

# General University Policies and Procedures

## Responsibilities of Students

While help is available in the respective school and program offices for planning, the student has the ultimate responsibility for academic planning. Students should read the Undergraduate Catalog and other material published and distributed by the academic schools. In doing so, the student can best be assured of completing the program in the desired time.

Holy Family University students bear a certain level of responsibility for the high-quality academic and interpersonal environment at Holy Family University. To ensure adequate communication and to protect students' rights, the following responsibilities are enumerated:

1. Students are responsible to know and observe all regulations and policies of Holy Family University. To this end, students are expected to consult University and school publications (e.g., catalogs, *handbooks*, course brochures) as well as the website for all relevant regulations, dates, times, and deadlines pertaining to academic programs and services as well as degree completion.
2. All students must obtain an ID card. A valid ID card is required for use of the Library, computer facilities, and building access. Students are expected to have their IDs with them at all times.
3. Students are expected to meet all financial responsibilities in order to continue in coursework and complete degree requirements.
4. Students are encouraged to save all catalogs and course syllabi. The University will not be responsible for providing students with more than a course description for any given course subsequent to completion of the course and/or degree program.
5. Students are expected to obtain handbooks and other materials prepared and distributed by the respective schools of concentration and to familiarize themselves with program, certification, and licensure requirements as presented in these publications. Each student is required to understand and adhere to the prerequisites, criteria, and procedures for field and practicum placements, student teaching, and clinical and internship experiences.

## Student Code of Conduct

Holy Family expects conduct of each student in full accord with the University's interests, standards, and ideals. Holy Family's disciplinary process as described in the *Student Handbook* and on Holy Family's website, [www.holyfamily.edu](http://www.holyfamily.edu), was developed to hold students accountable for their behavior on or off campus. The Univer-

sity reserves the right to dismiss at any time, students whose personal conduct reflects discredit upon the University.

In such cases, the fees due or already paid to the University will be neither remitted nor refunded in whole or in part. It is understood that by attending Holy Family University, students accept all conditions and regulations.

### **Alcohol and Drug Policy**

Holy Family University is committed to providing our students with the tools necessary to achieve the greatest level of personal and academic success. Alcohol and other drugs can impair the attainment of these goals. Through a diverse array of educational supports and institutional resources, it is Holy Family University's goal to support the healthy choices of its students related to alcohol and other drug use.

Recognizing that students may need to seek support for addressing difficulties that can arise from alcohol and/or other drug use, Holy Family University encourages them to visit the Counseling Center, University Health Services, or Campus Ministry. Confidentiality will be strictly enforced as required by the Code of Ethics of the individual professional.

For further information regarding University support services available to students, please see the *Student Handbook*.

### **Smoking Policy**

Holy Family University maintains a smoke-free environment. Smoking is prohibited in all University buildings.

### **Social Media Policy**

The growth of online social media--including networking sites such as Facebook, Twitter, and MySpace, media sharing sites such as YouTube, and blogs--represents a tremendous opportunity to extend Holy Family University's web presence in new ways. Holy Family enthusiastically welcomes this opportunity and offers to help all students, faculty, and administrators who wish to develop and maintain a University-related social media presence.

The following policies and procedures for posting apply for **all** on behalf of an official University department or organization:

- Notify the University. Departments or university units that have a social media page or would like to start one should contact the Marketing/Communications Department at 267-341-3378 to ensure all institutional social media sites coordinate with other Holy Family University sites and their content. All institutional pages must have a full-time appointed faculty/staff member that is identified as being responsible for content. For student clubs, this should be the moderator of the club/organization

- Acknowledge who you are, a representative of Holy Family University, when posting on any social media platform
- Have a plan. Departments and organizations should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.

### **Protection of Human Subjects - Institutional Review Board (IRB)**

Holy Family University requires that all research involving human subjects conducted by faculty, students, or staff affiliated with the University be reviewed and approved by the Institutional Review Board (IRB) prior to initiation, regardless of the source of funding and regardless of its federal status as an exempt, expedited, or a full review project. Research is defined by federal guidelines as a systematic investigation designed to develop or contribute to generalizable knowledge and should be distinguished from potentially similar activities such as employing innovative techniques and administrative data collection. Information regarding the IRB and appropriate forms may be downloaded from the University website (Intranet).

### **Harassment Policy and Reporting Procedure**

Holy Family University is committed to providing all members of the community, including employees, faculty, and students, with an environment free from explicit and implicit coercive behavior used to control, influence, or affect the well-being of any member of the University community. Holy Family University will not tolerate any behavior that constitutes harassment based on a person's sex, race, color, national origin, citizenship, religion, marital status, veteran status, age, or disability. Each employee, faculty member, student, vendor, and private contractor, male or female, regardless of campus location, is required to comply with this policy. Harassment of any individual is inappropriate, unacceptable, and grounds for disciplinary action up to and including employment termination and may also lead to personal legal and financial liability. Allowing harassing conduct may be deemed to be the fostering of a hostile environment and will result in appropriate disciplinary action as well.

Sexual harassment is illegal under Section 703 of Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1976. Sexual harassment is defined as any unwelcome sexual attention, sexual advance, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature whenever: submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or grade; submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's employment or academic record; or such conduct unreasonably interferes with an individual's work or academic per-

formance or creates an intimidating, hostile or offensive employment or educational environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following: unwanted and unnecessary physical conduct such as pinching, patting, or touching; brushing against one's body; subtle pressure for sexual activity; uninvited or persistent notes, phone calls, or pressure for dates; threatening adverse employment or education action if sexual favors are not granted; promising preferential treatment in return for sexual favors; making unwelcome physical contact; making use of unwelcome offensive, sexually explicit, or sexually suggestive objects or materials; and condoning or encouraging such conduct by or directed to any employee, faculty member, or student. Such conduct may also constitute harassment if based on the person's race, color, national origin, citizenship, religion, marital status, veteran status, age, or disability.

Any employee, faculty member, or student who believes he or she has been or is being subjected to harassment (or has witnessed or has knowledge thereof) by any individual affiliated with Holy Family University has the right to initiate a complaint. Anyone accused of harassment has the right to defend himself or herself. Holy Family University will investigate every allegation in a timely manner while making efforts to maintain the confidentiality of both the accuser and the accused to the extent possible and to resolve the dispute in a timely manner while respecting right to due process, including the right of the accused to be informed of the identity of the accuser at the earliest appropriate point in the process.

Any employee, faculty member, or student who believes he or she is being harassed should report this immediately to any of the following members of the harassment investigative team: Assistant Vice President for Human Resources, Assistant Vice President for Student Services, Vice President for Academic Affairs, Executive Director at Newtown & Institutional Research, or Disabilities Services Counselor. Team members will conduct each investigation in an impartial manner and will include impartial decision-makers. Written notice will be provided to the parties of the outcome of the complaint and the basis of the decision.

Individuals are encouraged to use the above reporting procedure to report all harassment claims so that Holy Family University will be aware of the situation, make a timely confidential investigation, and take appropriate corrective action.

Individuals who are not satisfied with the outcome of the investigation may choose to file an appeal using the appropriate problem-solving procedure: See Volume V, section 5.9 for employees; Volume IV, section 4.1.4 for faculty;

Volume VII, section 7.8 for students. The appeal will be conducted in a timely and an impartial manner, including an impartial decision-maker. Confidentiality is guaranteed to the extent possible with regard to filing the appeal, the investigation and disposition.

Retaliatory conduct against any individual who has filed a complaint of harassment or an appeal, reported witnessing harassment, participated in the harassment complaint process, or been the subject of an investigation will not be tolerated and will be grounds for discipline up to and including termination of employment or expulsion. Further, complainants and witnesses will be disciplined for filing false complaints or providing false testimony during an investigation.

Retaliatory conduct against any individual who has filed a complaint of harassment or an appeal, reported witnessing harassment, participated in the harassment complaint process, or been the subject of an investigation will not be tolerated and will be grounds for discipline up to and including termination of employment or expulsion. Further, complainants and witnesses will be disciplined for filing false complaints or providing false testimony during an investigation.

*The Assistant Vice President for Human Resources (Room 209, Holy Family Hall) has been designated as the u\University's Section 504 Coordinator and Title IX Coordinator and, as such, will address sexual and disability discrimination, including harassment concerns.*

Holy Family University affirms the dignity of the human person and respects the rights of all our community. It is each person's responsibility to report harassing or retaliatory conduct as soon as he/she believes it exists.

### **Equal Opportunity/Non-Discrimination Policy**

Holy Family University is committed to providing all qualified applicants and employees equal employment opportunities, not only because it is the law, but because of our belief that adherence is morally correct. Holy Family University does not discriminate on the basis of sex, race, religion, color, age (as defined in the relevant statutes), Veteran status, national origin, or disability in terms of employment opportunities and other terms and conditions of employment.

Any breach of the University's Equal Employment Opportunity Policy regarding non-discrimination shall be grounds for disciplinary action up to and including employment termination.

If you have any questions about the University's equal employment opportunity practices, contact the Assistant Vice President for Human Resources.

## **Emergency Procedures for Behavioral Incidents**

Student behavior that violates University policy is ordinarily resolved through the University's grievance procedure. However, when a student's behavior is perceived by the University to be an immediate risk or substantial threat to the student or to others, the Vice President for Student Services may implement the University emergency procedures for behavioral incidents and waive a student's right to a judicial hearing. The emergency procedures for behavioral incidents may be implemented if:

1. A student is a danger to himself, herself, or others or engages in any behavior that threatens or could cause bodily harm to himself, herself, or another
2. A student poses an imminent threat of disruption of, or interference with, the normal operation of the University.

After consulting with the Director of the Counseling Services, the Vice President for Student Services will determine if one or more of the above conditions exist. If it is determined that one of these conditions does exist, the Vice President for Student Services will contact the parents or legal guardian (if necessary) of a dependent student, as well as any on-campus authorities deemed necessary.

The student will be required to absent himself or herself from all classes and all University activities.

During this time the student will be required to undergo a psychiatric evaluation and/or physical examination by a licensed, competent professional of his or her own choice, or the student may consult the Director of the Counseling Center to obtain a referral.

After receiving a letter from the psychiatrist or examining physician stating that the student is no longer a threat to himself or herself or to the normal operations of the University, the Vice President for Student Services will recommend the student's eligibility to return to University classes and participate in activities. A copy of the letter will be placed in the student's confidential record.

The student's eligibility for continuation on campus will be dependent upon his or her subsequent behavior and the absence of any renewed threat of harm or disruption on campus.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

The University may disclose certain personally identifiable information, designated as directory information, concerning students in attendance. The following categories of information have been designated as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. Any student who does not wish directory information released must so inform the Vice President for Student Services in writing within 30 days after the start of the fall semester. In any event, the University may disclose directory information from the record of an individual who is no longer in attendance at the University without public notice or prior permission.

Under Section 438 of the General Education Provisions Act, students have the right to inspect and review their educational records within 45 days after making a request. The procedures for making such requests are available in the various offices where these records are maintained.

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| Academic                           | Registrar, Holy Family Hall                        |
| Extracurricular & Judicial Reports | Vice President for Student Services, Campus Center |
| Financial Accounts                 | Treasurer, Holy Family Hall                        |
| Student Aid* & Admissions          | Financial Aid and Admissions, Holy Family Hall     |
| Recommendations/Evaluations**      | Director, Careers Center, Campus Center            |

The student has the right to challenge the content of his or her educational record and may, if necessary, request a formal hearing on the matter.

The University shall obtain the written consent of the student before disclosing personally identifiable information from the educational records, except if the disclosure is to instructional, administrative or other authorized individuals, including representatives of approval or accreditation agencies. A record of all disclosure, other than to the subject student, will be maintained by the appropriate office and may be reviewed by the student.

A more complete description of the guidelines prepared for compliance with the act is available in various offices of the University at all times.

\* *The University is not required to permit a student to inspect financial statements of parents.*

*\*\*Evaluations of nursing and education students are retained in their departmental offices.*

## **Safety and Security Procedures**

In accordance with both federal and Pennsylvania legislation, Holy Family University provides a publication regarding safety and security policies and procedures on campus. This publication may be obtained from the Public Safety Office. Holy Family also offers 24-hour security coverage through the Department of Public Safety. Security personnel may be reached through use of the emergency telephones located in each academic building or on the parking lot or by calling 267-341-3333.

## **Academic Integrity**

Holy Family University, true to its motto *Teneor Votis*, (I am bound by my responsibilities), educates men and women both intellectually and morally to assume their responsibilities toward God, themselves, and society. The University expects from its students the highest standards of honor and integrity in meeting their academic responsibilities.

In addition, academic honesty is essential for effective evaluation of student scholarship and growth. Anything less than complete integrity undermines the basic educational process.

Violations include, but are not limited to, copying tests, laboratory reports, etc., purchasing work to present as one's own, obtaining tests or test questions illegally, either verbally or otherwise, using notes during testing or collaborating with another to obtain test information.

Plagiarism is another form of cheating. This is defined as using in a written or oral assignment or project the ideas or words of another without acknowledging the source. When one repeats, without quotes, the ideas or words of an author, paraphrases an author's ideas, or presents an author's line of thought without acknowledging that author, the user is guilty of plagiarism, a serious breach of academic honesty.

Similarly, the use of computers to obtain and/or disseminate information for dishonest purposes, as well as misrepresentations concerning the source, development, or application of computer software, constitutes a serious violation of academic integrity.

Anyone who willfully assists another in the breach of integrity is held equally responsible and is subject to the same penalties.

Academic dishonesty in any form is regarded as a breach of honor and integrity, an evasion of personal responsibility, and an attempt to misrepresent

progress. Violations of standards will not be tolerated at Holy Family University and will be subject to progressive sanctions including a failure of a course and dismissal from the program and University. Sanctions may be appealed. Please consult the *Student Handbook* for details.

### **Code of Ethical/Professional Standards and Conduct**

Degree programs at Holy Family University prepare students to take positions of responsibility and leadership within their communities and professions. Many departments and programs require supervised off-campus clinical experience in which students are expected to conduct themselves as professionals-in-training. Students are expected to abide by the standards and codes that govern their professions, as well as to demonstrate the meaning and value of ethical conduct, personal honesty, and professional integrity. Behavior in violation of ethical or professional standards of the field and/or Holy Family University constitutes grounds for immediate dismissal from the program. Students should consult relevant program handbooks for further information.

### **Academic Disputes/Grade Challenges**

The appeal procedure shall act as a vehicle for communication and decision-making between student and faculty and provide a process through which a grievance can be resolved. Justifiable cause for grievance shall be defined as any act that is perceived as either a prejudiced or capricious action on the part of a faculty member in the evaluation of a student's performance or an arbitrary action or imposition of sanctions without regard for due process. If a student questions a decision made by a faculty member, the first level for appealing the decision is to ask the faculty member to review the decision based on any additional information offered in writing by the student. If the issue is not resolved to the satisfaction of all parties, then a written appeal should be sent to the Program Administrator/Department Chair.

If the program administrator/department chair is unable to resolve the issue, then either party may send a written letter of complaint to the School Dean for review and action.

If the School Dean is unable to resolve the issue, a written letter of complaint may be sent to the Vice President for Academic Affairs for review and action.

The final appeal is to the Vice President for Academic Affairs. Any academic dispute or grade challenge must be presented by the conclusion of the next semester and resolved within one year. Any dispute or challenge older than one year will not be considered.

### **Non-Academic Disputes**

Grievance Procedure Steps for the appeal procedure are identified in the *Student Handbook* and on Holy Family University's website, [www.holyfamily.edu](http://www.holyfamily.edu).