

# University Policies and Resources

## EE 451: Communications Systems — Spring 2026

This document contains required University of Scranton policy statements and student resources. Please review this information carefully.

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### Student Conduct Statement

Students at the University of Scranton are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

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### Academic Dishonesty

This course will adhere to The University of Scranton Academic Code of Honesty, available at <https://www.scranton.edu/academics/cte/acad-integ/acad-code-honesty.shtml>. Violations of the policy may result in a lower grade for a particular assignment, reporting to the Dean, and possible course failure. Selected examples of academic dishonesty are given below.

1. **Cheating:** Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
    - Copying from another student's paper.
    - Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor.
    - Collaboration with another student during the examination.
    - Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material.
    - Substituting for another person during an examination or allowing such substitutions for oneself.
  2. **Collusion:** Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
  3. **Duplicity:** Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
  4. **Plagiarism:** Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.
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## **Students with Disabilities**

Reasonable academic accommodations may be provided to students who submit appropriate and current documentation of their disability. Students are encouraged to contact the Office of Student Support and Success (OSSS) at [disabilityservices@scranton.edu](mailto:disabilityservices@scranton.edu) or (570) 941-4038 if they have, or think they may have, a disability and wish to determine eligibility for any accommodations. For more information, please visit [www.scranton.edu/disabilities](http://www.scranton.edu/disabilities).

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## **Mental Health Resources**

Many students experience mental health challenges at some point in college. Struggles vary and might be related to academics, anxiety, depression, relationships, grief/loss, substance abuse, and other challenges. There are resources to help you cope and getting help is the smart and courageous thing to do.

**Counseling Center** (6th Floor O'Hara Hall; 570-941-7620) Free, confidential individual and group counseling is available at the Counseling Center. More information on services offered at the Counseling Center as well as off-campus counseling resources can be found at [www.scranton.edu/counseling](http://www.scranton.edu/counseling).

**Teletherapy** For students who wish to access therapy via video, phone, and/or chat, the University partners with BetterMynd. Please contact the Counseling Center (570-941-7620) to inquire about teletherapy services.

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## **Writing Center Services**

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 process is encouraged. For more information on the Writing Center and its services, please visit <https://www.scranton.edu/academics/osss/writing/>.

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## **CARE Team Referrals**

The CARE Team is a group of academic, Student Life, and Mission & Ministry staff members who meet bi-weekly during the semester to discuss and offer informed, coordinated responses to support students who may be experiencing academic, behavioral, emotional, wellness, and/or social concerns. Students are referred to the CARE team often from faculty and staff who are concerned about them based on behaviors they have observed. For more information, please visit <https://www.scranton.edu/studentlife/studentaffairs/sbcc/index.shtml>.

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## **Center for Health Education & Wellness (CHEW)**

Each year, CHEW and its Peer Health Education team work tirelessly to support student wellness including mental health through educational outreach and programming. Of note,

CHEW offers drop-in Weekly Wellness Classes such as Mindfulness Meditation, Yoga, and POUND, which are popular ways to combat and cope with stress while connecting with others. Classes are free to students, faculty and staff. For more information, please visit <https://www.scranton.edu/studentlife/studentaffairs/czew/index.shtml>.

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## **Title IX — Required Reporter Obligations**

As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. Additionally, if you come to me with other non-course-related concerns, I will do my best to help.

It is important for you to know that all faculty members are required to report incidents of sexual harassment or sexual misconduct involving students. This means that I cannot keep information about sexual harassment or discrimination, sexual assault, sexual exploitation, intimate partner violence or stalking confidential if you share that information with me. I will keep the information as private as I can but am required to bring it to the attention of the University's Title IX Coordinator, Elizabeth M. Garcia, or Deputy Title IX Coordinator, Diana M. Collins, who, in conversation with you, will explain available support, resources, and options. I will not report anything to anybody without first letting you know and discussing choices as to how to proceed.

The University's Counseling Center (570-941-7620) is available to you as a confidential resource; counselors (in the counseling center) do not have an obligation to report to the Title IX Coordinator.

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## **Non-Discrimination Statement**

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

Students who believe they have been subject to harassment or discrimination based on any of the above class of characteristics, or experience sexual harassment, sexual misconduct or gender discrimination should contact Elizabeth M. Garcia, Title IX Coordinator, (570) 941-6645, elizabeth.garcia2@scranton.edu, or Deputy Title IX Coordinator Diana M. Collins (570) 941-6645, diana.collins@scranton.edu.

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

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*This document is part of the EE 451 syllabus. The instructor reserves the right to modify course documents and will give students advanced notice.*