

Confidentiality of Student Records

The Pennsylvania State University collects and retains data and information about students for designated periods of time for the expressed purpose of facilitating the students educational development. The University recognizes the privacy rights of individuals in exerting control over what information about themselves may be disclosed and, at the same time, attempts to balance that right with the institutions need for information relevant to the fulfillment of its educational missions. The University further recognizes its obligation to inform the student of his/her rights under the Family Education

Rights and Privacy Act of 1978 (FERPA); to inform the student of the existence and location of records as well as to define the purposes for which such information is obtained; to provide security for such material; to permit student access to, disclosure of, and challenge to this information as described; and to discontinue such information when compelling reasons for its retention no longer exist.

For further information regarding the confidentiality of student records, you should read the section entitled "University Policy on Confidentiality of Student Records" in the Policies and Rules for Students, 1983-84.

Vehicle Registration on Campus

All students must register their automobiles or motorcycles during the Registration period prior to each semester. Any student requiring the use of a motor vehicle after the Registration period has ended must register that motor vehicle at the Security Office before operating it on campus.

The registration fee is \$15.00 per semester for automobiles and \$7.50 per semester for motorcycles. If

you are participating in a car pool, the fee is also \$15.00 per semester. Temporary Parking Permits may be obtained at the cost of 25 cents per 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 for student

parking. Commuter students are assigned to park in the lots north of Erie Hall, Turnbull Hall and the Nick Building. Residence hall students are assigned to park 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 which is located in South Cottage.

The Colleges of the University

Undergraduate resident instruction programs are carried out by the ten colleges of the University and the Division of Undergraduate Studies. When students are admitted to baccalaureate degree programs, they are given "common year" majors corresponding to their college of enrollment, e.g., Liberal Arts, Science, etc.

Associate degree students are assigned directly to the programs to which they were admitted, and this becomes the major designation, e.g., 2 EET, etc. Following is a list of college representatives and program advisors on campus who can provide information about programs of study in their respective areas.

Faculty Office	REPRESENTATIVE ADVISOR	LOCATION
Agriculture	Dr. Donald M. McKinstry	Nick
Arch & Architecture	Dr. Archie Loos	Turnbull
Behrend College	Mr. Robert R. Schenker	Reed
Business Administration		
Baccalaureate Degree	Dr. Stephen Knouse	Faculty Office
Associate Degree	Mr. Wayne Hemberger	Lawrence
Health and Mineral Sciences	Mr. Eva Tucker, Jr.	Nick
Education	Dr. Robert Tauber	Faculty Office
Engineering		
Baccalaureate Degree	Mr. John Grode	Nick
Associate 2 EET	Mr. Thomas Stehney	Behrend
Associate 2 MET	Mr. John Grode	Nick
Health, Physical Ed., and Recreation	Dr. Roger Sweeting	Erie Hall
Human Development	Mr. James Weber	Faculty Office
Liberal Arts		
Baccalaureate Degree	Dr. Richard Mester	Turnbull
Associate Degree	Dr. Richard Mester	Turnbull
Science	Mr. Norman Patterson	Behrend
Division of Undergraduate Studies		
Army ROTC (Reserve Officers Training Corp.)	Mr. Ernest F. Fryer	Administration
	Capt. Lawrence Hames	Administration

Penn State-Behrend Majors

Penn State-Behrend holds full college status within the University and serves not only as a Commonwealth Campus, but as an associate and baccalaureate

degree-granting unit. Following is a list of Penn State-Behrend's degree programs and the persons in charge. These individuals can be consulted for program information.

ASSOCIATE DEGREE	PERSONS IN CHARGE	OFFICE LOCATION
Business Administration	Mr. Wayne Hemberger	Faculty Office
Electrical Engineering	Mr. Thomas Stehney	Behrend
Letters, Arts, and Sciences	Dr. Richard Mester	Turnbull
Mechanical Engineering	Mr. John Grode	Nick
BACHELOR OR ARTS		
Communications		
Economics	Dr. Robert Francesconi	N. Cottage
English	Dr. Barry Weller & Dr. James Kurre	Faculty Office
General Arts and Sciences	Dr. Michael Simmons	Faculty Office
History	Dr. Richard Mester	Turnbull
Political Science	Dr. A. Daniel Frankforter	Turnbull
Psychology	Dr. Zachary Irwin	Faculty Office
Science	Dr. Paul Rosenfeld	Faculty Office
BACHELOR OF SCIENCE	Dr. Keith M. Hagenbuch	Behrend
Accounting		
Bioscience	Dr. Rama Guttikonda	Faculty Office
Business Economics	Dr. Larry Eckroat	Nick
Communications	Dr. Barry Weller & Dr. James Kurre	Faculty Office
Energy and Environmental Technology	Dr. Robert Francesconi	N. Cottage
Engineering		
Environmental Science	Dr. H. Eugene Shull	Behrend
General Business	Dr. H. Eugene Shull	Behrend
History		
Management	Dr. H. Eugene Shull	Behrend
Mathematical Studies	Dr. Robert Tauber	Faculty Office
Psychology	Dr. A. Daniel Frankforter	Turnbull
Physical Science	Dr. Stephen Knouse	Faculty Office
Social and Behavioral Sciences: Directed	Dr. Robert Hostetler	Nick
Multi-Disciplinary Studies	Dr. Paul Rosenfeld	Faculty Office
	Dr. Keith Hagenbuch	Behrend
	Dr. Robert Tauber	

Academic Dishonesty

When a student is accused of academic dishonesty, the instructor informs the Behrend Records Office. This action prevents the student from dropping the course through the Course Drop procedure or through Withdrawal (SENATE POLICY 56-30) from the University.

The following procedure for handling alleged cases of academic dishonesty was passed by the Faculty Council in May 1980:

First Level Consultation - Student to Professor

Second Level Consultation - Student-Professor to Division Head

Third Level Consultation - Student-Professor to Hearing Board

The faculty of the College expects ethical and honest behavior of students enrolled in the academic activities of the College and recognizes a responsibility to enforce academic integrity in all classes.

Cases of alleged academic dishonesty should be considered and resolved at the student-professor level. The usual penalty is that the faculty member assign a grade of "F" to the examination

paper, term paper, etc., which is the instrument of dishonesty or that the grade of "F" be assigned for the course grade.

If the case cannot be adequately handled at the student-professor level or the professor feels that this is not adequate penalty, either may ask in writing for his/her Division Head to recommend additional or lesser sanctions. If still not resolved, either student or professor may take the case to the Office of Student Affairs to be adjudicated by the Hearing Board. We do encourage our faculty and students to try to resolve the situation at the student-professor level.

Situations Warranting Sanctions for Academic Dishonesty:

The situations appearing below and the enumeration of specific offenses within a category are merely illustrative and not restrictive.

A) Forgery and Alteration - such as submitting another student's term paper, written assignment, etc.

B) Misrepresentation - such as having another student take an ex-

am.

C) Cheating During an Exam - such as using notes, crib sheets, text during an exam.

D) Aiding and Abetting the Attempt of a Dishonest Act - such as assisting another student in the confiscation of exam material.

E) Providing Misleading Information - such as providing false information or misleading information for missing a class or assignment and requesting the opportunity to make up the work (test, project, etc.) that has an influence on the grade for the course.

F) Plagiarism - presenting as one's own idea an idea derived from an existing source without crediting the source.

NOTE: IN CASES OF SUSPECTED ACADEMIC DISHONESTY, THE INSTRUCTOR SHOULD CONSULT WITH THE APPROPRIATE DIVISION HEAD.

The Secretarial Staff

Catherine Bane	Bookstore	Reed
Gladys Brown	Social and Behavioral Sciences	Faculty Office
Vaughn Conley	Student Affairs	Reed
Wendy Eldenmuller	Social and Behavioral Sciences	Faculty Office
Toni Emling	Bookstore	Reed
Jan Espin	University Relations	Administration
Julie Espin	Health and Physical Education	Erie
Lisa Harrington	Natural Science and Engineering	Behrend
Norma Hartner	Arts and Humanistic Studies	Turnbull
Jo Ann Heath	Continuing Education	CE Center
Dorothy Hiles	Continuing Education	CE Center
Margaret Hume	Financial Office	Administration
Blaine Johnson	Natural Science and Engineering	Behrend
Marie-Jeanne Jones	Arts and Humanistic Studies	Turnbull
Norma Kane	Housing and Food Service	Dobbins
Linda Kifer	Dean's Office	Administration
Wickie Lampe	Admissions	Administration
Diane Leiber	Continuing Education	CE Center
Chela Maita	Advanced Technology Center	Behrend
Larveta May	Natural Science and Engineering	Behrend
Patricia McClellan	Safety and Security	South Cottage
Patricia Melzer	Financial Aid	Administration
Patricia Mrozowski	Library	Reed
Stana Nowachinski	Records	Reed
Laura Palmer	Housing and Food Service	Dobbins
Ann Pommer	Records	Reed
Connie Segrist	Student Activities	Reed
Janita Struble	Social and Behavioral Sciences	Faculty Office
Carol Swift	Library	Reed
Robert Tauber	Switchboard Operator	Administration
Carol Thomas	Arts and Humanistic Studies	Turnbull
Barbara Via	Mathematics	Behrend
George W. Wagoner	Student Activities	Reed