

# RECORDS OFFICE

## Change of Campus Assignment Classes Drop/Add Procedures

Is it time for a change? Timing is something you should think about if you are planning to change your campus location, or if you plan to change your schedule in any term by dropping or adding courses.

The procedures for changing a campus location is officially called "Change of Assignment." Baccalaureate students who begin their studies at Penn State-Behrend are expected to remain at this location as long as they can schedule courses appropriate to their major programs of study (usually six terms). Students enrolled in those majors for which all four years of the degree program are available at Behrend may elect to remain at Behrend College throughout their undergraduate program. Students majoring in all other degree programs must transfer to the University Park or Capitol Campus to complete their junior and senior years, and may not remain at Penn State-Behrend beyond six terms without petitioning to remain. The petitioning



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Records Office

### ROTC Offers Leadership Experience

ROTC is a student-run organization that gives leadership and management experience seldom found in other college courses.

ROTC courses are taken as electives, or as part of a program leading to a commission in the National Guard, Reserve, or Active components of the U.S. Army. They are open to all students, require no prerequisites, and have no service obligation when taken as electives.

ROTC at Penn State-Behrend provides many extracurricular activities, including the rifle team, weekend outings, and other social functions and activities generated and conducted by the

### Grade Reports

Grade reports are mailed to the student's home from the University Park Campus as soon as possible after the end of the term. Questions about grade reports should be directed to the Records Office.

### Withdrawals

Any student who ceases to attend all classes must formally withdraw from the University. A student may withdraw from the University up until 5:00 p.m. of the last day of scheduled classes. A student who does not formally withdraw will receive failing grades for the term. Contact the Office of Student Affairs for withdrawal forms.

procedure is available in the Records Office.

Change of Assignment to University Park is handled during the first ten calendar days of the term preceding the term of transfer. Information and forms are available in the Records Office.

Approval for Change of Assignment to another Penn State campus will usually be granted by Behrend without restriction. Approval by the receiving campus will be subject to availability of space in the student's program and of a suitable course schedule at that campus.

If you decide to drop or add a course, you should consult the policies concerning the drop/add procedures in the "Policies and Rules for Students, 82-83."

Don't forget to check the deadline dates regarding the drop/add procedures. They are listed in the "Important Dates and Deadlines" calendar in this publication.

Further information regarding change of assignment and

### Grade Release Policy

The Records Office will not release student course grades. Students should make arrangements with their course instructors individually for release of their grades.

### Vehicle Registration On Campus

All students must register their automobiles or motorcycles during the Registration prior to each term. Any student requiring the use of a motor vehicle after any regular Registration period must register at the Security Office before operating it on campus. The registration fee is \$10.00 per term for automobiles, and \$5.00 per term for motorcycles. If you are participating in a car pool, the fee is \$10.00. Also Temporary Parking Permits may be obtained at 25 cents a day. In order to register your motor vehicle and receive a parking permit, you must have the vehicle registration card and insurance verification.

Parking permits issued to students are valid for parking only in the areas designated as a student parking area. Commuter students are assigned to park in the lots north of Erie Hall, Turnbull Hall, and the Nick Building. Resident students are assigned only in the large lot south of Lawrence Hall.

Any questions regarding vehicle registration or parking regulations should be directed to the Department of Safety and Security located in South Cottage.

### I.D. entify

Each student is provided with an ID card at the start of his/her first term at Penn State-Behrend. At each registration, the ID card is validated with a sticker indicating enrollment for the current term.

This card is to be carried by the student at all times and must be presented to any authorized University official when the student is asked to do so. Students should ask the official to identify himself or herself if there is any doubt as to the individual's identity.

The ID card is required for ALL transactions in the Records Office.

A \$5.00 fee will be charged to all students requiring replacement of a lost ID card. This fee will be collected at the time a temporary ID card is issued.

Questions concerning ID cards should be directed to the Instructional Communications Office, 126 Behrend Bldg.

## Student Records

Each term when students register, they supply certain information about themselves (name, student number, address, etc.) and are enrolled in specific courses and sections which constitute their official schedule for that term. If anything is done to affect or change the registration

information or schedule, the appropriate form must be obtained from the Records Office, completed, and returned to that office. Actions affecting the students' schedules have stated deadlines for submission which are given in the academic calendar.

### Academic Advising

Each student at Penn State-Behrend is assigned to a faculty member who will serve as an academic advisor to assist in planning the student's program of study. Advisors schedule regular office hours during the term to allow students to arrange for consultations as needed.

Students benefit most by contacts with their advisor if they are aware of their own responsibilities in pursuing their education. Students should be familiar with the requirements of their degree program as described in the University catalog, and should be aware of any University and college academic policies affecting them. To obtain further information about your responsibilities as an advisee, consult the "Responsibilities of an Advisee" section in this publication.

Academic advisors are available to aid you in selecting courses and in meeting degree requirements. So, make sure you contact your advisor regularly. Advisors are also ready and willing to discuss individual abilities, potentials, and goals, along with any problems that may be affecting your academic performance.

They may refer you to other counseling and information resources, such as the Division of Undergraduate Studies (DUS), the Student Affairs Office, or to other members of the faculty and staff. If for any reason you have a problem locating your academic advisor, be sure to contact the DUS Office in the Administration Building or the division head in your academic area.

### Grade Mediation

The purpose of the Grade Mediation Panel is to provide a forum for discussion and resolution when a student and a Penn State-Behrend faculty member are involved in a misunderstanding concerning a final grade. Since only the instructor of a given course can give or alter a grade, findings are advisory only.

The panel is composed of two faculty from the Committee on Undergraduate Studies and two students.

The Grade Mediation Panel is the Third Level Consultation in the following procedure:

First Level Consultation - Student to Faculty Member.

Second Level Consultation - Student to Division Head.

Third Level Consultation - Student to Grade Mediation Panel established by the Undergraduate Studies Committee.

Final Referral-Consultation - Student to Dean of the College.

Any request for remediation must be submitted within one term after the grade has been received. Since the panel meets only during the academic year, complaints concerning grades given spring term will be considered in the fall.

The hearing may be during the second academic term, but in no case will the process take more than one academic year. Questions may be directed to the Chairman of the Grade Mediation Panel.

## Policies And Rules For Students

The University publishes each year rules and policies governing students and faculty. Free copies of these Policies and Rules are available at registration or may be secured in the Records Office or the Office of Student Affairs.

Your personal copy of Policies and Rules for Students, 1982-83, should be kept throughout the year as a reference. This University publication will answer any questions you may have regarding University rules and regulations.

Particular items to note include:

— Statement on Student Organizations pp. 47, Policies and Rules for Students, 1982-83.

— Code of Conduct and Discipline, pp. 39, Policies and Rules for Students, 1982-83. Any questions regarding the discipline system should be directed to Dohn Harshbarger, dean of student affairs, second floor, RUB.

— Confidentiality of Student Records, pp. 9, Policies and Rules for Students, 1982-83. Contact Dean Harshbarger regarding any questions.

— Resolution of Student Classroom Problems. Students are occasionally confronted with classroom situations (exclusive of grades and grading) which may cause some concern. Directives and examples in this regard appear on pp. 4, Policies and Rules for Students, 1982-83. Any additional questions should be directed to Dean Harshbarger or Dean Burke.

Any concerns regarding the Sexual Harassment Policy should be referred to Dean Harshbarger.

### Disciplinary Actions

Disciplinary actions will be taken on that University campus where an infraction has occurred, regardless of where the concerned student or students may be attending classes in the University system.

It is necessary for students visiting any other University campus to be aware of the rules and regulations that are pertinent to that campus.