



# **THE UNIVERSITY OF SCRANTON**

## **Part-Time Faculty Guide**

**2013 – 2014**

THE UNIVERSITY OF SCRANTON  
**CTLE**  
CENTER FOR TEACHING & LEARNING EXCELLENCE

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>APPOINTMENTS</b> .....   | <b>4</b>  |
| LETTER OF APPOINTMENT.....  | 4         |
| SALARY .....  | 4         |
| <b>ACADEMIC CODE OF HONESTY</b> .....                                   | <b>4</b>  |
| <b>FACULTY RESPONSIBILITY TO AND FOR ACADEMIC HONESTY</b> .....         | <b>5</b>  |
| <b>OTHER UNIVERSITY CODES AND THE CIVIL LAW</b> .....                   | <b>6</b>  |
| <b>WORKPLACE PROHIBITED BEHAVIORS</b> .....                             | <b>6</b>  |
| <b>GENERAL FACULTY RESPONSIBILITIES</b> .....                           | <b>7</b>  |
| <b>SYLLABUS OUTLINE</b> .....   | <b>7</b>  |
| <b>COURSE EVALUATIONS</b> .....   | <b>8</b>  |
| <b>OBSERVANCE OF SCHEDULE</b> .....                                     | <b>9</b>  |
| <b>FACULTY ABSENCE</b> .....  | <b>9</b>  |
| <b>ATTENDANCE POLICY</b> .....  | <b>9</b>  |
| <b>CANCELLATION OF CLASSES</b> .....                                    | <b>10</b> |
| <b>COMPRESSED CLASS SCHEDULE FOR INCLEMENT WEATHER</b> .....            | <b>10</b> |
| <b>CLASS LISTS, GRADE ROSTERS AND ENROLLMENT RESPONSIBILITIES</b> ..... | <b>10</b> |
| <b>GRADING SYSTEM</b> .....   | <b>12</b> |
| UNDERGRADUATE (CAS, PCPS, CGCE, AND KSOM) .....                         | 12        |
| INCOMPLETE .....  | 13        |
| PASS/FAIL, CREDIT/NO CREDIT.....  | 13        |
| REPEAT OF COURSE .....  | 14        |
| CHANGE OF GRADE (APPEAL PROCESS) .....                                  | 14        |
| GRADUATE SCHOOL .....   | 15        |
| WITHDRAWAL FROM A GRADUATE COURSE .....                                 | 15        |
| ADDING A COURSE .....   | 16        |
| CHANGE OF GRADE .....   | 16        |
| <b>FINAL EXAMINATION CONFLICTS</b> .....                                | <b>16</b> |
| <b>SCHOOL CLASSIFICATIONS</b> .....                                     | <b>17</b> |
| <b>STUDENT CLASSIFICATIONS</b> .....                                    | <b>17</b> |
| <b>GUEST SPEAKERS</b> .....   | <b>17</b> |
| <b>INTERNSHIPS</b> .....  | <b>17</b> |
| <b>ACADEMIC ADVISING CENTERS</b> .....                                  | <b>18</b> |
| <b>THE CENTER FOR TEACHING AND LEARNING EXCELLENCE</b> .....            | <b>18</b> |
| PEER TUTORING SERVICES .....  | 18        |

|   |           |
|---|-----------|
| READING ENRICHMENT SERVICES .....                                     | 19        |
| ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES .....                   | 19        |
| FACULTY DEVELOPMENT .....   | 19        |
| WRITING CENTER .....  | 19        |
| INSTRUCTIONAL TECHNOLOGY SERVICES .....                               | 20        |
| MATH SPECIALIST .....   | 20        |
| ONLINE TUTORIALS AND WORKSHOPS .....                                  | 20        |
| <b>THE TECHNOLOGY SUPPORT CENTER .....</b>                            | <b>20</b> |
| <b>THE HARRY &amp; JEANETTE WEINBERG MEMORIAL LIBRARY .....</b>       | <b>20</b> |
| CIRCULATION OF MATERIALS .....  | 21        |
| INFORMATION LITERACY .....  | 21        |
| RESERVES .....  | 21        |
| ACQUISITIONS .....  | 22        |
| SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES .....                     | 22        |
| FACULTY STUDY ROOM .....  | 22        |
| RETURNING BOOKS .....   | 23        |
| COMPUTERS AND PHOTOCOPYING .....                                      | 23        |
| <b>COURSE-RELATED RESEARCH ASSIGNMENTS USING HUMAN SUBJECTS .....</b> | <b>23</b> |
| <b>THE BOOKSTORE .....</b>  | <b>24</b> |
| <b>COUNSELING CENTER .....</b>  | <b>24</b> |
| <b>JANE KOPAS WOMEN'S CENTER .....</b>                                | <b>24</b> |
| <b>EQUITY AND DIVERSITY OFFICE .....</b>                              | <b>25</b> |
| <b>SERVICE LEARNING .....</b>   | <b>25</b> |
| <b>THE LEAHY CENTER .....</b>   | <b>25</b> |
| <b>UNIVERSITY PARKING .....</b>                                       | <b>27</b> |
| <b>SECRETARIAL SERVICES .....</b>                                     | <b>27</b> |
| <b>OFFICES FOR PART-TIME FACULTY .....</b>                            | <b>28</b> |
| <b>PRINTING SERVICES .....</b>  | <b>28</b> |
| <b>UNIVERSITY ID CARDS .....</b>                                      | <b>28</b> |
| <b>KEYS .....</b>   | <b>29</b> |
| <b>MAIL .....</b>   | <b>29</b> |
| <b>SMOKING POLICY .....</b>   | <b>29</b> |
| <b>UNIVERSITY FACILITIES .....</b>                                    | <b>29</b> |
| <b>RECREATION MEMBERSHIP RATES .....</b>                              | <b>30</b> |
| <b>LOST AND FOUND .....</b>   | <b>30</b> |
| <b>UNIVERSITY OF SCRANTON ACADEMIC CALENDAR .....</b>                 | <b>30</b> |

## **APPOINTMENTS**

Recommendations for part-time faculty will originate in respective departments. These recommendations will be forwarded to the appropriate Dean. The Dean determines the salary based upon the appropriate salary schedule. Part-time faculty must supply curriculum vitae, an official transcript and a completed application. The Dean's Office is responsible for conducting reference checks using the form contained in the search guide for full-time faculty.

### **Letter of Appointment**

Appointment to part-time faculty positions will be made by letter and confirmed by a final computer generated schedule distributed by the Registrar at the beginning of each academic term.

### **Salary**

Compensation for part-time teaching in the University of Scranton normally ranges from \$500.00 to \$1,000.00 per credit hour, depending upon degree earned and years of teaching.

Part-time faculty are expected to fill out an application form, the University's PPAIDEN form, W-4 Form, Taxing Jurisdiction form, and the Employment Eligibility (form I-9). The appropriate Deans offices send these forms to you.

Payday for part-time faculty normally falls on the first of October, November and December for Fall Semester; and the first of March, April and May for Spring Semester. Checks will be mailed to your home address unless you request to pick them up at the Payroll Department. This request must be made in writing to the Payroll Department. Paydays for summer sessions are on the first of July and August and for Intersession, the first of February.

## **ACADEMIC CODE OF HONESTY**

Students have the responsibility for governing their own conduct in compliance with the Academic Code of Honesty, which addresses behavioral integrity in the academic work of the University. Conduct that violates the Code includes plagiarism, duplicate submission of the same work, collusion, providing false information, unauthorized use of computers, theft and destruction of property, and unauthorized possession of tests and other materials. Steps taken in response to suspected violations may include a discussion with the instructor, an

informal meeting with the dean of the college and a hearing before the Academic Dishonesty Hearing Board. Students who are found to have violated the Code will ordinarily be assigned the grade F by the instructor and may face other sanctions. The complete Academic Code of Honesty is available in the deans' offices, in the Student Handbook and on the Web at <http://catalog.scranton.edu/index.php>.

## **FACULTY RESPONSIBILITY TO AND FOR ACADEMIC HONESTY**

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

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

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

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

- a. familiarize themselves with this policy and its procedures;
- b. familiarize themselves with statements on plagiarism and methods of ensuring compliance;
- c. remind their students of the general principles and requirements of this policy, giving specific attention to pedagogical and assessment criteria employed in their particular course. Unique requirements necessitate specific promulgation.
- d. reflect on the necessity for fairness/equity in assignments and tests. Such reflection ought to be concretely reflected in all assessment of students;
- e. secure tests and course materials so as to insure equal access for all;
- f. pursue perceived violations of this code as part of their role in assessment of the student, in the pursuit of truth and in the formation of an academic community.

These expectations are enumerated to assist the faculty in establishing and sustaining an environment where academic and intellectual integrity are highly valued; these goals are pursued as a necessary component of the educational community. The manner in which

inquiries and discussion of infringements of this policy are pursued is important. All parties involved ought to remember that such inquiries and discussion, with colleagues or students, ought to be in pursuit of legitimate educational interests. Frivolity, curiosity and careless identification of parties involved are not consonant with such aims.

You can access the Academic Code of Honesty in its entirety on line by using the address below:

[http://catalog.scranton.edu/content.php?catoid=8&navoid=167&hl=%22honesty%22&return%20to=search#Academic\\_Code\\_of\\_Honesty](http://catalog.scranton.edu/content.php?catoid=8&navoid=167&hl=%22honesty%22&return%20to=search#Academic_Code_of_Honesty)

## **OTHER UNIVERSITY CODES AND THE CIVIL LAW**

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

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

## **WORKPLACE PROHIBITED BEHAVIORS**

Possession of firearms, explosive devices, martial arts paraphernalia, knives, or any weapon of any kind are forbidden anywhere on campus.

The University of Scranton prohibits threatening or violent behaviors directed at an individual, group of individuals, or class of individuals or relatives of those individuals. This policy applies to any threats or acts of violence related to the University of Scranton workplace. Prohibited behaviors include, but are not limited to:

- a. Threats or acts of violence made directly or indirectly by words, gestures or symbols;
- b. Threats or acts of violence that are targeted at any specific class of individuals;
- c. Intimidating threats or acts in any manner or form, which intimidate, coerce or cause fear of harm

## **GENERAL FACULTY RESPONSIBILITIES**

### **Responsibilities of part-time faculty include:**

- a. Satisfactory fulfillment of teaching duties and other assigned responsibilities;
- b. Observance of promulgated academic regulations concerning class attendance, cancellation of classes, examinations and grades;
- c. Preparation, proctoring and grading of student examinations; direction, reading and evaluation of student papers and reports;
- d. The academic advising and guidance of students. Minimally, it is expected that instructors will accommodate students on an appointment basis. Students are to be informed in writing of the instructor's availability for outside consultations at the beginning of the semester;
- e. Distribution of course syllabi, current copies of which are to be submitted to the department and distributed to students;
- f. Cooperation with the chairperson and dean in enforcing academic regulations;
- g. Maintenance of a high standard of conduct, integrity, trust and professionalism when dealing with students, other faculty, administrators and the public; and
- h. Compliance with all federally mandated policies, such as the Affirmative Action Plan and the Drug-Free Workplace Policy. These policies are available for review in the Human Resources Office.

## **SYLLABUS OUTLINE**

### **COURSE IDENTIFICATION**

Course  
Course Number  
Catalog Description  
Place

### **GOALS AND OBJECTIVES**

Course Goal  
Course Objectives/Lerner Objectives  
Student Learning Outcomes

### **FACULTY MEMBER'S INFO**

Name  
Office Phone  
Office Location  
Office Hours (including evening hours if you are teaching in the evening)

### **MATERIALS**

Textbook(s)  
Bibliography  
Required Reading (note if on reserve in library)  
Supplementary Readings

## **COURSE POLICIES**

|                  |            |
|------------------|------------|
| Attendance       | Plagiarism |
| Conferences      | Tardiness  |
| Late Assignments | Cheating   |
| Make-up exams    |            |

## **COURSE REQUIREMENTS AND CALENDAR**

|                            |                     |
|----------------------------|---------------------|
| Topics/Reading Assignments | Papers              |
| Projects                   | Class Participation |
| Tests                      | Presentations       |

## **EVALUATION GRADING**

Provisions for changing/amending course syllabus

Part-time faculty should check with their respective academic departments regarding any additional specifications, e.g., inclusions of accreditation standards, conceptual frameworks, etc.

*(Taken from ideas presented in **The Art and Craft of Teaching**, Margaret Morganroth Gullette Ed., and articles in **The Teaching Professor**).*

## **COURSE EVALUATIONS**

Course evaluations are administered by the Center for Teaching and Learning Excellence (CTLE). The Center also provides support to faculty and students for the Online Course Evaluation System (OCE).

- a. All part-time faculty should rate their course objectives using the Online Course Evaluation System. This includes full-time administrators or members of the professional staff who may be teaching part-time. It does NOT include Emeriti Professors, who will be evaluated as full-time faculty. Rating your course objectives is very important because by not doing so it significantly decreases the validity of the comparison process. This adversely affects all faculty members.
- b. Each semester, email messages will be sent to all part-time faculty indicating the timeframe for rating objectives and/or adding additional questions. These email messages are only sent to University of Scranton email accounts. For assistance on how to access your University email, contact the Technology Support Center at 941-4357 (941-HELP).

- c. Each department should devise a system for evaluating part-time faculty each semester, using at least the results of the student evaluation forms, and involving full-time faculty. The system should be reported to the Dean's Office by the departmental chairperson. All full-time faculty who are involved in the department's evaluation system for part-time faculty will have access to the part-time faculty evaluation files.
- d. Official personnel files for all part-time faculty are maintained in the Dean's Offices. At a minimum, the results of the student evaluations each semester and the departmental evaluation each year will be placed in the evaluation file. Additional items may be placed in the evaluation file by the part-time faculty member him/herself.
- e. Part-time faculty may examine items in their evaluation files in the Dean's Offices. Twenty-four hours' notice is required.

## **OBSERVANCE OF SCHEDULE**

Schedules for classes and assignments for classrooms as issued by the Registrar's Office are to be adhered to exactly. No changes of any kind are to be made without approval of the appropriate dean.

## **FACULTY ABSENCE**

When faculty expect to miss class due to a planned absence (e.g., for professional meetings or planned medical procedures), notice of the absence and plans for coverage or cancellation of classes should be given to both the department chair and to the Dean's office through which the class is scheduled, the Registrar's Office, and to the University receptionist at (570941-7400 (if after 3:30 p.m.)). Approval may be assumed unless the faculty member hears otherwise from the dean. Plans should be made for making up or covering missed classes.

## **ATTENDANCE POLICY**

Students are expected to attend all scheduled meetings of courses in which they are enrolled. Every student is responsible for all material presented and announcements made during any class. Attendance policies for individual courses are determined by the instructor and must be promulgated in writing in the course syllabi.

## **CANCELLATION OF CLASSES**

Cancellations due to inclement weather will be broadcast through the Emergency Notification System, as well as local radio and television stations. The targeted notification time is by 7:00 a.m. for day classes, noon for afternoon classes and 3:00 p.m. for evening classes. The status of classes may also be checked through a recording by dialing (570) 941-5999.

## **COMPRESSED CLASS SCHEDULE FOR INCLEMENT WEATHER**

Information about cancellation of classes or delay of classes due to inclement weather is announced over television and radio stations. Information also can be found by calling the University Severe Weather Hotline at (570) 941-5999 or the University's main number at (570) 941-7400. If a delay rather than cancellation of classes is announced during the fall and spring semesters, a compressed schedule found on the Registrar's website is followed. The address to access the compressed schedule online is:  
<http://matrix.scranton.edu/academics/registrar/compressed-schedule.shtml>

## **CLASS LISTS, GRADE ROSTERS AND ENROLLMENT**

### **RESPONSIBILITIES**

Preliminary Class Lists are forwarded to both graduate and undergraduate faculty during the week immediately preceding the first day of classes. The names of all advance registered students are printed on these lists.

You may have students show up in class whose names do not appear on the class list. These students most likely 1) did not register for the course by the day on which the class rosters were run, 2) registered for a course or section different than the one they are attending, or 3) were dropped by the Bursar's Office because they had not made financial arrangements. If the student has, in the interim, taken care of his/her obligations, the student should show you a signed and dated Schedule Change or Late Registration form. Otherwise, for registration issues, the student should be directed to the Assistant Dean or Advising Center of their college or for payment issues to the Bursar's Office. It is the student's responsibility to correct the situation immediately; otherwise, the student will not receive a grade for the course.

All faculty are encouraged to maintain an attendance record for at least the first two weeks of class. This record will help establish a student's attendance in a class, if a question of "refund" arises.

Corrected Class Lists are forwarded to all faculty two class days after the last day on which students may add classes.

The instructor is responsible for directing any person whose name does not appear on the official roster to go to his/her Advising Center or Dean's office as soon as possible. These students may continue to attend class only after presenting a signed and dated Schedule Change Form to the instructor.

Any student who attends class, but who is not properly registered will not receive a grade at the end of the semester. If a student is listed on the official class list but is not attending, note this on the Registrar's Office copy of the official class list and return it on or before the due date. The Registrar's Office will attempt to contact the student to inform him/her that the student is responsible for officially dropping the course.

Class lists are also available online for viewing, printing or exporting to an Excel file, by logging into my.scranton.edu with your University of Scranton username and email password, and navigating to the *Self Service* (UIS) link from the *Home* tab. To view a class roster, select the term and CRN for the class. Select either the Detail or Summary Class List options. To download your roster as an Excel file, click on the download option at the bottom of the screen on the right-hand side. To print the roster, click on the print button of your browser.

***Note: Important memos and grade reminders will be sent to your University of Scranton email account -- please check your University email or route it to the email address you usually check. If you visit the Registrar's webpage at [www.scranton.edu/registrar](http://www.scranton.edu/registrar) you will find academic calendars with grade due dates as well as other helpful information.***

Mid-term Grades are required **only for freshmen and deficient undergraduate students** and must be submitted through the Self Service University Information System (UIS) in my.scranton.edu. Instructions for mid-term grade submission are emailed to the faculty each semester, and it is necessary to have an active University of Scranton username and email password in order to submit grades. Even though the web grade roster will show all students registered for the courses being taught, only freshmen (0-29.99 credit hours) and deficient non-freshmen (i.e. deficient sophomores (30-59.99 credit hours) juniors (60-89.99 credit hours), and seniors (90 or more credit hours) are to be assigned grades in the mid-term process. Deficient grades are C-, D+, D, F, U, CD, or NC. When a deficient grade is assigned, at least one deficiency code must be assigned for the student. Deficiency codes are:

- 1= Deficient because of test grades**
- 2= Deficient because of assignments, projects, quizzes**
- 3= Deficient because of absences**
- 4= Deficient because of background/aptitude**

Final Grades are required for both undergraduate and graduate courses and are submitted through the Self Service University Information System (UIS) in my.scranton.edu. Instructions are sent to the faculty each semester, and it is necessary to have an active University of Scranton username and email password in order to submit grades. Once an instructor is logged into the Final Grades submission portion, the system will automatically present the courses for which he/she is listed in the Banner system. Only those students whose names appear on the roster are entitled to final grades. Only valid grades for each student and course are offered, which minimizes errors. An incomplete grade may be reported only if the course has not been completed due to illness or some other serious reason. Web grade submission provides 24/7 convenience (except Saturday mornings) from varied sites, but grades must be submitted by the due date and time on the academic calendar.

## GRADING SYSTEM

### Undergraduate (CAS, PCPS, CGCE, and KSOM)

Grades are available online for students at the end of each regular term. Freshmen receive mid-term grades to inform them of their progress; upper-class students receive mid-term grades **only if they are "deficient" and in danger of failing the course.** It is suggested that faculty evaluate students prior to midterm, so students can gauge their progress.

|           |   |
|-----------|---|
| A, A-     | Excellent (outstanding and/or original work)  |
| B+, B, B- | Good  |
| C+, C     | Satisfactory  |
| C-, D+, D | Passing but below average   |
| F         | Failure (below minimum acceptable standard)   |
| W         | Withdrew officially; deadline is one month before the last day of classes for the semester  |
| I         | Incomplete must be removed by mid-point of following semester   |
| IP        | In Progress must be removed by the last day of the following semester. (Normally for honors and thesis classes only.)   |
| S, P      | Satisfactory, Pass not figured in Grade Point Average   |
| U         | Unsatisfactory - equivalent to failure  |
| AU        | Course not taken for credit. Entry of the audit grade, AU, on a transcript assumes satisfactory attendance. The student should consult with the instructor as to what constitutes satisfactory attendance. A change to audit can be made only by passing students and before the end of the first half of a semester. |

## **Incomplete**

If a course has not been completed because of illness or other serious reason, an incomplete may be given. To remove this grade, the student must satisfy all course requirements by the mid-point of the following semester. Any course not completed by this time will result in a grade of F.

## **Pass/fail, credit/no credit**

Students who have a GPA of 2.67 or better and have accumulated at least 60 credits toward their degrees may elect to take some courses on a Credit-No Credit basis.

Students choosing this option must apply by seeking approval from their dean's office and submitting the completed forms to the Registrar's Office by the end of the second week of the semester (or by the second day of the summer sessions and Intersession). The option cannot be reversed after the fourth week of class (or the fourth day in the summer sessions or Intersession). Courses that the student will use to fill free elective or free cognate requirements are eligible under the Credit-No Credit Option. The following courses are not eligible: courses used to fulfill general education requirements, including Writing Intensive (W) and Cultural Diversity (D), courses in the major and required cognate, courses in a minor or concentration, and those used to fulfill requirements in the Honors and SJLA programs. Students may take no more than a total of four courses under this option and no more than one per semester (other than internships, practicums, or physical education courses).

Students would receive one of the following grades under the Credit-No Credit option:  
CS (Credit Satisfactory): Notation when grade is C or higher; counts in Earned Hours for the degree but not in the GPA and Dean's List calculation.

CD (Credit Deficiency): Notation when the grade earned is passing but less than a C (such as a C-, D+, or D); counts in Earned Hours for the degree but not in the GPA and Dean's List calculations.

NC (no Credit): Notation when the grade earned is less than passing (F); does not count in Earned Hours toward the degree or in the GPA or Dean's List calculations.

## **Undergraduate Course Schedule Changes**

### ***Dropping and Adding Courses***

Students may add courses anytime between the initial registration period and the fifth class-day from the start of a fall or spring semester or the second class day of intersession and summer terms. Students who wish to drop one or more courses, but who plan to continue attendance in at least one other course during the term, need to secure their dean's permission. A dropped course is not reflected on a student's transcript. The last day to drop

a course is usually the thirty-first calendar day of a semester and the fourth calendar day of intersession and summer terms; specific dates are published in the official University academic calendar. A refund schedule for dropped courses applies to students paying on a per-credit basis or completely withdrawing from the University. Under this schedule, the last day for 100% tuition refund is usually the tenth calendar day from the first day of classes or semester and the second calendar day from the first day of classes for shorter terms; the refund schedule dates are published in the University's academic calendar.

### ***Withdrawal from a Course***

After the period to drop a course without having it reflected on the transcript, students may still withdraw from a course until the published deadline and receive a W grade on their transcript. In all cases, students should first discuss the matter with the course instructor.

Students who wish to withdraw from one or more courses, but who plan to continue to attend at least one course for the term, need to have a Schedule Change Form signed by their instructor and dean. Students who wish to withdraw from their last course(s) must submit the Complete Withdrawal/Leave of Absence Form. In either case, the forms are available through the Registrar's Office, the academic advising centers, academic department chairpersons' offices, and the College of Graduate and Continuing Education. The completed forms must be submitted to the Registrar's Office or, in the case of adult undergraduate students, to the College of Graduate and Continuing Education by the withdrawal deadline as indicated in The University academic calendar. This deadline is approximately 30 days before the last class day for the semester and a proportionate period of time for a short session. Failure to withdraw officially from a course will result in a failing grade.

### **Repeat of course**

Special permission is not needed to repeat courses. Recording of grades for repeated courses are governed by the following conditions: 1)Credit for a course is granted only once; 2)Credit for the course is lost if the course is repeated and failed; 3)The most recent credit and grade counts toward the GPA with these exceptions: a W, I, IP, or NG grade cannot replace another grade; 4) Each attempt to complete a course will be reported on the student's transcript.

### **Change of grade (appeal process)**

A student who believes the grade received for a course is unreasonable should first appeal the matter to the professor, whose decision is normally final. The student has the right, however, to appeal to the faculty member's chairperson, who will make a recommendation in writing to his/her dean. The student may request the dean to review the matter. The decision of the dean is final. Ordinarily, no grade change will be considered unless it has been raised to the level of the dean's office within one month from the time the original grade was made available to the student.

## Graduate School

The following grades are used in graduate course work and continue on the next page:

|    |   |
|----|---|
| A  | Superior/Outstanding  |
| A- | Excellent   |
| B+ | Very Good   |
| B  | Good  |
| B- | Fair  |
| C+ | Passing Grade   |
| C  | Minimal passing grade   |
| F  | Failure   |
| S  | Satisfactory grade if grading mode is "IS" (not computed in GPA)  |
| U  | Unsatisfactory or Fail if grading mode is "S" (not computed in GPA)   |
| IP | "In Progress;" used only for thesis work which is not yet completed. This grade is temporary, and once the work has been completed, it must be converted to one of the permanent grade symbols.   |
| W  | Withdrawal; Note: students may not withdraw within the last four weeks of class in a semester.  |
| I  | Indicates postponement of the completion of a course. It is given at the discretion of the instructor to a student who is doing satisfactory work but who has not completed all of the course requirements at the end of a given semester. Failure to complete the necessary work within the stipulated time results in automatic conversion of the "Incomplete" to a permanent grade of F. |
| AU | Indicates that a student has taken a course for which permission has been granted without a grade being awarded. Students must secure such authorization prior to the start of a course. Entry of the audit grade on a transcript assumes satisfactory attendance at class meetings. The student should consult with the instructor to determine what constitutes satisfactory attendance.  |

Graduate students must maintain a cumulative GPA of 3.0 (B average) in order to remain in good standing. Failure to do so results in being placed on academic probation or being dismissed. Consult the current online *Graduate School Catalog* for further details.

### Withdrawal from a graduate course

Students are alerted that they may drop a course during the time in which they are entitled to a refund of any amount. To drop a course students must complete a "Schedule Change" form, which is available in the Graduate Office. This form must be completed and returned to the Graduate Office within the time in which students are entitled to a refund. The drop will be treated as if the student never registered for the course.

After the time in which a student is entitled to a refund has elapsed, students will be permitted to withdraw from a course.

To withdraw from a course, students must complete a "Schedule Change" form and return it to the Graduate Office. The student's transcript will contain the course number and title, along with a "W" for "Withdraw."

### **Adding a course**

To add a course, students must complete a "Schedule Change" form. This form must be completed and returned to the Graduate Office by the time of the "add deadline" in the academic calendar.

### **Change of Grade**

If an instructor wishes to change a grade for a student, an official Change of Grade form must be completed, signed by the instructor, and approved by the Dean of the course. Change of Grade forms are available from the Registrar's Office. The form, once fully completed with appropriate signatures, should then be submitted to the Registrar's Office for undergraduate students, or to the College of Graduate & Continuing Education (CGCE) for graduate students. The grade will then be changed on the student's transcript. **In no case should a Change of Grade form be given to a student to deliver.**

Appeal of a Graduate Course Grade Policy has been approved by the Graduate Dean's Conference and appears in the online *Graduate School Catalog*.

## **FINAL EXAMINATION CONFLICTS**

1. When a student has 3 or more examinations scheduled on the same day, according to the examination schedule issued by the Registrar's office, it is the student's option whether to take all 3 examinations on the same day or to have one rescheduled.
2. If the student wishes to have one of the 3 examinations rescheduled, the examination with the lowest priority will be rescheduled, based on the following order of priority:
  - Major course - first priority
  - Cognate course - second priority
  - Elective course - third priority
3. Where a conflict exists between two courses of the same kind (e.g., two cognates or two electives), the more senior professor -- in terms of years of service at the University of Scranton -- will have first priority.
4. If the student wishes to reschedule a conflict examination, he/she must advise the faculty member prior to the last week of classes known as Dead Week. If an appropriate resolution cannot be reached between the student and the faculty member, the student should contact his/her Dean.

## **SCHOOL CLASSIFICATIONS**

- A - The College of Arts and Sciences (CAS)
- G - College of Graduate and Continuing Education
- H - The Panuska College of Professional Studies (PCPS)
- M - The Kania School of Management (KSOM)

## **STUDENT CLASSIFICATIONS**

- 01 – Freshman (0-29.99 Earned Hours)
- 02 – Sophomore (30-59.99 Earned Hours)
- 03 – Junior (50-89.99 Earned Hours)
- 04 – Senior (90 or more Earned Hours)
- GR – Graduate Student

## **GUEST SPEAKERS**

When appropriate, faculty may invite guests to class for lectures, group presentations or demonstrations. Honorariums for guests are limited. Requests for honoraria/ presentation fees must be presented to department chairs well in advance of the session so that the chair, in turn, may obtain appropriate approvals from the Dean and Provost/Vice President for Academic Affairs.

## **INTERNSHIPS**

Internships are available to the students both for credit and not for credit.

For Credit Internships are individualized, supervised experiences in a work or volunteer setting which the University judges to be worthy of academic credit. The internship should help students gain new knowledge and apply classroom knowledge, so their knowledge becomes contextualized and operational. The internship needs to be structured according to departmental guidelines so that student, faculty member and on-site supervisor know what is expected of each so that it is truly an educational experience. Internships usually occur during the student's junior or senior year and should be on a P/F basis. Compensation will be based on number of students enrolled for the course. Guidelines and internship forms are available from the Deans' offices and from the Department Chairs.

Internships Not for Credit are experiences for which credit is not reflected on the official transcript. Through Career Services, there are opportunities for students to do paid and non-paid internships for not-for-profit and profit organizations and companies. These experiences may be reflected on the Co-curricular Development Transcript available via University's web page.

## **ACADEMIC ADVISING CENTERS**

### ***The College of Arts and Sciences Academic Advising Center***

The Academic Advising Center, located on the 3<sup>rd</sup> Floor of the Adlin Building, serves all freshman in the College of Arts and Sciences. Staffed by professional advisors and by faculty advisors from a wide variety of disciplines, the Academic Advising Center offers a comprehensive program of academic advising throughout the freshman year. Advisors are available to students from 8:30 a.m. to 4:30 p.m. Monday through Friday. They provide assistance with orientation, registration, drop-add, general education course selection, declaration and change of major, and assessment of academic performance and goals. Telephone: 570-941-6323.

### ***The Panuska College of Professional Studies Academic Advising Center***

The Academic Advising Center, located in old Loyola Hall, Room 308 serves all undergraduate students in The Panuska College of Professional Studies. Staff are available throughout the year, Monday through Friday from 8:30 a.m. to 4:30 p.m., to provide individual assistance with academic advising, registration, assessment of academic performance and career goals. The Center also works closely with other campus resources to provide comprehensive advisement opportunities. Faculty mentors are available to students within their academic departments. Telephone: 570-941-6390.

### ***The Kania School of Management Academic Advising Center***

The Academic Advising Center, located in Brennan Hall Suite 206, serves all students in the Kania School of Management. Staff advisors are available from 8:30 a.m. to 4:30 p.m., Monday through Friday, to provide assistance with registration, major and general education course selection, and assessment of academic performance and goals. The Advising Center works closely with other campus resources to provide comprehensive advising services. Telephone: 570-941-6100

## **THE CENTER FOR TEACHING AND LEARNING EXCELLENCE**

The University of Scranton's Center for Teaching & Learning Excellence (CTLE) encourages and supports a strong culture of teaching, learning and scholarship in the Ignatian Tradition for a diverse university community. In collaboration with the Library, the University's CTLE works with faculty and students to help create an environment that encourages and supports student learning, faculty enrichment, instructional design, and the use of technology. The CTLE provides opportunities for faculty and students to work together to achieve academic success and have a positive learning experience at the University. Telephone: 570-941-4038.

### **Peer Tutoring Services**

Tutoring in small groups and, in some circumstances, one-on-one tutoring is available for students in all academic areas through the CTLE. Peer tutors will meet with students for a

maximum of two hours per week. Students seeking peer-tutoring services need to request a tutor online as early in the semester as possible. For more information about peer tutoring, please contact the CTLE Learning Enrichment Specialist or access <http://www.scranton.edu/tutoring>.

### **Reading Enrichment Services**

The CTLE, through the Reading Specialist, offers individual assessment and tutoring to assist students at the University of Scranton to develop and/or enhance effective reading comprehension strategies. The CTLE Reading Specialist will meet with students on a one-on-one basis to explore active reading techniques based on your learning style.

### **Accommodations for Students with Disabilities**

The CTLE serves as a one-stop portal for students with special needs (disabilities). CTLE staff members Mary Ellen Pichiarello, Learning Enrichment Specialist, and James Muniz, Reading Specialist, will assist students with assessment and documentation of needed accommodations. Students who need accommodations such as extended test time or distraction-free environment can be accommodated at the CTLE.

### **Faculty Development**

The CTLE also offers opportunities for faculty in the area of mentoring programs, enhancement of pedagogy, and the use of technology to support teaching and learning on the campus. A variety of workshops, seminars and one-on-one consultation is available to University faculty.

The goal of the CTLE is to encourage and actively support a strong culture of scholarship for a diverse university community. To learn more about the CTLE's programs and services for students and faculty visit our Web site at <http://www.scranton.edu/ctle> or phone 570-941-4038.

### **Writing Center**

The Writing Center focuses on helping students become better writers. Consultants will work one-on-one with students to discuss students' work and provide feedback at any stage of the writing process. Scheduling appointments early in the writing progress is encouraged.

To meet with a writing consultant, stop by during the Writing Center or call 570-941-6147 to schedule an appointment. Online appointments are also available - connecting virtually using Google Docs and Google Talk. More information is available at <http://www.scranton.edu/writing-center>.

## **Instructional Technology Services**

The CTLE provides assistance with technology for teaching and learning purposes to both faculty and students. Technical staff and student consultants are available to assist with services such as: training on the use of the Learning Management System and its advanced features; web consulting and the development of websites; audio/video streaming services; creating E-Portfolios; enhancing PowerPoint presentations with sound and graphics; scanning; and with the use of other multimedia software resources. In support of faculty assigned tasks, faculty members should make arrangements with the CTLE for students to receive assistance in these areas.

## **Math Specialist**

The Math Specialist works closely with the Mathematics Department to ensure that the CTLE's tutoring strategies meet the needs of Math students. He collaborates closely with his colleagues at the CTLE to provide extensive tutoring services to Math students. He trains and manages the Math tutors; engages in tutoring activities by working with students; and conducts workshops and presentations on topics pertaining to learning strategies in mathematics.

## **Online Tutorials and Workshops**

The CTLE provides online tutorials on topics such as note taking, college reading, organization, etc. on its web site. The CTLE web site is at <http://www.scranton.edu/ctle>. Also, during the fall and spring semesters, the CTLE provides workshops for students on topics such as "Working Smart for Success." The schedule for workshops can be accessed at the same web address.

## **THE TECHNOLOGY SUPPORT CENTER**

The Technology Support Center is available to assist you with computing and instructional technology equipment problems such as resetting PINs and passwords; trouble shooting MS Office products, e-mail, Banner, and other University supported software; setting up and troubleshooting instructional technology equipment in classrooms, etc.

You may contact the Technology Support Center by

- Visiting us in Alumni Memorial Hall, Room 102
- Calling us at 941-HELP (4357) or
- E-mailing us at [techsupport@scranton.edu](mailto:techsupport@scranton.edu)

## **THE HARRY & JEANETTE WEINBERG MEMORIAL LIBRARY**

Library hours, policies and information about programs and resources are available at [www.scranton.edu/library](http://www.scranton.edu/library) . All policies and forms are available from a link on this page. A

virtual library tour video is available at the bottom of this page. For assistance using the Library call the reference desk at 941-4000 or click on Ask-a Librarian 24/7 email, live chat or IM support located on the Weinberg Library's web site.

There is a Java City coffee bar located in the Library Pro Deo Room.

### **Circulation of materials**

Faculty may borrow books for the academic year; part-time faculty may borrow books for the period of one semester for which they are under contract. On the "My.Scranton" Library tab in the upper right hand corner, the "Library Account Information" box shows a summary of items charged out. Part-time faculty receive a notice of the books they should return at the end of each semester. At the end of the academic year, faculty receive a list of materials they have charged out. Faculty may check off items they wish to renew and return the list to the Circulation department. Any item may be returned at any time during the year. The period of loan for Media Resources materials is one week. Faculty may borrow "non-circulating" items (Reference books, current and bound periodicals) by making arrangements at the Reference desk for books and the Circulation desk for journals. Since these are high demand items, loan is limited to one week, subject to immediate recall. Items for Reserve and those for which there is a waiting list are also subject to recall.

### **Information Literacy**

You may schedule a personal Library orientation and/or overview of resources in your subject area by calling 941-4000. Faculty may schedule an Information Literacy Session by contacting library staff at 941-4000. Faculty members must attend the session with their class. Students may make individual appointments for information literacy instruction. Information Literacy instruction is tailored to the class assignment. There are grants available for embedding information literacy into the curriculum.

<http://matrix.scranton.edu/academics/wml/infolit/stipends/index.shtml>

Databases: The Library subscribes to 150 databases. For databases by subject, see <http://rhodes.scranton.edu/search/d> The My.Scranton login is used for accessing databases remotely. Librarians create general subject Research Guides and course specific guides <http://guides.library.scranton.edu/browse.php>

### **Reserves**

Faculty may place print or electronic items on reserve with the Circulation Services Department, non-print Media Resources materials with the Media Resource Center. There is a 72 hour processing period for reserves. Especially at the beginning of a semester, the Library receives heavy reserve requests. Please check to see if the Library owns an item before sending a class to use that item. To expedite processing reserves, please provide complete bibliographic information including the author, title, source and copyright date as required by copyright regulations. Faculty will receive notification when his/her reserves are processed and available. The Library pays a copyright fee for the use of any item that does not fall within the fair use exemption of copyright regulation. If the Library is unable to get

permission for using an article or chapter, that item cannot be placed on reserve. Please do not announce that items are on reserve until you receive a confirmation. If you have any questions about Reserves, call 941-6330 for Media Resources, 941-7524 for print and electronic reserves.

### **Interlibrary Loan**

From the Library's homepage and from the My.Scranton Library tab, users have a choice of Pennsylvania Academic Libraries Consortium, Inc. (PALCI) or ILLiad Interlibrary Loan. PALCI E-Z Borrow is used only for books. Borrowers place their own requests. The PALCI login is your R number. E-Z Borrow books are loaned for 16 weeks and may not be renewed. If the book is not available through PALCI, borrows use ILLiad.

ILLiad is used for traditional Interlibrary loan for books and articles. Books are loaned for one month with renewal at the discretion of the lending library. Interlibrary loan of articles is provided through an email link to the document. Students who are distance learners need to indicate their status to be eligible for additional interlibrary loan services. These services include scanning and delivery of articles owned by the Weinberg Memorial Library and mail delivery of books.

Interlibrary Loan books are picked up and returned to the circulation desk.

For questions concerning Interlibrary Loan call 941-4003.

### **Acquisitions**

To find out who is the bibliographer for your department call 941-4006. Departments differ in their ordering processes. Call 941-7811 to reach the Acquisitions librarian for monographs, serials and standing orders. If you need video, DVD, streaming media or sound materials not in the collection, contact Media Resources at 941-6330. Media Resources can also make arrangements for previewing materials before purchase or help to locate appropriate media. Arrangements for playback equipment not already in the classroom may be made through the Office of Instructional Technology, at 941-7469.

### **Special Collections and University Archives**

The Archives maintains a copy of faculty publications. These publications are displayed during Scholarship month in May. Faculty are encouraged to donate a copy of their publication(s) for preservation.

### **Faculty Study Room**

A faculty study room is available on the 4th floor. This room may be shared by three faculty members. The room may not be booked for the months of December and May when it is made available for students. To book the Faculty Study Room and obtain a key call the Library Dean's Office 941-7816.

## **Returning Books**

There is a book return in the Library foyer for the afterhours return of books. If you receive a recall notice, please return books needed by other users. Return all books if leaving employment at the University of Scranton.

## **Computers and Photocopying**

Computer access is password protected. At the opening screen, enter your R-number and My.Scranton password. For printing from the computers in the Library a departmental copy card is loaned from the Circulation desk. Faculty must have his/her Royal card to borrow the departmental card. Faculty may obtain a form for authorizing work study student use of the Departmental Card to do copying in the faculty member's behalf. Microfilm machines, located on the second floor of the Library, are also equipped with printing capabilities and use the departmental card for copying.

## **COURSE-RELATED RESEARCH ASSIGNMENTS USING HUMAN**

### **SUBJECTS**

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

All research projects using human subjects (including anonymous surveys, interviews, and use of pre-existing data), **classroom assignments as well as individual research**, must be reviewed and approved by the Institutional Review Board for the Protection of Human Subjects (IRB) or its designated reviewer(s) as outlined in the Policies and Procedures Manual. No phase of a project may begin until approval is obtained.

The ethical principles which guide the IRB are consistent with The Belmont Report (The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979). The IRB policies and procedures comply with the rules and regulations of The Federal Policy for the Protection of Human Subjects as stated by the Department of Health and Human Services (DHHS) in the Federal Code, 45 CFR Part 46.

For full information please access the Institutional Review Board section on the website for the Office of Research and Sponsored Programs (ORSP). You may also contact Dr. Tabbi Miller-Scandle, Director of Research and Sponsored Programs and IRB Administrator, IMBM building (2nd Floor), at (570) 941-6353.

## **THE BOOKSTORE**

The Campus Book Store is located in the DeNaples Center and normal operating hours are:

Monday - Thursday: 9:00AM to 7:00PM

Friday: 9:00AM to 4:30PM

Saturday: 11:00AM to 3:00PM

This schedule is revised for the first two weeks of each semester. Please check with the Bookstore for the times.

Textbook order forms are sent to each faculty member and should be submitted to the appropriate department chairperson by April 15 for the Fall semester and October 15 for the Spring semester.

## **COUNSELING CENTER**

The University Counseling Center offers free and confidential services to all registered students. A staff of licensed psychologists, counselors, social workers and part-time consulting psychiatrist provides individual and group counseling for students concerned about things such as depression, anxiety, dating, family relationships, sexual abuse or harassment, eating disorders, alcohol and other drugs, stress management, assertiveness, academic decision making and other developmental concerns. Faculty, staff and administration concerned about a student are encouraged to call and consult with one of the clinical staff regarding their concerns.

In addition, emergency crisis consultation services are offered between 4:30 p.m.-8:30 a.m. during the academic year (while classes are in session) by calling Public Safety at 941-7777 to access the counselor-on-call.

The Counseling Center, located in McGurrin Hall, 2nd Floor, is open Monday-Friday from 8:30 a.m. - 4:30 p.m. Students, faculty and staff may call 941-7620 or visit the reception desk to set up an appointment.

## **JANE KOPAS WOMEN'S CENTER**

The Center gives access to resources that promote awareness of women's issues, emphasizing gender equity and justice. The Center offers a comfortable atmosphere for students, faculty, and staff to meet for events and programs related to social justice. It houses resources on gender that may be used for courses, special projects, or personal enrichment. Its programs and resources are available to all members of the University Community. Some programs are open to the local civic community as well. The Women's Center is located in the DeNaples Center, Room 205F and may be reached at 941-6194. Hours: Monday thru Friday; 9:00 a.m. - 5:00 p.m.

## **EQUITY AND DIVERSITY OFFICE**

The office of Equity and Diversity is central to fostering a welcoming and inclusive campus community. The Director plays the dual role of Chief Diversity Officer (CDO) as well as Employment Equity (aka complaint) Officer (EEO). As CDO, she and her office are a resource for various diversity initiatives, including curriculum as well as cultural competence. As EEO, the Director and her office serve to ensure campus wide anti-harassment policy compliance, provide harassment and conflict prevention training, receive ADA accommodation requests for staff and faculty, as well as to mediate and seek resolution where conflicts occur. The Office of Equity and Diversity is currently located in Institute of Molecular Biology and Medicine (IMBM) Building, Suite 100 and can be reached at Tel: 941-6645 or [diversity@scranton.edu](mailto:diversity@scranton.edu).

## **SERVICE LEARNING**

The Panuska College of Professional Studies, in keeping with the mission of this University, is committed to a program of service-learning, which provides a link between community service and academic study. Students learn and develop by participating in thoughtfully organized service that is conducted in and meets the needs of the community. Service-learning is integrated into and enhances students' academic curriculum by providing structured time for students to reflect on the service experience. The service experience is an effective strategy for achieving enrichment and introducing the student to the academic, social and civic needs of diverse groups of people. Through this program, students in the Panuska College of Professional Studies complete service-learning experiences as a requirement for graduation.

Several courses in the College of Arts and Sciences also include a service-learning requirement.

## **THE LEAHY CENTER**

The Edward R. Leahy, Jr. Foundation was founded in 1995 by Edward and Patricia Leahy to honor the life of their son, Edward R. Leahy Jr., whose personal disabilities were attended to with compassion and skill by many health professionals over the course of his life. The Foundation provides financial resources to support theoretical and applied research, faculty development, and support for the work of persons practicing in physical and occupational therapy, nursing science and related health-care areas, with particular interest in individuals and groups that approach their practice as scholars, teachers and practitioners.

The Leahy Community Health and Family Center (LCHFC) provides resources to support theoretical and applied research, faculty development, and support for program initiatives. Integral to the Panuska College of Professional Studies' mission is the belief that all

disciplines should be taught and understood through a balance of theory and practice in the context of a Jesuit tradition and spirit., The Center is dedicated to the dual purpose of identifying and meeting the health and wellness needs of underserved individuals in the greater Scranton community while providing a place where faculty guide students in a practical educational experience.

Leahy Center programs include:

The Edward R. Leahy Jr. Center Clinic for the Uninsured provides free "non-emergency" health care to uninsured Lackawanna County residents who may otherwise forego health care due to cost or seek care in hospital emergency rooms. The Clinic strives to provide high quality care in a welcoming, respectful and compassionate environment. The Clinic offers opportunities for teaching, research, learning, and service to University of Scranton faculty, students, and volunteers. Services include the Medical Clinic, Physical & Occupation Therapy Clinic, Counseling Clinic and Community Health Clinic. Services are offered by University of Scranton faculty, professional staff, and students.

The Alice V. Leahy Food Pantry is operated by University of Scranton students who regularly conduct drives for items that are needed by many of the same families who visit our medical clinic.

Peacemakers is a 6-week after school program held on Friday afternoons, from 3:30 p.m. to 5:30 p.m. during the Fall and Spring semesters. The program is facilitated by University of Scranton students, mentors, and faculty of the Counseling Department and is for children between the ages of 9 and 13.

The University of Success is a pre-college program designed to provide academic, social, and cultural enrichment to high school students. The ultimate goal of this program is to assist participating students to successfully complete high school and gain entrance into a college or university.

The LCHFC is available to all faculty, staff and student as a service opportunity or for academic programming consistent with the mission of The University of Scranton. View webpage <http://www.scranton.edu/academics/pcps/leahy/index.shtml> or schedule an appointment by calling 570 941-6112.

## **UNIVERSITY PARKING**

The University of Scranton has established the following parking regulations and procedures. All provisions of the vehicle code of the Commonwealth of Pennsylvania and University of Scranton will be enforced on the University campus.

You must register your vehicle with the Parking Services Office. Parking permit applications must be submitted on line through your my. Scranton home page by July 31, 2013. Click on the Public Safety tab Log on to your my Scranton home page and go to University Links in lower right hand corner of the page and click here. Then go to Parking Services and under Parking Applications click on Faculty Staff and follow the online instructions. The first time you apply for a permit you will be prompted to forward a copy of your vehicle registration to the Parking Services Office. In subsequent years, you will only have to send a copy of your vehicle registration if your vehicle or license plate has changed.

Please make sure your home mailing address is correct on the application, this is where your parking permit will be mailed. Note any changes in the comments section of the application.

The receipt of a completed application and fee offers the faculty member a parking permit that must be displayed only on the outside of the vehicle. (See Parking Regulations booklet, page 2.) Parking is authorized in any non-reserved space. It is recommended that vehicles be kept locked to prevent theft of valuables while parking in University parking lots. Only the current permit should be displayed on your vehicle.

Vehicle insurance and/or appropriate financial responsibility as required by law is the individual's responsibility.

In order to preclude difficulties for visitors to campus, faculty members should contact the Parking Services Office (941- 7876) to make the necessary arrangements.

Any unauthorized motor vehicle (not having a current parking permit) parked on the University of Scranton campus is subject to ticketing and/or removal at owner's expense. City police also indicate that motor vehicles illegally parked on streets surrounding the University will be ticketed.

If you have any questions or need assistance with this process, please contact the, Parking Manager at 941-7876.

The annual fee for Part-Time Faculty is \$55.00 (\$30 one semester). (Note: Part-Time Faculty members are not authorized to use faculty reserved spaces/areas. Vehicles displaying a part-time faculty permits must be parked in non-reserved spaces.)

## **SECRETARIAL SERVICES**

The typing of course syllabi and examinations may be assigned to faculty secretaries. Requests for this service should be made to department chairpersons.

## **OFFICES FOR PART-TIME FACULTY**

Individual offices are not available for part-time faculty, although a few departmental offices may be used by part-time instructors on a space available basis. Department chairpersons should be contacted in this regard. It should be noted that part-time faculty offices do not have phones.

## **PRINTING SERVICES**

Full- and part-time faculty can copy or print their syllabi, exams and handouts at the Printing Services Copy Center in the Printing and Mailing Services Facility at 315 Jefferson Ave. Up to 1,000 total copies can be made while you wait, or materials can be dropped off for pick-up the next business day. Also, print-ready files can be attached to an e-mail that indicates how many copies to make, the payment account, etc., and sent directly to [Printing@Scranton.edu](mailto:Printing@Scranton.edu). Hours during the academic year are:

Monday – Thursday, 8 a.m. to 7:30 p.m.

Friday, 8 a.m. to 4:30 p.m.

More information is available at 941-4198 or at [www.scranton.edu/printing](http://www.scranton.edu/printing).

## **UNIVERSITY ID CARDS**

The Royal Card is the University of Scranton's campus-wide identification card and will be used to identify you as a faculty member at the University. It is also used to access some academic buildings. If you deposit funds into a Royal Card account, the card can be used instead of cash for on-campus spending in the following locations: all University dining facilities, the Bookstore, campus vending machines, Weinberg Library Uniprint, vending and copy machines, microfiche machines, fax services, printing services, parking office and the Bursar's Office. Dining Services also offers an optional Employee Dining Debit account that offers a 6% premium with online deposits and can be used at all ARAMark dining venues on campus. The Royal Card is also accepted at a few off-campus merchants. ID cards may be obtained at the Royal Card Office, located at the Technology Support Center (TSC) in the Alumni Memorial Hall, Room 102. Lost cards should be reported immediately to prevent unauthorized use of your card. To report a lost card or for information regarding the Royal Card, call 941-4357 or after hours contact Public Safety at 941-7888. Office hours are Monday thru Friday from 8:00 a.m. until 9:00 p.m. during the active Academic schedule. Additional information regarding the Royal Card including a link to the online card office (eAccounts) can be found at [www.scranton.edu/royalcard](http://www.scranton.edu/royalcard).

## **KEYS**

All key requests should be directed to department chairpersons.

## **MAIL**

All mail for part-time faculty will be delivered to your respective department on the daily Mail delivery run. Any deviation of this policy should be discussed with Mailing Services at Extension 7492.

## **SMOKING POLICY**

The University's policy is that a person should not ordinarily be exposed to the harmful effects of passive smoking except by personal choice. Smoking is, therefore, prohibited in all public areas, private offices and residence hall rooms of University buildings unless a requested exception is granted. The DeNaples Campus Center and Loyola Science Center are LEED certified facilities and smoking is not permitted within 50' of all building entrances.

## **UNIVERSITY FACILITIES**

- a. Requests for non-instructional use of facilities should be directed to department secretaries for on-line submission.
- b. Use of athletic facilities in the Fitness Center (Pilarz Hall), Byron Recreation Center and the Long Center is permitted with University ID.
- c. Eating Areas:
  - DeNaples Center: Food Court and Convenience Store, 1st floor
  - DeNaples Center: Fresh Food Company, 3rd floor
  - Hyland Hall: Corner Café: 1st Floor
  - Montrone Hall: Convenience Store and Mulberry Cafe
  - Loyola Science Center: Bleeker Street
  - Java City: Weinberg Memorial Library
  - Snack and Beverage Machines: Hyland Hall, McGurrin Hall, St. Thomas Hall, Weinberg Memorial Library, Alumni Memorial Hall

Quite a number of vending machines are located on campus. At times these machines malfunction and refunds are required. A receipt for the amount of the refund including the date of loss and the machine involved is required by the vending company and must be complete in order for a refund to be issued. Refunds are made between the hours of 2:00 p.m. and 4:00 p.m. by contacting the Vending representative in the Facilities Maintenance Office, Nevils Hall, at 941-4011. Machines requiring service should be reported to Facilities Maintenance Department at 941-4011.

## **RECREATION MEMBERSHIP RATES**

Yearly membership rates for part-time faculty are as follows:

Byron Center Only: single \$50 family \$125 .

Fitness Center (includes Byron): single \$125 and family \$300 .

### **Hours of operation:**

Monday - Thursday 6:00 a.m. to Midnight

Friday 6:00 a.m. to 9:00 p.m.

Saturday 10:00 a.m. to 9:00 p.m.

Sunday 10:00 a.m. to Midnight

Hours are subject to change during breaks, holidays and summer months.

Guests, accompanied by a member, may use the Byron facility at a rate of \$5.00 /day And the fitness center at a rate of \$10.00/day..

Please note: all students and faculty members must have I.D.'s to be admitted into the recreational facilities..

Because our first concern is for our students, some areas may be reserved for physical education classes, IM-Rec events, dorm, club, or other special activities throughout the year.

For additional information regarding recreation memberships, please call the Recreational Sports Department at 941-6203.

## **LOST AND FOUND**

All articles found on campus should be turned over to Campus Police located on the ground floor of the Parking Pavilion on the Mulberry Street side. These articles may be claimed Monday - Friday from 8:30AM to 4:30PM.

## **UNIVERSITY OF SCRANTON ACADEMIC CALENDAR**

<http://www.scranton.edu/academics/registrar/academic-calendar-13-14.shtml>