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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 excellence in education, research and service. We have a superb faculty, many of whom are known far beyond the boundaries of the Temple campuses, for their research and scholarly work in a variety of health fields. The faculty care about our students and are here to assist you to reach your highest potential 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! Remember it is our goal for our students to complete their degree within 4 years’ time (‘fly in four’).

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,

Laura A. Siminoff, PhD
Dean
College of Health Professions and Social Work
Introduction

This Handbook is designed for students enrolled in the undergraduate programs of the College of Health Professions and Social Work (CHPSW). It provides information on advising, faculty, and specific requirements, policies and procedures governing these programs.

Students are required to fulfill the requirements of the degree as defined in the Undergraduate Bulletin and the college and departmental handbooks that are in effect in the semester in which they matriculate. Degree programs may identify additional requirements and policies beyond these. The University typically sets minimum standards governing education. A college or degree program may set more stringent requirements but may not allow lesser standards.

The policies and procedures included in this Student Handbook describe the requirements in effect on the date on the cover. They in no way constitute a contract between a student and Temple University or the College of Health Professions and Social Work.

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.

The Office of Equal Opportunity Compliance (EOC) is responsible for enforcing the Temple University Policy on Preventing and Addressing Discrimination and Harassment and the Policy on Sexual Harassment and has complaint procedures available to do so. Persons who feel they have been victims of discrimination or harassment may make an informal complaint to any Equal Opportunity (EO) Ombudsperson or a formal complaint to EOC. For a list of the names of the EO Ombudspersons designated in each school or college, contact the Dean’s Office or access the online list at www.temple.edu/eoc/AppDev/ombuds.asp.

Please familiarize yourself with the online sources of information in this Handbook. They will provide you with the most current information on college and university policies, procedures, and deadlines.
Organization of the College

The College of Health Professions and Social Work is one of 17 schools and colleges at Temple University, composed of eight academic units, including: Communication Sciences and Disorders, Health Information Management, Kinesiology, Nursing, Physical Therapy, Public Health, Rehabilitation Sciences, and Social Work. The following is an organizational chart that provides an overview of the infrastructure of the College.
# Office of the Dean

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Siminoff, Ph.D.</td>
<td>Dean</td>
<td>Rm 202</td>
<td>204-5218</td>
</tr>
<tr>
<td>Natasha DeLuna</td>
<td>Executive Assistant to the Dean</td>
<td>Rm 204</td>
<td>204-8624</td>
</tr>
<tr>
<td>Jennifer Ibrahim, PhD, MPH</td>
<td>Associate Dean for Academic Affairs</td>
<td>Rm 204C</td>
<td>204-9657</td>
</tr>
<tr>
<td>Scott Rutledge, PhD</td>
<td>Associate Dean for Faculty Affairs</td>
<td>Rm 205A</td>
<td>204-6021</td>
</tr>
<tr>
<td>Gail Glicksman, Ph.D.</td>
<td>Assistant Dean for Enrollment and Student Services</td>
<td>Rm 307D</td>
<td>204-1227</td>
</tr>
<tr>
<td>Michelle Lai, MBA</td>
<td>Assistant Dean for Finance and Administration</td>
<td>Rm 207A</td>
<td>204-5211</td>
</tr>
<tr>
<td>Shelley Osagie, M.Ed.</td>
<td>Associate Director for Student Services and Operations</td>
<td>Rm 307B</td>
<td>204-8832</td>
</tr>
<tr>
<td>Gradette Willis, MSW</td>
<td>Associate Director for Advisement</td>
<td>Rm 307C</td>
<td>204-7611</td>
</tr>
<tr>
<td>Ana del Puerto, M.Ed.</td>
<td>Senior Assistant Director for Recruitment</td>
<td>Rm 307E</td>
<td>204-8776</td>
</tr>
<tr>
<td>Mark Rohland, Ph.D.</td>
<td>Assistant Director for Student Records</td>
<td>Rm 307A</td>
<td>204-1218</td>
</tr>
<tr>
<td>Jessica Boyer, MPH-MSW</td>
<td>Assistant Director of Assessment and Accreditation</td>
<td>Rm 212</td>
<td>204-5586</td>
</tr>
<tr>
<td>TaTesha Miller, MBA</td>
<td>Classroom Scheduler</td>
<td>Rm 310</td>
<td>204-3142</td>
</tr>
<tr>
<td>Diane Green-Gilmore</td>
<td>Administrative Assistant, Academic Affairs/Enrollment and Student Services</td>
<td>Rm 101</td>
<td>204-5440</td>
</tr>
</tbody>
</table>

* Dean’s Office administration and staff are located in 1938 Liacouras Walk.
## Contact Information for Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Chair</th>
<th>Undergraduate Program Director</th>
<th>Student Service Coordinator</th>
<th>Location</th>
<th>Dept. Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Sciences and Disorders</td>
<td>Carol Scheffner Hammer, PhD</td>
<td>Rena Krakow, PhD</td>
<td>Dawn Dandridge 204-9005</td>
<td>Weiss Hall Room 109</td>
<td>204-7543</td>
</tr>
<tr>
<td>Health Information Management</td>
<td>Cathy Flite, MEd</td>
<td>Karen McBride, MS</td>
<td>Joe Hines 707-4811</td>
<td>Jones Hall Room 310</td>
<td>707-4811</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>John Jeka, PhD</td>
<td>Rick Swalm, PhD</td>
<td>Megan DiMarco 204-7503</td>
<td>Pearson Hall Room 113</td>
<td>204-8707</td>
</tr>
<tr>
<td>Nursing</td>
<td>Jane Kurz, PhD</td>
<td>Patricia DiGiacomo, MS</td>
<td>Audrey Scriven 707-4618</td>
<td>Jones Hall Room 503</td>
<td>707-1598</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>Emily Keshner, PhD</td>
<td>N/A</td>
<td>Sarah Carroll 707-4828</td>
<td>Jones Hall Room 603</td>
<td>707-4847</td>
</tr>
<tr>
<td>Public Health</td>
<td>Alice Hausman, PhD</td>
<td>Sarah Bass, PhD and Sheldon Watts, PhD</td>
<td>Joyce Hankins 204-7213</td>
<td>Ritter Annex, Room 934</td>
<td>204-8726</td>
</tr>
<tr>
<td>Rehabilitation Sciences</td>
<td>Mark Salzer, PhD</td>
<td>Jo-Ellen Ross, PhD</td>
<td>Katherine Foster 707-4875 (HSC) 204-2366 (Main Campus)</td>
<td>Jones Hall Room 401 (HSC) 1700 N. Broad Room 304 (Main Campus)</td>
<td>707-4875 (HSC) 204-2703 (Main Campus)</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>Jeffrey Draine, PhD</td>
<td>Cheri Carter, PhD</td>
<td>Erin Brosious 204-1962 (Main) Kari Leaver 717-231-6400 (TUH)</td>
<td>Ritter Annex Room 521</td>
<td>204-8623 (Main) 717-231-6400 (TUH)</td>
</tr>
</tbody>
</table>
# CHPSW Undergraduate Academic Advisors

CHPSW Associate Director of Advisement, Gradette Willis, MSW (willisgr@temple.edu)

Advisors see students within departments. Their office locations are listed below.
http://chpsw.temple.edu/chpsw/students/student-advising
Student Services Office Hours: 8:00am-5:00 pm

<table>
<thead>
<tr>
<th>Department</th>
<th>Degree</th>
<th>Department Advisor</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Sciences and Disorders</td>
<td>BA</td>
<td>Marc Johnson, MBA, MS <a href="mailto:marc.johnson@temple.edu">marc.johnson@temple.edu</a>, Meredith Klein, MS <a href="mailto:Meredith.klein@temple.edu">Meredith.klein@temple.edu</a></td>
<td>272 Weiss Hall (MWF) 1700 N. Broad Rm 301 F (T TH) 1700 N. Broad Rm 300 B (MWF) 272 Weiss Hall (T TH)</td>
<td>204-1655, 204-4062</td>
</tr>
<tr>
<td>Health Information Management/Pre-HIM</td>
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</tr>
<tr>
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<tr>
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<td>1700 N. Broad Rm 300 B (MWF) 272 Weiss Hall (T TH) 272 Weiss Hall (MWF) 1700 N. Broad Rm 301 F (T TH)</td>
<td>204-4062, 204-1655</td>
</tr>
<tr>
<td>Social Work</td>
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</tr>
<tr>
<td>Undeclared Health Professions</td>
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<td>Ritter Annex Room 525</td>
<td>204-2037</td>
</tr>
</tbody>
</table>
CHPSW Academic Code of Conduct and Ethics

Ethics

As students enrolled in programs 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.

Student Code of Professional Conduct

The College of Health Professions and Social Work prepares practitioners to fulfill their ideals of service in health or social service settings. In attaining these goals, practitioners must demonstrate exemplary professional behavior, as this is the keystone of the professional associations of the disciplines within this 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.

All terms of the Students’ Rights, Code of Conduct, and Disciplinary Procedures for Temple University apply to students within the College of Health Professions and Social Work. In addition to the major violations noted by the University code, another action has been identified by the faculty of the College as constituting a major infraction of the code: "Unethical conduct or intentional neglect of duty on clinical practice."

Additionally, most CHPSW programs prepare students for careers that involve close examination of a person's background before being employed or even engaged in clinical training and field education. Thus, students are strongly encouraged to begin gathering required documentation and clearances immediately after admission into their program so that they have sufficient time to assemble their portfolio well before it’s required for various field-based learning, including internships. Gathering required background information early also provides sufficient time to address any issues that might postpone or prevent fieldwork. Each program publishes more detailed information on health screenings and background clearances that are used for clinical training and field education.
To learn more about the integral role of clinical and field education in CHPSW, please use the following links to explore your area of interest.

- Communication Science and Disorders Clinical Education
- Health Information Management Clinical Education
- Nursing Clinical Education
- Physical Therapy Clinical Education
- Public Health Field Education
- Rehabilitation Science/Occupational Therapy
- Rehabilitation Science/Recreation Therapy
- School of Social Work Field Education

Standards of Student Conduct (BSW Program)

The School of Social Work has an obligation to hold students accountable not only for the mastery of academic content but also for the development of professional behavior expected of those in the social work profession. Specifically, the SSW holds students to the standards of honesty and integrity reflected in the National Association of Social Workers (NASW) Code of Ethics [http://www.socialworkers.org/pubs/code/](http://www.socialworkers.org/pubs/code/) and the Temple University Student Code of Conduct [http://policies.temple.edu/PDF/294.pdf](http://policies.temple.edu/PDF/294.pdf).

These standards will be evident in responsible social interaction with faculty and peers on campus and in professional interaction with clients and staff in the fieldwork setting. Professional interactions are based upon respect for the rights and needs of clients and regard for the ethical standards of the social work profession. Students should familiarize themselves with the Temple University Student Code of Conduct, particularly with the behaviors circumscribed as violations and with the NASW Code of Ethics, which is considered by the SSW to embody the ethical standards of the social work profession.

SSW is accountable to its students, to the social work profession, to the social work clientele and to society to promote these standards and to take action when students depart from them.

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. Students in the undergraduate program in Social Work should be aware that plagiarism and academic cheating are also violations of the Social Work Code of Ethics.
Provision of Services by Students

Students enrolled in the College of Health Professions and Social Work 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. This policy applies to all presently existing departments of CHPSW and such additional departments as may be added at any future date.

CHPSW Academic Standards and Policies

Students are responsible for complying with all university-wide academic policies that apply to their individual academic status (Please see the Undergraduate Academic Policies http://bulletin.temple.edu/undergraduate/academic-policies). Additional and unique policies, or exceptions for the College of Health Professions and Social Work or for the School of Social Work, appear below.

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.

Clinical Training and Field Education: Clearances and Immunizations
(See also Student Code of Professional Conduct above and Student Health Services below)

Students in many CHPSW programs engage with members of the community in Clinical Training and Field Education experiences. (Please review the Undergraduate Bulletin or check with your advisor to clarify whether your program requires these experiences.)

Students enrolled in programs with required practicum, internship, or fieldwork courses are required to complete identified clearances, which may include, but are not limited to criminal background and child abuse clearances, health immunizations and TB testing, and First Aid/ CPR certification. Please see the advisor and/or undergraduate program coordinator within your department and review your department’s student handbook for information on the requirements mandated for your program. In addition, please see the “Student Code of Professional Conduct” section above, which includes links to each department’s information about clinical and field education.
Requirements for fieldwork and clinical training placements often include submission of 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 215-707-4088 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 Certified Background.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.

### Grading and Standards of Scholarship for CHPSW Undergraduates

The grading system used within CHPSW is in accordance with the system adopted by Temple University with the following exceptions. For students enrolled in this College, with the exception of Social Work majors, a grade of C is the lowest acceptable final grade in major courses. Students not achieving a grade of C are required to repeat those courses in which they have failed to demonstrate acceptable performance.

Departments have identified courses that they consider core major requirements. In some cases, these include courses offered by other departments. In addition, specific departments may have higher minimum GPA requirements in major coursework for degree completion. Check your program’s curriculum grid and critical pathways chart for clarification of courses that require a minimum grade of a C for your major and about the cumulative and major GPA requirements. If questions remain, contact your advisor for more information.

### Grading and Standards of Scholarship for Social Work Undergraduates

Social work majors are expected to maintain a cumulative GPA of 2.00 or above. Students are expected to maintain grades of C- or above in each of the professional and professionally-related courses. Students who obtain a D+ or below in any of the courses in the social work major must repeat the course.
Graduation Requirements for CHPSW Undergraduate Programs

Graduation requirements for the College of Health Professions and Social Work (CHPSW) are available on the individual program pages of the Undergraduate Academic Bulletin http://bulletin.temple.edu/undergraduate/ as well as in the program pages available at CHPSW Academics, http://chpsw.temple.edu/chpsw/academics.

CHPSW Appeals Procedures and Grade Grievance

Introduction: Only a final course grade may be appealed. Concerns regarding individual assignments such as examinations, term projects/papers, lab grades, etc., are to be handled between the course instructor (or coordinator) and the student.

The appeal of a final grade must be of a substantive nature. The written appeal must contain material to support the student's contention of inappropriate grade assignment and 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 may review and/or re-calculate the grade in question.
- 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. 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 CHP Student Appeals and Grievance Committee 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 Committee. 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.

**Grievances and Grade Appeals (Social Work Students)**

The purpose of the Student Grievance Committee (SGC) is to hear grievances by students made against School of Social Work faculty, administrators, and/or staff. The SGC Chair, Three faculty/field staff members, and one faculty alternate are elected by the faculty. The SW Student Collective (Main Campus/TUCC/Ambler) appoints one student representative; SW Alliance (TUH) appoints another student representative.
A student may bring a grievance against a School of Social Work faculty member, administrator or staff person for actions that fall into one or more of these categories:

1) Arbitrary and capricious action, including but not limited to, evaluation or grading.

2) Violation of standards of professional behavior particularly as delineated in the NASW Code of Ethics and Temple University policies.

Any action, such as harassment, not adequately or fully covered by this Grievance Process may be addressed by working with the School’s Ombudsperson and/or following the University’s procedures.

Grievance Steps:

As discussed below, a student’s formal written grievance petition, and any supporting documentation, must be received by the School’s Chair within 45 calendar days of the alleged incident (note that the time periods for a grievance involving a grade begin the day that the grade is posted).

A. Informal resolution process:

Prior to filing a formal written grievance petition, the student should take each of the following steps within 21 calendar days of the alleged incident:

1) Meet with the professor, administrator, or staff person to discuss and hopefully resolve the situation (Note: if the incident involves harassment, intimidation or threats toward the student, then the student should go immediately to his/her advisor or program director);

2) Discuss and seek input from his/her academic advisor regarding the situation (this step can be by-passed if the advisor is the subject of the grievance);

3) If the situation is related to field education – meet with field liaison and if necessary, Assistant Director for Field Education (if the field liaison is the subject of the grievance, the student should go to the Assistant Director for Field Education);

4) Meet with the BSW or MSW Program Director (depending on student’s status) to discuss and hopefully resolve the situation. If the student is at TUH or one of the auxiliary programs, then s/he meets with the TUH Assistant Chairperson or auxiliary site designate.

The student must keep a written record of these, and any other, meetings that includes date, person(s) involved, what was discussed and any actions taken. The student should also keep any other documentation relevant to his/her grievance.

The student is encouraged to consult with the School’s Ombudsperson at any point during this process, as that individual can assist the student with preparing for meetings and/or composing a grievance petition.
B. Formal written grievance petition process:

If the student believes that a satisfactory resolution has not been reached, the student may proceed with a formal written grievance petition. A student must submit to the School’s Chair a written grievance petition that includes:

1) A statement that the grievance falls within the purview of the Student Grievance Committee.

2) Facts that clearly delineate and support the grievance, attaching copies of all relevant documentation.

3) A description of the specific steps that the grievant has taken in an attempt to resolve the conflict before submitting the written grievance. The student is encouraged to keep and present in support of the grievance a written record of all meetings and what he/she finds to be an unsatisfactory outcome of each informal resolution step, if such is the case.

4) Specific suggestion(s) for resolution.

This grievance petition, and any supporting documentation, must be received by the Chair within 45 calendar days of the alleged incident (the 45 calendar day period for a grievance involving a grade begins the day that the grade is posted).

The Chair then may take one or more of the following actions:

1) Deny the grievance on the grounds that the complaint as presented does not fall within the purview of the Student Grievance Committee and/or the student did not follow appropriate steps.

   a. The Chair must provide, in writing, the reason for denying the grievance. This document should be sent to the student, the student's advisor, and the person against whom the grievance was filed.

   b. If there is a more appropriate venue to address the student's grievance, such as a University policy or procedure, then the Chair must indicate that in writing.

   c. The student may appeal this denial via appropriate College or University avenues.

2) Attempt a resolution between the student and faculty, administrator or staff person.

3) Determine that the grievance does fall within the purview of the Student Grievance Committee. If this occurs, then the Chair will inform the person named in the grievance and provide him/her with a complete copy of the grievance petition. The person named in the grievance will be given 14 calendar days to submit to the Chair a written response to the grievance. The chair may extend this deadline if good cause is shown, but will make every effort to obtain a response as expeditiously as possible.
The Chair will then refer the grievance to the Student Grievance Committee Chair. Upon receipt of the grievance documentation and the response, the Chair of the Student Grievance Committee will convene a meeting within 14 calendar days to discuss the complaint and determine who, if anyone, should appear before the committee and/or what additional materials might be needed. This deadline may be extended should the Chair of the Student Grievance Committee determines there is good cause to allow additional time. The SGC may decide on the merits of the case based on the written information provided or it may request a meeting with the student and person against whom the grievance was filed.

If the SGC decides to meet with the student and person named in the grievance, it should do so as soon as possible and reasonable effort should be made to have such a meeting within 14 days of SGC’s first meeting, unless good cause is shown as to why that is not possible. The SGC Chair shall by email notify the student, the person named in the grievance, and any other persons the committee wishes to interview (i.e. if a field related matter, then the committee could invite the student’s field liaison). The School's Chair should be copied on all correspondence.

The student and the person named in the grievance may bring an advocate to the meeting; this advocate should have a relevant role (i.e. an academic advisor, not a parent). The student and the person named in the grievance are responsible for presenting their positions and will participate in any interview or meeting. The advocate serves in an advisory role only. The advocate cannot be the student’s attorney. (Note: if an attorney representing the student attempts to join the meeting or be otherwise involved, then the grievance process is halted immediately and referred to university counsel.)

The Chair of the SGC will conduct the grievance hearing. Each individual will be allowed to briefly summarize his/her position. The student should bring all written documentation that has been generated regarding the grievance. The committee may ask questions or request additional information (though such requests ideally should be made before the meeting). Absent extenuating circumstances, as determined by the SGC, evidence not previously disclosed in either the grievance or the response to the grievance will not be accepted at the hearing.

After hearing the facts and reviewing the statements, the SGC will vote in private on whether or not to support the grievance. A simple majority vote is required. There can be separate votes and results for different aspects of the complaint. The student bears the burden in proving the validity of his/her grievance by a preponderance of the evidence. The SGC will compose a brief written report that indicates the vote and summarizes the key points of the grievance, the committee’s decision with rationale, and recommendations. This report must be submitted to the SSW Chair within 10 calendar days of the hearing. A copy of the report also should be sent to the student and the person named in the grievance.

Once the SSW Chair has received the SGC’s report and recommendation, the School’s Chair will send a report that includes his/her level of agreement with the SGC and the SGC’s recommendations, to the CHPSW Dean who makes the final determination on the grievance. The Dean may uphold, modify or reject the SGC/SSW Chair recommendations. The Dean’s decision will be sent in writing to the student, the person named in the grievance, the School’s Chair, and the SGC Chair. Depending on the Dean’s determination, the School’s Chair may decide to distribute this decision to the relevant Program Director, Field Coordinator, the School’s Ombudsperson, the CHPSW Associate Dean, and/or student’s academic advisor. A copy of the Dean’s decision will be placed in the student’s permanent file. If the student does
not agree with the Dean’s decision, then s/he would need to pursue appeal options available through the University.

Notes:

1. Revised and approved by faculty – October 1, 2012, after consultation with University Counsel.

2. If a student has a grievance against a faculty member, administrator, or staff member from a unit other than the School of Social Work, then that student must follow the grievance procedures of that unit.

**Military Science Courses**

Undergraduate students in the College of Health Professions and Social Work whose degree programs allow for free electives may apply up to 12 credits of military science courses at the 3000 and 4000 levels in Aerospace Studies (Air Force ROTC), Military Science (Army ROTC), and Naval Science (Navy ROTC).

**Student Medical Accident Insurance Policy**

To protect all students in the College of Health Professions and Social Work, all students are enrolled in 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 annual fee of $25 for each student is included as a standard fee along with tuition in the fall semester. 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.

**Temple University Academic Standards and Policies for Undergraduates**

Temple University’s academic policies and regulations provide a framework within which schools and colleges may specify further conditions or variations appropriate to students in their courses or programs. Statements of academic policies and regulations apply to both degree-seeking and non-degree-seeking students unless explicitly noted otherwise.

Every registered student agrees to abide by an overall set of values, principles and regulations mandated by the University. In order to remain in good standing, students must assume responsibilities throughout their enrollment at Temple. Students also have a number of rights which protect their interests.
The following links provide complete information on student rights and responsibilities and academic policies:

Academic Policies

http://bulletin.temple.edu/undergraduate/academic-policies/

Temple University Policies and Procedures Website

http://policies.temple.edu/

References to specific policies:

Academic Forgiveness (Policy 02.10.17)

http://policies.temple.edu/PDF/137.pdf

http://bulletin.temple.edu/undergraduate/academic-policies/academic-forgiveness/

Academic Residency Requirements

http://bulletin.temple.edu/undergraduate/academic-policies/academic-residency-requirements/

Academic Standing (Policy 02.10.11)

http://policies.temple.edu/PDF/193.pdf

http://bulletin.temple.edu/undergraduate/academic-policies/academic-standing/

Credit/No Credit Courses

http://bulletin.temple.edu/undergraduate/academic-policies/credit-no-credit-courses/

Grading System

http://bulletin.temple.edu/undergraduate/academic-policies/grades-grading/

Graduation Review and Application for Degree Conferral

http://bulletin.temple.edu/undergraduate/academic-policies/graduation-procedures/

Honors for Academic Achievement

http://bulletin.temple.edu/undergraduate/academic-policies/honors-academic-achievement/
Dean's List
http://bulletin.temple.edu/undergraduate/academic-policies/deans-list/

Latin Honors upon Degree Conferral
http://bulletin.temple.edu/undergraduate/academic-policies/honors-academic-achievement/

Incomplete Course Work (Policy #02.10.13).
http://policies.temple.edu/PDF/41.pdf
http://bulletin.temple.edu/undergraduate/academic-policies/incomplete-coursework/

Leave of Absence (Policy # 02.10.16)
http://policies.temple.edu/PDF/138.pdf
http://bulletin.temple.edu/undergraduate/academic-policies/leave-absence/

Lower Division Student Academic Progress (Policy #02.10.15).
http://policies.temple.edu/PDF/42.pdf
http://bulletin.temple.edu/undergraduate/academic-policies/lower-division-student-academic-progress/

Permission to Take Courses at Another Institution After Matriculation
http://bulletin.temple.edu/undergraduate/academic-policies/permission-complete-course-institution-matriculation/

Prerequisites and Co-requisites
http://bulletin.temple.edu/undergraduate/academic-policies/prerequisites-corequisites/

Re-enrollment
All undergraduate students must maintain an active status. Please visit
http://www.temple.edu/vpus/resources/ReturningToTemple.html for a chart of procedures to follow when a student seeks to resume classes at Temple.

Repeating a Course (Policy #02.10.12)
http://policies.temple.edu/PDF/194.pdf
http://bulletin.temple.edu/undergraduate/academic-policies/repeating-course/
Satisfactory Academic Progress  
http://bulletin.temple.edu/undergraduate/academic-policies/satisfactory-academic-progress/

Second Degrees  
http://bulletin.temple.edu/undergraduate/academic-policies/second-degrees/

Transfer Credits  
http://bulletin.temple.edu/undergraduate/academic-policies/transfer-credit/  
http://bulletin.temple.edu/undergraduate/about-temple-university/general-admissions-information/transfer-students/#transfercredit  
http://www.temple.edu/ypus/transfer/

Transfer Between Colleges at Temple (Change of Program)  
http://bulletin.temple.edu/undergraduate/academic-policies/transfer-between-schools-colleges-university/

Withdrawal Policies (Policy 02.10.14)  
http://policies.temple.edu/PDF/337.pdf  
http://bulletin.temple.edu/undergraduate/academic-policies/withdrawal-policies/

Student Responsibilities  
For information on each of the following topics please see the Bulletin section on “Student Responsibilities”  
http://bulletin.temple.edu/undergraduate/about-temple-university/student-responsibilities/

Academic Honesty  
Also see CHPSW Student Handbook section above on CHPSW policies, “Penalties for Academic Dishonesty.” Students who believe that they have been unfairly accused of academic dishonesty may appeal through the CHPSW academic grievance procedure described above.

Attendance (Also see CHPSW Policies CHPSW Student Handbook section above.)  
http://bulletin.temple.edu/undergraduate/about-temple-university/student-responsibilities/
Clearing Holds
http://bulletin.temple.edu/undergraduate/about-temple-university/student-responsibilities/

Code of Conduct and Community Standards
The Temple University Student Code of Conduct (Policy Number 03.70.12)
http://policies.temple.edu/PDF/294.pdf
For more information visit the Office of Student Conduct and Community Standards

Financial Obligation to the University
http://bulletin.temple.edu/undergraduate/about-temple-university/student-responsibilities/

Health and Safety Issues
The Bulletin “Student Responsibilities” section includes
Alcohol Policy, Drug Policy, Immunizations and
Medical Fees and Insurance (Also see discussion below under student services.)

International Students
Also see Office of International Student and Scholar Services http://www.temple.edu/isss/
http://bulletin.temple.edu/undergraduate/about-temple-university/student-responsibilities/

Registration Policies
http://bulletin.temple.edu/undergraduate/about-temple-university/registration/#registrationpolicies

Temple E-mail Accounts (Policy #04.74.11)
http://policies.temple.edu/PDF/92.pdf

Student Rights
For information on each of the following topics please see the Bulletin section on “Student Rights”
Academic Rights and Responsibilities (Policy # 03.70.02)  

Course Syllabus (Policy # 02.78.13)  
http://policies.temple.edu/PDF/313.pdf

Student Feedback Forms-SFF (i.e., Course and Teaching Evaluations)  
(Policy #02.78.14) http://policies.temple.edu/PDF/20.pdf

FERPA/ Privacy Guidelines and Confidentiality of Student Records  
(Policy # 03.20.11) http://policies.temple.edu/ferpa/  
For more on the FERPA waiver, visit http://www.temple.edu/registrar/alumnifamily/ferpa.asp

Americans with Disabilities Act (ADA)  
Also see the student services section below for information on Temple University Disability Resources and Services.

Protection from Discrimination and Harassment  
The “Student Rights” section of the Bulletin includes information about  
   Equal Opportunity  
   Discrimination  
   Sexual Harassment  
   Complaint Resolution Procedures and Procedures for Reporting a  
   Complaint of Sexual Assault.

For more information about relevant policies, procedures and resources visit the website of the university's Office of Equal Opportunity Compliance. http://www.temple.edu/eoc/  

Relevant University Policies  
Preventing and Addressing Preventing and Addressing Sexual Assault, Domestic Violence, Dating Violence, and Stalking (Policy #: 04.82.02)  
http://policies.temple.edu/PDF/296.pdf
Policy on Preventing and Addressing Discrimination and Harassment (Policy #: 04.81.11) [http://policies.temple.edu/PDF/221.pdf]

Policy on Sexual Harassment (Policy #: 04.82.01) [http://policies.temple.edu/PDF/320.pdf]

Student Conduct Code (Policy #: 03.70.12) [http://policies.temple.edu/PDF/294.pdf]

AIDS Policy (Policy # 04.83.01): [http://policies.temple.edu/PDF/65.pdf]

Grievances
For academic grievances please read the “Student Rights” section of the Bulletin. Each college has a process for academic grievances. Please see the CHPSW Student Handbook section above for the CHPSW policy for section on appeal of grades.

For non-academic grievances, please contact the office of Temple’s Dean of Students or visit the website [http://www.temple.edu/studentaffairs/deanofstudents/]

Instructor Office Hours (Policy # 02.78.12) [http://policies.temple.edu/PDF/55.pdf]

Temple University Smoking Policy (Policy # 04.62.11) [http://policies.temple.edu/PDF/79.pdf]

Student Services Office Hours (Policy # 04.31.11) [http://policies.temple.edu/PDF/16.pdf]
General Information, Policies and Guidelines

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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing Physical Therapy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rehabilitation Sciences:</td>
</tr>
<tr>
<td>Pearson Hall</td>
<td>7:00 a.m. – 10:00 p.m.</td>
<td>Kinesiology</td>
</tr>
<tr>
<td>Weiss Hall</td>
<td>7:00 a.m. – 11:00 p.m.</td>
<td>Communication Sciences &amp; Disorders</td>
</tr>
<tr>
<td>Ritter Annex</td>
<td>8:30 a.m. - 10:00 p.m.</td>
<td>Public Health</td>
</tr>
</tbody>
</table>

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.

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.

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/safety/tuready/register/
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.

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 website 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>
Photo Identification (ID) Card (OWLcard)

Each student is required to have a Temple University photo identification card, called an OWLcard. [diamonddollars.temple.edu/owlcard.htm](diamonddollars.temple.edu/owlcard.htm). Once accepted into a program, students should visit the Diamond Dollars Office to get their OWLcard. 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). [www.temple.edu/diamonddollars/lost.htm](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.

Student Resources and Services: Academic Support

Academic Advising

The College of Health Professions and Social Work has an extensive system of academic advising provided by professional and faculty advisors. Professional advisors, coordinated by the Associate Director for Advisement, are available for each department, where they assist students with a variety of topics as they progress toward degree completion, including the Fly In 4 program, special registration needs, transfer credit, changes in academic status, degree audit and more. Advisors are also available for more general discussions as well as referral to other resources. CHPSW advisors, working with faculty advisors and student peer advisors, offer group sessions to help students access resources and develop skills to foster academic success. Check our advising website for more information. For a complete listing of our professional advising staff, visit Student Advising. [http://chpsw.temple.edu/chpsw/students/student-advising](http://chpsw.temple.edu/chpsw/students/student-advising).

In most departments, when students reach junior or senior standing, they are assigned to faculty advisors who assist with mentoring as they progress in their professional training. Academic advising is a collaborative endeavor between students and advisors. To get the most from their academic opportunities, students must assume primary responsibility for knowing the requirements for their degree and for acquiring current information about their academic status.

Athletic Advising

The Student Athlete Academic Advising & Support Center (SAAASC) [www.temple.edu/vpus/rasc/index.html](www.temple.edu/vpus/rasc/index.html) monitors the academic progress of all student athletes. From the admissions stage through graduation, the center provides coordination of academic services, academic counseling and advising, and tutoring services. The center has a strong commitment to the education and graduation of all student athletes.
Degree Audit Reporting System (DARS)

DARS stands for the Degree Audit Reporting System. Students and advisors can use DARS both to track and plan students' academic progress toward completion of an undergraduate degree in their declared or proposed major. DARS shows students how their Temple University courses, transfer courses, and courses in progress apply toward degree requirements. It enables a student to explore alternative academic programs and gives detailed and accurate information about the student's academic record.

The information on the audit comes from the Banner Student information system, which students use to register for classes and to check their grades at the end of the term.

Using the new interactive audit, students can view and run degree audits online, and project how future courses might apply towards their degree. A new feature allows students to view details of the courses required, such as the description and its attribute(s). This function is easily activated by clicking on a course link within the audit. Audits are web-based, secured, highly-interactive, and compatible with major modern browsers.

Students can request a degree audit by clicking on the Student Tools tab in TUportal and then, in the Records channel, clicking on Degree Audit.

Students can learn more about DARS at the DARS web site www.temple.edu/vpus/resources/dars.htm, including information about how to interpret the DARS, general resources available in the DARS office, and general information about the system.

“Fly in Four”

Fly in 4 is Temple University's innovative plan to fast-track students' futures and limit student loan debt. The Fly in 4 partnership ensures that students complete their degrees on time—or Temple will pay for their remaining course work. To limit students' obligation to work for pay, Temple will award a limited number of Fly in 4 grants per entering class to students with high financial need. Eligibility is based on the Free Application for Federal Student Aid (FAFSA). To learn more about Fly in 4, visit fly.temple.edu.

Math & Science Resource Center (MSRC)

The Math and Science Resource Center's (MSRC) www.temple.edu/msrc provides academic services and resources for a range of courses from mathematics and statistics to biology, chemistry and physics. The services and resources are available to all students: from those who are experiencing difficulties in a course to those already excelling academically.

MSRC offers a variety of resources including drop-in tutoring to help Temple students achieve their academic goals. Tutors use sample problem sets approved by academic departments to conduct exam review sessions that emphasize fundamental principles introduced in the classroom. At the end of each semester, final exam review sessions are provided for classes with high enrollments. During these
sessions, tutors reinforce material presented during the course and address specific questions students may have. Workshops for specific courses are offered per an instructor's or special program's request.

The MSRC has a fully-equipped computer laboratory/classroom designed for working in mathematics and science as well as resource library where students may borrow materials, such as textbooks, student solutions manuals, and reference books. For up-to-date announcements and resources, visit the MSRC office or web site.

Pre-Professional Health Studies: Advising and Programs

The Office of Pre-Professional Health Studies (OPPHS) www.temple.edu/healthadvising at Temple University provides advising, counseling, and application support for students interested in preparing for specific careers in health care. Advising offered by the office supplements the academic advising (course registration, major requirements and graduation review) provided by the Academic Advisors in the student's primary college, which is based on their Major program of study.

OPPHS advises students preparing for the following health professions or graduate programs: Dentistry, Medicine, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, Physician Assistant, Podiatry, and Veterinary Medicine.

OPPHS provides:

- individual, group, and electronic (ePortfolio) advising to help students stay organized as they identify tracks / programs best suited to their interests in the health care professions;
- Seminars, colloquia, and speakers on issues and concerns central to understanding the complexities of the health care profession in the twenty-first century;
- information on student organizations focused on health care issues and concerns that students can get involved in early and stay involved in throughout their undergraduate career;
- information on opportunities for internships, service learning, and other experiential learning activities key to the professional development of the individual interested in a career in the health-care professions; and
- Pre-Health Evaluation Committee Process for letters of recommendation in support of applications.

Russell Conwell Learning Center

The Russell Conwell Center (RCLC) www.temple.edu/rcc is a University Learning Center designed to help students become more effective learners. Those who want to perform better academically, get higher grades, review/prepare for a class, enhance leadership skills, or chart a career path are invited to come to the Russell Conwell Learning Center (RCLC). Among the academic support available are: Academic coaching and peer mentoring, Tutorial services (Individual, Group and Team approaches),
Academic skill assessment and development, Professional development seminars, Supplemental Instruction in challenging courses and those with high failure rates, and Community Service and Engagement Program (training to tutor and mentor high school students).

**Scholar Development and Fellowships Advising**

The Scholar Development and Fellowships Advising office [https://www.temple.edu/vpus/fellowships/](https://www.temple.edu/vpus/fellowships/) offers workshops and individual appointments to help undergraduate and graduate students learn about and apply for competitive, merit-based scholarships and fellowships.

**Tech Center**

The **TECH (Teaching, Education, Collaboration and Help) Center** is a 75,000-square-ft., state-of-the-art technology facility with resources that cater to current learning styles. Designed with a variety of workspaces that enable students to work collaboratively or individually, the Center is the largest of its kind in the nation. This dynamic facility allows students to meet, study, collaborate, relax and take advantage of the following resources: a student computer center with 700 computers -- up to 600 fixed workstations and 100 wireless loaner laptops; 13 breakout rooms for collaboration and group study; six specialized labs including video editing, graphic design, music composition, language, “quiet” zone and software development facility; social space for students with lounge areas and plasma TVs; Temple’s Welcome Center, a 4,260-ft. facility to host University visits by prospective students; a 24-hour Help Desk for students, faculty and staff and; a Starbucks Café serving coffee and light refreshments.

**Writing Center**

The University Writing Center [http://www.temple.edu/writingctr/](http://www.temple.edu/writingctr/) offers a variety of services include tutoring, workshops, and seminars, as well as a computer classroom. Many of these services, including online tutoring, are accessible online through the center’s web site. All services are free-of-charge to Temple students and faculty. Tutoring services are offered on a drop-in basis or by appointment. The Writing Center is located in Room 201 of the Tuttleman Learning Center.

**Student Resources and Services: Student Support**

**Campus Recreation**

Temple University Campus Recreation, a department within the Division of Student Affairs, is the coordinating office for recreational sports programs at Main Campus. Activities include intramurals (men’s, women’s, co-rec), sports clubs and organizations, informal recreation, special events and programs, group fitness, adapted recreation, aquatics, and student staff development. For more information visit [www.temple.edu/studentaffairs/campusrec](http://www.temple.edu/studentaffairs/campusrec).
Campus Safety Services

Campus Safety provides a variety of programs and services to help ensure the safety of students, faculty, staff, administrators and visitors. For information on what assistance is available: http://www.temple.edu/safety/.

Career Center

Temple’s Career Center, which is located on the second floor of Mitten Hall (Main Campus), provides a variety of resources and services to assist current students and alumni in making informed career choices; identifying and exploring career options; preparing a job search strategy, strengthening job search skills; and providing opportunities to meet prospective employers. The Career Center recently expanded its collection of online resources. For additional information visit their website at http://www.temple.edu/provost/careercenter/.

Disability Resources

Disability Resources and Services (DRS) http://www.temple.edu/studentaffairs/disability/ provides information on accessing university programs and facilities and facilitates accommodations for students with disabilities. DRS offers extensive resources through its website including an online tool to assist students seeking academic accommodations. The DRS office is located at 100 Ritter Annex, 1301 Cecil B. Moore Avenue on the Main Campus (204-1280).

Equal Opportunity Ombudspersons

http://www.temple.edu/eoc/ombudspersons.htm

Designated annually by the provost and vice presidents, Equal Opportunity Ombudspersons are knowledgeable about harassment matters and trained to assist in understanding and resolving informal complaints. Ombudspersons are sensitive to the feelings, rights, and interests of all parties, and have demonstrated ability to handle confidential and sensitive matters in a discreet manner. The Temple University community is encouraged to contact the EO Ombudspersons, who act as liaisons for the University's administration within the Office of Equal Opportunity Compliance. Equal Opportunity Ombudspersons are willing to speak with students, faculty, and staff throughout the University, without regard to school/college affiliation or physical location. To find an ombudsperson visit http://www.temple.edu/eoc/AppDev/ombuds.asp. If you have any questions, please contact a representative of the Office of Equal Opportunity Compliance: http://www.temple.edu/eoc/index.html
Financial Aid and Scholarships

Students should explore sources of financial aid through the university's Student Financial Services (SFS) office http://sfs.temple.edu/ website, which provides information about internal and external scholarships and loans, as well as Federal Work Study funds, tuition remission, and Veterans benefits.

Emergency Loans and Tuition Grants (CHPSW Bering-Hecht Fund)

Through the Bering-Hecht Fund, the college is able to offer a limited amount of money to CHPSW students experiencing emergencies. Students should read the information below and contact their faculty program director, with whom they can work to compile the application materials. The application should be returned to the college's Assistant Dean for Enrollment and Student Services. Students are urged to contact Student Financial Services (SFS) http://sfs.temple.edu/to inquire about the availability of any other sources of emergency assistance. 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. Student is 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 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 to disburse the award. Once received, the Assistant Dean for Enrollment and Student Services will work with University offices to process the award.


7. The Director of Development shares the student information with the donors.

This fund is supported by donors Amy Blatchford Hecht, Ed.D., RN, former dean of CHP, and Ms. Nellie M. Bering, a former faculty member and administrator. It is designed 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 provide 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.

Health, Wellness and Health Care
(See also Clearances and Immunizations above)

Counseling and Mental Health 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), which works with students individually and in groups, and Sexual Assault and Education (SACE), which provides crisis intervention, survivor advocacy, individual counseling, and groups for survivors of assault, child sexual abuse, domestic violence, and sexual harassment. For more information, visit their website http://www.temple.edu/studentaffairs/counseling/

HEART Wellness Resource Center
HEART Wellness Resource Center www.temple.edu/studentaffairs/heart is the on-campus health education and prevention department. The center is staffed by masters and doctorate level health professionals and supported by peer health educators, who are committed to providing comprehensive wellness resources and services that empower Temple University students in making informed, healthier choices, and achieving academic success. The HEART Wellness Resource Center's multifaceted model helps to create a collective consciousness of wellness on Temple's campus--with the hope of producing students who are not only well-educated but also healthy.
Health Insurance
Group Health Insurance: Students and their parents are reminded that many family medical reimbursement policies make no provisions for dependents who are over 18 years of age. For an overview of health insurance options for students visit http://www.temple.edu/studenthealth/health_insurance.html The university makes available, on a voluntary basis, a group health insurance at a modest premium for its full-time students. For more information about the application process, please access the Human Resources website here, 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.

Claim forms for the university policy may be obtained from Student Health Services, 1810 Liacouras Walk, 4th floor, Main Campus (215-204-7500). The student must process the patient's section of the form before it can be processed further. Otherwise, no reimbursement will be made.

Student Health Services
Health care for students is provided through Student Health Services. The service is designed to offer students accessible care at low cost. 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.

Student Medical Accident Insurance
Please see section above (in “Academic Standards and Policies”) on Student Medical Accident Insurance.

International Student and Scholar Services (ISSS)
http://www.temple.edu/isss/

ISSS offers services to support Temple's international students, scholars and researchers. For students, ISSS services include in-depth orientation as well as on-going cultural, social, and recreational activities. ISSS generates required legal documents for non-immigrant students and scholars and provides advisory and counseling services.
Library System

Temple's library system provides access to more than 3 million volumes, 27,000 journal subscriptions, more than 600 electronic research databases and over 10,000,000 original manuscripts and photographs. The University participates in the Federal Depository Library Program, through which it receives 60 percent of the publications issued by the U.S. Government Printing Office. Special collections include the Urban Archives; the University Archives; the Rare Books and Manuscripts Collection, Contemporary Culture Collection, Science Fiction and Fantasy collections and the Blockson Afro-American Historical Collection. Temple students and faculty may directly request books from other universities and colleges through the E-Z Borrow Program, or request article copies and books through the Temple Libraries' interlibrary loan service. Many journal articles can be accessed using online databases via the library website, http://library.temple.edu.

Library resources are housed in the main library, Paley Library, located at 1210 Polett Walk on Main Campus, and in a number of separate facilities serving specific disciplines and campus locations. These include the Ginsburg Health Science Library, which is located at 3500 N. Broad Street (N.W. corner of Broad and Tioga Streets) on the Health Sciences Campus. http://library.temple.edu/about/locations/simmy-and-harry-ginsb

The Paley Library offers a computing commons and hundreds of seats for study. A media services center provides access to audio-visual resources and offers specialized viewing/listening stations and study rooms.

Expert assistance in using the library resources is provided by reference staff. Students are introduced to basic information literacy skills through the University General Education program. Librarians collaborate with faculty to integrate research skills development into general education courses, such as the freshman Analytical Reading and Writing course. Librarians also provide user education classes tailored to individual courses. Individual questions are answered in person, as well as by phone, e-mail, text message, online chat, and IM. Go to the Ask a Librarian web site at http://ask.library.temple.edu/ to ask questions and retrieve information.

Parking for Automobiles and Bicycles

Parking is available at the Health Science Campus, Main Campus and Ambler Campus. Further information regarding cost and location of lots at each campus may be obtained through the Parking Services website, which also provides information about campus shuttles. The Office of Parking Services also provides information regarding bicycle parking locations. Students have the option of purchasing a bicycle parking permit, which permits parking in an assigned area.

Student Center Operations

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

Office of Student Conduct and Community Standards
This office administers the Student Code of Conduct policy and provides educational efforts to support the Code.

Tuition Remission
Temple University offers tuition remission benefits for certain regular full-time employees, including their spouses, certified domestic partners, and eligible dependents. Students eligible for tuition remission should follow the online request procedure described on the Bursar’s Office website. http://bursar.temple.edu/sites/bursar.temple.edu/files/documents/TR%20Wkflowlnst20140403%20%282%29.pdf The Tuition Remission program includes expenses for tuition cost only; any other fees are not covered under the program.

Procedures:
• Register for the course(s).
• Once the student has registered, Temple University employees must log into TUportal to submit the online Tuition Remission form for their dependent, spouse, or domestic partner, or for themselves.
• The online form will be accessible via the Staff Tools tab.
• You may print a copy for your records but the entire transaction is accomplished via a workflow.
• An e-mail notification will be sent to the student once the tuition remission is posted to their account.

For more about Tuition Remission eligibility visit the Faculty and Staff Resources website http://www.temple.edu/faculty-and-staff/finance-and-travel/tuition-remission and the Human Resources website http://www.temple.edu/hr/departments/benefits/tuitionremission.htm.
Veterans Affairs
www.temple.edu/veterans

To assist with the transition from military to college life, Temple University Veteran Affairs provides opportunities for success for military service members and veterans who are admitted to and/or enrolled at Temple. For more information, visit www.temple.edu/veterans or contact the Associate Director for Adult and Veteran Student Recruitment at 215-204-6130 or 267-468-8102 or e-mail tuvets@temple.edu. Questions regarding the certification process and VA benefits can be directed to the University's Certifying Officer in the Office of the University Registrar at 215-204-7378 or vastudentbenefits@temple.edu.
APPENDICES
Appendix A: Student Organizations

CHPSW students are encouraged to become involved in student groups in their departments and in their disciplines’ professional associations. Students can discuss options with their advisor and can visit the following websites for information about student groups and 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
http://chpsw.temple.edu/him/health-information-management-student-association-himsa

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

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

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

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

School of Social Work
- http://bulletin.temple.edu/undergraduate/social-work/
Appendix B: 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

chpsw.temple.edu/

University Academic Calendar

www.temple.edu/registrar/acad_calendars.html

Undergraduate Bulletin

http://bulletin.temple.edu/undergraduate/

Undergraduate Academic Policies

http://bulletin.temple.edu/undergraduate/academic-policies/

Undergraduate Program Descriptions

http://bulletin.temple.edu/undergraduate/academic-programs/

Course Descriptions

http://bulletin.temple.edu/undergraduate/courses/

Office of the Senior Vice Provost for Undergraduate Studies

http://www.temple.edu/vpus/

Tuition and Fees

http://www.temple.edu/bursar/ tuition_rates.htm

http://bursar.temple.edu/about/ announcements/ tuition-rates-tuition-calculator
Campus Life and Campus Services

*Undergraduate Bulletin* Information on Student Support and Services


Division of Student Affairs

[http://www.temple.edu/studentaffairs/](http://www.temple.edu/studentaffairs/)

Student Financial Services

[http://sfs.temple.edu/](http://sfs.temple.edu/)

Housing, Transportation, Campus Life

[http://housing.temple.edu/](http://housing.temple.edu/)

Campus Life and Campus Services for Current Students

[http://www.temple.edu/temple-students/campus-life](http://www.temple.edu/temple-students/campus-life)