

# Student Responsibilities

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Every registered student agrees to abide by an overall set of values, principles and regulations mandated by the university. In order for a student to remain in good standing, it is imperative that each student assumes responsibilities throughout his/her enrollment at Temple. Students also have a number of rights (<http://bulletin.temple.edu/undergraduate/about-temple-university/student-rights>) which protect their interests. This section details these important responsibilities.

## Academic Honesty

Temple University believes strongly in academic honesty and integrity. Plagiarism and academic cheating are, therefore, prohibited. Essential to intellectual growth and the university's core educational mission is the development of independent thought and a respect for the thoughts of others. The prohibition against plagiarism and cheating is intended to foster this independence and respect.

Plagiarism is the unacknowledged use of another person's labor, another person's ideas, another person's words, another person's assistance. Normally, all work done for courses -- papers, examinations, homework exercises, laboratory reports, oral presentations -- is expected to be the individual effort of the student presenting the work. Any assistance must be reported to the instructor. If the work has entailed consulting other resources -- journals, books, or other media -- these resources must be cited in a manner appropriate to the course. It is the instructor's responsibility to indicate the appropriate manner of citation. Everything used from other sources -- suggestions for organization of ideas, ideas themselves, or actual language -- must be cited. Failure to cite borrowed material constitutes plagiarism. Undocumented use of materials from the World Wide Web is plagiarism.

Academic cheating is, generally, the thwarting or breaking of the general rules of academic work or the specific rules of the individual courses. It includes falsifying data; submitting, without the instructor's approval, work in one course which was done for another; helping others to plagiarize or cheat from one's own or another's work; or actually doing the work of another person.

Refer to the Student Conduct Code (policy # 03.70.12) ([http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.12](http://policies.temple.edu/getdoc.asp?policy_no=03.70.12)) for more specific definitions of cheating and plagiarism.

The penalty for academic dishonesty can vary from receiving a reprimand and a failing grade for a particular assignment, to a failing grade in the course, to suspension or expulsion from the university. The penalty varies with the nature of the offense, the individual instructor, the department, and the school or college.

Students who believe that they have been unfairly accused may appeal through the school or college's academic grievance procedure. For more information see Grievances (<http://bulletin.temple.edu/undergraduate/about-temple-university/student-rights/#grievances>).

## Attendance

Enrollment in a course presupposes intention to attend regularly. Attendance requirements should be announced by the instructor at the beginning of the course. The student who is absent for any reason is responsible for work missed. If a pattern of excessive absences develops, the instructor may report this fact to the student's advisor through the department in which the student is enrolled.

The student should understand that excessive absences may, at the option of the instructor, jeopardize the grade and/or continuance in the course. Although attendance is basically a matter between the student and the instructor, either may request the counsel of the advisor or the Office of the Dean in special cases.

Students should consult the policies and regulations of their own school or college for any further specifications of attendance policy.

## Clearing Holds

A hold is an action placed on a student's record. Holds may affect a student's ability to register for courses, to apply for graduation, or to receive transcript services or degree audit reports.

Students may receive holds on their records for financial, academic, or disciplinary reasons. Students are obligated to resolve holds as quickly as possible, working with their academic advising office, student financial services, or other offices, as appropriate. Academic holds may be caused by failure to declare a major by the appropriate time, low GPA, or failure to make academic progress. Students receiving a "See College Dean" hold should meet with their academic advisor as soon as possible.

## Student Conduct Code

The Temple University *Student Conduct Code* can be viewed at [http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.12](http://policies.temple.edu/getdoc.asp?policy_no=03.70.12). Printed copies are available at the Office of the Dean of Students.

Temple University has the responsibility to formulate and enforce rules of conduct which are necessary for the furtherance of its educational goals and essential activities. In particular, the university has an obligation to protect itself from any acts which tend to impede, obstruct, or threaten its normal operations. While this authority is inherent, the university attempts to delineate its expectations as clearly as possible and publish its regulations. Students, both as individuals and as members of student organizations, are responsible for apprising themselves of, and complying with, all applicable,

existing regulations in the *Undergraduate Bulletin* and any regulations that may be subsequently promulgated through appropriate publications of the university community. Copies of *Student Conduct Code* may be obtained from the Office of the Dean of Students (<http://deanofstudents.temple.edu>).

The University Code Administrator is responsible for administering the Student Conduct Code. Violations of the university's Code, including, among other things, theft, underage consumption of alcohol, disorderly conduct, plagiarism, sexual assault, dating or domestic violence, stalking and possession of a weapon, can result in a student being brought before a Student Conduct Hearing Board. A finding of responsibility may result in, among other sanctions, a fine, suspension, and/or permanent expulsion from the university. A disciplinary hold is placed on the student's record if sanctions are unfulfilled. The hold prevents students from registering for courses, receiving their transcript or graduating.

## Financial Obligation to the University

Being a Temple student means incurring a financial obligation to the university. An important part of taking responsibility for your education is to be aware of tuition and fee charges, payment and financial aid procedures, and all relevant deadlines, and to make sure that forms are submitted and bills paid on time. Even if someone else is paying the bills, you are responsible for remaining in good financial standing with the university. Failure to satisfy financial obligations, when due, can result in cancellation of your current registration, denial of the right to register for future sessions, delay in graduation, and withholding of official transcripts and diplomas after graduation. Unpaid balances are subject to referral to outside collection agencies or law firms.

Prior to registering for the first time each semester, students are required to accept Temple University's Financial Responsibility Agreement (<https://bursar.temple.edu/billing/financial-responsibility-agreement>), which outlines the financial terms and conditions associated with course registration.

Your registration for courses is not final until all applicable tuition and fees are paid through the Office of the Bursar. For information on registration, its financial aspects, and the impact of registration changes on your financial obligation to the university, please see Registration (<http://bulletin.temple.edu/undergraduate/about-temple-university/registration>).

For current tuition rates and fees, see Tuition and Fees (<http://bulletin.temple.edu/undergraduate/tuition-fees>) and the Bursar's Office (<https://bursar.temple.edu>). For information and instructions concerning the electronic bill, online tuition payments and answers to frequently asked billing questions, please visit the Bursar's Office (<https://bursar.temple.edu>).

For information about Financial Aid, Financial Aid requirements for satisfactory academic progress, and the impact of registration changes on your eligibility for aid, see Student Financial Aid (<http://bulletin.temple.edu/undergraduate/student-financial-aid>) and Student Financial Services (<http://sfs.temple.edu>).

For information on campus housing and meal plans, see Student Support and Services (<http://bulletin.temple.edu/undergraduate/about-temple-university/student-services>) and the Office of University Housing and Residential Life (<https://housing.temple.edu>).

See your school's or college's policies on graduation procedures for information on the impact of unmet financial obligations on clearance for graduation.

## Health and Safety Issues

### Alcohol Policy

In accordance with Pennsylvania law, no individual under the age of 21 may possess or consume alcohol on university property. Student organizations may not serve alcohol at campus events. The use of alcohol in the residence halls and university-owned housing is covered in the Proprietary Policies developed by the Office of University Housing and in the Student Conduct Code. Please also see the university's Student Drug and Alcohol Policy ([http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.01](http://policies.temple.edu/getdoc.asp?policy_no=03.70.01)), Student Conduct Code ([http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.12](http://policies.temple.edu/getdoc.asp?policy_no=03.70.12)) and the Resources, Rights & Responsibilities Guide (<https://housing.temple.edu/resources-and-services/rights-and-responsibilities>).

### Drug Policy

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances in any facility or work site of Temple University is strictly prohibited. Please see the university's Student Drug and Alcohol Policy ([http://policies.temple.edu/getdoc.asp?policy\\_no=03.70.01](http://policies.temple.edu/getdoc.asp?policy_no=03.70.01)).

### Immunizations

Under Pennsylvania state law, all students living in university-owned or -operated housing are required to submit proof of a one-time meningococcal vaccination, or submit a signed waiver. In addition, entering students are strongly advised to submit to Student Health Services proof of two measles immunizations (usually given as MMR), or serologic proof of measles immunity. Other immunizations that are routinely recommended for college students are rubella, mumps, diphtheria-tetanus, varicella (chickenpox) for those who have not had the disease, and Hepatitis B. Some students may also need Hepatitis A, IPV (polio booster), pneumococcal, or influenza vaccines; check with your doctor.

Students from countries with a high rate of tuberculosis must be screened for the disease. These students will be informed of how to complete this screening. Prior BCG vaccination does not exempt students from this evaluation.

## Medical Fees and Insurance

Students are responsible for any medical fees incurred outside of Student Health Services, including those incurred at Temple University Hospital. Group medical insurance is offered at the beginning of each semester through the Benefits Office. Full-time students may enroll for health coverage in the months of September (effective September 1) or February (effective March 1). Students are urged to carry this insurance or a comparable policy. Students who are insured should keep in their possession the receipt of the above group policies or identification cards for other policies. All new and continuing international students in both J-1 and F-1 status are required to carry health insurance that meets certain minimum standards determined by the United States Information Agency (USIA). These students will be enrolled in the Low Option of Blue Cross/Blue Shield Plan, as well as the International Group Services Plan. More information is available on the Benefits (<http://www.temple.edu/hr/students>) web site and by calling 215-204-1321.

## International Students

Temple University requires all new and continuing international students in Nonimmigrant Student (both F-1 and J-1) status to carry health insurance that meets certain minimum standards determined by the United States Department of State. More information is available on the Benefits (<http://www.temple.edu/hr/students/healthinsurance/international.htm>) web site.

All international students in Nonimmigrant Student (F-1 and J-1) status must maintain their nonimmigrant status insofar as regulations of the United States Citizenship and Immigration Services (USCIS) and the United States Department of State (DOS) are concerned. In general, students in this status must complete a full-time course load each academic term while they remain in the United States and must not accept unauthorized on-campus or off-campus employment. More information is available on the Current Students (<http://www.temple.edu/iss/current-students/status.html>) page of the International Student and Scholar Services web site.

Eligibility for employment for individuals in Nonimmigrant Student (F-1 and J-1) status is based on regulations of the USCIS and the DOS. More information is available on the Employment Information (<http://www.temple.edu/iss/employment>) page of the International Student and Scholar Services web site.

Major medical health insurance is required for all international students in Nonimmigrant Student (F-1 and J-1) status. International students are required to submit to the university's Benefits Office evidence of coverage by a health insurance policy that meets the minimum coverage required by Temple University (consistent with standards established by the United States Department of State): maximum deductible of \$500 per accident or illness; payment of at least 75% of covered medical expenses; maximum benefit of \$50,000 per accident or illness; repatriation benefits of no less than \$7,500; and medical evacuation benefits of no less than \$10,000. Students may also purchase such health insurance upon arrival at Temple University. For further information, please contact the university's Benefits Office at 215-926-2270 or e-mail [StudentInsurance@temple.edu](mailto:StudentInsurance@temple.edu). For detailed information please see [www.temple.edu/hr/students/index.html](http://www.temple.edu/hr/students/index.html).

In addition, international students must demonstrate that they are free of active tuberculosis by submitting to Student Health Services a Tuberculosis Screening Record which has been certified by a licensed physician. International students may meet this requirement upon arrival at Temple University by taking a PPD test at Student Health Services (<http://www.temple.edu/studenthealth>).

A mandatory orientation session is held for new international students at the beginning of each academic term. For more information, please see the International Student and Scholar Services (<http://www.temple.edu/iss/future-students/orientation-international.html>) and the Office of Orientation (<https://orientation.temple.edu>).

For more information about maintaining Nonimmigrant Student (F-1 and J-1) status, please see [www.temple.edu/iss/index.html](http://www.temple.edu/iss/index.html).

## Registration

Students must be appropriately registered for courses to receive credits and grades. Students not registered will not receive a grade or credit for a course. Go to Self-Service Banner in the TUportal (<https://tuportal.temple.edu>) to confirm your billing and registration status. If you add or drop a course, or revise your class schedule, check Self-Service Banner to make sure that your registration record is accurate. Be warned, if you are registered for a course but don't attend, you will be held financially responsible and receive a grade.

## Temple E-mail Accounts

All students are required to obtain a Temple e-mail address and follow guidelines for university use of e-mail; the policy establishes your Temple e-mail account as an approved channel of communication for sending you official university notifications and important information. Visit <https://accounts.temple.edu/> in order to activate your account.