

Student I.D.

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

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

YOUR I.D. IS REQUIRED FOR ALL TRANSACTIONS IN THE RECORDS OFFICE. A \$5.00 FEE WILL BE CHARGED TO ALL STUDENTS REQUIRING REPLACEMENT OF A LOST I.D. CARD. THIS FEE WILL BE COLLECTED AT THE TIME A TEMPORARY I.D. CARD IS ISSUED.

Questions concerning I.D. cards can be answered in room 126 of the Behrend Building.

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 semester.

Contact the Office of Student Affairs for withdrawal forms.

Semester Transition Information

With the start of classes this fall, Penn State University will begin a new schedule for the academic year. In the past, the academic year was broken into three terms, each consisting of eleven weeks. The 1983-84 academic year, and all future years, will occur under a system most commonly referred to as the "semester system." Under the semester system the academic year is separated into two equal semesters, each consisting of seventeen weeks.

Many adjustments must be made by the students, faculty and staff in adjusting to the semester system. Students will be enrolled in more classes at a time in the semester



Student Records

Each semester 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 semester. If anything is done to change or affect the registration information or schedule, the appropriate form must be obtained from the Records Office, completed, and then returned to that office. Actions affecting the students' schedule have stated deadlines for submission which are given in the academic calendar.

system; many course numbers were changed to accommodate the move to the semester system; and all members of the academic community will have to make adjustments in their personal work habits to adjust to the increased number of weeks in a semester as opposed to a term.

Information regarding the semester transition is available through a variety of publications, offices and people. Questions should be directed to one or more of the following: 1983-84 Policy and Rules for Students, your Academic Advisor, the Division Office, the Records Office, the Semester Transition Handbook and the Penn State-Behrend Semester 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 semester 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. 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 Students 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.

Disciplinary Actions

Disciplinary actions will be taken on that University campus where an infraction has occurred, regardless of where the concerned student 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.

Detailed information regarding the disciplinary system can be found in the 1983-84 Policies and Rules for Students. Any questions regarding that information can be directed to the Assistant Dean of Student Affairs.

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, 1983-84, 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, Policies and Rules for Students, 1983-84.

— Code of Conduct and Discipline, Policies and Rules for Students, 1983-84. Any questions regarding the discipline system should be directed to Dohn Harshbarger, Dean of Student Affairs, second floor, RUB.

— Confidentiality of Student

Records, Policies and Rules for Students, 1983-84. 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 in Policies and Rules for Students, 1983-84. 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.

Grade Reports

Grade reports will be mailed to each student's indicated address from the University Park Campus as soon as possible after the end of each semester. Questions concerning grade reports should be directed to the Records Office on the first floor of the Reed Union Building.

The Records Office will not release student course grades prior to the arrival of grade reports. Students should make arrangements with their course instructors individually for release of their grades.

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 semester after the grade has been received. Since the panel meets only during the academic year, complaints concerning grades given spring semester will be considered in the fall.

Questions may be directed to the chairman of the Grade Mediation Panel.

Change of Campus Assignment

Is it time for a change? Timing is something that you should think about if you are planning to change your campus location.

The procedure for changing a campus location is officially called "Change of Assignment." Baccalaureate students who begin their study 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 a period of four semesters. Students enrolled in those majors for which all four years of the degree program are available at Behrend may elect to remain throughout their undergraduate program. Students majoring in all other degree pro-

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 obligations when taken as electives.

ROTC at Penn State-Behrend provides many co-curricular activities, including rifle team, weekend outings, social functions and other activities initiated and supervised by the students.

In addition ROTC offers two and three year scholarships which include \$100 per month spending money. Juniors and seniors enrolled in ROTC also receive a \$100 per month subsistence allowance.

For further information, contact Captain Hames in the basement of the Administration Building, or call (814) 899-7028.



grams must transfer to the University Park or Capitol Campus to complete their junior or senior years, and may not remain at Penn State-Behrend beyond four semesters without petitioning to stay. The petitioning procedure is available in the Records Office.

The Change of Assignment to University Park is handled during the first ten calendar days of the semester preceeding the semester of transfer. Additional 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.

Drop-Add Procedure

If you decide to drop or add a course, you should consult the policies concerning Drop-Add procedures in the "Policies and Rules for Students, 1983-84."

Don't forget to check the deadline dates regarding drop-add procedures. They are listed in the "Important Dates And Deadlines" section of this publication.