WELCOME TO
THE STUCKEMAN SCHOOL

This handbook contains information you need now, and will use again later. Keep it for future reference. We hope that you have a wonderful experience during your time at Penn State!
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PROGRAM REQUIREMENTS
FOR ALL DEGREES

REGISTRATION
Graduate students who are in residence at the University must be registered during fall and spring semesters. The responsibility for being properly registered rests with the student. Students may register for coursework or research or a combination of the two.

Students must register for audited courses as well as those taken for credit. Students must be registered for any semester (including summer) in which they take an exam.

Candidates for the PhD degree must register continuously for each fall and spring semester from the time they pass the comprehensive examination and meet the two-semester residence requirement until their doctoral committee accepts the dissertation. One credit per semester is sufficient to meet this requirement, although students working as Teaching or Research Assistants must carry between 9 and 12 credits.

Because the Department of Homeland Security requires international students on an F1 or J1 visa to be in residence, all international students must be registered for full-time status (fall and spring semester), unless an exception to full-time enrollment has been approved. Students who fail to register may jeopardize their visa status.

Students must complete registration during the officially designated period and must attend the first meeting of all classes. A student who fails to complete the process of registration within the officially designated registration period will be liable for the late registration charge, regardless of when the student begins attending classes. Some people simply forget to register! Registering late will cost you time and a $250 late registration fee.

GRADUATE ASSISTANTSHIP AND FINANCIAL AID
A number of graduate assistantships are available and are administered through the Departments.

The Office of Student Aid, 314 Shields Building, Penn State University, University Park, PA 16802 also provides information about loans, grants, and scholarships: studentaid.psu.edu. Other opportunities for work at the University are available, particularly as counselors, advisers, and coordinators in the residence halls or in other student affairs offices. Some of these positions require that persons live in campus housing (some quarters for small families are provided), but other positions do not. Requests for information should be addressed to Residence Life Programs, 201 Johnston Commons, the Penn State University, University Park, PA 16802; studentaffairs.psu.edu/reslife. Applicants for such positions are typically more successful in obtaining them when they can come to campus for a few days to have personal interviews and talk with people in their areas of interest.

FULL-TIME ACADEMIC STATUS AND COURSE CREDITS
Full-time academic status is considered to be 9 graduate credits, which may be a combination of courses, independent study, and thesis credits. The Graduate Degree Programs Bulletin (bulletins.psu.edu/bulletins/whitebook/academic_procedures.cfm) states that for graduate assistants on half-time appointments (20 hours per week) the minimum credit load is 9 credits and the maximum credit load is 12 credits. All other students (e.g., self-supported, fellowship) should take at least 9 credits and no more than 15 credits to retain full-time status and to have a semester count towards residency for the PhD.

All courses at and above the 400-level qualify for graduate credit. In some cases, students may wish to take a lower-level course as an independent study (e.g., GEOG 496) and do extra work for graduate credit. ARCH/LARCH 596 is used when registering for graduate independent studies. Concurrent independent studies with different faculty members are
permitted for up to 9 credits each semester. MS students and pre-comprehensive exam PhD students may enroll in ARCH/LARCH 600* credits while researching and writing their MS thesis/papers or PhD dissertation. The updated Graduate Degree Programs Bulletin is available at: psu.edu/bulletins/whitebook.

CREDIT LOADS AND ACADEMIC STATUS

Graduate Assistants: Graduate assistants must be enrolled at Penn State as graduate students. More specifically, since assistantships are provided as aids to completion of advanced degrees, assistants are expected to enroll for credit loads each semester that fall within the limits indicated in the table below. Maximum limits on permissible credit loads are indicated in order to assure that the student can give appropriate attention both to academic progress and assistantship responsibilities. These considerations give rise to the table of permissible credit loads below.

<table>
<thead>
<tr>
<th>Level of Assistantship</th>
<th>Credits Per Semester</th>
<th>Credits Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min</td>
<td>Max</td>
</tr>
<tr>
<td>¼-time</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>½-time</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>¾-time</td>
<td>6</td>
<td>8</td>
</tr>
</tbody>
</table>

To provide for some flexibility, moderate exceptions to the specified limits may be made in particular cases with the approval of the student’s program head and the dean of the Graduate School. The Graduate School expects that an exception made in one semester will be compensated for by a suitably modified credit load in the subsequent semester, so that, on the average, normal progress is maintained at a rate falling within the limits above. Failure to do so may jeopardize the student’s academic status. Maintenance of the established credit loads and responsibility for consequences of a graduate student’s change of course load rest with the student and adviser. The course load is a factor in determining whether a graduate student is classified as a full-time or part-time student; has met residence requirements; and is eligible to hold a fellowship, traineeship, assistantship, or departmental or program appointment.

Full-Time Academic Status: Students holding fellowships, traineeships, or other awards based on academic excellence are required to carry 9 or more credits each semester. A graduate assistant whose semester or summer session credit load exceeds the minimum in the above credit table and whose assistantship duties are directly related to his or her degree objectives is considered by the Graduate School to be engaged in full-time academic work for that semester. Students carrying 5 credits in summer session are considered full-time.

Part-Time Academic Status: A student who in any semester or summer session is registered for study but does not meet criteria for full-time status is considered to be engaged in part-time academic work for that semester.

Credit Loads for International Students: The Immigration and Naturalization Service requires that international students proceed in a timely fashion toward completion of their degree, as established by the academic department and (usually) stated on their initial immigration document. Failure to maintain normal progress toward completion of the degree during this period will jeopardize the student’s ability to continue academic study, adjust status, or seek future employment in the United States. Because of this requirement, international students should not be enrolled less than full-time during fall or spring semester without approval by the Office of International Students and Scholars (ISS).

CONTINUITY OF REGISTRATION AND LEAVE OF ABSENCE PROCEDURES

A student who is a degree candidate at any of the graduate campuses of the University and registers there without interruption for each fall and spring semester is considered to have maintained a normal continuity of registration. Anyone who has interrupted such a normal sequence and now plans to register for study at the University Park campus is required to submit a “Resume Study/Change of Degree or Major” form (gradschool.psu.edu/index.cfm/faculty-and-staff/forms/ges/#Student_Forms) to the Office of Graduate Enrollment Services, 114 Kern Building at least one month before the time
Re-registration for permission to resume study. Re-enrollment must be approved by the Counselor Education faculty.

Withdrawal: Dropping all academic work for which a student is registered in any semester constitutes withdrawal from the University, and changes the student’s status to non-degree. A “Resume Study/Change of Degree or Major” form must then be submitted and approved if the student wants to enroll for further work toward a degree.

Under certain conditions credit may be earned for work done away from the campus. Students contemplating such work should first consult with their adviser and then inquire at the Office of Graduate Enrollment Services about the procedures and conditions. Students assume responsibility for the registration process by accessing the Registrar’s website at registrar.psu.edu. Registration must be completed before the close of central registration at University Park. Students must register for courses audited as well as those taken for credit.

GRADING PROCEDURES
The grading procedures followed are those specified in the Graduate Degree Programs Bulletin found at bulletins.psu.edu/graduate/academicprocedures/procedures6. Students must graduate with a B (3.0) grade point average. Students who fall below a 3.0 while completing studies must meet with their faculty adviser to determine what remedial steps are required. Unsatisfactory academic performance may be grounds for dismissal from the program. According to the Graduate Degree Bulletin, A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program will be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major or by the chair of the student’s doctoral committee. The procedure to be followed in such action is found in Appendix III [of the Penn State University Graduate Bulletin in the Academic Information and Procedures areas at bulletins.psu.edu/graduate/appendices/appendix3].

PENN STATE UNIVERSITY STANDARDS OF CONDUCT

Students are expected to adhere to the standards of conduct described in the Graduate Degree Programs Bulletin, which outlines a list of possible violations and subsequent disciplinary action, as well as grievance procedures. A copy of this document can be obtained in the Graduate Degree Program website (bulletins.psu.edu/graduate/appendices/appendix1) or found in Appendix C (in the Bulletin). The following actions are included in the Code of Conduct as misconduct that can lead to disciplinary action:

• Academic dishonesty, including, but not limited to, cheating and plagiarism.
• Harassment of an individual or group, as defined in the “Policy Statement on Acts of Intolerance.”
• Sexual assault and abuse as defined in the “Policy Statement on Sexual Assault and Abuse.”
• Furnishing false information to the University or other similar forms of dishonesty in University-regulated affairs, including knowingly making false oral or written statements to any University discipline board.
• Physical abuse of any person on University-owned or
controlled property, or at a University sponsored or supervised function; or conduct that threatens or endangers the health or safety of a person.

Students who plagiarize others’ work as their own without giving proper citation may be guilty of a serious breach of academic conduct. As a result, appropriate disciplinary action will be taken that could lead to a failing grade or academic dismissal. With regard to plagiarism, the Publication Manual of the American Psychological Association (6th ed.) makes the following statement:

“Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearranging the order of a sentence and change some of the words), you will need to credit the source in the text... The key element of this principle is that an author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words.” (p. 15–16)

INSTRUCTOR RIGHTS AND RESPONSIBILITIES

None of the above in any way removes or diminishes the rights and responsibilities individual instructors have with respect to their evaluation of students in individual courses. Faculty members are expected to distribute in each course a syllabus that describes the course objectives, methods, and evaluation procedures, as well as consequences for student failure to meet course expectations. The instructor for a course may take action to address student failure to adequately perform in that course and/or violation of Penn State’s academic integrity policy or Code of Conduct within the realm of that course. This may be separate from or in addition to the procedures described above.

STUDENT REPORTING PROCEDURES

The primary responsibility of evaluating and assessing students relies solely on faculty members. On occasion, there may be times when a student believes a peer is not acting consistently with the ethical practices expected of a graduate student. For example, students may have personal difficulties with regards to impairment (e.g., substance abuse), unethical behavior (e.g., having an intimate relationship with a client), and/or academic integrity (e.g., plagiarism). In these instances, each student has an ethical responsibility to help his/her peers practice ethical behavior. As future professionals, each student must adhere to the academic guidelines contained in the Graduate Degree Programs Bulletin (as pertains to academic integrity).

To assist students in helping one another to practice ethical behavior consistent with professional practice the steps below should be followed:

If a student believes a fellow student is behaving in an academically dishonest, unethical, and/or impaired manner, the concerned student should communicate his or her concern to the other student in the most constructive, caring, and beneficial way. The foundation for this concern should be based on observable behavioral patterns and not hearsay. A student should also eliminate any bias or assumptions made before approaching the peer.

If after communicating the concern to the student there is no change in behavior, the student should notify a faculty member (e.g., adviser or coordinator of the respective emphasis) as soon as possible. Once a student reports the concern to the faculty member regarding another student’s behavior, the concerned student’s obligations are considered fulfilled. It should be noted that, due to confidentiality, faculty members will not be able to inform the student who presented the concern what, if any, actions resulted. Faculty members who are notified of potential unethical behaviors must follow policies and procedures as described earlier in this handbook.
TASKS UPON ARRIVAL

These items must be done in this order when you first arrive on campus:

1. ADMISSIONS ACCOUNT
   You created an admissions account when you applied electronically. Use this account (e.g., xyz5000) to register online via eLion (elion.psu.edu). If a course is departmentally controlled, staff will register you for the course before the semester begins.

2. STUDENT ID
   PSU photo IDs are taken in 103 HUB (Hetzel Union Building–Robeson Center). You must present a form of photo ID (driver’s license, etc.). For more information call 814-865-7590.

3. COMPUTER ACCESS ACCOUNT
   Electronic Account Activation email notifications will be sent to all new graduate students (who have not yet activated their Access Accounts) for Fall semester. Below is an outline of the new process for activation:
   • An email is sent with a custom link (“token”) to the application and your Access Account User ID. The link is active for seven days. If the link expires, you will need to request another Electronic Account Activation email notification, by calling the ITS Help Desk (814-865-HELP).
   • You will be required to enter your User ID and postal code (which must match what is on file with the University).
   • You will be presented with the University AD20 Computer and Network Security and IPOS Copyright policies and a quiz consisting of three questions about the policies. The quiz is intended for learning and will provide the correct answer for review if an incorrect answer is selected.
   • You will be presented with the Library Agreement policy and required to check an agreement box for each of the above policies.
   • You will be presented with a confirmation screen for the above policies and required to input your date of birth that is used for your agreement and electronic signature.
   • You will be required to set three password security questions. These will help you reset your password in the future through the Password Management service.
   • You will be required to create an Access Account password (based on University requirements).
   • Upon successful completion of account activation, you will be sent a confirmation email. This email will be sent to your personal email address on file with the University.

   If you arrive on campus and have not activated your Access Account per the new process, there are two options provided for resolution:
   • Visit a signature station to activate your account.* This is the simplest and recommended solution for this cycle only. You must first obtain your Penn State student ID card and be registered for classes. Take your Penn State Photo ID card to an automatic signature station and follow the instructions there. Signature stations are located at 103 Boucke, 204 Wagner, 15 Sparks, 112 Shields, W130 Pattee, 109 Willard.
   • You can call the ITS Help Desk to re-issue an electronic activation token. This token will be sent to the email address that Penn State has on file. You must be able to access that email account in order to activate your account. Internet access is then also needed to complete the online activation.

   Some helpful information about Access Account Password retrieval:
   • If you cannot remember your password, please visit work.psu.edu/password
   • If you activate your Access Account at a signature station and then forget your password, re-visit the signature sta-
GENERAL INFORMATION FOR NEW STUDENTS

TOPICS TO DISCUSS WITH YOUR FAMILY

- Agree on how you will share information about your academic progress with your family.
- Discuss providing online access to Tuition/Bills, grades, course schedule, Hope/Lifetime Tax Credit, etc. through the “Parent/Other Access” section of your eLion account. Parents and family members will access this information through their Friends of Penn State (FPS) Account.
- Discuss your mutual expectations for staying in touch. How often will you call? How often will you visit?
- Talk to your student/family about safety and decisions regarding alcohol and drugs.
- Talk about how you will finance your education. Brush up on how to manage a bank account. Discuss credit cards.

PAY YOUR TUITION BILL

- Tuition bills are available on eLion. A bill is generated once you schedule classes and an e-mail is sent to your Penn State e-mail address when the bill is ready.
- If a parent or family member is paying the bills, provide them access to your bill through the “Parent/Other Access” section of eLion.
- Find additional information and begin planning for future semesters.

PREPARE FOR YOUR FIRST SEMESTER

- Add your cell phone number to the PSUAlert system in order to receive text and/or voice updates.
- Explore purchasing or renting textbooks (can be ordered in advance, bundled, and picked up) through the Penn State Bookstore.
- Set up security questions associated with your Penn State Access Account.

ORGANIZE YOUR HEALTHCARE

- Submit your health history and immunizations via fax (814-865-9309). Be sure to include your name and Penn State ID number.
- Copy and pack your health insurance and prescription cards. Students without health insurance can purchase it through Penn State.
- Make arrangements for your current and maintenance prescription medications.

- Reach out to Counseling and Psychological Services to arrange for ongoing counseling or psychiatric services.
OTHER HELPFUL INFORMATION

FINANCIAL AID
You will get the best answers to your financial aid questions by using the Student Aid website: http://studentaid.psu.edu/. There is a form you can fill out and the response time is very good. Located in 314 Shields Bldg. Phone 814-865-6301.

STUDENT HEALTH INSURANCE OFFICE
302 Student Health Center
Phone: 814-865-7467  |  Fax: 814-863-1390
Email: StudentInsurance@sa.psu.edu
Online: sa.psu.edu/uhs/basics/insurance.cfm

PARKING
Parking passes can be obtained at the Parking Office in One Eisenhower Parking Deck. Bring your driver’s license and vehicle registration with you. For more information call 814-865-1436 or online at transportation.psu.edu/transportation/parking/students/student-permits.cfm.

CATA BUS
Campus Service: The LOOP and LINK service provides fare-free campus/downtown circulator and cross-campus shuttle service. The service consists of four integrated routes. There is no fare required for the CATABUS Campus Loop and Link service.
catabus.com/ServiceSchedules/CATABUS/CampusService

Community Service: CATABUS Community Service consists of 23 different community bus routes which provide service between Downtown State College, the Penn State Campus, the borough of Bellefonte, the village of Pleasant Gap, suburban shopping centers, apartment complexes, residential areas, governmental offices, and many other special points of interest.
catabus.com/ServiceSchedules/CATABUS/CommunityService

ATM MACHINES
Located in Waring Commons, Kern Building, and the HUB.

FOOD
- The HUB located centrally on campus offers a wide variety of food choices.
- Au Bon Pain Café has three campus locations (Kern Building, IST Building, and Zoller Gallery) for authentic artisan breads, made-to-order sandwiches, soups, salads, entrees, and fresh baked goods.
- Blue Chip Bistro is located in the Business Building, Blue Chip has specialty sandwiches, made-to-order salads, and a café for your coffee to go.
- Café Laura in the Mateer Building (across the street from the Nittany Parking Deck) offers sandwiches and salads.
- Located in each on-campus residential area, Residential Dining offers all-you-care-to-eat and a la carte options, as well as coffee shops and convenience stores.
- Berkey Creamery is the go-to place for delicious ice cream of all flavors. Besides what is produced at the Creamery facility, the store sells a large variety of products like donuts, muffins, cookies, mushrooms, eggs, meats, sandwiches, and salads made right on campus.

GRADUATE & PROFESSIONAL STUDENT ASSOCIATION
gpsa.psu.edu

STUDENT AFFAIRS
studentaffairs.psu.edu

ADULT LEARNER PROGRAMS & SERVICES
Located in 210 Boucke Building; offers numerous services to non-traditional students. 814-863-7378 or studentaffairs.psu.edu/adults

OFFICE FOR DISABILITY SERVICES
Located at 116 Boucke Building (814-863-1807 or equity.psu.edu/ods) provides services to students with disabilities who are enrolled at the University Park location.