@HarrisburgU.edu">StudentServices@HarrisburgU.edu</a>	717.901.5139 717.901.5157	13 <sup>th</sup> Floor (1328) 13 <sup>th</sup> Floor (1325)
Tutoring	<a href="mailto:Tutoring@HarrisburgU.edu">Tutoring@HarrisburgU.edu</a>		
Veteran Services	Director of Records & Registration <a href="mailto:Registrar@HarrisburgU.edu">Registrar@HarrisburgU.edu</a>	717.901.5117	1 <sup>st</sup> Floor (121e)

**QUICK REFERENCE TELEPHONE NUMBERS**  
**Harrisburg, PA**

Emergency Ambulance – Fire – Police	911 or 9-9-1-1 from HU
Non-Emergency: Ambulance – Fire – Police	717-558-6900
National Poison Control	1-800-222-1222
National Suicide Crisis Hotline	1-800-784-2433
Mental Health Hotline	1-800-789-2647
Pennsylvania State Police	717-671-7500
Pinnacle Health Services Emergency	717-782-5256
General Information	717-782-3131
Hamilton Health Center	717-232-9971
Taxi Service	717-234-4400 or 717-238-7252 or 717-232-5555 or 717-239-5000
Harrisburg Transportation Center (Train and Bus)	717-255-6970
CAT (Bus) Station	717-238-8326

**Policies  
and Procedures  
Part 2**

## Student Honor Code of Conduct

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

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

- A. **Computer-Related Violations.** Use of computer equipment and/or time for unethical, illegal or harmful activities. Any violation of the University computer usage policy constitutes a violation of this Code of Conduct.
- B. **Damage to Property.** Purposefully and intentionally causing damage to property.
- C. **Academic Dishonesty and Deception.** Examples of conduct that is prohibited:
  - 1. Plagiarizing or submitting the work of another as one's own.
  - 2. Cheating on any exam, quiz, or assignment, or collaborating with others on graded work without the clear, expressed consent of the relevant faculty member(s).
  - 3. Furnishing false information to any University official or faculty member at any time. This includes information provided during the application and enrollment process, throughout active enrollment, and at any time prior to completion of the intended degree.
  - 4. Furnishing false information on a resume, application (e.g., employment or internship application), or contract.
  - 5. Withholding relevant information from any University official under circumstances when it is reasonable to expect a student to offer such information, even if not specifically requested.
  - 6. Forging, altering or misusing any document, record or instrument of identification.
- D. **Disorderly Conduct.** Conduct which causes a public alarm, annoyance, disruption or hazard on University premises or at a University-sponsored or University-supervised function. Such activities also include, but are not limited to, conduct which is intended to or results in the disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, on or off campus, or which prevents or obstructs University personnel from performing their duties.
- E. **Failure to Comply.** Failure to comply with published University policies, administrative dispositions, disciplinary sanctions or directions of University officials authorized and acting pursuant to their prescribed duties.
- F. **Firearms, Explosives and Weaponry.** Possession or use of explosives, firearms or other weapons (including, but not limited to, air pistols and air rifles), dangerous chemicals, or objects intended to be perceived as explosives, firearms, weapons or chemicals, or objects or devices designed to cause bodily harm in or upon University-owned or University-supervised property. Violations under this section also include the irresponsible possession or careless and dangerous use of any other object in such a way as to threaten or endanger any person or property.
- G. **Hazing.** An act which endangers or has the potential for endangering the mental or physical health or safety of a student or others, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued

membership in, a group or organization, including athletic teams. Any violation of the Pennsylvania anti-hazing law (Act 175 of 1986) shall also be considered a violation of this section.

- H. **Harassment and Physical Harm.** Causing physical harm to another person is assault, which is a crime. Threats, intimidation, harassment or engaging in any other conduct that threatens or endangers the physical, emotional and/or psychological health or safety of any person, or interferes with the education process, or which is intended to provoke violence by another, is prohibited. This includes sexual harassment, sexual assault, or sexual violence.
- I. **Equal Opportunity.** Any violation of any section of the Code of Conduct that is motivated by the sex, race, color, religion, sexual orientation, ethnicity or national origin of another person is a violation of federal law. Acts of intimidation may be considered a hate crime under the Uniform Crime Code and subject to prosecution by federal authorities.
- J. **Theft and/or Possession of Stolen Property.** Theft is the unlawful taking of tangible University property or finances, or the property of others -public or private- with the intent to deprive the University or person of the property. Possession of stolen property includes taking possession of or receiving such property, knowing it to have been stolen.
- K. **Trespass.** Trespass is the entry or the attempt to enter any University facility, area, or room without lawful authority or, except with such authority, against the will of the occupant or the individual in charge of the facility. Trespass also includes, but is not limited to, the unauthorized possession, duplication, or use of keys or other entry control systems to gain access to any University building or facility and the failure to leave a facility at the request of the occupant(s) or the University.
- L. **Violations of Law.** Violation of any federal, state, or local law is also a violation of this Code of Conduct.

*We will also follow the principles, guidelines, and laws relating to:*

**A. Alcoholic Beverages**

The Pennsylvania Crimes Code (Section 6308) clearly provides that it shall be unlawful for a person less than twenty-one years of age to purchase, attempt to purchase, consume, or to transport any alcohol, liquor, malt or brewed beverages within the Commonwealth. A student will be cited for violation of this law.

The University community urges students to maintain good conduct and obey laws both on- and off-campus, but it cannot be responsible for enforcing laws at off-campus, non-University sponsored activities. However, the University reserves the right to take disciplinary action against students who violate laws during off-campus activity.

**B. Narcotics and Drugs**

The administration of the University fully supports the established laws regarding the use of narcotics and drugs. It is in no position to condone any violation of such laws.

Because drug problems are often complex, the University will make every effort to help students with such problems. However, students must remember that drug problems discovered in the normal course of administrative operations will be treated as disciplinary matters.

Nationally, there is the National Institute of Drug Abuse hotline, 1-800-662-HELP, or the website [www.drughelp.org](http://www.drughelp.org) for up-to-date information and referral sources.

### C. Harassment and Misconduct

Harrisburg University of Science and Technology, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the University community, holds that any harassment, including verbal, physical or sexual, of students or employees is unacceptable and impermissible conduct.

All members of the University community, including students, are responsible for knowing this policy.

University personnel are responsible for referring to the Provost complaints of alleged or actual sexual harassment, including incidents where reprisal for reporting sexual harassment has occurred.

University personnel have been designated to provide information, support, and assistance for issues of sexual harassment and institutional climate that adversely affects and discriminates against students and employees on the basis of gender.

### D. Sexual Misconduct, Harassment, or Violence

1. Peer sexual harassment includes intentional persistent, malicious, lewd or other verbal or physical behavior with sexist or sexual connotations which can annoy, bother, or causes embarrassment of another by communication via media, e-mail, telephone or printed material. Specific types of sexual harassment include, but are not limited to, those items listed below; they do not limit the scope of the charges that may be brought to only these acts.
  - A. verbal harassment or abuse
  - B. subtle pressure for sexual activity
  - C. sexist remarks about a person's clothing, body, or sexual activities
  - D. unnecessary touching, patting or pinching, leering or ogling of a person's body
  - E. constant brushing against a person's body
  - F. demanding sexual favors accompanied by implied or overt threats
  - G. physical assault
2. Rape is sexual assault, defined as a forcible or non-forcible vaginal, oral or anal sexual act with penetration that is perpetrated against the will of the victim. The assailant may be a stranger or acquaintance. The type of force may include physical violence, coercion, or threat of harm to the victim. Rape is also considered when the sexual offense involves penetration, as in sodomy or rape using a foreign object.
3. Other sexual misconduct may include indecent exposure, the unwanted touching of an intimate part of another person such as, but not limited to, sexual organ, buttocks or breast. The act of tearing off of a victim's clothes or touching an intimate part of the body against a person's will is also considered a sexual offense.

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

# **Disciplinary Process for Student Incidents of Misconduct**

## **Policy**

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

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

## **Incident Reporting**

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

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

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

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

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

## **Incident Procedure**

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

If there is evidence to support the complaint, the concerns presented by the alleged victim or complainant will be discussed in a separate meeting with the alleged violator of the code. Every attempt will be made to resolve the matter, and a decision will be issued [in most cases] by the appropriate member of Student Services staff. The complaint is then dismissed, or a penalty is then imposed, or - due to special circumstances of a particular violation - a penalty is deferred and the case is advanced directly to the Disciplinary Committee for consideration or, in the most serious cases, advanced directly to the Provost for immediate consideration and penalty imposition.



If the violator disputes the penalty imposed by the Office of Student Services, a request for appeal shall be submitted within 24 hours to Office of Institutional Compliance. All evidence previously collected, including a summary from any cognizant University staff, will be forwarded to that office.

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

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

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

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

### **Disciplinary Penalties**

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

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

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

## Sexual Violence Student Bill of Rights

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

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

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

- You have the right to notify the following individuals or agencies if you are a victim of sexual violence.
  1. University administrator responsible for dealing with sexual violence: Please contact the Director of Student Services, Dr. Laura Dimino (717) 901-5129
  2. Building security: Building Security can be reached at the front desk or by phone (717) 901-5180
  3. Local law enforcement agencies: Harrisburg Police: 911
- You have the right to request assistance from the university to make these notifications.
- You have the right to obtain an order of protection, a no contact order, a restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
- You have the right to request that a prompt disciplinary proceeding be initiated against the accused.
- You have the right to be notified of the outcome of any disciplinary actions against the accused.
- You have the right to be notified of any options of changing your academic or campus living situation.
- You have the right to have others present during disciplinary proceeding or other related meetings.

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

National Sexual Violence Resource Center 877-739-3895 [www.nsvrc.org](http://www.nsvrc.org)

## **Student Guest Policy**

### **Summary**

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

### **Guest Defined**

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

### **Campus Defined**

All University owned or leased properties.

### **Guest Registration and Guest Badge**

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

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

### **Number of Guests**

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

### **Hours of Visitation**

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

### **Host Student Responsibility**

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

## **Gramm-Leach-Bliley Information Security Program**

Harrisburg University of Science and Technology is committed to the ongoing protection of confidential financial information. The Federal Trade Commission has issued the Safeguards Rule under the Gramm-Leach-Bliley (GLB) Act, requiring the University to develop, implement and maintain a comprehensive information security program to ensure the privacy of certain categories of confidential financial information. For the purpose of the University's Information Security Program, "Confidential Financial

Information” means all nonpublic personal information, whether in paper, electronic, or other form that is obtained in connection with transactions involving financial products or services offered. This Information Security Program establishes the University’s policy for the ongoing protection of Confidential Financial Information and serves as written evidence of an information security program in compliance with 16 CFR §314.3(a).

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

### **Introduction**

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

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

### **Plans to “Effectively Combat” Unauthorized Distribution of Copyrighted Material**

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

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

### **Compliance**

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

### **Identification of Copyrighted Material Violation and Action Taken**

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

Keith A. Green  
Director of Institutional Compliance and Reporting  
326 Market Street  
Harrisburg, PA 17101  
(717) 901-5123  
[KGreen@HarrisburgU.edu](mailto:KGreen@HarrisburgU.edu)

If an infringement claim is submitted to the university by a complainant, appropriate action will be taken to identify the student, faculty, or staff member involved in the complaint.

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

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

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

### **Penalties for Copyright Infringement**

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

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

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

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

### **Procedure to Update and/or Amend**

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

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

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

University officials may disclose education records and information to parents or others without consent of the student under certain circumstances:

- During a health or safety emergency to protect the student or other individuals;
- Any record to the parent when the student is a dependent for federal income tax purposes;
- Law enforcement unit records, including outside law enforcement authorities;
- Parental information when a student under 21 has violated any law or university policy; and, concerning the use or possession of alcohol or a controlled substance

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

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

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

### **Campus Crime and Security Disclosure**

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

### **Electronic Mail Communication Policy**

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

**Reason for Policy** - The University must be able to communicate quickly and efficiently with faculty, staff, and enrolled students in order to conduct official University business. E-mail is an available and appropriate medium for such communication. Official communications may include policy announcements, registration and billing information, regulatory compliance disclosures, emergency

notifications, and other information of a critical or timely nature. Faculty, staff and students may not opt out from receiving official University e-mail communications.

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

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

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

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

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

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

A license agreement permits the University to provide access through its servers for the student to utilize the MicroSoft *SkyDrive* cloud-based computer server storage utility to store the student's ePortfolio during the period of enrollment in a program of study. The University requires that each degree-seeking undergraduate student develop an ePortfolio. An ePortfolio is defined as: *An organized, media-rich collection of documents, videos, and other exhibits that allows the student to demonstrate competence to a multitude of audiences.* Additionally, faculty, students, or staff are provided access to and use other web-based technologies and social media where user-generated content is stored.

The individual user of a third-party, web-based technology application, when establishing an account, is required to agree to the conditions of a Terms of Service or End-User Agreement, whereby the individual user accepts full responsibility for all content maintained in the application. Furthermore, the user agrees to a condition that, in no event will the software manufacturer be liable for any damages, whether direct, indirect, special, incidental, economic, compensatory, or consequential, arising out of the use of or inability to use the software or user documentation. Accordingly, the user is solely and exclusively responsible for any and all content.

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

### **Equal Opportunity**

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

### **Non-Discrimination Grievance Procedure - Federal**

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

### **Non-Discrimination Policy - State**

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

**Any complaint of an alleged act of discrimination must be filed within 180 days of the incident by contacting the PA Human Relations Commission located at 1101-1125 Front Street, 5<sup>th</sup> Floor, Harrisburg, PA 17104-2515 (717) 787-9784.**



## **Emergency Notification System Policy**

The University's emergency notification service (ENS), the “e2Campus” system, will be used to communicate with subscribers through voice, text, and email messages, as deemed appropriate in the event of an emergency. All University students, faculty, and staff are strongly encouraged to subscribe. Each subscriber can designate up to three contact numbers and specify text and/or voice messages. The Quick Test feature enables the user to send a test message to your wireless device. The Emergency Notification Service is designed for use with portable devices and is only one aspect of a layered approach to notifying the University community of emergencies.

## **Inclement Weather and School Closing Policy**

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

## **Student Grievance Policy**

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

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

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

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

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

permitted to have a representative to assist them during the proceeding; however, the representative may not be an attorney.

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

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

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

## **Acceptable Use of Information Technology Policy**

### **Introduction**

Harrisburg University offers comprehensive academic programs that emphasize science and technology. Access to information technology is essential to the pursuit and achievement of the university's instructional, research, administrative and service missions. As such, the use of information technology is a privilege and all members of the university community are expected to be responsible and ethical users of information technology. This policy applies to all technology acquired by or on behalf of Harrisburg University (wherever used) and all technology (however acquired) used on any Harrisburg University resources<sup>1</sup>.

### **Purpose**

This policy:

- A.** Promotes the responsible and ethical use of computing, information resources, and/or communication systems, collectively known as "information technology" but hereafter known as "IT," administered by the Office of Information Services (OIS).
- B.** Defines the rights, responsibilities, and standards of conduct for its faculty, administrators, staff, students, and other authorized users with regard to the use of IT.
- C.** Explains the appropriate procedures for enforcing any and all misuse of the university's IT resources and outlines appropriate disciplinary procedures for violating these rules.

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

## Responsibilities

- D.** It is the responsibility of the university faculty, administrators, staff, or student workers to communicate this policy and its contents to any and all users of IT at, or in affiliation with, Harrisburg University. Not being aware of any part of this policy does not excuse the individual from being responsible for its contents.
- E.** The Harrisburg University OIS is responsible for the following:
  - i.** Maintaining user accountability requirements including user identification and authentication, account administration, and password integrity.
  - ii.** Making every effort to protect the privacy of users and confidentiality of data<sup>2</sup>.
  - iii.** Ensuring fair access to IT.
  - iv.** Developing and implementing security policies and standards.
- F.** All Harrisburg University IT users are responsible for the following:
  - i.** Acting in a responsible, ethical, and legal manner in the use of IT. As such, this use of IT implies consent with any and all applicable university policies and regulations.
  - ii.** Using IT for authorized university business only. Excessive use of any IT resource for personal use is prohibited.
  - iii.** Safeguarding data including personal information and passwords.
  - iv.** Recognizing the limitations to privacy afforded by electronic services.
  - v.** Respecting other users and their expectation of privacy, confidentiality, and freedom of expression.
  - vi.** Taking precautions to prevent the initial occurrence and/or spread of computer viruses. Therefore, network connected resources must utilize university-approved anti-virus software.
  - vii.** Avoiding any unauthorized or illegal use of IT. This includes but is not limited to the transmission of abusive or threatening material, spam, or communications prohibited by state or federal laws.
  - viii.** Using IT in compliance with applicable license and purchasing agreements. Each user is individually responsible for reading, understanding, and adhering to all licenses, notices, and agreements in connection with IT which he or she uses.

## Compliance

- G.** Harrisburg University reserves the right to capture, preserve, and/or inspect any information transmitted through, stored on, or used on any IT resource without notice but especially when:
  - i.** There is reasonable cause a user has violated this policy.
  - ii.** A user or an account appears to be engaged in unusual activity.
  - iii.** It is necessary to protect the integrity, security, or functionality of IT resources.
  - iv.** It is necessary to protect the University from liability.
  - v.** It is permitted or required by law.

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<sup>2</sup> While Harrisburg University recognizes the importance of (and makes every attempt to achieve) privacy, the university cannot promise privacy of information stored on, or sent through, university-owned systems or resources except for certain information pertaining to student records, research, or other proprietary or patentable materials.

## **Enforcement and Disciplinary Procedures**

**H.** Any user who violates any part of this policy may be subject to the following:

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

### **Procedure to Update and/or Amend**

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

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

### **PURPOSE**

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

### **COMPLIANCE**

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

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

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of controlled substances and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of controlled substances and alcohol;

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. A clear statement that the institution of higher education will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

(b) A biennial review of the program to:

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

### **SCOPE**

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

### **DEFINITIONS**

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

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

### **POLICY**

#### General Rules Governing the Use of Alcohol

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

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

- endanger the physical well-being of other persons and/or oneself, and/or which leads to damage of property.
- The possession, sale, distribution, promotion or consumption of an alcoholic beverage in a manner that constitutes a violation of federal, state or local law, including the sale, directly or indirectly, of any alcoholic beverages at a premise or by an entity not licensed for such sales on property owned or controlled by the university or as part of any university activity.
2. In cases of intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. An individual is strongly encouraged to call for medical assistance when needed or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to university discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.
  3. The President, Vice Presidents, Associate Vice Presidents, Associate Provosts and heads of administrative areas have the authority and responsibility to govern the use of alcohol in areas they control and to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Further, those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and university policy.
  4. At any event at which alcohol will be served, sufficient quantities of non-alcoholic beverages and food must also be available to guests without cost.
  5. Consistent with Pennsylvania law, advertisements of social events shall not promote nor describe the availability of alcoholic beverages nor promote the consumption of alcohol by minors.
  6. Ordinarily, consumption of alcoholic beverages in outdoor public areas such as walkways, unenclosed patios, green spaces, and the like is not permitted regardless of the age of the drinker. However, appropriate administrators may grant exceptions to this guideline on an event-by-event basis. Exceptions will be granted only for those events where an overwhelming majority of those reasonably expected to attend an event are of legal drinking age. Events for which exceptions have been granted must be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol.

## **LEGAL SANCTIONS**

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

Therefore:

1. All university students and employees are expected to comply with applicable local, state and federal laws regarding the possession, use or sale of alcohol or drugs, whether on or off-campus, and are expected to comply with this policy regarding alcohol possession or use.
2. Any student or employee who violates university policy or applicable law may be subject to disciplinary sanctions and/or referral for prosecution. Disciplinary sanctions for students range from disciplinary warning to expulsion. The severity of the sanctions will depend, in part, on whether there have been repeated violations and on the seriousness of the misconduct. Employees found to be in violation of this policy or applicable law will be subject to university disciplinary procedures which may impose sanctions up to and including termination from employment and/or referral for prosecution. The

university also supports enforcement, by applicable law enforcement agencies, of all local, state and federal laws.

3. Along with disciplinary consequences, the university is committed to providing treatment and education as appropriate to assist members of the community.
4. Within thirty (30) days of a conviction on drug charges, appropriate action will be taken up to and including termination of employment or discharge from the University. The university may require satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement, or other appropriate agency

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

- A. Has a drug-free awareness program to inform its students and employees about the dangers of drugs and alcohol abuse, and has counseling, rehabilitation, and assistance programs available by referral to local resource organizations.
- B. Will provide each student and employee with a copy of this policy annually and, from time to time, will publish this policy in appropriate publications.
- C. Will notify each student employee and each university employee that as a condition of employment each must abide by the terms of this policy.
- D. Will require any student or employee convicted of any criminal drug statute violation which has occurred on campus to provide his or her supervisor (in case of a student, the Director for Student Services) with written notification within five days of the conviction.
- E. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction.
- F. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance rehabilitation program by anyone so convicted.
- G. Will make every good-faith effort to continue to maintain a drug and alcohol free campus through implementation of this policy.

**POSSIBLE EFFECTS OF SUBSTANCE ABUSE**

<b><u>SUBSTANCE</u></b>	<b><u>POSSIBLE EFFECTS</u></b>
Alcohol	Toxic Psychosis, Neurological and Liver Damage, Fetal Alcohol Syndrome
Marijuana	Bronchitis, Conjunctivitis, Possible Birth Defects
Amphetamines	Loss of Appetite, Delusions, Hallucinations, Toxic Psychosis
Nonprescription Stimulants	Hypertension, Stroke, Heart Problems
Cocaine	Loss of Appetite, Depression, Convulsions, Nasal Passage Injury, Heart Attack, Stroke, Seizure
Cocaine Free Base	Weight Loss, Depression, Hypertension, Hallucinations, Psychosis, Chronic Cough
Barbiturates	Severe Withdrawal Symptoms, Possible Convulsions, Toxic Psychosis
Methaqualone	Coma, Convulsions
Heroin	Addiction, Constipation, Loss of Appetite
Analogs of Synthetic Narcotics	Addiction, MP/TP Induced, Parkinsonism

Morphine	Addiction, Constipation, Loss of Appetite
Codeine	Addiction, Constipation, Loss of Appetite
Oxycodone	Addiction, Constipation, Loss of Appetite
Meperidine	Addiction, Constipation, Loss of Appetite
Methadone	Addiction, Constipation, Loss of Appetite
Inhalants	Impaired Perception, Coordination, Judgment, Toxicity from Solvent, Impurities
Nitrous Oxide	Kidney or Liver Damage, Peripheral Neuropathy, Spontaneous Abortion
LSD	May Intensify Existing Psychosis, Panic Reactions
Mescaline	Milder than LSD
MDA, MDE, MDMA, MMDA	Neurotoxin
Psilocybin	Milder than LSD
PCP	Psychotic Behavior, Violent Acts, Psychosis
Tobacco	Loss of Appetite, Addictive, Lung Cancer, Effects on Fetus

### PHYSICAL SIGNS OF DRUG ABUSE

<u>SUBSTANCE *</u>	<u>PHYSICAL SIGNS OF USE / ASSOCIATED PARAPHERNALIA **</u>	<u>BEHAVIORAL SIGNS OF USE **</u>
Anabolic Steroids	Enlargement of muscle masses, weight gain, fluid retention, high blood pressure, atherosclerosis, increased plasma lipids, shrunken testes, liver disease, stroke, heart attack, death. Needles, syringes.	Stimulation, aggressive behavior, increased energy.
Cannabis Marijuana, hashish, (pot, dope, reefer, sinsemilla)	Bloodshot eyes, persistent cough or respiratory infection, increased appetite. Strong odor of burning rope or plant material, rolling papers, pipes, "roach clips", water pipers. Eye drops for clearing up bloodshot eyes.	Impaired concentration and short-term memory, uncontrollable laughter, apathy, sleepiness despite adequate rest.
Stimulants Amphetamines (speed, white cross, black beauties)	Dilated pupils, rapid breathing, decrease in appetite, weight loss, excessive talking, insomnia, hyperactivity.	Inexplicable mood swings (elation to depression), nervousness, auditory hallucinations and paranoid thinking after heavy use.



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

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

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

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

1st conviction:

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

After one prior drug conviction:

At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions:

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

Special sentencing provisions for possession of crack cocaine:

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

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

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

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

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

Ineligible to receive or purchase a firearm.

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

### **SYMPTOMS AND PROGRESSION OF ALCOHOLISM**

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

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

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

Increase in Tolerance

Being able to out-drink your peers is not something to be

	proud of, but to be concerned about.
Preoccupation	Looking forward to drinking after work or on the weekend. Planning your social activities around alcohol.
Blackouts	Occasional memory lapses while drinking or an alcohol-induced state of amnesia.
Sneaking Drinks, Gulping Drinks	
Loss of Control	Unplanned drinking episodes or inability to realistically predict what will happen once you take the first drink.
Alibis	Having to explain why you drank or make excuses for your drinking.
Change in Drinking Patterns and Attempts to Control Promises and Resolutions Repeatedly Fail Family Problems, Financial Problems,	
Going on the Wagon	Some people quit drinking for a period of time in an attempt to control their drinking or prove to themselves that they are not physically addicted to alcohol, failing to realize that one need not drink every day in order to have a drinking problem.
Increasing Blackouts	
Geographic Escape	Changing jobs, moving to a different city or state to get a "new start."
Impaired Thinking, Loss of Job, Decrease in Tolerance, Drinking in the Morning	
Physical Deterioration	Liver, heart, stomach, brain damage.
Indefinable Fears	
Abandonment	"I don't care."

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

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

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

<b><u>ACTIVITY</u></b>	<b><u>PENALTY</u></b>
Misrepresentation of age to secure any alcohol, liquor, malt, or brewed beverage	Fine not to exceed \$500 and suspension of operating license
Individual less than twenty-one years of age who purchases, consumes, possesses, or transports any alcohol, liquor, malt, or brewed beverage.	Fine not to exceed \$500 and suspension of operating license
Misrepresenting to liquor dealers or others that another party who is a minor is of age.	Fine not less than \$300

Inducement of minors to buy alcohol, liquor, malt, or brewed beverages. Fine not less than \$300

Selling or furnishing alcohol, liquor, malt, or brewed beverages to minors.	First violation fine not less than \$1,000, subsequent violation fine not less than \$2,500
Carrying a false ID card.	First offense is a summary offense and results in restriction of operating privileges; subsequent offense results in restriction of operating privileges and fine of \$300

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

**FIRST OFFENSE**

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

**SECOND OFFENSE**

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

**THIRD AND SUBSEQUENT OFFENSE**

Loss of motor vehicle operating privileges for a period of two years from the date of suspension.

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

<b>DRUG &amp; ALCOHOL COUNSELING, TREATMENT, REHABILITATION PROGRAMS: AREA RESOURCES</b>	
Alcoholics Anonymous www.aa.org 717-234-5390	Al-Anon (Family Members) 1-800-339-9006
Contact Helpline <a href="http://www.contacthelpline.org">www.contacthelpline.org</a> 717-652-4400	<a href="http://www.dauphincounty.org">Dauphin County Department of Drug &amp; Alcohol Services</a> www.dauphincounty.org 717-635-2254
Narcotics Anonymous 717-233-3733	<b>STUDENTS ONLY</b> Howard Rosen Hempfield Counseling Associates 866-829-1154 HowardSRosen@msn.com

Adopted: January 2006  
 Revised: January 2008  
 Updated: January 2011  
 Reviewed: March 2013

## Drug Violation Penalty Notice

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

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

To regain eligibility:

A student whose eligibility has been suspended as a result of a conviction of any offense under any federal or state law involving the possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period determined if:

(A) the student satisfactorily completes a drug rehabilitation program that—

(i) complies with such criteria as the U.S. Secretary of Education shall prescribe in regulations for purposes of this paragraph; and

(ii) includes two unannounced drug tests;

(B) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the U.S. Secretary of Education shall prescribe in regulations for purposes of subparagraph (A)(i); or

(C) the conviction is reversed, set aside, or otherwise rendered nugatory.

## **Campus Crime & Security Report**

**Harrisburg University of Science & Technology** strives to offer a safe and secure campus. The Director of Compliance has the primary responsibility for supervising security staff on campus. Armed police officers from the Harrisburg Police Department are authorized to maintain security of the campus during the day and at night. The Harrisburg Police Department can be reached at 911 for an emergency and (717) 780-6590 for non-emergencies. If you become aware of a crime, observe a suspicious person, or are a victim yourself, promptly report all emergencies to the police.

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

### **Alcoholic Beverages**

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

### **Illegal Drugs**

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

### **Campus Access and Maintenance**

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

### **“CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT”**

Harrisburg University is committed to public safety. The following statistics are being provided to inform the public and to comply with the above-referenced federal law, referred to as the “Jeanne Clery Act,” by calendar year:

#### **Number of criminal offenses reported to occur on campus property or affiliated residential housing:**

<b>Felony Criminal Offenses:</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Arrests:</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**Number of criminal offenses of bias crimes reported to occur on campus property or affiliated residential housing, involving a hate crime due to race, religion, sexual orientation, gender, disability, or ethnicity/national origin:**

<b>Hate Crime Offenses:</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction or Damage	0	0	0
Vandalism of Property	0	0	0

**Number of non-bias incidents reported - campus property or affiliated residential housing:**

<b>Incidents:</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Simple Assault	0	0	2
Larceny-Theft	0	0	4
Intimidation	0	0	0
Destruction or Damage	0	0	1
Vandalism of Property	0	0	0

**Number of persons referred for disciplinary action for criminal conduct reported to occur on campus property or affiliated residential housing:**

<b>Disciplinary Actions - Conduct</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**“Violence Against Women Act”**

The following statistics are provided to inform the public and to comply with the “Violence Against Women Act” (VAWA) (PL 113-4) enacted March 7, 2013:

<b>Violations Reported to Police:</b>	<b>2012 - 2013</b>
Sexual Assault	0
Domestic Violence	0
Dating Violence	0
Stalking	0

### **Sexual Violence**

In accordance with the Pennsylvania Act 104, Article XX-G, the "Sexual Violence Education at Institutions of Higher Education Act," enacted November 17, 2010, should you become a victim of sexual violence, you have the following rights:

- *You have the right to notify the following individuals or agencies if you are a victim of sexual violence.*
  1. *University administrator responsible for dealing with sexual violence: Please contact the Director of Student Services, Dr. Laura Dimino (717) 901-5129*
  2. *Building security: Building Security can be reached at the front desk or by phone (717) 901-5180*
  3. *Local law enforcement agencies: Harrisburg Police: 911*
- *You have the right to request assistance from the university to make these notifications.*
- *You have the right to obtain an order of protection, a no contact order, a restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.*
- *You have the right to request that a prompt disciplinary proceeding be initiated against the accused.*
- *You have the right to be notified of the outcome of any disciplinary actions against the accused.*
- *You have the right to be notified of any options of changing your academic or campus living situation.*
- *You have the right to have others present during disciplinary proceeding or other related meetings.*

### **Informational Programs for Students**

Students entering a University program of study are encouraged to attend new student orientation, which includes a review of policies and rules related to conduct and behavior expected of students. Students receive information on topics such as drug and alcohol abuse, sexual violence awareness, and date rape crimes. If a sexual offense should occur on campus, contact the police and notify the Security Desk and Student Services Office. Important immediate actions should include preserving any evidence as proof of a criminal offense and obtaining a description of the alleged offender.

### **Emergency Response and Evacuation Policy and Procedures**

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

### **Timely Warning Information**

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

### **Campus Disciplinary Action**

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

### **PA Sex Offender Internet Registry – "Megan's Law"**

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

### **Missing Student Notification Procedure**

When it is suspected that a student who resides in an affiliated on-campus housing facility is determined to have been missing for 24 hours, immediately report the disappearance to the Residence Director or Campus Security personnel. It is the policy of Harrisburg University to then notify the Harrisburg Police Department on 911 and file



a missing persons report (unless the missing student notification was made to the university by the Harrisburg Police Department).

The university will also notify the contact person designated by the student within 24 hours of a determination by Campus Security or the Harrisburg Police Department that the student is missing.

A student has the option of selecting the emergency contact person by submitting a request to the Office of Records and Registration. Contact information is registered confidentially and will be accessible only to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If a contact person is not selected, notification will be made to the parent or spouse reported on the application for admission. For a student under the age of 18 and not emancipated, the university will notify the custodial parent or guardian within 24 hours of disappearance in addition to notifying any additional contact person designated by the student.

This missing person procedure does not provide a private right of action to any person to enforce a provision of the Higher Education Opportunity Act Section 488(g) or create a cause of action against the university or any employee of the university for any civil liability as a result of the notification.

Additional information and hotline assistance are available at:

**National Hotlines:**

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

**Harrisburg Resources:**

HPD Police or Ambulance 24 hours	911
PA State Police	(717) 671-7500
Suicide Crisis Hotline	(800) 784-2433
Emotional and Substance Abuse	(800) LIFE-NET
Hamilton Health Center	(717) 232-9971
Pinnacle Health – Emergencies	(717) 782-5256
Harrisburg Hospital	(717) 782-5678

The annual Campus Crime & Security Report filed with the U.S. Department of Education is available for public review at: <http://ope.ed.gov/security>.

July 2013

## ANNUAL FIRE SAFETY REPORT

In compliance with the "Higher Education Opportunity Act" (HEOA)(Public Law 110-315), **Harrisburg University of Science and Technology** is required to publish an annual Fire Safety Report. The report contains fire statistics, a description of fire safety systems in each residential housing facility, the number of fire drills held the previous calendar year, the institution's policies on portable electrical appliances, smoking, and open flames in housing facilities, procedures for student housing evacuations, and policies for fire safety.

### Fire Log

Campus Security personnel maintain a written fire log that records, by the date that the fire was reported, any fire that occurred in an affiliated on-campus student housing facility. This log includes the nature, date, time, and general location of each fire.

### Fire Statistics for Calendar Year 2012

Reported to HFD:	ROM	MVP	Total
# of Drills	2	2	4
# of Alarms	3	1	4
# of Actual Fires	0	0	0
# of Injuries	0	0	0
# of Deaths	0	0	0
Property Damage	\$0	\$0	\$0

### Fire Statistics for Calendar Year 2011

Reported to HFD:	ROM	Total
# of Drills	2	2
# of Alarms	2	2
# of Actual Fires	0	0
# of Injuries	0	0
# of Deaths	0	0
Property Damage	\$0	\$0

### Fire Safety Systems, Training, and Drills

There are two residential buildings - Residences on Market (ROM) and Market View Place (MVP) - that have a fire alarm system which is monitored 24 hours a day, seven days a week. The buildings are also equipped with emergency lighting that is designed to automatically activate whenever there is a power loss. Residential life staff (Residence Advisors and the Residence Director) receive comprehensive fire safety training at the beginning of each semester. Each suite has a smoke detector installed on the inside wall. Fire exit drills are conducted each semester in both residential buildings.

### Fire Inspection and Prevention Policy

It is the obligation of Campus Security personnel to provide students, faculty, staff and visitors with the safest possible environment, free from potential fire hazards. The primary goal of fire prevention is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by conducting periodic fire safety inspections of all campus buildings.

Regarding fire safety inspections, fire and life-safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and adopted by the Commonwealth of Pennsylvania and City of Harrisburg.

The Harrisburg Fire Department's Fire Inspector conducts fire safety inspections of all campus buildings. Some buildings may be inspected more frequently, as deemed necessary. A copy of the completed Fire Inspection Report for each building is forwarded to the Office of Compliance.

To minimize the potential for fires, the possession or use of fireworks or combustible materials of any kind are prohibited, which include, but are not limited to: halogen lamps, gasoline, paint thinner, kerosene, incense, oil lamps, candles and other articles that may be a source of flames. Any such item will be confiscated. Smoking

inside the residential facilities is strictly prohibited. The possession or use of hot plates is also prohibited, in addition to other prohibited items listed in the Housing Handbook.

Tampering with fire alarms and fire-fighting equipment, failing to render reasonable cooperation in any fire-related emergency, deliberately setting a fire, failing to leave a building during a fire drill or fire-related emergency, setting off a fire alarm other than in case of emergency and failing to report a fire are violations of this policy.

Fire safety violations must be reported to the Residence Director. The campus fire alarm system is critical to the protection of the lives and property of students.

### **Fire Safety Procedures**

In compliance with state law, fire drills will be conducted at various times throughout the year to insure that all on-campus residents are familiar with evacuation procedures. Any substance that could cause a fire is not permitted in the residence facilities at any time. These items will be confiscated and will not be returned.

Additionally, students, faculty and staff should maintain a safe environment in all campus facilities and should follow the procedures below in the event that a fire is discovered or if they see or smell something that indicates a fire in any campus building or on campus grounds:

1. Pull the alarm if it has not yet been activated.
2. Do not attempt to extinguish a fire until an alarm has been sounded
3. Close room doors and exit the building.
4. Do not use the elevator.
5. Call 911 and report the location of the fire.
6. Do not reenter the building until instructed by campus security.

In the event of a fire alarm, all occupants of the building are required to vacate. Failure to do so is a violation of the Student Code of Conduct. Tampering with or inappropriately handling any fire and/or safety equipment (including but not limited to fire extinguishers, fire hoses, smoke alarms and detectors, fire safety vehicles) is strictly prohibited and a violation of state law and the Student Code of Conduct.

### **Evacuation Procedures**

Upon hearing a fire alarm, evacuate the building by stairs and exits. Do not use elevators. Once outside the building, stay out and move away from the building to clear access for the fire department and other emergency responders.

Do not re-enter the building until expressly advised that it is safe to do so by a Fire Department incident commander or Campus Security personnel. Any fires that were quickly extinguished or any evidence of recent fires must be reported immediately to Campus Security and a Residential Director who will document the incident, as required. Campus Security will coordinate with Residential Life and the City of Harrisburg Police and Fire Departments in the investigation of each fire incident.

July 2013







**September 2013**

**Harrisburg University of Science and Technology  
326 Market Street  
Harrisburg, PA 17101  
(717) 901-5100**