

Student Rights

Student and Faculty Academic Rights and Responsibilities

Temple University students who believe that instructors are introducing extraneous material into class discussions or that their grades are being affected by their opinions or views that are unrelated to a course's subject matter can file a complaint under the university's policy on academic rights and responsibilities (Temple Policy 03.70.02).

The policy encourages students to first discuss their concerns with their instructor. If a student is uncomfortable doing so, or if discussions with the instructor do not resolve the student's concerns, an informal complaint can be made to the Student Ombudsperson for the student's school or college. Unresolved complaints may be referred to the dean for handling in accordance with the school or college's established grievance procedure. Final appeals will be determined by the Provost.

Course Syllabus

Instructors are required to supply a detailed syllabus explaining course rules and expectations for courses in which you are enrolled. The content requirements for course syllabi are enumerated in Temple Policy 02.78.13.

Student Feedback Form (SFF)

Each course (with few exceptions) is required to employ a standard form for student evaluation of courses and teaching. Please fill out the Student Feedback Form thoughtfully at the end of your course. (Temple Policy 02.78.14)

FERPA/Privacy Guidelines

As is required by the Family Educational Rights and Privacy Act (FERPA) of 1974, with certain exceptions, generally Temple University cannot disclose a student's education records without the written consent of a student or without proof by a parent that the student is dependent on his/her parents for federal income tax purposes.

FERPA provides the following rights for students and for the parents of dependent students, as described above, attending Temple University:

- The right of a student, with minor limitations, to inspect and review his or her education records;
- The right to request amendment of a student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- The right, with certain exceptions, to consent to disclosures of personally identifiable information contained in the student's education records;
- The right to withhold public disclosure of any or all items of so-called "Directory Information" by written notification to the Office of the Dean of Students within two weeks after publication of this notice. Under current university policy, the item "Directory Information" includes a student's name, street address, e-mail address, confirmation of enrollment status (full-time/part-time), dates of attendance, degree received, awards received (e.g., Dean's List), major field of study, participation in officially-recognized activities and sports, and weight and height of members of athletic teams.
- The right to file a complaint with the United States Department of Education concerning the alleged failure of Temple University to comply with the requirements of FERPA and of the implementing regulations.

The procedures for exercising the above rights are explained in the Policy Regarding Confidentiality of Student Records (Temple Policy 03.20.11), copies of which are available in the Office of the Dean of Students. Included in this policy is a description of the types and locations of educational records maintained by the university.

If you or your parents' primary or home language is not English, upon your request, reasonable efforts will be made to provide you with a translated copy of this "Annual Notice," as well as with "Temple University's Guidelines Pertaining to Confidentiality of Student Records."

Please note that, in compliance with a 1997 federal statute designed to advance military recruiting, Temple may release dates of birth to the military unless the student notifies Temple that he or she wishes this information withheld.

FERPA Waiver

A student may consent to the release of information from education records to parents, guardians or other appropriate persons. The students may provide the university with their consent by completing the FERPA waiver online via TUportal. Once logged into TUportal, click on the "Self-Service Banner" link, then click the "Student" link, and then the "FERPA Contacts" link. After reading the informational text, click the "New Contact" link and enter the requested information before clicking the "Submit Changes" link.

Americans with Disabilities Act (ADA)

Under the Americans with Disabilities Act (ADA), Section 504 of The Rehabilitation Act of 1973, and Section 508 of the Rehabilitation Act of 1998, Temple University strives to make programs, activities and services accessible for persons with disabilities. Disability Resources and Services (DRS)

is the department that facilitates access for students with disabilities at the university. Please see the Student Services section of the *Bulletin* for information on Disability Resources and Services.

Protection from Discrimination and Harassment

Office of Equal Opportunity Compliance

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215-204-6772

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Equal Opportunity

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations. The university has pledged not to discriminate on the basis of individuals' protected characteristics or statuses: age, color, disability, marital status, national or ethnic origin, race, religion, sex (including pregnancy), sexual orientation and gender identity, veteran status and genetic information.

Temple University's equal opportunity/affirmative action program has these inclusive objectives: To support the admission and successful participation of disadvantaged students, students with disabilities, and those for whom English is a second language; and to employ and advance in employment qualified women, minorities, individuals with disabilities, Armed Forces service medal veterans, disabled veterans, recently-separated veterans, and other protected veterans.

Temple University's equal opportunity/affirmative action program complies with federal regulations. For more information or to review Temple's Affirmative Action Program, contact the Office of Equal Opportunity Compliance.

Discrimination and Harassment

Students or employees who think they are being discriminated against or harassed because of a protected characteristic or status should contact the Office of Equal Opportunity Compliance. It is this office's responsibility to help the student or employee file a complaint through the appropriate grievance procedures and to investigate complaints of discrimination and harassment.

Complaint Resolution Procedures

Persons who feel they have been victims of discrimination or harassment may make an informal complaint to any Equal Opportunity (EO) Ombudsperson or to the Office of Equal Opportunity Compliance. For a list of the names of the EO Ombudspersons designated in a specific school, college, or administrative unit, contact the Dean's Office or visit the EO Ombudspersons web page, which includes a list of the current EO Ombudspersons.

Students, faculty members, and staff members may bring a formal administrative complaint of discrimination or harassment by filing a complaint directly with the university's Office of Equal Opportunity Compliance.

Title IX Coordinator

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215-204-3283

Sexual Misconduct

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. Sexual harassment subverts the mission and the work of the university and can threaten the career, educational experience, and well-being of students, faculty, and staff.

The university recognizes that sexual harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression and may occur regardless of the formal position or status of each person involved. Sexual harassment is especially offensive, however, when it occurs in relationships between teacher and student or between supervisor and subordinate. In those situations, sexual harassment exploits unfairly the power inherent in the position of the faculty member or supervisor.

Sexual harassment also constitutes a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/Secondary Education Amendments Act of 1972, as amended, and state law. The university recognizes that sexual assault, domestic violence, dating violence, and stalking may also be considered sexual harassment.

University Resources and Complaint Resolution Procedures

Procedures for reporting a complaint of sexual assault are set out in the university policy Preventing and Addressing Sexual Misconduct. This policy, on-campus and community resources for those affected by sexual misconduct, and the university's sexual misconduct education and prevention programs can be viewed at the Title IX web page.

Grievances

Title IX of the Elementary/Secondary Education Amendments Act of 1972 requires that each college or university establish due process for the resolution of academic grievances. Undergraduate students enrolled at Temple University have the right to appeal any academic or non-academic matter in which they feel they have been treated unfairly.

While each school and college at Temple University has established and adheres to its own grievance procedure, all have in common the following steps:

1. Students attempt resolution through discussion with the instructor.
2. Failing agreement, students present appeals to the chair of the department, specifying the nature of the grievance, the result of the previous discussion, and the resolution sought.
3. Failing agreement at the department chair level, students may appeal to the Office of the Dean of the College.
4. When appeals warrant review beyond the school or college, students, faculty members, or the dean's office may appeal to the Vice Provost for Undergraduate Studies.

Details that may vary from school to school include the involvement of a student-ombudsperson; the constitution of grievance hearing committees, which may be a part of either step two or three; and time limits, both for students' filing and for the administrative response.

Students should be advised that filing a formal grievance, that is, beyond the level of the instructor, is serious and should be avoided until all informal methods of adjudication have been used.

For further information on academic grievance procedures, students should inquire in their dean's office or with an advisor or the student-ombudsperson in the relevant school. For non-academic grievances, further information is available in the Dean of Students' Office, 215-204-7188 or the Dean of Students web site. (Temple Policy 03.70.12)

Instructor Office Hours

Full-time faculty are required to hold a minimum of three office hours per week and should schedule one hour immediately before or after one of the scheduled class meeting times for each course. Adjunct instructors are required to schedule one office hour per week for each class they teach and should schedule that hour either immediately before or after one of the scheduled class meeting times for that course. Make it a point to talk with your instructors about your academic work and progress. (Temple Policy 02.78.12)

Smoking and Tobacco Use Policy

Temple University is committed to providing a tobacco-free environment for the entire Temple community. All U.S. university properties are designated as tobacco-free, including the use of all combustible tobacco, electronic smoking devices and smokeless tobacco products, as defined in policy 04.62.11. In addition, all indoor and outdoor university-sponsored activities taking place in facilities not owned or operated by Temple University will be tobacco-free in those areas under the university's control. This policy will be enforced according to established university policies and procedures.

Student Services Office Hours

All Temple University offices directly serving students will maintain uniform business hours (8:30 a.m. to 5:00 p.m.). (Temple Policy 04.31.11)