Expectations and Responsibilities
of Graduate Students
at Harrisburg University of Science and Technology

Online Orientation

You are enrolled on *Moodle* in the Graduate Online Orientation course which you are required to access and review prior to starting as a student at the university. The course should be in your list of Moodle courses; the link to the online orientation courses is https://moodle.harrisburgu.edu/course/view.php?id=596.

You will be enrolled in this orientation course as long as you are an active graduate student at Harrisburg University in order to be able to use the orientation course as a reference resources over time.

IMPORTANT: Satisfactory Academic Standing

A graduate student with a cumulative grade point average or a 3.00 or higher is in satisfactory academic standing. A student whose grade point average falls below a 3.00 is not is satisfactory academic standing and is placed on academic probation. If the cumulative grade point average is not raised to a 3.00 or higher after attempting an additional 6 semester hours, the student is subject to academic dismissal.

Skills and Services

Students are expected to have graduate-level reading comprehension in English and advanced writing skills, as well as familiarity with computers. Students experiencing difficulties with reading or writing can contact Tutorial Services at **tutoring@HarrisburgU.edu**, we have set up resources for both native and non-native speakers of English. You may also use resources on *Moodle* under "Academic Success Center" or Ascent.

Smarthinking™

Smarthinking is an online tutoring service that is free to students. A student can take advantage of live one-on-one sessions with a professional tutor in the subject for which help is needed. A student may also submit essays for feedback in advance of a deadline and receive timely responses. This service can be accessed at the click of a button from within any Moodle course. For more information, contact **tutoring@HarrisburgU.edu**

For technology questions, students should first visit the Technology tab at *MyHU*.

Computer and Software Requirements

Students must have a laptop. Students must have a working wireless network connection at Harrisburg University and have the ability to print documents. It is the responsibility of every student to have a working computer and printer access.

Students should use the *Microsoft Office* suite (*Word, Excel, and PowerPoint*) to ensure compatibility of their files with university and instructors' computers. *Open Office* files (or other programs) are acceptable only if files submitted are compatible with, and can be
opened by, university software. Students are eligible for *Office 365 ProPlus;* instructions for downloading and using *Office 365 ProPlus* are available under the Technology tab of *MyHU* (under "Software").

- If an assignment allows for electronic submission of a file, an unreadable file will be deemed "unsubmitted," ungraded, and the assignment will be penalized as a late assignment when it is submitted.

- It is the policy of Harrisburg University that university business be conducted using a HarrisburgU.edu or my.HarrisburgU.edu email account. Emails to staff or faculty should be written clearly, respectfully, and concisely. It is a requirement that each student check the *my.harrisburgu.edu* email account regularly.

- Students and faculty are required to use **Moodle** (the course management system for HU) located at https://Moodle.harrisburgu.edu). This may be required both during and outside of class. Instructors regularly post information such as assignments, due dates, readings, and outlines on *Moodle*. Students are responsible for reading any course announcements that are posted on *Moodle*. In addition, students may have to complete assignments or upload documents to *Moodle*.

- Access to your courses will open prior to the first day of the semester and you are expected to log onto your courses when the semester starts even if this is prior to your executive weekends on the actual campus.

- Students must be familiar with basic file management, word processing, the internet, browsers, uploading files, and opening attachments sent in emails. Students are encouraged to back up all files to a flash drive and/or to *Microsoft OneDrive*.

- Responsibility for resolving any computer/software problems is the responsibility of the individual student. Students should send an email explaining the issue to Helpdesk@harrisburgu.edu

Classroom Expectations

- Students must have a working laptop for all meetings. Students may be directed to bring other materials to every class meeting; this may be noted on *Moodle*. Students also may be asked by an instructor to close their laptops for a class meeting. Therefore, students should always bring paper and a writing instrument to class in order to be able to continue to take notes or take a pop quiz.

- Cell phones and other electronic devices must be turned off or silenced during all course meetings. It is recommended that cell phones be out of sight. Students may not exit the classroom to use such devices. Students who use Facebook, IM, email, computer games, or any other technology not directly related to the class may receive a zero for participation/attendance on that date. How this is addressed in a class is up to the instructor.

- In fairness to all class participants, disruptions in the class are not tolerated. Students should not arrive late for classes. Late arrivals may be marked as absent and receive a zero for that date. Students should not leave scheduled classes for extended periods of time. If a student leaves half way through a class, s/he may not receive credit for attendance on that date. Students who are disruptive demonstrate a lack of respect for their own and others' education and may be asked to leave; if this occurs, such a student will receive no credit for participation/attendance on that day. It is up to individual instructors as to how this is addressed.

- Students may bring a beverage to class; generally, eating is not permitted. All trash must be discarded appropriately.

Course Schedule and Reading

Reading and homework must be completed *prior* to the class for which it is assigned. Dates are noted on the course schedule.

➤Submission of Assignments

All assignments MUST be submitted [through the *Moodle* site; hard copy, etc.] on time. Exceptions will not be routinely granted.

All assignments MUST be submitted in accordance with the specifications of the syllabus and faculty instructions.

We recommend submitting assignments well prior to the deadline in case of technical errors in the submission process. Exceptions for students that wait until the deadline and experience technical problems will not be routinely granted.

Participation/Attendance

Each student's final course grade includes a component for participation. Attendance is necessary but not sufficient for a good participation grade. In this program, participation is typically worth [20%] of the course grade. If you are absent or tardy for a class during a scheduled executive weekend, the instructor will deduct points from your final grade. Please read the syllabus for each of your courses carefully since how this is addressed is up to each instructor.

- Attendance will be recorded at the beginning of each class meeting to include executive weekends. If an absence is unavoidable, an e-mail or a voice message should be sent to the instructor *before* the class begins. This is a professional courtesy; informing an instructor does **not** mean the absence is excused. Please note that this is also discussed above under Classroom Expectations. If a student is late, s/he may be marked as absent. Some faculty members may choose to take attendance after the break as well. Students can be marked late or absent if they do not stay for the duration of the class.

- Students assigned to a team or group project are not allowed to work individually. We understand that time differences can make group work a challenge, we recommend working with the faculty member to create a group within your time zone.

- Missing assignments due to job pressures is not a valid excuse.

- Any student who has a medical or family emergency that will affect attendance and academic performance across all courses for more than one day should inform the Office of Student Services, gradstudentservices@harrisburgu.edu. The Office of Student Services can assist with collecting appropriate documentation and working with faculty to make reasonable accommodations.

- It is a student's responsibility to find out what has been missed in the event of an absence. It is best for a student to obtain information or notes from another student. Faculty are not obligated to provide students with individualized instruction or lecture notes.

- Faculty recognize that any student may be absent on occasion due to illness, family issues, job-related circumstances, and so forth. If absent due to such reasons, a student will lose any attendance or participation points that may have been earned for that date. Each absence or excessive tardiness can potentially lower a student's final course participation grade by 10%. Note: graduate students must maintain a 3.00 cumulative grade point average in order to remain in good academic standing.

- Absences are rarely "excused." Documented severe illnesses, hospitalizations, deaths of immediate family members, arrest, major religious holidays, or other similar emergencies are the only circumstances under which an absence will not negatively affect a student's participation/attendance grade. Ordinary doctor or dentist appointments should be scheduled such that they do not conflict with classes. Any assignment that is submitted late because of an absence may still be penalized, as noted below. Students are expected to inform their instructors *first*; each instructor has discretion over course grades. Students should also contact the Office of Student Services, gradstudentservices@harrisburgu.edu, in the event of a personal emergency. A student can provide documentation of the emergency to the Office of Student Services, which will then inform each instructor that documentation was received.

Missed or Late Assignments, Deferred (or make-up) Examinations

Please read the syllabus for each of your courses carefully since how this is addressed is up to each instructor.

- *Missed speeches, presentations, or quizzes typically cannot be made up and will receive a grade of zero.* A late penalty is often imposed.

- Deadlines for any assignments are noted on the Course Schedule. If a paper is submitted late, and accepted by the instructor, it may be penalized by 10% per day (24 hour day). For example, if a paper is worth 100 points, but submitted a day after the deadline, the paper can earn a score no higher than a 90. No student should wait until the last minute to submit an assignment that is due; printer or technology problems are not a valid excuse for submitting an assignment late.

- The *Catalog* describes the policy for deferred examination requests. No student has the right to defer an examination and request a make-up exam without *written* approval from the instructor of a course. A student is responsible for requesting a deferral; all such requests should be accompanied by documentation related to the reason for the request - a serious injury, illness, or extenuating condition that the student could not have prevented. The *Catalog* outlines what to do if a request is made within 24 hours of the exam. If a student knows that s/he must miss an exam well in advance, the student must notify the instructor in advance in writing (via email) and request a deferral. An exam should not be considered deferred until and unless a student has the approval of the instructor in writing. A student who fails to take an examination when scheduled and who does not receive a deferral from the instructor will receive a failing grade of zero on the examination.

- If a student shows up late for an exam or quiz, s/he will only have the remaining scheduled test time to complete her/his work. If a student shows up after an exam or quiz has already been administered, no special arrangements for the student to take the exam or quiz is required of the instructor.

- Documented severe illnesses, hospitalizations, deaths of immediate family members, arrest, major religious holidays, or other similar emergencies are the only circumstances under which course work might be accepted without penalty or deferred (make-up) exams will be offered.

Academic Honesty, the Student Honor Code of Conduct, and Plagiarism

All students are required to abide by the Student Honor Code of Conduct described in the *Student Handbook*, which includes academic integrity and responsibility for learning. Students are responsible for understanding the requirements for each course, for complying with the rules, and for reading, understanding, and complying with the Student Honor Code of Conduct. The *Student Handbook* is located on *MyHU* under the home tab.

When an incident of academic dishonesty is suspected, the faculty member responsible for that course shall notify the accused student of the incident. If the faculty member determines that an incident of academic dishonesty has occurred, the faculty member may assign an appropriate consequence including (a) assignment of a grade of zero percent (0%) for the assignment in question; (b) referral of the student for remedial plagiarism education; (c) assignment of a grade of "F" for the course in question; or a combination of those consequences.

The incident description and the faculty member's decision will be reported to Office of Student Services and, in the case of assigning a grade of "F" in the course, to the Office of Records and Registration. If the student accepts the faculty member's decision, the student's written acceptance will also be included in this file. If the student disputes and disagrees with the faculty member's decision, the student may initiate an appeal with the assistance of the Office of Student Services.

Plagiarism is generally "submitting the work of another as one's own" (*Student Handbook*). Plagiarism often occurs when the student fails to credit the source of borrowed ideas or words appropriately. Plagiarism may be intentional or inadvertent. Some examples of plagiarism include, but are not limited to:

- Copying all or part of a work without crediting the source, with or without the original creator's knowledge and/or permission (Works may include a phrase, written or musical, a graphic element, a proof, specific language, or an idea derived from such work.);

- Presenting the spoken or written ideas of another, published or unpublished, as one's own and/or as original by failing to appropriately credit the source;

- Presenting work from a previous or concurrent class without the expressed consent of the faculty member;

- Incorrectly quoting including, but not limited to, failure to include quotation marks around borrowed language;

- Incorrectly paraphrasing including, but not limited to, relying too heavily on the original language, words, and structure;

- Incorrect attribution including, but not limited to, omitting necessary information from a citation, failure to include in-text references where necessary, and/or false citation.

Plagiarism is not permitted and is punishable at this and other institutions of higher education for several reasons.

- Plagiarism is stealing the intellectual property of another, and may violate the law — including copyright and other civil violations; you could be sued for plagiarism.

- Plagiarism is unethical behavior. Among Harrisburg University's core competencies is Ethical Decision Making. This competency reflects the values of the University, the Middle States Commission on Higher Education, and of reputable employers and business partners. In addition, plagiarism is prohibited by the Student Honor Code of Conduct.

- Plagiarism is an indication that a student has not developed the skills needed for academic success. These skills include three other core competencies: Information Literacy, Critical Thinking, and Communication. Deciding which information to use, how to use it, and how to communicate it in one's own words are important skills that the student must develop to succeed in higher education and in a professional career. Identifying which information to use, synthesizing that information, and choosing precisely how to communicate it while speaking and writing are crucial to the development of important skills. These skills are associated with higher grades, career success, and the respect of colleagues within our chosen fields. Conversely, plagiarism can cost you a job and your professional reputation.

- Plagiarism is behavior that undermines the fundamental and essential values inherent in the pursuit of knowledge within academic programs and research. Learning requires the accurate, honest, thoughtful evaluation of information in order to advance our collective achievements in science & technology, and to solve the problems we face as a society. A dedicated student or academic builds upon the work of others in an open and transparent manner and documents the sources or contributions to the creation of knowledge.

All students are required to quote or paraphrase borrowed material correctly and to cite the source of such borrowed material completely following current American Psychological Association (APA) guidelines for style, format, and content, or another style of citation approved by the course instructor. Students may seek writing and citation assistance from Student Services (caltieri@harrisburgu.edu or ASCENT on Moodle), the University Librarian (library@harrisburgu.edu), or online resources such as The OWL at Purdue (https://owl.english.purdue.edu/owl/section/2/10/). Additional online resources are available on ASCENT on Moodle.

Learning Disabilities, & Accommodations

Any student who may be in need of accommodations at HU, should first contact Student Services, gradstudentservices@harrisburgu.edu. The first step in the university process is to provide documentation (including a copy of the relevant diagnosis) to Student Services; this private information should not be presented to individual instructors.

Student Support, Resources, & Services

What is the Student Support Network?

The Student Support Network is a web-based system that HU uses to provide personalized resources and support for students. The network routes your questions and requests to the person or department that can best assist you. Different users use the resource in different ways.

Students: You can request access to tutoring, professional development, and counseling. You can also ask questions regarding housing, student life, or general registration questions. Our F-1 International students can submit inquires related to SEVIS. If you are worried about the well-being of a fellow student or would like to report a conduct violation, you can report through the Student Support Network. Students will usually receive a response by the next business day.

Faculty/Staff: Faculty and staff can use the Student Support Network to notify administration of instances of academic dishonesty, conduct violations, or behavioral issues that should be reported or addressed. Faculty should also use the Student Support Network to notify administration if a student is missing classes, making poor academic progress, or exhibiting behavioral concerns, such as changes in mood. Once notification is received, appropriate support personnel can assess the student's needs and connect her with campus resources.

The address for the Student Support Network is below and also located on the Moodle page and on MyHU under Quick Links:

https://harrisburgu-advocate.symplicity.com/care_report/index.php/pid214164

Updated 0629017

The Student Support Network is not intended for emergency situations. In case of emergency, contact Campus Security (717) 901-5180 or dial 9-1-1 for local police.

There are resources available to you:

1. Anything to do with your student status and/or visa, email, International Student Office, go to the Student Support Network:
   https://harrisburgu-advocate.symplicity.com/care_report/index.php/pid214164
2. Advising, study skills, time-management, email: Office of Student services, gradstudentservices@harrisburgu.edu or go to the Student Support Network: https://harrisburgu-advocate.symplicity.com/care_report/index.php/pid214164?
3. For computer, software, or printer problems submit a request to Helpdesk@HarrisburgU.edu.
4. Reading/ writing assistance email tutoring@HarrisburgU.edu or go to the Student Support Network.
5. Research resources and Library, email: Library@HarrisburgU.edu.
6. There may be regularly scheduled times for study groups; hours will be posted on the Academic Success Center (on Moodle) each semester.
7. Online tutoring through *Smarthinking.*

Extreme Event Contingency

In the event of an extreme event (weather, power, etc.) that would cause the official closing of the University and normally result in the cancellation of classes, the instructor may choose to move class activities online. Check the *Moodle* course page for specific directions on when and how to participate in class during extreme events.

Online, synchronous courses will be held regardless of extreme events, unless the event interrupts electricity for the instructor or a majority of students. Check the *Moodle* course page for specific directions on how to participate in an online, synchronous class during extreme events.

Online, asynchronous courses are not impacted by extreme events unless otherwise indicated by the instructor.

These expectations and responsibilities have been reviewed with me by an official at the university and I understand and agree to these expectations and responsibilities.