



Student Handbook

2021 – 2022

Holy Family University reserves the right to change, without notice, any statement in this publication concerning, but not limited to rules, codes of conduct, processes and procedures, policies, tuition, and fees.

COVID-19 Response

The health and safety of the entire campus community is priority for a successful 2021-2022 academic year. Due to constant evolving information regarding response to COVID-19, Holy Family University plans and procedures may fluctuate through the academic year in an effort to respond effectively to COVID-19.

Please visit <https://www.holyfamily.edu/covid-updates> for up-to-date information.

About the University

University Mission

Holy Family University, a ministry of the Sisters of the Holy Family of Nazareth, offers education in the liberal arts and professions through graduate, undergraduate, and non-degree programs. As a Catholic University, Holy Family seeks direction and inspiration from the life and teaching of Jesus Christ, affirms the values of the Judeo-Christian tradition, and witnesses to the dignity of each person and the oneness of the human family. Holy Family University educates students to assume life-long responsibilities toward God, society, and self.

The following core values inform the University as it seeks to carry out its Mission:

Family. Holy Family University welcomes and cares for students, faculty, and staff as members of a diverse but interconnected family. A community united by a common Mission, the University promotes an atmosphere of mutual concern and attention to the spiritual, intellectual, social, emotional, and physical needs of all those whom it serves.

Respect. Holy Family University affirms the dignity of the human person through openness to multiple points of view, personalized attention, and collaborative dialogue in the learning process and in the interaction among members of the University community. The University seeks to instill appreciation of and respect for differences so that its graduates can function successfully in multicultural contexts.

Integrity. Intent upon forming persons of integrity who recognize the importance of life-long learning, Holy Family University advocates free and conscientious pursuit of truth and the responsible use of knowledge. It bases education upon a foundation in the liberal arts that highlights the humanities and the natural and social sciences. In keeping with the teachings of the Catholic Church, concern for moral values and social justice guides the University in designing programs and activities.

Service and Responsibility. Holy Family University incorporates its motto, *Teneor Votis* ("I am bound by my responsibilities"), into curricular, co-curricular, and extra-curricular programs. Reflecting this motto, educational experiences at the University apply theory to practice and course content to serving human needs. The University educates individuals to become competent professionals and responsible citizens.

Learning. Holy Family University seeks to instill in its students a passion for truth and a commitment to seeking wisdom. It promotes values-based education, creative scholarship, informed and imaginative use of research and technology, and practical learning opportunities such as co-operative education and internship programs. The University seeks to strengthen ethical, logical, and creative thinking; to develop effective communication skills; to nurture an aesthetic sense; and to deepen global, social, and historical awareness.

Vision. Holy Family University envisions learning as a dynamic and fruitful exchange between traditional sources of wisdom and contemporary developments in knowledge. Throughout the teaching and learning process, the University seeks to embody Christian philosophical and theological perspectives. It offers an education grounded in a Judeo-Christian worldview that serves as a

foundation upon which to address contemporary problems and to build a vision for the future.

(Approved by the Holy Family University Board of Trustees, November 2000.)

The University Motto

The motto of Holy Family University is *Teneor Votis*, "I am bound by my responsibilities." This is often interpreted to mean, "I am expected to give in return for all I have received." In keeping with this motto, the University encourages its students to participate in community service programs.

The University Seal

At the center of the seal of Holy Family University is a shield over which hovers a dove, representing the Holy Spirit. The shield portrays three discs with crosses that honor the Trinity. The tower stands for Mary, the Mother of God, the Tower of David, and the Woman clothed in Light. Also, the tower accentuates the role of Holy Family University students and alumni as that of a tower of light and strength to others. The carpenter's square in the form of a chevron behind the tower represents St. Joseph the Worker. Taken together, the chevron, the tower, and the three discs symbolize the Holy Family of Jesus, Mary, and Joseph, the exemplar of all families.

University Colors

Pantone 2945 (Dark Blue), Pantone 299 (Light Blue), and white are the University colors.

University Ring

Second semester juniors are eligible to order the Holy Family University ring. The stone of the traditional women's ring is white opal, and the stone of the men's ring is aquamarine sunburst. Rings may be purchased through the University bookstore.

University Prayer

The suggested opening prayer before classes is as follows:

Lord, God of all creation, we place ourselves in Your presence.

Strengthen us with the love and the wisdom of Your Spirit.

Open our hearts to receive the gifts You have promised:

peace, joy, and the fullness of life.

We ask this through Christ, our Lord. Amen.

STUDENT HANDBOOK

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General Information

Academic Regulations

Academic Load

The normal credit load for an undergraduate full-time student is from 12 to 18 semester credit hours, during each of the Fall or Spring semesters. No more than two courses for a maximum of eight credits may be taken during a single Summer Session. Credit load varies with the student's specific curriculum and record of achievement. Approval to carry credit hours in excess of the maximum load per semester is granted by the School Dean in the student's area of concentration. Such approval will be given only to those students whose academic record gives evidence of their ability to do superior work. The current part-time tuition per credit will be charged for credits exceeding 18 per semester during the Fall and Spring semesters.

Class Attendance

Students are expected to attend all classes and laboratory sessions regularly and may not absent themselves except for illness or some other serious matter. Absences in any semester equal to twice the number of weekly contact hours of a given class are deemed excessive. Final grades and/or receipt of academic credit may be jeopardized by excessive absences. Students who never attend classes will be administratively withdrawn from courses, and students should be aware that such action can affect financial aid eligibility in current and/or future semesters.

Students are also expected to meet their usual class responsibilities set by the University calendar for the beginning of a vacation period. They may not extend their vacation beyond the date assigned for return to the University without the approval of the School Dean in the area of concentration.

Students who attend class for any amount of time and do not officially and personally drop/withdraw from courses through the Registrar's Office will be assigned a failing grade at the end of a given semester. Retroactive withdrawals will not be applied in those instances in which students do not drop/withdraw from courses as required by the University.

Evaluation of Students in Courses

A student's standing at the close of the semester is determined by the results of class work, tests, assignments, and final examinations. All forms of course assessment, as well as class work and independent assignments, are scheduled at the discretion of the instructor.

Students are required to take final examinations at the time they are officially scheduled; failure to do so may result in an Incomplete (I) grade in the course. The student is responsible for having the I grade changed within the allotted time (one month from the last examination date), after which time it becomes a F grade. Anticipated or deferred examinations are given only when a student has circumstances necessitating schedule adjustment and must have the approval of the instructor and the appropriate School Dean. Deferred examinations are scheduled through the Dean/designee of the respective School so that all course requirements are completed within the given semester.

Reports are made on first-time freshman students at mid-term during the first semester. These reports are for the information of the Registrar, the students, and their advisors. Mid-term reports are not part of the permanent official record. Final grades are issued to all students by mail from the Registrar's Office at the end of each semester and are part of the student's permanent official record.

Grading

The official grading system is as follows:

94-100=A 4.0 grade points per semester hour

A is an honor grade. It is not automatically given to a student who ranks highest in the class and is reserved for accomplishment that is truly distinctive and decidedly outstanding. This grade represents a high degree of attainment and demands evidence of originality, independent work, an open and discriminating mind, completeness, accuracy, and effective use of knowledge.

90-93=B+ 3.5 grade points per credit hour

86-89=B 3.0 grade points per credit hour

B is a grade that denotes achievement considerably above the acceptable standard. It involves excellence in many aspects of the work, such as initiative, serious industry, and the ability to organize work, to comprehend and retain subject matter, and to apply it to new problems.

81-85=C+ 2.5 grade points per credit hour

77-80=C 2.0 grade points per credit hour

C indicates a satisfactory degree of attainment and is the acceptable standard for graduation. A C grade implies familiarity with the content of the course, evidence of improvement in the work of the course, and the ability to express oneself in intelligible English. A C grade requires full participation in the class work, completion of assignments on schedule, and making up work missed because of absence.

73-76=D+ 1.5 grade points per credit hour

70-72=D 1.0 grade points per credit hour

D denotes a limited mastery of subject matter. It signifies work which in quality or quantity falls below the acceptable standard. It is, however, of sufficient weight to be counted in the hours for graduation if balanced by superior work in other courses. This grade is usually not accepted by another university if the student transfers.

Below 70=F 0 grade points

F indicates inadequate or unsatisfactory attainment. It signifies that the student is not capable of doing or understanding the work or has made little or no effort to do so.

NG = No grade.

I indicates incomplete work. If it is not removed within one month of the examination date, it becomes an F grade.

P = Pass; credit given for restricted courses at no quality points.

AU = Audit; carries no credit.

W = Authorized late drop until one month preceding the final examination.

P, I, AU, and W do not enter into computing the student's grade point average (GPA). No course may be dropped within one month of the beginning of the final examination period.

Grade Point Average

A student's academic standing is measured by the grade point average (GPA). The final step in ascertaining this average is to multiply the number of credit hours attempted by the grade point value of each letter-grade received. The sum of these equals the total grade points the student has earned. The GPA is obtained by dividing the total grade points by the total number of credit hours.

Academic Standing

The academic standing of all students is reviewed at the end of each semester. Notice of any academic deficiency is given in writing by the Vice President for Academic Affairs to the respective students.

To be considered in good academic standing, every student must maintain a GPA of 2.0. Some programs will require the student to attain a GPA of 2.5 or higher in order to be accepted officially into these schools. Medical technology students must maintain the average predetermined by the hospital where they will complete their internship. Please see the Financial Aid section of the Undergraduate Catalog for scholarship renewal requirements.

Probation

Students whose cumulative average falls below the required GPA of 2.0 are placed on probation. Probation serves as a serious warning to all concerned that the student's academic work is unsatisfactory and that definite improvement is necessary if the student is to continue in the University. Students on probation should arrange for a conference with an academic advisor in the Academic Advising Center before continued registration. Full-time and part-time students must raise the cumulative GPA to 2.0 within the equivalent of two full semesters or face academic dismissal. Probation may also affect financial aid. For further details, see the Financial Aid section of the Undergraduate Catalog.

Students in the School of Education and the School of Nursing and Allied Health Professions should review specific program requirements concerning continuation and academic standing for programs in these schools as presented in the Undergraduate Catalog and in relevant handbooks published by each of the schools.

Dismissal

Continued failure to maintain a C average normally results in dismissal from the University. Generally, students dismissed for academic reasons are asked not to return to the University unless an intervening semester indicates substantial improvement in academic performance and a more mature approach to the responsibilities of university life. This improvement should be indicated in a letter addressed to the Vice President for Academic Affairs. An application for readmission to the University should also be completed and submitted to the Registrar.

Athletics Eligibility

Holy Family University participates in intercollegiate sports in Men's Basketball, Cross-Country, Soccer, and Indoor and Outdoor Track and Field and Women's Basketball, Cross-Country, Lacrosse, Soccer, Softball, Indoor and Outdoor Track and Volleyball. The University holds memberships in the National Collegiate Athletic Association (NCAA) Division II, Central Atlantic Collegiate Conference (CACC), and the East Coast Conference (ECC) for Indoor Track and Field.

All new incoming and current students must be certified through the NCAA Eligibility Center to be eligible to participate in intercollegiate athletics. All current Holy Family University student-athletes must maintain good academic standing in accordance with NCAA and Holy Family University policies to be eligible to participate in intercollegiate athletics.

Initial Athletics Eligibility Policy

Prior to being eligible for competition, incoming and current freshmen student-athletes must meet all of the following requirements upon graduation from high school as certified by the NCAA Eligibility Center:

- Completed 16 core courses with a core-course GPA of 2.2
- Earned the ACT/SAT score matching your core-course GPA on the Division II full qualifier sliding scale
- Retention of one's amateur status.

Academic and Amateurism Certification

These policies are in accordance with National Collegiate Athletics Association standards. NCAA Division II and Holy Family University recognize first-time full-time freshman student-athletes under the following categories:

- Qualifier
- Partial-qualifier
- Non-qualifier

Qualifier

A qualifier is an athlete who graduates from high school meeting the following NCAA requirements:

- Present a cumulative grade point average as specified in Bylaw 14.3.1.1.3 - Initial-Eligibility Index for Qualifiers (based on a maximum of a 4.0 scale) in a successfully completed core curriculum of at least 16 academic course units.
- Present a minimum combined SAT Score in the verbal/critical reading and math sections or a minimum sum score on the ACT as specified in Bylaw 14.3.1.1.3.

Initial Eligibility Index for Qualifiers (Bylaw 14.3.1.1.3)

Core GPA	SAT	ACT	Core GPA	SAT	ACT	Core GPA	SAT	ACT
3.300 & above	400	37	2.925	550	47	2.525	710	58
			2.900	560	48	2.500	720	59
3.275	410	38	2.875	570	49	2.475	730	60
3.250	420	39	2.850	580	49	2.450	740	61
3.225	430	40	2.825	590	50	2.425	750	61
3.200	440	41	2.800	600	50	2.400	760	62
3.175	450	41	2.775	610	51	2.375	770	63
3.150	460	42	2.750	620	52	2.350	780	64
3.125	470	42	2.725	630	52	2.325	790	65
3.100	480	43	2.700	640	53	2.300	800	66
3.075	490	44	2.675	650	53	2.275	810	67
3.050	500	44	2.650	660	54	2.250	820	68
3.025	510	45	2.625	670	55	2.225	830	69
3.000	520	46	2.600	680	56	2.200	840 & above	70 & above
2.975	530	46	2.575	690	56			
2.950	540	47	2.550	700	57			

Holy Family University Policy

A qualifier is eligible to:

- Practice;
- Compete for Holy Family University's athletic teams; and
- Receive athletics aid, if applicable.

Partial Qualifier

A partial qualifier graduates from high school, and does not meet the requirements for a qualifier, but meets the requirements of the Initial-Eligibility Index for Partial Qualifiers in Bylaw 14.3.1.2.1. Partial qualifiers must successfully complete a core curriculum of at least 16 academic course units.

Initial Eligibility Index for Qualifiers (Bylaw 14.3.1.2.1)

Core GPA	SAT	ACT	Core GPA	SAT	ACT	Core GPA	SAT	ACT
3.050 & above	400	37	2.675	550	47	2.300	700	57
			2.650	560	48	2.275	710	58
3.025	410	38	2.625	570	49	2.250	720	59
3.000	420	39	2.600	580	49	2.225	730	60
2.975	430	40	2.575	590	50	2.200	740	61
2.950	440	41	2.550	600	50	2.175	750	61
2.925	450	41	2.525	610	51	2.150	760	62
2.900	460	42	2.500	620	52	2.125	770	63
2.875	470	42	2.475	630	52	2.100	780	64
2.850	480	43	2.450	640	53	2.075	790	65
2.825	490	44	2.425	650	53	2.050	800	66
2.800	500	44	2.400	660	54	2.025	810	67
2.775	510	45	2.375	670	55			
2.750	520	46	2.350	680	56	2.000	820 & above	68 & above
2.725	530	46	2.325	690	56			
2.700	540	47						

Holy Family University Policy

A partial qualifier is eligible to:

- Practice only with Holy Family University's athletic teams on campus or regular practice facility. A partial qualifier is not eligible for competition during their first academic year in residence.
- Athletics aid is not permitted to be offered to a partial qualifier without prior approval from Holy Family University's Director of Athletics.

Non-Qualifier

A non-qualifier has not graduated from high school or does not meet the NCAA eligibility indices for a qualifier or partial qualifier. Under NCAA regulations, a non-qualifier is not permitted to:

- Practice;
- Compete; or
- Receive athletics aid from Holy Family University during his or her first year in residence.

Continuing Athletics Eligibility

Student-athletes must earn at least 24 credits or more and achieve a minimum cumulative grade point average of 2.0 prior to the beginning of the upcoming fall semester to participate in intercollegiate athletics. Eighteen (18) of the 24 credits must be earned during the regular academic year (e.g. Fall and Spring semesters).

In conjunction with the Registrar's Office and the Assistant Director of Athletics for Compliance, the Associate Director for Academic Welfare will certify the academic eligibility of all student-athletes prior to the start of the fall term.

All student-athletes must achieve the following in the previous full-time term to be eligible for intercollegiate athletics at Holy Family University at the beginning of each academic term:

1. Successful completion of nine academic credits in the previous full-time term of attendance; and
2. Achievement of a 2.0 cumulative grade point average, or be in good academic standing.

Normal academic progress as defined by the University in credit hours and grades is:

1. Normal progress – completion of 12 credit hours per semester
2. Cumulative grade point average-2.0. By their fifth semester, a student-athlete must be matriculated in an established degree or certificate program.

In addition, student-athletes must be compliant with additional NCAA and Holy Family University requirements including the following:

- All participants must retain their amateur status.
- Student-athletes are limited to 10 full-time semesters to participate in four seasons of competition in a particular sport.
- Each year student-athletes submit Holy Family University medical forms prior to participation in any athletics program. Participation may not occur without a physician's clearance for unlimited activity.

Any student-athlete who does not meet all applicable academic eligibility requirements after the fall term, including current freshmen student-athletes, will be ineligible for competition in the upcoming spring term. Student-athletes who become ineligible after the completion of the spring term may take summer courses to satisfy their academic deficiencies [at their own expense] to regain their eligibility for the upcoming fall term (refer to the *Student-Athlete Handbook* for a more detailed description of requirements).

Student-athletes who become ineligible will be notified in writing by the Assistant Director of Athletics for Compliance of their status and what measures need to be taken for them to regain their eligibility.

Cancellation of Athletics Aid

Should a student-athlete become ineligible for intercollegiate athletics, any athletics aid the ineligible student-athlete was awarded for the academic year will be reduced proportionally for the remaining term and canceled for the upcoming term, if applicable. The Financial Aid Office will notify the student-athlete, in writing, of the cancellation for the upcoming term.

Athletics Area of the Campus Center

General Facility Rules

1. Only persons possessing a validated Holy Family University ID card are permitted the use of the athletics area.
2. A written request must be submitted to the Assistant Director of Athletics for Daily Operations for an outside organization or individual to use any and all facilities. Approval must be obtained prior to usage.
3. Persons using the athletics facilities must wear sneakers and appropriate activity attire. Shirts must be worn at all times when using indoor facilities. No dark-soled sneakers are permitted to be worn on the courts.
4. Any changes in daily operational hours will be posted in the affected areas.

Daily operation hours of all Athletic facilities will be Monday through Sunday, 6:00am to midnight. Facilities are closed on all University-recognized holidays and during any weather-related official University closing.

Gymnasium

Use of the gym for recreational time will be Monday through Sunday, 6:00am to midnight, except when occupied by an inter-collegiate team or University-sponsored activities.

Racquetball Court

The court will be available Monday through Sunday, 6:00am to midnight.

Reservations are taken by the Assistant Director of Athletics for Daily Operations. Court reservations for one-hour periods will be accepted one day in advance. Same-day reservations may be made during regular hours when the court is open.

General Rules:

- The court is on a first-come, first-serve basis if it is not reserved.
- All reservations are to be confirmed by both members surrendering their ID cards to the equipment room attendant prior to their playing time.
- Persons who repeatedly fail to honor their reservations will lose their reservation privileges.
- Protective eye gear is recommended.
- No dark-soled sneakers are permitted to be worn on the court.

Locker Room

The locker room is available for recreational participants Monday through Sunday, 6:00am to midnight. Individual lockers (without locks) are available for those persons using the athletics facilities.

Individuals must supply their own locks and remove them immediately after use. Locks left overnight will be cut off.

Team lockers will be assigned at the discretion of University Athletics.

It is the responsibility of all coaches and student-athletes to maintain the condition of the team lockers and the cleanliness of the team locker room.

Following the conclusion of a team's season, all signs, tape, and personal items are to be removed from the team locker room, and lockers must be brought back to original condition. Any items left in the team locker room will be discarded.

Athletics Training Room

This room is reserved for the use of Holy Family University athletic teams and is supervised by the Head Athletic Trainer or persons delegated by University Athletics.

Albert & Carolyn Smith Cardio Room and Weight Room

1. The Fitness Center is open Monday through Sunday, 6:00am to midnight. Additional changes to set hours are posted in the affected areas and on Holy Family University's website.
2. Prior to usage of the Fitness Center and Weight Room, an orientation must be completed with a member of the Fitness Center staff.
3. For reasons of safety, it is recommended that a companion be present during use of this equipment.

Bookstore

The Philadelphia Campus Bookstore, located on the first floor of the Campus Center, stocks textbooks, school supplies, and a large selection of Holy Family University gifts and approved clothing. You can also visit the bookstore website at www.holyfamily.bncollege.com and buy textbooks and gifts.

Regular store hours are:

Monday–Thursday, 9:00 am to 6:00 pm
Friday, 9:00 am to 4:00 pm

Summer store hours are:

Monday–Thursday, 9:00 am to 4:00 pm
Friday, 9:00 am to 2:00 pm

Extended hours at the beginning of each semester will be posted approximately two weeks before the start of classes.

Newtown students can take advantage of our flat rate shipping. Use coupon code NEWTOWN (order must contain a Newtown course code).

Textbook Purchases

Textbooks are available for purchase two weeks before the start of each semester. The store carries as many used books as possible, which cost approximately 25 percent less than new books.

Textbook returns must be made within one week after classes begin from the first day of each semester to receive a full refund. Books must be in all original packaging. A receipt must accompany returns.

Sell Back Your Books

Bring your purchased books back to the bookstore for cash during the week of finals. A valid Holy Family ID is required.

Textbook Rentals

The bookstore offers a textbook rental program. Certain book titles are available for rent for the entire semester and are due back on the last day of the semester. The due date will also be stated on the receipt at the time of purchase. A reminder email will be sent out as well.

Book rental prices are about 50% less than the new price of books. They can be treated as normally purchased books (such as notetaking, highlighting, etc.), but no wear or tear (such as water damage,

spine damage, missing pages, etc.) can be done to the book. You may not sell the rented book back to the store—only return it back to the bookstore.

At the time of purchasing a rental, a credit card must be kept on file in case the rental is not returned. If books are not returned, a replacement fee will be charged to the card. The replacement fee is the full price of the book plus a processing fee.

The cost of the rental may be paid for with any accepted tender.

Price Matching

The Bookstore offers price matching for certain titles. We price match rentals or purchased books with Amazon, bn.com and some other local competitors. The program does not include online marketplaces like “other sellers” on Amazon and BN.com Marketplace, or peer-to-peer pricing. Price matching applies to same-condition items, used book to used book, new book to new book, used rental to used rental and new rental to new rental. Contact us for more information and our booksellers will be happy to verify your price match.

Bulletin Boards

Bulletin boards are located in the corridors of the Campus Center, Education Technology Center, Holy Family Hall, Library, Nurse Education Building, and Stevenson Lane Residence. All bulletin boards in Stevenson Lane Residence and St. Joe’s Residence are for Residence Life purposes only (unless given specific permission from the Residence Coordinator), and no other postings are permitted. Where possible, it is requested that information bulletin boards be utilized in any building rather than posting on walls. All students and University personnel are responsible for reading the information contained in the notices and bulletins posted. To post or request advertising approval, please follow the University’s Posting and Advertising Policy.

Campus Center

The Campus Center is a welcoming “gathering place” for the campus community. It provides a space and opportunities for socializing, studying, hosting meetings, and sponsoring events. Serving as the “heart” of campus activities, programs, and events, the Campus Center is open Monday through Friday as well as on weekends from 7:00 am to midnight. Please see the section titled, “*The Athletics Area of the Campus Center*” for non-athletics information on usage of the gym.

The Campus Center is the location of many Student Affairs’ support services. Those offices identified under Student Affairs aid and enhance students’ individual growth in their educational experience serving them in a safe and inclusive environment. Public Safety is responsible for opening and closing the Campus Center. Smoking is not permitted in the building. Food and beverages are prohibited in the gymnasium.

The facilities are available for rental through the Events Office. Please contact University Events at 267-341-3509 for availability.

Campus Ministry

Campus Ministry offers services that raise students’ awareness of God’s presence, especially through the living spirit of God’s Son, Jesus Christ. Eucharistic celebrations, prayer services, scripture sharing,

retreats, social justice activities, personal counseling, and the Sacrament of Reconciliation are offered to enrich everyone on campus. Mass is celebrated on the Philadelphia Campus in the Chapel, located in the Campus Center at 1:00 pm every Tuesday, Wednesday, and Thursday. Mass in the Chapel at the Newtown campus is celebrated periodically. Special occasion liturgies marking traditions of the University and the Church are celebrated at other sites within the University.

Students interested in helping with various ministry activities should contact the Director of Campus Ministry. The Campus Ministry office is located on the second floor of the Campus Center, Northeast Campus.

Career Development Center

The Career Development Center includes Experiential Learning/Internships and Career Services.

Our unique educational method integrates classroom study in conjunction with real-world learning opportunities that allow students to gain experience in their field of study before graduation in an internship. The philosophy of the Career Development Center is to provide students the tools and knowledge that will encourage growth in the area of professional development. As a result, students utilizing this resource will achieve a higher understanding of their personal career path and their professional personality. Our goal is to not only support their short-term needs of locating an internship opportunity, but also to prepare the student for their future as a young professional, through Career Services. Students are able to attend a workshop series that includes resume building, cover letter writing, interview etiquette and building a long-term career plan.

To obtain more information or to schedule an appointment, call the Director of Career Development at 267-341-3201. The Career Development Center is located on the second floor of the Campus Center, Northeast Campus; hours are Monday-Friday, 8:00 am to 4:00 pm.

Center for Academic Enhancement (CAE)

The Center for Academic Enhancement, staffed by professional and peer tutors, is committed to providing support for both day and evening students and is located on the second floor of the Library. In accordance with its mission, the CAE is dedicated to meeting the learning needs of students at all levels of achievement. Tutoring services are provided in the areas of Anatomy, Biology, Chemistry, English (Writing/Reading), ESL, Foreign Languages, Mathematics, Nursing, Philosophy, Physics, Psychology, Statistics, and Study Skills. In addition, online tutoring is available for Writing and Nursing.

Technology training, workshops, and other programs designed to be of academic relevance are offered to the University community throughout the year. The CAE also offers test preparation services for students, such as the Pre-service Academic Performance Assessment (PAPA) and Praxis. In addition, test accommodation is offered to professors who may require students to take a test outside of class. The Center has fully networked computers with access to online resources for tutorial purposes.

Computer Labs/Intranet

All registered students receive a Holy Family email account and a network login account, as well as Internet access from computers in the student labs, residence halls, and the Library. Students are required to abide by the Electronic Communications User Policies in Section 2.8 of Policy Manual Volume II, Campus Community Policies. A link to the policies is located on the Consumer Information

web page: <https://www.holyfamily.edu/about-holy-family-u/general-info/consumer-info/electronic-communications-acceptable-use-policy>

Counseling Services

Confidential and free counseling services are offered through the Counseling Center by licensed professional counselors. Services are both free and confidential and are designed to assist students in achieving a personally and an academically rewarding experience through supporting students' mental health and emotional needs at Holy Family University.

Counseling Services include individual, couples, and small group counseling, relaxation training and stress management, alcohol and other drug assessments, crisis intervention, support groups, educational programs on a variety of mental health and wellness issues, and referrals to local treatment providers and support services. Off-campus referrals may be recommended as adjunctive treatment or if a student needs a higher level of care than can be provided through on-campus services. All information shared with the Counseling Center Staff is confidential. No information will be released without the student's consent, unless the student poses an immediate threat to themselves or others.

The Counseling Center is located on the second floor of the Campus Center on the Northeast Campus, and can be reached by calling 267-341-3232. Students are encouraged to make an appointment with the Counseling Center online at www.holyfamily.edu/counseling. The Counseling Center is open Monday through Friday on the Philadelphia Campus and by appointment at the Newtown site. Students may make appointments by contacting the Counseling Center via email at counselingcenter@holyfamily.edu. All information shared with the Counseling Center staff is completely confidential with no out-of-pocket expense. The Counseling Center is available to respond to after-hours mental health crisis or emergencies as appropriate and may be reached through Public Safety at 267-341-3333.

If you are on campus and experience a mental health emergency (danger to yourself/suicidal thoughts/danger to others), please follow the Emergency Medical and Mental Health procedure by contacting Holy Family University Public Safety at 267-341-3333. If you are off campus and experience a mental health emergency, please call 911 or go to your nearest emergency room or crisis response center.

Students may also visit www.holyfamily.edu/counseling for more information and links to useful sites.

Dean of Students

The Office of the Dean of Students strives to help students in their journey to reaching their full potential inside and outside the classroom. We support students through holistic wellness services and opportunities, promote accountability and responsibility in the Office for Student Conduct, and assure equitability and accessibility throughout campus and in the classroom. The Office facilitates the Campus Assessment, Response, and Evaluation (CARE) Team which receives reports of concerning or threatening student behavior that have the potential to lead to targeted violence. The Dean of Students provides support to faculty and staff within each college as they work with their students on college-specific issues.

disAbility Services for Students

The Office of disAbility Services at Holy Family University provides housing, dietary and/or academic accommodations to otherwise qualified individuals with documented disabilities under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. If you have questions regarding disability services, contact the office by calling 267-341-3231 or by emailing disabilityservices@holyfamily.edu. Students with disabilities (physical, learning, psychological, AD/HD, etc.) who intend to seek accommodations should contact this office for assistance.

Documentation

Documentation is a recent comprehensive evaluation by a qualified professional that clearly states your disability and describes the functional limitations of your disability. It includes comprehensive educational, developmental and medical history relevant to the disability for which you are seeking accommodations, and the tests and assessments that were used to determine and diagnose your disability. Documentation will include specific recommendations by the professional certifying your disability for the types of academic adjustments and accommodations you might need in a college environment. It explains why certain accommodations would be helpful for you with your specific disability. For learning disabilities and ADD/ADHD, documentation should include a comprehensive psycho-educational evaluation. The qualified professional who evaluates your disability signs the report on official letterhead.

PLEASE NOTE: An IEP is not sufficient documentation for most disabilities.

Documentation certifying a disability should be comprehensive and do the following:

1. Clearly state the diagnosed disability or disabilities.
2. Describe the functional limitations resulting from the disability or disabilities.
3. Be current (i.e., within the last five years for learning disabilities, six months for psychiatric disabilities, three years for other disabilities). Please note: This does not apply to physical and/or sensory disabilities that are of a permanent or unchanging nature.
4. Include comprehensive educational, developmental, and medical history relevant to the disability(ies) for which you are seeking accommodations and/or academic adjustments.
5. Include evaluation dates, a listing of all the tests that were administered (this does not apply to physical/sensory disabilities of a permanent or unchanging nature), and relevant test or subtest results and scores that indicate the presence of a disability.
6. Describe the specific accommodations/academic adjustments being requested and why these are needed given the particular disability.
7. Be typed or printed on official letterhead, signed, and dated by the professional who is qualified to make the diagnosis and certify the presence of the disability.

Student requests for accommodations are reviewed on a case-by-case basis. When any of the above information is missing from submitted documentation, the Office of disAbility Services may request this information be submitted before completing its review of a request for accommodations. The professional certifying a student's disability is welcome to contact the Office of disAbility Services with general questions about what should be included.

Application Review for disAbility Services and Accommodations

The Office of disAbility Services will review your documentation and identify reasonable accommodations that Holy Family University can provide to you. Plans will be emailed directly to the student and it is their responsibility to forward the letter to their instructor or to those who will be responsible for fulfillment of the accommodations. If an instructor changes or if an additional faculty member will be responsible for the fulfillment of your accommodation, it will be up to you to forward the

current semester email to them. Accommodations plans do not state your disability. We encourage you to maintain regular contact with your professors to discuss your accommodations as needed. The Office of disAbility Services can also help if there is a question or concern about your accommodations that needs to be resolved.

Currently enrolled students on file with the Office of disAbility Services must request accommodations each academic year; accommodations are not automatically transferred to the following academic year without a new letter from the Office of disAbility Services. Students who plan to request new accommodations or anticipate registering for a field placement, practicum, internship, student teaching, or clinical nursing experience should contact the Office of disAbility Services immediately to discuss potential changes in accommodation needs.

PLEASE NOTE: Approval for accommodations and any changes to existing accommodations can only be authorized through the Office of disAbility Services. Students may not receive accommodations within the classroom, dining services, in residence halls, or at University-supported placement/training sites without first contacting the Office of disAbility Services by emailing disAbilityservices@holyfamily.edu or calling 267-341-3231.

Emergency/Fire Drill

When the fire alarm is sounded, students and instructors shall leave the building by the closest exit, walking in an orderly fashion. Before leaving, the instructor shall see that all students are out of the room. Also, the door is to be closed.

Both instructor and students are expected to make themselves familiar with the various exits from each room in which they have classes. Persons needing physical assistance will receive it from Public Safety personnel or Emergency First Responders.

All residents of University housing must evacuate their building when a fire alarm sounds. Failure to evacuate when a fire alarm is sounding, causing false alarms when no fire is present, interfering with the proper functioning of the fire alarm system and tampering with or removing fire extinguishers are serious offenses. Because such violations can be life-threatening, individuals involved will be held accountable and will be subject to University judicial processes, including possible suspension or expulsion, a significant fine assessment, and/or arrest. When responsible parties cannot be determined, residents of the residence area in which the malicious alarm or tampering took place will be subject to a collective fine of \$300. Students found responsible for misusing, tampering with or covering smoke detectors will be assessed a fine and the cost of repair in addition to being subject to a judicial sanction.

Emergency Notification

Incidents reported to the Public Safety Department, on and off campus, are available in the Public Safety Office to review. In the event that a situation arises, either on or off campus, and in the judgment of the Director of Public Safety constitutes a serious or continuing threat, a campus-wide timely warning will be issued. Holy Family's Public Safety Director will immediately investigate the report of the incident, craft an emergency alert and distribute this notification through the campus community without delay.

The warning will be issued through the "Tiger Alert" system as well as the college email system to students, faculty, and staff. Timely warnings will be issued for the following crimes if the crimes are

reported to Campus Security Authorities (CSA) or the Philadelphia Police Department and if they are considered by the university to represent a serious or continuing threat to students and employees and occur in certain geographic locations as defined by the Clery Act:

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses-Forcible
- Sex Offenses-Non Forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Institutions must also separately report arrests and institutional disciplinary referrals for:

- Illegal Weapons Possession
- Drug Law Violations
- Liquor Law Violations

Additionally, institutions must separately report if any of the main Clery crimes or theft, simple assault, intimidation, and destruction, damage, or vandalism of property was a hate crime. Crimes must be reported by their category of bias or biases.

Emergency Notifications are required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. An immediate threat as used here encompasses an imminent or impending threat such as an approaching fire, as well as a fire currently raging in a campus building. Some examples when an Emergency Notification may be issued include:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching serious weather
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil Unrest
- Explosion

“Tiger Alert” will be used only for timely warnings and emergency notifications. The system will not be used to distribute advertising or any other unsolicited content. Subscribers will pay no fees for the service other than the regular fees associated with text-messaging services. To register, visit www.holyfamily.edu/security-safety.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Public Safety may also post a notice on the campus-wide electronic bulletin boards and the homepage of the Holy Family University website, providing the university community with more immediate notification. The Alert also provides safety tips, suggestions on how to handle situations, and action steps to take.

Health Services

Registered health care professionals are available to students during the academic year, Monday through Friday and by appointment only. Students can schedule an appointment to see the healthcare personnel for common medical conditions, minor injuries, tuberculosis testing, and physicals. Students with chronic conditions or more complex problems will be referred to the appropriate health care provider for care. Health Services is located in the Stevenson Lane Residence Hall on the Ground Floor of the Northeast Campus. Appointments are required.

Medical Emergencies

Students who experience a medical emergency and are on campus should call Security at 267-341-3333 or call 911. Students who are off campus should call 911.

Health Regulations

All full time undergraduate, residential, and international students are required to submit a completed Health Packet to Health Services. The Health Packet and the requirements can be found on the Health Services web page. Non-compliance will result in a medical hold for admission into the residence halls and the ability to schedule routine appointments at Holy Family University Health Services.

PA Law #955 requires students living in university housing to receive the meningitis vaccine or to sign a waiver of refusal. Students who fail to complete this form and are not immunized against meningitis will not be allowed to move into housing until this form is completed or the student submits proof of immunization to meningitis. The meningitis response form is included in the Health Packet, and can be found on the Health Services web page.

Students who fail to submit the required health forms can only receive emergency care in Health Services, and will not be scheduled for routine appointments until the required forms are received.

Graduate and part time students who select to schedule non-emergency appointments in Health Services are required to provide a completed Health History Packet, Physical, and Immunization records at their first visit.

Health Care visits to Health Services are strictly confidential. No information will be released without the student's written consent.

Health Insurance

Students are responsible for providing their own health insurance, whether by parent/guardian's health coverage or their own election into a plan.

Students living in University housing are required to have health insurance. The University does not provide health care coverage for students and is not responsible for students' medical bills.

Students are encouraged to carry their health insurance card or a photocopy of their card. Students who are covered by HMOs should contact their insurance carriers for acceptable providers in the Philadelphia area.

Medical Excuses

Health Services does not routinely provide medical excuses for students who miss class due to illness or injury. Students are responsible for promptly notifying professors about absences, preferably prior

to the class time rather than after class. Students should follow the directions regarding absences from class provided by faculty on the course syllabus.

Identification Card

Students are issued an official student identification card during their first semester attending Holy Family University. ID cards are necessary for the use of the library and sports facilities and must be available for presentation while the student is on campus. University ID cards can be obtained from Room 105 in the ETC building or the Library, or the Newtown Lobby. There is no charge for the initial card; however, the cost for replacing a lost/damaged ID card is \$10.00, payable to the Business Office, HFH Room 202, prior to the time of photographing. Failure to produce an ID card when asked by a University official will result in disciplinary action. Students should not lend out University ID cards under any circumstance.

Inclement Weather

School closing code numbers are:

Philadelphia Campus	Newtown
Day classes - 124	Day classes - 784
Evening classes - 2124	Evening classes - 2784

Information on school closings is posted on the Holy Family University website and broadcasted on radio station KYW 1060 AM or KYW's website. Students are able to register for a text-alert through www.holyfamily.edu/security/emergencytext.shtml.

Individual Emergency Notification

The Office of the Dean of Students is responsible for contacting students in the event of an emergency. A person requesting notification to a student in the case of any emergency should contact the Dean of Students directly. If for some reason this office cannot be reached, contact University Public Safety at 267-341-3333. The University does not allow for the interruption of a class or interception of a student without contacting the Dean of Students or Public Safety. Should an emergency occur after University business hours or while a student is attending an evening class, contact the University Public Safety at 267-341-3333 for instruction and assistance. In case of an emergency, anyone needing to reach a Newtown faculty member or evening student after 4:30 pm should call security at 215-435-9531. The Newtown receptionist desk closes at 4:30 pm Monday through Thursday, and at 4:00pm on Friday.

Library

Holy Family University's main library is located at the Philadelphia campus across from the Education and Technology Center; the Newtown site houses a branch library, the Learning Resource Center (LRC). Both are full-service libraries offering professional librarian assistance, books, audiovisual materials, computers, wireless Internet access, research databases, newspapers and journals, curriculum materials and other resources. Networked printers with copying and scanning capabilities are available at both locations.

Every student is encouraged to seek information and support from the professional librarians and support staff. The library web page provides access to the library catalog and research databases, 24/7

live chat research help, research guides (LibGuides), and the Library/LRC hours and policies. Research databases contain articles and citations from newspapers, magazines, and scholarly journals. Many articles are available in full text, and all databases and e resources are accessible off campus.

All students must present their current University ID to borrow materials. The Holy Family student ID also allows borrowing and computer privileges at seven other SEPCHE member institution libraries: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy University, Immaculata University, Neumann University, and Rosemont College. In addition, with the University ID and a letter of introduction from Holy Family Library, students may borrow materials from dozens of other college libraries in the Philadelphia area within the Tri-State College Library Cooperative (TCLC) network.

Library Policies and Information

Books circulate for three weeks; DVDs circulate for one week; new release/popular DVDs circulate for three days. Renewals may be processed through the user account in the library catalog. Fines may be assessed for overdue or lost items.

Holds may be placed on items through the library catalog (use the “Place Hold” button) or by contacting the library. Patrons will be notified when the item is available, and it will be held for one week at the circulation desk in either location.

Lost or damaged library materials should be reported to the Access Services Coordinator. Charges may be incurred which could include replacement plus a \$10 processing fee. Diplomas and academic transcripts will not be issued until all borrowed materials are returned, and all fines and charges are paid.

Instructors often place books and other materials on reserve for their courses. Reserve items are kept at the Circulation Desk. With a few exceptions, most reserve items must remain in the library while in use.

Items such as books and journal articles not held by Holy Family can usually be obtained from another library. Submit requests through the online form (Interlibrary Loan form”) on the library website. Journal articles will be delivered electronically to the patron’s Holy Family email account; books and AV materials can be picked up from either campus. There is no charge for this service. Additionally, items from the Philadelphia campus library can be sent to Newtown and vice versa, and requests for these items should also be submitted through the online form.

Regular library hours are listed below. Please check the website often as break and special/end of semester hours will be posted there. The Philadelphia campus library hours for the fall and spring semesters are:

Monday through Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 4:00 pm
Saturday	9:00 am – 4:00 pm
Sunday	1:00 pm – 8:00 pm

The Newtown Learning Resource Center (LRC) hours for the fall and spring semesters are:

Monday through Thursday	11:00 am – 8:00 pm
Friday, Saturday and Sunday	Closed

Lost and Found

Found property is expected to be taken to the Public Safety Office immediately. The Public Safety Office is found on the first floor of the Campus Center on the Philadelphia Main Campus, and is located in the first-floor lobby area of the Newtown Campus. Students found with property not belonging to them will be subject to disciplinary action.

Medical Emergencies

Philadelphia Procedure

- When a medical emergency occurs on campus, notify Public Safety. Public Safety is available through the University Command Center at 267-341-3333 or the call boxes located in the parking lots.
- If you perceive the emergency to be life-threatening, obtain an outside line and dial 911, giving complete details of the problem, including exact location. Notify Public Safety immediately.
- Public Safety will notify the Dean of Students or the Associate Vice President for Student Life who will notify the President's office.
- Public Safety will assess the situation and will call the emergency medical personnel, if needed. A Public Safety officer will meet the incoming squad and escort them to the location of the patient.
- Transportation to a treatment facility will be arranged, and, when possible, someone will accompany the individual.
- The Division of Student Affairs or its designee will notify the student's family of the incident and action taken and direct them to the appropriate facility.
- If an emergency occurs in the evening or on the weekend, Public Safety is notified by calling 267-341-3333, or 911 may be called directly.
- An incident report must be filed with the Dean of Students or the Associate Vice President for Student Life.

Newtown Procedure

- Notify the Public Safety Office at 267-341-4011.
- The Public Safety Office will review the situation and call emergency (911) if necessary.
- The Public Safety Office or a Newtown staff person meets the emergency personnel and escorts them to the location of the patient.
- If emergency medical personnel are not necessary, transportation to a treatment facility is arranged and, when possible, someone will accompany the individual.
- The Public Safety Office notifies the student's family of the incident and the action taken and directs them to the appropriate facility.
- The Public Safety Office completes an incident report and forwards a copy to the Director of Public Safety.

Office of Student Success

Office of Student Success is designed to be a space for students to find comfort, locate support resources, address any challenges they experience, and receive helpful coaching through their college experience. The Office offers individual student success appointments. Students access our Services for coaching in the following areas: time management, assignment tracking, motivation, focus, procrastination, communication assistance, resource referrals, understanding course/assignment

directions, and if they just aren't sure where to go or what to do. Student Success Counselors can be contacted at studentsuccess@holyfamily.edu.

Parking

Parking and operating a motor vehicle on the Holy Family University Campus is a privilege.

All vehicles must be registered with the Department of Public Safety, and parking permits must be visible at all times while on campus. Vehicle registrants and operators must comply with all policies regarding registration, parking, and operation of vehicles as outlined in this Student Handbook and other media on campus. There is no registration fee; however, you must provide your license plate number, make, model, color, year of vehicle along with a current phone number and email address when registering the vehicle. The university prides itself on its ability to maintain an amicable working relationship with its neighbors. Therefore, students are expected to observe the following regulations established by the Department of Public Safety.

Parking is available for commuter students in the Campus Center parking lot. Residents of the Garden Residence and Stevenson Lane Residence must park in the appropriate parking lots for their individual buildings.

It is the responsibility of all University members to park in lined spaces in the appropriate lots. Vehicles found in violation of these policies may be ticketed, booted, or towed. Vehicle registrants are responsible for all fines and fees associated with policy enforcement. The University assumes no responsibility for property loss, damages or personal injury. Unpaid parking tickets will be placed on the students' account.

Safety and Security

In accordance with both federal and Pennsylvania legislation, Holy Family University's Clery Compliance Coordinator and Director of Public Safety prepare the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on the website at www.holyfamily.edu/security-safety, or may be obtained from the Public Safety Office. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, and the entire division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply appropriately with the Clery Act.

Holy Family also offers 24-hour security coverage through the Department of Public Safety. Public Safety personnel may be reached through use of the emergency telephones located in each academic building or in the parking lots, or by calling 267-341-3333.

Sales and Solicitation

Solicitation is not permitted on University property. All fund-raising events that take place must receive approval from the Vice President for Student Affairs or their designee.

Student Printing

All currently-enrolled students receive a printing quota of 400 sheets per year. This quota may be used for standard, 8.5" x 11", black-and-white prints only, and covers printing from any shared printer on all campuses. Printer quotas are reset to 400 sheets on July 1 of each year. At the end of the quota period, any remaining sheets available are not carried over to the next semester. Upon complete withdrawal from courses, graduation, or re-admission after a break in enrollment, students' quota will be deleted regardless of the remaining balance. Students may obtain additional sheets beyond the quota limit by adding flex dollars to their Tiger Tag Account online, or by visiting the Business Office. The print quota has no cash value; there are no refunds or transfers to other students for unused quotas.

Theft

The University is not responsible for lost, stolen, or damaged items. It is advisable for a resident to protect their belongings with insurance through a family homeowner's policy or renter's insurance. If a theft or suspicion of theft should occur, it is important to report it immediately to the Department of Public Safety and/or the Dean of Students. Reporting the loss to Public Safety is necessary if the resident will be making a claim for the article with an insurance company. If an item is stolen and is later recovered, Public Safety should be notified of its recovery.

Unauthorized Recording Equipment

It is an infringement upon the privacy of others to use hidden/unauthorized surveillance equipment (i.e., cameras, video cameras, web cams, tape recorders, or other similar recording/monitoring devices). Their use is strictly prohibited on University property.

Student Engagement, Registered Student Organizations (RSOs) and Honor Societies

Student Engagement Office

The Student Engagement Office (SEO) aims to create an engaging, transformative campus experience through holistic student leadership opportunities and diverse program offerings. Our staff and students provide avenues for students to learn, lead, and grow within an environment where we all can feel appreciated and connected to the campus community.

College is a participatory experience. While Holy Family University is definitely a place to acquire the education and qualifications that will enhance life, we offer all sorts of activities that will contribute to your skill sets. Take advantage of the wide variety of Registered Student Organizations you'll find, where you will share enthusiasms and make friends.

Any person involved in a RSO, Club Sport, Honor Society, or other SEO-sponsored organization, is required to adhere to all information outlined in the ***SEO Policies and Procedure Manual***. All RSOs, Club Sports, and Honor Societies must comply with all local, state, and federal laws, University policies, and guidelines established by the Student Engagement Office. Any person serving in an Advisor role to a RSO is required to adhere to all information outlined in the Advisor Manual. Refer to <https://www.holyfamily.edu/current-students/student-life/student-engagement/forms-and-policies> for the most up-to-date policy and procedural information.

Student Participation and Organizational Leadership

While participation in a student organization plays an important role in a member's personal development, it should always be remembered that the focus of each student should be on intellectual achievement, the development of understanding, and the ability to use one's mind positively and creatively.

To highlight the importance of such goal, the following policies have been formed:

- All participating students must be in good academic standing with the University. Periodic grade checks will be completed by SEO professional staff.
- All students must remain in good standing with the University and adhere to the Code of Conduct. Any disciplinary action will result in ineligibility for participation in an organization. A student serving as a RSO officer will be removed from their position. The option to remain a general RSO member will stand with the advisor and the remaining RSO leadership.
- Members of RSOs must be currently enrolled as students at Holy Family University. Only currently enrolled students shall be eligible to serve as officers within a RSO.
- Presidents of all Registered Student Organizations must have and maintain a minimum 2.0 cumulative GPA and may not be on academic or conduct probation at the time of election or during the term of office. If the student fails to meet any of the above requirements, they must resign and will not be eligible to hold an office in that organization for a minimum of two semesters following the date the student is back in good standing. Individual organizations may set higher academic requirements for membership.
- One student cannot hold the presidency of both the Student Government Association (SGA) and the Campus Activities Board (CAB) simultaneously.

Organizational Review

All RSOs and Club Sports are subject to annual organizational review processes to assure operations are in line with University policy and procedures. The President (or most senior level officer) and Advisor of the RSO or Club Sport will receive notification from the Office of the Dean of Students and/or the Student Engagement Office should an organization be under review. Organizational review details, timelines, and resolution will be provided via email throughout the process.

Registered Student Organizations (RSOs)

Holy Family University supports the formation of student organizations whose objective is to provide students with the opportunity to develop their talents and pursue their interests. Students must seek formal recognition for founding and maintaining Registered Student Organizations (RSOs).

Purpose: All Registered Student Organizations must present a clearly defined mission consistent with the Mission of Holy Family University.

Constitution: A constitution must have approval of the Student Engagement Office and the Student Government Association (SGA) Executive Board and members.

Roster: Each group must submit a list of members and officers for the current year.

Advisor: Each group must have an active faculty/staff member as the advisor.

Finances: Each group must accept financial responsibility for themselves and maintain appropriate and accurate financial records of RSO expenses. This can be supported by The Student Engagement Office.

Rules and Regulations: All groups must adhere to all Student Engagement processes and University policies/regulations as they relate to campus activities.

For a full list of current co-curricular and extracurricular opportunities, including Registered Student Organizations and Club Sports, visit www.holyfamily.edu/current-students/student-life/student-engagement.

Honor Societies

While you're at Holy Family University, you may consider joining an Honor Society. These organizations allow students to socialize with others who share interests and achievements. Each society will have its own criteria for membership, but as a rule, superior grade point averages are required. In some cases, participation can lead to additional titles of recognition, such as magna cum laude, when you graduate.

Club Sports

We are driven to provide students with the opportunity to participate in competitive, organized collegiate club athletic leagues, and to continually enhance this experience for all participants. Club Sports provide an opportunity for students to engage in a team environment and build lasting relationships.

All Club Sport Members are required to complete the outlined health and safety clearance guidelines as established by Health Services for eligible participation.

Traditional University Events

Orientation (Summer and Spring)

A transition program for incoming first-year and transfer students to gain institutional knowledge and access campus resources to benefit their success at the University.

Welcome Tigers (August/September)

An Orientation extension program, which provides an opportunity for students to learn more about campus engagement opportunities, meet Registered Student Organizations (RSOs), and develop a sense of belonging at the University. The Welcome Tigers Program begins the first week of Fall semester classes and offers programs for multiple weeks at the beginning of the Fall semester.

Constitution Day (September)

An annual celebration held on all campuses to provide educational programming on the history of the American Constitution and to develop habits of civic engagement.

Opening Mass (September)

A faith-based opportunity for the University community to engage in a Catholic mass service. Student Government Association officials are sworn into office and given a blessing for the year's work ahead of them.

Homecoming (September/October)

An event, which provides students and guests an opportunity to experience campus life with alumni.

Christmas Rose (December)

An annual celebration of Christmas is held at the close of the fall semester. This event is sponsored by the Student Government. All faculty, staff, and students are invited guests. The program begins with a celebration of the Eucharistic Liturgy, followed by a buffet dinner, and student-run variety show.

Great Day to be a Tiger Charter Celebration (February)

February 11th marks the day on which Holy Family was chartered by the Commonwealth of Pennsylvania. It is celebrated with a Mass of Thanksgiving and a "birthday" party.

Tiger-Paw-Looza (April)

The University's annual end-of-year outdoor fair with a barbecue and games sponsored by the Student Engagement Office and the Student Government Association.

Breakfast of Champions (Fall and Spring Finals Week)

A tradition held at the beginning of each semester's finals week to provide students with an opportunity to decompress from finals by enjoying late night breakfast foods.

Policies and Procedures

Academic Honesty Policy

Holy Family University, true to its motto (Teneor Votis: I am bound by my responsibilities), educates all persons 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.

Hence, 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 cannot be tolerated at Holy Family University and will result in sanctions, including possible dismissal from the University. Violations include, but are not limited to, copying tests, laboratory reports, purchasing work to present as one's own, obtaining tests or test questions illegally, either verbally or otherwise, using notes during testing, and/or collaborating with another to obtain test information.

Plagiarism is another form of cheating. This is defined as using the ideas or words of another in a written or oral assignment or projects 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.

The University ascribes to a policy of progressive disciplinary action in dealing with proven incidents of academic dishonesty. In accord with this policy, sanctions may range from failure of a given course assignment (first incident) or failure of the course and ineligibility for all honors recognition (second incident) to dismissal from the University (third incident). The level of sanction imposed may be modified at the discretion of the academic administration in accord with circumstances prevailing in a given incident. Students will be notified in writing by the School Dean in which dishonesty has been alleged and will have an opportunity to respond to this notification prior to the imposition of any sanction. All disciplinary action related to charges of academic dishonesty may be appealed to a board composed of University administrators, faculty, and students.

Advertising and Posting Policy

The purpose of this policy to help inform the community about upcoming opportunities, events, and initiatives for engagement and education.

Review & Approval Process

All Registered Student Organizations, all student-initiated events, including academic course projects, the Student Engagement Office, and the Office of Residence Life are required to have proposed postings and flyers approved through the Student Engagement Office located on the second floor of the Campus Center. All other University administrative offices and units and all faculty and staff are required to have proposed postings and flyers approved through Marketing & Communications located on the second floor of Holy Family Hall. All postings and communications from University Athletics will be approved by the Sports Information Director located on the ground floor of the Campus Center.

All questions and electronic communication can be directed to the approving offices, as follows:

- Student Engagement, seo@holyfamily.edu
- Marketing & Communications, jsoda@holyfamily.edu
- University Athletics, gpellegrino@holyfamily.edu

Any off-campus poster/flyer/advertisement, regardless of the initiating organization or administrative unit, must be designed and approved through Marketing & Communications to assure proper branding guidelines. Should you require development of poster/flyer/advertisement, the Publications/Graphics Quote Request Form must be completed and requires six (6) weeks for development. Information can be found at <https://www.holyfamily.edu/quote-request-form>.

Advertising Policy – Student Engagement

Steps to Gain Approval for Your Advertisement

- All advertisements must be emailed to Student Engagement at least four weeks in advance of the event.
- Student-initiated advertisements may not be sent to duplicating by the requestor. Student Engagement will circulate to Duplicating on the requestor's behalf. If you need physical flyers printed, please detail the following information in the initial email: file attachment, date and time needed, number of copies, sides printed (1 sided or 2 sided), black and white or color printing, whether stapling is required, and any additional information pertinent to your request (i.e. where you plan to hang physical advertisements to support number of flyers requested). These requirements are outlined by the Duplicating Office at <https://www.holyfamily.edu/about-holy-family-u/our-campuses-in-philadelphia/printing-and-duplicating>.
- All posters must be a minimum of 8.5 x 11 inches and be of thick stock paper (not copy paper).
- Once flyers are printed, Student Engagement will place an approval stamp on each flyer. Physical flyers are not permitted to be hung or distributed on campus without the signature approval stamp.
- All stamped flyers will be available for pick up in the "approved flyer" bin in the Registered Student Organization (RSO) office located on the second floor of the Campus Center. The Student Engagement Office will notify the requester once the flyers are ready for pick up.

Posting Regulations

After you have received formal advertising approval, the following posting rules and regulations apply:

- Advertisements should be distributed to the community at least three weeks prior to your event and must be removed within 48 hours of the event completion date.
- To advertise in the Library, please give your flyer to the circulation desk. It will post the flyer on your behalf.
- To advertise in the Residence Halls, please gain permission from the Office of Residence Life. In order to adequately advertise in the Residence Halls, 14 flyers are recommended. For student-

initiated advertisements, Student Engagement will facilitate gaining Residence Life permission on the requestor's behalf.

- Authorized postings must include the date of the event, unless not applicable.
- Authorized postings hung on University walls require the use of appropriate painter's tape. Approved posting tape is available for pick up in the Student Engagement Office and Marketing & Communications Office.
- Advertisements may not be posted in Marian Hall or on any doors, windows, bathrooms, or elevators.
- Any posting found to be hung inappropriately, without the use of the proper tape, in a non-approved location or on a non-approved surface, may be removed by a University administrator without prior notice.
- If you would like your advertisement placed on TV monitors for display, registration must be submitted at least two weeks prior to the time they would like to start advertising. Please use this form to request campus TV slide updates from the Marketing & Communications Department: www.holyfamily.edu/slide-request-form. Slides are updated every Monday. If you'd prefer to design the slide yourself, the dimensions are 1024x768 pixels (300 DPI) and must be supplied in its original format. Marketing & Communications retains the right to alter and post slides in accordance with department policy.

If you want to be featured in the Student Engagement Office's weekly newsletter, the Tues News, or have pictures of your event you would like posted, please email the Student Engagement Office at SEO@holyfamily.edu by Friday each week. Please send original pictures as a separate file with an accompanying text. Whole flyers cannot be posted.

Failure to follow the aforementioned posting and advertising policies may result in reduced or restricted advertising privileges for you, your organization, or your office.

Alcohol and Other Drugs Policy

This policy expresses Holy Family University's educational concern for our students to achieve the greatest level of personal and academic success by creating an environment for growth by and among its community and its commitment to the physical and emotional health and well-being of all those who work, study, or congregate at the University. It applies to all members of the University including students, faculty and staff, alumni, friends and guests on the University campus. The University reserves the right to take disciplinary action against any member of the University community for off-campus behavior that violates this policy.

The possession, use, distribution, or sale of narcotics or drugs other than those medically prescribed, and stored in the original container, by students, faculty, staff, or visitors on university grounds or while on University business is prohibited. Off-campus possession, use, distribution, or sale of narcotics or drugs by students, faculty or staff is inconsistent with the university's policies and goals, and is therefore prohibited. Any and all types of drug paraphernalia, including, but not limited to, bong, pipes, and any items modified or adapted so they can be used to consume drugs, are not permitted on university property.

Students are expected to immediately report conduct or activity which poses a danger to the community or its members. This is most important in medical emergencies due to drug or alcohol use. Students should not hesitate to seek help because of fear of disciplinary action. An individual person who actively seeks help for an intoxicated or under the influence will not, in most circumstances, be charged under the University Judicial Process for seeking help, as determined within the discretion of the University.

If applicable, an investigation into the event may be deemed necessary. While Holy Family reserves the right to follow its own judicial process, Holy Family University works in collaboration with the Philadelphia Police Department when any federal, state, or local laws are violated.

Alcohol Policy

The University prohibits students to consume or possess alcohol under any circumstances. The possession, use, distribution of alcohol, or possession of paraphernalia by members of the University community may result in disciplinary action. Intoxication, disorderliness, or offensive behavior that may be related to alcohol will also result in disciplinary action. The policy also extends to University-related events conducted off campus. The University, under strict approval of the President, may conduct specialized events where alcohol is served; these events must be properly registered and steps must be taken to prevent under-age consumption.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place is illegal. It is also a violation of the Holy Family University policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval.

Members of the University community are expected to be aware of and obey state and municipal laws or ordinances regulating the use, possession or sale of alcoholic beverages and federal and state laws regarding controlled substances. Those who are cited for violations of laws or ordinances by state, federal, or municipal authorities may also face University disciplinary proceedings and may be required to pursue counseling, an educational program, or treatment. Resident students should reference the Residence Life Policies outlined in this Student Handbook for specific information regarding expectations of resident students with regard to the alcohol policy.

Examples of alcohol violations include, but are not limited to:

- Possession and/or consumption of alcohol;
- Knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
- Use of alcohol resulting in involuntary, erratic and/or abusive behavior;
- Possession of a keg, beer ball or other common source alcohol containers;
- Involvement in the high-risk use of alcohol;
- Persons observed in a residence on campus or off-campus when an open container of alcohol is present; and
- Open container of alcohol in a public area.

Other Drugs Policy

The use, possession, or distribution of illegal narcotics or other controlled substances except as expressly permitted by federal, state and/or local law is prohibited. The misuse of prescription drugs is also prohibited. Drug paraphernalia such as bongs, hookahs, roach clips, pipes, and other drug paraphernalia, which may indicate illegal drug use, are prohibited on campus and possession may result in disciplinary action. Students present in an incident involving drugs who have taken no action to remove themselves from, seek help for, or prevent the behavior could be subject to the same repercussions as those actively involved.

Examples of drug violations include, but are not limited to:

- Illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;

- Illegal or improper use of solvents, aerosols, or propellants; and
- Administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

State Law of Pennsylvania on Alcoholic Beverages

In addition to violations of University policies, there are state and local laws including, but not limited to, Title 18 (Pennsylvania Crimes Code) and Title 75 (the Pennsylvania Vehicle Code) that impose significant criminal penalties if violated:

Title 18: Note, in particular, Sections 5505 (Public Drunkenness); 6307 (Misrepresentation of Age to Purchase Liquor or Malt Policies, Regulations, Statements and Guidelines Brewed Beverages (Beer)); 6308 (Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverage by a Minor); 6310.1 (Selling or Furnishing Liquor or Malt or Brewed Beverages to Minors); 6310.7 (Selling or Furnishing Non-Alcoholic Beverages to Persons Under 21); 6310.2 (Manufacture or Sale of False Identification Card); 6310.3 (Carrying a False ID); and, 3809 (Restriction on Alcoholic Beverages (Open Container)). Title 75: Note, in particular, Sections 3718 (Minor Prohibited from Operating with Any Alcohol in System); 3802 (Driving Under the Influence of Alcohol or Controlled Substance); 3802(a) (General Impairment); 3802(b) (High Rate of Alcohol); 3802(c) (Highest Rate of Alcohol); 3802(d) (Controlled Substances); 3802 (e) (Minors); 3802(f) (Commercial or School Vehicles); 3735 (Homicide by Vehicle While Driving under the Influence); and, 3735.1 (Aggravated Assault by Vehicle while Driving under the Influence).

It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport an alcohol or malt or brewed beverage within the commonwealth. The penalty for the second or third violations is a fine no greater than \$500.00. It is unlawful to misrepresent your age, or transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. The penalty for the second or third violations is a fine no greater than \$500.00. It is unlawful to sell, furnish, or give any minor under twenty-one (21) years of age any malt or alcoholic liquor. The penalty for the second or third violations is a fine no greater than \$500.00.

Pennsylvania Liquor Laws: www.lcb.state.pa.us/

State Law of Pennsylvania on Drugs

State law prohibits the unauthorized manufacture, sale, delivery and possession of controlled substances. Persons may be subject to 30 days imprisonment and a \$500 fine for simple possession of a small amount of marijuana (misdemeanor), a maximum of 15 years imprisonment and a \$25,000 fine for manufacture, delivery or possession of a Schedule I or II controlled narcotic drug such as cocaine, PCP, and LSD (felony).

Sentences can be doubled for second and subsequent convictions. Sentences can also be doubled for distribution of controlled substances to persons under the age of 18. Penalties range from mandatory minimum sentence of one year and a \$5,000 fine for the first conviction or to a mandatory minimum sentence of seven years and a \$50,000 fine for subsequent convictions for the manufacture, delivery or possession of 100 grams or more of a Schedule I or II controlled narcotic drug.

Holy Family University students are subject to prosecution under the Pennsylvania Controlled Substance; Drug, Device and Cosmetic Act for drug abuse and unlawful drug use and unlawful drug sales. The following state and federal laws concerning specific illicit drugs are drawn from the Controlled

Substance, Drug, Device and Cosmetic Act, 35 p.s. section 107 708-113 et, seq. of the Commonwealth of Pennsylvania and from the Federal Drug Abuse Prevention and Control Act, 2 U.S.C.A. 801, et, seq., (specifically, the penalties for manufacturing, distributing, dispensing or possessing a controlled substance are found in section 84I of the Act).

Alcohol and Other Drug Abuse Prevention

Research on the abuse of alcohol and the use of other drugs by college students indicates that these behaviors pose a serious threat to the educational environment, which includes not only the campus but the surrounding community as well. Therefore, the efforts of the University are primarily directed toward educating students about the effects of alcohol and other drug use and helping them learn to make healthy choices.

Health risks associated with the use of illicit drugs and alcohol abuse may include but not limited to heart problems, malnutrition, convulsions, cancer, hepatitis, liver damage, coma and death. Related and equally serious risks include: impaired judgment, sexual assault, unplanned pregnancy, inability to manage academic stress, and academic failure. 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.

All students are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. It is less likely that serious consequences will result from an alcohol or other drug problem with early assistance. Through the Counseling Center, students have free access to licensed professional counselors for an initial screening/consultation and short-term counseling in regards to a concern around substance use, with possible referral to an outside agency.

Other resources which are available within the community for assistance include:

- Alcoholics Anonymous – www.aa.org
- College and Universities Alcoholics Anonymous - www.jeremyfrankphd.com/college-and-university-alcoholics-anonymous-meetings
- Southeastern Pennsylvania Intergroup Association of Alcoholics Anonymous - www.sepennaa.org;
- Al-Anon – www.pa-al-anon.org
- Narcotics Anonymous – www.naworks.org
- ULifeline - www.ulifeline.org
- Friends Hospital CRC – 1- (800) 889-0548 or (215) 831-2600
- Bucks County Mental Health Delegate - 1-800-499-7455

Referrals to a community agency are provided if a student's behavioral history, objective assessment, and individual and/or family interviews indicate more appropriate services are needed than can be provided by the Counseling Center. Counseling is available to students who have successfully completed a rehabilitation program and wish to return. Students may remain on campus if they are capable of maintaining a satisfactory level of performance while participating in a substance rehabilitation program that provides confidential communication to the counseling or health services.

Campus Assessment, Response, Evaluation (CARE) Team

The health, well-being, and safety of our University community is our greatest concern. Students are encouraged to access campus support services such as the Counseling Center, Health Services, the Office of disAbility Services, Campus Ministry, Academic Advising, and the Center for Academic Enhancement, as needed.

Student behavior that violates University policy typically is resolved through the University's grievance procedure. However, when a student's behavior is determined by the University to present an immediate risk or substantial threat to cause bodily harm to themselves or to others, the Dean of Students may refer to the University's Campus Assessment, Response, Evaluation (CARE) Team to address appropriate next steps in assuring the safety and security of the student and campus community.

To assure the safety and security of all students and the entire campus community, the CARE Team engages three primary functions. The CARE Team gathers information, analyzes this information through an objective set of standards or rubric, and then develops and engages in an intervention and assessment plan for any students of concern. In the event that a student has exhibited behaviors that are of concern to University administrators and/or community members, the CARE Team will assist the Dean of Students in assessing the care of any student of concern.

The key functions of the CARE Team include:

- Educate the campus community about behaviors of concern.
- Create a reporting and referral procedure for students of concern.
- Provide support to faculty, staff, administration, and students in assisting individuals who display concerning or disruptive behaviors.
- Serve as the central point of contact for individuals reporting concerning student behavior.
- Accurately assess the risk posed by a report or series of reports.
- Investigate, as necessary, a report to bring all available information to the Team for consideration.
- Create and follow over-arching principles and guidelines in the form of operational protocol to assure that each case is managed with consistency and effectively.
- Coordinate follow-up and intervention.

The CARE Team has direct authority to take action and coordinate intervention, without University delay. Direct authority by the CARE Team may include recommendations for interim suspension actions, to enact recommendation for timely warnings, to enact recommendation for emergency notification, to enact recommendation for mandatory psychological assessment, and to recommend initiation of involuntary leave. As safety permits, a student will be required to meet with the Dean of Students and/or a designated member of the CARE Team to identify options to mitigate behavior that may threaten the safety of the student, others, and/or University community. During this meeting, the student will have the opportunity to discuss the concerning behavior(s), any recommended intervention plan, and CARE Team procedures.

CARE Team procedures, recommendations, and/or intervention plan will be implemented if it is determined that a student poses an immediate risk of danger or substantial threat to themselves, or to others, and/or the behavior causes an imminent threat of disruption of, or interference with the normal operation of the University.

As safety permits, after consulting with the University CARE Team, the Dean of Students, or their designee, determines if the recommendations are sufficient and will move forward with implementation.

The Dean of Students will take all reasonable steps to contact the parents or legal guardian (if necessary) of a dependent student, and/or any University authorities deemed necessary. The University may direct the student to remove themselves from campus (i.e., all classes, residence halls/buildings, and all University activities) until the University is satisfied the student no longer presents an imminent or substantial threat to themselves, or to others.

During the period the student is off campus, the student may be required to meet with a licensed mental health professional for a full evaluation. The evaluation must be based on the behavior, actions, and statements related to the imminent risk, as well as current medical knowledge to determine the nature, duration, and severity of risk. The findings of the full evaluation must be submitted to the Dean of Students or the Director of Counseling Services, who may also serve as a liaison to the provider conducting the evaluation.

After determining that the student is no longer an imminent threat to themselves, others, or to the University community and the normal operations of the University, the Dean of Students will authorize the student to return to the campus and participate in activities. The student's eligibility for continuation on campus will be dependent upon their subsequent behavior and the absence of any renewed threat of harm or disruption on campus.

In some cases, interim leave or permanent withdrawal of the student from the university may be recommended and/or required. In no case will a student's mental or physical condition itself be the basis for withdrawal by the University.

The CARE Team procedures do not take the place of the University grievance processes. Should the behavior violate the University Code of Conduct or University policies or regulations, the student may be subject to a necessary adjudication process, as deemed appropriate.

Employment Policy for Nursing Students

The Pennsylvania State Board of Nursing requires that:

- When students are employed in health-care agencies outside of school hours, they may not be employed as registered or practical nurses unless they are currently licensed.
- Student employment shall be on a voluntary basis and not a requirement of the institution.
- Remuneration for such employment shall be negotiated between employer and employee.

Equal Opportunity & Nondiscrimination Statement

Holy Family University seeks to foster an inclusive and healthy educational and work environment based on respect, the dignity of each person and the oneness of the human family. The University prohibits harassment, discrimination, retaliation, and bias incidents in any form, including, but not limited to, those based upon race, color, religion, religious-expression, age, sex, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, military/veteran status, or any other characteristic protected by federal, state or local laws, in the administration of its educational policies, admissions policies, employment policies and practices, financial aid programs, athletic programs, and other school-administered activities and rights and privileges generally accorded or made available to employees and students at the University. Holy Family University is dedicated to ensuring an environment free of discrimination or harassment of any kind, and promotes equal opportunity and inclusion in its employment and education. All University

employees, faculty members, students and community members are expected to join with and uphold this commitment to maintaining a positive learning, working, and living environment.

Title IX of the U.S. Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All Holy Family University faculty, staff, and administrators are responsible for reporting actions that violate the provision of Title IX. Sexual harassment, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity; or
- Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report violations of the nondiscrimination policy, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute discrimination, sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Marianne Price, M.S., Title IX Coordinator; 9801 Frankford Ave., Campus Center, Philadelphia, PA, 19128; 267-341-3204; mprice@holyfamily.edu.

Information regarding grievance procedures, how to report or file a formal complaint, and how the University will respond can be found at www.holyfamily.edu/title-ix. Retaliation will not be tolerated against any person for making a good faith report of discrimination based on that person’s participation in any allegation, investigation, or proceeding related to the report of discriminatory conduct.

Inquiries about the application of Title IX may be referred to Holy Family University’s Title IX Coordinator, to the Assistant Secretary, or both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

Family Educational Rights and Privacy

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 on the Northeast Campus where these records are maintained:

Academic: Registrar, Holy Family Hall

Admissions: Undergraduate Admissions Building and Holy Family Hall

Financial Accounts: Business Office, Holy Family Hall

Judicial Records: Residence Life, Director of Student Conduct & Advocacy and Dean of Students, Campus Center
 Student Aid: Financial Aid, Holy Family Hall

The student has the right to challenge the content of their 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.

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 Dean of Students 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.

A more complete description of the guidelines prepared for compliance with the act is available in various offices of the University at all times and at the registration desk during regular registration each semester.

Gambling Policy

In accordance with the mission statement of Holy Family University, and in compliance with the state of Pennsylvania statutes PA c.s.5512, 5513, 5514 and NCAA bylaw 10.3 in its entirety, gambling is not permitted on any University property or at any University-sponsored/sanctioned activity. Any exceptions must be approved by the Deans of Students. Students found to be in violation of this policy will be held accountable as outlined in the Student Code of Conduct, up to and including suspension from the university. Visit www.collegegambling.org for information.

Grievance Procedures: Academic, Non-Academic, Section 504/ADA

Academic

A student with an academic grievance that is unrelated to grade challenges and/or academic integrity should pursue the following procedure to have the grievance heard:

1. Discuss the matter with the faculty member involved within five (5) business days from the date of the incident. The faculty member will respond within three (3) business days. Mediation, defined here as discussion with the immediate persons involved with no legal representation, is optional but not required for complaints to be fully processed.
2. If dissatisfied with the outcome of this first discussion, the student may submit within three (3) business days a written statement that includes the facts of the case and the proposed solution to the school program designee (Chair, Coordinator, or Director). Within fourteen (14) days, the school program designee will conduct the investigation.

3. All aspects of the student's complaint and investigation will be kept confidential to the extent possible with regard to complaint filing, investigation and disposition. The investigation will be conducted in an impartial manner and will include an impartial decision-maker. If the school program designee cannot remain impartial, they will remove themselves from the proceedings and assign the matter to the appropriate Dean, who will start the timeframe from the date the complaint was received.
4. Following an investigation from either the school program designee or the appropriate Dean, the student will receive a written determination within ten (10) business days, upon completion of the investigation. This written notice shall contain the outcome of the complaint and the basis for the decision.
5. The student may appeal the findings in writing to the Vice President for Academic Affairs, or their designee, within five (5) business days. The written appeal will be reviewed in an impartial manner by a panel representing a balanced cross section of the campus community. The decision of this panel will be final and will be provided within ten (10) business days from the date the written appeal was received.

Retaliatory conduct against any individual who has filed a complaint, who is the subject of the harassment, who has provided information as a witness, or who has submitted an appeal will not be tolerated and will be grounds for discipline up to and including expulsion. Further, complainants will be disciplined for filing false testimony during an investigation.

Non-Academic

Non-academic grievance processes and procedures specifically refer to grievances of a student or students towards another student or students. At any time, should a student feel they need to discuss a concern with University administration, the procedures outlined below shall be utilized. Examples of non-academic grievances that may fall under these procedures include, but are not limited to:

- General disruptive, intimidating, or threatening behaviors
- Wellness concerns

Non-Academic Grievance Process

1. Discuss the matter with the immediate staff member with whom the grievance is directed within five (5) business days from the date of the incident; the immediate staff member will respond in writing within three (3) business days.
2. If dissatisfied with the outcome of this first discussion, the student may submit within three (3) business days, a written statement that includes the facts of the incident and a proposed solution. The student may present witnesses and other evidence relevant to the complaint. The written statement should be submitted to the Dean of Students. The Dean of Students will respond to the written grievance within three (3) days as to whether further investigation is warranted. If it is determined that no further investigation is warranted, the grievance will be closed, and no appeal will be offered. If further investigation is required, the Dean of Students, or their designee, will conduct an investigation within fourteen (14) days, and a notification letter will be issued to all parties involved within ten (10) business days after completion of the investigation. This written notice shall contain the outcome of the complaint and the basis for the decision.
3. All aspects of the student's complaint and investigation will be kept confidential to the extent possible with regard to complaint filing, investigation, and disposition. The investigation will be conducted in an impartial manner and will include an impartial decision-maker. If the Dean of Students cannot remain impartial, they will remove themselves from the proceedings and assign the matter to a designee, who will start the timeframe from the date the grievance was received.
4. The student may appeal the findings in writing to the Vice President for Student Affairs, or their designee, within five (5) business days. The written appeal will be reviewed in an impartial

manner by a trained, three-person Appellate Board. The decision of this Appellate Board will be final and will be provided within ten (10) business days from the date the written appeal was received.

Retaliatory conduct against any individual who has filed a grievance, who is the subject of the grievance, who has provided information as a witness, or submitted an appeal will not be tolerated and will be grounds for discipline up to and including employment termination or expulsion. Further, complainants and witnesses will be disciplined for filing false complaints or providing false information during an investigation.

Section 504/ADA Grievance Procedures

Holy Family University prohibits discrimination on the basis of disability for faculty, staff, students, and visitors. Holy Family University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints by any member of the Holy Family University community alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (§29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act, and the Americans with Disabilities Act, 1990 Title II & III (§42 U.S.C. 126). Section 504 and the ADA, Sections Title II & Title III prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the Office of Equity & Inclusion located in the Campus Center at the Philadelphia Main Campus.

Any participants, beneficiaries, applicants, or employees, including students, staff, faculty, and visitors who believes they have been subjected to discrimination on the basis of disability, or is unsatisfied with accommodations provided by the Office of disAbility Services, may file a grievance under this procedure. It is against the law for Holy Family University to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. The Section 504/ADA Coordinator should be notified immediately if anyone associated with the grievance procedure is subjected to retaliation as a result of that person's participation in the grievance process.

Holy Family University has both informal and formal mechanisms in place to resolve concerns about disability discrimination, denial of access to services, accommodations required by law, or an auxiliary aid they believe they should have received ("disability-related issues"), such as:

- Disagreements regarding a requested service, accommodation, modification of a University practice or requirement, or denial of a request
- Inaccessibility of a program or activity
- Violation of privacy in the context of a disability

Informal Process

Holy Family University encourages anyone with concerns about a disability-related issue to first discuss the matter with Keely Milbourne, Associate Director of the Office of disAbility Services, who will attempt to facilitate a resolution. Individuals are not required to pursue the informal process first and may engage the formal grievance process as their first step if preferred.

Office of disAbility Services
Philadelphia Campus, Campus Center, Second Floor
267-341-3231, disabilityservices@holymfamily.edu

The Office of disAbility Services will move forward in its best efforts to identify a resolution within ten working days from the date the disability-related issue is raised. The Office of disAbility Services may

refer the matter to the Section 504/ADA Coordinator if deemed necessary, or if formal processes are required.

Should the complaint need to be made against the Office of disAbility Services itself, a formal grievance may be filed as described below.

The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, the individual may ask to implement the formal process at any time during the informal resolution or instead of the formal resolution.

Formal Grievance

A formal grievance must be filed with the Section 504/ADA Coordinator within 21 working days of the date of the Informal decision, if applicable, or within 30 calendar days of the occurrence of the disability-related issue.

Office of Equity & Inclusion
Philadelphia Campus, Campus Center, Second Floor
Section 504/ADA Coordinator, Director of Equity & Inclusion
267-341-3504, equity@holymfamily.edu

The grievance must be in writing and include the following:

- The grievant name, address, email address and phone number
- The grievant university ID number
- A full description of the situation
- A description of the efforts which have been made to resolve the issue informally, if any
- Any evidentiary items available
- A statement of the requested remedy, e.g. requested accommodation

If the grievance involves confidential medical information, the Section 504/ADA Coordinator will maintain the confidentiality of that information and will not release that information without the individual's permission, except as allowed by law.

Process

The Section 504/ADA Coordinator will review the grievance for timeliness and appropriateness under this grievance procedure and notify the grievant if the grievance has been accepted.

The Section 504/ADA Coordinator may commence an investigation. Should it be necessary, the Section 504/ADA Coordinator will select a trained investigator who will promptly initiate an investigation. The investigator will be an individual who is trained on disability or civil rights issues. In undertaking the investigation, the Section 504/ADA Coordinator or investigator may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the investigator believes to have relevant information, including but not limited to faculty, staff, students, and visitors to Holy Family University. All parties will have an opportunity to provide the investigator with information or evidence that the party believes is relevant to his or her grievance. All parties involved will receive a fair and equitable process and be treated with care and respect. The investigator will respect the privacy of all parties.

The University will make every effort to complete an investigation within thirty (30) calendar days of the filing of the written complaint. At the request of the grievant, the Section 504/ADA Coordinator will

determine whether the formal grievance process can and should be expedited. Informal resolution upon preliminary review may be recommended and reviewed by the complainant.

Findings and Notification

Within five working days of the completion of the investigation, the investigator will make a recommendation regarding appropriate actions to be taken. The investigator will summarize the evidence that supports the recommendation, and the grievant will be advised in writing of the outcome of the investigation.

Appeal

Within five (5) calendar days of receiving the determination from the Section 504/ADA Coordinator, the grievant or the party against whom the grievance is directed, if any, may appeal the determination. To appeal, the party must file a written request for review with the Section 504/ADA Coordinator. The written request for appeal must be based on the grounds of improper procedure, or new evidence that was unavailable at the time of the investigation. The Section 504/ADA Coordinator will refer this appeal to the Dean of Students, or their designee, if the individual appealing the decision establishes standing for the appeal consideration.

The Dean of Students, or their designee, will provide the person appealing with a copy of the appeal written decision within five calendar days of the filing of the appeal. The appeal decision will be the final determination of Holy Family University.

The individual also may file a complaint with the U.S. Department of Education, Office of Civil Rights, at any time before, during or after the University's Section 504/ADA grievance process.

Guest and Visitor Policy

It is the responsibility of the campus community to ensure that the work of the university is accomplished in an environment that promotes health and safety and minimizes work-related disruptions. Throughout this policy, dependents, children and pets will be referred to collectively as "guests."

In consideration of safety, confidentiality, disruption of operations, disruption of services, disruption to others, appropriateness, and legal liability posed by the presence of unaccompanied guests on the various campuses, the university limits the presence of unaccompanied guests on campus to official university activities in which they are invited or to visiting the Library and Learning Resource Center. See Library/LRC access policy: www.holyfamily.edu/services-staff.

Supervisors and faculty may grant an exception for a temporary, unforeseen emergency, but no student may have a guest on campus without the supervisor's permission or use any campus as an alternative to dependent care. When authorized, the accompanying student must directly supervise the guest at all times and must understand that they are responsible for their guest's proper care while on campus.

Students are responsible for ensuring that guests behave appropriately when in a classroom, attending a performing arts event, athletic event, open house, or university-sanctioned activity such as a picnic or "Take Your Children to Work Day," or as part of a summer camp or planned campus visit. If, in the view of the faculty member responsible for a class - or the supervisor responsible for a department - a guest is disruptive, the student must remove the guest from the situation.

For safety and security reasons, it is required that all students register their guests with our Public Safety Department at the main campus or Newtown sites. In some instances, it may be appropriate for

guests to be granted a visitor badge by Public Safety while on university property. University identification cards are property of the university.

Refer to the *Minors on Campus and in Programs* section of this Handbook for additional requirements related to the presence of Minors on campus.

Hate Crimes

Hate crimes occur when a perpetrator targets a victim because of their perceived membership in a certain social group, usually defined by race, age, color, religion, national origin, ethnic origin, sex/gender, sexual orientation, disability, marital status, military leave, veteran status and any other status protected by law, which unreasonably disrupts or interferes with another's academic performance, or which creates an intimidating, offensive or hostile environment.

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, such as race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, and for other crimes involving bodily injury to any person. Definitions listed in the *The Handbook for Campus Safety and Security Reporting* include:

- Race: A preformed negative attitude toward a group of persons who possess common physical and hereditary characteristics.
- Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.
- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or non-existence of a supreme being.
- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other through common heritage, often consisting of a common language common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In August of 2008 HEOA S 488, 20 U.S.C. S 1092 (f) (1) F (iii) modified the above hate crimes to include, but not be limited to the following additional crimes under the hate crime category as defined:

- Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- Destruction/Damage/Vandalism: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Harassment

In Pennsylvania, the general harassment law is defined as the intent to harass, annoy or alarm another if the person:

1. strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
2. follows the other person in or about a public place or places;
3. engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose;
4. communicates to or about such other person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
5. communicates repeatedly in an anonymous manner;
6. communicates repeatedly at extremely inconvenient hours; or
7. communicates repeatedly in a manner other than specified in paragraphs (4), (5) and (6).

Holy Family University will apply this definition in its determination of reported incidences of harassment.

Hazing

Holy Family University maintains a zero-tolerance policy for Hazing. Any student, other person associated with an Organization, or an Organization responsible for Hazing under this Policy, whether occurring on or off campus, may face sanctions from the University, and may also face criminal charges under state law, including The Timothy J. Piazza Anti-hazing Law. This policy applies to any acts of Hazing or Organizational Hazing occurring on or off campus.

Definitions

- A. Individual Students: An individual who attends or has applied to attend or has been admitted to the institution.
- B. Minor: An individual younger than 18 years of age.
- C. Organizations
 - a. Includes the following:
 - i. An association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily students or alumni of the institution.
 - ii. A national or international organization with which an organization is affiliated.
- D. Other persons associated with an organization
 - a. Any individual person, including a student, University employee, non-student, non-employee, or alumni associated with an organization. Association with an organization may include, but is not limited to, organization volunteer, advisor, coach, or event/program support.

- b. Any individual associated with an affiliated national organization of an organization.
- E. Alcoholic liquid: A substance containing liquor, spirit, wine, beer, malt, or brewed beverage or any combination thereof.
- F. Bodily injury: Impairment of physical condition or substantial pain.
- G. Drug: A controlled substance or drug defined in The Controlled Substance, Drug, Device and Cosmetic Act, as noted below:
 - a. Substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them;
 - b. Substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals;
 - c. Substances (other than food) intended to affect the structure or any function of the human body or other animal body; and
 - d. Substances intended for use as a component of any article specified above (i.-iii.) but not including devices or their components, parts or accessories.
- H. Serious bodily injury: Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- I. Brutality: An act or behavior that is cruel and violent, and shows no feelings for others.
- J. Extreme embarrassment:
 - a. To cause a state of extreme distress; **or**
 - b. To impair a bodily function, or the function of a body part; **and**
 - c. Exists in a very high degree or goes to great or exaggerated lengths, or exceeds the ordinary, usual, or expected.
- K. Of a sexual nature: An act or behavior of sexual misconduct, as outlined in the University Student Handbook (pages 60-62).
- L. Reckless indifference:
 - a. To have reckless disregard of the consequences of one's acts or omissions; **and**
 - b. More than negligence, but is satisfied by something less than acts or omissions for the very purpose of causing harm or with knowledge that harm will result.

Prohibited Acts

Hazing is prohibited by Holy Family University's Anti-hazing Policy. It shall not be a defense that the consent of the student was sought or obtained. It is not a defense that the conduct was sanctioned or approved by the organization or the institution.

A. Hazing

- a. A person commits the offense of hazing if the person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any action or activity which are prohibited by this Policy, including but not limited to:
 - i. Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, or contrary to his/her genuine moral beliefs, e.g., public profanity, indecent or lewd conduct, or sexual gestures in public.

- ii. Subjecting an individual to cruel or harassing language, or morally degrading or humiliating an individual for the object of amusement, ridicule or intimidation, regardless of the person's willingness to participate.
 - iii. Forcing, requiring or pressuring an individual to tamper with or damage the property of the University, or harass another individual or organization.
 - iv. Forcing, requiring, or pressuring an individual to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
 - v. Forcing, requiring or pressing an individual to endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
 - vi. Forcing, requiring or pressing an individual to endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 - vii. Endure brutality of a sexual nature.
 - viii. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
- b. Hazing shall **not** include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.
 - c. For purposes of this policy, any activity as described, in which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.
- B. Organizational Hazing
- a. An organization commits the offense of organizational hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of Hazing.

Reporting Violations & Enforcement of Policy

Holy Family University requires all members of the University community who believe that they have witnessed, experienced, or are aware of conduct that constitutes Hazing or Organizational Hazing in violation of the Policy to report the violation to the Coordinator for Student Engagement, the Director of Athletics, the Title IX Coordinator, or the Dean of Students. Enforcement and adjudication of this Policy shall follow the University Judicial Process and Procedures, as outlined in the Student Handbook. All allegations of Hazing or Organizational Hazing will be investigated by the University. Any person(s) found responsible for violation of this Policy will also be found in violation of the Holy Family University Student Code of Conduct.

Sanctions

Individual

A student who is found to have violated the Policy is subject to sanctions outlined in the Student Handbook – *Suggested Sanctions for University Policy/Code of Conduct Violations*. A student's cumulative judicial file will be considered when determining sanctioning. Any violation of this Policy by an employee of the University may be determined to be a violation of employment and appropriate

disciplinary action shall be taken, as deemed necessary. Adjudication of the Policy for employees shall be through the Holy Family University Office of Human Resources.

Organization

If an organization is found to have violated the Policy, a sanction shall be imposed upon each individual within the organization found responsible for violation of this policy, as well as sanctioning for the organization itself. This may include, but is not limited to, the rescission of permission for the organization to operate on campus or school property, or to otherwise operate under the sanction or recognition of the institution.

Any individual person or organization found responsible for violation of this Policy, and imposition of fines has been levied toward them by state law, will have full responsibility in the payment of required fines.

Criminal and Civil Liability

In addition to the sanctions above, a student or organization may be subject to civil or criminal liability under local, state and federal law.

Institutional Bi-Annual Report

In accordance with the Timothy J. Piazza Antihazing Law, Holy Family University will maintain a report of all violations of this Policy and of federal or state laws related to hazing that are reported to the institution. Holy Family University will update this report each year on January 1 and August 1. This report will be made available on its publicly accessible internet website.

Hostile Intruder in a Non-Residence Hall

When a hostile intruder(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, we recommend the following procedures be implemented. While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE

- Hide in an area out of the hostile intruder's view
- Block entry to your hiding place and lock the doors

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the hostile intruder
- Act with physical aggression and throw items at the hostile intruder

Call 911 and Public Safety (267-341-3333) when it is safe to do so.

When Law enforcement arrives on scene:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information you should provide to law enforcement or 911 operators:

- Location of the victims and the hostile intruder
- Number of hostile intruders, if more than one
- Physical description of hostile intruders
- Number and type of weapons held by the hostile intruder(s)
- Number of potential victims at the location

Identification Card

In an effort to provide adequate security for the members of the University community, every student must carry his or her Holy Family University identification (ID) card. Students are issued an official student identification card during their first semester attending Holy Family University. ID cards are necessary for the use of the library and sports facilities and must be available for presentation while the student is on campus. University ID cards can be obtained from Room 105 in the ETC building or the Library or the Newtown Lobby. There is no charge for the initial card; however, the cost for replacing a lost/damaged ID card is \$10.00, payable to the Business Office, HFH Room 202, prior to the time of photographing.

Upon request, students must surrender their ID cards to authorized University personnel (Public Safety, Residential Life staff, the Vice President for Student Affairs, Dean of Students, Human Resources staff and other University personnel). Students must provide accurate information and must comply with the directions of such officials in the performance of their duties. Furnishing false identification to University personnel will result in judicial charges being filed. Tampering with or falsifying the student ID card is a violation of the student Code of Conduct.

Students may not lend their IDs to other students for purposes of meal exchange, Library usage, or for another person to gain access into a residence hall or University building. Possession of an ID card that falsely identifies a student by name, age, date of birth, or photograph as being 21 years of age and over will result in disciplinary charges.

Minors on Campus and in Programs

The Minors on Campus and in Programs Policy is intended to safeguard youth under the age of 18 who may participate in and/or attend activities and programs under the authority of Holy Family University. The Policy applies to all departments of the University. Activities, classes, and programs, including but not limited to athletic camps, academic programs, service projects, student recruiting programs, and conferences or special events, where Minors are anticipated or expected to be present shall fall within the scope of this Policy

Holy Family University expects all members of its community to abide by and execute this Policy, as necessary. Failure to do so may lead to revocation of the opportunity to use University facilities and/or cancellation of programs.

The University is committed to minimizing disruption due to the presence of Minors, and maximizing safety of Minors on campus at all times. Program Directors, parents, or guardians are responsible for ensuring that Minors behave appropriately while on campus.

The following are requirements outlined by this Policy:

- Minors on campus must be accompanied by a parent, guardian or Authorized Adult at all times; unaccompanied Minors will be escorted to Public Safety. Minor's may visit or tour the campus so long as they are escorted by a parent, guardian or Authorized Adult at all times. It is the expectation of the University that all Authorized Adults minimize risk at all times, and maintain groups of three or more persons at any time when with a Minor.
- Parents and/or guardians are responsible and liable for any and all injuries or damages sustained to or by their Minor while on the University campus, unless caused by the sole negligence of the University, its officers, agents, or employees.
- Minors are not allowed in classrooms while classes are in session unless permission is granted by the faculty member. If, in the view of the Program Director or Authorized Adult responsible for a class, event, program, etc. a Minor is disruptive, the Minor must be removed from the situation.

Minors are allowed in the classroom and in the workplace under the supervision of the parent or guardian in the following limited circumstances:

- Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a daycare provider; and
- The faculty member responsible for the classroom has given specific advance approval.
- The employee has received advanced approval from their supervisor.

This practice should only be utilized sparingly and if there are no other options reasonably available. Alternatives, such as the student arranging to record a particular session, should be considered. Students must avoid bringing Minors to classrooms on days of examinations, and Minors are not permitted to participate in field trips, internships, or retreats.

Minors may enroll full or part-time at the University. When they do, FERPA rights shift from their parents to them, and privacy protections are attached to their education records.

Peer-to-Peer File Sharing

Holy Family University does not allow peer-to-peer file sharing. Unauthorized distribution of copyrighted material via peer-to-peer file sharing may subject violators to civil and criminal liabilities. If you are discovered to have set up peer-to-peer file sharing, your network account may be turned off.

Computer abuse includes:

- Unauthorized copying, downloading or sharing copyright-protected material.
- Using Peer-to-Peer software to steal copyrighted content such as movies, music, software and images.

Photography and Videography: Privacy Policy and Releases

Photographs and videos are taken at a wide variety of events in order to communicate our image and activities to the outside world. These photos and videos are used for educational, news, publicity, and promotional purposes.

In regards to the University's taking of photographs or videos and their subsequent use for publicity or other purposes, each student is bound by the following releases:

- I hereby authorize Holy Family, its officers, employees, trustee members, agents, and/or assignees to photograph, audio record, video record, obtain, reproduce, and/or use my likeness for marketing, educational, or other such reasonable use.
- I hereby acknowledge that my photograph, recording or video recording is being or will be taken, and I authorize such photography, audio recording, and/or video recording.
- I hereby release Holy Family University, its officers, employees, trustees, agents, and/or assignees from any and all potential or actual claims, legal liabilities, lawsuits, costs, or damages associated with or arising from the photographing, recording, use, and/or reproduction of my likeness in the form of photographs, audio recordings, and/or video recordings.

The University has an opt-out election if a student prefers not to have his or her photograph or image published in University materials, and in such cases the University will make a good faith effort to exclude the student's photograph or video from publication.

Reporting Missing Persons

Holy Family University Department of Public Safety thoroughly investigates all persons, including students reported as missing whether they reside on or off campus. To report a missing person, dial 3333 from a campus telephone, or use one of the blue light emergency telephones on campus, or call 267-341-3333 from off-campus phones. You can also report a missing person in person at the Department of Public Safety in the Campus Center building, which is staffed with professional personnel, 24/7. Additionally, you can request assistance from a Public Safety Officer on patrol or call 911.

The Director of Public Safety or Shift Supervisor, upon confirmation that a student is missing and cannot be located, shall notify the Dean of Students and/or the Associate Vice President for Student Life. If the missing student resides in on-campus housing, the Associate Director of Residence Life will also be notified.

If the missing student residing on campus has been missing for more than 24 hours, the Philadelphia Police Department/8th District will also be notified.

If a student is under 18 years old, the Dean of Students or the Associate Vice President for Student Life will immediately notify the custodial parent or legal guardian, and the missing student will be reported to the Philadelphia Police Department.

If a student over 18 years old has not designated an emergency contact, the law enforcement agency where the student's primary residence is located will be notified. All notifications as mentioned in this section will be made by the Dean of Students or the Associate Vice President for Student Life.

Sexual Harassment & Nondiscrimination Policy

Policy Statement

The Sexual Harassment & Nondiscrimination Policy is implemented as outlined. Should a court strike down, either temporarily or permanently, any terms or provisions of these policies and procedures, Holy Family University reserves the right to make immediate modifications to the policies and procedures that take effect upon publication on our website. Further, should any court strike any portion of the 2020 Title IX Regulations (34 C.F.R. Part 106), or should an administration order them suspended or withdrawn, the University reserves the right to withdraw these policies and procedures and immediately reinstate previous policies and/or procedures or revise them accordingly.

Sexual Harassment & Nondiscrimination Policy and applicable Grievance Procedures are available in full for review and download at:

<https://www.holyfamily.edu/current-students/student-life/title-ix>

Policy Statement

Holy Family University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Holy Family University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Holy Family University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Policy Application

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Holy Family University's "**Title IX Grievance Policy**" or "**Code of Conduct/Allegation of Violation of Nondiscrimination Policy**," as determined by the Title IX Coordinator.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside of the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Student Code of Conduct, Employee Code of Conduct, the Student Code of Conduct, Employee Code of Conduct, or those policies established for allegations of non-sex based discrimination and harassment through a separate grievance proceeding.

When the Respondent is a member of the Holy Family University community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Holy Family University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Dean of Students and Title IX Coordinator

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Marianne Price, Dean of Students & Title IX Coordinator
 Campus Center Room 208, Philadelphia Main Campus
 9801 Frankford Avenue, Philadelphia, PA 19114
 267-341-3204
titleix@holyfamily.edu
<https://www.holyfamily.edu/title-ix>

Deputy Title IX Coordinator and Nondiscrimination Coordinator

The Deputy Title IX Coordinator supports the coordination and implementation of the University's compliance efforts for the Sexual Harassment and Nondiscrimination Policy, and provides assistance to the Title IX Coordinator for intake meetings, initial assessment, oversight of investigations, and training and prevention efforts. The Deputy Title IX Coordinator also serves as a Title IX & Civil Rights Investigator.

An Jackson-Washington, MSRC, Director of Equity & Inclusion / Deputy Title IX Coordinator
 Campus Center Room 205, Philadelphia Main Campus
 9801 Frankford Avenue, Philadelphia, PA 19114
 267-341-3504
equity@holyfamily.edu
<https://www.holyfamily.edu/current-students/student-resources/office-of-equity-inclusion>

Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator, Deputy Title IX Coordinator, or Officials with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.
2. Report online, using the reporting form posted at <https://holyfamily-pa.safecollegesincident.com>.

Anonymous reports are accepted but can give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

Policy on Nondiscrimination

Holy Family University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of: race, color, religion, age, sex, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, military/veteran status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Holy Family University community whose acts deny, deprive, or limit the educational, employment, residential and/or social access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the University's policy on nondiscrimination.

When brought to the attention of Holy Family University, any such discrimination will be promptly and fairly addressed and remedied by the University according to the Nondiscrimination Policy grievance process.

Policy on Disability Discrimination and Accommodation

Holy Family University is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

An Jackson-Washington, Director of Equity & Inclusion / Deputy Title IX Coordinator, titleix@holyfamily.edu has been designated as the University's ADA/Section 504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the Section 504/ADA Grievance Procedures.

Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Holy Family University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under the Sexual Harassment and Nondiscrimination policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of this policy, though supportive measures will be offered to those impacted. All policies encompass actual and/or attempted offenses.

Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by University policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Holy Family University does not tolerate discriminatory harassment of any employee, student, visitor, or guest. The University will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a “hostile environment.” A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual’s educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, the University may also impose sanctions on the Respondent through application of the [appropriate] grievance process.

Holy Family University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under University policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact Human Resources, and students should contact the Director of Equity & Inclusion / Deputy Title IX Coordinator.

Policy on Sexual Harassment

The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State/Commonwealth/District of Pennsylvania regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

1. Quid Pro Quo: An employee conditioning educational benefits on participation in unwelcome sexual conduct;
2. Sexual Harassment, which includes unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;

4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person:
 - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship;
 - iii. The frequency of interaction between the persons involved in the relationship.

5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Pennsylvania's domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - a. fear for their safety or the safety of others; or
 - b. suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Student Code of Conduct or Employee Code of Conduct.

Understanding Your Rights

Holy Family University strives to provide members of the campus community with fair and equitable resolution processes. You will be treated with care and support, and will be encouraged to speak with the University Counseling Center in an effort to help you navigate the process. The University has a list of available off-campus support services and resource agencies that will be provided to you.

The University will do everything it can to provide transparency to you through the process, and will consult with you before moving on to a formal investigation. The University will do its best to support your decision, if you choose to request to report anonymously. University officials must evaluate requests for confidentiality with our obligation to provide a safe environment for all community members, including yourself.

The University is committed to remedying any situation brought to its attention, ending discriminatory behaviors, and in limiting impact to our campus community.

Understanding Your Rights If You Are Accused

The University strives to be fair in the handling of allegations. You have the right to due process, meaning you have the right to be notified of the allegations and an opportunity to respond to them. You also have the right to understand the university's investigation and adjudication process. Questions concerning these procedures can be addressed to the Title IX Coordinator.

Smoking

This policy assists the university in becoming a healthier and safer environment. Administrators, faculty, staff, students, visitors and guests share the responsibility of adhering to and enforcing this policy. Recognizing health hazards posed by smoking and second-hand smoke, smoking and the use of tobacco products (in any form) are prohibited in any university-owned facilities and vehicles. Smoking is also prohibited within 25 feet from any campus building doors, operable windows, and ventilating systems. Littering the campus with remains of smoking products is prohibited. All smoking materials must be disposed of in appropriate receptacles. This policy's success relies on the consideration of smokers and non-smokers alike.

Smoking refers to inhaling, exhaling, burning, or carrying any lighted or heated product intended for inhalation in any manner or in any form.

Tobacco use refers to the use of nicotine, tobacco-derived or containing products, and plant-based products including products intended to mimic tobacco products, oral tobacco or other similar products.

Social Media Policy

The growth of online social media—including networking sites such as Facebook, Twitter, and LinkedIn, media-sharing sites such as YouTube and blogs—represent a tremendous opportunity to extend Holy Family University's Web presence in new ways. Never before has it been so easy to reach both existing and new constituencies with news, information, opinions, and insights. 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.

At the same time, the often informal nature of these sites can make it easy to forget the need to engage others with professionalism and respect. Understandably, Holy Family has a considerable interest in protecting its own image, fostering goodwill, and enhancing its reputation within the community, regardless of medium. Please adhere to the following policies and procedures if you are posting 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 that is identified as being responsible for content. For student clubs, this should be the moderator of the club/organization.

- Acknowledge who you are. If you are representing Holy Family University when posting on any social media platform, acknowledge this.
- 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.

Weapons

The presence and use of weapons on campus presents a potential threat to the safety of all community members. No student, staff member, faculty member or visitor shall keep, use, possess, display, or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, billy clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

If attending classes on campus, Law Enforcement individuals must conceal their weapons. The University retains the right to search persons, possessions and bags, and privately-owned vehicles on University property, and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.

Student Code of Conduct

Holy Family Student Code of Conduct

Holy Family University, true to its motto *Teneor Votis*: I am bound by my responsibilities, educates students intellectually and morally to shape the responsibilities and privileges given to members of the University community. This Student Code of Conduct has been established in order to provide a safe and comfortable environment for all members of the campus community. As a Catholic university, Holy Family seeks direction and inspiration from the life and teachings of Jesus Christ, affirms the values of the Judeo-Christian tradition, and witnesses to the dignity of each person and the oneness of the human family. At the core of Holy Family's Mission are the values of Family, Respect, Integrity, Service and Responsibility, Learning, and Vision which educate students to assume lifelong responsibilities toward God, society, and self. Students affirm this commitment through adherence to the Student Code of Conduct established within our community.

In the broadest terms, all members of the Holy Family University community are expected to uphold the following.

- Have integrity and the conscientious pursuit of truth and honesty.
- Have respect for self, others, their well-being and their property.
- Be responsible members of the University community and citizens that respect the policies of the University and the laws of the larger community.

Any behavior that violates standards set in the *Student Handbook*, the *University Catalog*, approved organizational Constitutions and by-laws, housing contracts and other University bulletins, as well as behavior that fails to meet the three University Expectations outlined above may violate the Student Code of Conduct. Specifically, any student or student organization alleged to have committed or alleged to have attempted to commit any of the following acts is subject to the judicial process outlined in this document.

This is not an all-inclusive list:

1. Plagiarism or academic cheating (see Academic Honesty Policy)
2. Physically abusing or threatening another person or engaging in any other conduct that threatens or endangers the health or safety of another person (i.e., stalking, assault and/or battery upon another person)
3. Committing a sexual offense which includes but not limited to sexual harassment, sexual violence, intimate partner violence and stalking (see Sexual Misconduct Policy)
4. Using, possessing, selling, or distributing fireworks, firearms, weapons, or other dangerous items
5. Destroying, damaging, or stealing private, public, or University property, or possessing stolen property
6. Using, possessing, selling, or distributing illegal drugs, drug paraphernalia, or misusing prescription medication (see Alcohol and Other Drugs Policy)
7. Use or possession of alcoholic beverages and/or drunk or disorderly behavior (see Alcohol and Other Drugs Policy)
8. Engaging in lewd, obscene, or indecent comments or behavior, including making lewd, obscene, or indecent gestures
9. Discriminatory acts committed against anyone in the University community on the grounds of age, color, race, sex, veteran status, religion, national or ethnic origin, sexual orientation, disability, and gender or gender expression, or any other classification protected under federal, state or local law

10. Entering and/or using University premises, facilities or property without authorization or during non-business hours; unauthorized use/or possession of files, keys, records, equipment, or other property belonging to the University or a member of the University community.
11. Misrepresenting identity or age; forging records including University identification card or parking permits
12. Engaging in illegal gambling activities (see Gambling Policy).
13. Hazing (see Policy on Hazing)
14. Failing to comply with sanctions imposed for earlier Code of Conduct violations or interfering with the University judicial process
15. Littering
16. Violating any federal, state, or local law or any University policy, rule, or regulation
17. Failing to comply with the directions of University personnel (e.g., Residence Life and University Public Safety) who are acting in the performance of their duties. This includes failing to respond to a request for identification or providing false identification
18. Making an audio or video recording of any person without that person's consent and/or prior knowledge
19. Smoking in unauthorized locations
20. Willfully interfering with, attempting to interfere with or disrupting the conduct of classes or other university activities
21. Using fire to endanger; to harm another person or to destroy property; misusing or damaging fire safety equipment; initiating a false report; failing to evacuate a building during an alarm
22. Violating the University's Electronic Communication Acceptable Use Policy
23. Violating residence life policies such as, quiet hours, guest policy, etc. (see Residence Life Policies and Procedures)
24. Violation of campus safety regulations including motor vehicle and fire drill regulations

By accepting to attend Holy Family University, one is voluntarily affiliated to the University community. All student members are expected to uphold the standards set forth by the University community. This includes students who have been notified of their admission to the University and/or who are matriculated, enrolled or registered in any University academic program or activity at the graduate or undergraduate level. Students on a leave of absence and persons who were students when they allegedly violated the Code of Conduct and/or other university policies are also included.

The Student Code of Conduct shall apply to behavior that occurs on University premises and at University-sponsored events both on and off campus. The Code of Conduct may also apply to off-campus behavior of students where the interest of the University may be involved. Students are responsible for the behavior of their guests. The Associate Director of Residence Life or Dean of Students, or their designee, shall determine, based on the facts and circumstances of each case, whether certain conduct will be adjudicated through the University Judicial Process.

University judicial proceedings may be instituted for conduct that potentially violates both criminal law and the University's Student Code of Conduct without regard to pending criminal arrest or prosecution. Proceedings in accordance with the judicial process may be carried out prior to, simultaneously with, and/or following criminal proceedings. Determinations made or sanctions imposed in accordance with the judicial process will not be subject to change solely because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

The University regards the welfare and safety of the community of the utmost importance, and it is the responsibility of the community to report conduct or activity which poses a danger to the community or any of its members. The University encourages students and other members of the University

community to assist when help is needed. This is most important in medical emergencies due to alcohol and/or drug use. In most cases, the help seeker will not be charged with a policy violation under the University Judicial Process, as determined within discretion of the University. A help seeker is defined as a person or persons, who actively seek help in an incident for fear or concern of someone's safety and or welfare.

University Judicial Process

The University has set up specific guidelines to follow when alleged violations of the University's Code of Conduct, the Residence Life Policies and Procedures, the University Catalog, as well as procedures and regulations in the Student Handbook have occurred. Sources of resolution for these alleged violations are as determined by the Director of Residence Life, Director of Student Conduct & Advocacy, Associate Director of Student Engagement, and/or the Dean of Students. Instances involving academic violations (i.e., plagiarism, cheating, or classroom offenses) shall be determined by the Vice President for Academic Affairs under the Academic Honesty Policy.

The options available are:

1. Administrative Hearing.
2. Judicial Board Hearing.

The University's core values are emphasized throughout the judicial process. Holy Family looks upon these meetings and hearings as an opportunity for personal growth and development.

The University Judicial Process is not criminal or civil proceedings, but rather, administrative investigations to determine the violations of University policy. Civil or criminal procedures and evidence do not apply. To determine if a student is found responsible, the Administrative Hearing Officer or Judicial Hearing Board will use a "preponderance of the evidence" standard.

Administrative Hearing

An Administrative Hearing may occur when the Director of Residence Life or Director of Student Conduct & Advocacy has determined that a violation of University Policy and/or the Code of Conduct does not require a Judicial Hearing Board. In some circumstances, an Administrative Hearing will be requested as part of an adjudication process. The University reserves the right to utilize the Administrative Hearing when deemed necessary, when less serious violations are considered, and at the discretion of the Director of Residence Life or Director of Student Conduct & Advocacy.

A matter involving a member of a recognized RSO, general operations of an RSO, or an RSO Advisor will be referred to the Associate Director of Student Engagement for resolution. Annual RSO reviews that require matters of Code of Conduct will be referred to the Association Director for Student Engagement for administrative oversight.

An Administrative Hearing Officer is a trained member of Student Affairs, and will meet with students regarding incidences of Policy or Code of Conduct Violations.

Judicial Hearing Board

The Judicial Hearing Board (JHB) is a group of faculty and administrators who are trained to hear cases that involve more serious violations of University Policy and/or the Code of Conduct. When a hearing is scheduled, the moderator will select three (3) trained representatives to serve on a hearing panel to hear a case. Board members shall disqualify themselves from serving on a Judicial Hearing Board case if they believe in good faith that they cannot be objective in the matter. Students will be provided with

information regarding composition of the Hearing Board at least 48 hours before a hearing. The student may object to a member for cause in writing at least 24 hours before a hearing. The moderator shall rule on all objections and replace any disqualifications.

The individuals that may comprise a Judicial Hearing Board will include the following members:

1. Board - Members are selected from a group of faculty and administrators who have volunteered and been appropriately trained to hear cases.
2. Chairperson - The chairperson is a voting member, who is a faculty member or administrator selected by the moderator on a case-by-case basis.
3. Moderator - The Moderator is a non-voting member, namely the Associate Director of Residence Life or Director of Student Conduct & Advocacy, or their designee. The Moderator shall advise the JHB on appropriate matters, such as the type of information that may help in determining if the code of conduct was violated and prior sanctions relating to similar conduct. The Moderator shall facilitate the appropriate paperwork and record-keeping, as well as reserve the appropriate space for the hearing.

Judicial Procedures

Any member of the University community may file a complaint against a student or student organization alleging violations of the Student Code of Conduct and/or University policies. An incident report completed by a University Official (i.e., Public Safety or Residence Life) is directed to the Director of Student Conduct & Advocacy (commuter student involvement) or the Director for Residence Life (resident student involvement), or the Dean of Students, or their designee(s), who begins the process. A complaint shall be submitted as soon as possible after the incident occurred, preferably within one week; however, the timeliness of the complaint shall be determined by the Director of Student Conduct & Advocacy, the Director of Residence Life, or the Dean of Students, or their designee(s), based on facts and circumstances presented.

All judicial procedures are confidential.

A student has the right to:

- reasonably specific advanced written notice of charges.
- advance written notice of the date, time, and place of the hearing, unless such right is waived in writing by the student.
- a hearing conducted to ensure that an accused student has a fair and reasonable opportunity to answer, explain, and defend against charges.
- the opportunity for submission of written physical and testimonial evidence and for reasonable questioning of witnesses.
- reasonably sufficient interval between the date of charges and the date of the hearing to allow the student to prepare a response.
- an impartial hearing body.
- a final decision based upon the evidentiary standard.
- a written decision in which rationale is explained in detail.
- an advisor, who may be an attorney, to be present at hearings. The University may limit the participation of the advisor.
- the opportunity to appeal a decision of a hearing board, under reasonable circumstances.

Before a Hearing

When an alleged violation has occurred, the appropriate hearing officer or moderator shall notify the respondent via University email. The process of the hearing will be outlined in the notice. In order to schedule a hearing, the officer or moderator will consult class schedules to find a common available

time. It is an expectation that students attend their hearings. Students have a right not to attend a hearing; however, as a result, the students forfeit the opportunity to provide additional information. Thus, the case will be conducted in the student's absence. The student's failure to attend does not limit the board or administrator from making a decision based on information available. If a student misses a hearing due to an emergency, it is the student's responsibility to contact the hearing officer or moderator within 24 hours after a scheduled hearing. No student may be found to have violated a University policy solely based on a student's failure to attend; nonetheless, a student is responsible for completing any sanction received as a result of a hearing.

Hearing Procedures

The judicial process is designed to encourage open discussion among the participants that promotes understanding of the facts, the individuals involved, the circumstances under which the incident occurred, and the nature of the student's conduct. Hearings are private meetings; parents or legal counsel are not permitted and cannot be a part of these proceedings.

The Administrative Hearing Officer or JHB determines as to each student, and to each violation charged, whether the student is responsible for violating university policies. This determination shall be based upon the facts of the conduct alleged, as well as whether it is more likely than not that the student is responsible for the alleged violation(s).

Advisors

A student may select an advisor to advise them at any judicial proceeding. An advisor can be another student, a friend, a faculty/staff/administrator, a member of the family, or an attorney. Generally, an advisor is present to provide support for a student. Should an advisor not adhere to their standards in that role, the Hearing Board Chairperson will request that the advisor comply with the limitations and provide a warning. If noncompliance persists, the advisor will be required to remove themselves from the hearing. An advisor cannot actively participate in the judicial proceeding.

Factors Considered in Sanctioning

If a student is found responsible for violating a policy, a sanction shall be imposed. The following shall be considered in determining sanctions: motivation, honesty, maturity, cooperation, present attitude, past record, the severity of damage, injury, harm, disruption or the potential for such willingness to make amends, and compliance with previous sanctions. A student's cumulative judicial file will be considered in sanctioning.

Sanctions for University Policy/Code of Conduct Violations

The University encourages opportunities for administrative hearing officers or the JHB to find sanctions that may be tailored to a student's situation or needs. As a result, the following list is not comprehensive and only contains recommended sanctions:

- Warning: Written or verbal notice given that is kept on file
- Program Attendance or Facilitation: Expectation to attend or facilitate an educational program(s)
- Writing Assignment: Requirement to complete a relevant research and/or reflection paper
- Discretionary Sanctions: Requirement to complete and or participate in work assignments, community service, University services or programs, or other related discretionary assignments
- Loss of Privileges: Denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role)
- Counseling Assessment/Meetings: Complete a number of counseling or assessment sessions

- Fines: Requirement to pay a specified monetary fee to the University
- Restitution: Requirement to make payment to the University, other persons, groups, or organizations for damage
- Administrative Relocation in University Housing: Requirement to be placed in an assigned or relocated space in University Housing
- Disciplinary Probation: A period of fixed duration, during which the status of a student at the University may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating University policy during the probationary period.
- Deferred Suspension: A designated period of time during which a student is given the opportunity to demonstrate the ability to abide by University policies. If the student is found in violation of any University policy during the time of deferred suspension, a suspension may take effect immediately without further review. Additional sanctions appropriate to the new violation may also be issued.
- Removal from University Residence: Separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student will be barred from entering all residences within the University residential community during the time of removal from campus housing.
- Suspension: Separation from the University for a specified period of time. The student shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period towards a University degree. In case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of student organization, this may include the removal of recognition. Reinstatements shall require the approval of the Vice President for Student Affairs, or other Senior-level Administrator, as designated.
- Expulsion: Permanent separation from the University and University facilities.
- Revocation of Admission and/or Degree: Admission to or a degree awarded from the university may be revoked at any time of fraud, misrepresentation, or another violation of the Code of Conduct in obtaining the degree, or for other serious violations committed prior to graduation or admission.
- Withholding Degree: University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Judicial Process, including the completion of all sanctions imposed, if any.

Failure to abide by or complete any sanction shall be considered an additional violation of the Code of Conduct. Failure to pay a fine, for example, can result in increased fines or additional sanctions being added to the fine. Incomplete sanctions may result in a hold placed on the student's account, preventing registration.

Notification of Hearing Outcome

The student shall be notified in writing via their Holy Family University email, of the outcome of a hearing within three (3) business days after a hearing. University may only disclose the results of a hearing by which is permitted by law. Proper University authorities shall be notified of any sanction. Parents of students under 21 may be informed of the code of conduct violations with respect to the use of possession of alcohol or controlled substance.

Application of Interim Suspension or Conditional Attendance

Routine infractions of the Student Code of Conduct will be addressed through the appropriate University judicial system processes. In certain circumstances, the University may, through its Dean of Students or designee, impose a suspension prior to a review of misconduct within the University's

judicial system. An interim suspension (immediate separation from the University) may be imposed for the following reasons:

1. To ensure the safety and well-being of members of the University community or preservation of University property;
2. To ensure the student's own physical or emotional safety and well-being; and/or
3. If the student poses a definite threat of disruption of or interference with the normal operations of the University.

As an option, a student may be given guidelines for conditional attendance (e.g., housing/ class relocation) by the Dean of Students or designee. During this time a student may be denied access to the residence halls and/or to the campus, including classes, and/or other University activities or privileges for which the student might otherwise be eligible. There is no appeal for this status, but the University shall make every effort to conduct the judicial process without undue delay. The student shall remain on Interim Suspension/Conditional Attendance until the hearing and/or an appeal determines their status. In addition, at any time after filing a complaint, the Dean of Students or designee may place a registration hold on the record of any student pending the outcome of proceedings or enforcement of sanctions. A registration hold may also prevent registration of classes, the release of transcripts, and the award of a degree.

University Withdraw Prior to Judicial Hearing Process

If a student voluntarily withdraws from the University while involved in the judicial process, a registration hold shall be placed on the student's account. The student will not be permitted to re-enroll until after the Judicial Process has been concluded and/or the sanction in their absence is completed.

Appeals Process

Students who wish to appeal are granted the opportunity through the appeals process. All appeal requests shall be directed in writing to the Vice President for Student Affairs, or their designee, within five (5) business days of written notification of the action taken by the Hearing Officer or the JHB. The appeal should be delivered to the Vice President for Student Affairs via email. The appeal process is reserved for serious sanctions only. In the appeal letter, a student must clearly demonstrate that one or more of the following has occurred to be considered for an appeal:

1. Material failure to follow procedures of the Judicial Process that has affected the outcome.
2. New information sufficient to alter a decision that was not reasonably available at the time of the original hearing.
3. Sanction(s) was/were not consistent for the violation(s) of a University Policy.

Appeals submitted for other reasons or past the allotted time will not be considered. The Vice President for Student Affairs determines if the appeal is warranted. The Vice President for Student Affairs, along with the Appellate Board Members, will review all available information pertaining directly to the appeal, and shall make a decision within five (5) business days. The Appellate Board will consist of three (3) trained members. The Appellate Board may replace the sanction with another which may be more severe, less severe, or otherwise different, may remand the case for consideration, and/or may direct the case for a new hearing. If the Vice President for Student Affairs finds no merit to the appeal, the decision of the original hearing will stand. While an appeal is pending, sanctions are not in effect unless an interim suspension/conditional attendance has been imposed on the student.

COVID-19 Addendum to the University's Student Code of Conduct

Upholding our motto *Teneor Votis: I am bound by my responsibilities* – echoes our students' utmost priority in response to vigilance in following the guidelines provided by the *University's Return to Campus Fall 2021 Plan* (located on our website), the United States Centers for Disease Control and Prevention (CDC), the Commonwealth of Pennsylvania, and the City of Philadelphia relative to the COVID-19 pandemic. To ensure the personal well-being of our University community both on and off campus, it is most important to commit to responsible actions in safeguarding the spread of COVID-19. Demonstrating personal integrity and respect for others will enable each of us to help keep safe and healthy during this pandemic.

Holy Family University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. Health and safety on a university campus is a shared responsibility for all involved. All students, employees, vendors, volunteers, and visitors will be subject to policies, procedures, and oversight designed to promote a safer and healthier environment for teaching, learning, and working, including strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19.

To mitigate the spread of COVID-19, it is a shared responsibility to comply with the outlined federal, state, local, and University precautionary measures set forth herein with possible notification changes in time. Failure to comply could warrant disciplinary actions, which places the University community at risk for spreading COVID-19 as well as endangers its health and safety. **Everyone is accountable for self and each other, as we strictly adhere to established guidelines to reduce the risk of COVID-19 infections transmitted to others.**

All existing related University policies, procedures, and practices remain in effect as written in our *University's Return to Campus Fall 2021 Plan* until further notice. You are required to comply with the policies and procedures and all federal, state, and local public health mandates,

Holy Family University reserves the right to adjust the scope and jurisdiction of its current COVID-19 vaccination requirements, related policies, and risk mitigation efforts at any time.

Health and Safety Protocols

Holy Family University has comprehensive health and safety protocols in place, drafted in accordance with guidelines from the Centers for Disease Control and Prevention (CDC), the Philadelphia Department of Public Health (PDPH), the Commonwealth of Pennsylvania and the City of Philadelphia. These protocols need to be followed in the interest of public health and as an expression of care for all community members.

Verification of COVID-19 Vaccine

Holy Family University has taken an important step in protecting our community with the requirement of the COVID-19 vaccination for all students. Vaccines protect persons against contracting or being significantly ill from COVID-19, and also protect the community against spread. Requiring the vaccine will allow us to return to the experience our students expect at Holy Family University, one that is student-centered, individualized, and manifests itself through highly engaged curricular and co-curricular experiences. **Holy Family University requires that all students are vaccinated by the start of the fall semester.** We will require proof of a first shot for the Pfizer or Moderna vaccine or proof of the one-shot Johnson & Johnson's vaccine by the beginning of the term. **Individuals with a religious or medical exemption from being vaccinated will need to be double masked while indoors, practice social distancing and be tested for COVID-19 up to twice per week.**

Vaccine Verification / Exemption Compliance

Students who have not been granted exemptions and do not provide proof of being fully vaccinated for the COVID-19 virus will not be permitted on campus during the fall semester, and may not be able to maintain a full-time course load. Students who do not comply with the required verification of the COVID-19 vaccination will be held accountable for non-compliance under the University Student Code of Conduct.

Reporting COVID-19 Exposures and Positive Cases

All faculty and staff are required to notify their dean or supervisor and University Health Services if they have tested positive for COVID-19, a COVID-19 variant, or are self-isolating or self-quarantining. To notify Health Services please send an email to healthservices@holyfamily.edu. The dean or supervisor will then notify Human Resources.

Self-Monitor Your Health

You are required to self-monitor your health every day, prior to entering the campus. Any person who is experiencing symptoms of COVID-19, or feels ill should not come to campus.

Wear A Mask

The wearing of a mask(s) while in public, indoor spaces, including University residential facilities, when visiting on-campus offices, and when in the classroom, is required. Holy Family University requires the wearing of a mask, regardless of vaccination status.

All residential students are required to follow the procedures and expectations as outlined by the Office of Residence Life re: ***COVID-19 and Public Health-Informed Policies, addendum to Housing Contract 2021-2022.***

These precautions will remain in effect until further notice and may be modified in such a manner as necessary to suitably respond to this ongoing global pandemic.

With regard to online classes, students are expected to maintain a high standard of respect and integrity. Disruptive behavior that affects classroom learning will be addressed consistent with the University Student Code of Conduct.

The standards of student conduct as outlined in the University Student Code of Conduct, and all related applicable grievance procedures, will be implemented in response to any violations related to items included in this addendum.

Non-compliance with the University's COVID-19 policies and procedures will result in immediate action, including transfer to online-only instruction (if applicable), removal from housing, suspension or expulsion, or other sanctions based upon the frequency and the severity of the allegation of the behavioral concern. Upon reception of a report, the alleged student will receive a notification of violation communication via email the Office of Student Conduct and Advocacy. This notification will indicate the alleged conduct violations, and the scheduled hearing date and time. Alleged conduct violations will be heard in a virtual Administrative Hearing with the Director of Student Conduct and Advocacy.

The University will follow all outlined Judicial Procedures in the review, adjudication, and sanctioning of violations of the Student Code of Conduct as related to COVID-19 response.

Students should report concerns and/or observed violations to the Director of Student Conduct and Advocacy at smbinkowski@holyfamily.edu and 267-341-3432.

Residential students should report concerns and/or observed violations that occur within in the residential setting to Residence Life Staff at reslife@holyfamily.edu and 267-341-3494.

Interscholastic (NCAA) student athletes are required to follow the University Athletics Health and Safety Plan, and campus community members should report concerns and/or observed violations to the University Athletics Director at thamill@holyfamily.edu.

Failure to follow the guidelines outlined may result in a student's removal from University housing, limitations/removal/suspension of interscholastic (NCAA) sport participation, termination of club sport participation, or in disciplinary action, up to and including exclusion from campus .