The purpose of this document is to provide information for graduate faculty members of Bloomsburg University. Information within this document will assist graduate faculty in answering questions pertaining to policies and procedures, university resources, and other inquiries.
Bloomsburg University of Pennsylvania is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability, or veteran status. The University will implement positive actions to provide such educational and employment opportunities. Inquiries may be directed to: Office of Social Equity, Waller Administration Building - Room #115, Bloomsburg University of Pennsylvania, Bloomsburg, PA 17815. The telephone number is (570) 389-4553.
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Organization

Administrative Staff

Interim Dean of Graduate Studies:
Dr. Robert Gates  |  rgates@bloomu.edu

Administrative Assistant:
Jennifer Richard  |  jrichard@bloomu.edu

Graduate Studies Secretary:
Deborah Hartman  |  dhartman@bloomu.edu

Research and Grants Interim Director:
Dr. John Hranitz  |  jranitz@bloomu.edu

List of Colleges, Programs, and Coordinators

College of Business

Accounting:
Dr. Mark Law  |  mlaw@bloomu.edu

Business Administration:
Dr. Darrin Kass  |  dkass@bloomu.edu

Business Education:
Dr. Margaret O’Connor  |  moconno1@bloomu.edu

College of Education

Curriculum and Instruction:
Dr. Nancy Bauer  |  nbauer@bloomu.edu

Early Childhood Education:
Dr. Cherie Roberts  |  croberts@bloomu.edu

Education of the Deaf and Hard of Hearing:
Dr. Deborah Stryker  |  dstryker@bloomu.edu

Guidance Counseling and Student Affairs:
Dr. Mark Bauman  |  mbauman@bloomu.edu
Middle Level Education Grades 4-8:
Dr. Cherie Roberts | croberts@bloomu.edu

Project IMPRESS - School-Based SLP:
Dr. Patricia Lawton | plawton@bloomu.edu

Reading:
Dr. Cherie Roberts | croberts@bloomu.edu

Special Education:
Dr. Darlene Perner | dperner@bloomu.edu

College of Liberal Arts

Public Policy and International Affairs:
Dr. Peter Doerschler | pdoersch@bloomu.edu

College of Science and Technology

Audiology:
Dr. Jorge Gonzalez | jgonzale@bloomu.edu

Biology:
Dr. Thomas Klinger | tklinger@bloomu.edu

Clinical Athletic Training:
Dr. Joe Hazzard | jhazzard@bloomu.edu

Exercise Science:
Dr. Joseph Andreacci | jandreac@bloomu.edu

Instructional Technology:
Dr. Timothy Phillips | tphillip@bloomu.edu

Nursing:
Dr. Michelle Ficca | mficca@bloomu.edu

Speech-Language Pathology:
Dr. Shaheen N. Awan | sawan@bloomu.edu
Information on Graduate Assistants

Graduate assistantships are open to students pursuing a master’s degree with varying number of assistantships available in any particular program or department.

Stipends are awarded by the assistant vice president and dean of graduate studies and research upon the recommendation of departments with graduate programs. Stipends are available during the academic year and summer sessions.

Most students are granted assistantships for one semester at a time. However, some graduate students are granted assistantships under a two-semester contract.

Graduate students who have an assistantship in one program are not eligible for an assistantship in a second program.

BU assistantships are either "half-time," which require 20 hours of work each week, or "quarter-time," which require 10 hours of work each week. Quarter-time assistants must carry a minimum of 9 semester hours of graduate work and half time GA’s are required to carry a minimum of 6 and maximum of 9 semester hours of graduate work. Both quarter and half-time assistantships provide a 6 credit tuition waiver per semester. The waiver does not include undergraduate prerequisite courses, activity fees, health fees, student union fees, recreational fees, or any other charges incurred.

Graduate Assistant Stipend Information

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013</th>
<th>Spring 2013</th>
<th>Summer 2014</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter time (10 Hrs)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,561</td>
<td>$1,561</td>
<td>$1,170</td>
<td>$4,292</td>
</tr>
<tr>
<td><strong>Half time (20 hrs)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$3,122</td>
<td>$3,122</td>
<td>$2,340</td>
<td>$8,584</td>
</tr>
</tbody>
</table>

As part of the BU’s commitment to affirmative action, 10 graduate assistantships are targeted for minority graduate students. The requirements and conditions of appointment for these assistantships are identical to regular assistantships. Graduate assistantship applications are available online or may be picked up at the graduate studies office.

Applications should be submitted to the department or program of which you are applying. Upon award of a graduate assistantship, you will be provided with the
document "Criteria for Graduate Assistantship" by the graduate studies office. This document describes graduate school policies for the administration of assistantships.

**Other Financial Aid**

Some federal fellowships may be offered in selected fields of study, so program coordinators should be contacted regarding availability. In addition, the PHEAA Loan Program is available, as well as student work-study. See link below:

**Financial Aid Office**

**Budget Process Flowchart and Forms**

---

* in the past, academic departments were allocated a specific number of Graduate Assistantships based on enrollment. Under new process, all programs (academic and non-academic areas) must complete a request for each desired GA position.
E&G
Graduate Assistantship
Alternate Funding Source for Stipend and/or Waiver

This form is used to notify the Graduate Studies office of an alternate funding source for Graduate Assistantship (GA) stipend and/or waiver when the Graduate Assistantship is not funded by the GA base pool budget. It is the responsibility of the department to obtain funding. Please complete the form, obtain approval signature(s), and return to the Graduate Studies office. The Budget office will enter budget transfers upon notification from the Graduate Studies office. For questions on this form, contact the Graduate Studies office or the Budget office.

Possible sources of funds:
- Use of department/office E&G and/or Academic Enhancement operating budget;
- Use of Dean/Director, Vice Provost, Vice President, or President residual carryforward reserves or reallocation of funds within the college or division
- External funding sources;
- Increases to E&G or Academic Enhancement department/office operating budgets (NOTE: Before requesting an E&G divisional base budget increase, every effort should be made to reallocate funds within the division or use residual carry forward funds; instructions for requesting increases to E&G budgets are included in the FY 2013-2014 Budget Preparation Manual)

<table>
<thead>
<tr>
<th>Department/Office Requesting Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department/Office Name:</strong></td>
</tr>
<tr>
<td>(Budget office will transfer funds into the salary &amp; benefit commitment item(s) in this Funds Center)</td>
</tr>
<tr>
<td><strong>Stipend Amount:</strong></td>
</tr>
<tr>
<td>__________________________</td>
</tr>
<tr>
<td>Signature of Program Coordinator/Job Supervisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funds Center #:</strong></td>
</tr>
<tr>
<td>(Budget office will transfer funds from this Funds Center)</td>
</tr>
<tr>
<td><strong>Commitment Item(s) #</strong> to transfer funds from:</td>
</tr>
<tr>
<td>__________________________</td>
</tr>
<tr>
<td>Signature of Dean/Director/Asst Vice President/Vice President/President</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Funding Source
(Complete only if there are multiple funding sources)

| Funds Center #: | **Amount:** |
| (Budget office will transfer funds from this Funds Center) |
| **Commitment Item(s) #** to transfer funds from: | **Amount:** |
| __________________________ | ____________________ |
| Signature of Dean/Director/Asst Vice President/Vice President/President |
| Date |
APPOINTMENT OF AN E&G GRADUATE ASSISTANTSHIP
FOR 20__ - 20__ ACADEMIC YEAR

This form is to be completed by the job supervisor/program coordinator for each student awarded a Graduate Assistantship. This form must be completed each semester and submitted to the Graduate Studies office by the deadlines stated below. Contracts will not be issued if Appointment forms are received by the Graduate Studies office after said deadlines.

Fall:
Spring:
Summer:

Please contact Jennifer Richard (ext.5137) with questions.

*****Students cannot begin working until their contract is processed by payroll*****

Please Select:

☐ Academic Department Graduate Assistant  ☐ Non-Academic Area Graduate Assistant

Department requesting the Graduate Assistant position: ____________________________

Department Funds Center #: ____________________________

Semester of Appointment: __________ 20__

Student Name_________________________________________ Student ID________________________

Home Address

(Street) (City) (Zip code)

BU Email Address __________________________ Phone Number: __________________________

Has the student previously held a Graduate Assistantship position? _______ If Yes, where? __________________

ACADEMIC

(print & sign) Program Coordinator ______ Date ______

NON-ACADEMIC

(print & sign) Job Supervisor ______ Date ______
E&G Graduate Assistantship Request
For Fiscal Year 20__ - 20__

This form is to be completed by the job supervisor/program coordinator for each Graduate Assistantship (GA) position requested. It must be completed, signed, and returned to the Graduate Studies office by 4:30 p.m. on the due date.

The department will be notified by a certain date, as to whether the position is appropriate for a GA and whether the position will be funded from the GA budget.

- The maximum funding from the GA budget will be for a 10 hour/week stipend (¼ time) and 6 credit tuition waiver only. If the request is for a ¾ time position (20 hours/week), the department will need to identify an alternate funding source for the additional ¼ time (10 hours/week) stipend.

- If the requested position is not approved for funding from the GA base pool budget, the department/office will need to identify an alternate funding source for the stipend and the waiver.

Please reference the E&G Graduate Assistantship Budget & Process Flowchart on the Graduate Studies website for more information or contact Jennifer Richard (ext. 5137) in the Graduate Studies office with questions.

------------------------------------------------------------------------------------------------------------------

☐ Academic Dept/Office Graduate Assistantship  ☐ Non-Academic Area Graduate Assistantship

Dept/Office requesting the GA position: __________________________ Funds Center #: __________________________

In the box below, please select the semester(s) for which you are requesting a GA and whether the position is a 10 hour/week (¼ time) or 20 hour/week (¾ time) stipend:

<table>
<thead>
<tr>
<th>Example Graduate Assistantship Request &amp; Stipend (see graduate website for up-to-date figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
</tr>
<tr>
<td>10 hr</td>
</tr>
<tr>
<td>20 hr *</td>
</tr>
</tbody>
</table>

*Department/Office will need to identify an alternate funding source for the additional ¾ time (10 hours/week) stipend

Is this a new GA position for this FY? Yes _____ No _____

If No, has the Supervisor completed the assessment through the Office of Planning and Assessment? *N/A for current FY*

ACADEMIC

(print & sign) Program Coordinator Date

(print & sign) Department Chair Date

(print & sign) College Dean Date

NON-ACADEMIC

(print & sign) Job Supervisor Date

(print & sign) Director Date

(print & sign) Vice President Date
OFFICE/DEPARTMENT OF XYZ  
Graduate Assistantship

DESCRIPTION:

SUPERVISOR:

<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
<th>STUDENT LEARNING OUTCOMES : The student will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

QUALIFICATIONS:

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- 

Note: At the conclusion of the experience, all Supervisors and Graduate Assistants will participate in an assessment program through the Office of Planning and Assessment.

Revised 12/5/2012
EXAMPLE

OFFICE OF PLANNING AND ASSESSMENT
Graduate Assistantship – Summer 2012

DESCRIPTION: The Office of Planning and Assessment is responsible for the collection and analysis of overall university and student assessment data. This graduate assistantship offers a graduate student the opportunity to gain experience in the data collection and analysis processes, and survey design related to University Strategic Initiatives, university-wide student learning outcomes, program/department assessments, and longitudinal studies to determine university effectiveness.

SUPERVISOR: Director, Office of Planning and Assessment

<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
<th>STUDENT LEARNING OUTCOMES: The student will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend and participate in Office of Planning and Assessment weekly management and research meetings</td>
<td>Demonstrate participatory skills during weekly meeting</td>
</tr>
<tr>
<td>Assist in the structuring of longitudinal research for various projects using available software</td>
<td>Format Excel spreadsheets with appropriate variables to facilitate longitudinal analysis of data sets (e.g., Diversity Survey, ACCUPLACER, ETS Proficiency, NSSE, VALUE Rubric and ASQ Plus)</td>
</tr>
<tr>
<td>Determine the correct statistics for the research questions and type of data</td>
<td>Select appropriate statistical analysis to answer specific research questions</td>
</tr>
<tr>
<td>Develop surveys and design data format</td>
<td>Develop statistically valid surveys</td>
</tr>
<tr>
<td>Conduct analysis of data sets to answer specific research questions</td>
<td>Conduct data analysis given specific data sets and research questions</td>
</tr>
<tr>
<td>Assist in the interpretation of results</td>
<td>Provide results and explanations of findings</td>
</tr>
<tr>
<td>Assist in reporting of research findings</td>
<td>Write drafts of executive summaries</td>
</tr>
</tbody>
</table>

QUALIFICATIONS:
- Ability to work 10 hours per week (120 total hours)
- Demonstrates flexibility and strong organizational skills to meet timeline targets for deliverables
- Communicates effectively one-on-one and with small groups settings, including with the Office of Planning and Assessment team
- Communicates effectively through written, oral, and visual means
- Works independently, requesting support from faculty supervisor and director of the Office of Planning and Assessment when appropriate
- Possesses basic skills in survey development and/or has potential to learn skills
- Maintains confidentiality (required to sign confidentiality agreement)
- Possesses basic statistical technique skills
- Possesses basic quantitative and qualitative research methodologies and data analysis skills and/or has potential to learn skills
- Possesses basic skills in the use of statistical software (SPSS and/or SAS)
- Ability to use Microsoft Office (e.g., Access, Excel, PowerPoint, Publisher, Visio, Word, and SharePoint)

Revised 12/5/2012
General Faculty Resources

The following link leads to a list of various resources and tools available to all faculty at the university. It includes resources for daily tasks, locating offices, departments, and facilities as well as network tools and support items such as the faculty handbook.

http://www.bloomu.edu/facstaff

Faculty Handbook

The following link goes directly to the handbook for all university faculty:

http://www.bloomu.edu/documents/campus/FacultyHandbook.pdf

Setting Up a Course on BOLT

There are several resources that can aid faculty in setting up a course on BOLT. Faculty can find help on BOLT in the top right corner under “Faculty Resources” or they can get help at the following BOLT instructor support page:

http://departments.bloomu.edu/imdc/boltinstructorsupport.html

Activating a Course on BOLT

One of the most common mistakes made by faculty on BOLT is forgetting to activate their course once it is set up. This usually results in a number of students complaining that they cannot access the course on BOLT. The following guide will describe how to activate a course on BOLT:
How to Make Course Active

1. Enter the course you want to make active
2. Click Make Course Active in the Course Administration widget
3. Click checkbox for 'Course is active'
4. Click

Other Forms

The following forms are for faculty who must issue a research in progress grade, incomplete grade, or change of grade for their students. The independent study and individualized instruction forms are also in this section.
ISSUANCE of GRADES
of RESEARCH IN PROGRESS

INSTRUCTIONS: The instructor completes one copy of this form for each grade for R (research in progress) given. The form is submitted to the Registrar when grades are due at the end of the term. Refer to the policy statement on the reverse. This form is used for Research in progress grades.

PRINT
Student
Name: __________________________ |___|___|___|___|___|___|
Last First Student ID Number

Course Number: ___________ Course Title: __________________________

Grade Semester
Recorded: R Issued: ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

List the reason(s) for issuing the R grade (attached medical excuse or other documentation if appropriate):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Circle the final grade to be recorded if the student should not fulfill the course work as specified: (circle one) A B C D E

Instructor Please Print Name: __________________________________________

Instructor’s Signature: ___________________________ Date: ____________

Students Please Print Name: ________________________________

Student’s Signature: ___________________________ Date: ____________
ISSUANCE of GRADES of INCOMPLETE

INSTRUCTIONS: The instructor completes one copy of this form for each grade for I (incomplete) given. The form is submitted to the Registrar when grades are due at the end of the term. Refer to the policy statement on the reverse.

PRINT
Student
Name: ________________________________   __________   __________   __________   __________   __________   __________   __________
       Last                          First                          Student ID Number

Course Number: __________________________ Course Title: ______________________________

Grade: __________    Semester: __________

Recorded: I   Issued: □ Fall 20___ □ Spring 20___ □ Summer 20___

List the reason(s) for issuing the I grade (attached medical excuse or other documentation if appropriate):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Attach a written plan for completion of the course work that must be completed by the student or list the plan here:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Circle the final grade to be recorded if the student should not fulfill the course work as specified: (circle one) A B C D E

Instructor Please Print Name: ________________________________

Instructor’s Signature: ________________________________ Date: __________

Students Please Print Name: ________________________________

Student’s Signature: ________________________________ Date: __________
Bloomsburg University of Pennsylvania  
Office of the Registrar  
570-389-4263  

Request for Change of Grade

**Instructions:** When the grades of a student have been filed in the records of the Registrar’s Office, they may not be changed except for a computational or a clerical error or removal of an incomplete or research in progress grade. The change begins with the instructor and approved by the department chairperson and college dean. The dean’s approval is not necessary for removal of an incomplete or research in progress grade.

<table>
<thead>
<tr>
<th>Print Student Name:</th>
<th>Student ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Semester for which the original grade was issued:**

- [ ] Fall Semester
- [ ] Spring Semester
- [ ] Summer Semester

**Change Grade:**

From: __________ To: __________

**Reason for change of grade (not required for removal of I & R grade):**

________________________________________________________________________

________________________________________________________________________

**Approvals:**

Instructor’s signature: ____________________________ Date: __________

Instructor please print name: __________________ Date: __________

Dept Chair’s signature: __________________________ Date: __________

Dept. Chair please print name: __________________ Date: __________

Dean’s* signature: __________________________ Date: __________

College Dean Please Print: __________________ Date: __________

* Dean of College which offers the course. This signature IS NOT required for the removal of an incomplete grade (I) or a research in progress grade (R). This signature IS required for all other grade changes.
APPLICATION FOR UNDERGRADUATE/GRADUATE INDEPENDENT STUDY COURSES

Independent Study provides an opportunity for the student to pursue in-depth study of a topic of special value or interest to the student related to the student’s major or the Honors Program. The proposal and this application form must be submitted first to the faculty/instructor, then to the advisor, then to the department chairperson for recommendation, and finally to the appropriate dean for final approval.

GUIDELINES

- An independent study program within a department must be listed in the University catalog with an accompanying course description or must have received approval for inclusion in the catalog.
- Prior to the granting of academic credit, the department shall approve the course of study undertaken by the student.
- The offering of independent study courses by the department shall be governed by the same credit hour constraints consistent with University policy.

Student ID Number

Print Name: First Middle Last

Official Approved Catalog Title

*Semester Course Topic: ________________________________

* (along with catalog course title this will be included on academic transcript)

** NUMBER OF CREDITS  **

Dept Name Course # Section #

** Enter number of credits to be scheduled in the box above. Check the schedule book for the credit range of the course.

CHECK ONE

☐ Fall Semester 20 ______

☐ Spring Semester 20 ______

☐ Summer Session 20 ______

Today’s Date: ________________________________

Enter Summer Session ______

I agree to assume responsibility for instruction and awarding a grade at the conclusion of the semester or session. The student’s proposal, as approved by me, is attached hereto.

SIGNED: ________________________________

Instructor ________________________________

DATE: ________________________________

Print Instructor’s Name

APPROVED: ________________________________

Advisor’s Signature ________________________________

DATE: ________________________________

PRINT ADVISOR

APPROVED: ________________________________

Department Chairperson ________________________________

DATE: ________________________________

PRINT DEPARTMENT CHAIRPERSON

APPROVED: ________________________________

College Dean ________________________________

DATE: ________________________________

PRINT COLLEGE DEAN
APPLICATION FOR UNDERGRADUATE/GRADUATE
INDEPENDENT STUDY COURSES

DEADLINES:
Summer: Last Day of classes in spring semester
Fall: Last Day of classes in spring semester (decisions made late summer)
Spring: Day before Thanksgiving break

STUDENT GUIDELINES FOR INDEPENDENT STUDY
(Attach additional sheets if necessary)

1. Description of the Proposal (i.e. what)

2. Consent/approval necessary to conduct project – rationale or relevance to the major (i.e. why)

3. Objectives for the project (i.e. how)

4. Your role

5. Role of leader/manager/teacher

6. Evaluation of independent study

7. Bibliography (as applicable)

Student ID ____________________________ Student Name (Printed) ____________________________

Student Signature ____________________________ Date ____________________________

Office of the Registrar, Bloomsburg University, Bloomsburg, PA
APPLICATION FOR UNDERGRADUATE/GRADUATE
INDIVIDUALIZED INSTRUCTION COURSES

Guidelines

- The course is not scheduled to be taught in the particular semester.
- No course shall be offered as individualized instruction to more than 5 students in a given semester/session.
- This course must be a regular university catalog course.

**READ INSTRUCTIONS AND COMPLETE CHECKLIST ON REVERSE**

**DEADLINES:**
- Summer - Last day of classes in spring semester
- Fall - Last day of classes in fall semester (decisions made late summer)
- Spring - Day before Thanksgiving break

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Print Name:</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

**Course Title:**

**NUMBER OF CREDITS**

* Enter number of credits to be scheduled in the box above.

<table>
<thead>
<tr>
<th>Dept Name</th>
<th>Course #</th>
<th>Section #</th>
</tr>
</thead>
</table>

* Check the schedule book for the credit range of the course.

**CHECK ONE**

- □ Fall Semester
- □ Spring Semester
- □ Summer Session

**YEAR**

Today’s Date

Enter Summer Session

I agree to assume responsibility for instruction and awarding a grade at the conclusion of the semester or session. My syllabus or proposal, as modified, is attached hereto.

**SIGNED:**

Instructor

DATE: ____________

Print Instructor’s Name

**APPROVED:**

Advisor’s Signature

Date

Print Advisor

**APPROVED:**

Department Chairperson Signature

Date

Print Department Chairperson

**APPROVED:**

College Dean Signature

Date

Print College Dean

RO 510/D 11/08
Registrar’s Office, Bloomsburg University, Bloomsburg PA
<table>
<thead>
<tr>
<th></th>
<th>CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Are you enrolled in a degree program at Bloomsburg University?</td>
</tr>
<tr>
<td>B</td>
<td>Is the course being offered in the term in which you wish to enroll?</td>
</tr>
<tr>
<td>C</td>
<td>Has the course been cancelled?</td>
</tr>
<tr>
<td>D</td>
<td>Are you graduating in the semester of this individualized instruction?</td>
</tr>
</tbody>
</table>
| E | Are you student teaching the semester immediately following this instruction?
| F | Have you taken this course before?                                       |
| G | Are there other arrangements or a suitable replacement available to you? (e.g. CLEP, credit by exam, another institution?) |
| H | Have you taken another course as individualized instruction?              |
| I | Why didn’t you take the course when it was last offered? Explain.         |

Student ID: ____________________________  Student Name (printed): ____________________________

Student Signature: ____________________________  Date: ____________________________
INSTRUCTOR’S PROPOSAL / SYLLABUS, as modified, FOR INDIVIDUAL INSTRUCTION

1. Course objectives

2. Grading and evaluation criteria

3. Basic required individual activities (and how lack of group class participation/interaction will be addressed)

4. Paper

5. Required readings/ textbooks

6. Contact times to meet with student
Thesis Procedures

There are two options for the thesis requirement: 1) Traditional Thesis format or 2) Journal Manuscript Thesis format. **Selection of the Journal Manuscript Thesis format must be approved by both the department and the thesis committee.** Once you and your committee have chosen a format, please read and follow the procedures for that format carefully. Do not combine formats.

General Guidelines:

1. The graduate student must obtain approval of the graduate program coordinator and the department chairperson to undertake a thesis project. It is the responsibility of the chairperson or the graduate program coordinator, in conference with the student, to choose a potential graduate thesis advisor who must be a graduate faculty member and a member of the student's department. This choice should be made as early as possible in the student’s career as a graduate student, but in no case should research begin before he/she has completed nine (9) credit hours of graduate course work. Once a thesis advisor is chosen and has accepted the student, he/she will advise the student in all academic matters.

2. The prospective graduate thesis advisor will, in conference with the student, survey possible areas of study and methodologies, choose a tentative project, and accept the student as an advisee. If the graduate thesis advisor, after such conference, believes that the student would, for justifiable reasons, be incapable of successfully completing a thesis study in his/her area of competence, the thesis advisor will notify the student to that effect and refer him/her back to their department chairperson or graduate program coordinator for further conference.

3. If the graduate thesis advisor accepts the student as an advisee and they come to an agreement on a tentative project, the thesis advisor will discuss the membership of the thesis committee with the student. This thesis committee is made up of the advisor and two or more members of the Bloomsburg University graduate faculty appointed to serve on an ad hoc basis. Its purpose is to assist the thesis advisor and the graduate student in planning, developing, and presenting a graduate thesis in a form which will fulfill the thesis requirement for the degree of Master of Education, Master of Arts, Master of Science, Master of Science in Nursing, or Doctorate of Audiology from Bloomsburg University. The thesis committee also evaluates the student’s thesis and oral defense of the thesis. The committee can incorporate non BU, non-voting faculty members. The Assistant Vice President and Dean of Graduate Studies and Research at his or her discretion may appoint and outside member (non-voting) to the thesis committee.
4. When the graduate thesis advisor and the student agree on the membership of the committee, the graduate thesis advisor or the student will contact each prospective member of the committee and ask if they would be willing to serve.

5. When the thesis committee has been formed, the graduate thesis advisor will recommend the committee members' names to the Assistant Vice President and Dean of Graduate Studies and Research through the chairperson of the department. A "Form for the Appointment of a Thesis Committee" is available for this purpose from the Office of Graduate Studies. The Graduate Dean will officially appoint the committee and notify its members of their appointment. The graduate thesis advisor will normally serve as chairperson of this committee.

6. Once the thesis committee has been approved by the Graduate Dean, the student must schedule their thesis credits through the Registrar's Office. Six credits are required for thesis although three credits may be scheduled per semester.

7. As soon as possible after the committee has been formed, the student will submit a proposal of his/her thesis project to the committee for their tentative approval. The format and length of the proposal will be determined by each department. The proposal will also indicate whether the traditional or Journal Manuscript Thesis option is selected.

8. The attached *Thesis or Departmental Paper Proposal Assurance of Compliance with University Research Requirements* form must be completed by the student and thesis advisor. The form must be submitted with the *initial* thesis proposal.

9. In cases where a graduate student's research (for thesis or departmental paper) requires the use of human or animal subjects, the student must seek appropriate approvals through the Human Subjects Committee and/or the Institutional Animal Care and Use Committee (IACUC). Students should discuss the application process with their faculty advisor and obtain the appropriate approval application forms from the Office of Graduate Studies and Research. ALL THeses OR DEPARTMENTAL PAPERS IN WHICH HUMAN OR ANIMAL RESEARCH SUBJECTS HAVE BEEN USED MUST SHOW DOCUMENTARY EVIDENCE (AT THE MINIMUM, A COPY OF THE SIGNED APPROVAL FORM) OF HUMAN SUBJECTS COMMITTEE OF IACUC APPROVAL OF THE RESEARCH PROTOCOL.

   a. Students should be aware that all survey research must be reviewed, even though the nature of the study may prove to be exempt from full review by the Human Subjects Committee.

10. When approval of the thesis proposal has been granted, the graduate thesis advisor will send the Assistant Vice President and Dean of Graduate Studies and Research conformation of approval by the thesis committee.
11. At various times during the actual work on the thesis, the committee may be convened by the graduate thesis advisor to discuss with the student any changes in subject matter or methodology which may seem advisable.

12. When the student has completed some or all of the thesis in draft form acceptable to the thesis advisor, he/she will submit one copy of this material to each member of the committee for evaluation. The committee will report its decision to the student at a subsequent meeting and return the material to the student for revision, completion, or preparation in final form.

13. The student will then prepare the thesis in final form for approval as per the predetermined deadline set by the committee. This form will be in accordance with the instructions set forth in an acceptable thesis guide as approved by the committee (traditional thesis format) or in the Journal Manuscript Thesis Format. A Guide to the Journal Manuscript Thesis Format is attached. The title page (Sample 1 or Sample 4 for the Doctorate of Audiology), abstract (Sample 2), and approval page (Sample 3) as required by the School of Graduate Studies shall be the first three pages of the final thesis.

   b. All copies of the final thesis shall be prepared using 100% cotton paper of 24lb.weight. Margins shall be not less than 1 1/2" at the left edge and 1" at the top, bottom, and right edges of the paper. No grade will be assigned the thesis at this time pending completion of the oral examination. After the oral examination, the committee will assign a single grade to the student's performance on the total thesis project, that is, on the thesis and the oral defense conceived as a unit.

14. An oral defense by the student will be held by the committee on the specific subject and the general area of the thesis. The committee will either pass or fail the student on the oral defense and the thesis itself, and assign a grade of P or F to the thesis project. If the student fails the oral defense of the thesis, and it is the opinion of the committee that the student should be given a second oral examination, the date for the second oral will be set at this time and a grade of "R" will be reported to the Graduate Office. If the student fails the oral exam a second time, a grade of "F" will be forwarded to the Graduate Office. In case of disagreement as to the grade, a majority of the committee will rule. Members will sign only if the committee approves the thesis and oral examination performance. Each committee member will sign the approval sheet of the thesis.

15. One electronic copy must be sent to each the graduate office and the college dean. A minimum of two hard copies must be prepared—one copy for the department, one copy for the library. Any additional copies must be purchased at the students' discretion. Additional copies may be required by your department on
100% cotton paper of 24 lb. weight. A fee will be charged for the binding of all theses.

16. Upon acceptance of the committee recommendation by the Assistant Vice President and Dean of Graduate Studies and Research, the work of the committee will be regarded as completed and it will be automatically disbanded.

Journal Manuscript Thesis Format

At the option of the department and the thesis committee the Graduate School will accept a Journal Manuscript Thesis Format in lieu of the traditional thesis format. Selection of the Journal Manuscript Thesis format must be approved by both the department and the thesis committee. The thesis chair, in consultation with the student, approves the selection of the target journal. The completed journal manuscript style thesis submitted to the School of Graduate Studies and Research should include the following:

Abstract
Title Page
Approval Page (signature page)
Acknowledgements
Table of Contents
List of Tables (if necessary)
List of Figures (if necessary)
List of Appendices
Manuscript
Appendices

The following section headers of the manuscript submitted to the Graduate School may differ according to the target journal format requirements:

Introduction (no running head on each page as used in many manuscript formats)
Methods and Procedures (with appropriate subheadings)
Results (tables and/or figures are included in the text and paginated; with appropriate subheadings)
Discussion (with appropriate subheadings)
References (only those cited in the journal manuscript; in required target journal format/style)

Appendices (order of appearance must follow the sequence cited in text)

A. Human Subjects Research Review (IRB) approval information (if necessary) or Animal Research (IACUC) approval information (if necessary)
B. Raw data (if necessary)
C. Statistical tables, figures, and/or illustrations not included in the journal manuscript (optional)
D. Expanded methods and procedures
E. Other appendices deemed appropriate by the thesis committee
   Review of Literature including any additional references not used in the journal manuscript (a separate reference list is required at the end of this Review of Literature). Reference format/style must be the same as in the manuscript (target journal).

NOTE. A copy of the target journal's "Guidelines for Authors" and a sample article (with references) from a very recent issue of the target journal must be submitted along with your final journal manuscript thesis draft.

**Manuscript Format**
The journal manuscript thesis must follow the specific style and format guidelines established by the target journal where publication will be sought (with appropriate modifications as noted above). It is the responsibility of the thesis chairperson and student to be certain that the manuscript is developed in accordance with all aspects of the journal guidelines and School of Graduate Studies and Research requirements.

The manuscript to be submitted for publication consideration becomes the plain text of the completed bound thesis, which will be processed through the established procedures of the thesis committee and the School of Graduate Studies and Research.

**Appendices in Journal Manuscript Format Thesis**
Information not appropriate for inclusion in the main text of the manuscript must be included in the appendices. Appendices should include anything/everything that would allow for "reliability." For consistency, appendices must follow pagination, margin guidelines, and text quality as established in the APA Manual or other recognized style manual as approved by the thesis committee and the Graduate School.

The appendices become part of the completed bound thesis. Appendices could include, but are not limited to, an expanded or complete review of literature (including a separate reference list in the same style/format as those in the manuscript text); methods/procedures not detailed in the manuscript itself such as selection of subjects, copy of surveys used in the study, complete research design and statistical analysis (including paradigms and hypothesis-null or research); raw data; tables, figures, and/or illustrations not used in the manuscript; and human subjects or animal use procedures. The sequence of appendices should follow the order of citation in the text.
Additional Guidelines for Students and Committee Members
Submission of manuscripts to professional journals for publication consideration involves additional steps not required as part of the usual thesis approval process. For example, the student and thesis chairperson should compose a manuscript submission letter to the target journal. The student and thesis chairperson should also prepare other journal specific required submission items such as title pages, abstracts, author background information, and running page headers. These items are not part of the submission requirements for thesis approval.

Following successful thesis oral defense and approval by the School of Graduate Studies and Research and the Dean of Graduate Studies, the manuscript should be properly prepared and mailed to the selected refereed journal for publication consideration. It is assumed that the student (lead author) and thesis chair will coauthor the manuscript. Additional co-authorship of manuscripts and/or presentations by other thesis committee members should be considered and discussed very early in the thesis development phase. **It is strongly recommended that Section 6.21-24 of the 5th Edition of the APA Manual-Ethical Standards for the Reporting and Publishing of Scientific Information (pp. 394-395) be read as part of the thesis development and manuscript submission processes.**
THESIS TITLE

A
THESIS
SUBMITTED TO THE SCHOOL OF GRADUATE STUDIES
of
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE DEGREE OF MASTER OF #######

PROGRAM IN #######
DEPARTMENT OF #######

BY

______________________________
(Your Name)

BLOOMSBURG, PENNSYLVANIA
YEAR
ABSTRACT

(300 word abstract)
THESIS
SUBMITTED TO THE SCHOOL OF GRADUATE STUDIES
of
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE DEGREE OF _________
PROGRAM IN _________
DEPARTMENT OF _________
BY

(Type Your Name)

The undersigned thesis committee members hereby certify that they have read and recommend to the School of Graduate Studies for acceptance the thesis entitled:

________________________________________

APPROVED:

______________________________ Date ________________________
Insert Name, Thesis Advisor/Chairperson

______________________________ Date ________________________
Insert Name, Thesis Advisor/Chairperson

______________________________ Date ________________________
Insert Name, Thesis Advisor/Chairperson

Use extra lines for additional members

APPROVED:

______________________________ Date ________________________
Insert Name, Assistant Vice President and Dean of Graduate Studies and Research
THESIS TITLE

A THESIS 
SUBMITTED TO THE SCHOOL OF GRADUATE STUDIES 
of BLOOMSBURG UNIVERSITY OF PENNSYLVANIA 

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR 
THE DEGREE OF DOCTORATE OF AUDIOLOGY 

PROGRAM IN AUDIOLOGY 
DEPARTMENT OF AUDIOLOGY AND SPEECH PATHOLOGY 

BY 

(Type Your Name) 

BLOOMSBURG, PENNSYLVANIA 

YEAR
BLOOMSBURG UNIVERSITY
SCHOOL OF GRADUATE STUDIES

Form for the Appointment
Of a Thesis Committee

TO: The Assistant Vice President and Dean of Graduate Studies and

FORM: ____________________________________________
Advisor of Record

for ____________________________________________
Name of Student (print)

DATE: __________________________________________

The following faculty, having agreed to serve on the Thesis Committee for the above student, are recommended to you for appointment to the committee (a minimum of three faculty are required to form a committee).

__________________________________________
Advisor and Chairperson

__________________________________________ Member

__________________________________________ Member

Approvals:
__________________________________________ Program Coordinator

__________________________________________ Department Chairperson

__________________________________________ Asst. Vice President and Dean of Graduate Studies

I HAVE READ THE THESIS PROCEDURES AND AGREE TO COMPLY WITH THE TERMS AS SET FORTH THEREIN.

STUDENT SIGNATURE ____________________________ DATE___________

ANTICIPATED DATE OF THESIS COMPLETION ________________

c: Student
   Thesis Advisor
   Program Coordinator
   Committee members
   Student File
   School of Graduate Studies
Thesis or Department Paper Proposal
Assurance of Compliance with University
Research Requirements

Date __________________

________________________ Program of Study __________________

Student’s Name (please print)

I have reviewed the thesis or departmental paper proposal submitted by the above named student and have concluded that:

☐ There is no human subject involvement and no human subject research is required.

☐ Human subject research review is required.

☐ There is no animal use involved and no animal use review is required.

☐ Animal use review is required.

__________________________________
Project Advisor

__________________________________
Department Chairperson

A completed copy of this form should be included with the thesis/departmental paper proposal submitted to the Office of Graduate Studies & Research, CEH 212.
Thesis Research Grants Proposal Guidelines

A limited amount of funding has been provided to support graduate student thesis research activities. These funds are intended to help graduate students to defray the cost of completing thesis research and are not intended for conference travel, salaries, or the costs associated with thesis preparation (typing, binding, etc.). The following guidelines should be followed carefully when applying for thesis research grants.

Eligibility
Only graduate students who have had a thesis proposal approved are eligible to receive funding for thesis research. A student may apply before completion of a thesis proposal and funding may be tentatively committed to the student, however funding will not be finally approved until a thesis proposal has been approved.

Proposal Format
The proposal shall consist of a title page with abstract, a draft or approved thesis proposal, and a budget with justification. The title page should follow the format given on page 2 and must be signed by the thesis advisor (or the proposed thesis advisor if one has not yet been officially assigned) and the graduate program coordinator. The thesis proposal should follow the normal departmental format. The budget should follow the format given on page three and the budget guidelines given below.

Budget Guidelines
Because of the limited funds available the amount requested should not exceed $300. These grants will fund supplies, small equipment items, and, local travel required for the completion of the thesis research. In addition it will fund certain operating expenses such as duplicating and mailing costs that are directly associated with the thesis research. Personnel costs will not be funded.

1. Equipment and Supplies - Requests for equipment and supplies should be limited to project-specific items. Rationale for requested equipment and supplies should be provided as part of Budget Notes.
2. Travel - Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered from the departmental or university budget. Conference/workshop travel will not be supported.
3. Other Revenue - If applicable, other funding resources requested by the student should be listed here. If there are no entries under Other Revenue this column may be omitted.
Thesis Research Grants

Date Submitted

Thesis Title:____________________________________________________________

Student Name:__________________________________________________________

ID#______________________________________________________________

Email:_______________________________________________________________

Graduate Program of Study:______________________________________________

Amount Requested: $____________________________

Expected Graduation Date:_______________________________

ABSTRACT

(approx. 150 words in non-technical language)

Does this project require:

Human Subjects Review_____ Lab Animals (IACUC) Review_____

_________________________ ________________________________
Thesis Advisor Graduate Program Coordinator

_____ Approved _____ Not Approved

Dean of Graduate Studies & Research
The following format should be used for the budget section of the proposal.

**BUDGET SUMMARY**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount Requested</th>
<th>Other Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses (Postage, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

(Round all figures to the nearest dollar.)

**Budget Notes** - Provide names, items, descriptions, brief explanations and justifications for budget categories in a Budget Notes section at the end of the BUDGET SUMMARY.
Policies, Rules, and Procedures

It is the policy of Bloomsburg University that all policies, insofar as it is practicable, shall be clearly set forth in writing and shall be systematically codified on a web page linked to the University web site.

A policy is defined as a long-term commitment of the university to a particular pattern of activity or practice.

Rules and procedures are ordinarily based on existing policies. However, whenever a rule or procedure is not clearly based on an existing policy it must be presented as a PRP and made part of the codified web page.

Each issuance shall bear the heading, "Policies, Rules, and Procedures" and may be referred to as a "PRP." The codified web page shall be called "The Policies, Rules, and Procedures Index" and may be referred to as "the PRP Index." All PRPs shall be issued on the basis of a prescribed format and prescribed procedures. The format shall be determined by the Office of the President and shall be the format used for the issuance number 0101. Each PRP will be numbered according to a subject matter classification by University division.

The procedure for issuing PRPs shall be determined by the Office of the President. Generally, PRPs are created and revised as needed by the President and/or the Vice Presidents working through the subcommittees of the Forum. However, a request for a new or revised PRP may come to the Secretariat from anyone in the University community. Secretariat would then either forward that request to the appropriate party or create a taskforce to create or revise an appropriate PRP.

Draft PRPs will be placed with the Secretariat for Forum consideration before finalization. All draft PRPs should contain all the information required by the format. After consideration by the Forum, the PRP will be forwarded to the President’s office by the Chair of the Forum. The PRP must then be authorized by the President or that person’s designee, currently limited to all full Vice Presidents of the University.

Presidential/Vice-Presidential prerogatives to issue policies before appropriate review as provided for in the governance document will be exercised only in special circumstances including but not limited to the health and welfare of the university community; court, legislative, regulatory or Board of Governors mandates; advice of legal council; university liability; or contractual issues. Interim PRPs may be adopted to handle these situations in consultation with the Forum chair and constituency leaders. An interim PRP shall be placed with the Secretariat within the next 10 working days of the regular (fall/spring) semester for consideration by the Forum. An interim PRP must be reviewed and acted upon by the Forum by the end of the next regular semester.
All organizational units of the university may publicly access the PRP Index through the University web site.

The Office of the President will be responsible for posting PRPs to the University’s PRP Index. The Office of the President will annually verify that the PRP Index contains only those PRPs currently in force. In addition, the Office of the President and the University Library will have on file one complete current set of PRPs in paper copy.

(PRP #0101)

**PRPs Specifically Referring to Graduate Studies**

**Graduate Degree Programs**

1. The only graduate degree programs that may be offered by Bloomsburg University are those approved by the external and internal program approval degree programs. Only those programs listed as active may have students in them. Those listed as inactive are of three types:

   a) those which have never been activated;
   b) those which have been deactivated but have students still working in them;
   c) those which have been deactivated and have no students still working in them. In order to be reactivated, a program must go through the internal program approval process (see 3232).

2. Unless indicated otherwise in the footnotes, the official external approval for the degree programs listed is based on the omnibus list of programs attached to the letter from John C. Pittenger, Secretary of Education, to James H. McCormick, President of Bloomsburg State College, dated September 1, 1976.

3. In addition to the degree programs listed below, the university is also authorized "to offer a master's degree option, namely the M.Ed., M.A. and/or the M.S. degree for those areas which have already been approved for one of the aforementioned degrees". Degree programs established under this authority must be approved by the internal approval process. (Letter from John C. Pittenger, Secretary of Education, to all State College Presidents, March 16, 1973.)

4. The program nomenclature indicated below is the official Bloomsburg University nomenclature which must be used on the student’s academic record and on all brochures, catalogues, and other materials. When abbreviations are developed, the official abbreviation of a nomenclature shall be indicated by underlining the letters not part of the abbreviation.
5. The program nomenclature indicated in column five, "Options Within Major", have been approved by the internal approval process. They are primarily for advisement purposes but also appear on the student's academic record as information items.

6. The footnotes give additional information in complex situation.

7. The six-digit code in column seven is the "Classification of Instructional Programs" code assigned to degree programs through the external approval process.

8. All graduate degree programs are under the general jurisdiction of the School of Graduate Studies. The Dean of Graduate Studies works cooperatively with Department Chairpersons and College Deans in executing degree programs. The Provost and Vice President for Academic Affairs shall settle any disputes not otherwise resolved.

9. The abbreviations used below are as follows:

Column two:
- MA = Master of Arts
- MS = Master of Science
- MSN = Master of Science in Nursing
- MBA = Master of Business Administration
- MED = Master of Education

Column three: A = Active, I= Inactive (Ia = Never Activated; Ib = Deactivated but with students still working in them; Ic = Fully Deactivated.)

Column Seven: CIP = Classification of Instructional Programs

(PRP #3223)

**Graduate Courses in Senior Year**

Seniors needing fewer than 18 semester hours of course work to satisfy requirements for the baccalaureate degree may, with approval of their department chairperson, apply to the Dean of Graduate Studies for permission to supplement their undergraduate courses with graduate courses. Graduate credit for graduate courses completed will be awarded upon verification of completion of the undergraduate degree.

(PRP #3449)
Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation

1. Graduate Admissions

A. Admission
Admission to the Graduate School at Bloomsburg University is determined by the applicant's academic and program specific qualifications. Decisions are reached without regard to race, color, religion, sex, age, national origin, ancestry, sexual orientation, or disabilities. Applicants must be graduates of, or seniors in, bachelor's programs at accredited four-year colleges or universities. International applicants must have the equivalent of a bachelor's degree from a recognized foreign institution. Acceptance to a graduate program is determined by the Dean of Graduate Studies upon recommendation of the graduate program coordinator. Acceptances are tentative if based on evaluations of transcripts that show work in progress; final action is taken after complete transcripts have been received and evaluated.

B. Entrance Requirements
Entrance requirements to graduate studies at Bloomsburg University vary according to program. Minimum requirements for applicants for graduate study include a baccalaureate degree from an accredited college or university or the equivalent degree from a foreign institution, and a minimum undergraduate quality point average (G.P.A.) of at least 3.0 on a 4.0 scale. Some programs require either the Graduate Record Exam (GRE), Miller Analogies Test (MAT), National Teacher Examination (PRAXIS), or the Graduate Management Admissions Test (GMAT) as required by the program. Any testing fees must be paid by the student. Students not meeting the minimum admission requirements may be admitted with provisional status upon the recommendation of the graduate program coordinator and the Dean of Graduate Studies.

C. Initial Teaching Certification
Students seeking initial certification through a graduate program must have an overall GPA of 3.0 for their bachelor's degree. These students must complete the admission to teacher education packet. For secondary education initial certification, the graduate student must pass the Praxis I and Praxis II tests prior to admission to teacher education. For an initial K-12 certification (e.g., business education, elementary, early childhood, foreign languages, special education, deaf/HOH, speech-language pathology), the graduate student must pass Pennsylvania Praxis I tests prior to admission to teacher education. The student must pass the Pennsylvania Praxis II tests before graduation.
D. Certificate Programs
Admission to post-baccalaureate certificate programs requires a bachelor's degree from an accredited college or university with a minimum GPA of 2.5 (on a four point scale). Admission to post-master's certificate programs requires a master's degree from an accredited college or university with a minimum GPA of 3.0 (on a four point scale). Credits earned as a non-degree graduate student or in a master's program may not be applied towards the requirements of a certificate program. Credits earned in a post-baccalaureate certificate program taken at Bloomsburg University may be applied towards a master's degree program with the permission of the graduate program coordinator and the graduate dean as long as the credits taken in the master's program are not reduced below 21.

2. Special Categories

International Students
Individuals from foreign countries must complete a separate Graduate Admissions Application for International Students which is available in the Office of Graduate Studies or Office of International Education. This form can also be downloaded from the BU web page. International applicants must have official results from the Test of English as a Foreign Language (TOEFL), the Test of Spoken English (TSE), or the International English Language Testing System (IELTS) submitted directly to the Office of Graduate Studies. A minimum score of 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, and 79 on the internet-based TOEFL or equivalent scores from other testing systems, taken within two years prior to the date of submission, is required. All international applicants must have their applications complete at least four months prior to the start of the semester for which they are applying.

Admissions Categories
In addition to regular admission to graduate programs, several other admissions categories are available:

Provisional - A student may be admitted as provisional in a degree program when the student possesses a baccalaureate degree but does not meet the criteria for regular admission as specified by the program. The reasons for a student's provisional status will be specified in the letter of admission. When these specified conditions are met, transfer to regular student status is automatic upon certification by the student's advisor. If the conditions are not met, the student may be dismissed.

Transfers - The criteria and procedures described under admissions also apply to transfer students. Transfer of credit is described under section three.
Non-Degree - Students may be admitted to the Graduate School with non-degree graduate status for the following purposes:

- taking graduate-level university instruction with no intention of pursuing a master’s degree;
- auditing graduate courses;
- taking courses for Act 48 credit only;
- taking courses before applying for regular admission or without having completed the regular admission process prior.

A non-degree student may apply to the Graduate School for transfer to provisional or regular status. However, no more than 12 semester hours earned as a non-degree student may be applied toward a master's degree, except when special permission is granted by the Dean of Graduate Studies.

Adjunct - An adjunct student is one who enrolls in off-campus graduate courses without being admitted to a program. He/she may take 6 semester hours of graduate course work in this status before applying for regular or non-degree status.

Readmission - If a graduate student has not enrolled in a graduate course for a two-year period, the student's record is marked “withdrawn” and placed in the inactive files. A new application and application fee must then be submitted for reactivation.

Graduate Courses in Senior Year - A current Bloomsburg University undergraduate may register for graduate course work under the following conditions: first, graduate courses may be taken only during the student’s senior year; second, a recommendation from the student’s faculty advisor must be presented to the office of graduate studies; and third, the graduate courses may not be applied to the undergraduate degree. An undergraduate student wishing to take graduate courses must follow the regular application process for non-degree graduate students. A maximum of 12 graduate credits is allowed.

Audits - Courses may be audited for self-improvement. Students must follow the regular graduate application process, pay all the required fees, and obtain the approval of the Dean of Graduate Studies. Students auditing a course are not required to take tests. Upon completion of an audited course, a grade of V is recorded on the student's transcript.

Transfer of Credits

Internal transfer of credits
Internal transfer of credit (attained with a grade of B (GP of 3.0 on a 4.0 scale) or better, generally as a non-degree or adjunct student) is limited to 12 credits of course work. They must be relevant to the degree program the student is pursuing and must be
approved by their program coordinator and Dean of Graduate Studies. Under certain conditions, credits applying to an earned degree may apply to a subsequent degree. Courses transferred must be relevant to the program in which the student is matriculating. The transfer must be approved by the graduate program coordinator and the Dean of Graduate Studies. Transferred credits must not reduce the number of credits earned in the program below 24. Credits transferred in this manner do not contribute to the GPA when determining academic standing.

**External transfer of credits**
Students may transfer up to nine hours of graduate course work, in which a grade of B (GP of 3.0 on a 4.0 scale) or higher is earned, from another college or university, with the approval of their graduate program coordinator and Dean of Graduate Studies. Credits applied to an undergraduate degree may not be applied to a graduate degree. Credits earned in non-degree status or credits earned in a program from which the student has withdrawn, may apply to a degree program.

After formal admission to graduate school, all requests to take and transfer graduate credits must be pre-approved by the program coordinator. The content of the course(s) must match the required areas of study in the student’s master's program at Bloomsburg. Transfer credit must have been earned with a grade of at least B, must be capable of counting toward a graduate degree at the sponsoring institution, be appropriate to the Bloomsburg University program, and be completed no more than six years before the expected date of graduation. Pass/fail grades not acceptable.

**Workshop courses**
In general, workshop format courses are not acceptable in transfer; however, if the workshop fulfills the following requirements, it may be considered for transfer to Bloomsburg University:

- Must consist of 42 contact hours per semester for a three credit course;
- Must include exposure to the disciplinary research literature appropriate to the course;
- Must include the opportunity for outside work such as term or research papers or other major assignments appropriate to a graduate course;
- Must be taught as part of a master’s degree curriculum of the university at which the course was taken. Professional development workshops are not acceptable;
- Duration of the course must be at least one week for each credit (e.g., three weeks for a three credit course).

**4. Graduate Course and University Withdrawal**
During the Fall and Spring semesters, after the schedule change period and continuing until the end of the tenth week of the semester, if a student withdraws from a course, a grade of "W" will be recorded. As a means of notification to the
instructor of the intent to withdraw, a student is required to obtain the instructor's signature and the signature of the program coordinator on the withdrawal form. No withdrawals will normally be permitted after the end of the tenth week of the semester. For summer sessions and courses not taught on a regular semester basis, the Registrar will prorate the date appropriately.

Prior to the last week of classes, in exceptional circumstances, for compelling, justified and documented reasons, the Dean of Graduate Studies and Research may waive these restrictions. Poor academic performance will not constitute grounds for late withdrawal. If withdrawal is granted after the deadline, the grade is W providing the student is passing the course, and E otherwise.

A limit of two (2) withdrawals during the degree program will be permitted. Re-registration for withdrawn courses requires the approval of the program coordinator. Students withdrawing from the university may exceed the two course withdrawal limit. Faculty are encouraged to include the university late withdrawal policy on the syllabus distributed to students at the beginning of the semester.

5. Graduate Course Repeat
A maximum of two different courses may be repeated. The initial grade and all subsequent grades for a repeated course remain on the transcript as part of the student's permanent record. The most recent grade (regardless of whether it is higher or lower) will be the grade used for QPA calculation. An individual course may be repeated only once. A course taken at Bloomsburg University in which a grade of less than C (G.P. less than 2.0) has been earned must be repeated at Bloomsburg University.

6. Graduation Requirements
In addition to the program specific graduation requirements, the following Graduate School graduation requirements must be met:
Students must have a minimum GPA of 3.0 for all graduate work taken.
The minimum credits earned in a program must be:

- Certificate Programs - 12
- Master's Programs - 30
- Doctoral Programs - 100

No more than 40% of the credits applied to a program may be in swing courses. The maximum number of experiential learning credits that may be applied to a program is nine.

The maximum number of thesis or dissertation credits that may be applied to a program is six. If a student earns thesis credits but then selects a non-thesis option, then the maximum thesis credits that may be applied to the program is three.
No more than 15 credits combined of experiential learning and transfer credits may be applied to the degree requirements.

(PRP #3463)

**Graduate Academic Progress, Probation, and Dismissal**

1. **Satisfactory Progress**
   Satisfactory academic progress at the graduate level is evaluated on the basis of several criteria:

   a) a graduate student's ability to earn the minimum of credit hours necessary to the degree program with a minimum quality point average of 3.0. A grade of less than C (Q.P. less than 2.0) must be repeated.
   b) a second grade less than C (Q.P. less than 2.0) will result in automatic academic dismissal.
   c) a graduate student's ability to successfully meet the requirements at the appropriate time of all comprehensive examinations of the degree program with acceptable grades.
   d) a graduate student's ability to complete the thesis requirement of the degree program with a passing grade.

   Non-degree students (Category 510), except for those in Supervisory Certificate Programs, are excluded from consideration for satisfactory progress.

2. **Academic Probation**
   A. A graduate student who is not maintaining an overall quality point average of 3.0 in one of the following student categories may request to attend on academic probation for one additional grading period (semester or summer):

   1) regular graduate students (Category 540)
   2) degree candidates (Category 550)
   3) non-degree students (Category 510) in Supervisory Certificate Programs

   Enrollment is limited to a maximum of nine semester hours for the grading period in probationary status. A student on academic probation is not eligible to hold a graduate assistantship. To be removed from academic probation, a graduate student with a quality point average deficiency must attain the minimum overall quality point average of 3.0 as required by the School of Graduate Studies for regular graduate students and degree candidates. A student who attains a 3.0 QPA or higher for the first grading period in academic probationary status, but does not attain the overall QPA as required, may be recommended by his/her academic advisor, the graduate program coordinator, and the department chairperson to the Assistant Vice President for
Graduate Studies and Research for continuation on probation for one additional grading period.

B. A graduate student who receives a failing or unacceptable grade, as defined in advance by the department administering the graduate program, in any Comprehensive Examination will be placed on academic probation. Students will be allowed a maximum of two reexaminations unless the program requirements are more restrictive, in which case the maximum permitted by the program will prevail. Prior to re-examination, the student must meet with his/her examination committee or its representatives to discuss deficiencies and steps to be taken to correct them. Reexamination normally would be only once during a term or semester unless the student requests expedited reexamination in order to meet a graduation deadline. A student who passes a reexamination is automatically removed from probationary status.

C. Graduate students who submit a master's thesis which receives a failing grade may not attend on academic probation.

3. Duration Of Degree Work

Full-time graduate students are expected to complete their programs of study within two calendar years of continuous enrollment. However, all requirements for a master's degree, including any courses accepted by transfer, must be completed within six calendar years. A student who is unable to complete degree requirements within six calendar years may be dismissed upon recommendation to the Assistant Vice President for Graduate Studies and Research by the academic advisor, program coordinator, and department chairperson. Students who fail to register for any courses over a two-year period will automatically be placed in an inactive category and must reapply to the graduate program. The period for completion of a master's degree may be extended for sufficient reason. Written application for extension must be made to the Assistant Vice President for Graduate Studies and Research prior to the end of the six-year period.

4. Academic Dismissal

A graduate student not maintaining satisfactory progress, who is not permitted to enroll in probationary status, is excluded from registration and his/her academic record is marked "academic dismissal." Dismissal is automatic if the overall QPA is below the minimum after two grading periods in probationary status or after failing to pass the Comprehensive Examination two times while in probationary status. A graduate student under academic dismissal is not eligible to attend courses offered in the School of Graduate Studies for a period of at least one calendar year. A dismissed graduate student may, after a period of one year, reapply to the School of Graduate Studies in order to undertake studies in a new degree program or to further his/her studies in a non-degree status. A dismissed graduate student is not permitted to register for any courses offered by the program from which he/she was dismissed.
Under exceptional circumstances and with the approval of the Assistant Vice President for Graduate Studies and Research, a program may readmit a dismissed student. In the latter instance, the normal six-year limitation for expired courses shall be applied.

5. Procedures
Graduate students who fail to meet the minimal standards for satisfactory progress will be notified by the Registrar’s Office and/or the Assistant Vice President for Graduate Studies and Research. Failure to request academic probation will result in academic dismissal (see above). Such students may submit a request in writing to their academic advisors to attend on academic probation. Upon recommendation of the academic advisor, graduate program coordinator, department chairperson, and approval by the Assistant Vice President for Graduate Studies and Research, probationary status will be granted. Exceptions to these procedures under extraordinary circumstances will be by written request to the Assistant Vice President for Graduate Studies and Research.

6. Appeals
Graduate students dismissed for academic reasons may appeal their dismissal within one year, in writing, to the Graduate Council. The decision of the Council is final.

(PRP #3565)

Graduate Faculty Appointment

Definition
The Graduate Faculty is composed of individuals who have earned terminal degrees in their discipline and are active scholars as demonstrated through one of the following: peer reviewed publications, peer reviewed regional/national presentations, juried exhibitions, and/or other activities that bring their work under critical review by professionals in their discipline. Individuals not possessing terminal degrees may be appointed to the Graduate Faculty only when their record of scholarship and subject mastery, as evidenced through peer review, is exceptional. Graduate Faculty is uniquely qualified to teach graduate classes. They are equally qualified to guide and evaluate research and creative activities of graduate students.

Appointment to the Graduate Faculty
Graduate Faculty members are appointed by the Assistant Vice President and Dean of Graduate Studies and Research upon the recommendation of the Graduate Council. Procedures for appointment are as follows:

The candidate’s department chair and if appropriate, program coordinator, shall recommend the appointment through the appropriate college dean to the Assistant Vice President and Dean of Graduate Studies and Research. In addition to a letter of
support, the recommendation should include the candidate's curriculum vitae. The vitae should contain current and sufficient detail to allow Council members to judge the candidate against standards identified in Article I.

The letter of support and vitae shall be referred to the Graduate Council, who, by ballot, shall indicate a recommendation to the Assistant Vice President for Graduate Studies and Research will act on the application.

Upon considering the chair's letter of support, curriculum vitae, and recommendation of the Graduate Council, the Assistant Vice President for Graduate Studies and Research will act on the application.

Emergency appointments can be made to the Graduate Faculty by the Assistant Vice President and Dean of Graduate Studies and Research for a period not to exceed one semester. Emergency appointments are recommended to the Assistant Vice President and Dean of Graduate Studies and Research by the department chair in consultation with the program coordinator. Course or committee assignments may be limited by the Assistant Vice President and Dean of Graduate Studies and Research during the emergency appointment. The Assistant Vice President for Graduate Studies and Research may limit the activities during the emergency appointment to specific courses or committee.

An individual who is not a member of the graduate faculty but has the appropriate background and experience needed to teach a specific course may be approved to teach that course by Assistant Vice President and Dean of Graduate Studies and Research. Subsequent approvals for the same faculty member and course must be reviewed by the graduate faculty prior to reappointment by the Assistant Vice President and Dean of Graduate Studies and Research.

**Functions of the Graduate Faculty:**
The Graduate Faculty shall be listed in the Graduate Catalog. Graduate courses in a department are taught exclusively by Graduate Faculty appointed through the department or those granted a waiver under IIE. Graduate thesis and examination committees must be chaired by a member of the graduate faculty. The Graduate Council is comprised exclusively of individuals elected or appointed from the Graduate Faculty.

**Adjunct Graduate Faculty**
Individuals who are not members of the Bloomsburg University Faculty may serve on thesis committees. They are appointed by the Assistant Vice President and Dean of Graduate Studies and Research upon the recommendation of the department chair in consultation with the program coordinator. Adjunct members of the Graduate Faculty cannot chair a thesis committee and shall serve in addition to the standard compliment of committee members.
Periodic Review of Graduate Faculty
Graduate Faculty shall maintain a high level of scholarship in graduate teaching, scholastic/creative activities, and professional service. Evidence of these activities are routinely submitted through the tenure and/or five-year review stipulated in the Collective Bargaining Agreement. On the same schedule as the five year review and using the five year review documentation, the candidate's department chair, in collaboration with the appropriate program coordinator, shall recommend the continue appointment through the appropriate college dean to the Assistant Vice President and Dean of Graduate Studies and Research. In addition to a letter of support, the recommendation should include the candidate's curriculum vitae. The members to judge the candidate against standards identified in Article I. In the case of a decision of either the dean or department chair not to recommend a member for reappointment the member can request an independent review and recommendation from the Graduate Council upon considering the dean's letter of support, candidate's curriculum vitae, and recommendation of the Graduate Council, the Assistant Vice President for Graduate Studies and Research will act on the application.

(PR #3870)

Graduate Course Repeat
A maximum of one course in which a grade less than C (Q.P.less than 2.0) has been recorded or a maximum of two courses in which a grade less than "B" and greater than C-has been recorded may be repeated upon application to the Assistant Vice President for Graduate Studies and Research. The application shall be approved upon request in writing by the student's graduate program coordinator and department chairperson. The initial grade remains on the transcript as part of the student's permanent record. The grade of the repeated course is part of the permanent record and is used to calculate the student's quality grade point average. A course may be repeated only once. A course taken at Bloomsburg University in which a grade of less than C (Q.P. less than 2.0) has been earned must be repeated at Bloomsburg University. Individual departments or graduate programs may implement more stringent requirements than those shown above.

(PR #3880)
Other PRPs Pertaining to Graduate Faculty

Americans with Disabilities Grievances

Students, Faculty, staff or other parties wishing to officially register a university grievance under the Americans with Disabilities Act may do so by submitting a statement to the ADA Coordinator in the Human Resource Office. The grievance should be filed within 45 days of the alleged violation and must include the issue(s), the grievant’s name, telephone number, address, date the complaint is submitted to the coordinator, and the date of the alleged violation. The ADA Coordinator will initiate the following action:

**Step I:** Within 20 calendar days of receiving the grievance, the ADA Coordinator will conduct an investigation and work to find a satisfactory resolution. The ADA coordinator will review the findings with the University ADA Grievance Committee and the appropriate Vice President. The ADA Grievance Committee, which consists of the Director of Residence Life, the Assistant Vice President for Academic Affairs and the Director of Human Resources and Labor Relations, will review all pertinent information, render a written resolution to the grievant and copy all concerned parties.

**Step II:** The grievant may appeal the ADA Grievance Committee's resolution to the Vice President for Administration and the appropriate Vice President. The Vice Presidents will review all the information, meet with the grievant to discuss all the issues and make the final decision. The grievant and all parties will be notified in writing. The ADA grievance procedure does not preclude any other contract grievance procedure or agency procedure that may be available to the grievant.

(PRP #2060)

University Records Management

I. Purpose
To establish general procedures for the permanent preservation of University records of enduring and historic value and to authorize the work of the University Archivist and University Archives for the maintenance of these records.

II. Definition
University records are those produced or received by any agency, affiliated organization, or employee of the University in the official transaction of university business. Records, as defined in this policy, include information recorded in the conduct of the University's mission and bearing directly upon the activities and
functions of the University or its officers and employees, regardless of medium or characteristics. The University’s records include, but are not limited to, traditional paper documents such as printed forms, reports, correspondence, directives and publications; drawings; engineering diagrams; photographs; films; photographic images of paper records stored as micro-print; and any information produced by computers or other electronic media and stored as discs, tapes, or other machine readable media and data.

III. Policy

A. University Archives Administration of Historic Records
It is the responsibility of the University Archivist to oversee the operations of the University Archives and to work with the managers of all units to identify the permanently valuable records of the University. These managers, in consultation with the Archivist, will also work to identify those records not appropriate for long-term retention. The final decision regarding records that are appropriate for the University Archives resides with the manager of the relevant area. The University Archives, a division of the Harvey A. Andrus Library, is the official repository for the permanent retention of University records having enduring, research and historical values. The University Archives also includes professional and personal manuscript collections donated by members of the academic and administrative staffs and the records of faculty and student organizations. In the execution of the duties of this position, the University Archivist directs the established archival functions of: appraisal, accessioning, preservation, arrangement, description, reference service, exhibition and publication.

B. Types of University Records of Historic Value
The following list of University records of historical value is suggestive. Documentation need not be restricted to these types of records, and it is the responsibility of the University managers, in cooperation with the Archivist, to appraise any additional records that could be considered as having historical value to Bloomsburg University, and revise this list accordingly. As part of their normal duties in maintaining the records of their office, departmental and committee secretaries will work with the Archivist to see that those records determined to be historical are transferred to the Archives on a schedule to be determined by each office. The Archives should also be included on all campus mail and email lists for approved minutes, reports, publications and other University records as defined in this policy. Exceptions or restrictions on access to records can be worked out with the Archivist.
1. Constituting documents (e.g., charters, constitutions, by-laws), policy statements, planning documents, reports [See Glossary] (along with their supporting materials), approved minutes, and subject files [See Glossary] of the University's:

   o Council of Trustees;
   o President's Office and offices for Academic Affairs, Administration, and University and Student Affairs and all of their reporting units;
   o Material from major academic and administrative committees specified in University governance, with the exception of the Institutional Review Board and Promotion, Tenure, and Sabbatical Committees.

2. Reports of:

   o self-studies, including 5-year reviews, and accreditation visits;
   o annual budgets and audits;
   o offices of admissions, institutional research, university relations-public relations both on- and off-campus and development (fundraising);
   o research projects.

3. Historically significant records of:

   o departments, e.g., subject files, approved minutes, syllabi and course materials, reports, course and program proposals, manuals;
   o offices, e.g., subject files, minutes, reports, budgets;
   o current, retired, resigned, terminated, or deceased personnel the school employed, e.g. vitae, biographical materials, publications;
   o the registrar, e.g., calendars, course descriptions and schedules, graduation rosters, and other reports issued on a regular basis.

4. All University publications produced both on- and off-campus, including newsletters, posters, brochures, flyers, booklets and all promotional materials about or distributed in the name of the institution. These include but are not limited to posters, magazines, catalogs, special bulletins, yearbooks, student handbooks and newspapers, university directories and faculty/staff rosters, alumni magazines, and ephemeral materials [See Glossary]. At least one copy of all publications formerly in print and currently produced solely in electronic form will be made available to the Archives by the originating office. This is to be done in either format (or preferably both) on an ongoing basis whenever a new version is made available.
5. Special format materials documenting the operation and development of the institution, such as:
   - audio, audiovisual and multi-media productions - still photographs, slides, and negatives, films, CDs and DVDs, audio and video cassettes;
   - maps, blueprints, and plot plans of the campus and its buildings.

6. Masters and Honors theses, and student and departmental papers presented in lieu of a thesis.

7. Digital and other electronic records and databases or lists of where such items are maintained and finding aids for accessing them.

8. Artifacts related to the institution as space permits.

9. Records and papers produced and donated by University-related individuals, e.g., faculty, staff, and students while actively connected with the University, and alumni; records of academic, honorary, service, and social organizations of students, faculty, administrators, and staff on campus; manuscript collections related to Bloomsburg University.

Glossary of Terms

**Ephemeral Materials** - Items, usually printed documents (e.g. advertisements, tickets, and brochures) created for a specific, limited purpose, collected by a repository as examples for use in exhibits. Individuals often collect ephemera as mementos or souvenirs because of their association with some person, event, or subject.

**Report** - A document containing the results of an investigation or research, with a narrative, summary, or record of events, decisions, and understandings. Reports can be routine, issued at regular intervals to provide information on normal operations; or periodic, being special reports which analyze a specific problem, opportunity, idea, or physical entity.

**Subject File** - A collection of file folders containing documents, created by an office or individual, relating to various topics and arranged in alphabetical order by folder heading. Subject files can relate to any type of topic, such as an action, event, organization, person, place, project, or other subject.

(PRP #2200)
Screening Camp and Conference Employees/Volunteers

Scope of Policy
Prospective University employees and volunteers or employees or volunteers of an external vendor who are engaged to provide services during camps and conferences on the University campus in occupations/assignments with a significant likelihood of regular contact with children under the age of 18 in the form of care, guidance, supervision or training. Examples of such occupations/assignments include but are not limited to the camp director, coaches, instructors, counselors, and volunteers.

Prospective Employees or Volunteers

Screening Reports
All prospective employees and volunteers within the scope of this policy shall be required to submit the following information obtained within the preceding one-year period:

- Federal Criminal History Record Information (FBI Fingerprint Check)
- Pennsylvania Criminal History Record Information
- Pennsylvania Child Abuse History Clearance (Department of Public Welfare)

It shall be the responsibility of the prospective employee or volunteer to acquire the required screening reports at their own expense. As set forth below, the University’s Human Resources & Labor Relations Department (Human Resources Department) will provide prospective employees and volunteers with information regarding the reports, procedures for obtaining the report, and the identity of the office or person to whom the reports should be submitted.

Responsibility of Camp/Conference Director
The University employee who is the Camp/Conference Director, or the individual ultimately responsible for hosting the event, is responsible for ensuring that all newly hired employees, including student employees, and volunteers, who will engage in occupations/assignments with a significant likelihood of regular contact with children under the age of 18, have obtained the above screening reports and have been approved for hire by the Human Resources Department prior to employment or volunteering for the event.

Process
The Human Resources Department, in cooperation with the Camp/Conference Director, or individual ultimately responsible for hosting the event, will review all occupations/assignments and identify those occupations/assignments with a significant likelihood of regular contact with children under the age of 18. Prior to an individual being employed or volunteering in one of these identified occupations/assignments, he/she must submit to the Human Resources Department
the screening reports identified above. Screening reports with ANY criminal convictions or founded reports of child abuse must be reviewed by the Director of Human Resources and Labor Relations or the Vice President of Administration and Finance to determine if the individual is disqualified from employment/volunteerism in accordance with this policy. The Human Resources Department will notify the Camp/Conference Director, or individual ultimately responsible for hosting the event, of those individuals who are not disqualified from employment/volunteerism under this policy and those individuals who are disqualified for employment/volunteerism under this policy.

The Human Resources Department will provide information and links on the department’s website on how prospective employees and volunteers can obtain the applicable screening reports and to whom to submit the reports.

**Grounds for Denying Employment/Volunteerism**

1. No prospective employee or volunteer shall be engaged in services when the prospective employee or volunteer is named in the Department of Public Welfare’s central register as the perpetrator of a founded report of child abuse committed within the five-year period immediately preceding verification.

2. No prospective employee or volunteer shall be engaged in services for the University where the report of criminal history record information indicates the prospective employee or volunteer has been convicted of an offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes or an equivalent crime under Federal law or the law of another state (includes attempt, solicitation or conspiracy to commit):

   - Chapter 25 (relating to criminal homicide)
   - Section 2702 (relating to aggravated assault)
   - Section 2709.1 (relating to stalking)
   - Section 2901 (relating to kidnapping)
   - Section 2902 (relating to unlawful restraint)
   - Section 2910 (relating to luring a child into a motor vehicle or structure)
   - Section 3121 (relating to rape)
   - Section 3122.1 (relating to statutory sexual assault)
   - Section 3123 (relating to involuntary deviate sexual intercourse)
   - Section 3124.1 (relating to sexual assault)
   - Section 3124.2 (relating to institutional sexual assault)
   - Section 3125 (relating to aggravated indecent assault)
   - Section 3126 (relating to indecent assault)
   - Section 3127 (relating to indecent exposure)
   - Section 3129 (relating to sexual intercourse with animal)
   - Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
A felony offense under section 5902(b) (relating to prostitution and related offenses)
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
Section 6301(a)(1) (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children)
Section 6318 (relating to unlawful contact with minor)
Section 6319 (relating to solicitation of minors to traffic drugs)
Section 6320 (relating to sexual exploitation of children)
A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act

3. No prospective employee or volunteer convicted of any felony offense of the first, second, or third degree, other than those enumerated in 2 above, shall be eligible to engage in services for the University unless a period of ten (10) years has elapsed from the date of expiration of the sentence for the offense.

4. No prospective employee or volunteer convicted of a misdemeanor of the first degree shall be eligible to engage in services for the University unless a period of five years has elapsed from the date of expiration of the sentence for the offense.

5. No prospective employee or volunteer convicted more than once for an offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) and the offense is graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading) shall be eligible to engage in services for the University unless a period of three years has elapsed from the date of expiration of the sentence for the most recent offense.

**Fair Credit Reporting Act Requirements**
If employment is denied, based in whole or in part on the results of the screening reports, the prospective employee or volunteer must be provided a notice that an adverse employment action has been taken based on information contained in one or more of the screening reports. Said notice is to include the following:

1. the reason for the adverse employment action;
2. the name, address, and toll free telephone number of the reporting agency that furnished the report;
3. a statement that the reporting agency did not make the decision to take the adverse employment action and is unable to provide the prospective employee/volunteer with the reasons as to why the adverse employment action was taken;
4. notice of the prospective employee/volunteer's right to obtain a free copy of the investigation record report from the reporting agency; and notice of the
prospective employee/volunteer’s right to dispute the accuracy and completeness of the screening report(s) within sixty (60) days.

External Providers of Residential Camps/Conferences:
The Provider is responsible for ensuring that all employees and volunteers of their group for which there is a significant likelihood of regular contact with children under the age of 18 in the form of care, guidance, supervision or training have been screened to the same extent as prospective employees/volunteers of this University (reference Screening Reports above).

The Provider must submit verification, Attachment A, to the University that such clearances have been conducted, reviewed and are in compliance with this policy two weeks prior to the event/conference taking place.

(PRP #2410)

Policy Statement – Conferences

Policy and Procedures
All campus facilities at Bloomsburg College serve the educational mission of the institution. Facilities are assigned to particular individuals, departments, or administrative units in keeping with this mission. Academic or service units of the college may sponsor conferences, seminars, workshops and clinics (hereinafter referred to as conferences) on the college campus which serve the educational or public service missions of Bloomsburg College.

College-sponsored conferences, after receiving official approval through the appropriate administrative channels (e.g., department chairperson, dean, vice president or designee), must obtain the written approval of the Assistant Dean for Extended Programs. Similarly, requests from off campus, non-profit and profit organizations for conferences requiring overnight lodging on campus must be submitted directly to the School of Extended Programs for consideration by the Assistant Dean, while requests for day conferences are subject to the approval of the Vice President for Administration or his/her designee.

Priorities for conferences will be considered in the following order:

- College-sponsored groups
- Off campus, non-profit organizations
- Off campus, profit organizations
Proceeds

**General Conferences** - After authorized expenses within legal guidelines, all proceeds will be placed in the Conference Account of the College Trust Fund.

**College-sponsored Athletic Clinics** - After authorized expenses within legal guidelines, all proceeds will be placed in the Athletic Grants-in-Aid Account of the College Trust Fund for scholarships or grants-in-aid for that particular sport, in accordance with NCAA and AIAW rules and regulations.

**Insurance**
In compliance with a Board of Trustees ruling, off-campus groups utilizing college facilities are required to show proof of insurance in the amounts of $100,000--$300,000 bodily injury liability and $25,000--$50,000 property damage. College-sponsored groups considered to be high risks (e.g., elderly, mentally-retarded, athletic clinics, band camps, etc.) may be required to show proof of insurance in the above amounts at the discretion of the School of Extended Programs.

**Fees**
Conference rates will be established annually by the Assistant Dean for Extended Programs for each of the following categories and submitted to the college Board of Trustees for approval. The School of Extended Programs reserves the right to establish specific fee schedules to meet the needs of individual groups within the guidelines set forth below.

The rate schedule for summer conference groups visiting the campus during the 1983 summer season is as follows:

**College-sponsored groups**
- $15.50/conference/day
- Lodging (double occupancy)
- Bed linens
- Meals (cafeteria style)
- Access to student activities
- Use of college facilities (during regular hours of operation)

**Off-Campus, non-profit and profit organizations** (short visit of two days or less)
- $22.00/conferee/day
- Lodging (double occupancy)
- Bed linens
- Meals (cafeteria style)
- Access to student activities
- Use of college facilities (during regular hours of operation)
Off-campus, non-profit and profit organizations (visit of more than two days duration)

- $21.00/conferee/day
- Lodging (double occupancy)
- Bed linens
- Meals (cafeteria style)
- Access to student activities
- Use of college facilities (during regular hours of operation)

(PRP #2420)

Acceptable Use of Technology

Purpose
This policy addresses the use of university issued/owned information technology resources. Bloomsburg University provides numerous information technology resources for use by the university’s students, faculty and staff. The term Information technology resources includes, but is not limited to, all university computing equipment, personal data assistants, cellular phones, storage devices and any electronic device issued by the university and intended for business purposes, as well as software, systems and networks. These resources are provided to support the university's mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the university's policies and any applicable local, state and federal laws (e.g. copyright, criminal use of communication device, harassment, etc.) related to the use of these resources.

Scope
This policy applies to all users including faculty, staff, students, contractors and guest users of the Bloomsburg University computer network resources, equipment, or connecting resources. Use of the university’s information technology resources signifies agreement to comply with this policy.

While the university recognizes the role of privacy in an institution of higher learning and every attempt will be made to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned information technology, except as required by state or federal law. For example, the university may be required to provide information stored in its information technology resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania’s Right-to-Know statute (65 P.S. §67.101 et seq.). Information stored by the University may also be viewed by technical staff working to resolve technical issues.
This policy is subject to the terms and conditions of the various collective bargaining agreements that apply to faculty and staff.

Policy

A. Acceptable Use of Information Technology Resources

Responsibilities of User of University Information Technology Resources:

1. Respect the intellectual property rights of authors, contributors and publishers in all media;
2. Protect user identification, password, information and system from unauthorized use;
3. Report lost or stolen devices, including devices that contain private or university information to IT within 24 hours of discovery of the loss;
4. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by the university site licenses, copying software licensed for university use for personal use is a violation of this policy;
Adherence to all other applicable university policies and/or terms of any collective bargaining agreement;
To use the university information technology resources in a manner that complies with State and Federal law.

B. Prohibited Uses of University Information Technology Resources:

1. Providing false or misleading information to obtain a university computing account, or hiding or disguising one’s identity to avoid responsibility for behavior in the use of information technologies;
Unauthorized use of another user’s account;
Attempting to gain or gaining unauthorized access to university information technology resources, or to the files of another;
Performing any act(s) that impede the normal operation of or interfere with the proper functioning of university information technology resources;
Interfering with the security mechanisms or integrity of the university’s information technology resources;
Use of the university information technology resources to transmit abusive, threatening, or harassing material, chain letters, spam, or other communications prohibited by state or federal law;
Copyright infringement, including illegal file sharing of video, audio, software of data;
Excessive use that overburdens the information technology resources to the exclusion of other users;
Excessive or prohibited personal use by employees;
Use of the university information technology resources for personal profit,
commercial reasons, non-university fundraising, political campaigns or any
illegal purpose;
The prohibition against using university information technology resources for
personal profit does not apply to:

i. Scholarly activities, including the writing of textbooks or preparation
   of other teaching material by faculty members; or
ii. Other activities that relate to the faculty member’s professional
devvelopment.
iii. Other activities as approved by the University President

Non-authorized solicitations on behalf of individuals, groups, or organizations
are prohibited;
Intentionally or knowingly installing, executing, providing to another, a
program or file, on any of the university’s information technology resources
that could result in the damage to any file, system, or network. This includes,
but is not limited to computer viruses, Trojan horses, worms, spyware or other
malicious program(s) or file(s).

**Enforcement:**
A university employee or student who violates this policy risks a range of sanctions
imposed by relevant university disciplinary processes, ranging from denial of access to
any or all information technology resources up to and including termination (for an
employee) or dismissal (for a student). He or she also risks referral for prosecution
under applicable local, state or federal laws.

(PRP #2550)

**Media Policy**

Bloomsburg University's general policy addressing relations with the mass media
(newspapers, magazines, television, radio) is one in which university personnel deal
openly, honestly, quickly, and accurately with media personnel to provide the media
with all information about the university. The university also adheres to provisions in
the Pennsylvania Commonwealth Sunshine Act of 1986 in the conduct of university
business in meetings and hearings.

The Director of Media Relations, or his/her designee, is the official spokesperson for
the university on general university issues. If another official speaks to the media on a
general university issue or on behalf of the university, the comment is cleared through
the Director of Media Relations. Faculty, staff, and students should feel free to talk to
media about their own areas of expertise or their own opinions without clearing their statements through the Office of Marketing and Communication.

The principles as incorporated within this general policy are:

1. All news releases from Bloomsburg University are issued from the Office of Marketing and Communication. Departments or university program offices forward to the Office of Marketing and Communication all drafts of news releases or information they wish issued, and the Office of Marketing and Communication prepares a final draft, sends the release to appropriate media, and forwards a copy of the release to the originating office.

2. The Office of Marketing and Communication maintains a close working relationship with mass media in the geographic areas the university reaches.

3. The Office of Marketing and Communication Director or his or her designee works in close conjunction with the President's Cabinet and attends meetings of other administrative and management bodies on campus to have access to top-level information and thinking.

4. The President's Cabinet conducts a review at least annually to identify issues that could become critical or cause either positive or negative visibility in the media.

5. The Office of Marketing and Communication develops, with appropriate personnel involved, formal positions on issues or situations of interest to media and produces statements for the Office of Marketing and Communication Director and the officials involved to use in conversations with media.

6. The Office of Marketing and Communication maintains a crisis communication plan for dealing with media in natural disasters or any situation or event that negatively affects the image of the university.

7. Unless notified within 10 days of the first of a semester, the university may, if appropriate, release the following information, commonly referred to as directory information, to the media about individual students: name address telephone number date and place of birth major field of study participation in officially recognized activities and sports weight and height of members of athletic teams dates of attendance at Bloomsburg University degrees and awards received the most previous educational institution attended by the student.

8. This same type of information may be released about alumni when it is available from the Alumni Affairs Office.
9. Information about faculty and staff that is kept on file in the Office of Marketing and Communication may be released to the media when appropriate.

10. Information about criminal incidents that occur on campus, including information about students or university employees involved if it is appropriate, will be released to the media by the Office of Marketing and Communication after the Office of Marketing and Communication has obtained accurate information from the Bloomsburg University Police Office.

(PR#2520)

Publications Policy

Bloomsburg University's Office of Communications is responsible for the image of Bloomsburg University as it appears in printed and electronic media, including graphics and written materials, designed for audiences outside of the immediate campus community of students, faculty and staff.

University publications include, but are not limited to, electronic and printed books, booklets, journals, magazines, brochures, newsletters, programs, pamphlets, leaflets, official university Web pages, advertising and similar materials, display booths, videotapes, audiovisual materials and other electronic media. Excluded are publications edited and produced by students, flyers or posters for events funded by student activities fees, internal office materials, Bloomsburg University Alumni Association newsletters, The Bloomsburg University Foundation Inc. publications, faculty works, textbooks and materials for classroom use, like handouts and notes. Following established guidelines will ensure that all university publications, except those specifically excluded, maintain a high quality, present a positive and graphically consistent image, uphold truth in advertising, conform to postal regulations and adhere to university requirements regarding use of identifying graphics, affirmative action statements and design. A communications staff member must review each project, except those specifically excluded prior to publication to ensure compliance with the standards.

A Consistent Image
Bloomsburg University of Pennsylvania's Publications Guide shall include specific information on preparing printed and electronic publications.

The University Name
The university's proper name is Bloomsburg University of Pennsylvania. The proper name must be used in any printed or written first reference to the university. Bloomsburg University of Pennsylvania must appear clearly in an easily read style on
the cover or first page of all university publications or the front panel of a folded brochure. The official university header fulfills this requirement for Web pages.

**Graphic Identifiers**
Bloomsburg University is identified graphically by the official seal, the university logo, the university mascot/athletics logo and other specifically designated graphic elements. A Consistent Image: Bloomsburg University of Pennsylvania’s Publications Guide shall include specific information on the appropriate and acceptable use of each graphic identifier.

**Affirmative Action Statements**
An official Affirmative Action statement or an abbreviated version of that statement must appear on all materials going to off-campus audiences. A Consistent Image: Bloomsburg University of Pennsylvania’s Publications Guide contains both versions.

**Stationery, Envelopes, And Business Cards**
To achieve a consistent look, all departments and offices will use letterhead, envelopes, business cards and related materials according to standards established for official university stationery. A limited number of individual entities may use approved, recognizable logos. A Consistent Image: Bloomsburg University of Pennsylvania’s Publications Guide outlines standards and procedures for ordering stationery, envelopes and business cards. The format for the design of office materials is established and maintained by the communications office.

**Changes to This Policy**
This policy may be amended through appropriate administrative or governance procedures as the need arises. A Consistent Image: Bloomsburg University of Pennsylvania’s Publications Guide will be reviewed and updated regularly.

(PRP #2530)

**Solicitation Policy**

**Solicitation**
Solicitors and tradespersons - including students and employees assuming an entrepreneurial role - are prohibited from entering the grounds for the purpose of transacting business with members of the university community. Such prohibition shall include the posting of advertisements either upon the physical facilities or upon cars parked in university parking lots.

Solicitation via any electronic means including, but not limited to, electronic mail, voice mail or facsimile is prohibited.
To comply with eligibility requirements for Federal financial aid, donations for specific students shall not be accepted through the University.

Exceptions to this policy:

1. Providers of academic program materials and equipment, texts or supplies, upon the explicit approval of the Provost, appropriate department Chair, or Dean.
2. Representatives of business and industry who are invited by, or approved by, the Director of Purchasing for the purpose of demonstrating a product or service.
3. Providers of student goods or services to be displayed in the Kehr Union, University Bookstore, Student Recreation Center or residence hall facilities upon explicit invitation by the appropriate Director.
4. Public appeals normally sustained by the State System of Higher Education, such as the State Employees’ Combined Appeal.
5. Credit card vendors following procedures set forth in PRP 2651 as mandated by ACT 83 of 2004 (Senate Bill 157).
6. Solicitation by a recognized campus organization or group for purposes of fundraising, charitable causes or other events.
7. Book Buyers approved by the Provost and University Police, and who possess the appropriate ID tag/card.

(PRP #2650)

Fundraising Policy

Requests and campaigns for private gifts by a university employee, department, or university college for any university support programs shall require prior coordination with the Office of Development in order to optimize our fundraising efforts.

The Bloomsburg University Foundation, Inc. will serve as the central coordinating body for all types of fundraising programs and for all solicitations of funds from alumni, private individuals, foundations, corporations, businesses, and other organizations.

(PRP #2720)

Conflict of Interest

Rationale

Bloomsburg University has an obligation, under guidelines issued by several federal agencies (NSF, NIH, etc.) and under policies issued by the Pennsylvania State Ethics Commission, to develop a policy to deal with issues of conflict of interest in relationship to research or educational sponsored projects. The purpose of this policy
is to protect the credibility and integrity of the university and its researchers and staff members so that public trust in the university's sponsored research activities is ensured. This policy is a supplement to the Code of Conduct established by executive order of the Governor's Office on September 3, 1980 and is designed only to address the issues of grant funding. That Code of Conduct is incorporated into these guidelines by reference. It is understood that in the vast majority of cases there will be no question of conflict of interest and compliance with this policy will be simply routine.

Conflict of interest refers to situations in which financial or personal considerations may compromise, or have the appearance of compromising, a person's judgment or actions. A potential or actual conflict of interest exists when there is a significant financial interest that could affect the design, conduct, or reporting of the research or educational activity funded or proposed for funding by a federal agency, particularly if those interests or commitments are not disclosed.

The State Ethics Commission and the Federal guidelines are similar but not identical and the differences are not easily resolved. Therefore, there are separate guidelines for federal and nonfederal funding.

Requirements for Federal Funding

Definitions
Investigator means the principal investigator/project director, co-principal investigators, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded, or proposed for funding, by an external sponsor. In this context the term "Investigator" includes the investigator's spouse and dependent children. The term investigator does not normally include undergraduate students and includes graduate students only when they are an integral part of the research team.

Significant Financial interest means anything of monetary value, including, but not limited to, salary or other payments for service (e.g., consulting fees or honoraria) or equity interests (e.g. stocks, stock options, or other ownership interests). The term does not include salaries, lectures, or royalties, or other remuneration from Bloomsburg University; income from seminars, lectures, or teaching engagements sponsored by public nonprofit entities; income from service on advisory committees or review panels for public or nonprofit entities; or financial interests in business enterprises or entities if the value of such interests do not exceed $5,000 (or $250 per annum if salaries, fees, or other continuing payments) or represent less than a 5% ownership interest for any one enterprise or entity when aggregated for the investigator and the investigator's spouse and dependent children.
Federally sponsored projects include all projects with direct federal funding or federal pass through funding which is specifically identified in the grant award or contract. Intellectual property is any patentable invention, any copyrightable subject matter, or trade secret. It also included publications, compositions, discoveries, works of art, and creations that might normally be developed on a proprietary basis.

**Disclosure (Federal Funding)**

Before submitting a proposal to any federal funding source the project director, faculty and staff participants and graduate student assistants (if identified) will be informed by the Grants Office of the Conflict of Interest Policy and will be required to complete the Significant Financial Interest Disclosure form (attached). Each investigator must disclose all significant financial interests of the investigator (including those of the investigator's spouse and dependent children) (i) that would reasonably appear to be directly and significantly affected by the research or educational activities funded or proposed for funding; or (ii) in entities whose financial interests would reasonably appear to be directly and significantly affected by such activities. Investigators will file the Significant Financial Interest Disclosure form (attachment A) with the Director of Grants who will perform the initial review and maintain records of the disclosure and review. The Significant Financial Interest Disclosure form must be updated annually or as new reportable significant financial interests are obtained while covered grants are pending or funded.

**Requirements for Non-Federal Funding**

**Definitions**

Investigator means the principal investigator/project director.

Significant financial interests, as defined by the State Ethics Commission, include direct or indirect interest in real estate which was sold or leased to, purchased or leased from, or subject to condemnation proceedings by the Common-wealth, its agencies, or any political subdivisions; loans or debts of over $5,000 (excluding mortgages or loans on primary or secondary residences); direct or indirect sources of income of $1,000 or more; gifts in aggregate of $200 or more; expense reimbursement in excess of $500 (except from Bloomsburg University); Office, Directorship, or employment in any business entity; financial interests of more than 5% of the equity in a business for profit of the assets of the economic interest in indebtedness; or the transfer of any financial interest to a spouse, parent, child, or sibling.

Nonfederal sponsored projects include all projects except those funded by direct federal funding or pass through funding. This includes those funded by Bloomsburg University or the State System of Higher Education and the SSHE Faculty Professional Development Council.
Disclosure (Non-Federal Funding)
Before submitting a proposal to any nonfederal funding source the project director will be informed by the Grants Office of the Conflict of Interest Policy and will be required to complete the State Significant Financial Interest Disclosure form. Each investigator must disclose all significant financial interests of the investigator (State definition). Investigators will file the State Significant Financial Interest Disclosure form (attachment B) with the Director of Grants who will perform the initial review and maintain records of the disclosure and review. The State Significant Financial Interest Disclosure form must be updated annually or as new reportable significant financial interests are obtained while covered grants are pending or funded.

Conflict Review and Conflict Resolution (Both Federal And Non-Federal Funding)
In those cases where a potential conflict of interest is identified the situation will be referred to a Conflict Review Committee (CRC) consisting of the Assistant Vice President for Graduate Studies and Research [as chair], the dean of the affected school and a faculty representative selected by the person under review. The Grants Officer will forward the documents to the CRC within 30 days of submission. The CRC will work to resolve the situation with the project director and faculty and staff participants who have a conflict. Possible methods of resolution will include public disclosure of significant financial interests, monitoring of the research by independent reviewers, modification of the research plan, disqualification from participation in the portion of the research that would be affected by the significant financial interest, divestiture of significant financial interests, or severance of relationships that creates actual or potential conflicts. If the CRC determines that imposing conditions or restrictions would be either ineffective or inequitable and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the CRC may allow the research to go forward without imposing conditions or restrictions. If the CRC is unable to satisfactorily manage an actual or potential conflict of interest the Assistant Vice President for Graduate Studies and Research will inform the funding agency.

Violations
Violations of the conflict of interest policy may be failure to file the appropriate Significant Financial Interest Disclosure form and by failure to disclose required information on an otherwise properly filed Significant Financial Interest Disclosure form. In cases where principle investigators/project director or co-principle investigators/co-project directors fail to file the Significant Financial Interest Disclosure form, proposals will not be forwarded to the funding agency by the university. In cases where pertinent information is not disclosed on the Significant Financial Interest Disclosure form a Conflict Review Committee will assess the situation and recommend sanctions, where appropriate, to the President. The Assistant Vice President for Graduate Studies and Research will notify the funding agency, within 60 days of discovery, of conflicts and the steps taken to rectify the situation.
Maintenance of Records
Permanent records on each award will be maintained in the Grants Office for at least three years beyond the grant or until resolution of any agency action.

(PR# #2751)

Patents and Copyrights

Purpose
The purpose of this policy statement is to clarify (1) ownership of patents and copyrights arising out of faculty research scholarship; (2) distribution of royalties where ownership is shared or vested in the University; and (3) to provide a framework for decision-making that will resolve questions arising under this policy in a timely, cost-effective and fair manner which encourages faculty creativity and scholarship while assuring that the interests of the university community as a whole are protected. Recent changes in U.S. Copyright Law, and recent litigation and scholarship in the field of patents and copyrights, makes it clear that past assumptions about ownership and royalties of faculty scholarship produced while faculty are under contract with the university could prove to be a matter of dispute, in particular if specialized funding or support is provided or if the value of the work-product is significant. As a practical matter, we cannot decide in advance how Courts will interpret particular issues, such as the application of the "work for hire" doctrine to faculty scholarship, but we can establish a policy that will fairly avoid most problems, serve the public interest and enhance academic values.

Policy
First Principle - Copyrights and Patents for, and Royalties from faculty scholarship arising in the normal course of faculty duties, and supported only by incidental university support such as access to secretarial assistance, office space, the library, and the like, shall belong to the faculty person or persons involved, and may be retained or assigned by them. Examples of such work product may include (but are not limited to) Textbooks, Reference Works, Articles submitted to professional or other Journals and periodicals, ideas, inventions and discoveries which are a product of the faculty person’s training and scholarship and not specifically the result of a separate project independently funded by the university or with university support beyond that ordinarily made available to all faculty in that field. Computer software and related materials are excluded from this general category and dealt with separately.
Second Principle - In light of the significant cost of providing support for computer related research, and the goal of assuring that support for computer related research is available for all components of the University, Copyrights and Patents for, and Royalties from, faculty scholarship arising in the normal course of faculty duties in the field of Computer Software, Computer Programs, Data Bases, related Documentation,
Computer Hardware, and any other computer-related research and scholarship shall belong to the university with the following exceptions and qualifications:

a) Academic Texts or Treatises aimed at the teaching market shall automatically be assigned to the faculty author or authors for them to retain or assign as they see fit;
b) Existing Copyrights, Patents, and Royalty arrangements as of the time of adoption of this policy shall not be disturbed;
c) There shall be a presumption that any faculty scholarship in the Computer field as described above which occurs during the period while the faculty person is under contract with the university has arisen "in the normal course of faculty duties;" this presumption can be rebutted by the faculty person documenting that the work is distinct from that which he or she does under their normal contract, and was wholly produced outside the line of University duty, on their own time, and without the use of any university facilities;
d) Royalties and other profits from scholarship in the Computer field governed by this Second Principle shall be disbursed according to the following formula:

i. Ordinarily, 30% to the author or authors of the work product, and 70% to the university, of which 35% shall be allocated to support of Computer related research within the cooperating unit or units of the author(s) and 35% to the University-Wide computer-related technology and support services;
ii. Where active University involvement in marketing and promotion of the work product is involved, the 15% of Royalties and other profits will go to the author(s) and 85% to recovery of such marketing and promotion costs; after they are recovered, then the ordinary formula will be applied, as outlined in (i) above;
iii. Who is/are the author(s) shall be determined by prior agreement among those involved, in some cases taking into account university guidelines still to be developed (such as the proposal to require student assistants to sign waivers of any authorship rights as a condition of receiving grants). Also, distribution of royalties and other profits among authors shall also be by prior agreement among the parties.

e) The use of work-processing and like equipment to produce a text in another field does not, by itself transform scholarship covered by the First Principle into computer-related scholarship.

Third Principle - Ownership of Copyrights and Patents, and rights to Royalties and other profits therefrom, arising from any other work-product produced by persons under faculty contract shall be determined on an express case-by-case basis, taking into account the general policy suggested by the first two principles, that is: That research of the sort ordinarily done by faculty without unusual supports should vest in
them, whereas research of the sort involving expensive and complex new technology and equipment and other novel forms of support ought to vest in the university community as a whole, with royalties shared in a manner to serve as an incentive to the authors and a source of support for the entire community.

**Examples illustrative of this principle, but not intended to exclude others, are:**

a) University assists faculty in acquiring outside grant funding for special equipment, supplies and material, which make possible discovery of a patentable product or process; ownership would vest in the University, and disbursements would be made pursuant to the formula laid down in the Second Principle, unless other arrangements were made in advance; in anticipation of such a possibility, persons seeking special assistance of this sort would be expected to sign a separate contract with the University consistent with this policy;

b) Faculty applies for travel money to attend a conference, pursuant to standard University procedures, while at the conference, he/she submits a paper, which is later published; ownership would vest in the faculty person pursuant to the First Principle;

c) Faculty applies for release time and funding during this period to pursue research. University grants this, plus funds replacement faculty.

**Process**

Implementation of this policy should be by means consistent with existing university institutions and procedures. An advisory committee of faculty and administrators to discuss close questions will be created. Where the Third Principle controls, freedom of contract between the University and faculty person(s) should be the rule. A reference file and other support services for persons contemplating negotiating such a contract should be maintained by the Advisory Committee.

**Assumptions**

It is assumed that this policy would be appropriate for a University where the primary emphasis is on teaching, and where faculty scholarship usually requires a significant independent effort by the faculty in question which must be fostered rather than discouraged. The policy attempts to be flexible and does not purport to anticipate or decide all cases in advance, nor is such a more detailed policy considered wise, possible, or necessary.

Should the research role of the University be changed, a different and more detailed policy would be appropriate.

When significant outside grants and supports come into play, it is assumed that the rules and procedures imposed by the funding sources would take precedence over this policy, subject to state and federal law.

(PRP #2910)
Guidelines for Course Numbering System

The number of a course should reflect the rigor and level of expectation of that course. The following system of course numbering is generally recognized:

- **001-099** Developmental courses that do not count towards graduation requirements but which constitute part of a student's full load.
- **100-299** Lower division courses: Service, introductory, or basic courses in the discipline designed primarily for freshmen and sophomores.
- **300-499** Upper division courses: Advanced courses in the discipline which may require successful completion of prerequisite courses. In general these courses are designed for students who have earned a minimum of 60 credit hours.
- **500-599** Graduate division masters level courses: Graduate courses which are part of a graduate degree program or special graduate courses designed for specific non-degree offerings. Open to graduate students and qualified seniors with permission of the department chairperson and the Assistant Vice President and Dean for Graduate Studies and Research.
- **600-699** Graduate division doctoral level courses: Graduate courses which are part of a doctoral degree program or special graduate courses designed for specific doctoral level non-degree offerings. Open to doctoral graduate students and qualified masters graduate students with permission of the department chairperson and the Assistant Vice President and Dean for Graduate Studies and Research.

Responsibility for implementation is the purview of the deans. Cooperative courses shall be numbered with the department number followed by the digits 279 for the first experience and 479 for the second experience.

(PRP #3224)

Course and Academic Program Development Policy and Proposal Requirements

Policy

1. The development of academic programs is a crucial aspect of the long-range well-being of the University. New programs must be mounted as student and societal needs become known. Existing programs facing declining enrollments become subject to review so that adjustment steps may be taken. In some cases a program may have to face the possibility of discontinuation. Courses within programs go through a similar evolutionary cycle.
2. It is the policy of Bloomsburg University that program development be objective (based on demonstrable evidence), orderly (done in conformance to a prescribed procedure), timely (neither pre-mature nor overly delayed), efficient (cost-effective in terms of the investment of both time and energy), and in conformance with the overall mission of the University. Program development must tap the creative talents of all faculty and administrators. Procedures must not stifle those creative talents.

3. Inasmuch as program development ranges from the development of an entirely new mission for the University, down through the development of new degree programs, options, concentrations and minors to matters involving individual courses and even the numbering of a course, it is imperative that the complexity of procedures be correlated with the complexity of the program developments. Differing actions will involve different actors and different approval levels. Inasmuch, however, as program changes in one area will likely have an impact on other areas, it is essential that all changes be reviewed in such a way that intra-organizational impact is carefully considered.

**Procedures**

Introduction: All proposals for the addition, deactivation, or modification of an academic program, or element thereof, must use Document P, the "Omnibus Course and Program Development Cover Sheet." This form clearly indicates what additional documents must be prepared, and where they are to be routed for approvals. The proposal must contain all information needed for decisions by curriculum committees at all levels, as well as the Provost and Vice President for Academic Affairs. Where possible, refrain from discipline-specific language. The proposal is a binding document and a permanent record. It must be prepared with utmost care. Poorly prepared proposals may be rejected, regardless of the merit or timeliness of the proposal.

Submission for the Approval: One electronic file in PDF format and one paper copy of the entire proposal will be submitted to the first entity in the approval sequence listed in the right hand column of Box 3 in Document P. If applicable, the electronic file will be changed during the sequence to reflect amendments and corrections. In the event of amendment, all preceding entities in the approval sequence will receive a copy of the amended electronic file in PDF format.

Final Distribution of Approved Proposal:

- The Office of the Provost and Vice President for Academic Affairs will retain the signed paper copy of the proposal.
- The Office of the Provost and Vice President for Academic Affairs will distribute an electronic file in PDF format, with a signed Document P inserted, to all entities in the approval sequence listed in the right hand column of Box 3 in Document P.
The Office of the Provost and Vice President for Academic Affairs will distribute an electronic file in PDF format, with a signed Document P inserted, to all entities listed under “INFO COPIES” in the right hand column of Box 3 in Document P.

The Office of the Provost and Vice President for Academic Affairs will distribute an electronic file in PDF format, with a signed Document P inserted, to the Office of the Registrar.

Instructions: Forms and formats are available from the Office of the Provost and Vice President for Academic Affairs. For information not included below and for clarification of the following instructions, please contact the Office of the Provost and Vice President for Academic Affairs or the BUCC Chairperson.

I. Document P - “Omnibus Course and Program Development Cover Sheet”

A. Complete the heading information. Keep the short title informative yet concise.
B. Box 1 – Mark the type(s) of action requested.
C. Box 2 – Mark the level(s) of action requested.
D. Box 3 – Mark applicable item(s) of action. Consult the Office of the Provost and Vice President for Academic Affairs or the BUCC Chairperson for clarification if needed. Make note of the approval sequence, documents required, and to whom informational copies should be provided.
E. Box 4 – space for signatures indicating recommendation for approval and final approval.
F. Box 5 – Mark the documents to be included in the proposal.

II. Document Q - "Summary Proposal"

A. Complete the heading information.
B. Q-1 – Write a concise and common sense description of what is proposed. One sentence is usually sufficient (e.g., "We wish to make XX.XXX Course Name a required course for majors in XYZ.")
C. Q-2 - Set forth the full rationale for what is proposed. The box will expand to accommodate all text.

1. Where appropriate, address required courses, total hours, special features, and benefits to the University and its students. A proposal seeking General Education Points must clearly specify how the course contributes to the General Education Goals.

2. Except as detailed in other parts of the proposal (e.g. Document R), indicate how the quality of the proposed change will be guaranteed, with explicit discussion of outcomes assessment, both initially and for
the duration. Quality analysis should include references to training and expertise of faculty and the adequacy of support personnel, equipment, facilities, and so forth. When these issues are addressed in other parts of the proposal, indicate where the details may be found (e.g. “See Document R for details”).

D. Q-3 – Mark the appropriate box. Consider departmental and extra-departmental resources, including staffing, library resources, academic computing, etc. Provide a rationale for the selection.

1. “No additional resources required.” – The rationale will address how the requested action will be accommodated without additional resources. Note: Resources used for a proposed new course previously offered as an experimental course ARE additional resources unless the new course replaces an existing course or sections of an existing course.

2. “Use space as needed to indicate probable source of additional funds.” – Include both departmental and extra-departmental cost estimates. If additional resource requirements exceed $1000 for the first year and $500 per year thereafter, you must complete Document T even if not listed under “Documents Required” in Document P.

E. Q-4 – The originating department is accountable for the careful completion of the statement, as indicated by the chairperson’s signature.

1. The statement need not include the widely diffused impact of changes in general education offerings or the impact of new programs on the enrollments of existing programs. The impact of new programs on existing programs should be included when they cause the need for additional sections of courses outside of the originating department.

2. The originating department should seek the mediating assistance of the dean(s) in the event objections cannot be resolved. If a total impasse occurs the originating department may bring the proposal to BUCC for arbitration, regardless of approval sequence.

III. Document R – Master Course Syllabus

A. See PRP 3233 “Required Format Required Format for Course Syllabi for BUCC Approval”

B. The Master Course Syllabus sets the course goals and/or objectives, content outline, methods, and evaluation procedures. The course instructor will use these to ensure quality and consistency among sections of the same course.
IV. Document T – Fiscal Impact

A. T-1 – “Faculty Requirements” Indicate the contact hours (load factor) that will be needed to offer the proposed program. What would be the current faculty load needed for those contact hours? Explain how the cost will be met. (Will new faculty be needed? Will current faculty be used? If, so how will the utilization of current faculty be altered?)

B. T-2 – “Support Personnel” Analyze in a manner similar to T-1.

C. T-3 – “Equipment Requirements” Indicate what equipment will be used in implementing the proposed program. If existing equipment is to be used indicate how its utilization will be altered by the new program. Indicate what new equipment will be needed and how much it will cost.

D. T-4 – “Facility Requirements” If existing facilities are to be used, indicate how the current utilization of those same facilities will be impacted by the new program. Indicate what new facilities will be needed and their cost.

E. T-5 – “Other Resources Requirements” Give details and costs.

V. Document U – Needs Analysis

A. U-1 – “Enrollment Projection” Describe the enrollment projection over the next five years and how you arrived at the projection.

B. U-2 – “Source of Students” Indicate if the students in this program will come from within the University or if the total student body must be increased to accommodate this program.

C. U-3 – “Career and Employment Opportunities” Describe the career and employment opportunities in the field with valid documentation.

D. U-4 – For items 21-24 list the institutions in the region offering the same or similar programs. Contact the VPAA to find out how “communications with other appropriate institutions” is to be conducted.

VI. Document V – Program Course Checklists

A. List all courses required for completion of the program, including major requirements and general education requirements.
B. Indicate the number of credit hours required for major requirements and those required for general education requirements.

C. Make note of pre-requisites and courses that are not offered every semester.

VII. Document W – Program Completion Plan

A. Give an eight semester plan of courses that would permit a student to complete a degree in the program. Choices among courses are permitted.

B. Although required courses may not be offered every year, it should be possible for a student to obtain all necessary courses in eight semesters. The program completion plan should document that this is possible.

C. Allow for general education courses (suggested or required general education courses may be given). Check that prerequisite requirements are met.

D. It is understood that not every student in a particular program will follow the course selections in the program completion plan exactly. Nor does the existence of a program completion plan guarantee that all students in a program will complete their degrees in eight semesters.

VIII. Letter of Intent

Before a detailed proposal for a new major (or minor when a major does not exist) is submitted, proposers should follow the procedures and approval process found on PASSHE’s Letter of Intent. Note that Concept Approval should be done before detailed program development is undertaken.

(PRP #3230)

Required Format for Course Syllabi

Introduction
The Master Course Syllabus (MCS) provides assurance that different sections of a course will contain content in a manner that consistently meets or exceeds the objectives of the course. Instructors will use the Master Course Syllabus to prepare a working syllabus for their section(s) of the course.

The Master Course Syllabus is a binding document and a permanent record. It must be prepared and updated with utmost care. As indicated on the Omnibus Form (PRP 3230) many updates, including changes in course content, require further action.
Glossary of Terms

Program Goals — the general ends towards which effort is directed, what you want to have happen; they are not necessarily measurable or assessable directly. Programs have goals.

Student Learning Objectives — because the goals are not necessarily themselves assessable and measurable, we set objectives which are proxies for the goals. Objectives are stated in a way such that they are directly measurable or assessable. Courses have student learning objectives.

Expected Outcomes – the actual results of the course. They cannot be specified in advance. The outcomes are used to determine how well the objectives have been met.

Required Format
The following items must be included in the Master Course Syllabus. Use as much space as needed.

1. Date Prepared:
2. Prepared by:
3. Department:
4. Course Numbers: (Refer to PRP 3224 Guidelines for Course Numbering System)
5. Course Title:
6. Credit Hours:
7. Prerequisites: State course(s) or non-course prerequisites that students must complete before enrolling in the course. Non-course prerequisites may include, but are not limited to: prior admission to a specific curricular group (e.g., “majors only”), minimum number of credit hours, background clearance, and prior certifications.
8. Catalog Description: In a paragraph of about five sentences, which begins with an action verb, summarize the goal(s), target audience, methods, educational requirements satisfied by the course, and prerequisites for the course in terms understandable to the university community. Special considerations such as co-curricular requirements and limited times of offering, must be indicated.
9. Content Outline: Present the conceptual framework of the course in a logically structured organization of topics. The content outline should indicate which content items are essential to the course.
10. Methods: Indicate a suggested appropriate class size with rationale, course content delivery (e.g., lecture, laboratory, art studio, writing lab, recitation, specific methods used for distance education), course offering frequency, out-of-class activities, co-curricular activities, additional costs to the students, and whether alternate assignments will be provided in lieu of out-of-class or co-curricular activities.
11. Student Learning Objectives: State objectives in a way such that they are directly measurable or assessable. In list form, state what knowledge, skills, applications, creative endeavors, etc., the successful student, upon completion of this course, should be able to demonstrate. Individual instructors may add to Student Learning Objectives, but the intent here is that the Student Learning Objectives in this Master Course Syllabus should apply to all sections of the course.

12. Student Assessment: For each Student Learning Objective listed above, state how it will be measured, assessed, or demonstrated. This can be in a variety of ways and may vary in practice from instructor to instructor.

13. Evaluation of Individual Student Performance: State how individual attainment of each of the student learning objectives will be assessed (exams, projects, performances, quizzes, etc.). Refer to PRP 3264 Student Course Requirements and Progress Information.

14. Course Assessment: State how it will be assessed that the course meets each of the student learning objectives. Course development is an evolutionary process and the course assessments will assist the department in changing the course to meet the outcomes and/or changing the outcomes so that the course better reflects the goals of the program.

15. Supporting Materials and References: List materials and references necessary to support the course. The style of entry should consistently follow a manual such as Turabian, MLA, APA, or an accepted guide in a specific discipline. Indicate, with an asterisk at the beginning of the citation, resources that are available through the Andruss Library. If available elsewhere, indicate in parentheses following a resource citation, indicate the resources locations in parentheses (e.g., provided by instructor upon request, available from departmental library). If a course requires use of library resources, the librarian liaison to the department should be consulted to confirm that the library’s offerings are adequate to support it.

16. Prototype Text: Indicate possible texts for the course, including author, title, publisher, and date of publication.

(PRP #3233)

Student Course Requirements and Progress Information

1. Within the first week of classes each semester, teaching faculty must distribute in writing, send by electronic mail, or post on the course website, at least the following information:

   a. Procedures for determining each letter grade.
   b. Any relationship of class attendance to the course.
   c. Any other course requirements.
   d. Weighting of requirements for grade computation.
e. Procedures for making up tests or other work missed through excused absence. (See policy #3506-Class Attendance.)

2. A faculty may post student grades providing that a student has given written permission. The grades must not identify the student. Student confidentiality must be assured when posting grades. Using Social Security Numbers or parts of Social Security Numbers is illegal. If grades are posted, each student should be given a unique identifier which is not consistent to student names listed in alphabetical order.

3. At any time during the semester, teaching faculty shall be prepared to inform students of their academic progress, should the student request this. At the end of a semester or summer term, the final grade of each course is confidentially provided to the student and recorded on the student's permanent record.

(PRP #3264)

Open Meeting Time

In order to facilitate campus communication and provide a time period where various groups can meet without class interference, an open meeting time is being provided. Individuals and campus organizations may determine whether they wish to utilize the open meeting time.

The period of 3:00 to 5:00 p.m. on Friday, during fall and spring semesters, is designated as an open meeting time. Credit-bearing classes will not normally be offered during the open meeting time. Department Chairs may seek approval for permanent or temporary exceptions to this policy from the Dean of their college, with final approval by the Provost and Vice President for Academic Affairs. Exceptions may include but are not limited to labs, studios, clinicals, and rehearsals.

(PRP #3411)

Class Attendance

Regular classroom attendance is expected of all students. However, a student will be afforded reasonable assistance by a faculty member when class work is missed as a result of extenuating circumstances beyond the student's control, such as but not limited to:

1. Personal illness.
2. Death or critical illness in the immediate family.
3. Participation in a university-sponsored activity.
4. Participation in a short-term, obligatory military or military reserve activity.
Instructors may request the student to provide official documentation to verify the reasons for the absence.

Arrangements for assistance must be made by the student with the instructor as soon as the need for an absence is known. The instructor is not required to give makeup examinations or review other class work missed as a result of unauthorized absences.

A faculty member, with departmental approval, may adopt a reasonable alternative policy if class members are provided that policy in writing during the first week of classes.

(PRP #3506)

**Academic Integrity**

**What is Academic Integrity?**
Academic integrity refers to the adherence to agreed upon moral and ethical principles when engaging in academic or scholarly pursuits. The university’s academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. This student academic integrity policy is only part of, not the entirety of, efforts to foster a community of trust; trust is built first on our actions toward each other. The responsibility to be honest, fair and forthright with others is a responsibility that each member of the Bloomsburg University community must accept. The conditions of an academic integrity policy spell out the nature of the expectations we have of one another, and explain the sanctions that follow the failure to live up to these expectations. The following policy sets a standard for all of us to live up to and exceed.

**What is Academic Dishonesty?**
The following types of behaviors are examples of academic dishonesty. This list is not, and cannot be, exhaustive. Students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

1. Cheating: (a) Using notes, study aids, or information on an examination which are not approved by faculty; (b) Altering graded work after it has been returned and submitting the work for regrading; (c) Allowing another person to do one's work and submitting that work under one's own name; (d) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. Plagiarism: Submitting material that in part or whole is not one's own work without attributing those same portions to their correct source.

3. Fabrication: (a) Falsifying or inventing any information, data, or citation; (b) Presenting data that were not gathered in accordance with standard guidelines that defined the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. Misrepresenting Circumstances: (a) Lying; (b) Presenting a professor (verbally or in writing) with false or incomplete information.

5. Impersonation: (a) Representing oneself as another student in an examination; (b) Signing another’s name on an attendance roster; (c) In general doing the work required of another student and/or allowing another to do your work.

6. Obtaining an Unfair Advantage: (a) Stealing, reproducing, circulating or otherwise gaining access to examination material prior to the time authorized by the instructor; (b) Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) Unauthorized collaborating on an academic assignment; (d) Retaining, processing, using or circulating previously given examination materials, where those materials are to be returned to the instructor at the conclusion of the examination; (e) Intentionally obstructing or interfering with another student’s academic work; or (f) Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.

7. Aiding and Abetting Academic Dishonesty: (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) Providing false information in connection with any inquiry regarding academic integrity.

8. Falsification of Records and Official Documents: (a) Altering documents affecting academic records; (b) Forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

9. Unauthorized Access to Computerized Academic or Administrative Records or Systems: (a) Altering computer records; (b) Modifying computer programs or systems; (c) Releasing or dispensing information gained via unauthorized access; or (d) Interfering with the use or availability of computer systems of information.
How can faculty encourage Academic Integrity?

It is necessary for the administration and faculty to do all that is possible to encourage high standards of academic integrity. Steps that could be taken include:

1. Course Requirements: Have the syllabus clearly state what is and is not acceptable in the course. This may include a statement of an individual or department’s policy on what constitutes plagiarism, the scope of permitted collaboration, testing behaviors, policy on recycling assignments and papers, and missed assignments or exams.

2. University Policy: Briefly review the university Academic Integrity Policy on the first day of class, orally or by reference to a syllabus.

3. Examination Security: Safeguard examinations. In no event should the student be given access to, custody of, or any responsibility over examinations prior to their administration.

4. Examination Environment: Consider preventive techniques, such as alternate seating or alternate exam formats, and reasonable proctorial activities.

5. Availability of Past Examinations and Assignments: Establish individual and/or departmental policies for returning examinations for students to keep, collecting and securing examinations, and/or placing copies of old examinations on reserve in the library.

6. Student Responsibility: Faculty are encouraged to state in all syllabi that students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

What happens when a student is suspected of Academic Dishonesty?

The first step in any alleged case of academic dishonesty will be for the faculty member to inform the student that dishonesty is suspected and that steps will be taken to resolve the issue. If the faculty member would like to resolve the issue informally and if the student accepts the charges and the penalty, then the faculty member chooses between Options I and II. Option III is required when the student does not accept the charges or the penalty, or the faculty member believes that a penalty greater than failing the course is appropriate. If dishonesty is discovered at or after the end of the semester, the faculty will not enter a grade for that student; thus the student will receive an “X” grade. The faculty member will either contact the student directly to set up the initial meeting or contact the Office of Academic Affairs who will notify the student of the need for such a meeting.

Option I: Informal Confidential Resolution

The faculty member may resolve the charge confidentially with the student, discussing the alleged offense and explaining any penalty that might follow; students who
dispute the fairness of the charge or penalty may elect to have the matter arbitrated by the Academic Grievance Board.

The professor has a range of sanctions within the boundaries of the course in which the dishonesty occurred. Possible sanctions include verbal and written reprimand, an appropriate additional assignment, and lowering the grade on the assignment on which the dishonesty occurred. If the professor wishes to impose more severe sanctions, including lowering the course grade, he or she must file an Academic Integrity Policy Violation Report Form with the Director of Student Standards. The faculty member is strongly encouraged to have this agreement in writing, and to keep that document and any evidence in a secure location.

**Option II: Informal Resolution with a Filed Report**

The faculty member may follow the guidelines given in Option I, Informal Confidential Resolution, and, in addition, file an Academic Integrity Policy Violation Report Form with the Director of Student Standards. The Report Form explains the offense and penalty and includes an acknowledgment by the student of the offense and penalty. The penalty agreed to on the Academic Integrity Policy Violation Report Form will be void if the student has a record of a previous offense. A second or repeat offense requires resolution by the Academic Grievance Board.

**Option III: Formal Resolution by the Academic Grievance Board**

If the student accepts the charges (1) but does not accept the penalty or (2) has had a previous offense, the sanction will be determined by the Provost (or his/her designee) in consultation with the Director of Student Standards. If the student does not accept the charges, the case will be arbitrated by the Academic Grievance Board. The faculty member should fill out the Academic Integrity Formal Resolution Notification Form. Once it is determined that a case will be heard by the Academic Grievance Board, the Director of Student Standards will notify all involved parties of the need to convene the Board. The Office of Academic Affairs will provide the student with written notification of the time and place of the hearing and with a copy of any written charges. The hearing will be recorded and a recommendation made to the Provost as to whether a policy violation occurred. The Provost will make the final determination as to whether academic dishonesty occurred. If the student is cleared of the charges, the initial report form will be destroyed and the student's record will be totally clear of the event. If it is determined that a violation did occur, the Provost will determine the appropriate sanction in consultation with the Director of Student Standards. The decision of the Provost will be final.

(PRP #3512)
Academic Examination Policy

1. Faculty shall give examinations during the regularly scheduled classes of the academic year as outlined by the approved University Calendar. The faculty are responsible for determining the length, frequency, form and content of all examinations within the guidelines listed below. Final examinations shall be given, where applicable, only during the designated Final Examination Week after the end of regularly scheduled classes and only at the designated time and place according to the Final Examination Schedule.

2. Faculty shall distribute in writing the requirements for each course within the first week of each academic term. (See policy issuance 3264). In these requirements final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade. No single exam, paper, project, or assignment shall have greater emphasis than the final examination. As a result of this condition, every course must use at least three evaluations for grading purposes.

3. Faculty shall give final examinations which are comprehensive in design, emphasizing subject matter presented over the entire term.

4. Faculty shall return and/or permit students to review all unit tests, quizzes, and other types of evaluations by the last regularly scheduled class in the term. In order to prevent an excessive build-up in the number of unit tests for each student during the last week of classes, faculty are advised to refrain from testing during that week.

5. The Final Examination Schedule shall be prepared by the Office of the Registrar with consultation of the faculty, if necessary, and approved by the Provost and Vice President for Academic Affairs. Regularly scheduled final examination periods shall be 120 minutes in length. Part of the final examination week shall include at least a one-day interval between the last full day of classes and the first day of scheduled examinations. This time shall be designated as the Reading Period.

6. The following restrictions are imposed on the scheduling of activities during the Final Examination Week.

   a. Faculty are not required to be available to students for conference during the final examination week.
   b. No examinations shall be scheduled during the Reading Period unless approved by the Provost and Vice President for Academic Affairs.
   c. No extra-curricular activities or faculty-administrative activities shall be scheduled except with the consent of the individual involved.
7. The Andruss Library will remain open and other designated study areas will be made available during the Final Examination Period with expanded hours when possible.

8. Unless returned to the student all graded final examinations must be available for student review for at least the next full semester following the final examination.

9. No student shall be required to take more than two final examinations in one day. (See procedure outlined below for rescheduling of final examinations.)

10. Any exceptions to any of the above matters must be made on the basis of the procedures outlined below.

11. In case of non-compliance with the provisions of this policy, a student has the recourse of proper grievance procedures as established by the University and outlined in policy issuance 3592.

12. During Summer Sessions, the last class period of each course shall be designated as the final examination period with the time period for the examination not to exceed 80 minutes unless the arrangements have been worked out in advance so that they can be announced at the first meeting of the class. Except in unusual circumstances, classes in six-week sessions shall have the final examination on the last day of the course. Final examinations for courses scheduled in three-week sessions shall be held during the last of the two class periods scheduled for the last day. Classes in the nine-week session shall hold final examinations on the last scheduled class day with the period extended to 80 minutes for that class.

Procedures

1. Faculty who wish to schedule quizzes, tests or examinations at other times than during their regularly scheduled class periods during the term, may do so only if a make-up opportunity is made available to students. This opportunity must be scheduled at a time mutually acceptable to both student and faculty and may not conflict with the student's other scheduled classes. A faculty member shall not give an examination at a time other than during a regularly scheduled class period unless approval is first obtained from the majority of the faculty members of his/her academic department. Except for abnormal circumstances, this approval should be granted by the end of the first week of classes. Notification of this alternative arrangement shall be given to the appropriate college dean.

2. A faculty member who believes that the content of his/her courses does not lend itself to a scheduled final examination must obtain approval for an alternative arrangement from the majority of the members of his/her academic department and college dean. Notification of the approved arrangement shall be given to the office of
the Registrar. Except for abnormal circumstances. This approval and notification shall be made by the end of the first week of classes.

3. To change the requirement specifying that final examinations shall be worth no less than twenty percent nor more than forty percent of the course grade, there must be agreement for the change by the faculty member(s) in charge of the class, the majority of the members of his/her academic department, and the appropriate college dean. Except for abnormal circumstances, the approval and notification to students shall be made by the end of the first week of classes. If approved, the change may remain in effect for the faculty member for the duration of this policy or until the course is resubmitted for course content change.

4. In order to change the time and place scheduled for a final examination, there must be agreement for the change by the faculty member(s) in charge of the class, 100% of the students in the class, and the appropriate College Dean. This change must be made by the middle of the semester. Student opinion in this matter shall be determined by secret ballot with the faculty member in charge of the vote. If for some reason a change is made in the time and date of a final examination that results in a student conflict, the faculty member shall arrange to provide a make-up opportunity during the Final Examination Period. (See below)

5. If the student has a scheduling conflict during the final examination period resulting in an excessive number of final examinations scheduled for one day, the following procedure for rescheduling the final examination shall apply and be completed by at least two weeks before the end of regularly scheduled classes. The student should select two of the scheduled examinations to be taken during the designated time according to the following priority of choice:

   a. courses offered by the major department;
   b. additional required courses in the major program;
   c. other courses. The additional final examination(s) should be rescheduled with consultation of the relevant faculty on a mutually convenient time.

   Assistance in the rescheduling of examinations may come from such individuals as the student’s advisor, department chairperson or academic dean.

   (PRP #3516)
Grades, Quality Points, and Quality Point Averages

The grades given at Bloomsburg University with their commensurate quality points are defined as follows:

A = 4.00 Superior Attainment  
A- = 3.67  
B+ = 3.33  
B = 3.00 Above Average Attainment  
B- = 2.67  
C+ = 2.33  
C = 2.00 Average Attainment  
C- = 1.67  
D+ = 1.33  
D = 1.00 Minimum Attainment  
F = 0.00 Failure

The grades given to each student for academic credit at Bloomsburg University are assigned by those faculty who are responsible for the courses in which the student is enrolled. Students will be graded solely on the basis of their performance in courses and not on the basis of their political or religious beliefs.

After a grade of A through F has been reported to the Office of the Registrar, it may be changed only through the grievance process (see PRP 3592), through the appropriate procedure to correct computational or clerical error (see PRP 3636), or in accordance with University Policy on Pass-Fail grades (see PRP 3454).

Other grades assigned to students not included in the computation of quality point averages are as follows:

I- Incomplete — This is a temporary grade to be given only when the instructor believes that the student has been unable to complete the course requirements due to circumstances beyond his/her control. Failure of a student to take a final examination or complete other course requirements without prior arrangement with the instructor of legitimate excuse is not a justification for a grade of I. When the instructor submits the grade of I to the Registrar, it must be accompanied with a formal, written plan for the student to complete the course requirements and the appropriate letter grade that would be assigned if the plan were not completed by the student in the time specified. In the event that a student is assigned a grade of I without such a plan, the I will automatically convert to an F at the end of the next regular semester. The plan for the student to complete the course requirements shall be drawn up by the instructor with the acquiescence of the student. Unless otherwise stated in the written plan, it is assumed that work will be completed prior to the end of the next regular semester. When the plan has been completed by the student, the
instructor shall recalculate the grade to be assigned for the course and submit this new grade to the Registrar according to established procedures. A request for an extension of time in the plan to complete course requirements must be initiated by the student prior to the deadline of the plan on file in the Office of the Registrar. The student must present suitable documentation to the instructor indicating that circumstances above and beyond his/her control persist or new circumstances of that nature have developed. It will be granted only upon approval of the instructor and the Dean of the appropriate College.

**P- Passed** — It is recorded by the Office of the Registrar when the faculty member assigned a passing grade to a student and when the student has elected to take a course on a pass-fail basis in accordance with the provisions of the Pass-Fail policy #3454. The grade of P is also recorded when a student passes a course by proficiency examination. This grade is not used in the computation of a quality point average.

**F- Failed** — It is recorded by the Office of the Registrar when the faculty member assigned a failing grade to a student. A grade of F in a pass/fail course is not used in the computation of a quality point average.

**V- Audit** — This grade is assigned by the instructor when the student has properly registered to audit a course, and the student has attended at least three-fourths to the regular class meetings. (See PRP 3456).

**W- Withdrawal** — This grade is recorded by the Registrar when the student has withdrawn from a course according to the requirements found in PRP 3462 Withdrawal from a Course.

**R- Research in progress** — This grade is assigned by the instructor only when a student has been unable to complete a research component of a course because the length of time for the research exceeds the end of the semesters and when a formal plan for completion of the research is filed with the instructor and department chairperson. Provisions for removal of the grade are the same as those for the grade (I). The instructor will submit the grade of R to the Registrar along with the formal plan for completion of the research and the grade to be assigned to the student if the research is not completed satisfactorily in the time period stipulated. The plan for the student to complete the research shall be drawn up by the instructor with the acquiescence of the student. Unless otherwise stated in the written plan, it is assumed that the work will be completed prior to the end of the next regular semester. When the plan has been completed by the student, the instructor shall recalculate the grade to be assigned for the course and submit this new grade to the registrar according to established procedures.
**X- No grade reported** — This temporary grade is reported by the Office of the Registrar when the instructor does not report any grade for the student. The X will automatically convert to an F at the end of the next regular semester.

The Quality Point Average (abbreviated QPA) is computed from the record of courses taken at Bloomsburg University using the assigned grades of "A" through "F" as listed above.

The computation is as follows:

1. Multiply the number of semester hours for each course by the number of quality points for the grade in the course, and add the products.
2. Divide the sum obtained in the first step by the total number of semester hours represented by the courses.

A "Semester QPA" is computed by including only the courses of a single semester. The "Cumulative QPA" is that computed by including all courses taken to date at Bloomsburg University. If a course has been successfully repeated, the credits are counted only once in the computation. If a course is successfully repeated at another accredited institution of higher education, the credits for the course initially taken at BU are deleted from the computation.

(PRP #3522)

**Change of Grade**

After a grade has been reported to the Registrar's Office, it may be changed only through the grievance process or to correct a computational or clerical error. A recommendation for change of grade due to a computational, clerical error, or to change a temporary grade to a final grade must be made in writing by the instructor and approved by the department chairperson and the dean of the appropriate college. The change of "R" and "I" grades do not require the dean's signature.

(PRP #3536)

**Academic Grievance Procedure**

**Procedures**

I. The purpose of the following procedure is to provide students with a system by which to grieve complaints of alleged academic injustice(s) relating to grades and/or professional responsibilities as related to academic policies found in the Policies, Rules and Procedures and the Pilot. This process is not a disciplinary proceeding for any of
the involved parties, although the findings may lead to disciplinary investigation or action under a different university policy.
The names of the Academic Grievance Coordinators (AGC) will be advertised extensively through normal communication avenues such as The Communique and The Voice.

II. Informal Consultation:

A. In an attempt to resolve a complaint on an informal basis, the student should first meet with the following individuals to discuss the matter in the order listed:

1. Faculty member teaching the course
2. Department Chairperson in which course is offered
3. Dean, or designee, of the College in which course is offered

In order for the matter to be resolved expeditiously, the consultation(s) should take place as soon as possible after the alleged incident has occurred. It is assumed that the department chairpersons and the deans will make every effort to resolve the conflict by meeting with all parties and by listening to the views of all parties as they relate to the grievance.

B. If the matter is resolved at one of the above levels, it need not go further in the appeals process. Every effort should be made to settle the alleged injustice through informal consultation.

III. Formal Channels:

A. Students who feel the informal consultations have not satisfactorily resolved the matter may initiate a formal grievance by filing an Academic Grievance Form with the Dean of Undergraduate Education.

B. The Dean of Undergraduate Education shall determine that the Academic Grievance Form is in proper order and shall contact the person against whom the complaint has been filed. That person will be supplied with a copy of the Form and informed that an AGC will be called to hear the case if the matter cannot be resolved within five (5) class days.

C. If the two parties do not settle the complaint within five (5) class days, the Academic Grievance Board (AGB) will hear the case usually within ten (10) class days (after the initial five (5) class day period). At that time, the student will be given the opportunity to select the AGC who will serve as the contact person for the case and the moderator of the AGB hearing. (see IV.A.)
D. The grievant and respondent (individual being grieved) will be informed of the individuals who may serve on the AGB. Either (or both) party(ies) may request, with just cause, the disqualification of Board members whom she/he feels may be biased or should not be involved in the case. An appeal for disqualification may be made to the Provost and Vice President for Academic Affairs for a final decision.

E. The scope of the AGB's review and recommendations shall be to the merit of the complaint. The AGB, in Executive Session, shall prepare a recommendation as to the merit of the complaint and forward the recommendation to the Provost and Vice President for Academic Affairs. This shall be submitted within three (3) class days after the hearing. If recommendations go beyond the scope of this policy, the Provost will reject the recommendation and direct the AGB to prepare recommendations within the scope of its responsibilities.

F. Within ten (10) class days of receiving the recommendation, the Provost and Vice President for Academic Affairs will take action and shall notify all parties in the grievance of the decision and action taken. This action is final.

G. The President has delegated the resolution of academic grievances covered under this policy to the Provost and Vice President of Academic Affairs. Resolutions that involve altering the curriculum of any program shall be made with the involvement of the affected department faculty (i.e. waiving major course requirements).

The time line outlined in this section pertains to grievances filed during the academic year. Grievances filed during the summer sessions may take longer to adjudicate due to faculty assignments and availability of grievance board members. However, every effort will be made to process grievances filed during the summer as quickly as possible.

IV. Structure of Formal Channels:

A. Four (4) Academic Grievance Coordinators (AGCs), one (1) from each College, shall be appointed by the Provost and Vice President for Academic Affairs with the advice and consent of the Executive Board of APSCUF. Both sexes should be represented among the four AGCs. The individuals must have a reputation for fairness and objectivity. An AGC will be responsible for ensuring that all procedural guidelines are met and shall serve as moderator for any formal hearing. It is noteworthy that the role of an AGC is as a neutral party. She/he does not have voting privileges, nor should her/his opinions be part of the hearing. The appointments should be made in such a way as to insure that at least one (1) individual with prior experience is retained.
B. An Academic Grievance Board (AGB) shall consist of four (4) students and four (4) tenured faculty members selected by the AGC (chosen by the grievant) from a pool of thirty-three (33) individuals: five (5) students and three (3) faculty members from the College of Business, five (5) students and three (3) faculty members from the College of Professional Studies, five (5) students and three (3) faculty members from the College of Liberal Arts, five (5) students and three (3) faculty members from the College of Science and Technology, and one (1) faculty member from the Department of Developmental Instruction.

1. Faculty members for the AGB pool will be appointed by the College Dean or appropriate administrator of the academic area with the advice and consent of the Executive Board of APSCUF.

2. Student members will be appointed by the Provost and Vice President for Academic Affairs. Appointees must be in academic good standing and have earned at least 48 credits at Bloomsburg University. At least two (2) from each college must be enrolled as graduate students.

3. Members of the pool will be appointed to a one-year term and may be considered for reappointment.

4. Whenever possible, diversity in membership should be maintained in the pool.

C. The College Dean or appropriate administrator will provide the President of APSCUF with a list of possible faculty candidates for the AGC and the AGB in a timely fashion. The President of APSCUF will consult with the Dean or appropriate administrator concerning the possible candidates if necessary. APSCUF Executive Board will provide its advice and consent of the candidates in a timely fashion.

D. The Provost and Vice President for Academic Affairs will appoint student candidates for the AGB.

E. The AGB will select one (1) person to serve as a voting moderator of the Executive Session. This individual will be responsible for transmitting the recommendation to the Provost and Vice President for Academic Affairs following the formal hearing.

F. Should the AGB members become deadlocked in preparing a recommendation, the voting moderator will inform the Provost and Vice President for Academic Affairs of such within three (3) class days of the hearing. Evidence and any reasons or arguments relating to the AGB's inability to make
a recommendation will be submitted to the Provost and Vice President for Academic Affairs also. This information is intended to provide background for any decision by the Provost and Vice President for Academic Affairs.

G. An AGC or a member of the AGB pool has the right and obligation to disqualify herself/himself from a case in which a personal interest, association, affiliation, or attitude might cause bias or jeopardize the AGB's objectivity.

V. Academic Grievance Hearing:

A. In keeping with the campus standards of due process, both the grievant and respondent have the following rights: (1) to receive written notice of the time and place of the hearing at least 48 hours prior to the hearing; (2) to receive a written notice of the complaint; (3) to be accompanied by an advisor of his or her choice, other than a non-faculty attorney; (4) to present witnesses and other evidence; and (5) to question witnesses. Attorneys, although they may be consulted, may not be present at the academic grievance hearing.

B. The hearing will be open only to the parties involved in the case.

C. The hearing will be organized by the Dean of Undergraduate Education.

D. A tape recording may be made at each hearing with the consent of the grievant and the individual being grieved. Said tape will be kept as a confidential file in the Office of the Provost and Vice President for Academic Affairs for a period of one (1) year.

E. The AGC will serve as the neutral presiding officer, and shall conduct the hearing in a fair and orderly fashion.

F. At least six (6) AGB members (three {3} faculty, three {3} students) must be present for the entire hearing and to prepare the AGB's recommendation. If the complaint is on the graduate level, at least three (3) graduate students must be present.

G. If the respondent (individual being grieved) fails to appear, testimony shall, nevertheless, be heard and a recommendation rendered. If the grievant fails to appear, the grievance will be dismissed.

H. If a claim lacks substantial evidence, the AGB will dismiss the case and no further action concerning the respondent (individual being grieved) will be taken by the AGB or the Provost and Vice President for Academic Affairs.
I. No person shall suffer recrimination or discrimination because of participation in this procedure.

J. A majority of the thirty-three (33) AGB pool members, along with the AGCs will determine any other rules or procedures consistent with this document, not in conflict with the CBA or state and federal laws.

(PRP #3592)

**Change in Graduation or Curriculum Requirements**

In case of changes by the university in graduation or curriculum requirements, full-time students who attend without interruption may choose to satisfy either the requirements as they existed at the time of their entrance or the new requirements; if they select to satisfy the new requirements they are responsible for them in total. All students who are readmitted to the university and part-time students must apply to the Provost and Vice President for Academic Affairs for permission to be graduated under the requirements existing at the time of their original admission to the university.

(PRP #3608)

**Mid-Semester Grade Reports**

**Policy**
Bloomsburg University is committed to maintaining its students in good academic standing. To assist with the accomplishment of this goal, mid-semester grade reports are issued to new students who are experiencing academic difficulty. Identified students are provided with academic support services and faculty advisors for the purpose of insuring they have the maximum opportunity to be successful.

**Procedures**
The Registrar prepares and distributes to instructors a Mid-Semester Grade List Form for each course offered by the University. The form includes the name of each enrolled student who has completed 30 credits or less. Instructors indicate mid-semester grades of D+, D, or E and return the form to the Registrar within 96 hours of the close of business of the middle day of the semester. The Registrar issues a grade report to each identified student and provides copies to the student’s faculty advisor and the Coordinator of Academic Advisement.

(PRP #3670)
Admission, Monitoring, and Exit Procedures for Teacher Education Certification

Procedures
The following are requirements for admission, monitoring, and exit procedures for all initial teacher education programs at Bloomsburg University of Pennsylvania. In setting these requirements, attention was given to all standards and criteria for teacher education candidates as mandated by the State Board of Education of Pennsylvania, the Pennsylvania Department of Education (PDE), and the National Council for Accreditation of Teacher Education (NCATE).

Admission to Initial Teacher Education
Initial preparation programs are at the baccalaureate or post-baccalaureate levels that prepare candidates for their FIRST professional education license.

Undergraduate Students seeking initial certification must submit a completed application packet to their faculty advisor no sooner than the completion of 48 credits and no later than the completion of 60 credits or during the semester in which they will complete 60 credits. Transfer students with 48 credits or more must submit a completed application packet by their second semester at Bloomsburg University. The Coordinator of Teacher Education Admissions Packets will review the admission packet and submit a recommendation to the program chairperson indicating that the student be admitted or not be admitted to the program. Enrollment in upper division professional education coursework (300 and 400 level courses) is contingent upon admission to the teacher education program. At this point of the admissions process the student recommended for program admissions becomes a teacher education “candidate.”

Graduate Degree Students seeking initial certification must submit a completed application packet to their graduate program coordinator no sooner than the completion of 12 graduate credits and no later than the completion of 24 graduate credits. The designated graduate program coordinator will review the admission packet and submit a recommendation to the program chairperson indicating that the student be admitted or not be admitted to the program. Additional entrance proficiencies may be established and required by individual programs. At this point of the admissions process the student recommended for program admissions becomes a teacher education “candidate.”
Admissions Checklist for All Prospective INITIAL Teacher Education Preparation Program Candidates

For formal admission to teacher education, **ALL** prospective candidates must:

1. Obtain current Pennsylvania qualifying (i.e., passing) scores for the Praxis I: Pre-Professional Skills Tests (PPST). (For Praxis requirements, see: [www.state.pa.us](http://www.state.pa.us), choose “Education” on dropdown under PA State Agencies; left side, choose “Certifications”; right side, choose “Teacher Certification System; and then choose “List Certification Application Procedures”.)

2. Possess an overall cumulative grade point average of 3.0.

3. Possess a grade of C or better in all undergraduate professional education, specialization, and communication courses, as specified by your program of study, with a grade of C or better. (The grade of C- [minus] does not meet this criterion.) Graduate students must adhere to the grade requirements established in PRP 3565 or those established by their graduate program and specified within their application packet.

4. Complete 6 semester hour credits in college level mathematics.

5. Complete at least 6 hour credits in college level English composition and literature.

6. Successfully complete initial field and clinical experience hours, as outlined in the curriculum and/or program of study.

7. Submit two (2) recommendations from professional education faculty.

8. Submit the results from a current tuberculosis screening administered within the last two years.

9. Possess professional liability insurance. The policy shall be a minimum of $1,000,000.00 per claim and $3,000,000.00 aggregate.

10. Submit a resume.

11. Obtain current background clearances: Act 34 (Request for Criminal Record Check), Act 151 (Child Abuse History Clearance), and Act 114 (Federal Criminal History Record). Clearances are current if provided within one year of the date issued on the form. Any clearance with an infraction will trigger a “Program Review Counseling Session” by the College of Education.
Monitoring of Initial Teacher Education Preparation Programs

Monitoring begins upon undergraduate or graduate admission to Bloomsburg University and continues through graduation. Maintain contact with your program advisor each semester for assistance in the monitoring process. For continuation in teacher education programs at Bloomsburg University.

ALL candidates must:

1. Maintain an overall cumulative grade point average of 3.0. Any undergraduate students falling below the criterion will be placed on probation for one semester. Probationary students have one semester to re-establish the required GPA or they will be dismissed from the teacher education program. If dismissed, the candidate must reapply for admission to the program after required criteria are met. Any graduate student falling below the criteria will adhere to the requirements established in PRP 3565.

2. Complete all professional education, specialization, and communication courses, as specified by your program of study, with a grade of C or better. (The grade of C- [-minus] does not meet this criterion.) Graduate students must adhere to the grade requirements established in PRP 3565 or those established by their graduate program and specified within their application packet.

3. Successfully complete field and clinical experience hours in diverse settings (urban and/or non-urban) and working with diverse populations (ELL, exceptionalities, gender, race/ethnicity, socio-economic status) as defined by NCATE.

4. Maintain a current tuberculosis screening administered within the last two years.

5. Maintain professional liability insurance. The policy shall be a minimum of $1,000,000.00 per claim and $3,000,000.00 aggregate.

6. Maintain contact with their academic advisor each semester to monitor completion of program requirements and matriculation.

7. Obtain Act 34 (Request for Criminal Record Check), Act 151 (Child Abuse History Clearance), and Act 114 (Federal Criminal History Record) clearances if required for a class or field-based experience.

Eligibility for Student Teaching/Graduate Practicum and Internships for Initial Certificate Programs

Eligibility for student teaching and clinical experiences will be determined during the scheduling period prior to the student teaching and clinical experience semester.
Students must attend a student teaching orientation session and complete the required application for student teaching prior to the established deadlines. All criteria listed in items 1-7 above must be completed for participation in any practicum or student teaching experience. All candidates must obtain current background clearances: Act 34 (Request for Criminal Record Check), Act 151 (Child Abuse History Clearance), and Act 114 (Federal Criminal History Record). Clearances are current if provided within one year of the date issued on the form. Any clearance with an infraction will trigger a “Program Review Counseling Session” by the College of Education.

Exit from Initial Teacher Education Preparation Programs
Documented Competency in Student Teaching/Graduate Practicum and Internships

**ALL** candidates must have:

1. Written evaluations by cooperating teachers.

2. Written evaluations by university supervisors.

3. Earned grades of C or better for undergraduate candidates. (The grade of C-[minus] does not meet this criterion.) Graduate candidates must follow appropriate program guidelines as outlined in PRP 3463 and 3565.

4. Obtained two evaluations during student teaching using PDE 430 form, Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice, with satisfactory or above ratings.

5. Received evaluations during student teaching/practicum using the Final Evaluation Form, as appropriate, and as described in the Bloomsburg University Student Teaching Handbook.

Documented Competency and Completion of Program Requirements for Graduation

**ALL** candidates must have:

1. Completed all coursework within the prescribed professional education curriculum with a cumulative grade point average of 3.0.

2. Completed and documented an approved experience in diversity as required by the College of Education.

3. Demonstrated competency with grades of C or better (the grade of C-[minus] does not meet this criterion) and the fulfillment of “Competency in
Student Teaching” and “Student Teaching Requirements” as outlined in the Bloomsburg University Student Teaching Handbook.

4. Obtained two evaluations during student teaching using PDE 430 form, Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice, with satisfactory or above ratings.

5. Certification is not a requirement to exit the program. In order for initial (first) certificate candidates to be eligible to apply for Pennsylvania Department of Education (PDE) Instructional Level I certification, candidates must have completed a bachelor’s degree, completed a PDE-approved teacher preparation program, and passed their program’s Praxis I and Praxis II assessments. Qualifying (passing) scores are established by the Pennsylvania Secretary of Education (See www.teaching.state.pa.us/teaching/ and choose “Testing Requirements”). Graduate students earning initial certification must meet the specific requirements of their program. Bloomsburg University does not certify candidates, but does recommend candidates for certification by verifying candidate competence in their professional education program including graduation. Candidates MUST complete PDE 338C and PDE 338G forms and submit them to the Certification Office within the College of Education before they can be recommended for Pennsylvania certification.

**Noncompliance**

A candidate may be removed from their program, student teaching, practicum and/or internship based on the following:

1. If Act 34 (Request for Criminal History Record), Act 151 (Child Abuse History Clearance) or Act 114 (Federal Criminal History Record) report any incidents.

2. Failure to comply with school district and/or university policies and procedures, including any violation of the law.

3. If a criminal infraction occurs during student teaching, practicum/and or internship

4. Unsatisfactory level of competency.

Note: Students are provided with a system by which to grieve complaints of alleged academic injustices through the Teacher Education Admission, Progression, and Retention Board of the School of Education.
**Summary of INITIAL Program Transition Points:**

There are a number of transition points and assessments to monitor candidate program progress. Transition points are pre-determined benchmarks where progress is measured to ensure mastery of critical competencies.

Key transition points include:

1. Acceptance to Pre-teacher Education (PTE)
2. Admission to Teacher Education (PS)
3. Recommendation for Student Teaching
4. Completion of Student Teaching
5. Graduation
6. Certification

(PRP #3810)

**Library Book and Materials Selection Policy**

It is the policy of Bloomsburg University -- through the Harvey A. Andruss Library -- to select, commensurate with budgetary, staff, and space allocations, books and non-book materials which support:

1. Aims and objectives of the University.
2. Content of courses offered in the curricular programs.
3. Teaching methods of faculty members.
4. Research programs of graduate students at the Master's level.
5. Research programs of faculty members.
6. Special needs of students and faculty, including general enrichment and leisure reading.
7. Other University commitments.

In the fulfillment of these objectives, selections of books and materials is considered to be a cooperative responsibility, with participation and recommendations of Library faculty, teaching faculty, administrative faculty, non-instructional staff, and students. Ultimate responsibility for overall selections and quality of library materials rests, by virtue of the position, with the Dean of Library Services.
The University administration and those charged with responsibility for selection hold to the tenet that professional integrity and responsibility to the academic community served by the library involves the freedom to have access to a wide spectrum of significant material available, as long as:

1. The educational objectives of the University are supported.
2. All sides of controversial or partisan issues are represented.

The Collection Development Policy of Andruss Library applies equally to all book and non-book materials, whether acquired by purchase, gift or exchange. Gift and exchange materials will be accepted according to the guidelines in the Gift and Exchange Policy of Andruss Library.

The University subscribed to the purposes expressed in the Library Bill of Rights adopted by the American Library Association.

(PRP #3820)

**Book Gift and Exchange Policy**

Gifts of books, periodicals, and other non-book materials will be accepted by the Andruss Library only if the items meet established criteria. They will be examined in terms of the selection policy, and the material added will be those that meet selection standards. The Andruss Library participates in the State-Wide Institutional Exchange Program.

(PRP #3824)

**Library Book and Materials Withdrawal**

Through the standard library practice of selective weeding, books and materials which are no longer necessary will be withdrawn from the Harvey A. Andruss Library collection. Ephemeral and superseded materials, such as newspapers, periodicals, pamphlets and various types of reference publications, will continue to be discarded routinely as unneeded items. Books and materials which are judged to be beyond repair will either be replaced, if possible, or discarded if no longer needed. If a book is considered to be necessary and a replacement copy is not available, the book will be retained as a non-circulating copy. Specific titles not needed by the library, such as obsolete, superseded, or unwanted duplicate materials, requested for use by other departments on campus will be withdrawn from the library holdings and sent to those departments. All other materials will be discarded per current state-wide policy directives.
**Student Disruptive Behavior Policy**

**Introduction**
The ultimate goal of this policy is to create a safe learning atmosphere of mutual respect and courtesy, conducive to clarity of thought. Instructors and students are expected to treat each other with respect for their scholarly intentions, which are noble and worthwhile pursuits. It is the instructor’s right and responsibility to maintain an appropriate environment for learning, with the expectation of support from the university administration. In order to facilitate an environment that allows for optimal student growth and enrichment through instruction and interaction, this policy has been developed to assist with classroom management as it specifically addresses disruptive behavior.

**Definitions**
For the purposes of this policy, the following definitions apply:

Instructor — all persons authorized by Bloomsburg University to conduct instruction, advisement, or guidance of students enrolled in the university’s courses or programs, including invited speakers and guests.

Instructional Setting — any classroom, laboratory, office, library, or other environment in which instruction is scheduled or offered under the auspices of the University.

Police — for incidents occurring on campus, this will generally refer to the Bloomsburg University Police. For incidents occurring off campus, this may refer to police authorized to act at that location.

Disruptive Behavior — behavior that a reasonable instructor would view as interfering with normal academic functions. This may include, but is not limited to:

- Verbal, physical, or psychological threats, harassment, and physical violence
- Refusal to comply with reasonable instructor directions
- Repeatedly arriving after class has begun or leaving class early
- Distractive talking, including speaking out of turn or monopolizing discussion
- Use of any electronic device not related to class during the class period
- Disruptions in online conversations as part of a distance education or web-based class
- Use of alcohol, tobacco products, or controlled substances
- Activities not germane to the content and work of the class in session. Examples include activities such as reading the newspaper, doing homework
for other classes, etc., that are not directly related to/appropriate for the class in session.

**Behavioral Expectations in the Educational Setting**

All Instructors are highly encouraged to articulate clear behavioral expectations for students in their respective course syllabi. To prevent disruptive behavior, the following should be reasonably expected of all students in the educational setting:

- Acting in a responsible and respectful manner
- Attending classes and paying attention. Students are responsible for any material presented in class. Students may expect the instructor to clarify material already taught but not to re-teach the material missed.
- Coming to class on time and staying until dismissed. If a student has to enter class late, he or she should do so in a manner so as not to disrupt the class. Students should not leave a class once it has begun unless it is absolutely necessary. This applies to testing situations as well, until the student has completed the test.
- Respecting the right of others to speak uninterrupted. Students must allow others time to give their input and ask questions. Students should not stray from the topic of the class discussion.
- Turning off unnecessary electronic devices before class begins. Students should ask permission of the instructor for any electronic devices used in the classroom, except those medically necessary (such as hearing aids, etc.).
- Focusing on class material during class time. Sleeping, talking to others, showing audible and visible signs of restlessness or boredom, doing work for another class, reading the newspaper, checking e-mail, and text messaging are unacceptable classroom behaviors.
- Waiting until the instructor has dismissed class to pack class materials so as not to miss important closing information
- Expressing disagreement civilly, when and if disagreement occurs

**Procedures to Follow When Disruptive Behavior Occurs**

Nothing in this policy prohibits an immediate call to the police or referral of the matter to another policy office, as determined to be appropriate by the instructor.

**Step 1 — Informal Resolution (Instructor’s Response to the Disruptive Behavior)**

Student behavior disruptive of the instructional setting will not be tolerated. If a student’s behavior is deemed disruptive by an instructor, the instructor can direct the student to refrain from the disruptive behavior and warn the student that such disruptive behavior can result in disciplinary action. If, in defiance of this warning, the disruptive behavior recurs, the instructor has the right to remove the student from the classroom for that class period. In extreme cases, if the student refuses to leave after being requested to do so, the instructor can summon the police to remove the student. Incidents in which the student ceases the disruptive behavior will be
considered informally resolved, with no further action necessary. Incidents in which
the instructor removes the student from the classroom, or in which the police remove
the student, will require formal resolution, as defined below.

**Step 2 — Formal Resolution (When Student Is Removed From the Classroom)**
If this occurs, the Instructor has the option of meeting with the student prior to the
next class to provide the student with a clear and concise explanation of the
behavior/action that led to his/her dismissal from the class, and of what is expected of
the student before permission will be granted by the instructor for readmittance. In
extreme cases, the instructor can choose not to meet with the student, and can refer
the incident to the administration for resolution. When this happens, the Instructor
should document the incident by completing a Disruptive Classroom Incident Report
(located on the Bloomsburg University “S” drive) and forwarding copies to the
Department Chair, Dean of the College, and the Office of Student Standards before the
next class meeting. The Office of Student Standards shall provide the student with a
copy of the report. The instructor can exclude the student from the classroom or other
instructional site pending resolution of the matter by: (1) informing the student of the
exclusion, (2) informing the student of his/her rights to request an expedited review of
the exclusion, and (3) by immediately referring the matter to the Office of Student
Standards by submitting the Disruptive Classroom Incident Report and informing the
appropriate Dean of the College. If such exclusion occurs, and if the student requests a
review, the Office of Student Standards shall review the exclusion within three
business days of the date the student requests the review. The Office of Student
Standards, in such cases, will be charged with investigating the incident and deciding
whether the student will be readmitted to the classroom. The Office of Student
Standards will promptly communicate its decision to the instructor and student.

**Step 3 — Appeals Process**
In situations in which the student does not agree with the decisions rendered in the
formal resolution, the student has the right to grieve the outcome by following the
procedures set forth in PRP 3592 (Academic Grievance Procedure). In situations in
which the instructor does not agree with the decision granted in the formal resolution,
the instructor has the right to appeal the outcome to the Provost.

**Step 4 — Final Resolution (Possible Sanctions)**
To provide final resolution of incidents of disruptive behavior in the classroom, the
agents of the university listed below, acting in their official capacities, are granted their
respective enumerated authorities:

The Instructor is authorized to:

1. Issue a warning to a disruptive student
2. Remove a disruptive student from the classroom
3. Call the police to remove a disruptive a student from the classroom, in extreme cases
4. Exclude the disruptive student from the instructor’s classroom or instructional site pending expedited review and decision by the Office of Student Standards
5. Sanction the disruptive academically, if course participation is a component of the final grade and is indicated in the course syllabus

The Office of Student Standards is authorized to:

1. Issue a warning to a disruptive student
2. Enforce educational sanctions on the disruptive student, such as classes, papers, or community service
3. Place the disruptive student under disciplinary probation
4. Suspend the disruptive student from classes
5. Expel the disruptive student from the university
6. Exclude the disruptive student from any part or all of campus

The Dean, Provost, and or President are authorized to:

1. Suspend the disruptive student from classes
2. Expel the disruptive student from the university
3. Exclude the disruptive student from any part or all of campus

Documentation
Instructors should be aware that notes of dates, times, witnesses, and details of incidents of disruption, and the impact of the disruption on those present, may be important in any future proceedings which may be necessary. Referrals to the Office of Student Standards require official written documentation including factual and descriptive information, accompanied by the Disruptive Classroom Incident Report. The student is entitled to have a copy of this documentation.

(PR#3881)

Institutional Review Board (IRB) for Human Subjects Research

Bloomsburg University recognizes its ethical and legal responsibilities to provide a mechanism to protect individuals involved as subjects in research conducted under the auspices of the University. Research, as defined by the Bloomsburg University Graduate Council Research Committee, is the systematic inquiry/investigation of a specified problem or set of problems with the goal of advancing the discipline. Therefore, all research involving human subjects will be reviewed, prior to the initiation of the research, through the procedures set forth by the University and
directed by the Institutional Review Board (IRB). Failure to submit research for review and approval is a violation of Bloomsburg University policy.

**Rationale**

The University policy entrusts the investigator with the primary responsibility for protection of individual subjects. The University assumes the responsibility for ensuring the conditions for protecting human subjects as required by the National Research Act, Public Law 93-348 and implemented by the Department of Health and Human Services (Title 45 CFR 46, Protection of Human Subjects, as amended and by other Federal agencies with appropriate jurisdiction.) The complete document can be reviewed on-line at the National Institutes of Health Office of Human Subjects Research, Regulations and Ethical Guidelines. (Note: this will be hyperlinked to http://ohsr.od.nih.gov/guidelines/index.html in the final policy.)

The University assumes responsibility for encouraging research activities to benefit advancement of knowledge of human conditions and, at the same time, protecting the rights and welfare of human subjects, the investigators, and the University. This includes assuring the scientific validity of the research methodology as it relates to the protection of human subjects. University faculty, staff, and students conducting human subject research are responsible to comply with this policy and all federal regulations. The IRB reserves the authority to suspend or terminate approval of research that is not being conducted in accordance with the Bloomsburg University IRB policy #3990

**Structure**

The IRB has the responsibility and authority to review and approve all research involving human subjects. All proposals in the "Exemption from review" category will be processed by the Director of the Office of Research and Sponsored Programs and the Assistant Vice President and Dean of Graduate Studies and Research. They may be aided in the reviews by members of the IRB committee.

**IRB Membership**

The IRB shall be appointed by the Provost and Vice President for Academic Affairs. Federal guidelines indicate that members should possess a sufficient background to be able to look at ethical issues and the committee should contain a balance of males and females. A committee comprised of the current IRB Chair, the Director of the Office of Research and Sponsored Programs, and the Assistant Vice President and Dean of Graduate Studies and Research, in consultation with the appropriate college dean, will determine the faculty to be recommended to the Provost to fill the five federally required roles. College representatives will be selected by each college dean from the faculty and recommended to the Provost.

All those considered for membership will have a demonstrated record of research/scholarly activity and/or previous IRB experience, and agree to participate
fully in the work of the IRB committee. In compliance with federal guidelines, voting members will be appointed to fill the five federally required roles of (1) science representative, (2) non-science representative, (3) ethicist, (4) diversity issues representative, and (5) a representative from outside the university. In addition to those five mandated positions one voting representative from College of Business, College of Professional Studies, College of Science and Technology, and College of Liberal Arts will be appointed. Thus the IRB membership roster will consist of 9 voting positions.

As allowed by the federal guidelines, an alternate will be appointed for each position, bringing the IRB membership list to a total of 18 individuals. These alternate members are encouraged to participate fully in the work of the IRB committee and are eligible to review expedited proposals. Alternates will vote on occasions when a voting member is absent or when the area of expertise needed for the review is closer to that of the alternate than the voting member. All members must complete the National Institutes of Health IRB Computer-Based Training Course or equivalent before being eligible to vote.

The term of office will be staggered two-year terms. The Assistant Vice President and Dean of Graduate Studies and Research and the Director of the Office of Research and Sponsored Programs will serve as ex officio, non-voting, members. The chair will be elected yearly by and from among the voting members of the IRB.

Administration
The University official responsible for carrying out or delegating executive functions is the Provost and Vice President for Academic Affairs. The executive functions include developing and modifying policy to conform to laws and regulations; providing continuing education for personnel with respect to policy; and providing administrative support and legal assistance to the IRB.

Procedures
Researchers must describe their proposed research to the IRB in enough detail that the potential adverse effects and benefits to human subjects can be evaluated. The IRB forms and procedures provide a means for researchers, subjects, the University, and community to communicate clearly and responsibly about the risks and benefits of research involving human subjects and informants. Copies of all IRB forms and corresponding documentation will be stored by the Office of Research and Sponsored Programs and will be available to the IRB Chair, the Assistant Vice President and Dean of Graduate Studies, the Provost and Vice President for Academic Affairs, relevant federal agencies, and others approved by the Provost and Vice President for Academic Affairs.

Three principles guide the review process:

- Subjects must give their informed consent to participate in research;
 Researchers must provide and protect subject confidentiality;
 Potential risks to subjects must be balanced by potential benefits of the research.

The review process uses the concept of minimal risk to decide the extent to which subject interests warrant formal and extensive review of research proposals. Minimum risk is defined as "the risks anticipated in the proposed activity, are not greater than those ordinarily encountered in daily life or during performance of routine physical or psychological tests." Risks to subjects are minimized (1) by using procedures which are consistent with sound research design and which do not unnecessarily expose the subjects to risk, and (2) whenever appropriate, using procedures already being performed on subjects for diagnostic purposes.

The IRB classifies research into three categories based on the need to ensure that research conforms to the above principles. These categories are Full Review, Expedited Review, and Request for Exemption from Review. These review categories are discussed in detail in the Guidelines for Human Subject Research.

**Basic features of each category are:**

**Full Review -** A Full Review occurs when the IRB reviews the proposed research and meets with the principal investigators to discuss and evaluate the impact on human subjects. After review IRB members vote to approve or disapprove the proposal. Full Reviews are conducted for proposed research that involves more than minimal risk or where very careful evaluation or risks and benefits is appropriate, minors or vulnerable populations are subjects, or where adverse impact on subjects may occur due to research activities. For example, research exposing subjects to threats to dignity, physical or emotional injury or discomfort, legal liability or arrest, damage to financial or social standing, or procedures in which subjects experience stress or have their behavior, attitudes or beliefs manipulated by researchers must undergo Full Review. Approval is by majority vote in all cases.

**Expedited Review -** Expedited Review occurs when at least two members of the IRB, designated by the chairperson, review the proposal and independently indicate their approval or disapproval. Researchers are not required to meet with reviewers. Reviewers frequently give written comments advising the researcher on ways to enhance the protection of human subjects. Reviewers may ask for more information or require changes in procedures to enhance the provisions for informed consent, confidentiality and risk/benefit balance. Expedited research involves minimal risk to subjects but involves procedures with potential impact on subjects; such as the collection of body samples or physiological data, video or voice recordings, or studies involving vulnerable populations or sensitive issues.
Exemption from Review - A Request for Exemption from Review may be received by the IRB. Researchers must complete and submit the same forms and documents required for the other review categories. These forms provide reviewers with the information needed to evaluate whether the research qualifies for exemption from review. Exempted research involves research on effectiveness of or the comparison among instructional techniques, curricula, or management methods, the use of educational tests, or the study of existing data.

Student Research - Student research activities are governed by both the requirements of good research and the regulations of the Bloomsburg IRB. Student research is any systematic data collection and recording process done by students that is subject to interpretation and dissemination to solve a problem or advance understanding of a discipline. Dissemination occurs whenever information goes beyond registered students or assigned faculty or supervisors for the course. Examples of student research include the collection of data for a thesis, honors paper, or departmental paper or data collected for publication, distribution, presentation, or that is publicly available beyond the course environment. It is the responsibility of faculty members overseeing student research activities to ensure that the students meet the professional standards of the discipline and also conform to Policy 3990 and IRB procedures.

Procedures for Appeal
In the event a proposal is not approved at the exempt or expedited level, the researcher may request a full review of the protocol by the IRB.

Procedures for noncompliance - Investigators are admonished to remember that the university policy entrusts the investigator with the primary responsibility for protection of individual subjects. It is the individual investigator's responsibility to be in compliance with this policy. The IRB is the only body authorized to take action when a researcher is in noncompliance with PRP #3990. Noncompliance includes:

- failure to submit applicable research involving human subjects for review and approval to the IRB;
- failure to conduct research according to the approved protocol as it relates to the protection of human subjects;
- failure to immediately notify the IRB when research activity results in an unexpected adverse impact on the subjects.

Allegations of noncompliance (either written or oral) should be directed to the chair of the IRB. The IRB will investigate allegations of noncompliance, maintaining confidentiality in all matters. Only voting members will participate in the investigation. In the event that allegations are substantiated, the IRB will terminate approval of the research and recommend to the Assistant Vice President for Graduate Studies and Research that the research be terminated. These decisions will be communicated to
the researcher and the appropriate federal agency or funding agency, if appropriate, by the Assistant Vice President of Graduate Studies and Research. A decision to terminate research may be appealed to the IRB within 15 days of notification.

(PRP #3990)

Course Assignments Involving Human Subjects

Student research conducted within an academic course may be categorized as either a course assignment or disseminated research. If the student research is categorized as a course assignment, the data collection and interpretation is for pedagogical purposes only and is contained wholly within the course environment. Such data is gathered without the intention of disseminating it beyond the instructor and students of the course. Disseminated research occurs whenever information is formally presented (e.g. poster, oral or written) to any audience beyond the course. Disseminated research must be reviewed under Policy 3990. All research course assignments must still be planned and carried out with a due consideration of the University's ethical and legal responsibility to protect individuals involved as the subjects of these activities, especially when exposed to more than a minimal risk. Student research which involves specialized populations as subjects (for example; pregnant women, fetuses, abortuses, prisoners, individuals with physical or mental disabilities, minors, economically or educationally disadvantaged, or institutionalized individuals) is always considered to be above minimal risk. (Minimal risk is defined as "the risks, anticipated in the proposed activity, are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or test.") Suitable precautions must be taken to ensure the confidentiality of the results of any procedure pertaining to a particular person who is a participant in the activity.

Role of faculty in supervising student research categorized as a course assignment:

A. It is the responsibility of faculty to determine, prior to giving an assignment, whether a project falls within the area of course assignment or disseminated research. Disseminated research must be reviewed under Policy 3990. Student research originally conducted as a course assignment may not later become disseminated research. No IRB (Institutional Review Board) approval will be given after the fact.

B. It is the responsibility of the faculty to discuss research ethics with the class in the context of the assignment prior to the initiation of data collection.

C. It is the responsibility of faculty to monitor student projects from beginning to end for impact on human subjects. Special attention should be paid to maintaining confidentiality, minimal levels of risk, the freedom to withdraw, and informed consent.
D. It is the responsibility of faculty to report unexpected adverse effects on human subjects to the department chair.

(PRP #3991)

Animal Subjects Research

Bloomsburg University recognizes its ethical and legal responsibility to provide a mechanism to protect animal subjects used in research under the auspices of the institution. Since 1982 Bloomsburg University has maintained an Assurance of Compliance with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Assurance #:A3043). As specified under this assurance, an Institutional Animal Care and Use Committee (IACUC) was formed and maintains a program for activities involving animal research in accordance with the National Institutes of Health Guide for the Care and Use of Laboratory Animals.

Responsibility of the IACUC
The members of the IACUC (a) review annually the institution's program for humane care and use of animals; (b) inspect at least twice annually all of the institution's animal facilities; (c) review concerns involving the care and use of animals; (d) review protocols of research conducted at the university that involve animal subjects; (e) approve/require modification in or withhold approval of those sections of the protocol related to the care and use of animals as set forth in the PHS Policy; (f) notify in writing the investigators and the institution of its decision to approve or withhold approval of research protocols; (g) make written recommendations to the Dean of the College of Liberal Arts and the Dean of the College of Science and Technology regarding any aspect of the institution's animal program, facilities, or personnel training; (h) maintain minutes of the IACUC meetings, records of proposals, and proposed changes in the care and use of animals.

Administration
The IACUC reports directly to the Assistant Vice President for Graduate Studies and Research who in turn reports to the Provost and Vice President for Academic Affairs and the President of the University. The IACUC is authorized to suspend activities involving the care and use of animals as set forth in the PHS Policy.

IACUC Membership
Members of the IACUC shall be appointed by the Provost and Vice President for Academic Affairs and the President of the University for a three-year term. Federal guidelines require that the IACUC must consist of at least five members. At least one member must not be involved in animal research. At least one member must not be associated formally with the university. At least one member must be a veterinarian. The veterinarian may also serve as the member not affiliated with the university. The
remaining members of the IACUC will be faculty actively involved in animal research. A chairperson will be elected by the members of the committee and will serve for one year.

**Applicability**
Any individual conducting research employing vertebrate animals as subjects must submit an Animal Research Protocol Form to the IACUC. A research project is any activity designed to uncover new information and should not be confused with classroom demonstrations or projects where the sole purpose is to instruct students in methods of experimentation; however, all classroom demonstrations that involve surgical procedures, animal discomfort, anesthesia, or euthanasia must submit an Animal Research Protocol. The Protocol must be submitted whether or not the project is funded by a federal grant. In order to assure that research activities do not unnecessarily duplicate previous research without scientific rationale or justification, a new Protocol must be submitted for every research project or classroom demonstration, even if an identical Protocol has been previously approved. The Animal Research Protocol Form will ask each individual conducting animal research to include the scientific rationale for any duplication of an activity and a description of the appropriateness of the number of animals being used.

**Protocol**
An Animal Research Protocol Form may be obtained from the Grants Office in Waller Administration Building. Five copies of the Protocol should be submitted to the chairperson of the IACUC. The name of the chairperson of the IACUC may be obtained by calling the Director of Grants at extension 4129. An Animal Research Protocol will be reviewed by one or more committee members. If the Protocol is not approved, it will be given a full committee review for further consideration. If a full committee review is conducted, approval of the project may be granted only after approval vote of a majority of the quorum present. The Protocol must be acted upon within two weeks of submission. The purpose of the IACUC is to address concerns directly related to the health and welfare of animals such as the procedures used to avoid or minimize discomfort, the proper use of sedation or methods of euthanasia. The purpose of the review is not to evaluate the scientific merits of the proposal. Copies of reviewed Animal Research Protocols will be maintained by the Grants Office.

(PRP #3995)

**Student Harassment Policy and Procedure**
The university will not condone behavior that is destructive of another individual regardless of consent. Harassment of another person may be social, physical, mental, racial, or sexual. Due to the sensitivity and complexity of some harassment complaints, special consideration of the judicial structure is necessary.
Students making a complaint of harassment against another student should contact a member of the Center for Counseling and Human Development faculty, or Residence Life staff members, including Residence Advisors. The specific purposes of the initial complaint session are:

1. To provide the student with the opportunity to explore personal feelings with confidentiality and impartiality;

2. To review the complaint for further clarification for the individual;

3. To discuss the options according to the procedures for handling harassment complaints;

4. To clarify for the student his/her legal rights outside the university, and responsibilities and limitations of the university receiving and dealing with such complaints;

5. To clarify for the student his/her rights and responsibilities as the individual initiating such a complaint.

After the student's initial concerns have been addressed and the above areas reviewed, the following courses of action are available to the student:

1. The student may lodge a verbal complaint (informal stage) when he/she wishes only to discuss the incident with a member of the Student Life Staff mentioned earlier. Confidentiality of the name of the student lodging the verbal complaint will be protected. However, when the health and safety of students are involved, it is the responsibility of the individual receiving the complaint to report the behavior to the director of student standards.

2. The student may lodge a complete written or taped statement (formal stage) after the initial session with the individual indicated in section one. This detailed statement will be given directly to the Dean of Student Life. The formal stage will be handled in the following manner:

   a. A meeting(s) will be arranged which will include the Dean of Student Life, the accused individual(s), and the person who received the complaint. The purpose of this meeting is to inform the accused of the complaint and to discuss the complaint with the accused.
b. As a result of this meeting(s), and following the university's judicial officer's consultation with the accused and/or complainant, one of the following may occur:

- The complaint made by the complainant may be withdrawn and no further action taken.
- An informal reprimand may be issued to the accused by the Dean.
- A formal hearing may be initiated by either party according to the Due Process and Procedures for hearing in the Pilot and the Procedural Guidelines for the Ad Hoc Harassment Board. (verbal warning with written documentation placed in their student file).

c. If evidence strongly indicates that the accused may endanger self or others, the Dean of Student Life may recommend to the Vice-President for Student Life that the accused be temporarily suspended pending a formal hearing.

d. The accused will be advised by the Vice President for Student Life his/her right to choose the formal adjudication process, i.e., administrative hearing or Ad Hoc Harassment Board hearing. Note: The formal process will be concluded at any point where the accuser withdraws from participation in the process.

(PR#4020)

**Student Employment/Payment from Grants Account**

Bloomsburg University students may be employed and paid from grant funds received by the University. In order to comply with both University regulations and requirements of the grant, the following procedures must be completed before a student begins work:

- Any planned reimbursement to students through grant accounts must be included as a budget line item in the approved grant.
- The student must complete the Free Application for Federal Student Aid (FAFSA) and Student Employment Application.
- The supervisor must have a signed Supervisor Agreement on file in the Financial Aid Office.
The supervisor completes a Grant Appointment Form, obtained from the Office of Research and Sponsored Programs.

The Financial Aid Office processes the Student Employment Application based on the terms of the Grant Appointment Form and issues a placement card to the supervisor.

The supervisor forwards the completed placement card to Student Payroll. If the student is not currently active in the student payroll system, payroll forms (I-9, W4, etc.) must be completed and submitted to Student Payroll prior to the student beginning work.

These procedures are necessary to avoid personal and institutional liability and to make adequate provision for payment of worker's compensation, Social Security, etc. Faculty and staff who are grant recipients or project managers are reminded that students are eligible for student employment regardless of financial status. Proof of financial need is not required but accurate record keeping of payment of students and the student employment program is necessary.

Questions regarding this policy should be directed to the Financial Aid Office.

(PRP #4722)

**Drug Policy**

It is a violation of State and Federal law for any individual to illegally possess, use, sell, manufacture or transfer controlled substances or similar drugs or to illegally dispense or transfer prescribed medications, drugs, or drug paraphernalia*. Exceptions may be made when used for research or for specific educational purposes as permitted by State and Federal law.

The following items represent the University's drug policy:

- It shall be the responsibility of Bloomsburg University faculty, staff, and students to make themselves aware of State and Federal laws and Bloomsburg University's drug policy.
- In accordance with Federal mandates, the University will communicate its position on, and the legal ramifications of, drug use and abuse to all students and employees.
- Students who violate this policy are subject to disciplinary action in accordance with the provisions in the Student Code of Conduct and independent of any external legal action. Sanctions may include suspension or expulsion from the University. Additionally, students whose actions in relationship to possessing or providing controlled substances/drugs are deemed at risk to the Bloomsburg University community are subject to interim suspension pending a judicial hearing in accordance with the provisions in the Student Code of Conduct.
administration of any drug to an unknowing individual shall incur a suspension of no less than one academic semester and may include a longer suspension or expulsion.

- University employees who violate this policy (in the course of their duties) will be subject to disciplinary proceedings as defined by the appropriate collective bargaining agreement or by the appropriate supervisor.
- Individuals who are not members of the campus community who violate the University's drug policy and whose actions are not in compliance with the orderly operation of the University will be prosecuted in accordance with State and Federal law and will be required to leave campus upon request of a University official.
- When the University and Student Affairs Office is notified by an official from another university/college or any police department of drug related misconduct, the student or group of students may be subject to Bloomsburg University's disciplinary proceedings.
- Bloomsburg University may disclose information to a parent or legal guardian of a student found in violation of this policy by a disciplinary hearing and then only in accordance with State and Federal laws.

* "Paraphernalia" as used in this policy is defined in United States Code, Title 21, and section 863.

(PRP #4805)

**Alcohol Policy**

It is the policy of Bloomsburg University that no alcoholic beverages are permitted on campus, in any university-owned buildings, or on university property, except in the private residences of those university officials and employees required to live on university property, and in the instance of university-sponsored events for which special permission is received within the guidelines of this policy.

For the purpose of this policy, students shall be defined as those who have matriculated at the University and have not yet graduated or officially withdrawn. The following items represent the university’s position regarding the student and non-student use of alcoholic beverages:

1. This alcoholic beverage policy will operate within the framework and in support of Commonwealth law regarding the use, sale, exchange, consumption or possession of alcoholic beverages. Those in violation of this policy will be dealt with in accordance with the University judicial policy and when applicable will be prosecuted in accordance with Commonwealth law.
2. The university will communicate its position on, and the legal ramifications of, alcoholic beverage use and abuse to all students, employees, alumni, and registered visitors to the campus.

3. It shall be the concurrent responsibility of members of the Bloomsburg University faculty, staff, and students to make themselves aware of the provisions of Commonwealth law and university policy related to alcoholic use and abuse.

4. University faculty, staff, and students who bring guests to campus (e.g., camps, conferences, seminars, workshops, meetings, etc.) are responsible for informing those individuals of the university alcoholic beverage policies.

5. Individual students and/or student organizations who host events on or off campus are responsible for the action and safety of their guests and must be aware of the liabilities assumed in providing and serving alcoholic beverages to others.

6. Non-students who violate the university's alcoholic beverage policy and whose actions are not in compliance with the orderly operation of the university will be prosecuted in accordance with the Commonwealth of Pennsylvania legal statutes. They will be required to leave campus and may not return for at least 24 hours. Non-students involved in on-campus violation of the alcoholic beverage policy are the responsibility of their host/hostess.

7. University employees who violate this policy in the course of their duties will be subject to disciplinary proceedings as defined by the appropriate collective bargaining agreement or by the appropriate supervisor.

8. University funds may not be used for the purchase of alcoholic beverages.

9. Advertising of off-campus events where alcoholic beverages will be served as an incentive for attendance is not permitted.

10. For off-campus events where alcoholic beverages are being served, the management of the facility chosen for the function has the legal responsibility for procuring identifications of those purchasing alcoholic beverages, and that such responsibility rests solely with the management of the facility.

11. When the Student Life Office is notified by an official from another university/college or any police department of alcohol related misconduct, the individual or group of students will be subject to university disciplinary proceedings.
12. Students or student organizations found guilty of violating the university alcoholic beverage policy will be sanctioned in relation to the severity of the incident and in accordance with the due process guidelines contained in PRP 4842:

- Students who are charged by a law enforcement agency with illegally selling alcohol to anyone or providing alcohol to minors shall face a campus judicial hearing. Sanctions may include a minimum suspension of one academic semester and may include a longer suspension or expulsion.

- Students whose actions in relationship to consuming, possessing, or providing alcohol are deemed at risk to the university community are subject to interim suspension pending a judicial hearing in accordance with provisions in the Student Conduct Code and Judicial Process.

- Individual students involved in other violations of this policy will be dealt with through the judicial processes outlined in PRP 4842. Sanctions may include probation, suspension or expulsion. Guidelines for sanctions will be determined by the Director of Student Standards or his/her designee and will be published in the The Pilot.

- Organizations recognized by the Community Government Association (CGA) and the University, including co-curricular, extra-curricular, Greek-letter, and athletic teams, which are found in violation of furnishing and/or selling alcohol to minors, will face a judicial board hearing. Organizations found responsible may be suspended for no less than one semester and may include a longer suspension or permanent loss of recognition. Individual students involved will be held responsible as described in 12(c).

- Organizations recognized by the Community Government Association (CGA) and the University, including co-curricular, extra-curricular, Greek-letter, and athletic teams, are prohibited from having multiple-serving containers (for example, a keg) of alcohol at any organization-sponsored event(s). Sanctions for organizations found in violation of 12(e) may include probation, suspension, or permanent loss of recognition.

13. Disclosure of information to a parent or legal guardian of a student regarding the use and possession of alcohol will be released only in accordance with federal and state law, and only after that student has been found in violation of this policy.
14. Alcoholic beverages may be served at university-sponsored events on campus, in special circumstances, where written permission has been obtained from the University President or his/her designee. Requests to serve alcoholic beverages on university property must be made in writing to the Office of the President no less than 10 working days prior to the event. The President may establish an advisory committee to develop evaluation criteria for approval of such events and make recommendations on specific requests.

(PRP #4810)

**Student Non-Academic Grievance Policy**

The purpose of the following procedure is to provide students with a system by which to grieve complaints of alleged injustices relating to violation, misinterpretation or discriminatory application of non-academic policies and procedures, and/or the conduct of professional, non-professional and student employees.

I. Informal Channels:

A. The student may first discuss the matter with the Non-Academic Grievance Coordinator to determine what steps to follow to resolve the complaint. The student may also consult the Center for Counseling and Human Development, Residence Life Staff and the CGA Student Rights and Freedoms Committee for counseling and advice.

B. In an attempt to resolve a complaint on an informal basis, the student should make every effort to first discuss the matter with the following individuals:

1. Individual being grieved or organization advisor.
2. Appropriate administrator/supervisor.

In order for the matter to be resolved expeditiously, the consultation(s) should take place as soon as possible after the alleged incident has occurred.

II. Formal Channels:

A. Students, who feel the informal consultations have not satisfactorily resolved the matter, may initiate a formal grievance by filing a Non-Academic Grievance Form with the Non-Academic Grievance Coordinator.

B. Upon receiving the form, the NAGC shall determine if it is in proper order, and shall contact the person against whom the complaint has been filed. That person will be supplied with a copy of the form, and informed that the Non-Academic Grievance
Board will be called to hear the case if the matter cannot be resolved within three class days of receiving notification of the student’s action.

C. If the two parties do not settle the complaint within three class days, the Board will hear the case within ten class days.

D. The grievant and respondent will be informed of the individuals who serve on the Board. Either or both party(ies) may request the disqualification of Board members whom they feel cannot be objective in this case.

E. If the complaint cannot be settled during the course of the hearing, the Board, in Executive Session, shall prepare a recommendation to the appropriate Vice-President. This shall be submitted within three days after the hearing.

F. Within five class days of receiving the recommendation, the Vice-President will take action consistent with it, or explain to the Board why it should not be implemented. The Vice-President shall notify both parties, in writing, of the decision and action taken. If extenuating circumstances (e.g. legal advice) dictate the need for additional time to reach the decision, the Vice-President will inform the grievant, respondent, and NAGC of such in writing.

G. The President has delegated the resolution of grievance to the Vice-Presidents.

III. Structure of Formal Channels:

A. The Non-Academic Grievance Coordinator (NAGC) shall be appointed from the Student Life or General Administration staff by a committee composed of the Vice-President for Student Life, Vice-President for Administration and CGA President. The CGA Council will have final approval of the appointment. The individual must be someone known for fairness and objectivity, and one who is familiar with policies and procedures directly affecting students. The NAGC will be responsible for ensuring that all procedural guidelines are met.

B. The Non-Academic Grievance Board shall consist of four students, two members of the Student Life staff and two members of the General Administration staff, selected by the NAGC from a pool of sixteen individuals (four on-campus students, four off-campus or commuting students, four members of the Student Life staff, four members of the General Administration staff).

1. Student members will be appointed by CGA upon a recommendation of a screening committee. Appointees must have a 2.5 GPA and 30 credits earned at Bloomsburg University.
2. Student Life staff will be appointed from at least two offices by the Vice-President for Student Life.
3. General Administration staff will be appointed from at least two offices by the Vice-President for Administration.
4. Not more than one manager will serve on the Board.
5. Members will be appointed to a one-year term, and may be considered for reappointment.

C. The Board shall select one person to serve as a voting moderator of the Executive Session. This individual will be responsible for transmitting the recommendation to the appropriate Vice-President.

D. Should the Board members become deadlocked in preparing a recommendation, the voting moderator will inform the appropriate Vice-President within three class days after the hearing. Hearing evidence and reasons or argument relating to the Board's inability to make a recommendation will be submitted also. This information is intended to provide background for the Vice-President's decision.

E. A Board member has the right and obligation to disqualify him/herself from a case in which a personal interest, association, affiliation or attitude might cause bias or jeopardize the Board's objectivity. Any member directly affected by said charges shall be automatically disqualified.

IV Non-Academic Grievance Hearing:

A. In keeping with the campus standards of due process, both the grievant and respondent have the following rights: to receive written notice of the time and place of the hearing at least 72 hours prior to the hearing; to receive a written notice of the complaint; to be accompanied by an advisor of one's choice; to present witnesses and other evidence; and to confront and cross-examine witnesses.

B. The hearing will be open only to the parties involved in the case.

C. A tape recording will be made at each hearing. Said tape will be kept as a confidential record in the office of the appropriate Vice-President for a period of one year.

D. The NAGC will serve as the neutral presiding officer, and shall conduct the hearing in a fair and orderly fashion.

E. At least six Board members (three students, three staff members) must be present for the entire hearing and to prepare the Board's recommendation.

F. If the respondent fails to appear, testimony shall be heard and a recommendation rendered. If the grievant fails to appear, the grievance will be dismissed.
G. If the claim lacks substantial evidence, the Board will dismiss the case.

H. No person shall suffer recrimination or discrimination because of participation in this procedure.

I. The full body of sixteen Board members with the NAGC will determine any other rules or procedures consistent with this document.

(PRP #4862)

**Identification Card Policy**

Identification cards are issued to all University students and employees and are intended to be used as the primary source of identification on University property and to access University services while providing a more secure University community. ID card functions include but are not limited to the following:

1. Access into University buildings, apartments and individual residence hall rooms.
2. Access to dining facilities for board plan, flex dollars, premium points, bonus points, and Husky Gold transactions.
3. Facilitating cashless transactions for campus vending, laundry, Student Health Center, University Bookstore and other University services that charge a fee.
4. Admittance into Community Government Association sponsored events and activities.
5. Signing out material from the Library.
6. General admittance into athletic events.
7. Admittance into the Student Recreation Center.
8. Basic identification purposes.

**Policy**

As the primary source of identification, cashless commerce and building access, students and employees are asked to carry their I.D. card with them at all times and to present it to the University Police or other University officials when requested in order to maintain student safety and the security of the University. It is a violation of the University Code of Conduct to manufacture false I.D. cards or to deface, alter or knowingly use altered or false I.D. cards. It is also a violation to misrepresent oneself in order to ascertain a false I.D. card. I.D. cards are valid as long as the holder is a continuing member of the University community.
Procedures
Students and employees receive a photo identification card free of charge when they are initially employed or enrolled at the University. The cost of replacement of lost or damaged I.D. cards or requests for a new card is $20. Students and employees must present another form of picture identification when an I.D. card is replaced to verify one’s identity. Identification Cards are the property of Bloomsburg University and can only be used for University purposes. I.D. Cards are not transferable. All questions regarding the Identification Card system or process of replacement cards should be directed to the BU Card Center, Elwell Residence Hall, 389-5410.

(PRP #4955)

Severe Weather Policy
In the event severe weather conditions threaten to disrupt class and/or administrative office schedules, the primary concern will be the safety and welfare of the students, faculty and staff. In such situations, the following procedure will be initiated:

- The vice president for administration and finance (or designee) will contact the Pennsylvania State Police and/or Pennsylvania Department of Transportation to ascertain the condition of roads.
- The vice president will confer with the Executive Director of Facilities Management to evaluate potential difficulties in keeping campus roads and parking areas cleared throughout the day.
- The vice president may confer with other members of the executive staff to develop a recommendation for the president on the status of classes/administrative offices.
- If severe weather conditions exist prior to the start of the class/administrative office schedule, a decision will be made by 5:15 a.m.

Definitions:

**Liberal Leave** - employees must utilize annual, personal or documented compensatory time for work missed if they choose to leave campus or not to report to work. Under conditions of liberal leave, all supervisors/department chairpersons will approve submitted leaves. Any employee who had leave scheduled prior to the cancellation/delay will be charged for that leave.

**Essential Employees** - Employees who occupy positions that have been designated as essential will be required to report to work regardless of the status of the remainder of the university workforce if so directed.
Compressed Classes - A class schedule that provides for the carrying out of instructional activity with shorter class periods as defined.

The president may invoke one of the following three options:

Bloomsburg University, Compressed Classes @ 10 A.M./Liberal Leave.
If the classes and/or administrative office day have yet to begin, the compressed class schedule will be put into effect. Essential employees must report at the regular time, unless otherwise directed by their supervisor. All staff employees must report on time or utilize liberal leave. The following provides the compressed class schedule:

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<th>Monday, Wednesday, Friday</th>
<th>Adjusted meeting time</th>
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<td>Classes beginning between</td>
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<td>8 to 8:50 a.m.</td>
<td>10 to 10:40 a.m.</td>
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<td>9 to 9:50 a.m.</td>
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<td>6 p.m. and later</td>
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<tr>
<th>Tuesday and Thursday</th>
<th>Adjusted meeting time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes beginning between</td>
<td></td>
</tr>
<tr>
<td>8 to 9:10 a.m.</td>
<td>10 to 11 a.m.</td>
</tr>
<tr>
<td>9:30 to 10:45 a.m.</td>
<td>11:10 to 12:10 p.m.</td>
</tr>
<tr>
<td>11 to 12:15 p.m.</td>
<td>12:20 p.m. to 1:20 p.m.</td>
</tr>
<tr>
<td>12:30 p.m. to 1:45 p.m.</td>
<td>1:30 to 1:30 p.m.</td>
</tr>
<tr>
<td>2 to 3:15 p.m.</td>
<td>2:40 to 3:40 p.m.</td>
</tr>
<tr>
<td>3:30 to 4:45 p.m.</td>
<td>3:50 to 4:50 p.m.</td>
</tr>
<tr>
<td>5 to 6:15 p.m.</td>
<td>5 to 6:15 p.m.</td>
</tr>
<tr>
<td>6 p.m. and later</td>
<td>6:30 p.m. to end of class</td>
</tr>
</tbody>
</table>

NOTE: 1 day/wk classes (4p, 4:30p, 5p) meets at 5p until end of class
Bloomsburg University, Classes Canceled/Liberal Leave.
This decision will be made prior to or during the class and/or administrative office schedule. If the class schedule has begun, classes may be curtailed for the remainder
of the day at a designated hour including evening classes. Essential employees must remain and/or report, unless otherwise directed by their supervisor, and all offices are open. All staff employees must report on time, remain at work or utilize “liberal leave”.

Bloomsburg University, Closed.
In extreme weather conditions the university will be closed. Essential employees must remain and/or report, unless otherwise directed by their supervisor. Other employees are not required to take leave nor report to work.

(PRP #5205)

Emergency Snow Regulations

1. Restricted Parking During Winter Months

   a. From November 15 to April 15, parking is prohibited on the main campus from 5:00 p.m. Friday to 6:00 a.m. Monday morning, when a snow emergency has been declared by the Administration. The ONLY exception is for faculty and staff who must work.

2. Emergency Snow Parking Areas

   a. Emergency Snow Parking Areas will be designated as the Waller and Haas lots.

   b. This area will be from south of Waller Lot (excluding East Centennial Lot), to the east side of Haas Center. These areas will be plowed first, so they must be vacated as soon as a snow emergency has been announced by the Administration. These lots will then become temporary parking areas for all vehicles. The two lower levels of the tri-level can be used for temporary parking for all vehicles until the designated parking areas are cleaned.

The No Parking rule from 2:00 a.m. until 6:00 a.m. weekdays, Monday through Friday, (Article IV of the Parking Regulations) will be in effect as always. The purpose of this is to facilitate early snow plowing and clean-up.

3. Official School Closing

   a. If classes are cancelled and/or the University is officially closed, then Sections 2a through 2b of Emergency Snow Regulations will be enforced.

4. Responsibility of Individual
a. It is the responsibility of the individual to ascertain whether or not any of the Emergency Snow Regulations are in effect by referring to the following media for information on school closing or class cancellation:

<table>
<thead>
<tr>
<th>Television:</th>
<th>Radio:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WNEP 16</td>
<td>WHLM/WJMW (FM 106.5/AM 550)</td>
</tr>
<tr>
<td>WBRE 28</td>
<td>WCNR (AM 1200)</td>
</tr>
<tr>
<td>WYOU 22</td>
<td>WKXP (FM 95.9)</td>
</tr>
<tr>
<td>WGAL 8</td>
<td>WBUQ (FM 91.1)</td>
</tr>
<tr>
<td>WHP 21</td>
<td>WKAB (FM 103.5)</td>
</tr>
<tr>
<td>WHTM 27</td>
<td>WPGM (FM 96.7)</td>
</tr>
<tr>
<td></td>
<td>WKOK/WQKX (FM 107.3 and AM 1070/FM 94.1)</td>
</tr>
<tr>
<td></td>
<td>WYGL/WLGL (FM 100.5 and AM 1240/FM 92.3)</td>
</tr>
<tr>
<td></td>
<td>WPPA/WAVT (AM 1360/FM 101.9)</td>
</tr>
<tr>
<td></td>
<td>WISL (AM 1480/FM 95.3)</td>
</tr>
<tr>
<td></td>
<td>WAZL/WZMT (AM 1490/FM 97.9)</td>
</tr>
<tr>
<td></td>
<td>WILK/WKRZ (AM 910 and 980/FM98.5 and 107.9)</td>
</tr>
<tr>
<td></td>
<td>WBAX (AM1240)</td>
</tr>
<tr>
<td></td>
<td>WQSM (FM 92.1)</td>
</tr>
<tr>
<td></td>
<td>WRAK/WKSB (AM 1200 and 1400/FM 102.7)</td>
</tr>
<tr>
<td></td>
<td>WHOT (FM 103.9)</td>
</tr>
<tr>
<td></td>
<td>WLYC/WILQ (AM 1050/FM 105.1)</td>
</tr>
</tbody>
</table>

(PRP #5207)

Safety Policy Statement

I. Scope:
University-wide
II. Purpose:
To provide a safe and healthful work place for all students, faculty, staff and visitors and to establish a written safety policy statement.

III. Program:

A. Bloomsburg University is committed to providing a quality education in an atmosphere that promotes the health and safety of all campus constituents. The focus is to develop a campus environment free of recognized hazards.

B. A safety program will be established and maintained under the leadership of the Safety Administrator. The Safety Administrator has primary responsibility for the development and implementation of the University's Safety Program and has the authority to immediately resolve issues of imminent danger.

C. The Safety Administrator is the designated Accident and Illness Prevention Program Coordinator.

D. Operating under the premise that accidents can be prevented, the University will strive to provide a safe and healthful environment through training and educational programs and the development of written procedures.

E. Supervision, at all levels, and departments, have the authority and responsibility to implement and enforce safety and health practices, regulations, policy and procedures. All employees, students and visitors shall observe safe practices, regulations, policy and procedures.

F. The campus safety philosophy will be that safety and health issues are shared by all.

G. A campus wide safety committee shall serve in an advisory capacity to the Safety Administrator.

(PRP #5221)

Mandatory Fire Drills within University Buildings

Fire drills shall be regularly conducted within all University buildings. The provisions of this policy shall be applicable to all University faculty, staff and students. The responsibility for the planning, enforcement, and conduct of these fire drills shall be assigned only to persons qualified to exercise leadership. These persons, as indicated below and on attachment 1 hereto, will jointly insure every modification in
detail of procedure to make the drills most effective for their intended purpose in any individual building.

- **University Safety Officer:** To insure an atmosphere of preparedness exists at all times.
- **Residence Hall Directors:** To plan, enforce, conduct, and report periodic fire drills within their respective residence halls.
- **Building Coordinators:** To plan, enforce, conduct, observe, and report periodic fire drills within their assigned buildings.

Fire drills shall be held with sufficient frequency so as to familiarize all building occupants with the drill procedures and to have the conduct of the drill a matter of established routine. Drills shall be held at unexpected times and under varying conditions so as to simulate the unusual conditions obtained in case of a fire.

- **Each Residence Hall:** At least one fire drill per month during occupancy.
- **Each Classroom Building:** At least one fire drill each semester. Classroom building fire drills will be conducted approximately ten minutes prior to the scheduled completion of the last morning class. Example: 11:45am (personal belongings should be taken when evacuating the building.)

Fire drills shall include suitable procedures that will insure that all persons in the building actually participate. Fire alarm facilities shall be used to implement all fire drills. Fire drills should emphasize orderly evacuation. Fire drills shall not include any fire extinguishing operations. All evacuees shall, once outside the building, remain a reasonable distance away from the building and all entrances.

The following personnel will report to the scene of the fire drill and standby for further instructions from competent authority:

- **During normal administrative hours:** All Law Enforcement personnel on duty and one maintenance representative, preferably an electrician.
- **During other than normal administrative hours:** All Law Enforcement personnel on duty.

A written report of each fire drill conducted will be prepared by the applicable resident dean or building coordinator immediately following the fire drill and furnished the University Safety Officer who will in turn, maintain an accumulative record of all fire drills conducted. The form illustrated below will be used for this purpose.

(PRP #5225)
BLOOMSBURG UNIVERSITY
Bloomsburg Pennsylvania
SAFTEY and LAW ENFORCEMENT
SUBJECT: Fire Drill Report
DATE:_________________________
TO: Safety and Law Enforcement
Attention: Safety Officer
Building:___________________________
Date of Fire Drill_____________________
Time To Evacuate Building:______________
Time of Fire Drill_____________________
Alarm system activated from Fire Alarm Station Number:____________
Unusual circumstances, if any, and comments or remarks:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Cc: Safety Officer Fire Marshall or Observer Conducting Fire Drill
Weapons, Firearms and Dangerous Devices Policy

Bloomsburg University of Pennsylvania is an institution of Higher Education and an instrumentality of the Commonwealth of Pennsylvania. The possession of weapons, firearms or dangerous devices at such an institution would be disruptive of the academic mission except when used for the purpose of the official preservation of safety and security by campus police and other law enforcement officers in the performance of their official duties. Weapons, firearms and dangerous devices are instruments capable of causing harm and injury to the campus population. Prohibition of such devices and instruments on University property is an attempt to reduce the possibility of injury to the campus population.

Accordingly, it shall be prohibited for anyone to possess or control weapons, firearms or dangerous devices at Bloomsburg University of Pennsylvania. This policy includes but is not limited to the following: firearms, ammunition, explosives, billy clubs, martial arts weapons, bows and arrows, sabers, swords, daggers, switchblades, knives used primarily for hunting purposes, fireworks, pellet guns, air guns, BB guns, stun guns, paint ball guns and/or any other devices whose primary purpose is to inflict serious bodily injury.

Exceptions to this policy may be granted in appropriate circumstances by the Director of University Safety and Police. Faculty, staff and students who bring hunting equipment or prohibited weapons to campus must register these items for storage in the University Police Department.

Failure to comply with the Weapons, Firearms and Dangerous Devices Policy will result in campus administrative or judicial actions.

(PRP #5240)

Smoking Policy

Preamble
The concerns of nonsmokers and smokers working together in a common work place have resulted in the need for a policy which addresses issues relative to smoking. This document is an application of the Governor’s Directive 205.19, “Policy on Smoking in State System Buildings and Facilities” and the August, 2009 PASSHE Statewide Guidelines/Revising Local Smoking Policies in Compliance with the Pennsylvania Clean Indoor Air Act. This policy defines Bloomsburg University’s local interpretation of these laws and regulations.
Bloomsburg University is dedicated to providing a healthy, safe and productive work and educational environment. This goal can best be achieved through ongoing efforts to protect nonsmokers and to help people adjust to restrictions on smoking. This policy is also intended to comply with all laws and regulations governing smoking in public places.

**Policy**

It is the policy of Bloomsburg University to respect the health concerns of people and the preferences of persons who object to tobacco smoke in public areas, buildings, and facilities. In recognition of the health hazards associated with tobacco smoke, smoking is permitted only at outside designated areas. These areas will have smoking urns in place within a reasonable distance of a building. Smoking is also permitted in personal vehicles. Selection of smoking sites will be within the PASSHE-Statewide Guidelines and in compliance with the Pennsylvania Clean Indoor Air Act. Smoking is permitted as defined above as long as tobacco waste is properly disposed. Disposal of tobacco waste on campus grounds is considered littering and may be subject to appropriate actions.

**Implementation**

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All Bloomsburg University employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the appropriate supervisor and/or to the Vice President of Finance and Administration for resolution.

(PRP #5253)

**Key Control Policy**

All requests for building keys and core changes, except on-campus residence halls and apartments, must be approved by the appropriate Department Chair director. The Key/Card Access Control Officer will have the authority to question the approval of any key or core change request. After review by the Key/Card Access Control Officer the request will then be forwarded to the Assistant Vice President for Facilities Management for final approval. Keys/Cards will be issued only for functional needs, not for convenience; and when function changes, old keys must be returned before new keys will be issued. Persons who lose keys must report such loss to the Key/Card Access Control Officer immediately, and then submit a new request for replacement keys/cards. Individuals terminating employment at Bloomsburg University must return all keys to Human Resources. Keys remain the property of Bloomsburg University and the Commonwealth of Pennsylvania.
The Bloomsburg University Facilities Management Department will issue keys. Employees will be notified when keys are ready and must sign for the keys at the Bloomsburg University Facilities Management Department. Keys will be held for ten (10) working days, after which a new request must be initiated.

After hours and maintenance entrance doors are established for each building by the Bloomsburg University Facilities Management Department. Keys for these doors are the only keys that will be issued for exterior doors, except to the University Police Department, the University Key Control Officer/Locksmith, and those individuals explicitly charged with the responsibility of opening and locking the building's exterior doors. No exterior door keys will be issued for buildings that have an electronically controlled door system installed. Said doors will have an "H" master key core installed that is accessible by the University Police Department and Locksmiths.

Key blocks or key keepers in various buildings provide individuals with access to areas other than those for which they have keys and alleviate the need for master keys. Block keys must be returned to reclaim individual keys on a daily (shift) basis, and are not to leave the building. No grand masters for the H keyway will be issued to anyone. Personnel requiring access to the H grand masters are the locksmith and police only.

Keys issued on a permanent basis should be retained in the sole possession of the authorized individual, not to be loaned to other faculty, staff, or students. Keys are to be returned to the Bloomsburg University Facilities Management Department for leave without pay and leaves longer than a semester unless approved by the employees immediate supervisor.

1. Graduate and undergraduate students. Access to keys will be authorized on a semester basis only. No building masters will be issued under any circumstances. Keys for specific areas will be kept in a key cabinet at the University Police Department and signed out to authorized students. Each faculty/staff member is to submit a written list of authorized students with the key request for each semester. If a student's status changes such that he/she becomes unauthorized for the key(s), the Police Department is to be notified immediately. "Key is to be signed out at University Police" should be indicated on the key request form. A student must relinquish ID during possession of the key(s) on a daily basis. Failure to do so may result in refusal to sign out key(s) to the student.

2. Graduate assistants. Keys will be issued for the duration of the assistantship. No building master keys will be issued under any circumstances. Each faculty/staff member must submit a key request form for the graduate assistant through the approval procedure, but the graduate assistant must personally sign and receive the keys if approved. If the graduate assistant's status changes such that he/she becomes unauthorized for the key(s), the Police Department
is to be notified immediately. A "HOLD" on the graduate assistant's academic records will be placed with the Registrar on receipt of the key by the graduate assistant, and will be released upon return of the key to the Bloomsburg University Facilities Management Department. The "release of HOLD" for a variance for a transcript or scheduling purposes can be issued only by the approval of the Bloomsburg University Facilities Management Department.

3. Vendors. Keys for after hour doors to get into buildings when locked must be signed out at the University Police Department. Keys must be returned on a daily basis. Departments responsible for the contract with the vendor must notify the Police. No keys will be issued to persons without a 24-hour prior notification to the Police of the company name, individual name, purpose of visit, and building(s) to be entered.

4. Contractors. All areas needing access, keys or core changes should be arranged through the Facilities Management Department by a key request prior to the start of the work project. Cores and core changes keys in any new construction or renovation project shall be shipped directly from Best Locking Systems to the University's Key/Card Access Control Officer. All building, equipment, and furniture keys shall be turned over to the Key Control Officer upon completion and/or acceptance of the construction project. Keys must be returned on a daily basis.

5. Locksmith's Office. Key is off all masters. Only the Locksmith and her/his supervisor have a key.

Lost keys are to be reported immediately to the Bloomsburg University Facilities Management Department and a new request must be submitted for each replacement key. The cost of rekeying sensitive areas due to a lost key will be charged to that department.

All keys to cabinets, padlocks, desks, files (University property) must be submitted to the Key/Card Access Control Officer for recording and control. All requests for such keys may, after approval of the appropriate Department Chairperson or Director, be sent directly to the Bloomsburg University Facilities Management Department, using the key/card and core change request form. Keys may not be duplicated. Upon permanent separation from Bloomsburg University all keys must be turned into the Human Resource Department.

The procedure for keys for occupancy to on-campus housing is defined in the Residence Hall Manual.

(PRP #5292)
Cellular Phone Service and Other Wireless Communications Device Stipend

Preamble
The University seeks to achieve maximum productivity and cost-effectiveness when employing cell phone service and other wireless communications device technology as a business solution; to comply with IRS rules and regulations governing the taxability of these devices, and to effectively manage the reimbursement of costs associated with business use related to personally owned wireless devices and plans.

The Policy
This policy institutes a wireless communications stipend to cover presumed business use of personal cell phones for faculty, staff, and administrators who, as a part of the official University employment, have constant and recurring need for using a wireless communications device. The institutional stipend is intended to reimburse the employee for the business use of the device. The stipend is not intended to fund the cost of the device nor pay for the entire monthly bill. The assumption is that most employees also use their wireless communications devices for personal calls.

Employee Responsibilities
The employee will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties. The employee is also responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.

Definitions

Wireless Communication Device - A device that transmits and receives voice, data, and/or text without being physically connected to University network. This definition includes but is not limited to such devices as cellular telephones, pagers, wireless internet services, wireless data devices and cellular telephone/two-way devices. This policy does not include radio devices that interface with a defined non-public radio frequency such as the 800 MHz Statewide Radio System.

Wireless Communications Stipend - The wireless communications stipend does not constitute an increase in base pay, nor will it be included in the calculation of percentage increases to base pay. The stipend will be itemized and reported on employee pay statements and W-2s and subject to withholding taxes.

Policy will be implemented based upon most current wireless communications and other wireless communications devices stipend procedures.

(PRP #5365)
University Provided Cellular Phone Equipment/Service Usage

Preamble
The University seeks to achieve maximum productivity and cost-effectiveness when employing cell phone service and other wireless communications device technology as a business solution; to comply with IRS rules and regulations governing the taxability of these devices, and to effectively manage the business use of such devices.

The Policy
There are some circumstances where a “departmentally assigned cellular phone or other wireless communications device” is deemed appropriate. In these instances, the University will provide the wireless communication device equipment and service. Personal use of such equipment and service is prohibited. This policy applies to all faculty, staff, and administrators who, as part of their official University employment, are assigned a university owned wireless communication device for use during their assigned work schedule only.

Responsibilities

Employee
The employee must maintain a record of the business purpose of each business related call/activity, specifically the amount of the expense, date and time of each call/activity, and business purpose.

Supervisor
The supervisor, as part of their review process, shall randomly audit the employee’s call logs to confirm that personal calls/activities were not made.

Definitions

Wireless Communication Device - A device that transmits and receives voice, data, and/or text without being physically connected to University network. This definition includes but is not limited to such devices as cellular telephones, pagers, wireless internet services, wireless data devices and cellular telephone/two-way devices. This policy does not include radio devices that interface with a defined non-public radio frequency such as the 800 MHz Statewide Radio System.

Policy will be implemented based upon most current wireless communications and other wireless communications devices stipend procedures.

(PRP #5366)
Energy Conservation & Sustainability Policy

RATIONAL FOR POLICY
The current BU Strategic Action Plan encourages environmental awareness and responsibility. This policy identifies energy conservation as the responsibility of University faculty, staff, students, visitors, and contracted services personnel, and applies to all campus spaces: academic, administrative, residential, auxiliary, recreational, and dining services.

KEYWORDS
Sustainability Measures, Energy Conservation, Reduction, Environmental Impact, Natural Resources

BACKGROUND INFORMATION
BU is committed to a policy of constructing, operating, and utilizing campus buildings and resources in a sustainable and energy conserving manner, realizing that lowering energy costs will promote long-term budgetary and environmental stewardship. BU will lessen environmental impact and carbon footprint by taking tangible, proactive actions. Energy efficiency and sustainability must be a strong focus for University operations. All faculty, staff, students, visitors, and contracted services personnel play an active part in energy conservation measures at BU and are expected to reduce energy consumption by responsible use of lighting and other electric equipment, as well as conserving water and other natural resources. The University will strive to efficiently manage and reduce the consumption of energy in a manner that is consistent with providing an optimal learning and teaching environment. This policy was originally drafted by the Green Campus Initiative and staffed through Facilities Management, Residence Life and HOPE prior to submission to the GAC in October 2012.

POLICY
4.1. The University community will embrace the importance of this energy policy and the need for energy conservation and will support energy conservation measures.
4.2. Facility and energy operating staff will insure that energy conservation and sustainability measures are implemented.
4.3. Construction and renovation activities will be consistent with industry accepted energy guidelines and should feature energy efficient design and sustainable practices. Energy efficient building systems will be installed at the university.
4.4. The University will plan activities according to time and location schedules that provide an optimal learning environment that also maximizes energy conservation and reduces utility consumption.
4.5. The University will adopt temperature guidelines for the heating and cooling of dorms, classrooms, offices and general use/purpose spaces. Building automation controls will be employed, when feasible, to provide the minimally required amount of energy at specific times and places.
4.6. The University will adopt lighting level standards for classrooms, offices, and general use/purpose spaces. Lighting levels for security purposes will not be reduced (both interior and exterior lighting).

4.7. Faculty, Staff and Students will be educated about environmental stewardship and sustainability.

4.8. Purchasing - Energy efficient equipment, systems and appliances meeting “EPA Energy Star” designation should be purchased whenever possible.

(PRP #5451)

**University Mail Room Policy**

Mail to be filed in student boxes must be submitted in numerical order by residence hall and contain the name and number of the box holder. Inter-office mail for faculty and staff should be grouped and banded by each academic or administrative department.

Notices with time-value must be submitted at least 5 active school days before the pertinent date to allow time for filing and student pickup.

NO advertising to individual students (in volume) of activities that can be generally advertised through other University media (special Event, Program Board, Cultural affairs, etc.) will be filed in student boxes.

No unstamped mail will be filed for fundraising, soliciting, or advertising, for non-University organizations. Filing of fliers, brochures, etc. from University groups will be done as soon as possible.

All use of the University postage meter or bulk permit is subject to Federal and Commonwealth postal regulations.

Mailroom personnel may screen and, with proper consultation determine the appropriateness of unstamped mail. Mailings or notices not in accordance with the University policy will be returned or held for pickup. Stamped mail is handled according to U.S. Postal Services regulations.

All mail sent to the University Mail Room for metering must have the current cost center of the sender on the upper left corner of the envelope. All mail not identified by cost center will be opened to determine sender and returned. All mail not sent to the Mail Room in proper order could be delayed several days.

(PRP #5530)
Duplicating Print Shop Policy

Procedures
All Submissions for Printing or Duplicating Must be Accompanied with a Completed Work Request.

1. Use of Facilities Duplicating services are available for all academic and nonacademic units of the University as well as to all recognized student groups, provided that the requests for these services have an obvious and direct relationship to the central mission of the University. Religious and political materials must contain the name of the sponsoring group and a disclaimer that the materials represent the views of the group and not of the University. Use of facilities to such organizations must be equally open to all groups, not favoring one group over another. Also, marginal costs such as poster board and duplicating paper are to be borne by the sponsoring organization. The duplicating office does not provide service for non-university groups.

2. Duplicating Lead Times - The following lead times (delivery of material to Duplicating) are established to ensure that jobs can be scheduled and delivered on a timely basis:

<table>
<thead>
<tr>
<th>Applications:</th>
<th>Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>Phone scheduled 10 days before needed; will give same day turn-around on agreed-upon date.</td>
</tr>
<tr>
<td>News and Sports Releases</td>
<td>Phone Scheduled</td>
</tr>
<tr>
<td>Classroom Handouts</td>
<td>3 Working Days</td>
</tr>
<tr>
<td>Workbooks</td>
<td>2 Months</td>
</tr>
<tr>
<td>Promotion Application Materials</td>
<td>10 Working Days</td>
</tr>
<tr>
<td>Tenure Materials</td>
<td>10 Working Days</td>
</tr>
<tr>
<td>Student Resumes</td>
<td>3 Working Days</td>
</tr>
<tr>
<td>Administrative Materials</td>
<td>3 Working Days</td>
</tr>
<tr>
<td>Fraternity, Sorority Newsletters</td>
<td>10 Working Days</td>
</tr>
<tr>
<td>Extended Programs Conference Handouts</td>
<td>Phone Scheduled, 1 Month</td>
</tr>
<tr>
<td>Athletic</td>
<td>Phone Scheduled, 1 Month</td>
</tr>
</tbody>
</table>
3. Offset Printing Lead Times

<table>
<thead>
<tr>
<th></th>
<th><strong>Lead Time/Input Due Day</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communique</td>
<td>Noon Monday for Wednesday a.m. delivery</td>
</tr>
<tr>
<td>This Week</td>
<td>Noon Wednesday for Monday a.m. delivery</td>
</tr>
<tr>
<td>General Publications</td>
<td>10 Working Days</td>
</tr>
<tr>
<td>Theater Programs</td>
<td>12 Working Days</td>
</tr>
<tr>
<td>Playoff Programs</td>
<td>Phone scheduled, one week in advance or as soon as location is known</td>
</tr>
<tr>
<td>Celebrity Artist Programs</td>
<td>12 Working Days</td>
</tr>
<tr>
<td>Extended Programs Brochures</td>
<td>1 Month</td>
</tr>
<tr>
<td>Camp Brochures</td>
<td>1 1/2 Months</td>
</tr>
<tr>
<td>Letterhead</td>
<td>1 Month</td>
</tr>
</tbody>
</table>

4. Any printing job that is a second print run of a previously completed job will carry a set-up fee.

(PR#5572)

**Procedure for Use of Duplicating Services to Reduce Paper Use**

**Procedures**

1. Directions for completing the form requesting duplicating services:
   a. 10 to 150 sheets - signature of department chairperson or supervisor.
   b. 151 to 500 sheets - signature of dean, director or supervisor.
   c. 500 plus - signature of dean, director or supervisor, plus justification (one sentence).

2. All copying of more than 35 pages will be done on both sides of the page unless there are compelling reasons for doing otherwise.
3. All typing should be single spaced, if possible, except between paragraphs.

4. Lengthy projects should be typed on 8 1/2 x 14 paper, edge to edge, using the full width of paper but leaving 1/4” space top and bottom; these will then be reduced 25% by the Duplicating Center and printed on 8 1/2 x 11 paper. If elite type is used, more space is saved. Contact the Director of Administrative Services for more details if necessary.

5. If at all possible, memoranda and other communications should be typed twice on one sheet and then be cut and distributed in half-page form.

(PRP #5575)

**Maintenance Work Orders**

**Procedures**
There are two ways to have work done by the Maintenance Department.

1. By Maintenance Work Order (MWO) filled out by the party or person needing maintenance service and transmitted to the Campus Maintenance Center by computer. MWO’s are to be used for repair and/or adjustment of existing building components, systems, and equipment.

2. By Priority Project A. These are requests for renovation and construction routed through each Vice Presidential area. The window for submission of these projects will continue to be during the three (3) months of June, July, and August.

All MWO’s are transmitted to the Campus Maintenance Center where they will be processed and the work assigned to a specific craft. Emergency work will receive the highest priority. Routine maintenance work will be scheduled. The sender will know when the work will be completed by checking the status of the MWO on her/his computer terminal.

So that work may be done correctly and expediently, please use the following instructions in filling out the requests for work.

1. Enter building name and number.

2. Give a location by an accurate description, the room number, floor, area, etc.

3. Enter the date.
4. Fill in the name of the requester, along with the requesting department's cost center.

5. Fill in the telephone extension of the individual responsible for work requested.

6. If work is required by a certain date, enter the date required.

7. Give a complete and accurate written description of work required.

8. Please complete a separate MWO for each area of work to be done. Please enter one (1) MWO only for each job. Contact the Campus Maintenance Center if you have reason to enter a second MWO for the same work.

9. If Maintenance personnel are to contact someone concerning the work, give the name, telephone number, and location of the contact and when that person is available.

10. Telephone calls should be used for calling in true emergencies only. Then a work order must be entered and transmitted by computer to the physical plant. For after-hour emergencies, the law enforcement office should be contacted.

(PRP #5651)

Work-Related Injury Reports

Employee Responsibilities
In the case of a work related injury, the injured employee, if able, should:
Report the injury to his/her supervisor immediately. The supervisor will be responsible to see that the employee obtains medical attention and files the report of the accident with the Personnel Office. The employee should obtain a medical statement from the attending physician on the form provided.

Supervisor Responsibilities
See that the employee obtains medical attention as needed and that the employee files and accident report in the Personnel Office. Provide forms to the employee or physician, as appropriate, for "certificate of physician." Investigate the accident and file a written report on the SWIF form; obtain witnesses statements on SWIF forms (if available); complete Accident Analysis Report on the form provided; send copies of all forms to the Personnel Office and follow-up to be certain the employee provides all necessary forms to the Personnel Office. Contact the Personnel Office, extension 3414, with any questions.

(PRP #6527)
Blood Donation

Employees who participate in donating blood may be granted up to two hours Administrative Leave for each donation. Approval must be obtained from the supervisor prior to blood donation and employees may be required to provide verification of the donation.

(PRP #6605)

Faculty Emeritus Status

To be eligible for emeritus status at Bloomsburg University a faculty member shall:

Eligibility

- Have retired as a faculty member at Bloomsburg University.
- Have served with distinction for a minimum of fifteen (15) years in the State System of Higher Education with a minimum of ten (10) years at Bloomsburg University.
- Be nominated with a majority vote of the department concerned.

Privileges

- Be issued a University I.D. card.
- Be granted a permanent community activities card with all the privileges pertaining thereto.
- Have name listed in the University Catalog and other appropriate directories.
- Be provided office space and use of facilities when available and when continuing scholarly activities justify it.
- Be issued a free parking permit, if requested.
- Receive campus publications, if requested.
- Be granted Pennsylvania Dining Room privileges.
- Be granted the privilege to attend shared governances meetings and be granted the right to speak.

Procedures for Conferring Faculty Emeritus Status

1. After a faculty member has retired, it is the responsibility of the appropriate department to consider emeritus status for that individual. The candidate’s eligibility for emeritus status shall be determined following the guidelines of PRP 6760.
2. by the end of the semester following the retirement, the department of the eligible retiree shall consider nomination of the faculty member to emeritus status. If a majority of the faculty members of the department concur, the nomination shall be forwarded by the chair/supervisor of the department to the appropriate dean/supervisor. The dean/supervisor will forward the nomination, with comments if desired, to the Provost and Vice President for Academic Affairs who, in turn, will forward the nomination, with comments if desired, to the President of the University.

3. The President of the University, having been delegated the responsibility by the Council of Trustees, will confer emeritus status on the retiring faculty member and will send written notification to the candidate. The President also will report that action to the Council of Trustees at their next meeting. Privileges extended to the faculty emeriti are outlined in PRP 6760. Copies of the conferring letter shall be sent to the Library, the Community Activities Office and the Office of the Provost and Vice President for Academic Affairs to provide notification that privileges are to be conferred.

(PRP #6760)

Harassment and Discrimination Policy

Rationale and Policy
Central to the mission of Bloomsburg University of Pennsylvania is the establishment and maintenance of an environment in which the dignity and worth of all individuals within the institutional community are respected. Therefore, it is the responsibility of each person on campus to respect the personal dignity of others and to demonstrate a basic spirit that precludes unlawful harassment and discrimination. While the university is committed to freedom of thought, discourse, and speech and the attainment of the highest quality of educational and academic pursuits, the university is compelled to establish this policy on behaviors that would interfere with these freedoms.

Unlawful harassment or discrimination in any context is unacceptable but of particular concern to an academic community in which students, faculty and staff must rely on bonds of intellectual trust and dependence. Therefore, unlawful harassment or discrimination will not be tolerated. Those inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including separation from the university, but also any legal action that may accompany such acts.

The policy is available at the Office of Social Equity located in Warren Student Services Center, Room 043 and on the Bloomsburg University of PA web page at http://www.bloomu.edu/policies_procedures
Definitions

1) Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other harassing or physical conduct of a sexual nature, when:

Quid Pro Quo
- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational advancement, or evaluation, or

- Submission to or rejection of such conduct is used as the basis for employment or educational advancement, or evaluation.

Hostile Environment
- Unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature when such conduct is so severe, pervasive and objectively offensive so as to have the effect of unreasonably interfering with an individual’s work performance, educational performance, or creating a hostile or offensive environment.

Sexual Violence
- Sexual harassment also includes acts of sexual violence. Sexual violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

- Unwelcome behavior occurs when the individual did not solicit or invite conduct, and particularly if s/he indicates that s/he finds the conduct undesirable or offensive. Acquiescence or failure to complain does not mean that the conduct is welcome. However, if an individual actively participates in sexual banter or discussions without giving an indication that s/he does not like it, it will more than likely not meet the definition of “unwelcome.”

2) Racial Harassment – Harassing or physical conduct that is directed at an individual because of his/her race, color, national origin or ethnicity, and that is sufficiently severe, persistent or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which substantially limits or interferes with work or educational performance, or substantially limits or interferes with an individual’s employment or educational opportunities.
3) Disability Harassment – Harassing or physical conduct that is directed at an individual because of his/her disabling mental or physical condition, and that is sufficiently severe, persistent or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment which substantially limits or interferes with work or educational performance, or substantially limits or interferes with an individual’s employment or educational opportunities.

4) Religious Harassment – Harassing or physical conduct that is directed at an individual because of his/her religion and/or religious beliefs and that is sufficiently severe, persistent or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which substantially limits or interferes with work or educational performance, or substantially limits or interferes with an individual’s employment or educational opportunities.

5) Discrimination – Actions based on race, color, religion, sex, age, national origin, ancestry, disability, or veteran status that are sufficiently severe, persistent or pervasive so as to have the effect of substantially limiting or interfering with one’s employment or educational performance or creating an intimidating, hostile or offensive employment or educational environment.

A. Harassment/Discrimination Complaint Procedures

1) Informal Complaint Resolution (Step One)
Given the variety of behaviors covered by this policy, complainants may elect to begin the complaint process with either the informal complaint resolution or the formal complaint resolution. If the complainant elects to begin with the informal complaint resolution, he or she does not waive his or her right to proceed to the formal complaint resolution process should he or she elect to do so. Unsigned written or anonymous oral complaints shall not be processed nor believed to have merit.

The purpose of the informal complaint resolution is to encourage the reporting of complaints concerning harassment or discrimination and to facilitate satisfactory resolution of the complaint without undue anxiety and provocation for the parties involved. An individual making a harassment or discrimination complaint does not have to speak first with his or her supervisor or the accused. However, he or she is encouraged to do so with the assistance of his or her advisor (who may be a Bloomsburg University employee or another student as outlined in the paragraph below) in the presence of the Director of Social Equity.

If a complainant so desires, s/he may waive the informal resolution process and proceed directly to a formal investigation. The Office of Social Equity is designated as the office of referral for information and advice, unless the complaint is against a member of that office. In that case, the complainant should contact the university
president. If a complainant desires, s/he may be accompanied to the Office of Social Equity by another Bloomsburg University employee or another Bloomsburg University student who may advise and assist the complainant throughout the resolution process. The advisor can be an advocate of her/his choice and can include, but is not limited to, a faculty member, an Area Coordinator from Residence Life, Director of Human Resources and Labor Relations, Director of Women’s Resource Center, the Chairperson of LGBTA Commission or the Chairperson of the Commission on the Status of Women.

The complainant (and the advisor) may choose to discuss the complaint with the accused in the presence of the Director of Social Equity in order to reach resolution of the complaint. (In the event that the accused should be from the Office of Social Equity, the complainant may choose to discuss the complaint in the presence of the President.) If the accused is a member of a collective bargaining unit and so desires, a union representative who may advise and assist her/him throughout the resolution process may accompany the accused to the Office of Social Equity. If the accused is not a bargaining unit member and so desires, another Bloomsburg University employee or another Bloomsburg University student who may advise and assist her/him throughout the resolution process may accompany her/him to the Office of Social Equity. The advisor can be an advocate of her/his choice and can include, but is not limited to, a Residence Hall Director, or the Chairperson of the Commission on the Status of Women. Informal advisors will not inform other university employees of the complaint. However, officials of collective bargaining units may, at the request of the complainant and if the accused is informed, perform informal investigatory assignments. However, there is no obligation on the part of the accused to participate in the informal resolution process.

All communications from the Office of Social Equity will be confirmed in writing only to the extent that the dates and times of meetings, the names of individuals present, and whether or not a resolution to the complaint was reached are defined. None of these confirmatory documents shall be a part of either person’s personnel files and due process protection will be afforded both parties. Personal legal counsel for either party may not be present during either informal or formal complaint resolution.

2) Formal Complaint Resolution (Step Two)
If the complaint cannot be resolved informally, the complainant may file a formal complaint against the accused. Except when the accused is in the Office of Social Equity, the Office of Social Equity will make formal complaint forms available to all offices and departments as noted above. Formal complaints will be investigated and resolved in accordance with the procedures outlined below.

a. Complaints against a university employee: Complaints against a university employee are filed with the Office of Social Equity, which is responsible for initiating the formal resolution process. The Director of Social Equity will
conduct one or more investigation meetings. Formal complaint forms must be filled out and submitted to the Office of Social Equity prior to the investigation meeting(s).

If the accused is a Vice-President, the complainant shall file with the Office of Social Equity who will investigate and the Office of the President shall make a final determination. Should the accused be from the Office of Social Equity, the Office of the President shall investigate and make a final determination. If the accused is the University President, the Office of Social Equity will communicate and cooperate with the Office of Chief Counsel, PASSHE, to identify the individual or office who will investigate the specific complaint.

The Director of Social Equity will conduct individual investigation meetings with the complainant, the accused, (with their respective advisors if they so desire), and any witnesses who can corroborate or clarify the facts. The investigation meeting(s) will commence within ten working days after the Director of Social Equity notifies the accused absent extenuating circumstances.

The Director of Social Equity will then forward her or his report along with evidence gathered during the investigation meeting(s) to the supervising Vice-President of the accused, or in the case of faculty, to the President for review and resolution. All investigations of faculty shall proceed in accordance with Article 43 of the Collective Bargain Agreement.

Any formal action against a party as a result of the factual findings in the submitted report shall be taken in accordance with the applicable collective bargaining agreement or the Code of Student Conduct.

b. Complaints against students: Complaints against students are also made to the Office of Social Equity. A report shall be forwarded to the Office of Student Life and action will be taken in accordance with the Code of Conduct and “Statement of Hearing Procedures” policies. If the accused is from the Office of Social Equity, the Office of the President shall investigate and make a final determination.

B. Protection of Both Parties

1. Notice. When the formal investigation process has begun with the filing of a written complaint, copies of the complaint will be forwarded to the accused. If the allegations are not substantiated, the accused shall be informed in writing by the Director of Social Equity.
2. **Abuse of Reporting.** False and malicious accusations of harassment or discrimination will not be tolerated and those individuals making them may be subject to university sanctions.

3. **Retaliatory Actions.** Retaliation by the accused or any other university employees and students against the complainant as a result of filing a harassment or discrimination complaint will not be tolerated and the individual will be subject to university sanctions.

4. **Suspension from Employment.** If warranted, the President may suspend the accused from his or her primary duties and responsibilities to protect the complainant or prevent harm to others. The suspension will remain in effect until the matter is resolved. Such suspension will be in accordance with the appropriate collective bargaining agreements.

5. **Failure to cooperate with investigation.** If the accused elects not to cooperate with the investigation, the Social Equity Director shall complete the report based on the information in his/her possession.

6. **Confidentiality and Completed Report.** During the complaint process, the university will make every effort to assure confidentiality and protect the due process rights of both individuals. Both individuals shall be fully informed of the steps taken during the complaint procedures by the Director of Social Equity who conducts the investigation. In addition, both parties shall be informed within ten working days of the completed report and whether the report has been forwarded to the appropriate vice president or the president. In the event that the complainant may be subject to disciplinary action, a copy of the report will be promptly provided to that individual.

7. **Unfounded Report.** If the matter is determined as unfounded after the conclusion of an investigation by the Director of Social Equity, the Office of the President or the individual’s supervising Vice-President will issue a letter to that effect and the matter will be deemed closed.

8. **Notification to Complainant.** The complainant shall receive a letter at the conclusion of the investigatory process with a decision made by the President or Vice-President. The letter will outline whether the charge was determined to be founded or unfounded. If founded, the letter will not list specific disciplinary actions which are part of an individual’s personnel file.

**C. Sanctions**

In all instances, the President or supervising Vice-President retains the sole power and discretion to take formal disciplinary action against an employee or student. Individuals who are found to have violated this policy will be subject to disciplinary actions as set forth by the applicable Collective Bargaining Agreement, Board of
Governor Policy, University Policy, or Code of Student Conduct. Such action against employees could include, but is not limited to, an informal oral reprimand, a written reprimand or other disciplinary action up to and including termination of employment. Such action against students can include a verbal warning, a written warning, a disciplinary warning, disciplinary probation, disciplinary probation/suspension in abeyance, suspension as expulsion.

D. Right of Appeal
A three-member President's Appeal Board will be appointed annually by the Office of the President. The appeal board will be comprised of a faculty member, an administrator and a staff member. The complainant and the accused shall be entitled to one written appeal of any decision rendered. Appeals must be based only on new evidence (not considered during the investigation), evidence leading to accusations of an inappropriate investigation, or evidence leading to possible denial of due process rights. Such appeal will be heard by the President's Appeal Board, which will forward its recommendation to the President. Appeals shall be filed no later than ten days after the date the decision was rendered. All faculty appeals shall be done in accordance with the Collective Bargaining Agreement.

E. Policy Applicability
Individuals are encouraged to use these complaint procedures but are not required to do so and may choose to pursue other civil and legal options. Individuals may choose to pursue their complaint through the appropriate Collective Bargaining Agreement grievance procedures. Furthermore, complainants may choose to make use of the procedures of external agencies, i.e. the Pennsylvania Human Relations Commission, the Equal Employment Opportunity Commission, or the Office of the U.S. Department of Education.

These Bloomsburg University harassment/discrimination procedures set forth are not intended to interfere with any legal rights under the statutes of the Commonwealth of Pennsylvania or the United States of America. In addition, it is not intended to interfere with any rights an employee may have under their appropriate collective bargaining agreement.

F. Time Frame
In order to give the complainant time to finish a class, a semester, a particular job assignment, an evaluation period or any other similar reason, the complainant may file a formal complaint of harassment or discrimination up to one hundred and eighty days following the alleged incident of harassment or discrimination. Formal complaints filed within this period will be investigated even though the complainant has terminated her or his association with the university.
G. Posting of the Policy
This policy shall be available at the Office of Social Equity in the Warren Student Services Center Building, room #043 and on the university web page at http://www.bloomu.edu/about/govern/pol_idx.htm

H. Consensual Relationships: Rationale and Policy
The university's educational mission is promoted by professionalism in interpersonal relationships. Since professional relationships are central to the mission and goals of the university, it is essential to establish a standard of expected conduct in these relationships. Personal relationships should not be allowed to conflict with the academic and professional integrity of these interpersonal relationships or to interfere with an individual's work or educational experience.

Specifically, sexual relationships between a university employee and any person(s) s/he supervises are inappropriate and unethical. This category includes, but is not limited to, relationships between persons in which one partner possesses power over the other partner in relation to his or her conditions of employment or education. Although the university cannot enforce absolute prohibition against such relationships, the university community bears a responsibility for maintaining a professional climate free from harassment. Therefore, any employee in a supervisory role who enters into a sexual relationship with a student or another employee enters into that relationship with risk. These persons will be subject to scrutiny if a complaint of harassment is leveled against the "supervisory person" by the "subordinate person" or if a third party brings a complaint.

I. Complaints
An individual who has been involved in a consensual sexual relationship who experienced discrimination as a result of that relationship would file a complaint following those procedures outlined in Section A of the Harassment Complaint Procedures.

J. Third Party Complaints
Instances may arise when the harassing or discriminatory conduct of a university employee or student interferes with a third party's work or educational environment at the university. In these instances, third party complaints will be investigated. Faculty and staff members who wish to file complaints will follow those procedures outlined in Section A of the Harassment or Discrimination Complaint Procedures.

K. University Training
The University Harassment & Discrimination Training Program for students, faculty and staff members is an on-line program located at http://training.newmedialearning.com/psh/bloomsburgu/
Appendix

I. Definitions:

Complainant: The person who is alleging the occurrence of harassment and/or discrimination.

Advocate for the Complainant: A person from the Bloomsburg University community (employee or student) who can advise the Complainant and be present when the Complainant files an Informal or Formal complaint. Examples include (but are not limited to): a faculty member, an Area Coordinator from Residence Life, the Director of the Women’s Resource Center, The Chairperson of the LGBTA Commission, or the Chairperson of the Commission on the Status of Women. The advocate is strongly encouraged to keep all information about the complaint confidential.

Accused: The person whose actions are alleged to have violated the harassment and/or discrimination policy.

Advocate for the Accused: A person who can advise the Accused and be present during the resolution process. The Advocate must be from the Bloomsburg University community (employee or student) or, if the Accused is a member of a collective bargaining unit, a union representative. The advocate is strongly encouraged to keep all information about the complaint confidential.

II. Summaries of Complaint Processes Per Policy

1. Complaints against: University students
   File complaint at: The Office of Social Equity
   Process: The Director of Social Equity will conduct investigation meetings within 10 working days of informing the Accused of the complaint absent extenuating circumstances. After investigating the complaint, the Director of Social Equity will forward his or her report and any evidence gathered to the Office of Student Life. Action will be taken in accordance with The Code of Conduct and Statement of Hearing Procedures.

2. Complaints against: A University Employee (except Vice Presidents, individuals from the Office of Social Equity, or University President)
   File complaint at: The Office of Social Equity
   Process: The Director of Social Equity will conduct investigation meetings within 10 working days of informing the Accused of the complaint absent extenuating circumstances. After investigating the complaint, the Director of Social Equity will forward his or her report and any evidence gathered to the Accused’s supervising
Vice-President, or in the case of an accused faculty member, to the Office of the President, for review and resolution. All investigations of faculty will proceed in accordance with Article 43 of the Collective Bargaining Agreement. Any formal action to be taken against a party as a result of the report and gathered evidence will be taken in accordance with the applicable collective bargaining agreement.

3. Complaints against: A University Vice President  
File complaint at: The Office of Social Equity  
Process: The Director of Social Equity will conduct investigation meetings within 10 working days of informing the Accused of the complaint absent extenuating circumstances. After investigating the complaint, the Director of Social Equity will forward his or her report and any evidence gathered to the Office of the President for review and final determination.

4. Complaints against: An individual from The Office of Social Equity  
File complaint at: The Office of the President  
Process: The Office of the President will conduct investigation meetings within 10 working days of informing the Accused of the complaint absent extenuating circumstances. After investigating the complaint, the University President will make a final determination.

5. Complaints against: The President of the University  
File complaint at: Office of Social Equity  
Process: The Office of Social Equity will inform the accused of the complaint absent extenuating circumstances and communicate and cooperate with the Office of Chief Counsel, PASSHE, within 10 working days to identify the individual or office who will investigate the specific complaint.

(PRP #6814)

Research Misconduct

Policy For Responding to Allegations Of Research Misconduct

I. Introduction

A. General Policy  
The Bloomsburg University of Pennsylvania community is guided by four core principles---scholarship, diversity, integrity and service. Unethical conduct in research and scholarship strike at the heart of two of these principles---scholarship and integrity and undermines the community's commitment to excellence. The purpose of this policy is to provide the members of this academic community a framework for reporting suspected incidents of misconduct, as well as investigating and adjudicating
cases of misconduct in a fair and consistent manner. It is also intended that any such action be in accordance with applicable federal and state law as well as the Collective Bargaining Agreement (CBA) between the Association of Pennsylvania State College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (PASSHE) of which Bloomsburg University is a component as well as any other controlling CBA.

It is generally recognized in academia that an accusation of misconduct in scholarship and/or research is among the most serious charges that can be leveled against a scholar/researcher. Consequently, it is highly advised that any individual contemplating such an accusation fully consider the gravity of the accusation and its consequences, and make every reasonable effort to avoid lodging charges that lack a substantial element of truth. Frivolous or false accusations may constitute grounds for disciplinary action against the accuser consistent with this policy and any applicable collective bargaining agreement.

B. Scope
This policy is intended to carry out this institution’s responsibilities for all research including, but not limited to, federal, state, local and private grant opportunities. This policy applies to allegations of research misconduct (fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results) involving:

A person who, at the time of the alleged research misconduct, was employed by, was an agent of, or was affiliated by contract or agreement with this institution. This includes postdoctoral fellows, residents, graduate students, undergraduate students, nurses, technicians, and other staff members. It applies to all individuals engaged in the research enterprise and Biomedical or behavioral research, research training or activities related to that research or research training, such as the (1) operation of tissue and data banks and the dissemination of research information, (2) applications or proposals for support for biomedical or behavioral research, research training or activities related to that research or research training, or (3) plagiarism of research records produced in the course of supported research, research training or activities related to that research or research training. This includes any research proposed, performed, reviewed, or reported, or any research record generated from that research, regardless of whether an application or proposal for funds resulted in a grant, contract, cooperative agreement, or other form of support.

3. In addition, this policy applies to research in all disciplines (not just biomedical or behavioral research) by faculty, student, and staff at Bloomsburg University whether or not funded through an extramural grant. This policy and the associated procedures do not apply to authorship or collaboration disputes and apply only to allegations of research misconduct.
II. Definitions

**Allegation** means a disclosure of possible research misconduct through any means of communication. The disclosure may be by written or oral statement or other communication to an institutional or grantor official.

**Collective Bargaining Agreement** means the agreement between the Association of Pennsylvania College and University Faculties (APSCUF) and the Pennsylvania State System of Higher Education (PASSHE) or any other applicable CBA covering PASSHE employees.

**Complainant** means a person who in good faith makes an allegation of research misconduct.

**Deciding Official (DO)** means the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions. At Bloomsburg University, this will be the President or the President's Designee for all employees (as specified in the appropriate CBA). The DO for students will be as specified in the Student Code of Conduct. At no times will this be the Research Integrity Officer.

**Evidence** means any document, tangible item, or testimony offered or obtained during a research misconduct proceeding that tends to prove or disprove the existence of an alleged fact.

**Good faith** as applied to a complainant or witness, means having a belief in the truth of one's allegation or testimony that a reasonable person in the complainant's or witness's position could have based on the information known to the complainant or witness at the time. An allegation or cooperation with a research misconduct proceeding is not in good faith if it is made with knowing or reckless disregard for information that would negate the allegation or testimony. Good faith as applied to a committee member means cooperating with the purpose of helping an institution meet its responsibilities under any federal or state law or contractual obligation. A committee member does not act in good faith if his/her acts or omissions on the committee are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the research misconduct proceeding.

**Grantor** means the person or entity that is supplying funds, goods or services in support of the research conducted pursuant to this policy. This could include, but not be limited to, the United States Department of Health and Human Services, the National Science Foundation or any other Federal, State, Local or private entity/person that directly provides support to the research conducted pursuant to this policy.

**HHS** means the United States Department of Health and Human Services.
Inquiry** means preliminary information-gathering and preliminary fact-finding as to whether an allegation of apparent instance of violation of responsible conduct of research warrants an investigation. When applicable, it shall meet the criteria and follow the procedures of 42 CFR §§ 93.307-93.309.

**Institutional Counsel** means the University Legal Counsel who represents the institution during the violations of responsible conduct of research inquiry and investigation and who is responsible for advising the Research Integrity Officer, the inquiry and investigation committees, and the Deciding Official on relevant legal issues. The Institutional Counsel does not represent the respondent, an informant or any other person participating during the inquiry, investigation or any follow-up action, except the institutional officials responsible for managing or conducting the institutional violations of responsible conduct of research process as part of their official duties.

**Institutional member** means a person who is employed by, is an agent of, or is affiliated by contract or agreement with Bloomsburg University. Institutional members may include, but are not limited to, officials, tenured and untenured faculty, teaching and support staff, researchers, research coordinators, clinical technicians, postdoctoral and other fellows, students, volunteers, agents, and contractors, subcontractors, and subawardees, and their employees.

**Investigation** means the formal development of a factual record and the examination of that record leading to a decision not to make a finding of research misconduct or to a recommendation for a finding of research misconduct which may include a recommendation for other appropriate actions, including administrative actions. All such investigations, to the extent that it does not conflict with federal or state law, shall be consistent with the CBA.

**Office of Research Integrity or ORI** means the office to which the HHS Secretary has delegated responsibility for addressing research integrity and misconduct issues related to PHS supported activities.

**Preponderance of the evidence** means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

**Public Health Service or PHS** means the unit within HHS that includes the Office of Public Health and Science and the following Operating Divisions: Agency for Healthcare Research and Quality, Agency for Toxic Substances and Disease Registry, Centers for Disease Control and Prevention, Food and Drug Administration, Health Resources and Services Administration, Indian Health Service, National Institutes of
Health, and the Substance Abuse and Mental Health Services Administration, and the offices of the Regional Health Administrators.

**PHS support** means PHS funding, or applications or proposals therefor, for biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or training, that may be provided through: PHS grants, cooperative agreements, or contracts or subgrants or subcontracts under those PHS funding instruments; or salary or other payments under PHS grants, cooperative agreements or contract.

**Records of research misconduct proceedings** means: (1) the research records and evidence secured for the research misconduct proceeding pursuant to this policy and 42 CFR §§ 93.305, 93.307(b) and 93.310(d), if applicable except to the extent the Research Integrity Officer determines and documents that those records are not relevant to the proceeding or that the records duplicate other records that have been retained; (2) the documentation of the determination of irrelevant or duplicate records; (3) the inquiry report and final documents (not drafts) produced in the course of preparing that report, including the documentation of any decision not to investigate, as required by 42 CFR §93.309(c) if applicable, (4) the investigation report and all records (other than drafts of the report) in support of the report, including the recordings or transcripts of each interview conducted; and (5) the complete record of any appeal within the institution from the finding of research misconduct.

**Research Integrity Officer (RIO)** means the Bloomsburg University official responsible for: (1) assessing allegations of research misconduct to determine if they fall within the definition of research misconduct, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified; and (2) overseeing inquiries and investigations; and (3) the other responsibilities described in this policy.

**Research misconduct** means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

**Research misconduct proceeding** means any actions related to alleged research misconduct that is within 42 CFR Part 93 if applicable including, but not limited to, allegation assessments, inquiries, investigations, ORI oversight reviews, hearings and administrative appeals.
**Research record** means the record of data or results that embodies the facts resulting from scientific inquiry including, but not limited to, data, document, computer file, computer CD or diskette or any other written or non-written account of object that reasonably may be expected to provide evidence or information regarding the proposed, conducted or reported research that constitutes the subject of an allegation or violations or responsible conduct of research. A research record includes, but is not limited to, grant or contract applications, whether funded or unfunded; grant or contract progress and other reports that are internal or external; journal articles; laboratory notebooks; notes; correspondence; videos; photographs; theses; oral presentations; X-ray films, slides, biological materials; computer files and printouts; manuscripts and publications, index cards; equipment use logs; laboratory procurement records, animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.

**Respondent** means the person against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding. There can be more than one respondent in any inquiry or investigation.

**W. Retaliation** means an adverse action that affects the employment or other status of an individual because the individual has, in good faith, made an allegation of violations of scientific misconduct or of an inadequate institutional response thereto, or has cooperated in good faith with an investigation of such allegation including, but not limited to, being a witness or committee member.

**Examples of Best Practices.**

**Overview**

Bloomsburg University recognizes that efforts to avoid academic misconduct may also effectively impede scholarship and research pursuits. However, it believes that scholars, researchers and administrators can take active measures to create a climate of openness in research which may discourage academic misconduct. The following measures should be viewed as examples of best practice which may deter academic misconduct if regularly practiced:

Maintain and store raw data upon which research conclusions are based in a safe environment. The raw data is the best protection against claims of fabricated or falsified research. Researchers are encouraged to consider backup systems for raw data.

Preview research proposals and manuscripts with colleagues of equal or greater experience. This may serve to improve the technical/scientific quality of the proposal or manuscript, while also providing for corroboration of research ideas and timing.
Present research findings at departmental or other faculty meetings. This also provides for more open discourse among colleagues for the mutual protection of individual researchers leading to an enhanced climate of integrity and objectivity.

Adhere to established standards of ethics regarding authorship of publications. All authors named on a collaborative study accept full responsibility for the work published or at least for that portion of the research for which they are responsible. Researchers should be familiar with established guidelines and should also adhere to requirements set by individual publishers.

Hold staff meetings for the purposes of previewing research proposals and presenting research findings. Such forums may be useful in enlisting the department’s assistance in solving administrative and other problems involving research projects. Department chairs might consider requesting a file copy of each research manuscript submitted for publication.

Encourage the incorporation of formal course work in ethics into the curriculum, making this subject an integral part of the research and educational experience.

IV. Rights and Responsibilities

A. Research Integrity Officer
The Assistant Vice President and Dean of Graduate Studies and Research will be the RIO who will have primary responsibility for implementation of the institution’s policies and procedures on research misconduct. The RIO will be an institutional official who is well qualified to administer the procedures and is sensitive to the varied demands made on those who conduct research, those who are accused of research misconduct, those who make good faith allegations of research misconduct, and those who may serve on inquiry and investigation committees.
A detailed listing of the responsibilities of the RIO is set forth in Appendix A. These responsibilities include the following duties related to research misconduct proceedings:

- Consult confidentially with persons uncertain about whether to submit an allegation of research misconduct;
- Receive allegations of research misconduct;
- Assess each allegation of research misconduct in accordance with Section VI.A. of this policy to determine whether it falls within the definition of research misconduct and warrants an inquiry;
- As necessary, take interim action and notify ORI or other required individuals and/or entities, internal and external, of special circumstances, in accordance with Section IV.F. of this policy;
- Sequester research data and evidence pertinent to the allegation of research misconduct in accordance with Section VI.C. and VIII.B. of this policy and
maintain it securely in accordance with this policy and applicable law and regulation;

- Provide confidentiality to those involved in the research misconduct proceeding as required by 42 CFR §93.108, if applicable, law and institutional policy;
- Notify the respondent and provide opportunities for him/her to review/comment/respond to allegations, evidence, and committee reports in accordance with Section VI.C. and IX. B. of this policy;
- Inform respondents, complainants, and witnesses of the procedural steps in the research misconduct proceeding;
- Appoint the chair and members of the inquiry and investigation committees, ensure that those committees are properly staffed and that there is expertise appropriate to carry out a thorough and authoritative evaluation of the evidence;
- Determine whether each person involved in handling an allegation of research misconduct has an unresolved personal, professional, or financial conflict of interest and take appropriate action, including recusal, to ensure that no person with such conflict is involved in the research misconduct proceeding;
- In cooperation with other institutional officials, take all reasonable and practical steps to protect or restore the positions and reputations of good faith complainants, witnesses, and committee members and counter potential or actual retaliation against them by respondents or other institutional members;
- Keep the Deciding Official and others who need to know apprised of the progress of the review of the allegation of research misconduct;
- Notify and make reports to ORI as required by 42 CFR Part 93, if applicable or other Grantor if required by law or contract;
- Ensure that administrative actions taken by the institution and ORI are enforced and take appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, professional societies, and licensing boards of those actions;
- Maintain records of the research misconduct proceeding and make them available to ORI, or other Grantor if required by law or contract, in accordance with Section IX. F. of this policy;
- Conduct all of the actions above in accordance with federal and state laws and in the absence of such, in conformity with the CBA.

B. Complainant
The complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with the inquiry and investigation. As a matter of good practice, the complainant should be interviewed at the inquiry stage and given a summary of the interview for correction, addition or deletion. The complainant must be interviewed during an investigation, and be given the summary of the interview for correction.
C. Respondent
The respondent will be informed of the allegations when an inquiry is open. The University shall refer to Article 43 of the APSCUF CBA or other applicable bargaining unit CBA. The respondent will also be notified in writing of the final determination and resulting actions as required by the CBA. The respondent will also be permitted a union representative as outlined within the CBA.

Inquiries and investigations will be conducted in a manner that will ensure fair treatment to the respondent in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation.

In the event of a conflict between this policy and federal and state law, federal and state law shall control. In the event that there is a conflict between these policies and an applicable CBA, the CBA will take precedence.

Institutional employees accused of violations of academic misconduct may consult with an Union Representative to seek advice and may bring an Union Representative to interviews or meetings pertaining to the investigation.

The respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry and investigation. The respondent is entitled to:

A good faith effort from the RIO to notify the respondent in writing when the inquiry is open;

Be notified of the outcome of the inquiry, and receive a copy of the inquiry report that includes a copy of, or refers to 42 CFR Part 93, if applicable, and a copy of the institution's policies and procedures on research misconduct;

The Respondent is entitled to be informed of the allegations when an inquiry is opened and be notified in writing of any new allegations, not addressed in the inquiry or in the initial notice of investigation, within a reasonable time after the determination to pursue those allegations;

Be interviewed during the investigation, have the opportunity to correct the interview summary, and have the corrected summary included in the record of the investigation;

Have interviewed during the investigation any witness who has been reasonably identified by the respondent as having information on relevant aspects of the investigation, have the summary of testimony provided to the witness for correction, and have the corrected summary included in the record of investigation; and
Receive a copy of the draft investigation report and, concurrently, a copy of, or supervised access to the evidence on which the report is based, and be notified that any comments must be submitted within 15 days of the date on which the copy was received and that the comments will be considered by the institution and addressed in the final report.

The respondent should be given the opportunity to admit that research misconduct occurred and that he/she committed the research misconduct. With the advice of the RIO and institutional legal counsel, the Deciding Official may terminate the institution’s review of an allegation that has been admitted if the institution’s acceptance of the admission and any proposed settlement is approved by ORI or other Grantor.

D. Deciding Official
The DO will receive the inquiry report and after consulting with the RIO, decide whether an investigation is warranted under the criteria in 42 CFR §§ 93.307(d) if applicable. Any finding that an investigation is warranted must be made in writing by the DO and Grantor or must be provided to ORI or any other administrative office designated by the terms of the grant, together with a copy of the inquiry report meeting the requirements of 42 CFR §93.309, if applicable, within 30 days of the finding. If it is found that an investigation is not warranted, the DO and the RIO will ensure that detailed documentation of the inquiry is retained for at least 7 years after termination of the inquiry, so that ORI or any other Grantor may assess the reasons why the institution decided not to conduct an investigation.

The DO will receive the investigation report and, after consulting with the RIO and other appropriate officials, decide the extent to which this institution accepts the findings of the investigation and, if research misconduct is found, decide what, if any, institutional administrative actions are appropriate. The DO shall ensure that the final investigation report, the findings of the DO and a description of any pending or completed administrative action are provided to ORI, as required by 42 CFR §93,315, if applicable or other Grantor if required by law or contract.

V. General Policies and Principles

A. Responsibility to Report Misconduct
All institutional members will report observed, suspected, or apparent research misconduct to the RIO. The Institution's RIO is the Assistant Vice President and Dean of Graduate Studies and Research at The Graduate School 570 389 4015.

Any official who receives an allegation of research misconduct must report it immediately to the RIO. If an individual is unsure whether a suspected incident falls within the definition of research misconduct, he or she may meet with or contact the
RIO to discuss the suspected research misconduct informally, which may include discussing it anonymously and/or hypothetically. If the circumstances described by the individual do not meet the definition of research misconduct, the RIO will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

At any time, an institutional member may have confidential discussions and consultations about concerns of possible misconduct with the RIO and will be counseled about appropriate procedures for reporting allegations.

**B. Cooperation with Research Misconduct Proceedings**

Institutional members will cooperate with the RIO and other institutional officials in the review of allegations and the conduct of inquiries and investigations. Institutional members, including respondents, have an obligation to provide evidence relevant to research misconduct allegations to the RIO or other institutional officials.

**C. Confidentiality**

The RIO shall, as required by 42 CFR § 93.108, and shall in regards to all other grants (1) limit disclosure of the identity of respondents and complainants to those who need to know in order to carry out a thorough, competent, objective and fair research misconduct proceeding; and (2) except as otherwise prescribed by law, limit the disclosure of any records or evidence from which research subjects might be identified to those who need to know in order to carry out a research misconduct proceeding. The RIO should use written confidentiality agreements or other mechanisms to ensure that the recipient does not make any further disclosure of identifying information.

**D. Protecting Complainants, Witnesses, and Committee Members**

Institutional members may not retaliate in any way against complainants, witnesses, or committee members. Institutional members should immediately report any alleged or apparent retaliation against complainants, witnesses or committee members to the RIO, who shall review the matter and, as necessary, make all reasonable and practical efforts to counter any potential or actual retaliation. Disciplinary action can be taken for retaliation.

As requested and as appropriate, the RIO and other institutional officials shall make all reasonable and practical efforts to protect or restore the reputation of persons alleged to have engaged in research misconduct, but against whom no finding of research misconduct is made.

During the research misconduct proceeding, the RIO is responsible for ensuring that respondents receive all the notices and opportunities and the applicable policies and procedures of the institution.
E. Interim Administrative Actions and Notifying ORI of Special Circumstances
Throughout the research misconduct proceeding, the RIO will review the situation to determine if there is any threat of harm to public health, federal, state or private funds and equipment, or the integrity of the supported research process. In the event of such a threat, the RIO will, in consultation with other institutional officials and Grantor pursuant to legal or contractual requirements, take appropriate interim action to protect against any such threat consistent with applicable laws or the CBA. Interim action might include but not be limited to additional monitoring of the research process and the handling of federal funds and equipment, reassignment of personnel or of the responsibility for the handling of federal funds and equipment, additional review of research data and results or delaying publication. The RIO shall, at any time during a research misconduct proceeding, notify ORI or the Grantor if required to do so by law or contract, immediately if he/she has reason to believe that any of the following conditions exist:

- Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
- Grantor resources or interests are threatened;
- Research activities should be suspended;
- There is a reasonable indication of possible violations of civil or criminal law;
- Federal action is required to protect the interests of those involved in the research misconduct proceeding;
- The research misconduct proceeding may be made public prematurely and action by the Grantor may be necessary to safeguard evidence and protect the rights of those involved; or
- The research community or public should be informed.

VI. Conducting the Assessment and Inquiry

A. Assessment of Allegations
Upon receiving an allegation of research misconduct, the RIO will immediately assess the allegation to determine whether it is sufficiently credible and specific so that potential evidence of research misconduct may be identified, whether it is within the jurisdictional criteria of 42 CFR § 93.102(b) if applicable, and whether the allegation falls within the definition of research misconduct in this policy and 42 CFR § 93.103, if applicable. An inquiry must be conducted if these criteria are met.

The assessment period should be brief, preferably concluded within a week. In conducting the assessment, the RIO need not interview the complainant, respondent, or other witnesses, or gather data beyond any that may have been submitted with the allegation, except as necessary to determine whether the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. The RIO shall, on or before the date on which the respondent is notified of the allegation, obtain custody of, inventory, and sequester all research records and
evidence needed to conduct the research misconduct proceeding, as provided in Paragraph C. of this section.

**B. Initiation and Purpose of the Inquiry**

If the RIO determines that the criteria for an inquiry are met, he or she will immediately initiate the inquiry process. The purpose of the inquiry is to conduct an initial review of the available evidence to determine whether to conduct an investigation. An inquiry does not require a full review of all the evidence related to the allegation. The purpose of the inquiry is not to reach a final conclusion about whether misconduct occurred or who was responsible but to make a recommendation to the Deciding Official of whether misconduct occurred. The Deciding Official reserves the right to make a final decision and/or any appropriate discipline.

**C. Notice to Respondent; Sequestration of Research Records**

At the time of or before beginning an inquiry, the RIO must make a good faith effort to notify the respondent in writing, if the respondent is known. If the inquiry subsequently identifies additional respondents, they must be notified in writing. On or before the date on which the respondent is notified, or the inquiry begins, whichever is earlier, the RIO must take all reasonable and practical steps to obtain custody of all the research records and evidence needed to conduct the research misconduct proceeding, inventory the records and evidence and sequester them in a secure manner, except that where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments.35 The RIO should consult with Institutional Counsel, or on the advice of Counsel, ORI or other Grantor for advice and assistance in this regard.

**D. Appointment of the Inquiry Committee**

The RIO, in consultation with other institutional officials as appropriate, will appoint an inquiry committee and committee chair within ten (10) days of the initiation of the inquiry or as soon thereafter as practical. The inquiry committee must consist of individuals who do not have unresolved personal, professional, or financial conflicts of interest with those involved with the inquiry and should include individuals with the appropriate scientific expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry. The Committee should consist of no less than three (3) individuals and those three (3) can include one or more experts from outside of the University if necessary.

**E. Charge to the Committee and First Meeting**

The RIO will prepare a charge for the inquiry committee that:

- Sets forth the time for completion of the inquiry;
o Describes the allegations and any related issues identified during the allegation assessment;

o States that the purpose of the inquiry is to conduct an initial review of the evidence, including the testimony of the respondent, complainant and key witnesses, to determine whether an investigation is warranted, not to determine whether research misconduct definitely occurred or who was responsible;

o States that an investigation is warranted if the committee determines: (1) there is a reasonable basis for concluding that the allegation falls within the definition of research misconduct and is within the jurisdictional criteria of 42 CFR § 93.102(b) if applicable, or within the jurisdictional criteria of paragraph I. B. 3. of this document if 42 CRF § 93.102(b) does not apply; and, (2) the allegation may have substance, based on the committee's review during the inquiry.

o Informs the inquiry committee that they are responsible for preparing or directing the preparation of a written report of the inquiry that meets the requirements of this policy and if applicable 42 CFR § 93.309(a).

o At the committee's first meeting, the RIO will review the charge with the committee, discuss the allegations, any related issues, and the appropriate procedures for conducting the inquiry, assist the committee with organizing plans for the inquiry, and answer any questions raised by the committee. The RIO, as well as Institutional Counsel, will be present or available throughout the inquiry to advise the committee as needed.

F. Inquiry Process
The inquiry committee, after five (5) days notice, will normally interview the complainant, the respondent, and key witnesses as well as examining relevant research records and materials. Then, the inquiry committee will evaluate the evidence, including the testimony obtained during the inquiry. After consultation with the RIO, the committee members will decide whether an investigation is warranted based on the criteria in this policy and 42 CFR § 93.307(d) if applicable. The scope of the inquiry is not required to and does not normally include deciding whether misconduct definitely occurred, determining definitely who committed the research misconduct or conducting exhaustive interviews and analyses. However, if a legally sufficient admission of research misconduct is made by the respondent, misconduct may be determined at the inquiry stage if all relevant issues are resolved. In that case, the institution shall promptly consult with ORI to determine the next steps that should be taken. See Section X.

G. Time for Completion
The inquiry, including preparation of the final inquiry report and the decision of the DO on whether an investigation is warranted, must be completed within twenty (20) calendar days of initiation of the inquiry, unless the RIO determines that circumstances clearly warrant a longer period. If the RIO approves an extension, the inquiry record
must include documentation of the reasons for exceeding the twenty (20)-day period. The respondent will be notified of the extension.

**VII. The Inquiry Report**

**A. Elements of the Inquiry Report**
A written inquiry report must be prepared that includes the following information: (1) the name and position of the respondent; (2) a description of the allegations of research misconduct; (3) the PHS or alternative grantor support including, for example, grant numbers, grant applications, contracts and publications listing PHS or other grantor support; (4) the basis for recommending or not recommending that the allegations warrant an investigation; (5) any comments on the draft report by the respondent or complainant. The inquiry report should include: the names and titles of the committee members and experts who conducted the inquiry; a summary of the inquiry process used; a list of the research records reviewed and summaries of any interviews including dates of meetings.

Institutional Counsel should review the report for legal sufficiency. Modifications should be made as appropriate in consultation with the RIO and the inquiry committee.

**B. Notification to the Respondent and Opportunity to Comment**
The RIO shall notify the respondent whether the inquiry found an investigation to be warranted, include a copy of the draft inquiry report for comment within five (5) days of completion by the Committee, and include a copy of or refer to 42 CFR Part 93 if applicable and the institution’s policies and procedures on research misconduct. A confidentiality agreement should be a condition for access to the report. Any comments that are submitted will be attached to the final inquiry report. Based on the comments, the inquiry committee may revise the draft report as appropriate and prepare it in final form. The committee will deliver the final report to the RIO.

**C. Institutional Decision and Notification**

**Decision by Deciding Official**
The RIO will transmit the final inquiry report and any comments to the DO, who will determine in writing whether an investigation is warranted. The inquiry is completed when the DO makes this determination.

**Notification to ORI**
Within five (5) calendar days of the DO’s decision that an investigation is warranted, the RIO will provide ORI, or other grantor if required by law or contract, with the DO’s written decision and a copy of the inquiry report. The RIO will also notify those institutional officials who need to know of the DO’s decision. The RIO must provide the following information to ORI or a grantor if required by law or contract upon request:
(1) the institutional policies and procedures under which the inquiry was conducted; 
(2) the research records and evidence reviewed, transcripts or recordings of any 
interviews, and copies of all relevant documents; and (3) the charges to be considered 
in the investigation.40

**Documentation of Decision Not to Investigate**

If the DO decides that an investigation is not warranted, the RIO shall secure and 
maintain for seven (7) years after the termination of the inquiry sufficiently detailed 
documentation of the inquiry to permit a later assessment by ORI or a grantor of the 
reasons why an investigation was not conducted. These documents must be provided 
to ORI or other authorized HHS personnel upon request or to a grantor if required by 
law or contract.

**VIII. Conducting the Investigation**

**A. Initiation and Purpose**

Absent unusual circumstances, the investigation must begin within ten (10) calendar 
days after the determination by the DO that an investigation is warranted. The 
purpose of the investigation is to develop a factual record by exploring the allegations 
in detail and examining the evidence in depth, leading to recommended findings on 
whether research misconduct has been committed, by whom, and to what extent. The 
investigation will also determine whether there are additional instances of possible 
research misconduct that would justify broadening the scope beyond the initial 
allegations. This is particularly important where the alleged research misconduct 
involves clinical trials or potential harm to human subjects or the general public or if it 
affects research that forms the basis for public policy, clinical practice, or public health 
practice. The findings of the investigation will be set forth in an investigation report.

**B. Notifying ORI and Respondent; Sequestration of Research Records**

On or before the date on which the investigation begins, the RIO must: (1) notify the 
ORI Director or Grantor if required by law or contract of the decision to begin the 
investigation and provide ORI or Grantor a copy of the inquiry report; and (2) notify 
the respondent in writing of the allegations to be investigated. The RIO must also give 
the respondent written notice of any new allegations of research misconduct within a 
reasonable amount of time of deciding to pursue allegations not addressed during the 
inquiry or in the initial notice of the investigation.

Prior to notifying respondent of the allegations, the RIO will take all reasonable and 
practical steps to obtain custody of and sequester in a secure manner all research 
records and evidence needed to conduct the research misconduct proceeding that 
were not previously sequestered during the inquiry. Where the research records or 
evidence encompass scientific instruments shared by a number of users, custody may 
be limited to copies of the data or evidence on such instruments, so long as those 
copies are substantially equivalent to the evidentiary value of the instruments. The
need for additional sequestration of records for the investigation may occur for any number of reasons, including the institution's decision to investigate additional allegations not considered during the inquiry stage or the identification of records during the inquiry process that had not been previously secured. The procedures to be followed for sequestration during the investigation are the same procedures that apply during the inquiry.

C. Appointment of the Investigation Committee
The RIO, in consultation with other institutional officials as appropriate will appoint an investigation committee and the committee chair within five (5) days of the beginning of the investigation or as soon thereafter as practical. The investigation committee must consist of individuals who do not have unresolved personal, professional, or financial conflicts of interest with those involved with the investigation and should include individuals with the appropriate scientific expertise to evaluate the evidence and issues related to the allegation, interview the respondent and complainant, and conduct the investigation. Individuals appointed to the investigation committee may also have served on the inquiry committee. When necessary to secure the necessary expertise or to avoid conflicts of interest, the RIO may select committee members from outside the institution.

D. Charge to the Committee and the First Meeting

1. Charge to the Committee
The RIO will define the subject matter of the investigation in a written charge to the committee that:

- Describes the allegations and related issues identified during the inquiry;
- Identifies the respondent;
- Informs the committee that it must conduct the investigation as prescribed in Paragraph E. of this section;
- Defines research misconduct;
- Informs the committee that it must evaluate the evidence and testimony to determine whether, based on a preponderance of the evidence, research misconduct occurred and, if so, the type and extent of it and who was responsible;
- Informs the committee that in order to determine that the respondent committed research misconduct it must find that a preponderance of the evidence establishes that: (1) research misconduct, as defined in this policy, occurred (respondent has the burden of proving by a preponderance of the evidence any affirmative defenses raised, including honest error or a difference of opinion); (2) the research misconduct is a significant departure from accepted practices of the relevant research community; and (3) the respondent committed the research misconduct intentionally, knowingly, or recklessly; and
o Informs the committee that it must prepare or direct the preparation of a written investigation report that meets the requirements of this policy and 42 CFR § 93.313, if applicable.

2. First Meeting
The RIO will convene the first meeting of the investigation committee to review the charge, the inquiry report, and the prescribed procedures and standards for the conduct of the investigation, including the necessity for confidentiality and for developing a specific investigation plan. The investigation committee will be provided with a copy of this policy and 42 CFR Part 93, if applicable. The RIO and University Legal Counsel will be present or available throughout the investigation to advise the committee as needed.

E. Investigation Process
The investigation committee and the RIO must:

- Use diligent efforts to ensure that the investigation is thorough and sufficiently documented and includes examination of all research records and evidence relevant to reaching a recommendation on the merits of each allegation;
- Take reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical;
- Interview each respondent, complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the investigation, including witnesses identified by the respondent, and record or transcribe each interview, provide a written summary to the interviewee for correction, and include the written summary in the record of the investigation; and
- Pursue diligently all significant issues and leads discovered that are determined relevant to the investigation, including any evidence of any additional instances of possible research misconduct, and continue the investigation to completion.

F. Time for Completion
The investigation is to be completed within sixty (60) days of beginning it, including conducting the investigation, preparing the report of findings, providing the draft report for comment and sending the final report to ORI, if applicable or other Grantor if required by law or contract. However, if the RIO determines that the investigation will not be completed within this sixty (60)-day period, he/she will submit to ORI if applicable, or other Grantor if required by law of contract, a written request for an extension, setting forth the reasons for the delay. The RIO will ensure that periodic progress reports are filed with ORI if applicable or other Grantor, if ORI or Grantor grants the request for an extension and directs the filing of such reports. In investigations where neither ORI nor other Grantors are involved, the RIO, after
consultation with appropriate university officials may grant an extension of time for completion of the investigation.

IX. The Investigation Report

A. Elements of the Investigation Report
The investigation committee and the RIO are responsible for preparing a written draft report of the investigation that:

- Describes the nature of the allegation of research misconduct, including identification of the respondent;
- Describes and documents the PHS or other Grantor support including, for example, the numbers of any grants that are involved, grant applications, contracts, and publications listing PHS support;
- Describes the specific allegations of research misconduct considered in the investigation;
- Includes the institutional policies and procedures under which the investigation was conducted;
- Identifies and summarizes the research records and evidence reviewed and identifies any evidence taken into custody but not reviewed; and
- Includes a statement of findings for each allegation of research misconduct identified during the investigation. Each statement of findings must: (1) identify whether the research misconduct was falsification, fabrication, or plagiarism, and whether it was committed intentionally, knowingly, or recklessly; (2) summarize the facts and the analysis that support the conclusion and consider the merits of any reasonable explanation by the respondent, including any effort by respondent to establish by a preponderance of the evidence that he or she did not engage in research misconduct because of honest error or a difference of opinion; (3) identify the specific PHS/Grantor support; (4) identify whether any publications need correction or retraction; (5) identify the person(s) responsible for the misconduct; and (6) list any current support or known applications or proposals for support that the respondent has pending with non-PHS federal agencies.

B. Comments on the Draft Report and Access to Evidence

Respondent
The RIO must give the respondent a copy of the draft investigation report for comment and, concurrently, a copy of, or supervised access to the evidence on which the report is based. The respondent will be allowed thirty (30) days from the date he/she received the draft report to submit comments to the RIO. The respondent's comments must be included and considered in the final report.
Confidentiality
In distributing the draft report, or portions thereof, to the respondent, the RIO will inform the recipient of the confidentiality under which the draft report is made available and may establish reasonable conditions to ensure such confidentiality. For example, the RIO may require that the recipient sign a confidentiality agreement.

C. Decision by Deciding Official
The RIO will assist the investigation committee in finalizing the draft investigation report, including ensuring that the respondent's comments are included and considered, and transmit the final investigation report to the DO, who will determine in writing and report to the University President: (1) whether the institution accepts the investigation report, and its findings and (2) the appropriate institutional actions in response to the accepted findings of research misconduct. If this determination varies from the findings of the investigation committee, the DO will, as part of his/her written determination, explain in detail the basis for rendering a decision different from the findings of the investigation committee. Alternatively, the DO may return the report to the investigation committee with a request for further fact-finding or analysis. When a final decision on the case has been reached, the RIO will notify both the respondent and the complainant in writing. The complainant will only be entitled to know whether or not the allegation of misconduct was founded. After informing ORI, if applicable or other Grantor if required by law or contract, the DO will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the respondent in the work, or other relevant parties should be notified of the outcome of the case. The RIO is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies.

D. Disciplinary Measures for Founded Misconduct
When a finding of research misconduct has been recommended by the Committee, potential disciplinary action will be taken in accordance with the applicable CBA or the Student Code of Conduct policy.

E. Notice to ORI of Institutional Findings and Actions
Unless an extension has been granted, the RIO must, within the sixty (60) day period for completing the investigation, submit the following to ORI, if applicable or to another Grantor if required to by law or contract: (1) a copy of the final investigation report with all attachments (2) a statement of whether the institution accepts the findings of the investigation report (3) a statement of whether the institution found misconduct and, if so, who committed the misconduct; and (4) a description of any pending or completed administrative actions against the respondent.

F. Maintaining Records for Review by ORI
The RIO must maintain and provide to ORI upon request "records of research misconduct proceedings" as that term is defined by 42 CFR § 93.317. This standard will
be used for all grants received by the University. Unless custody has been transferred to HHS or ORI has advised in writing that the records no longer need to be retained, records of research misconduct proceedings must be maintained in a secure manner for seven (7) years after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation. The RIO is also responsible for providing any information, documentation, research records, evidence or clarification requested by ORI to carry out its review of an allegation of research misconduct or of the institution’s handling of such an allegation.

X. Completion of Cases; Reporting Premature Closures to ORI
Generally, all inquiries and investigations will be carried through to completion and all significant issues will be pursued diligently. The RIO must notify ORI, or another grantor if required to by law or contract, in advance if there are plans to close a case at the inquiry, investigation, or appeal stage on the basis that respondent has admitted guilt, a settlement with the respondent has been reached, or for any other reason, except: (1) closing of a case at the inquiry stage on the basis that an investigation is not warranted; or (2) a finding of no misconduct at the investigation stage, which must be reported to ORI, or another grantor if required to by law or contract, as prescribed in this policy and 42 CFR § 93.315, if applicable.

XI. Other Considerations

A. Termination or Resignation Prior to Completing Inquiry or Investigation
The termination of the respondent's institutional employment, by resignation or otherwise, before or after an allegation of possible research misconduct has been reported, will not preclude or terminate the research misconduct proceeding or otherwise limit any of the institution's responsibilities under 42 CFR Part 93, if applicable.

If the respondent without admitting to the misconduct elects to resign his or her position after the institution receives an allegation of research misconduct, the assessment of the allegation will proceed, as well as the inquiry and investigation, as appropriate based on the outcome of the preceding steps. If the respondent refuses to participate in the process after resignation, the RIO and any inquiry or investigation committee will use their best efforts to reach a conclusion concerning the allegations, noting in the report the respondent's failure to cooperate and its effect on the evidence.

B. Protection of the Complainant, Witnesses and Committee Members
During the research misconduct proceeding and upon its completion, regardless of whether the institution or ORI, or other Grantor, determines that research misconduct occurred, the RIO will undertake all reasonable and practical efforts to protect the position and reputation of, or to counter potential or actual retaliation against, any complainant who made allegations of research misconduct in good faith and of any
witnesses and committee members who cooperate in good faith with the research misconduct proceeding. The DO will determine after consulting with the RIO and with the complainant, witnesses or committee members, respectively, what steps, if any, are needed to restore their respective positions or reputations or to counter potential or actual retaliation against them. The RIO is responsible for implementing any steps the DO approves.

C. Allegations Not Made in Good Faith
If relevant, the DO will determine whether the complainant’s allegations of research misconduct were made in good faith, or whether a witness or committee member acted in good faith. If the DO determines there was an absence of good faith he/she will determine whether any administrative action should be taken against the person who failed to act in good faith. Discipline for this action will be in accordance with applicable CBA or policy.

Appendix A

Research Integrity Officer Responsibilities

I. General
The Research Integrity Officer (RIO) has lead responsibility for ensuring that the institution:

Takes all reasonable and practical steps to foster a research environment that promotes the responsible conduct of research, research training, and activities related to that research or research training, discourages research misconduct, and deals promptly with allegations or evidence of possible research misconduct.

Has written policies and procedures for responding to allegations of research misconduct and reporting information about that response to ORI, as required by 42 CFR Part 93, when applicable.

Complies with its written policies and procedures and the requirements of 42 CFR Part 93, when applicable.

Informs its institutional members who are subject to 42 CFR Part 93 about its research misconduct policies and procedures and its commitment to compliance with those policies and procedures.

Takes appropriate interim action during a research misconduct proceeding to protect public health, federal funds and equipment, and the integrity of the PHS supported research process. This criteria applies to all Federal and non-Federal grants as well.
II. Notice and Reporting to ORI and Cooperation with ORI or alternative Grantor, if applicable

The RIO has lead responsibility for ensuring that the institution:
Files an annual report with ORI containing the information prescribed by ORI or as required by any Grantor.

Sends to ORI with the annual report such other aggregated information as ORI may prescribe on the institution's research misconduct proceedings and the institution's compliance with 42 CFR Part 93, if applicable, or fulfill any reporting requirements outlined by any Grantor.

Notifies ORI, or other Grantor, immediately if, at any time during the research misconduct proceeding, it has reason to believe that health or safety of the public is at risk, HHS or other Grantor's resources or interests are threatened, research activities should be suspended, there is reasonable indication of possible violations of civil or criminal law, federal action is required to protect the interests of those involved in the research misconduct proceeding, the institution believes that the research misconduct proceeding may be made public prematurely, or the research community or the public should be informed.

Provides ORI, or other Grantor if required by law or contract, with the written finding by the responsible institutional official that an investigation is warranted and a copy of the inquiry report, within five (5) calendar days of the date on which the DO's finding is made.

Notifies ORI, or other Grantor if required by law or contract of the decision to begin an investigation on or before the date the investigation begins.

Within sixty 60) days of beginning an investigation, or such additional days as may be granted by ORI or other Grantor if required by law or contract, provides ORI or other Grantor with the investigation report, a statement of whether the institution accepts the investigation's findings, a statement of whether the institution found research misconduct and, if so, who committed it, and a description of any pending or completed administrative actions against the respondent.

Seeks advance ORI approval, or other Grantor approval if required by law or contract, if the institution plans to close a case at the inquiry, investigation, or appeal stage on the basis that the respondent has admitted guilt, a settlement with the respondent has been reached, or for any other reason, except the closing of a case at the inquiry stage on the basis that an investigation is not warranted or a finding of no misconduct at the investigation stage.

Cooperates fully with ORI, or other Grantor if required by law or contract, during its oversight review and any subsequent administrative hearings, including providing all
research records and evidence under the institution's control, custody, or possession and access to all persons within its authority necessary to develop a complete record of relevant evidence.

III. Research Misconduct Proceeding

A. General
The RIO is responsible for:

- Promptly taking all reasonable and practical steps to obtain custody of all research records and evidence needed to conduct the research misconduct proceeding, inventory the records and evidence, and sequester them in a secure manner.
- Taking all reasonable and practical steps to ensure the cooperation of respondents and other institutional members with research misconduct proceedings including, but not limited to, their providing information, research records and evidence.
- Providing confidentiality to those involved in the research misconduct proceeding as required by 42 CFR 93.108, if applicable, other applicable law, and institutional policy.
- Determining whether each person involved in handling an allegation of research misconduct has an unresolved personal, professional or financial conflict of interest and taking appropriate action, including refusal, to ensure that no person with such a conflict is involved in the research misconduct proceeding.
- Keeping the Deciding Official (DO), University President, University Legal Counsel and others who need to know apprised of the progress of the review of the allegation of research misconduct.
- In cooperation with other institutional officials, taking all reasonable and practical steps to protect or restore the positions and reputations of good faith complainants, witnesses, and committee members and to counter potential or actual retaliation against them by respondents or other institutional members.
- Making all reasonable and practical efforts, if requested and as appropriate, to protect or restore the reputation of persons alleged to have engaged in research misconduct, but against whom no finding of research misconduct is made.
- Assisting the DO in implementing his/her decision to take administrative action against any complainant, witness, or committee member determined by the DO not to have acted in good faith.
- Maintaining records of the research misconduct proceeding, as defined in 42 CFR 93.317, in a secure manner for seven (7) years after completion of the proceeding, or the completion of any ORI proceeding involving the allegation of research misconduct, whichever is later, unless custody of the records has
been transferred to ORI or ORI has advised that the records no longer need to be retained. This shall apply to all grants received by the Institution.

- Ensuring that administrative actions taken by the institution and ORI are enforced and taking appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, professional societies, and licensing boards, of those actions.

### B. Allegation Receipt and Assessment

The RIO is responsible for:

- Consulting confidentially with persons uncertain about whether to submit an allegation of research misconduct.
- Receiving allegations of research misconduct.
- Assessing each allegation of research misconduct to determine if an inquiry is warranted because the allegation falls within the definition of research misconduct, is within the jurisdictional criteria of 42 CFR 93.102 (b), if applicable, and is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

### Inquiry

The RIO is responsible for:

- Initiating the inquiry process if it is determined that an inquiry is warranted.
- At the time of, or before beginning the inquiry, making a good faith effort to notify the respondent in writing, if the respondent is known.
- On or before the date on which the respondent is notified, or the inquiry begins, whichever is earlier, taking all reasonable and practical steps to obtain custody of all research records and evidence needed to conduct the research misconduct proceeding, inventorying the records and evidence and sequestering them in a secure manner, except that where the research records or evidence encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on the instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments.
- Appointing an inquiry committee and committee chair as soon after the initiation of the inquiry as is practical.
- Preparing a charge for the inquiry committee in accordance with the institution’s policies and procedures.
- Convening the first meeting of the inquiry committee and at that meeting briefing the committee on the allegations, the charge to the committee, and the appropriate procedures for conducting the inquiry, including the need for confidentiality and for developing a plan for the inquiry, and assisting the committee with organizational and other issues that may arise.
Providing the inquiry committee with needed logistical support, e.g., expert advice, including forensic analysis of evidence, and clerical support, including arranging witness interviews and recording or transcribing those interviews.

Being available or present throughout the inquiry to advise the committee as needed and consulting with the committee prior to its decision on whether to recommend that an investigation is warranted on the basis of the criteria in the institution's policies and procedures and 42 CFR 93.307 (d), if applicable.

Determining whether circumstances clearly warrant a period longer than twenty (20) calendar days to complete the inquiry (including preparation of the final inquiry report and the decision of the DO on whether an investigation is warranted), approving an extension if warranted, and documenting the reasons for exceeding the twenty (20)-day period in the record of the research misconduct proceeding.

Assisting the inquiry committee in preparing a draft inquiry report, sending the respondent a copy of the draft report for comment (and the complainant if the institution's policies provide that option) within a time period that permits the inquiry to be completed within the allotted time, taking appropriate action to protect the confidentiality of the draft report, receiving any comments from the respondent, and ensuring that the comments are attached to the final inquiry report.

Receiving the final inquiry report from the inquiry committee and forwarding it, together with any comments the RIO may wish to make, to the DO who will determine in writing whether an investigation is warranted.

Within five (5) calendar days of a DO decision that an investigation is warranted, providing ORI with the written finding and a copy of the inquiry report and notifying those institutional officials who need to know of the decision.

Notifying the respondent (and the complainant if the institution's policies provide that option) whether the inquiry found an investigation to be warranted and including in the notice copies of or a reference to 42 CFR Part 93, if applicable and the institution's research misconduct policies and procedures.

Providing to ORI, upon request or other Grantor if required by law or contract, the institutional policies and procedures under which the inquiry was conducted, the research records and evidence reviewed, transcripts or recordings of any interviews, copies of all relevant documents, and the charges to be considered in the investigation.

If the DO decides that an investigation is not warranted, securing and maintaining for seven (7) years after the termination of the inquiry sufficiently detailed documentation of the inquiry to permit a later assessment by ORI of the reasons why an investigation was not conducted.
Investigation

The RIO is responsible for:

- Initiating the investigation within ten (10) calendar days after the determination by the DO that an investigation is warranted.
- On or before the date on which the investigation begins: (1) notifying ORI of the decision to begin the investigation or other Grantor if required by law or contract and providing ORI a copy of the inquiry report or other Grantor if required by law or contract; and (2) notifying the respondent in writing of the allegations to be investigated.
- Prior to notifying respondent of the allegations, taking all reasonable and practical steps to obtain custody of and sequester in a secure manner all research records and evidence needed to conduct the research misconduct proceeding that were not previously sequestered during the inquiry.
- In consultation with other institutional officials as appropriate, appointing an investigation committee and committee chair as soon after the initiation of the investigation as is practical.
- Preparing a charge for the investigation committee in accordance with the institution's policies and procedures.
- Convening the first meeting of the investigation committee and at that meeting: (1) briefing the committee on the charge, the inquiry report and the procedures and standards for the conduct of the investigation, including the need for confidentiality and developing a specific plan for the investigation; and (2) providing committee members a copy of the institution's policies and procedures and 42 CFR Part 93, if applicable.
- Providing the investigation committee with needed logistical support, e.g., expert advice, including forensic analysis of evidence, and clerical support, including arranging interviews with witnesses and recording or transcribing those interviews.
- Being available or present throughout the investigation to advise the committee as needed.
- On behalf of the institution, the RIO is responsible for each of the following steps and for ensuring that the investigation committee: (1) uses diligent efforts to conduct an investigation that includes an examination of all research records and evidence relevant to reaching a decision on the merits of the allegations and that is otherwise thorough and sufficiently documented; (2) takes reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical; (3) interviews each respondent, complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the investigation, including witnesses identified by the respondent, and records or transcribes each interview, provides the recording or transcript to the interviewee for correction, and includes the recording or transcript in the record of the research misconduct proceeding; and (4) pursues diligently all significant issues and
leads discovered that are determined relevant to the investigation, including any evidence of any additional instances of possible research misconduct, and continues the investigation to completion.

- Upon determining that the investigation cannot be completed within sixty (60) calendar days of its initiation (including providing the draft report for comment and sending the final report with any comments to ORI or other Grantor if required by law or contract), submitting a request to ORI for an extension of the sixty (60)-day period that includes a statement of the reasons for the extension or other Grantor if required by law or contract. If the extension is granted, the RIO will file periodic progress reports with ORI or other Grantor if required by law or contract.

- Assisting the investigation committee in preparing a draft investigation report that meets the requirements of 42 CFR Part 93, if applicable, and the institution's policies and procedures, sending the respondent a copy of the draft report for his/her comment within thirty (30) days of receipt, taking appropriate action to protect the confidentiality of the draft report, receiving any comments from the respondent and ensuring that the comments are included and considered in the final investigation report.

- Transmitting the draft investigation report to Institutional Counsel for a review of its legal sufficiency.

- Assisting the investigation committee in finalizing the draft investigation report and receiving the final report from the committee.

- Transmitting the final investigation report to the DO and: (1) if the DO determines that further fact-finding or analysis is needed, receiving the report back from the DO for that purpose; (2) if the DO determines whether or not to accept the report, its findings and the recommended institutional actions, transmitting to ORI, or other Grantor if required by law or contract, within the time period for completing the investigation, a copy of the final investigation report with all attachments, a statement of whether the institution accepts the findings of the report, a statement of whether the institution found research misconduct, and if so, who committed it, and a description of any pending or completed administrative actions against the respondent.

- When a final decision on the case is reached, the RIO will normally notify both the respondent and the complainant in writing and will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of involved journals, collaborators of the respondent, or other relevant parties should be notified of the outcome of the case.

- Maintaining and providing to ORI upon request all relevant research records and records of the institution's research misconduct proceeding, including the results of all interviews and the transcripts or recordings of those interviews.

(PRP #6820)
Nepotism Policy

Procedures
It is the policy of Bloomsburg University not to discriminate against any candidate for employment on the basis of family status. Specifically, there shall be no discrimination against members of the immediate family regarding concurrent employment at the University. For the purpose of this policy, immediate family member is defined as husband, wife, child, parent, parent-in-law, sister-in-law, sister, brother, brother-in-law, aunt, uncle, stepparent, niece, nephew, or stepchild.

In the interest of maintaining an open and bias-free recruitment and selection process, as well as avoiding potential conflicts of interest, discrimination, and other possible improprieties in hiring practices, it is also the policy of Bloomsburg University that no employee of the Institution may serve on a search and screen committee or otherwise directly participate in the hiring process which involves a member of the employee's immediate family.

Further, this policy also prohibits the evaluation and discourages the direct supervision of an employee's performance by a member of the evaluated employee's immediate family. Since all employees of the Institution are to receive performance evaluations, alternate means will be used to ensure the evaluation process is appropriately completed.

In the event that any provision of this Policy is found to be inconsistent with labor agreements, statutes, ordinance, rules or regulations governing Bloomsburg University, the provisions of such labor agreements, statutes, ordinance, rules or regulations shall prevail.

(PRP #6830)

Drug Free Work Place Policy

Illegal or inappropriate use of controlled substances or alcohol by University employees impairs the efficiency of the work force, compromises public health and safety, and undermines the attainment of the mission of this University. Bloomsburg University is concerned with the well-being of its employees and the general public, the attainment of a drug-free workplace as well as the need for encouragement of the use of employee assistance programs.
Under the University’s policy, all employees are prohibited from:

The unlawful manufacturing, distributing, dispensing, selling, possessing, or using a controlled substance or alcohol on University property, in university vehicles, or while off the premises performing work functions for the University; or

Reporting for work or performing work under the influence of a controlled substance or alcohol; or

Using University property or one’s position to facilitate the unlawful manufacture, distribution, sale, dispensation, possession or use of a controlled substance or alcohol.

Employees are not prohibited under (A), (B) or (C) above from the utilization of controlled substances or alcohol for legitimate research and teaching purposes as approved by the Office of Research and Graduate Studies.

Any employee who is convicted of violating any statute governing the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol in any University workplace shall notify the E.A.P. Coordinator (the Director of Personnel and Labor Relations shall fulfill the function of the E.A.P. Coordinator until a new position or appointment can be made) of such conviction no later than five (5) days after such conviction. A conviction means a finding of guilt (including a plea of no contest, disposition in lieu of trial or accelerated rehabilitative disposition) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of the federal or state criminal drug statutes.

Employees who are convicted of controlled substance violations occurring in the workplace must satisfactorily participate in an employee assistance program or other rehabilitation program that is approved for such purposes by the E.A.P. Coordinator. An employee who elects such participation may request that disciplinary action be suspended while counseling, rehabilitation or assistance programs are being utilized. An employee who, having successfully participated in such a program again engaged in conduct prohibited by this policy I subject to disciplinary action, as stipulated by the grievance procedures set forth in an appropriate collective bargaining agreement or the Management Rights Policy, State System of Higher Education.

Any disciplinary action taken by the university pursuant to this policy against any employee who is not employed pursuant to a collective bargaining agreement may be formally appealed to the University within ten (10) days. An employee who brings such an appeal will have the opportunity to offer evidence and cross-examine the witnesses.
Any employee having or suspected of having problems with a controlled substance or alcohol, as may be evidenced by poor or diminished work performance shall be referred to the Employee Assistance Program.

And educational program will be established to provide all employees in the most accurate information on alcohol and substance use and abuse. This program, facilitated by the Employee Assistance Program Coordinator, will include information on the following topics: (a) Bloomsburg University's policy of maintaining a drug free workplace, (b) the state of the law, (c) issued of confidentiality, (d) the dangers of alcohol and substance abuse, (e) the early signs of alcohol and substance abuse, and (f) the available resources for evaluation, intervention, counseling and rehabilitation. An ongoing program will be instituted to educate new employees regarding this policy and program, and to continually update present employees as new information becomes available. (See the educational program for details.)

The Office of the Vice President of Administration is responsible for assuring that the University’s Policy on Substance Abuse in the Workplace and information about the employee assistance programs are furnished to all employees via the Employee assistance Coordinator.

Each new employee who is subject to this policy will be furnished a copy and be required to sign a statement stating that he or she has received, reviewed and understands this policy.

This policy applies to all employees as stated in the introduction except to the extent of any inconsistency with national, state or local law.

Information regarding the use of drugs or alcohol by any individual or the testing results of any employee will be maintained in confidence by the University to the extent practicable under laws, and in accordance with state and federal Rehabilitation and Privacy Acts.

The Office of the Vice President of Administration, with the assistance of the Employee Assistance Program Coordinator, shall:

Carry out the implementation, direction, administration and management of the entire Drug-Free Workplace Program; and

Assure compliance of the University’s Policy in accordance with state and federal statutes and regulations, and

Coordinate with the Assistant Vice President for Research and Graduate Studies the notification of employee convictions under provision #3 in order that any federal
funding agency may be notified of any employee conviction for drug activity at the workplace within 10 days of receiving such notice from the employee.

Coordinate the implementation and revisions of the University's Policy with labor organizations.

Controlled Substance, for the purpose of this policy, is defined as listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812. The lists are available in the Office of Personnel and Labor Relations and the Office of the E.A.P. Coordinator.

"Drug Free Workplace" Education Program

The strength of the "Drug Free Workplace" policy lies in education, assessment and referral services, short-term counseling an intervention. The entire university community (top-down) needs to have an understanding of the problems and solutions involved in promoting a work environment free from drugs. Thus, the attached educational program is designed to enlighten administrators, faculty and staff.

The effective implementation and ongoing success of the program depends on the endorsement and financial commitment of the President and Administration. The key individual employed to carry out this mission needs to have professional experience in a relevant human or mental health field. The development of the program would meet both the needs of the University and the individual: promoting not only a "drug free workplace" but the total concept of wellness.

Our research indicates in-house assistance programs are most cost effective, provides greater control, and are more positively accepted by employees and unions. It is essential that the EAP program be highly visible and separate from direct administrative involvement.

Addendum "A" Federal Grant Requirements

This Addendum to the "Drug-Free Workplace Policy and Education Program" provides policy guidance for project directors, principal investigators, and all other employees, including students, working under a federal grand(s), either on the premises of Bloomsburg University or at an approved off-campus worksite.

Authority

To comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690), effective March 18, 1989, organizations that receive federal grants are required to establish a formal written policy which informs employees that the use, distribution and
possession of illegal drugs in the workplace are prohibited. (SEE: Bloomsburg University's Drug-Free Workplace Policy and Education Program, including Addendum "A" - Federal Grant Requirements)

Responsibility

The Director of Personnel is responsible for publishing and implementing the university's drug-free workplace policy and distributing copies to all employees. The Director of Personnel is also responsible for taking any personnel action for violations of a criminal drug statute (SEE: page 3, item 5.), and for informing the Assistant Vice President for Graduate Studies and Research of any convictions reported by employees working under a grant funded by a federal agency (ies). (SEE: page 2, item 3.)

The Assistant Vice President for Graduate Studies and Research is responsible for notifying the funding agency(ies) in writing of any convictions reported to the Director of Personnel. (SEE: page 2, item 4.)

The Director of Grants is responsible for ensuring that the official form, "Certification Regarding Drug-Free Workplace Requirements for Grantees Other Than Individuals," is completed and submitted to the cognizant federal agency prior to the award of a grant. The Director of Grants is also responsible for obtaining a signed "Statement of Assurance of Compliance" with the university's drug-free workplace policy from individuals employed under a federal grant. (SEE: Addendum "A".)

The project director/principal investigator is responsible for keeping the Director of Grants informed of the names, position titles, and worksites of all employees working on a federal grant in order that signed statements of assurance with the university policy are obtained.

Certification Regarding Drug-Free Workplace Requirements For Grantees Other Than Individuals

As a precondition of receiving a federal grant, Bloomsburg University certifies that it will or will continue to provide a drug-free workplace by:

Providing a copy of the university's Drug-Free Workplace Policy and Education Program," including Addendum "A" - Federal Grant Requirements, to each employee to be engaged in the performance of the grant;

Obtaining a signed statement of compliance with the university policy from individuals employed under a federal grant;
Informing each employee to be engaged in the performance of the grant that, as a condition of employment under the grant, the employee will notify the employer (Bloomsburg University Director of Personnel) in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

Notifying the funding agency in writing, within ten calendar days of receiving notice under item 3 above from an employee or otherwise receiving actual notice of each conviction. Employers of convicted employees must provide notice, including position title, to every federal grant officer of other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

Taking appropriate personnel action against such an employee, within 30 calendar days of receiving notification under item 3 above, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or requiring each employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

Making a good faith effort to continue; to maintain a drug-free workplace through implementation of the Bloomsburg University "Drug-Free Workplace Policy and Education Program," including Addendum "A" - Federal Grant Requirements, and by providing an ongoing drug-free awareness program.

Please note: Information regarding certification requirements for grantees who are individuals may be obtained from the university grants office.

Definitions

Controlled substance means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at 21 CFR 1308.11 through 1308.15.

Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statutes.

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture distribution, dispensing, use, or possession of any controlled substance.
Drug-free workplace means a site for the performance of work done in connection with a specific grant at which employees of the grant (Bloomsburg University) are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance;

Employee means the employee of a grantee (Bloomsburg University) directly engaged in the performance of work under the grant, including all "direct charge" employees, all "indirect charge" employees, unless their impact or involvement is insignificant to the performance of the grant. Also included are student employees and temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll.

This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the payroll; or employees of subrecipients or subcontractors in covered workplaces).

(PRP #6950)

**Outside Remuneration during Leaves of Pay**

Any employment during a sabbatical leave must be included as part of the original sabbatical leave request, or, if not included in that request, it must receive prior written approval by the appropriate Dean, Vice President, and President of the University.

An employee who accepts outside employment during a sabbatical leave without such approval will be changed in status to "leave without pay" for the period of the sabbatical leave.

**Procedure:**

An employee on sabbatical leave may accept a grant or remuneration for employment provided that:

1. The amount is for the purpose of defraying expenses related to travel or relocation costs.

2. The total amount received, plus the employee's salary for the leave, minus the travel and/or relocation costs, shall not exceed the total salary that would have been received from the Commonwealth if the employee had not been on sabbatical leave.
3. The grant activities or employment for which remuneration is to be received is specified in the application for sabbatical leave and has been approved by the University Sabbatical Committee, the Deans' Council, the Provost and Vice President for Academic Affairs, and the President of the University as fulfilling the professional and contractual purposes for which sabbatical leaves are awarded.

Any change in the sabbatical leave plan as described in the application must have the prior written approval of the appropriate Dean, Vice President, and the President of the University. This consideration applies to all sabbatical leave changes, but is included herein with particular reference to sabbatical leave changes involving outside remuneration.

(PRP #7630)

**Sabbatical Travel Expenses**

1. A faculty member on sabbatical leave will not be reimbursed for expenses incurred in the fulfillment of the sabbatical leave plans for which the leave was granted. Only in very rare or unique circumstances should a person on sabbatical leave perform an assignment for the University - at the request of the President or Vice President that such expenses will be reimbursed. Funds awarded by the Faculty Professional Development Committee for faculty research grants are independent of the sabbatical leave proposal and thus are not subject to the restriction in the first paragraph above.

2. A faculty member on sabbatical is eligible for faculty travel awards when he/she is on a program of a national, regional or local conference. An application following the same procedures as applicable to all faculty members in the department shall be made by the sabbatical faculty to request such funds. Funding such travel expenses will also follow the same procedure and priority as applicable to any non-sabbatical faculty. In a similar manner reimbursement of travel expenses can be made to a sabbatical faculty by his/her department when such reimbursements are accorded to all other active faculty.

(PRP #7635)

**Faculty Exchange Statement**

Faculty members engaged in any exchange program will remain the employees of their own institution as if their employment were continuous. They will be responsible to their own president, who may, however, delegate the appropriate authority regarding day-to-day matter to the president of the host institution.
Salaries and fringe benefits will be the responsibility of the employing institution and will apply as though the employees had continuous employment. Nothing in this arrangement shall affect superannuation payments, medical benefits, or any other contractual rights of the employees. In academic matters, however, faculty will be governed by practices, policies, and procedures of the host institution, modified by any specific arrangements which may be established. In all personnel matters, the faculty will be treated as visitors to the host institution and not as employees.

The cost of the faculty members’ transportation to the host institution and return may be paid by the employing institution, provided funds are available for that purpose. All costs of accompanying family members shall be assumed by the faculty members. Visiting faculty will normally pay for their own board and accommodations. Any exchange of houses and vehicles will be a private matter between faculty members.

(PRP #7650)

Vacation Policy for Sensitive Positions

Procedures

University personnel who are responsible for the disbursement, collection or safekeeping of funds, for awarding or directing financial aid, for controlling central payroll processes, or for the central function of student grades and credit hour awards are required to schedule an annual vacation of at least one week in duration. Offices affected are Central Accounting, Personnel, Computer Center, Financial Aid and Registrar; respective directors are responsible for identifying sensitive positions to which this policy should apply.

An alternative will be that the employee will be assigned to a different job assignment for one week, during which his/her duties will be performed by another employee.

During that period, other institutional personnel within the operational unit shall assume the duties of the individual who is on leave or on an alternative assignment.

Clarification

Personnel assigned to substitute in a sensitive position will report to both their regular supervisor and to the sensitive-position person's supervisor. The ordinary expectation is that person will try to maintain the operation of the office as smoothly as is possible, without snooping or suspicion. Improprieties would be reported if and when it became obvious that serious irregularities were occurring in the operation of that office.
The individuals affected in the targeted departments will be determined by the managers of the targeted departments. As an example, it may be determined that the Registrar, Assistant Registrar and Records Coordinator may be the only three designated in the Registrar’s Office under this policy. The reasoning would be that these three individuals have special privileged access to the changing of student grades that other employees do not have, even other employees within that office. In a similar fashion, other unit supervisors would determine which individuals would be affected and provide the rationale as to why their positions were earmarked as especially sensitive.

At the inception of this policy, departments and managers not specifically mentioned will be exempted from the provisions of this policy. Though individuals in other departments may also handle money and be in positions of trust, their duties are not considered to be as sensitive as those earmarked in this policy. If, however, the responsibilities of the department manager changes to include sensitive functions, as determined by the Vice President for Administration, these departments would also be included in the offices affected by this policy.

(PR#8605)

**Pet Policy**

For campus safety and compliance with health regulations, pets, are permitted on campus only under the direct control of the owner and on a leash, chain, or other device which secures its control by the owner. Pets are not permitted in any of the buildings of Bloomsburg University. This regulation is not a substitute for, but rather a complement to presently existing local and state laws regarding pets and dogs.

(PR#9200)