

Student Rights and Responsibilities

Every registered student agrees to abide by an overall set of values, principles and regulations mandated by the university. In order for students to remain in good standing, it is imperative that students assume responsibilities throughout their enrollment at Temple. Students also have a number of rights which protect their interests. This section details these important responsibilities and 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.

Preventing and Addressing Discrimination and Harassment

Office of Equal Opportunity Compliance, IDEAL

Sandra A. Foehl, Director
sandra.foehl@temple.edu
215-204-6772

Ashley Henderson, Assistant Director
ashley.henderson@temple.edu
215-204-7438

Tuttleman Learning Center, Suite 100
1809 N. 13th Street, Philadelphia PA
diversity.temple.edu/eoc

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 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 recruit, employ and advance in employment qualified individuals, including individuals with disabilities, Armed Forces service medal veterans, disabled veterans, recently-separated veterans, and other protected veterans.

Temple University's equal opportunity program complies with federal regulations.

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

Megan M. Patrick, EdD
megan.patrick@temple.edu
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

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)

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 internet 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, access, or viewing, 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 in the course syllabus, course assignment, class discussion, during a placement assessment, or by a university official or faculty member; 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, unauthorized use of online sources, such as artificial intelligence software, 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 (p. 3).

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.

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 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 students to receive the Meningococcal (meningitis) vaccine. The MCV4 Conjugate Vaccine or MPSV4 Polysaccharide Vaccines are acceptable. The brand names for the MCV4 Conjugate Vaccines are Menactra, Menveo, Menquadfi, MenHibrix or Penbraya.

In addition, all newly enrolled or re-enrolled students born after 1956 are required to show proof of two vaccinations for Measles, Mumps, Rubella (MMR).

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 chicken pox vaccine.

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

Students who are citizens of countries with a high rate of tuberculosis are required to be screened for tuberculosis. These students will receive information in early September and that testing must be done at Student Health.

Please consult your school/college for specific immunization requirements if you are a Health Sciences Center student (including College of Public Health, Social Work, Medicine, Dentistry, Pharmacy and Podiatric Medicine).

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, or visit 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.

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.

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 Affairs web site at global.temple.edu/international-student-affairs/arriving-us/pre-arrival 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/.

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.