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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 Public Health. 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 course of study in a timely fashion while making the most of their educational experience.

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 Public Health
Introduction

This handbook is designed for students who are enrolled in graduate programs within the departments of Communication Sciences and Disorders, Epidemiology and Biostatistics, Health Services Administration and Policy, Kinesiology, Nursing, Physical Therapy, Public Health, Rehabilitation Sciences, Social and Behavioral Science, and Social Work in the College of Public Health. This handbook provides information on advising, faculty, and the specific requirements, policies, and procedures governing these programs.

Students are required to fulfill the requirements of the degree as defined in the Graduate Bulletin and the college and departmental handbooks that are in effect in the semester in which they matriculate into your degree program. The policies and procedures included in this Graduate Student Handbook describe those requirements in effect during the academic year on the cover. Degree programs may identify additional requirements and policies beyond these, and you are responsible for adhering to those. 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 Public Health at Temple University.

The College of Public Health 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.

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 Public Health is one of 17 schools and colleges at Temple University, composed of 9 academic units: Communication Sciences and Disorders, Epidemiology and Biostatistics, Health Services Administration and Policy, Kinesiology, Nursing, Physical Therapy, Rehabilitation Sciences, School of Social Work, and Social and Behavioral Sciences. The organizational chart on the following page provides an overview of the infrastructure of the college.
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>Location</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aitken, Eileen</td>
<td>Executive Director IT</td>
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<tr>
<td>Boyer, Jessica M.</td>
<td>Asst Director of Assessment &amp; Accreditation</td>
<td>373-E</td>
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<td>Assoc. Director: Finance &amp; Administration</td>
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<td>Campbell, Kirsten</td>
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<td>371-P</td>
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<td>Georges, Landy</td>
<td>Assistant Director – Faculty Affairs</td>
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<tr>
<td>Goffredo De Luna, Natasha</td>
<td>Sr. Associate Director of Development</td>
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<tr>
<td>Green-Gilmore, Diane C.</td>
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<tr>
<td>Mason, Pam</td>
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<td>Musial, Abby</td>
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<td>Ozard, Sheri</td>
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<td>Randolph, Henry</td>
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<td>Tashjian, Carol</td>
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<td>Thayer, Andrew</td>
<td>Photography/Videography Specialist</td>
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<td>Operations Manager</td>
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<td>Wing, Kimberly</td>
<td>Administrative Coordinator to the Dean</td>
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<td>Witmer, Chad</td>
<td>Academic Scheduler</td>
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<td>Yelman, Sam</td>
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<td>CPH-Main Number</td>
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</table>
# Contact Information for CPH Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Degrees Offered</th>
<th>Department Chair</th>
<th>Departmental Coordinator</th>
<th>Student Services Coordinator</th>
<th>Location</th>
<th>Department Telephone</th>
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<tbody>
<tr>
<td>Communication Sciences Disorders</td>
<td>B.A. M.A. Ph.D.</td>
<td>Lisa Bedore, PhD Department Chair</td>
<td>Lisa Melvin 204-7543</td>
<td>Dawn Dandridge 204-9005</td>
<td>Weiss Hall 1st Floor</td>
<td>204-7543</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Elizabeth Carrasquillo</td>
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<td>204-1878</td>
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<tr>
<td>Epidemiology Biostatistics</td>
<td>M.P.H. M.S. Ph.D.</td>
<td>Resa Jones, PhD Department Chair 204-7593</td>
<td>Chatoya Haile 204-9119</td>
<td>Gregory Green 1-3955</td>
<td>Ritter Annex 9th Floor</td>
<td>204-8726</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Theresa White 204-5105</td>
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<tr>
<td>Health Services Administration &amp; Policy</td>
<td>B.S. M.P.H. M.S.</td>
<td>William Aaronson, PhD Department Chair 204-8128</td>
<td>Michael Brown 204-5899</td>
<td>Joyce Hankins 204-7213</td>
<td>Ritter Annex 5th Floor</td>
<td>204-5898</td>
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<tr>
<td>Kinesiology</td>
<td>B.S. M.S. Ph.D.</td>
<td>Michael Sitler, EdD Department Chair 204-2014</td>
<td>Andrea Beckett 204-8707</td>
<td>Joseph Hines 204-6204</td>
<td>Pearson Hall 2nd Floor</td>
<td>204-8707</td>
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<td>Nursing</td>
<td>B.S.N. D.N.P.</td>
<td>Martha Kubik, PhD Department Chair 707-8327</td>
<td>Judy Weber 707-1598</td>
<td>Audrey Scriven 707-4618</td>
<td>Jones Hall 5th Floor</td>
<td>707-4687</td>
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<td>Physical Therapy</td>
<td>M.S. D.P.T. Ph.D.</td>
<td>Carole Tucker, Ph.D. Department Chair 707-4824</td>
<td>Javiah Smith 707-4815</td>
<td>Sarah Carroll 707-4828</td>
<td>Jones Hall 6th Floor</td>
<td>707-4815</td>
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<tr>
<td>Rehabilitation Sciences</td>
<td>B.S. M.S. M.O.T. D.O.T. Ph.D.</td>
<td>Bryan McCormick, Ph.D Department Chair 204-7879</td>
<td>LaFrance Howard 204-3934</td>
<td>Keisha Hankins 707-4875</td>
<td>1700 N. Broad St. Ste. 304 (HSC)</td>
<td>204-3934</td>
</tr>
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<td>School of Work</td>
<td>B.S.W. M.S.W.</td>
<td>Philip McCallion Department Chair 204-8137</td>
<td>Valerie Johnson- Roberts 204-7612</td>
<td>Vacant (Main)</td>
<td>Ritter Annex 5th Floor 234 Strawberry Square Harrisburg</td>
<td>204-8623</td>
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<td>(Main)</td>
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<tr>
<td>Social and Behavioral Sciences</td>
<td>B.S. M.P.H. Ph.D.</td>
<td>Stephen Lepore, Ph.D. Department Chair 204-5112</td>
<td>Christyna Witmer 204-8726</td>
<td>Vacant Theresa White 204-5105</td>
<td>Ritter Annex 9th Floor</td>
<td>204-8726</td>
</tr>
</tbody>
</table>

*Note: (TUH) refers to 717-232-6400 (TUH)*
List of Graduate Degree Programs in CPH

Communication Sciences and Disorders
• Master of Arts in Speech, Language and Hearing
• Doctor of Philosophy in Communication Sciences and Disorders

Epidemiology and Biostatistics
• Master of Public Health in Environmental Health
• Master of Public Health in Epidemiology
• Master of Public Health in Applied Biostatistics
• Master of Science in Clinical Research and Translational Medicine
• Master of Science in Environmental Health
• Master of Science in Epidemiology
• Doctor of Philosophy in Epidemiology

Health Services Administration and Policy
• Master of Science in Health Informatics
• Master of Public Health in Health Policy and Management
• Doctor of Philosophy in Health Policy

Kinesiology
• Master of Science in Kinesiology (concentrations in Athletic Training, Integrative Exercise Physiology, and Psychology of Movement)
• Doctor of Philosophy in Kinesiology (concentrations in Athletic Training, Integrative Exercise Physiology, and Psychology of Movement)

Nursing
• Doctor of Nursing Practice

Physical Therapy
• Master of Science in Neuromotor Science
• Doctor of Philosophy in Neuromotor Science
• Doctor of Physical Therapy

Rehabilitation Sciences
• Master of Occupational Therapy
• Clinical Doctorate of Occupational Therapy
• Master of Science in Recreational Therapy

Social and Behavioral Sciences
• Master of Public Health in Social and Behavioral Sciences
• Doctor of Philosophy in Social and Behavioral Health Sciences

School of Social Work
• Master of Social Work

CPH Academic Code of Conduct and Ethics
Ethics
As students enrolled in a program of professional study, all CPH 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, as applicable, and maintain an ethical demeanor at all times whether in the classroom or in the community as student representatives of Temple University.

CPH Student Code of Professional Conduct
The Temple University Student Conduct Code can be viewed at [http://policies.temple.edu/PDF/398.pdf](http://policies.temple.edu/PDF/398.pdf). The Office of Student Conduct and Community Standards is responsible for administering the Student Conduct Code. Violations of the university’s conduct code, 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 [www.temple.edu/studentaffairs/student-services/student-conduct-community-standards.asp](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 CPH website or contact the Dean’s Office to review college policies. They should also contact their CPH graduate advisor to review current degree requirements and departmental level requirements. This is necessary because some CPH graduate 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 at [http://www.temple.edu/grad/policies/index.htm](http://www.temple.edu/grad/policies/index.htm).

The College of Public Health prepares practitioners at both entry level and advanced levels to fulfill their ideals of service in healthcare, community, and other professional settings. 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 Student Code of Professional Conduct of

Temple University's College of Public Health 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 CPH are expressly prohibited from rendering care or treatment in any form to any patient or client, including other students or staff of the university, except when rendered as a part of the classroom or laboratory instruction or assigned participation.
CPH Academic Standards and Policies for Graduate Students

The procedures for the following CPH standards and policies as well as related procedures follow Graduate School policies. For further information on these and other Graduate School policies, students can visit [http://bulletin.temple.edu/graduate/](http://bulletin.temple.edu/graduate/) or [http://www.temple.edu/grad/](http://www.temple.edu/grad/) and use the search bar to find the information they need.

**Attendance**

CPH 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 are provided by the instructor in the course syllabus. 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 or the academic department concerned. At the beginning of each such course, the instructor makes the attendance requirement clearly known to the enrolled students. Excessive absences may, at the option of the instructor, jeopardize the student's grade 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 may be issued by the Program Director. If the absences continue, this may result in the student receiving a failing grade in the course.

For more information on polices related to grades and appeals, please refer to the grievance section in this handbook.

**Application for Graduation (Degree Conferral)**

Students must submit an online application for graduation through Self-Service Banner during the semester in which requirements for the degree will be completed (refer to [http://www.temple.edu/registrar/students/graduation/index.asp](http://www.temple.edu/registrar/students/graduation/index.asp) for application deadlines). 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 granted and the transcript showing the award of a degree not being released, even though academic requirements have been completed. To access the online graduation application, students can go to the TUportal and select Self-Service Banner (SSB). When in SSB, select Student → Student Records → Apply to Graduate, and follow the instructions. Please be aware that your name will be printed on your diploma exactly as it appears on Temple University’s Banner system. Students should consult their departmental academic coordinators or their faculty advisors if they have questions about applying to graduate.

**Fees upon Completion of the Doctoral Degree or Master’s Degree requiring a Thesis**

Please note that doctoral graduates completing a dissertation and master's graduates completing a thesis must pay a dissertation/thesis 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 CPH as proof of payment of the dissertation/thesis processing fee. All forms for students, schools/colleges and departments and faculty are only accessible on TUportal. Click on the “Student Tools” tab and scroll to the bottom of the page to the University Forms channel in the center column.

**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 or 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.

**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 or college and the Graduate Council or other governance body, such as the department.

**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 and should be aware of the specific deadlines for adding, dropping, or withdrawing from classes as posted on the academic calendars on the Office of the University Registrar website (http://www.temple.edu/registrar/documents/calendars/17-18.asp). 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. If you have difficulty with registration, contact your department’s academic coordinator for assistance.

**Academic Good Standing**

To remain in academic good standing in the university, a non-matriculated or matriculated graduate student must achieve a semester grade point average (GPA) of at least 3.00 for each semester and maintain a cumulative GPA of at least 3.00 for all work completed at Temple University. The academic good standing policy operates in conjunction with Graduate School policy concerning substandard grades (see information below on the grading system).

**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 CPH and such additional Departments as may be added at any future date. Please see the section below on grade grievance and appeals for information on students’ recourse in the case of disagreement about academic dishonesty.

Grading System

Post-matriculation courses and up to 9 credits of pre-matriculation courses taken at Temple and graded A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used to calculate the graduate GPA. No grade below a C- can be used to fulfill any graduate requirement.

Students who receive more than two grades below B- or more than 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. Students are responsible for ensuring they meet any minimum grade requirements defined by their department.

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.

A R (Registered) grade indicates registration for the preliminary/comprehensive exam or for 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 in any department must have the following numbers:

- 9994 — [Doctoral] Preliminary Examination Preparation
- 9995 — Master’s Research in [Subject]
- 9996 — Master’s Thesis in Subject
- 9998 — Pre-Dissertation Research
- 9999 — Dissertation Research

The titles of these courses vary somewhat across CPH departments. Courses numbered 9993 through 9999 cannot be graded I (Incomplete). These ongoing examination and research projects require registration every semester until their completion. No more than the number of required credit 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 website can and must be changed from an R grade to an assigned final grade of A, B, C, D, F, or P (Pass). All other R grades in excess of the required published credit hours for a program of study found on the Graduate School website 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 incomplete grade. The incomplete grade is appropriate for a one-semester didactic course that will be completed within a year or assigned an agreed-upon default grade. Individual schools may authorize the use of Pass/Fail grades 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.

At the time of graduation, graduate students must have a GPA of at least 3.00 and no incomplete,
not reported, or missing grades (I, NR, or MG) on their transcripts.

Currency and Time Limits for Pre-Matriculation 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.

Continuous Enrollment/Registration

To remain in academic good standing and to maintain access to Temple resources, including library resources and faculty supervision of independent projects and research, a graduate student must maintain continuous enrollment (i.e., one or more credit hours each fall and spring semester) from the semester of matriculation through the semester of graduation. The only exception is for a student on a Leave of Absence.
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 credit 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 credit hours 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 one credit hour of one of the following:

- Preliminary Examination Preparation 9994
- Pre-Dissertation Research 9998
- Dissertation Research 9999 (or equivalents for master’s degrees, 9995-9996)

or any other terminal or culminating experience or project required beyond coursework to complete the degree (e.g., a MFA project, internship, field practicum, or student teaching).

Leave of Absence and Re-enrollment

The dean of CPH or a designated administrator, on the recommendation of a matriculated student’s faculty advisor and chair, may grant the student a Leave of Absence. While on a Leave of Absence, a student may not use any university facility or receive academic direction or guidance except that 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. 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 on TUPortal. Click on the “Student Tools” tab and scroll to the bottom of the page to the University Forms channel in the center column. Students are responsible for getting their faculty advisor’s and their chair’s signatures before turning in the form and their Leave of Absence fee to their department’s academic coordinator.

Students who have withdrawn or have failed to maintain continuous enrollment for one semester or more without an approved Leave of Absence must apply for re-enrollment. This is also the case for students who have been dismissed for any reason have exceeded the time limit for their program, if approved for re-enrollment, students are considered newly matriculated at the time of re-enrollment and will be required to complete all current program requirements.

Incomplete Grades

An instructor may file an incomplete grade when a student has not completed the work of a course by the time grades must be submitted, but has completed the majority (a minimum of 51%) of the work at a passing level and has signed a 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. An incomplete grade must be based on an unavoidable reason, such
as serious illness. A student must initiate discussion of an incomplete grade well before a term ends. The completion date may be no later than one year from the end of the semester in which the student took the course. Graduating students must complete all work by the last day of the graduation semester; otherwise they must defer graduation until the course is completed. As part of the incomplete agreement, the faculty member must assign a default grade that will apply if work is not completed per the agreement or within one year of the assignment of the Incomplete grade. For further information on incomplete grades, students can consult their faculty advisors, their instructors, or the Dean’s Office.

Dropping a Class

The term “drop” refers to an action taken by a student during the first two weeks of the fall or spring semester or the first week of a six-week summer session to remove a course from his/her transcript. A student is not financially responsible for dropped courses. A graduate student who wishes to discontinue a course after the drop period has ended may withdraw during the time period specified below. The deadline for dropping or adding a semester course is approximately 10 days after the start of a new semester and is posted on the academic calendar for each semester. Drop deadlines for summer sessions and other special terms are also posted on the academic calendar on the website of the Office of the University Registrar, [http://www.temple.edu/registrar/documents/calendars/](http://www.temple.edu/registrar/documents/calendars/).

Withdrawal from a Class

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 or she has withdrawn.

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 usually financially responsible for courses from which he/she has withdrawn with an approved excuse. Under special circumstances, a student may be eligible to petition for a tuition refund under the Tuition Refund Policy (see [http://bulletin.temple.edu/undergraduate/tuition-fees/#tuitionandfeesrefundpolicy](http://bulletin.temple.edu/undergraduate/tuition-fees/#tuitionandfeesrefundpolicy)). Instructions and forms for applying for an excused withdrawal can be found at [http://www.temple.edu/registrar/excusedwithdrawal.asp](http://www.temple.edu/registrar/excusedwithdrawal.asp). 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 before returning to classes that he or she is medically ready to return to the rigors of academic work.

Course withdrawals are included in the course attempt count, but WE courses are not be included in the course repeat count.
Repeating a Course

Students may, with the permission of his or her faculty advisor and graduate program director, attempt a course twice to earn a sufficient grade; only the higher grade earned will be used in calculating the grade point average.

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.

Graduate Credit for Undergraduate Courses

A graduate student may take an undergraduate upper-division course for graduate credit only with the advance (before the first day of classes), written permission of the student’s faculty advisor and the dean of CPH. Permission will be granted only if the graduate student is required to complete more advanced work in the course than that required of undergraduates, and if the petition specifies the nature and extent of the additional work (e.g., a research paper or project). To receive graduate credit, the student must pay graduate tuition and fees. The petition form can be found at http://bulletin.temple.edu/undergraduate/academic-policies/undergraduate-credit-graduate-level-courses/.

Enrollment in Undergraduate Courses Not for Graduate Credits

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.

Prerequisite Coursework

A prerequisite is preparatory work that must be completed prior to undertaking specified coursework in the degree program. Credit hours earned completing prerequisites do not count toward the total number of credit hours required for the degree. 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.

Credits for Coursework taken as a Non-Matriculated Student

A matriculated student may be allowed to apply to his or her program up to 9 credit hours of graduate coursework, graded B or higher, taken before matriculation. These credits may be accepted in addition to any advanced standing credit allowed, if approved by the dean and the Graduate Council or other governance body of CPH.
Advanced Standing and Other Transfer 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. Graduate coursework taken at an accredited institution (and as applicable, an accredited degree program) prior to matriculation and graded B or higher as part of a master’s degree program may be accepted for advanced standing credits.

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 credit hours required for the master’s degree in the same or a closely related discipline at Temple University.

The dean of CPH and the Graduate Council or other governance body determine the courses to be deemed eligible for advanced standing credits. Individual programs may have more restrictive limits on the number of graduate credit hours eligible to be considered for advanced standing credit at the master’s and doctoral levels.

Acceptance of Credit.

For a student to receive advanced standing credits, his or her graduate program director must make a recommendation to the dean of CPH 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 CPH dean has final authority over accepting the recommendation to grant advanced standing credits in individual cases, as long as the number and type of credits accepted do not exceed those allowed by the Graduate School.

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 (i.e., credits for specific courses taken at an institution other than Temple after the student is matriculated). Students should discuss this request with their faculty advisor before registering for any coursework elsewhere, as there is no obligation to accept coursework taken after matriculation. Additionally, the coursework must be at the graduate level, taken at an accredited institution (and as applicable, an accredited degree program), and graded B or higher in order to transfer to Temple. The combined number of post-matriculation transfer credits and advanced standing credits that may be accepted by a master’s program cannot exceed 20% of the credit hours required for the degree (e.g., in a 30-credit master’s degree program, a maximum of 6 advanced standing credits is allowed).

A doctoral program may accept as many transfer credits as have been approved by the CPH dean up to the limit established by the Graduate School.
Auditing a Course

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 six-week summer sessions. Audited courses do not meet prerequisite or graduation requirements.

Time Limits for a Degree

The time limit begins with the semester of matriculation and ends with the semester in which the degree is earned.

- Time Limit for a master’s degree: three to six years (see program descriptions in the Graduate Bulletin).
- Time Limit for a doctoral Degree: seven years.

CPH time limits may differ. For instance, the time limits for some post-professional degrees, such as the Clinical Doctorate of Occupational Therapy, differ from those listed above. Students should consult the Graduate Bulletin and their faculty advisors to determine their program time limits.

Extensions of Time Limits for Master's and Doctoral Candidates: to ensure currency, a student who requests and is approved for 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

Master’s Examination. 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

For current master’s thesis requirements, see the specific degree program description in the Graduate Bulletin.

Thesis Format

Doctoral Preliminary Examination

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 one credit hour of course number 9994 in his or her department, titled Preliminary Examination Preparation. The student must be registered for 9994 in the semester in which the examination is taken, including a summer session. A student who is required to retake the preliminary examination in whole or in part must reregister for one credit hour of 9994 in the semester in which the examination is 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

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 CPH if he or she 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 student’s CPH program.

Elevation to Candidacy

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, and upon filing an approved dissertation proposal along with the dissertation proposal transmittal form to the Graduate School. See below for more detailed information on the dissertation proposal.

Doctoral Dissertation: Doctoral Advisory Committee

Each student writing a dissertation in pursuit of a doctoral degree establishes a Doctoral Advisory Committee. A committee must include at least three members of the Temple University Graduate Faculty, two of whom, including the committee 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 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 Doctoral Advisory Committee must request approval by submitting the Nomination for Service on Doctoral Committee Form and the proposed member’s current curriculum vitae to the dean of the Graduate School. Approval must be received before the student files the approved dissertation 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 CPH dean. The change must be noted on the dissertation committee change form and filed with the Graduate School prior to the posting of the final defense.

School/College Oversight

The CPH dean and the Graduate Council or other governance body define who is responsible for approving the composition of Doctoral Advisory Committees in CPH.

Roles 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 and complete the proposed research within a realistic time.

Registration for Dissertation Proposal

A student who has passed the preliminary examination but has not filed an approved dissertation proposal with the Graduate School by the last day to drop or add in a semester must register (each fall and spring) for course number 9998 in his or her department, title 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 time 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 the official proposal transmittal form, as mentioned above, that includes the signatures of the Doctoral Advisory Committee members and the date approved.
Dissertation Research and Standards of Completion

A doctoral candidate must register each fall and spring semester, and in the term in which the oral defense examination is held, for course number 9999 in his or her department, titled Dissertation Research. If the oral defense examination that follows submission of the dissertation to the Doctoral Advisory Committee and the Dissertation Examining Committee is held in a summer session, the student must register for 9999 in the summer session but will not be required to register in the next fall semester if the 30-day deadline for making final revisions extends into the fall. A doctoral student must complete a minimum of six credit hours of 9999 after elevation to candidacy.

Once the candidate has completed the research and completed the dissertation reporting on it, the dissertation must be defended. 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, and
• meet the standard of writing and presentation expected in any academic or scholarly publication or production, including grammar, spelling, formatting, and general readability.

A candidate whose dissertation fulfills the standards of scholarship and the commitments made in the proposal, and any modifications made to the proposal as specified above is entitled to and must pass an oral defense of the dissertation.

Dissertation Examining Committee

Responsibilities

A Dissertation Examining Committee is responsible for evaluating the quality of the dissertation and conducting the oral defense.

Composition of the Examining Committee

The 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 Doctoral Advisory Committee.
Chair of the Examining Committee

The chair of the examining committee must be a member of the Graduate Faculty and 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 CPH Dean and the Graduate Council should have a written policy at the time of the defense 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 CPH and the 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 he or she is from outside Temple University, must be approved by 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 Temple Graduate Faculty, the chair of the Dissertation Examining Committee must request approval by submitting the request form and the proposed examiner’s 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

To be eligible to post an oral defense, which is the final examination for the doctoral degree, the candidate must have

- convened 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 CPH.

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.

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 CPH 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 Doctoral Advisory Committee chair must be present for a valid defense.

Excused Members

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

Evaluation of the Dissertation Defense

The Doctoral Examining Committee evaluates both the dissertation and a candidate's performance in the oral defense examination to determine whether or not the candidate passes. Only officially recognized members of a candidate's Dissertation Examining Committee have the authority to determine whether or not the candidate passes the final defense.

Revisions Following the Oral Defense

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 for reviewing and approving revisions, although any member of the Dissertation 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 Doctoral Advisory Committee is responsible for notifying the Graduate School that a defense was suspended.

Dissertation Format

Authorship and Prior Publication
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 for the previously published work was conducted by the candidate while a doctoral student at Temple University.

• The previously published work has not been used to meet the requirements for another degree.

• The previously published work is not co-authored unless the candidate’s role was clearly defined in the co-authored work.

• The previously published work is logically connected with and integrated into the dissertation.

• By its inclusion, the previously published work 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 if the contribution of the candidate is stated.

Filing Dissertations

Final Authority over Doctoral Dissertations
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.
CPH Appeals Procedures and Grade Grievance

Introduction

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, and lab grades are to be handled between the course instructor (or course coordinator) and the student.

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. The student must initiate an appeal within 5 days of the end of the semester in which the grade in question was issued.

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, or
- the student's standing in the department may be reconsidered by the department.

Procedures

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 5 days of the end of the semester in which the grade in question was issued. 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 or 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 member 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 three 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 CPH Student Appeals and Grievance Committee for a formal review of the case. Such a referral is considered as Step 5.

**Step 5.**

The CPH 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 CPH Student Appeals and Grievance Committee. The CPH Student Appeals and Grievance Committee may conduct a hearing as deemed necessary. In this event, the committee will ordinarily meet separately with the student and with the instructor(s) in an attempt to resolve the differences. The CPH 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 they have submitted to the CPH 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 CPH Student Appeals and Grievance Committee. And be prepared to answer questions from the CPH Student Appeals and Grievance Committee members. Neither the student nor the faculty member will be present during the ensuing deliberations of the committee. All deliberations of the CPH Student Appeals and Grievance Committee will be strictly confidential. At the conclusion of the hearing, the CPH 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, and the CPH Student Appeals and Grievance Committee. Final action in the case shall be taken by the dean after full consideration of the CPH Student Appeals and Grievance Committee recommendation. The final determination will be issued within five working days whenever possible. The dean will have the authority to take action as is deemed necessary in the case and will 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 university provost, must be in writing, and must be submitted to the provost within five working days of notification of the dean's action.

Academic Appeals to the Graduate Board

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 CPH and departmental 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 on TUportal. Click on the “Student Tools” tab and scroll to the bottom of the page to the University Forms channel in the center column.
Petitions for Reinstatement after Academic Dismissal

A graduate student may petition the Graduate Board Student Appeals Committee following dismissal:

- If the student has failed a comprehensive or preliminary examination, in whole or in part, twice.
- If the student has failed to maintain satisfactory grades in accordance with standards of scholarship in the university and in CPH.
- If the student has failed to make satisfactory academic progress as defined by the CPH and program.

Petition forms may be found on TUPortal. Click on the “Student Tools” tab and scroll to the bottom of the page to the University Forms channel in the center column.

Petitions for Reinstatement after Administrative Dismissal

A graduate 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 a dean’s designee may respond to these petitions administratively or refer them to the Graduate Board Student Appeals Committee. Petition forms may be found on TUPortal. Click on the “Student Tools” tab and scroll to the bottom of the page to the University Forms channel in the center column.

Appeals of Graduate Board Decisions

A student can appeal Graduate Board Student Appeals Committee decisions only on procedural grounds. The appeal should be directed to the university provost.

General Information and Student Resources

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. Students should carefully review the policy on Temple e-mail usage at http://policies.temple.edu/PDF/92.pdf. The policy establishes your Temple e-mail account as an approved channel of communication for sending you official university notifications and important information. Student should also read the Temple University User Agreement Affirmation at https://computerservices.temple.edu/temple-university-user-agreement-affirmation.

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 TUportal. Some changes, such as changes of name, require additional documentation.
See [http://www.temple.edu/registrar/students/registration/namechange.asp](http://www.temple.edu/registrar/students/registration/namechange.asp) for details about changes of name.

**FERPA and Confidentiality of Student Records**


**Financial Aid**

Students should explore sources of financial aid through the university’s Office of Student Financial Services (SFS). Contact information and many other resources can be found at the SFS website at [http://sfs.temple.edu/](http://sfs.temple.edu/). SFS provides information about internal and external scholarships and loans, as well as federal work study funds, tuition remission, and veterans benefits. As the website indicates, SFS offices are located at both the Main Campus and the Health Sciences Center Campus.

The Graduate School website offers helpful financial information at [http://www.temple.edu/grad/finances/](http://www.temple.edu/grad/finances/). Students are also encouraged to seek out funding opportunities and scholarships through their departments, in case there are opportunities specific to their discipline.

**The Office of Scholar Development and Fellowships Advising**

The Office of Scholar Development and Fellowships Advising ([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.

**Student Emergency Loans and Grants (CPH Bering-Hecht Fund)**

This fund is supported by donors Amy Blatchford Hecht, Ed.D., R.N., former dean of CPH, and Ms. Nellie 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, and health care needs. Emergency Loan Funds will be up to $500 in amount and repayable within 90 days. Scholarships will be up to $1,000.

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 Associate Dean for Academic Affairs. Students are urged to contact Student Financial Services to inquire about the availability of any other sources of emergency assistance. CPH 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. Awards are given in the form of loans or grants.
The following criteria must be met to be eligible for the funding:

1. Undergraduate students must have attained a 2.75 GPA at the time of their request.

2. The applicant must have applied to Temple University through Student Financial Services for any scholarship or loan funds available to them.

3. The applicant must be a citizen of the U.S., a permanent resident or refugee as defined by USCIS.

4. The applicant must submit the entire application package to the Office of the Dean.

**CPH Procedures:**

1. Interested students discuss their situation and need with their department chair, who helps them explore various options.

2. If applying for this fund seems appropriate, students submit an essay of no more than 500 words (typed) explaining their financial need and how the funds will assist the pursuit of their 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. Students ask a faculty member or department chair to submit a letter 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 Associate Dean for Academic Affairs.

4. All documents are submitted to the Associate Dean for Academic Affairs.

5. The submitted documents will be reviewed by the CPH Associate Dean for Academic Affairs, the CPH Dean, and the CPH Director for Development. If funding is approved, the student is notified of the award via e-mail or letter and provided with the materials that must be signed to disburse the award. Once these are received, the Office of the Dean of CPH processes the award.


7. The Director of Development shares the student information and thank-you letter with the donors.
# Building Hours of Operation – College of Public Health

<table>
<thead>
<tr>
<th>Building</th>
<th>Hours of Operation</th>
<th>Graduate Program Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700 N. Broad Street</td>
<td>8:30 a.m.–10:00 p.m.</td>
<td>Therapeutic Recreation</td>
</tr>
<tr>
<td>Jones Hall (HSC)</td>
<td>7:00 a.m.–10:00 p.m.</td>
<td>Nursing</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>Epidemiology and Biostatistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health Information Management</td>
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<tr>
<td></td>
<td></td>
<td>Health Policy and Management</td>
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<tr>
<td></td>
<td></td>
<td>Social and Behavioral Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Work</td>
</tr>
<tr>
<td>Tech Center</td>
<td>8:30 a.m.–5:00 p.m.</td>
<td>Dean’s Office</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.

## Emergency Situations

In order to get the most up-to-date information regarding campus closures because of emergency situations, including severely adverse weather situations, all students are encouraged to sign up for TUalert, the University’s emergency communication system. To register for the system visit: [https://safety.temple.edu/emergency-preparedness/tualert/register-tualerts](https://safety.temple.edu/emergency-preparedness/tualert/register-tualerts).

## 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](http://www.temple.edu).
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: Main Campus, Ambler, Health Sciences Center</td>
<td>215-204-1234</td>
</tr>
<tr>
<td>Police – City of Philadelphia</td>
<td>911</td>
</tr>
<tr>
<td>TUH Emergency Room</td>
<td>215-707-2000</td>
</tr>
<tr>
<td>Student Health Services – Main Campus</td>
<td>215-204-7500</td>
</tr>
<tr>
<td>Student Health Services – Health Sciences Center</td>
<td>215-707-4088</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 any victim or victims until help arrives. As much factual information as possible should be communicated to the rescue unit, such as the address or location of the emergency and details about what happened.

4. Follow all dispatcher’s instructions, and do not hang up until you have been told to do so.

Photo Identification Card

Each student is required to have a Temple University photo identification card, called an OWLcard. Guidance on obtaining the card is given at first-year orientations and is available at https://finance.temple.edu/owlcd . Once accepted into a program, students should visit the Diamond Dollars/OWLcard Office at Howard Gittis Student Center, Suite 101, as soon as possible to get their OWLcard. The same photo ID card is used each semester.

For replacement OWLcards, students in Main-Campus-based programs should contact the Diamond Dollars Office: see www.temple.edu/diamonddollars/lost.htm. A new OWLcard will be issued after students report the lost or stolen card, pay the replacement fee of $20.00, and make an appointment to prepare a new photo ID. Student in HSC-based programs should contact their department’s student services coordinator for an ID replacement card authorization.

Parking for Automobiles, Bicycles, and Motorcycles

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

Career Center Resources

Temple’s Career Center, 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 meeting prospective employers. The Career Center has an expansive collection of online resources. For additional information visit their website at http://www.temple.edu/provost/careercenter/.

Information Technology Resources

Our CPH IT department has an academic support team available to faculty, staff, and students for help with various IT tools, learning management system support, online course template assistance, CPH Self-Service Recording Studio training and more. To request help from academic support, please submit a request to: tuhelp.temple.edu with a description of your needs.

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 are 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 are smoke-free in those areas under Temple’s control. This policy is enforced according to established University policies and procedures. The university’s enforcement of the smoking policy for all students is as follows:

Smoking in university facilities is a minor violation according to the university Student 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.
Tuition Remission

Temple University offers tuition remission benefits for certain regular full-time employees and their spouses, certified domestic partners, and eligible dependents. Students eligible for tuition remission should follow the online request procedure described on the Office of Human Resources website: http://www.temple.edu/hr/departments/benefits/tuitionremission/procedures.htm. The tuition remission program includes expenses for tuition cost only; any other fees are not covered under the program.

PROCEDURES:

• The eligible student registers for the course(s).
• Once the student has registered, eligible Temple University employees log into TUPortal to submit the online tuition remission form for themselves, their dependent, spouse, or domestic partner.
• The online form is accessible via the Staff Tools tab.
• Employees may print a copy for their records, but the entire transaction is accomplished electronically.
• An e-mail notification will be sent to the student once the tuition remission is posted to his or her account.

For more about tuition remission, visit http://www.temple.edu/hr/departments/benefits/tuitionremission.htm.

Student Health Services

Health care for students is provided through Student Health Services at 1700 N. Broad Street, 4th floor, Main Campus (215-204-7500), www.temple.edu/studenthealth. The service is designed to offer students accessible care at low cost. Routine care is available by appointment through Student Health Services. Emergency care is available at all times. For additional information on hours of operation and available services, visit Student Health Services website.

Immunizations and Clearances

Most graduate programs in CPH 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 graduate program director or director of field/clinical education for information on the specific requirements 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 rubella (measles). For nonimmunized students, Student Health Services 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. Students may elect to have the last two injections administered by Temple University Student Health Services or by a physician of their choice. In some programs, students are also administered tuberculin skin testing yearly. Should skin testing prove 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 (HSC) or 215-204-7500 (Main Campus), or visit http://www.temple.edu/studenthealth/immunizations.html.

Several CPH programs use the online services American DataBank or Certified Background, where students can upload and store the health screens and background clearances that 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 and Services

Temple University is committed to ensuring equal opportunity for students with special needs. Under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Section 508 of the Rehabilitation Act of 1998, Temple University strives to make programs, activities, and services accessible for persons with disabilities. If you believe you have a condition that may require some accommodation for your success at Temple, contact the Disability Resources and Services (DRS) office, 100 Ritter Annex, 1301 Cecil B. Moore Avenue, 215-204-1280 and visit their website: http://disabilityresources.temple.edu/. DRS provides information on accessing university programs and supports and facilitates accommodations for students with disabilities. Through its website, DRS offers extensive resources, including MyDRS, an online tool to assist students seeking academic accommodations.

University Policies Regarding Protection from Discrimination, Harassment, and Sexual Violence

AIDS

Temple University prohibits discrimination against persons with AIDS and promotes education about AIDS. For AIDS policy information, see http://policies.temple.edu/PDF/65.pdf.

Preventing and Addressing Discrimination and Harassment

The university is committed to providing a workplace and educational environment, programs, and activities, free of unlawful discrimination and harassment. For the full Temple policy on preventing discrimination and harassment, visit https://news.temple.edu/preventing-discrimination-and-harassment
Preventing and Addressing Sexual Misconduct

Temple University does not tolerate sexual assault, domestic violence, dating violence and stalking. The university strives to promote an environment that is free of sexual assaults, domestic violence, dating violence, and stalking, as well as one that is consistent with other constitutional protections and personal freedoms. For the full Temple policy on preventing and addressing sexual assault, domestic violence, dating violence, and stalking, see http://policies.temple.edu/PDF/364.pdf.

Preventing and Addressing Sexual Harassment

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. For the full Temple policy on preventing and addressing sexual harassment, visit http://policies.temple.edu/PDF/366.pdf.

Office of Equal Opportunity Compliance and Ombudspersons

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.

Designated annually by the provost and vice presidents, Equal Opportunity Ombudspersons are knowledgeable about discrimination and harassment matters, and they are 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. Equal Opportunity Ombudspersons are willing to speak with students, faculty, and staff throughout the University, without regard to school or college affiliation or physical location. The EO Ombudspersons for CPH are as follows:

Main Campus
Lois Millner, Associate Professor
School of Social Work
Ritter Annex, Room 595
1301 Cecil B. Moore Avenue
Phone: (215) 204-6040
E-mail: lmillner@temple.edu

Health Sciences Center Campus
Mary Sinnott, Associate Professor
Department of Physical Therapy
Jones Hall, Room 614
3307 N. Broad Street
Phone: (215) 707-5961
E-mail: msinnott@temple.edu

For more information on the Office of EOC and on ombudsperson, visit http://www.temple.edu/eoc/.
Counseling and Mental Health Services

Psychological counseling services are available from Tuttleman Counseling Services, located at 1700 N. Broad Street, 2nd floor, on the Main Campus (215-204-7276, http://counseling.temple.edu/). They provide psychological and psychiatric services, counseling, support groups, and literature. They also provide 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.

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 plan at a modest premium for its full-time students. For more information about the application process, please access the Human Resources website.

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. The student must process the patient's section of the form before it can be processed further. Otherwise, no reimbursement will be made.

Student Medical Accident Insurance Policy

To protect all students in the College of Public Health, all students are enrolled in the Student Accident Insurance Policy offered by A-G Administrators, Inc. Information about this can be found at http://www.temple.edu/hr/students/accident.htm. The annual fee for the policy 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 a student’s other health insurance.
Temple 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, the Contemporary Culture Collection, the Science Fiction and Fantasy Collections, and the Blockson Afro-American Historical Collection. Temple students, faculty, and staff 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 Sciences Library, which is located at 3500 N. Broad Street (at the northwest corner of Broad and Tioga Streets) on the Health Sciences Center Campus. See http://library.temple.edu/hsl.

The Paley Library offers a computing commons and hundreds of seats for study. A media services center provides access to audiovisual 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 website at http://library.temple.edu/asktulibraries to ask questions and receive guidance on retrieving information.

Scholars Information Center

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

The Scholars Information Center (SIC), a computer lab located in Room 104 of the School of Pharmacy Building at 3307 North Broad Street, is equipped with IBM and MAC platform computers and high-quality printers. These are available for individual use and for class instruction by making arrangements with the SIC Manager. Additionally, the SIC is electronically linked with the Ginsburg Health Sciences Library to provide users with access to online databases for literature searches.

Students must present a valid OWLcard prior to using the SIC facilities. A set of regulations that must be followed is posted. For a list of all Temple computer labs visit https://its.temple.edu/computer-labs
Student Activities Centers

Temple operates student centers on the Main Campus and the Health Sciences Center Campus. See https://studentcenter.temple.edu/ for more information. The Howard Gittis Student Center, located at 13th Street and Montgomery Avenue on the Main campus, serves the Temple community as a hub of campus activity and a 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, a game room, the university bookstore, lounges, meeting rooms, a food court, a snack bar, a travel agent, a UPS store offering some U.S. Postal System services, and a full-service bank.

On the Health Sciences Center Campus, the Student Faculty Center, located at Broad and Ontario Streets, houses a conference center, meeting rooms, a cafeteria, an art gallery, a bookstore, a gymnasium, a weight room, and a dance studio. All students must have a current, valid OWLcard for admittance into the Student Faculty Center building.

Student Feedback Forms (eSFF)

Each semester, Temple students provide feedback on course materials and instruction using an online system of student feedback forms referred to as e-SFF. The e-SFF system discreet and confidential. Instructors receive only numerical reports and comments and only after the grading period ends. CPH encourages students to complete their feedback via the e-SFF, which plays a significant role in shaping the educational experience. For more information see http://www.temple.edu/ira/assessment-and-evaluation/student-feedback-forms/index.html.