

# 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 which protect their interests. This section details these important responsibilities.

## Academic Honesty

The Temple University community believes strongly in academic honesty and integrity. Essential to intellectual growth and the university's core educational mission is the development of independent thought and respect for the thoughts of others. Academic honesty fosters this independence and respect. Academic dishonesty undermines the university's mission and purpose and devalues the work of all members of the Temple community. Every member of the university community is responsible for upholding the highest standards of academic honesty at all times. Students, as members of the community, are responsible for adhering to the principles of academic honesty and integrity.

Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials. 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.

Cheating includes, but is not limited to,

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff;
4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus, assignment, or class discussion; or
5. otherwise engaging in behavior that gives the student an unfair academic advantage including, but not limited to, fabrication of data or sources, resubmitting work already submitted for another academic requirement without prior authorization, or other similar behavior.

Refer to the Student Conduct Code (policy # 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, the school or college, and the Office of Student Conduct and Community Standards.

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.

## 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 <https://secretary.temple.edu/sites/secretary/files/policies/03.70.12.pdf>.

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.

The Student Conduct 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 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 balances paid on time. Even if someone else is paying your balance, you are responsible for remaining in good financial standing with the university. Failure to satisfy financial obligations, when due, can result in 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.

Prior to registering for the first time each semester, students are required to accept Temple University's 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 Bursar's Office. For information on registration, its financial aspects, and the impact of registration changes on your financial obligation to the university, please see Registration.

For current tuition rates and fees, see Tuition and Fees and the Bursar's Office. For information and instructions concerning your student account, online tuition payments and answers to frequently asked questions, please visit the Bursar's Office.

For information about Financial Aid, Financial Aid requirements for satisfactory academic progress, and the impact of registration changes on your eligibility for aid, see Financial Aid and Student Financial Services.

For information on campus housing and meal plans, see Student Services and the Office of University Housing and Residential Life.

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, Student Conduct Code and the Rights, Resources & Responsibilities Guide.

### 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.

### Immunizations

Temple University requires all full time students to receive the Meningococcal (meningitis) vaccine. The required vaccine is MPSV4 (brand name is Menomune) or MCV4 (brand names are Menactra, Menveo or MenHibrix).

In addition, all newly enrolled or re-enrolled students born after 1956 are required by Temple University to show proof of two vaccinations for Measles, Mumps and Rubella (usually given as MMR). Positive Laboratory titer results are acceptable if proof of vaccination is not provided.

All newly enrolled or re-enrolled students should have received the Tetanus/Diphtheria/Pertussis (TDaP) vaccination within 10 years or TDaP older than 10 years and Diphtheria Tetanus (DT) within 10 years.

All newly enrolled or re-enrolled students are required to receive two doses of Varicella (chicken pox) vaccine. Positive Laboratory titer results are acceptable if proof of vaccination is not provided.

Other immunizations that are strongly recommended (but not required) for all Temple students are Hepatitis B vaccine series, Meningococcal B vaccine series, Human Papillomavirus (HPV) series, Hepatitis A vaccine series, Influenza vaccine and COVID-19 vaccine. Note that students working in healthcare settings are required to receive the COVID-19 vaccination.

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.

Detailed information about immunizations is available at Student Health Services.

## 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 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. Students may purchase before arriving at the university or purchase health insurance upon arrival through the university. For further information, please contact the university's Benefits Office at 215-926-2270, e-mail [StudentInsurance@temple.edu](mailto:StudentInsurance@temple.edu), or visit [careers.temple.edu/hr-resources/our-functional-areas/benefits-administration/health-insurance-plans/student-health-0](https://careers.temple.edu/hr-resources/our-functional-areas/benefits-administration/health-insurance-plans/student-health-0).

In addition, some international students may be required to 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.

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. For detailed information, please see [iss.temple.edu/students/current-students](https://iss.temple.edu/students/current-students).

Eligibility for employment for individuals in Nonimmigrant Student (F-1 and J-1) status is based on regulations of the US Citizenship and Immigration Services and the Department of State. For detailed information, please see [iss.temple.edu/students/current-students/student-employment-options](https://iss.temple.edu/students/current-students/student-employment-options).

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 web site at [iss.temple.edu/international-student-affairs/pre-arrival-new-students](https://iss.temple.edu/international-student-affairs/pre-arrival-new-students) and the Office of New Student and Family Programs web site at <https://orientation.temple.edu/>.

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

## 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 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.