August, 2013

Dear Students:

Whether you are new to one of our programs or a returning student, we extend to each of you a cordial welcome to the College of Health Professions and Social Work! All the faculty and staff join me in wishing each of you a year of study that is successful in every way.

You are joining a College that is dedicated to its students. We have a superb faculty, many of whom are known far beyond the boundaries of the Temple campuses for their teaching ability and their scholarly work. They care about their students. Their expectations of you will be high as you proceed through our rigorous curricula.

Temple has many resources to help you with both your academic program and your extracurricular life. We urge you to take advantage of them to assist you in your studies, to find help with a problem, or simply to have fun!

Best wishes to each of you as you proceed on your way toward a career in the health professions and social work. The need is great for your services, and we want you to succeed!

Sincerely,

[Signature]

Catherine Coyle, Ph.D.
Interim Dean
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INTRODUCTION

This Handbook is designed for students who are enrolled in graduate programs within the Departments of Communication Sciences and Disorders, Health Information Management, Kinesiology, Nursing, Physical Therapy, Public Health, and Rehabilitation Sciences in the College of Health Professions and Social Work. This handbook provides information on advising, faculty, and the specific requirements, policies and procedures governing these programs.

You will be required to fulfill the requirements of the degree as defined in the Graduate Bulletin and Handbooks that are in effect in the semester in which you matriculate into your degree program.

The policies and procedures included in this Student Handbook describe those requirements in effect on the date on the cover. Degree programs may identify additional requirements and policies beyond these. The University typically sets minimum standards governing education. A college or program may set more stringent requirements but may not allow lesser standards.

The policies and procedures in this manual in no way constitute a contract between a student and Temple University or the College of Health Professions and Social Work at Temple University.

The College of Health Professions and Social Work is committed to a policy of Equal Opportunity for all in every aspect of its operations. The College has pledged not to discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information or veteran status. This policy extends to all educational, service and employment programs.
University Web Sites

You are expected to familiarize yourself with the on-line sources of information described below and elsewhere in this handbook. They will provide you with the most current information on policies, procedures and deadlines that govern this University.

College of Health Professions and Social Work Web Site
http://chpsw.temple.edu/

University Academic Calendar
http://www.temple.edu/registrar/acad_calendars.html

Graduate School Web Site
http://www.temple.edu/grad/index.htm

Graduate Bulletin
http://www.temple.edu/gradbulletin

Graduate School Administrative Policies
http://www.temple.edu/grad/policies/index.htm

Graduate School Policies and Procedures: Graduate School Manual
http://www.temple.edu/grad/policies/gradpolicies.htm

Graduate Forms
http://www.temple.edu/grad/forms/index.htm

Graduate Program Descriptions
http://www.temple.edu/gradbulletin/alphaindex.htm

Course Descriptions
http://www.temple.edu/gradcourses/

Tuition, Fees, Fellowships, Assistantships
http://www.temple.edu/grad/finances/index.htm

Student Financial Services
http://sfs.temple.edu/

Housing, Transportation, Campus Life
http://www.temple.edu/grad/about/linksofinterest.htm

Campus Life and Campus Services
Division of Student Affairs http://www.temple.edu/studentaffairs/
Current Students http://www.temple.edu/temple-students/campus-life
OFFICE OF THE DEAN  
3<sup>rd</sup> Floor Jones Hall  
1316 W. Ontario Street  
(215) 707-4800  

Hours of Operation: 8:30 am - 5:00 pm, Monday–Friday

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<tr>
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<td>Ana del Puerto, M.Ed.</td>
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<td>Shelley Osagie, M.Ed.</td>
<td>Associate Director for Student Services and Operations</td>
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<td>TaTesha Miller, MBA</td>
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<td>Mark Rohland, Ph.D.</td>
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<td>Gradette Willis, MSW</td>
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<td>Communication Sciences and Disorders</td>
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<td>Carol Scheffner Hammer, PhD</td>
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<td>Health Information Management</td>
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<td>Cathy Flite, MEd</td>
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<td>John Jeka, PhD</td>
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<td>Nursing</td>
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<td>Jane Kurz, PhD Interim</td>
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<td>Emily Keshner, PhD</td>
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<td>Public Health</td>
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<td>Social Work</td>
<td>BSW MSW</td>
<td>Jeffrey Draine, PhD</td>
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I. CHPSW ACADEMIC CODES AND ETHICS

**Ethics**
As students enrolled in a program of professional study, all CHPSW students are expected to abide by standards of professional conduct. It is expected that each student will adopt the Code of Ethics of their profession and maintain a demeanor appropriate to that Code at all times.

The Temple University Code of Conduct can be viewed at http://www.temple.edu/studentaffairs/policies/documents/StudentConductCode-Aug2012.pdf. The Office of Student Conduct and Community Standards is responsible for administering the Student Code of Conduct. Violations of the University’s Code of Conduct, including, among other things, stealing, cheating, disorderly conduct, plagiarism, and possession of illegal drugs, may result in a student being brought before the Office of Student Conduct and Community Standards. A finding of responsibility may result in a fine, suspension, and/or dismissal. A disciplinary hold is placed on the student’s record until sanctions are filled. For more on these issues visit http://www.temple.edu/studentaffairs/student-services/student-conduct-community-standards.asp.

With regard to the policies and procedures of the Graduate School presented in this document, every effort is made to provide complete and accurate information at all times. Applicants and matriculated students should review information posted on the CHPSW website or contact the Dean’s office to review school/college policies. They should also contact their graduate advisor to review current degree requirements and departmental level requirements. This is necessary because some programs impose more stringent requirements than those set by the Graduate Board and the Graduate School. Graduate students can review the Graduate School policies and procedures by using the following link: http://www.temple.edu/grad/policies/index.htm.

**Student Code of Professional Conduct**
The College of Health Professions and Social Work prepares practitioners at both entry level and advanced levels to fulfill their ideals of service in the health care setting. In attaining these goals, exemplary professional behavior is the keystone of the professional associations of the departments and their associated professions comprising the College. The Code of Conduct of Temple University’s College of Health Professions and Social Work is intended to contribute to an environment in which excellence in learning and conduct may be fostered.

**Provision of Services by Students**
Students enrolled in the CHPSW are expressly prohibited from rendering care or treatment in any form to any patient/client, including other students or staff of the University, except when rendered as a part of the classroom or laboratory instruction and/or assigned participation.

**Penalties for Academic Dishonesty**
The penalty for plagiarism or violating the rules of an assignment or cheating on an examination is, at a minimum, an F in the assignment. In addition, it may result in an F in the course, dismissal from the program, and/or referral to the Office of Student Conduct and Community Standards. The penalty varies with the nature of the offense, but may result in suspension or expulsion from the University.

Policies apply to all presently existing Departments of CHPSW and such additional Departments as may be added at any future date.

II. CHPSW ACADEMIC STANDARDS AND POLICIES

**Attendance**
CHPSW desires to promote professional responsibility among its students. It is, therefore, the policy of the College to place the responsibility for class attendance upon the students. Attendance requirements should be provided by the instructor at the beginning of the course. Students are accountable for all work missed because of absence. Instructors are not required to make special arrangements or
examinations for students who are absent. There are certain courses that require a minimum number of hours of student participation in laboratory, or clinical experiences as established by the professional accrediting agency and/or the academic department concerned. At the beginning of each such course, the instructor shall make the attendance requirement clearly known to the enrolled students. Excessive absences may, at the option of the instructor, jeopardize the student's grade and/or continuance in the course. If, in the opinion of the instructor, a student is absent to the point of endangering his or her successful completion of a course, an official warning shall be issued through the Office of the Dean. If the absences continue, the student may be dropped from the course with a failing grade.

**Application for Graduation (Degree Conferral).** Students must submit an on-line application for graduation through Self-Service Banner during the semester in which requirements for the degree will be completed (refer to Academic Calendar for dates). All financial obligations, such as unpaid tuition, library fines as well as fees, including any unpaid leave of absence fees, must be satisfied. Failure to pay accounts owed to the University may result in the diploma not being awarded and the transcript not being released showing the award of a degree, even though academic requirements have been completed. To access the on-line graduation application, students must go to the TPortal [https://tportal3.temple.edu/cp/home/displaylogin](https://tportal3.temple.edu/cp/home/displaylogin) and select Self-Service Banner (SSB). When in SSB, select Student → Student Records → Apply to Graduate.

**Fees Upon Completion of the Doctoral Degree.** Please note that Doctoral Graduates completing a dissertation must pay a dissertation processing fee. This $50 fee must be paid through the Bursar and applied to FOAPAL 100000 24800 4981 04; it cannot be paid online. A Treasurer's Receipt must then be presented to the school/college as proof of payment of the dissertation processing fee. For more information visit: [www.temple.edu/grad/forms/index.htm](http://www.temple.edu/grad/forms/index.htm).

**III. GRADUATE ACADEMIC STANDARDS AND POLICIES**

**ADMISSIONS REQUIREMENTS**

To be considered for admission, an applicant must meet the university minimum standards for scholarship and all criteria established by the School/College and degree program. Admission to graduate programs is competitive; admission authority rests with the Deans of the Graduate School and the School/College. An application will be reviewed only when the application fee is paid in U.S. dollars and all official transcripts, standardized test scores, and other application materials required for the degree program are received on or before the deadline.

**Minimum Requirements for Admission.** A baccalaureate degree or its equivalent, as recognized by Temple University, from an accredited post-secondary institution is required (policy # 02.23.11.01). Admission of students is initially subject to standards set by the Graduate School and to any higher standards set by individual programs. The minimum admission standard for all graduate students is an undergraduate grade point average of "B" or 3.0, or the functional equivalent for students who have attended universities outside of the United States (policy # 02.23.11.02.01). The Dean of the Graduate School considers exceptions to the admission requirement if the student meets one of these criteria:

- Achieved a 3.25 cumulative grade point average in at least 9 credits of graduate work at an accredited university in the United States or equivalent academic performance in a university outside the United States.
- Scored above the 65th percentile on the verbal and quantitative portions of the Graduate Record Exam (or other standardized test, such as the Graduate Management Admission Test).
- Earned a 3.5 grade point average during his or her final two years of undergraduate work.

**Examination Requirements for Admission.** A School/College and program may require an examination such as the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), or the Graduate
Management Admission Test (GMAT). Such examinations must have been taken within the past five years or appear on the official Temple University record of a student who has been previously enrolled (policy # 02.23.12) Temple’s Measurement and Research Center administers these tests. For more information visit http://www.temple.edu/marc/gradprof.html

**International Students.** If an applicant attended any institution that does not routinely issue complete academic records in English, s/he must submit official copies of native language records and literal translations prepared by an appropriate university or government official. Another option is to submit the academic documents to a credential evaluation organization approved by Temple University, and request that the evaluation be sent directly to the intended program. At the same time, an unofficial copy of the academic records on which the outside evaluation will be based should be sent to the intended program at Temple University (policy # 02.23.13).

**Minimum English Language Requirements.** An applicant who does not hold a baccalaureate degree from an institution in which the sole language of instruction is English is required to pass the Test of English as a Foreign Language (TOEFL). The minimum score required is 550 on the paper-based (PBT), 213 on the computer-based (CBT), or 79 on the internet-based (iBT) version for all programs (policy # 02.23.13.01).

**School and College Admissions Criteria.** The faculties of each program establish additional admissions requirements that are approved by the School or College Graduate Council or other governance body. Additional requirements beyond the university minimum requirements typically include the following:

- standardized tests
- grades and/or completion of specific coursework
- evidence of writing ability
- statement of goals and specific interests in research or other creative activities
- portfolios
- professional/volunteer experience
- letters of recommendation

Because admissions requirements for graduate programs vary widely, an applicant must contact the college and program for current information. It is the responsibility of the applicant to submit all required credentials and other evidence of qualifications by the deadline set by the college and program (policy # 02.23.14).

**APPLICATION PROCESS**

**Application Deadlines.** Deadlines vary by program as shown in the Graduate Schools admissions instructions. To be considered for any form of Graduate Student Financial Support, an applicant should apply in advance of posted deadlines. To be considered for university fellowships, an applicant must apply by January 15 for admission the following fall. Only a student who has been admitted may be considered for Assistantships, Scholarships, Fellowships, and Student Financial Aid (loans or work-study).

**Applications to Multiple Degree Programs.** Prospective students may apply to more than one program, but must submit a complete application and fee to each. A student accepted into a graduate program may matriculate into only one program, except in the case of officially designated Dual Degree programs.
Dual Degree Programs. Applicants to Dual Degree programs must be admitted to both degree programs and complete all requirements for both degrees. Admission to one program does not guarantee admission to the other.

Joint Degree Programs. A joint degree is a single degree, offered at the graduate and professional levels, conferred by two schools/colleges upon a student’s completion of a required set of courses. CHPSW has one joint degree program, the M.S. degree in Clinical Research and Translational Medicine. Students should contact the Public Health Department about admission requirements.

CHANGE OF DEGREE PROGRAM

Doctoral Student Moving to a Master’s Program. A matriculated student in a doctoral program may, with the approval of the advisor and the Dean of the School/College, request a transfer to a master’s degree program in the same department and field without reapplying. The department or program must review the student’s record and make the final decision about accepting the student into the master's degree program (policy # 02.23.16.01).

Master’s Student Moving to a Doctoral Program. A matriculated student in a master’s program must apply for admission to the doctoral program even in the same department and field. (This is not applicable if a student was admitted into the Ph.D. program at the time of admission into the master’s program.) The procedures for applying are governed by the Dean of the School/College and Graduate Council or other governance body (policy # 02.23.16.02).

CREDITS AND STANDARDS OF SCHOLARSHIP

Registration. Students must be appropriately registered for courses. Those who are not on the published grade list for a course may not receive a grade or credit for that course. Students are advised to utilize Self-Service Banner through the TUPortal to confirm billing and registration status, particularly when adding a course, dropping a class, or otherwise revising their roster. All students are responsible for ensuring that their registration is accurate. Note that any student who is registered for a course but does not attend will be billed for the course and will receive a final grade of “F” from the instructor (Graduate School Policy # 02.24.10).

If you have difficulty with registration, contact your department’s Student Service Coordinator who will be able to assist you.

Academic Good Standing. To remain in Academic Good Standing in the University, a non-matriculated or matriculated graduate student must achieve a semester GPA of at least 3.0 for each semester and maintain a cumulative GPA of at least 3.0 for all work completed at Temple University (Graduate School Policy 02.24.11.05). The Academic Good Standing Policy operates in conjunction with Graduate School Policy 02.24.11.02 concerning substandard grades.

Grades. Courses graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used to calculate the graduate grade point average (GPA). No grade below a “C-” can be used to fulfill any graduate requirement. An “R” (Registered) grade indicates registration for the preliminary/comprehensive exam or a thesis, dissertation, or final project that is still in progress—and its use is restricted to this purpose. Therefore, the only courses that can receive an “R” grade are:

9993 — Master's Comprehensive Examination
9994 — Doctoral Preliminary/Candidacy Examination
Courses numbered 9993 through 9999 cannot be graded “I” (Incomplete). These ongoing examinations and research projects require registration each semester until their completion. Only the number of required semester hours for the completion of each of the aforementioned courses in the published program of study for each graduate degree offered by a department and found on the Graduate School webpage can and must be changed from an “R” grade to an assigned final grade of A, B, C, D, F, or P. All other “R” grades in excess of the required published semester hours for a program of study found on the Graduate School webpage remain on the transcript for all semesters as “R.” The GPA does not include courses designated "R." In addition, “R”-graded courses in excess of the amount required for degree completion are not included in the number of hours completed nor the number of hours passed. The "R" grade is not—and cannot be used as—a substitute for an "I" (Incomplete) grade. The "I" grade is appropriate for a one-semester didactic course that will be completed within a year or assigned the contracted default grade. "P" indicates Pass. Individual schools may authorize the use of Pass/Fail only for practica, seminars, and other courses for which traditional grading is inappropriate and only when all students are graded on a P/F basis (Graduate School Policy 02.24.11, 01).

**CHPSW Grade Appeal Procedures.** Grade appeals are a student-initiated process. The responsibility to keep the appeal process moving forward is primarily the student’s responsibility. Only a final course grade may be appealed and the appeal of a final grade must be of a substantive nature. Concerns regarding individual assignments such as examinations, term projects/papers, lab grades, etc., are to be handled between the course instructor (or course coordinator) and the student.

**Introduction.** To initiate the grade appeal process, the student must create a written statement which must contain material to support the student's contention of inappropriate grade assignment. This statement must identify the specific outcome the appellant wishes to effect, with evidence to support the desired outcome.

Following review of an appeal, any of the following actions may be recommended:
- the grade may be supported;
- the faculty member review and/or re-calculate the grade in question; and/or
- the student’s standing in the department may be reconsidered by the department.

**Procedures.** Grade appeals are a student-initiated process. The responsibility to keep the appeal process moving forward is primarily the student’s responsibility. It is understood that the time frame stated within these procedures must be adhered to and that in case of pending graduation this procedure would be made more expedient through mutual cooperation of all parties involved.

The following interpretations are used:
- "Working days" refers to the regular work week; it does not include weekends or any holidays recognized by Temple University.
- "Interested parties" refers to the faculty member assigning the grade and the student appealing the grade.

In the event that the interested faculty member in an appeal is administratively involved (a department chair or Dean) in any of the following steps, the next highest University authority shall designate an appropriate faculty member to carry out the responsibilities of that step.
Step 1
To appeal a final grade, the student must make an appointment and meet with the faculty member(s) assigning the grade within the first five class days of the next regular semester (fall or spring) unless arrangements can be made to initiate the meeting prior to that time. During this meeting, the student should state the evidence and reasons for student's perception of an unfair grade assignment. The instructor will review the matter, explain the grading procedure used and show how the grade in question was determined.

The faculty member is to tell the student of his/her decision, either in oral or written form, in three working days.

If a student fails to meet at the arranged time, without good cause, the appeal will be determined against the student. Failure of the faculty member to meet at the appointed time will automatically take the procedure to Step 2.

Step 2
If the grading dispute is not resolved, or the faculty member fails to comply with the responsibilities of Step 1, the student may appeal to the departmental chair. This appeal must be in writing and contain the information described in the Introduction. The appeal must be made within three working days of receipt of faculty member's decision or faculty member's failure to comply with Step 1.

A meeting with the Chair must then be set up. The Chair may request that the faculty member assigning the grade be present. Failure of the student to appear at this meeting without good cause will terminate the appeal in favor of the existing grade.

The Chair will attempt to mediate a resolution to the dispute at this level, through either separate or joint meetings with the student and faculty involved. The Chair may or may not make a recommendation; however, it is not within the purview of the Chair to change a grade assigned by a faculty member. The process is to be completed within five working days of receipt of the Step 2 written appeal.

Step 3
If the dispute is not resolved in Step 2, the student may appeal in writing to the appropriate departmental appeals committee within 3 working days. If the department does not have such a committee, the appeal goes directly to Step 4.

Step 4
If the matter is still unresolved, the student may appeal in writing within three working days of the conclusion of the previous step to the dean, who will review the case. In most instances, the appeal procedure will not go beyond this level. Failure of the student to appear without good cause at such meeting will terminate the appeal in favor of the existing grade.

The Dean will attempt to mediate a resolution to the grading dispute. It is not within the purview of the Dean to change a grade assigned by a faculty member. The Dean may or may not make a recommendation at this level. If a recommendation is made, it is to be conveyed to all interested parties within two working days of the meeting between Dean and student. It may be in either written or oral form. The Dean may refer the case to the CHP Student Appeals and Grievance Committee for a formal review of the case. Such a referral is considered as Step 5.
Step 5
The CHP Student Appeals and Grievance Committee will meet within five working days of the referral from the Dean. If greater flexibility in time is required, interested parties must be notified in advance by the Chair of the CHP Student Appeals and Grievance Committee.

The CHP Student Appeals and Grievance Committee may conduct a hearing as deemed necessary. In this event, the A.R.B. will ordinarily meet separately with the student and with the instructor(s) in an attempt to resolve the differences. The CHP Student Appeals and Grievance Committee may tape the hearing with the consent of the parties involved. The student and the instructor should retain copies of any material which (s)he has submitted to the CHP Student Appeals and Grievance Committee. The student and faculty member may have assistance (excluding attorneys) present at the hearing. Each of the parties should be prepared to present clear, concise, complete information to the CHP Student Appeals and Grievance Committee. And be prepared to answer questions from the CHP Student Appeals and Grievance Committee members.

Neither the student nor the faculty will be present during the deliberations of the Board. All deliberations of the CHP Student Appeals and Grievance Committee will be strictly confidential.

At the conclusion of the hearing, the CHP Student Appeals and Grievance Committee shall within five working days, send to the Dean a written report containing a summary of the issues, key deliberations, recommendations and vote count.

Step 6
The Dean shall review the recommendations and forward copies of the final decision to the student, instructor, Department Chair, the CHP Student Appeals and Grievance Committee. Final action in the case shall be taken by the Dean after full consideration of the CHP Student Appeals and Grievance Committee recommendation. The final determination shall be issued within five working days whenever possible. The Dean shall have the authority to take action as is deemed necessary in the case and shall inform the student, instructor and departmental chair of the action taken and the rationale.

Step 7
Any appeal beyond Step 6 must be to the Provost, must be in writing, and must be submitted to the Provost within five working days of notification of the Dean’s action.

Incomplete Grades. An instructor may file an “I” when a student has not completed the work of a course by the time grades must be submitted, but has completed the majority of the work at a passing level and has written agreement with the instructor and the department regarding completion of the work, including the nature of the work to be completed, the means by which the final grade will be determined and the date by which the work must be completed. The completion date may be no later than one year from the end of the semester in which the student took the course and the faculty member as part of the Incomplete contract, the faculty member must assign a default grade that will apply if work is not completed per the contract or within one year of the assignment of the Incomplete grade. (policy #02.10.13)

Credits for Coursework in a Degree Program. No course may be used to satisfy a credit hour requirement for more than one degree, except where course requirements for one degree (master’s degree) are required for a more advanced degree (e.g., Ph.D.) or have been designated as eligible to satisfy the requirements of an officially designated Dual Degree program (University policy #02.24.13; Graduate School Policy 02.24.13).
Repeating a Course. Students may repeat a course once to earn a higher grade; only the highest grade earned will be used in calculating the grade point average (University Policy 02.10.12; Graduate School Policy 02.24.15).

Withdrawal from Classes. A graduate student who wishes to discontinue a course after the drop period has ended may withdraw during the time period specified below.

Definitions
1. *Drop* - The term “drop” refers to an action taken by a student during the first two weeks of the fall or spring semester or summer sessions to remove a course from his/her transcript. A student is not financially responsible for dropped courses.

2. *Withdraw* - The term “withdraw” refers to an action taken by a student to discontinue enrollment in a course after the drop period in weeks three through nine of the fall or spring semester or weeks three and four of the summer sessions. The course is recorded on the transcript with the notation of "W." A student is financially responsible for courses from which he/she has withdrawn.

3. *Withdrawal with Approved Excuse* - The term “withdrawal with approved excuse” refers to an approved petition to withdraw from a course due to medical, catastrophic or other circumstances beyond the student’s control. The course is recorded on the transcript with the notation of “WE.” A student is financially responsible for courses from which he/she has withdrawn with an approved excuse. Instructions for applying for an approved withdraw can be found at [http://www.temple.edu/vpus/documents/withdrawal_approved_excuse_instructions.pdf](http://www.temple.edu/vpus/documents/withdrawal_approved_excuse_instructions.pdf). The form is accessible at: [http://www.temple.edu/vpus/documents/withdrawal_approved_excuse_forms.pdf](http://www.temple.edu/vpus/documents/withdrawal_approved_excuse_forms.pdf)

Policy Statement. The process of discontinuing enrollment in a course during weeks three through nine of the fall or spring semester, or during weeks three and four of summer sessions, is referred to as withdrawing. A student is financially responsible for courses from which he/she has withdrawn. Under special circumstances, a student may be eligible to petition for a tuition refund under the Tuition Refund Policy.

A student who must withdraw due to medical, catastrophic, or other circumstances beyond the student’s control may petition the dean of his/her school or college for a withdrawal with approved excuse (WE). A WE is generally approved for all courses in a semester. In exceptional cases, a WE can be approved for a single course when the need to withdraw is directly related, or attributed, to that course.

A student who is granted a WE for medical reasons will need to present documentation from a medical provider prior to returning to classes that he/she is medically ready to return to the rigors of academic work.

Course withdrawals are included in the course repeat count (see University Policy #02.10.12, Policy on Repeating a Course). WE courses will not be included in the course repeat count. (University Policy 02.10.14)

1 These dates apply to courses that meet the standard schedule. All other courses will have customized drop/add/withdrawal dates.
Graduate Credit for Undergraduate Courses. A graduate student may take an undergraduate upper division course for graduate credit only with the advance, written permission of the student’s advisor and the Dean of the School/College, prior to the first day of classes. Permission will be granted only if the graduate student is required to complete more advanced work than that required of undergraduates, and the petition specifies the nature and extent of the additional work (e.g., a research paper or project). The petition form can be found at: http://www.temple.edu/grad/forms/documents/Undergrad_for_Grad_Credit_11.pdf

To receive graduate credit, the student must pay graduate tuition and fees (Graduate School Policy #02.24.16).

Enrollment in Undergraduate Courses Not for Graduate Credit. A student admitted to a graduate program may enroll in an undergraduate course to elevate his or her level of preparation to the standard expected of an entering graduate student, but such courses cannot be used to satisfy a graduate degree requirement (Graduate School Policy #02.24.17).

Prerequisite Coursework. A prerequisite is preparatory work that must be completed prior to undertaking specified coursework in the degree program. Semester hours earned completing prerequisites do not count toward the total number of semester hours required for the degree. (Graduate School Policy #02.24.18.01)

Grades earned in prerequisite courses, if graduate level, are included in the graduate GPA and, irrespective of level, in the determination of standards of scholarship (Graduate School Policy #02.24.18.02).

Credit for Coursework taken as a Non-Matriculated Student. A matriculated student may be allowed credit for up to 9 semester hours (s.h.) of graduate coursework, graded “B” or higher, taken before matriculation. These credits may be accepted in addition to the advanced standing credits allowed if approved by the Dean and the Graduate Council or other governance body of the School/College (Graduate School Policy #02.24.19).

Advanced Standing Credit Master’s Degree Graduate coursework taken at an accredited institution prior to matriculation, and graded “B” or higher, may be accepted toward a Temple University master’s degree. The number of advanced standing credits that may be accepted by a master’s program cannot exceed 20% of the semester hours required for the degree (e.g., in a 30 s.h. master’s degree, a maximum of 6 s.h. of credit is allowed) (Graduate School Policy #02.24.20.01).

Doctoral Degree

Graduate coursework taken at an accredited institution prior to matriculation and graded "B" or higher as part of a master's degree program may be accepted for advanced standing credit.

For doctoral programs that do not require the student to complete a master's degree at Temple University, the number of advanced standing credits that may be accepted by a doctoral program cannot exceed the number of graduate semester hours required for the master's degree in the same or a closely related discipline at Temple University.

The Deans of the School/College and the Graduate Council or other governance body determine the courses to be deemed eligible for Advance Standing Credit. Individual programs may have more restrictive limits on the number of graduate semester hours eligible to be considered for advance standing credit at the Master’s and Doctoral level. (Graduate School Policy #02.24.20.02).
Acceptance of Credit. To receive Advanced Standing Credit, the Graduate Program Director must make a recommendation to the Dean of the School/College to accept a student’s credits from the master’s degree or other graduate work taken prior to matriculation in the degree program whether the previous work was taken at Temple University or at another institution. The Dean of the School/College has final authority over accepting the recommendation to grant Advanced Standing Credit in individual cases as long as the number and type of credits accepted do not exceed those allowed by the Graduate School (Graduate School Policy #02.24.20.03)

Transfer Credit Following Matriculation. The Dean of a School/College and the Graduate Council or other governance body may accept a limited number of transfer credits (e.g. credits taken at institution other than Temple after the student is matriculated). Students should discuss this request with their faculty advisor PRIOR to registering for any coursework as there is no obligation to accept coursework taken after matriculation. Additionally, the coursework must be graduate level, taken at an accredited institution, and graded "B" or higher.

The combined number of Transfer credits and Advance Standing Credits that may be accepted by a master’s program cannot exceed 20% of the semester hours required for the degree (e.g., in a 30 s.h. master’s degree, a maximum of 6 s.h. of credit is allowed).

A doctoral program may accept as many transfer credits as have been approved by the Dean of the School/College up to the limit established by the Dean of the Graduate School. (Graduate School Policy # 02.24.21)

Auditing. A student may audit a course with the written permission of the instructor at the time of registration. For this purpose, a Special Approval Form must be signed by the instructor and submitted along with a Registration/Schedule Revision Form. The student must register for the course and pay the regular per-credit fee. The registration for any course may not be changed from audit to credit or vice versa after the second week of classes during the Fall or Spring semester or after the first three days of classes during the first and second Summer sessions.

Audited courses do not meet prerequisite or graduation requirements (Graduate School Policy # 02.24.22)

Currency and Time Limits for Coursework. Courses taken prior to matriculation may be counted toward a degree only if they meet the program’s criteria for currency. Generally, courses taken within the past five years are considered current. In some schools and colleges, coursework taken in a master’s degree more than 5 years prior to matriculation may be considered eligible for advanced standing credit (Graduate School Policy#2.25).

Continuous Enrollment/Registration. To remain in academic good standing, a graduate student must maintain continuous enrollment (i.e., 1 or more semester hours each Fall and Spring) from the semester of matriculation through the semester of graduation. The only exception is for a student on a Leave of Absence (Graduate School Policy #02.25.11)

Full-Time Status. To be designated full-time, a graduate student (including all recipients of Graduate School Fellowships) must be enrolled for 9 or more semester hours of coursework until all coursework is completed.

To be designated full-time, a graduate student who holds an assistantship that requires at least 20 hours of service per week must be enrolled in 6 s.h. until all coursework is completed.
To be designated full-time, a graduate student who has completed required coursework for the degree must be enrolled in at least 1 s.h. of one of the following:

- Preliminary Examinations 9994
- Dissertation Proposal 9998
- Dissertation Research 9999 (or equivalent 9995-9996)

OR any other terminal or culminating experience or project required beyond coursework to complete the degree (e.g., MFA project, internship, field practicum, or student teaching) (Graduate School Policy #02.25.12)

**Leave of Absence.** The Dean of a School/College, on the recommendation of the advisor, may grant a matriculated student a [Leave of Absence](http://www.temple.edu/grad/forms/documents/Leave_of_Absence_13.pdf). While on a Leave of Absence, a student may not use any university facility or receive academic direction or guidance except related to the student’s petition for continuing the leave or for advising related to progress toward completion of the degree. A Leave of Absence does not extend the time limit for completing a graduate degree. A student may not be granted more than four semesters of leave except for a serious condition (Graduate School Policy #02.25.14). If the Leave of Absence is being requested in the first semester of matriculation, it will not be granted. Students in their first semester, who have not yet taken a course, should request to have their admission date deferred. The form for a leave of absence can be found at [http://www.temple.edu/grad/forms/documents/Leave_of_Absence_13.pdf](http://www.temple.edu/grad/forms/documents/Leave_of_Absence_13.pdf). Students are responsible for getting their faculty advisor signature and their Chairperson’s signature before turning in the form and their leave of absence fee to the student service coordinator.

**Time Limits for a Degree** (Graduate School Policy # 02.25.15)
The time limit begins with the semester of matriculation and ends with the semester in which the degree is earned.

*Time Limits for a Master’s Degree*
Three to six years (see Program Descriptions).

*Time Limits for a Doctoral Degree*
Seven years.

*Extensions of Time for Master's and Doctoral Candidates.* To ensure currency, a student who requests an extension of time beyond that allowed for a graduate degree may be required to retake coursework and/or examinations.

**MASTER'S EXAMINATION AND THESIS** (Graduate School Policy #02.26)

**Master’s Examinations**
A student may take the master’s comprehensive examination, in whole or in part, no more than twice.

A student who fails all or part of the comprehensive examination twice will be dismissed.

**Master’s Thesis** (Graduate School Policy #02.26.12)

**Thesis Requirements**
For current requirements, see the specific degree program.
Thesis Format
A thesis must be completed in a format approved by the Graduate School and the School/College. Information about approved formats is listed in the Dissertation and Thesis Handbook. All theses must be submitted through the Temple University ETD site. Paper copies are no longer accepted by the Graduate School.

DOCTORAL EXAMINATIONS

Preliminary Examinations (Graduate School Policy #02.27.11)
Registration for Preliminary Examinations (Course #9994)
A doctoral student who has completed all coursework for the degree, but has not passed the preliminary examination, must register each Fall and Spring semester for 1 s.h. of course number 9994, “Preliminary Examination Preparation.” The student must be registered for 9994 in the semester in which the examination is taken, including the summer session. A student who is required to retake the preliminary examination in whole or in part must re-register for 1 s.h. of 9994 in the semester in which the examination will be retaken.

A student may take the doctoral preliminary examination, in whole or in part, no more than twice. A student who fails all or part of the preliminary examination twice will be dismissed. Three or more members of the Graduate Faculty must approve the content of the doctoral preliminary examination. It must be graded fairly and in a manner that prohibits any one faculty member from determining whether a student passes or fails.

Preliminary Examination Time Limits (Graduate School Policy #02.27.12)
To ensure currency, a doctoral student who has not successfully defended the dissertation within 5 years of passing the preliminary examination may be required to retake and pass that examination to remain in academic good standing.

When the 5-year limit is reached, the student will be notified by the School/College/Program if s/he must retake and pass the preliminary examination within one semester. Failure to retake and pass the preliminary examination within one semester will result in dismissal by the School/College/Program.

Elevation to Candidacy (Graduate School Policy #02.27.13)
A doctoral student is elevated to candidacy on completion of all coursework and examination requirements (including foreign language or other proficiency examinations) for the degree upon filing an approved dissertation proposal along with the Dissertation Proposal Transmittal Form to the Graduate School.

DOCTORAL DISSERTATION

Doctoral Advisory Committee/Sponsoring Committee (Graduate School Policy #02.28.11)
Composition of the Doctoral Advisory Committee (DAC)
A committee must include at least three members of the Temple University Graduate Faculty, two of whom, including the Chair, must be members of the candidate’s degree program or approved to serve in that capacity with the advance, written approval of the Dean of the Graduate School.

Additional Members
A committee may be expanded to include other Temple faculty and/or qualified experts from outside Temple University, provided that a majority of the members of the advisory committee are members of the Temple University Graduate Faculty.
Approval of Additional Members
If the proposed additional member is not a member of the Graduate Faculty, the Chair of the Dissertation Advisory Committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and a current curriculum vitae to the Dean of the Graduate School. Approval must be received prior to filing the approved proposal with the Graduate School.

Changes in Membership
If a change is made in the composition of the Doctoral Advisory Committee, the change must be approved by the Chair of the initial committee and the Dean of the School/College. The change must be noted on the Dissertation Committee Change Form and filed with the Graduate School prior to posting the Final Defense.

School/College Oversight
The Dean of the School/College and the Graduate Council or other governance body define who is responsible for approving the composition of Doctoral Advisory Committees in their respective School/College.

Role of the Chair and Advisory Committee Members
The Chair and each member of the Advisory Committee work with the student to provide guidance to develop a proposal in which the student demonstrates broad knowledge of the field, current methods of investigation, and the ability to conduct the proposed research on a realistic timeline.

Dissertation Proposal (Graduate School Policy #02.28.12)
Registration for Proposal Preparation (Course #9998)
A student who has passed the preliminary examinations but has not filed an approved dissertation proposal with the Graduate School by the last day to Drop/Add in the semester must register (each Fall and Spring) for course number 9998, “Pre-Dissertation Research.”

Approved Proposal
When all members of the Doctoral Advisory Committee have signed the proposal, the proposal represents an agreement between the student and the Committee that the theoretical and methodological approach being taken will be considered acceptable if the work is conducted appropriately and within the timeline proposed. The Doctoral Advisory Committee may not unilaterally require significant theoretical or methodological changes. The Committee and the student may jointly agree on such changes but are advised to put these changes in writing.

Time Limit to File Approved Proposal
Within 30 days of all members of the Doctoral Advisory Committee signing the proposal, it must be filed with the student’s department and with the Graduate School. The proposal must include an official Proposal Transmittal Form that includes the signatures of the Dissertation Advisory Committee members and the date approved.

Dissertation Research (Graduate School Policy #02.28.13)
Registration for Dissertation Research (Course #9999)
A doctoral candidate must register each Fall and Spring semester, and in the term in which the oral examination is held, for course number 9999, “Dissertation Research.” If the oral examination is held in the summer session, the student must register for 9999 in the summer session but will not be required to register in the Fall if the 30-day deadline for making final revisions extends into the Fall. A doctoral student must complete a minimum of six semester hours of course number 9999, “Dissertation Research,” after elevation to candidacy.
Defense of Doctoral Dissertation (Graduate School Policy # 02.28.14)
Standards for Defensibility
To be defensible, a doctoral dissertation must:

- meet the standards for original research or other creative work in the field.
- uphold the ethics and standards governing research or creative work in the discipline.
- demonstrate mastery of the research methodology and subject matter.
- demonstrate an understanding of the contribution of the body of knowledge to the
discipline or disciplines involved.
- meet the standard of writing and presentation expected in any academic or scholarly
publication or production, including grammar, spelling, formatting and general
readability.

Criteria for Oral Defense
A candidate whose dissertation fulfills the standards of scholarship and the commitments made in the
proposal, and any modifications made to it as specified above, is entitled to an oral defense of the
dissertation.

Dissertation Examining Committee (Graduate School Policy #02.28.15)
Responsibilities
A Dissertation Examining Committee is responsible for evaluating the quality of the dissertation and
conducting the oral defense.

Composition of the Examining Committee
A Committee must include the Chair and all members of the Doctoral Advisory Committee and at
least one outside examiner not previously involved with the dissertation writing or the Dissertation
Advisory Committee.

Chair of the Examining Committee
The Chair of the Examining Committee must be a member of the Graduate Faculty but may not be the
Chair of the candidate’s Doctoral Advisory Committee. This person, responsible for coordinating the
defense, must be identified when the defense is posted with the Graduate School. If the Dean of a
School/College and the Graduate Council have a written policy that calls for the Chair of the
Dissertation Examining Committee to be elected only when the defense is convened, the person named
in the posting to the Graduate School will remain responsible for filing all official forms with the
School/College and Graduate School.

Outside Examiner
The outside examiner may not be a faculty member in the candidate’s degree program. The examiner
must be doctorally-prepared, and, if s/he is from outside Temple University, must be approved by the
Dean of the Graduate School at least 2 weeks prior to the Oral Defense.

Approval of Committee Members Outside Temple University
If the outside examiner or any other proposed member of the Examining Committee is not a member of
the Graduate Faculty, the Chair of the Dissertation Advisory Committee must request approval by
submitting the request form and a current curriculum vitae to the Dean of the Graduate School at least
4 weeks in advance of the scheduled defense. Approval must be received prior to posting the Oral
Defense.
**Oral Defense/Final Examination** (Graduate School Policy #02.28.16)

**Posting an Oral Defense/Final Examination**
To be eligible to post, the candidate must have:
- an approved Dissertation Examining Committee.
- distributed a complete copy of the final dissertation to all members of the Examining Committee.
- identified the Chair or the person responsible for the Dissertation Examining Committee in accordance with the policies of the School/College.

*Ten-Day Notice*
The candidate must submit the official, signed notice of the Oral Defense to the Graduate School 10 or more working days before the scheduled defense. A defense cannot be held without written confirmation of approval and receipt of the defense paperwork from the Graduate School ([http://www.temple.edu/grad/forms/documents/Diss_Defense_Announce_09.pdf](http://www.temple.edu/grad/forms/documents/Diss_Defense_Announce_09.pdf))

**Announcement**
The announcement of the oral defense must be posted publicly. Any member of the Graduate Faculty has the right to request a copy of the dissertation from the Dean of the School/College in advance of the defense and may participate in the defense.

**Guest Attendants**
If a person other than a member of the Examining Committee or Graduate Faculty wishes to be present at the oral defense, the Chair of the Dissertation Examining Committee is responsible for determining the appropriateness of the request and for making the final decision.

**Attendance of the Dissertation Examining Committee**
All members of the Dissertation Examining Committee must be physically present for the defense, except in the case of an emergency. The Dean of the Graduate School may, in serious circumstances, give prior written approval for no more than one member to be absent. The candidate and Dissertation Advisory Committee Chair must, however, both be present for a valid defense.

**Excused Members**
A member of the Dissertation Examining Committee whose absence has been approved by the Dean of the Graduate School must still participate in the defense through some means (e.g., telephone, videoconference, written comments and/or questions to be asked by another member), except in the case of a sudden, serious emergency.

**Evaluation of the Dissertation Defense**
An Examining Committee evaluates both the dissertation and a candidate’s performance in the oral examination to determine whether or not the candidate passes. Only officially recognized members of a Dissertation Examining Committee have the authority to determine whether or not the candidate passes the final defense.

**Revisions Following the Oral Defense** (Graduate School Policy #02.28.17)

**30-Day Limit for Revisions**
Doctoral candidates who pass the oral defense may be required to make revisions to the dissertation as a condition of completing the degree. The Chair of the Doctoral Advisory Committee is typically responsible to review and approve revisions, although any member of the Examining Committee may
require the candidate to submit a final draft for approval. The final revised dissertation must be submitted to the Graduate School within 30 calendar days of the oral defense or the defense is nullified and another oral defense must be scheduled.

**Major Revisions**
If an Examining Committee requires substantial revisions that cannot be made within 30 calendar days, the Committee must suspend the defense until a majority agrees that the dissertation is sufficiently revised to be defensible. A candidate must repost the oral defense with the Graduate School. The Chair of the Dissertation Advisory Committee is responsible for notifying the Graduate School that a defense was suspended.

**Dissertation Format** (Graduate School Policy #02.28.18) A dissertation must be completed in a format approved by the Graduate School and the School/College. Approved formats are listed in the *Dissertation and Thesis Handbook*.

**Authorship and Prior Publication** (Graduate School Policy #02.28.19)
A doctoral dissertation may have only one author. A candidate’s previously published work may be included in the dissertation if the work meets the following criteria:

- The research was conducted by the candidate while a doctoral student at Temple University.
- It has not been used to meet the requirements for another degree.
- It is not co-authored unless the role of the candidate was clearly defined in the co-authored work.
- It is logically connected with and integrated into the dissertation.
- By its inclusion, it does not violate any existing copyright or contractual agreement.
- Co-authored works that do not meet the criteria above may be included as appendices if they include the names of all authors and the contribution of the candidate is stated.

**Filing Dissertations** (Graduate School Policy #02.28.20)
The *Dissertation and Thesis Handbook* details the requirements for filing the final dissertation with the Graduate School.

**Final Authority over Doctoral Dissertation** (Policy #02.28.21)
The Dean of the Graduate School and the Graduate Board have the authority to review and approve all doctoral dissertations prior to awarding the degree.

**ACADEMIC APPEALS TO THE GRADUATE BOARD** (Graduate School Policy 02.29)
Title IX of the Educational Amendments Act requires that each college or university establish due procedures for the resolution of grievances. A student should consult her/his School/College for information about filing grievances.

A graduate student must follow all School/College and department policies and procedures governing grade appeals and appeals for all other academic matters. The Graduate Board and Graduate School have authority over reinstatement after academic or administrative dismissal. A student must file a petition with the Graduate School to initiate an appeal to either body for reinstatement. Forms may be found at http://www.temple.edu/grad/forms/

**Petitions for Reinstatement after Academic Dismissal** (Graduate School Policy #02.29.12) A graduate student may petition the Graduate Board Student Appeals Committee following dismissal:
• If the student has failed the comprehensive or preliminary examinations, in whole or in part, twice. If the student has failed to maintain satisfactory grades in accordance with Standards of Scholarship in the university, School/College and/or program.
• If the student has failed to make academic progress as defined by the School/College and program.

Forms may be found at http://www.temple.edu/grad/forms/.

**Petitions for Reinstatement after Administrative Dismissal** (Graduate School Policy #02.29.13) 
A student who has been administratively dismissed (i.e., has exceeded the time limit or failed to maintain continuous enrollment and is therefore ineligible to register, or who has withdrawn) may petition the Graduate School for reinstatement. The Dean of the Graduate School or his/her designee may respond to these petitions administratively or refer them to the Graduate Board Student Appeals Committee. Forms may be found at http://www.temple.edu/grad/forms/.

**Appeals of Graduate Board Decisions** (Graduate School Policy #02.29.14) 
A student can appeal Graduate Board Appeals Committee decisions only on procedural grounds. The appeal should be directed to the Provost.

**Readmission** (Graduate School Policy #02.29.15) 
A student who has withdrawn, been dismissed for failure to maintain continuous enrollment for more than one semester, or has exceeded the time limit and is therefore ineligible to register, may be required to file a new application for admission. If accepted, the student is considered newly matriculated at the time of admission and will be required to complete all current program requirements.

**EXIT REQUIREMENTS** (Graduate School Policy #02.30; (Restatement of policy 02.23.15.04: Application for Graduation)

All students must apply for graduation by the deadline listed in the University's Academic Calendar. This is the only means by which a diploma will be produced and an awarded degree transcribed. Go to the forms http://www.temple.edu/grad/forms/. Also refer to the version of the calendar adapted for graduate students. Please be aware that your name will be printed on your diploma exactly as it appears on Temple University’s Banner system. (Please log onto the system prior to submitting your application to see how your name is listed in the system.)

**Grade Requirements**

• At the time of graduation a student must have a grade point average (GPA) of at least 3.0 and non-incompletes (I’s) or not reported (NR’s) on the transcript.
• Students who receive more than two grades below B- or one F grade will be dismissed from the program for substandard performance. Grades of B-, C+, C and C- carry academic credit. Receipt of such grades, however, is an indication that the student is doing substandard work.
• Undergraduate courses will not count for graduate credit, unless approved by the school and department of the student’s program prior to registration. Students must register for these courses for graduate credit and pay graduate fees.

The GPA is determined by grades earned in the following:
1. Courses taken at Temple University following matriculation (except those taken on the credit/no credit option).
2. Courses taken at Temple University prior to matriculation and accepted toward satisfaction of graduation requirements. A maximum of nine semester hours taken prior to matriculation may be counted towards a graduate degree.
Time Limit for Completion of Graduate Degree
The time period for completing a graduate degree program begins with the semester of matriculation. The time limit for the professional degrees (Master of Science in Nursing, Occupational Therapy and Physical Therapy) is six years. Time limits for entry-level graduate degrees (full time students) are set by each department.

Enrollment Policy-Graduate Students
Graduate students must register every semester during which they are using Temple University resources, including library resources and faculty supervision of independent projects and research. Students who do not register for a semester must obtain a leave of absence to remain in good standing. For further information refer to the Temple University Graduate Bulletin. [To be designated full-time, a graduate student (including all recipients of Graduate School Fellowships) must be enrolled for 9 or more semester hours of coursework until all coursework is completed. 2.25.12]

Student Schedule Limitations
A student must be enrolled for a minimum of 9 s.h. to be classified as a full-time graduate student. If a student holds a teaching assistantship or is enrolled in a clinical practicum, he or she must be enrolled for 6 s.h. to be considered full-time graduate student.

Graduate Student Appeals
All communications to the Temple University Graduate Board Student Appeals Committee must be made through the Dean of the Graduate School. It is expected that, prior to appealing to the Graduate Board Student Appeals Committee, the applicant will have exhausted all appropriate appeal mechanisms within his/her program, department and school/college.

A student who has withdrawn, been dismissed for failure to maintain continuous enrollment for more than one semester, or has exceeded the time limit and is therefore ineligible to register, may be required to file a new application for admission. If accepted, the student is considered newly matriculated at the time of admission and will be required to complete all current program requirements.

MOT, DOT, DPT Program Dismissal Appeals
Individuals who have been dismissed from a program for failure to maintain standards of scholarship, may appeal to the Dean for reinstatement within one calendar year of the date of dismissal. At the time of petition, the student should provide documents that support the appeal such as faculty letters of support and information which explains the reason(s) for the poor academic performance and describe planned remedial measures. The Dean, in consultation with the Executive Committee of the CHP Graduate Council, will make the final decision regarding the appeal within two weeks of receipt of the written appeal.

IV. GENERAL INFORMATION, POLICIES, AND GUIDELINES

Temple University E-mail
All students are required to obtain a Temple e-mail address and to 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. (Policy #04.74.11) http://policies.temple.edu/PDF/92.pdf Also read Comprehensive Guide to E-mail Usage and Policy http://www.temple.edu/cs/security/ComprehensiveGuidetoEmailUsage.pdf
Change of Student Information
Students are to notify the University immediately of any change in name, address, classification, marital status or social security number by updating the relevant information using Self Service Banner, which they can access via their TU Portal.

FERPA and Guidelines Pertaining to Confidentiality of Student Records
Temple University keeps educational records to facilitate the development of our students. Confidentiality of those records is maintained by the University according to federal law, The Family Educational Rights and Privacy Act (FERPA) of 1974. For more information visit http://www.temple.edu/registrar/alumnifamily/ferpa.asp

An online waiver process under the Family Educational Rights and Privacy Act (FERPA) allows students to use Self Service Banner (SSB) to elect to have information released from their educational records to their parents or other designees. Students can exercise their waivers and sign-up using the “Personal Information” tab of Self Service Banner through their TU Portal.

Financial Aid
The University’s Student Financial Services office assists students with inquiries about loans and scholarships. http://sfs.temple.edu/ or sfs@temple.edu. SFS maintains offices on several campuses, including:
- Main Campus - Ground Floor, Conwell and Carnell Halls - 215-204-2244
- Health Sciences Center - 3340 N. Broad St Student Faculty Conference Building, Lower Basement 41 - 215-707-2667. For more information visit http://sfs.temple.edu/contact-us.

Students are encouraged to seek out funding opportunities and scholarships through University resources (Student Financial Services) and through their departments, in case there are opportunities specific to their discipline.

Student Emergency Loans and Funds:
A limited amount of emergency loan and scholarship funds are available to CHPSW students experiencing emergencies. Students should contact their graduate program director for information about this. The student’s advisor, graduate program director or department chair can work with the student to compile the application materials. The application should be returned to the Assistant Dean for Enrollment and Student Services, CHPSW, Room 528, Ritter Annex, 1301 Cecil B. Moore Avenue, (215) 204-1227. Students are urged to contact Student Financial Services (SFS) http://sfs.temple.edu/to inquire about the availability of any emergency assistance.

The following CHPSW fund is available:

Bering-Hecht Student Emergency Fund Scholarship.
CHPSW students experiencing emergencies are eligible to apply for an award of up to $1,000 for any one student. The award distribution is based upon financial need, and an essay of no more than 500 words. The following criteria must be met to be eligible for the scholarship:
1. Undergraduate students must have attained a 2.75 GPA and Graduate students must have attained a 3.0 GPA upon admission to CHPSW and maintain at least the same GPA in their major at the time of their request.
2. Student has applied to Temple University for financial aid, (i.e., have applied through Student Financial Services for any scholarship or loan funds available for graduate students).
3. Be a citizen of the U.S., a permanent resident or refugee as defined by I.N.S.
4. Student submits the entire application package to the Office of the Dean of CHPSW.

Procedures:
1. The student discusses their situation and need with their department chair who helps the student explore various options.
2. The student submits an essay of no more than 500 words (typed) in which the student explains their financial need and how the funds will assist them in their pursuit of the professional degree. This should include details of the situation, previously explored options, and a suggested amount that is needed. This is given to the department chair.
3. The student asks a faculty member and/or department chair to submit a note of support for the student’s request. The note must verify the student’s GPA and need. This letter of support should be addressed to the Assistant Dean for Enrollment and Student Services of CHPSW.
4. All documents should be submitted to CHPSW’s Assistant Dean for Enrollment and Student Services.
5. The CHPSW Assistant Dean for Enrollment and Student Services will review the submitted documents in consultation with the Associate Dean for Faculty and Academic Affairs, the Dean, and the Director for Development. If approved, the Assistant Dean for Enrollment and Student Services will notify the student of the award via e-mail/letter and will provide the student with the appropriate materials that must be signed in order for the award to occur. Once received, the Assistant Dean for Enrollment and Student Services will work with University offices to process the award.
6. Student sends a letter of appreciation to the donors in care of the Temple University Development Office.
7. The Director of Development shares the student information with the donors.

The donors for this fund are Amy Blatchford Hecht, Ed.D., RN, former dean of CHP, and Ms. Nellie M. Bering, a former faculty member and administrator. The purpose of this scholarship is to provide short-term interest free loans to students enrolled in the college based on financial need and to provide tuition grants that will not require repayment. Emergency loans from the fund provides assistance for expenses incurred while enrolled in the college, such as, books, school supplies, food, rent, utilities, health insurance, health care needs, etc. Emergency Loan Funds will be up to $500 in amount and repayable within 90 days. Scholarships will be up to $1,000.

**Building Hours of Operation** - College of Health Professions and Social Work

<table>
<thead>
<tr>
<th>Building</th>
<th>Hours of Operation</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700 N. Broad Street</td>
<td>8:30 a.m. – 10:00 p.m.</td>
<td>Rehabilitation Sciences: Therapeutic Recreation</td>
</tr>
<tr>
<td>Jones Hall</td>
<td>7:00 a.m. – 10:00 p.m.</td>
<td>Health Information Management Nursing Physical Therapy Rehabilitation Sciences: Occupational Therapy</td>
</tr>
<tr>
<td>Pearson Hall</td>
<td>7:00 a.m. – 10:00 p.m.</td>
<td>Kinesiology</td>
</tr>
</tbody>
</table>
Weiss Hall | 7:00 a.m. – 11:00 p.m. | Communication Sciences & Disorders
Ritter Annex | 8:30 a.m.- 10:00 p.m. | Public Health School of Social Work

Administrative offices are open from 8:30 a.m. to 5:00 p.m. Access to offices, classrooms, and laboratories in all buildings on weekends and other non-business hours may be scheduled by the departments.

All persons entering the Health Sciences Center (HSC) and Main Campus (MC) buildings must be prepared to show a valid Temple ID or sign the log sheet when requested by the security guard. Not to respond to this request is a violation of the University Disciplinary Code.

Emergency Situations
In order to get the most up-to-date information regarding campus/closures due to emergency situations, including severely adverse weather situations, all students are encouraged to sign up for TU Alert, the University’s emergency communication system. To register for the system visit www.temple.edu/tuready/register.

Snow Closing/Weather Policy
In case of severely adverse weather conditions, the University will disseminate information about changes in operations via the TU Alert system. In addition, the University will post the information to the web site www.temple.edu and will broadcast cancellation of classes on KYW radio using the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Daytime classes at Main, Center City and HSC</td>
</tr>
<tr>
<td>426</td>
<td>Daytime classes at Ambler</td>
</tr>
<tr>
<td>2101</td>
<td>Afternoon/Evening classes at Main, Center City and HSC</td>
</tr>
<tr>
<td>2426</td>
<td>Evening classes at Ambler</td>
</tr>
</tbody>
</table>

Emergency Telephone Numbers
Listed below are emergency telephone numbers:

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security, Police, Fire</td>
<td>1-1234</td>
</tr>
<tr>
<td>Police – City of Philadelphia</td>
<td>911</td>
</tr>
<tr>
<td>HSC</td>
<td>2-2677</td>
</tr>
<tr>
<td>Main Campus</td>
<td>1-1234</td>
</tr>
<tr>
<td>TUH Emergency Room</td>
<td>2-3467</td>
</tr>
<tr>
<td>Student Health Services – HSC</td>
<td>2-4088</td>
</tr>
<tr>
<td>Student Health Services – Main</td>
<td>1-7500</td>
</tr>
</tbody>
</table>
Medical Emergency Procedure
1. In the event of a medical emergency, call 911 or Temple Police at 215-204-1234.
2. Please notify a faculty member and the security officer in the front lobby of the building where the emergency is taking place.
3. Someone should remain with the victim until help arrives. As much factual information as possible should be communicated to the rescue unit, i.e. address of the emergency, details about what happened, etc.
4. Follow all dispatcher’s instructions and do not hang up until you have been told to do so.

Photo Identification (ID) Card
Each student is required to have a Temple University photo identification card, called an OWLcard. http://diamonddollars.temple.edu/owlcard.htm The photo ID will be taken during orientation. The same photo ID card is used each semester. Replacement ID: HSC-based students should contact their Department’s Student Services Coordinator for the ID Replacement Card Authorization. Students in At Main Campus-based programs should contact the Diamond Dollars Office (Suite 202, 1910 Liacouras Walk). http://www.temple.edu/diamonddollars/lost.htm An ID will be issued after reporting the lost or stolen card, paying the fee of $20.00, and making an appointment to prepare a new photo ID.

Automobile Parking
Parking is available at the Health Science Campus, Main Campus and Ambler Campus.
Further information regarding cost and location of lots may be obtained through the Parking Services web site http://www.temple.edu/parking/index.html or its offices at each campus. Parking Services locations are as follows:
- Main Campus – 13th and Montgomery Streets, Basement of Student Activities Center (SAC), (215) 204-5301
- Ambler Campus – (267) 468-8250 http://www.temple.edu/parking/ambler.html
- TUCC – TUCC has negotiated discounted rates for Temple students. For more information visit http://www.temple.edu/parking/tucc.html

Bicycle Parking
Health Science Campus: Bicycles and motorcycles may be parked and secured at the parking stand adjacent to the College of Pharmacy Building, 3307 N. Broad Street, north side. Bicycles and motorcycles may not be parked inside buildings at any time.

Main Campus: Bicycle racks are located in the general proximity of campus parking lots. The lots available are #1, #3, #4, #6, and Temple Towers.

Career Center Resources
Temple’s Career Center offers a variety of services to help Temple graduate and undergraduate students make a smooth transition from the classroom to the workplace. The office, which is located on the second floor of Mitten Hall on Main Campus, provides a full complement of resources and services to both current students and alumni to assist in making informed career choices, identifying and exploring career options, putting a job search strategy together, and bringing you face to face with prospective employers. For additional information visit their website at http://www.temple.edu/provost/careercenter/.
**Temple University Smoking Policy**

Temple University is committed to providing a smoke-free environment for everyone at Temple. All University facilities are designated as non-smoking. There will be NO designated smoking areas in any Temple University buildings. In addition, all indoor Temple University-sponsored activities that take place in facilities not owned or operated by Temple University will be smoke-free in those areas under Temple's control. This policy will be enforced according to established University policies and procedures. The University’s enforcement of the smoking policy for all students will be as follows:

Smoking in University facilities is a minor violation according to the University Code of Conduct. Infraction of the policy on smoking will be handled in the same way as other minor violations of the Code.

The university’s enforcement of this policy for resident students in university housing facilities will be as follows: Violations of this policy by residential students in university housing facilities will be addressed by the residential judicial system.

Outside of university housing facilities, enforcement of this policy for residential students will be the same as for all other students, as detailed in subparagraph 1 above. For the full policy visit [http://policies.temple.edu/PDF/79.pdf](http://policies.temple.edu/PDF/79.pdf)

**Tuition Remission**

Any student entitled to tuition remission, (i.e., employee, spouse or child of employee) should secure the appropriate form from the Bursar’s web site. [http://bursar.temple.edu/](http://bursar.temple.edu/). The Tuition Remission program includes expenses for tuition cost only; any other fees are not covered under the program.

**Procedures**

1. Register for the course(s). For assistance with course selection contact your academic advisor. For other registration help, contact your department student services coordinator.
2. You, your spouse/domestic partner or dependent child will receive a bill from the Bursar’s Office for tuition and fees.
4. A. If the tuition remission is for yourself, then complete the tuition remission form and have it signed by your Dean or Vice President.
   B. If the tuition remission is for your dependent, then complete the tuition remission form directly to the Bursar’s office.
5. Bring the completed and signed Tuition Remission form and the bill to the cashier in the Bursar’s Office. You will be required to pay any applicable fees, and your bill will be credited for the appropriate tuition amount.

To find out more about Tuition Remission and to obtain Tuition Remission forms, please visit the Bursar’s web site [http://bursar.temple.edu/](http://bursar.temple.edu/).

**Student Health Services**

Student Health Services is designed to offer eligible Student Temple University community with accessible primary health care at a low cost. The service is located on the fourth floor of the 1800 Liacouras Walk building on Main Campus with office hours on other campuses, including the Health Sciences Center Campus. [http://www.temple.edu/studenthealth/HSC_Campus_Location_and_Hours.html](http://www.temple.edu/studenthealth/HSC_Campus_Location_and_Hours.html)
Routine care is available by appointment through Health Services. Emergency care is available at all times. For additional information on hours of operation and available services visit Student Health Services website at www.temple.edu/studenthealth.

**Immunizations and Clearances:**

Most graduate programs in CHPSW require students to complete professionally-relevant fieldwork. In order to be eligible for field or clinical placements, students are typically required by a placement site to submit various health screenings and background clearances, including but not limited to criminal background and child abuse clearances, health immunizations and TB testing, and First Aid/ CPR certification.

Please review your department’s student handbook and contact your department’s director of the graduate program or director of field/ clinical education for information on the requirements mandated for your program. Requirements for fieldwork and clinical training placements often include submission of a completed health history (with immunization record) and physical examination prior to orientation. For some programs, proof is required for Tetanus and Diphtheria immunization and for adequate Measles, Mumps and Polio vaccinations, as well as viral titers (quantitative) for Rubella (German Measles), Varicella (Chicken Pox) and Rubeola (Measles). For non-immunized students, the Student Health Service will provide immunization at cost.

Students in some programs are required to participate in the Hepatitis B vaccination program unless they obtain a waiver. The initial vaccination is part of the entrance physical examination and the cost of the series of vaccinations must be paid by the student. The series of three injections must be started before beginning of classes. You may elect to have the last two injections administered by Temple University Student Health or by a physician of your choice. In some programs, students are also administered tuberculin skin testing yearly. Should skin testing turn positive, chest x-rays are obtained and appropriate therapy initiated. For further information about immunizations available at Student Health Services contact them at 707-4088 for HSC or 215-204-7500 for Main campus or visit http://www.temple.edu/studenthealth/immunizations.html.

Several programs use either American Data Bank or CertifiedBackground.com for students to upload and store their health screens and background clearances, which are typically required by fieldwork placement agencies. The security and privacy protection measures of these third-party screening companies have been reviewed and deemed safe and secure by Temple University’s legal counsel.

**Disabilities Resources**

Temple University is committed to ensuring equal opportunity for students with special needs. If you believe you have a medical or physical impairment which may require some accommodation for your successful matriculation at Temple, contact the Disability Resources and Services office, 100 Ritter Annex, 1301 Cecil B. Moore Avenue, Philadelphia, PA 19122, 204-1280. Please see their web site: www.temple.edu/disability

**Special University Policies for AIDS, Sexual Assault, and Sexual Harassment**

**AIDS** (policy #04.83.01): http://policies.temple.edu/PDF/65.pdf
**Sexual Harassment** (policy #04.82.01):  [http://policies.temple.edu/getdoc.asp?policy_no=04.82.01](http://policies.temple.edu/getdoc.asp?policy_no=04.82.01)

**Preventing and Addressing Sexual Assault Domestic Violence, Dating Violence, and Stalking** (policy #04.82.02):  [http://policies.temple.edu/getdoc.asp?policy_no=04.82.02](http://policies.temple.edu/getdoc.asp?policy_no=04.82.02)

**Psychological Counseling Services**

Psychological counseling services are available from Tuttleman Counseling Services, located at 1810 Liacouras Walk, 5th floor on the Main Campus (204-7276). They provide a wide range of assistance such as psychological and psychiatric services, counseling, support groups, literature, educational programs such as Campus Alcohol and Substance Awareness (CASA) and Sexual Assault and Education (SACE), as well as campus events. For more information, visit their website [http://www.temple.edu/studentaffairs/counseling/](http://www.temple.edu/studentaffairs/counseling/)

**Health Insurance**

Group Health Insurance: Student's and their parents are reminded that many family medical reimbursement policies make no provisions for dependents who are over 18 years of age. The university makes available, on a voluntary basis a group health insurance at a modest premium for its full-time students. Application should be made during registration or the first week of classes. For an overview of health insurance options for students visit [http://www.temple.edu/studenthealth/health_insurance.html](http://www.temple.edu/studenthealth/health_insurance.html). For information about Temple’s group health insurance options for students visit [http://www.temple.edu/hr/students/index.html](http://www.temple.edu/hr/students/index.html).

Students are urged to carry this insurance or a comparable policy to provide for risks of which the University does not assume liability. Students who are insured should keep in their possession the receipt of the above group policy or identification cards for other policies. All international students are required to carry hospitalization insurance throughout their stay at the University.

**Student Medical Accident Insurance Policy**

To protect all students in the College of Health Professions and Social Work, all students are required to purchase the Student Accident Insurance Policy offered by A-G Administrators. Information about this can be found at [http://www.temple.edu/hr/students/accident.htm](http://www.temple.edu/hr/students/accident.htm). The current rate is $27.00 for each student and is included as a standard fee along with tuition. In the event of injuries resulting from an accident while performing required academic activities, the accident insurance will serve as “gap” or supplemental insurance to cover the cost of certain items not covered by health insurance in the event of injuries resulting from an accident while performing required academic activities. This policy went into effect Fall 2010.

**Health Sciences Center Library**

The Ginsburg Health Science Library is located at 3500 N. Broad Street (N.W. corner of Broad and Tioga Streets).  [http://library.temple.edu/about/locations/simmy-and-harry-ginsb](http://library.temple.edu/about/locations/simmy-and-harry-ginsb)  Circulation Rules:

1. A valid Temple I.D. is required for entrance and serves as your library card. (Visitors may access the library at certain hours with valid photo ID.  [http://library.temple.edu/hsl/about/visitor-policy](http://library.temple.edu/hsl/about/visitor-policy))
   
2. A valid Temple I.D. is required to circulate materials.

3. Books will circulate for two weeks, with one two-week renewal.

For more information about circulation policies see [http://library.temple.edu/hsl/about/loan-periods](http://library.temple.edu/hsl/about/loan-periods)
Hours of Operation: For current schedule visit http://library.temple.edu/about/hours?location=19

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>10:00 am through Thursday 10:00 pm (24 hours per day)</td>
</tr>
<tr>
<td>Friday</td>
<td>12:00 am through 10:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am to 10:00 pm</td>
</tr>
<tr>
<td>Telephone</td>
<td>215-707-2665 (BOOK)</td>
</tr>
</tbody>
</table>

Scholars Information Center - HSC - 3307 N. Broad St. (School of Pharmacy Building)

The Scholars Information Center (SIC) is located in Room 104 and is equipped with IBM and MAC platform computers and quality printers. They are available for individual use and for class instruction by making arrangements with the SIC Manager. Additionally, the SIC will be electronically linked with the HSC Library to provide users with access to online databases for literature searches.

Students must present a valid ID prior to using the SIC facilities. A set of Regulations that must be followed is posted. The telephone number is 215-707-4106. For a list of all Temple computer labs visit http://www.temple.edu/cs/labs/.

Paley Library - Main Campus

The Paley Library is located at 13th St. & Berks Mall. Before visiting the library, please review http://library.temple.edu for up-to-date information. Typical hours of operation are:

- Monday through Thursday: 8:00 am - 2:00 am
- Friday: 8:00 am - 8:00 pm
- Saturday: 9:00 am - 7:00 pm
- Sunday: 12:00 pm - 2:00 am

Student Activities Centers

Temple operates student centers on the Main and Health Sciences Center Campuses. http://www.temple.edu/studentaffairs/studentcenters. On the Health Sciences Campus, the Student Faculty Center (SFC) houses a conference center, meeting rooms, cafeteria, art gallery, bookstore, gymnasium, weight room, and dance studio. For more information visit http://www.temple.edu/studentaffairs/studentcenters/sfc/about/contact.html. All students must have a current, valid identification card for admittance into the Student Faculty Center Building located at Broad and Ontario Streets.

The Howard Gittis Student Center located at 13th Street and Montgomery Avenue on Main campus serves the Temple community as a hub of campus activity and central location for a variety of campus services. The facility designed primarily for our students is open to faculty, staff, visitors, alumni and friends of Temple University. It houses a movie theater, game room, the University bookstore, lounges, meeting rooms, food court, snack bar, travel agent, post office, and full service bank. http://www.temple.edu/studentaffairs/studentcenters/hgsc/index.html
STUDENT ORGANIZATIONS
Each department offers various student groups/activities/organizations with which graduate students can become involved. Students are also encouraged to become involved in their disciplines’ professional associations. Students should discuss options with their faculty advisor and can also visit the following web sites for information about student groups and/or other resources related to their disciplines. The University’s Division of Student Affairs provides support for and maintains listings of student groups. CHPSW student groups are eligible to register with the University’s Student Activities Office. For information about University-wide student organizations visit http://studentactivities.temple.edu/get-involved/student-organizations.

Communication Sciences and Disorders
- http://chpsw.temple.edu/commsci/faqs-information/nsslha

Health Information Management

Kinesiology
- http://chpsw.temple.edu/kinesiology/student-resources

Nursing
- http://chpsw.temple.edu/nursing/student-resources/temple-nursing-student-organizations

Physical Therapy

Public Health
- http://chpsw.temple.edu/publichealth/student-resources/student-organizations

Rehabilitation Sciences: Occupational Therapy
- http://chpsw.temple.edu/rs/student-resources

Rehabilitation Sciences: Therapeutic Recreation
- http://chpsw.temple.edu/rs/student-resources

School of Social Work
- Visit Appendix to MSW Student Handbook downloadable at http://chpsw.temple.edu/ssa/degrees-offered/master-social-work