Holy Family
UNIVERSITY

Student Handbook
2024–2025

AUGUST 2024

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.

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.

First-Year Convocation and Block Party (August)

The First-Year Student Convocation provides an opportunity for the Holy Family University community to celebrate the entering first-year student class. Convocation will be followed by the Welcome Back Block party for students, faculty and staff.

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 ((August)

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.

First Year and Transfer Convocation

A formal ceremony celebrating the arrival of the new class of undergraduate first year and transfer students.

Homecoming (September/October)

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

Great Day to be a Tiger Charter Celebration (February)

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

Big Cat Block Party (April)

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

Late Night 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.

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.

Holy Family University Alma Mater

Written by MaryAnn Scarano Hughes ’64 & Mary Ann Wuskle Ferland ’64

Hail to Thee, dear Alma Mater! Listen to our song of Praise! Teaching, loving Mother, hail!
Guardian of our student days.
On our hearts thou hast engraved Lasting lines of heraldry. Teneor Votis we proclaim Through time and eternity.
Loyal students we will be To our university! Speaking for Thee in one voice; In thy glories we rejoice!
Hail to Thee, dear Alma Mater! Listen to our song of Praise! Teaching, loving Mother, hail!
Guardian of our student days.
On our hearts thou hast engraved Lasting lines of heraldry. Teneor Votis we proclaim Through time and eternity.

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General Information

Academic Regulations

The UndergraduateCatalog is a comprehensive publication that provides information on the Holy Family University campuses, admission process, academic advising, academic programs, academic-specific policies and procedures, degree requirements, financial aid and fees, major requirements, and course descriptions. Each student is responsible for the proper completion of the requirements of their academic program as published in the appropriate university catalog.

Students are responsible for viewing the Undergraduate Studies and/or the Graduate Studies Catalogs at https://www.holyfamily.edu/academics/course-catalogs.

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, 6:00 a.m. 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, 6:00 a.m. to midnight, except when occupied by an inter-collegiate team or University-sponsored activities.

Locker Room

The locker room is available for recreational participants Monday through Sunday, 6:00 a.m. to midnight. Limited individual lockers are available for individuals to reserve on a yearly basis by contacting Ryan Haigh at rhaigh@holyfamily.edu.

Individuals must utilize University provided locks. All other locks will be cut off. Use of the shower facilities is permitted.

Albert & Carolyn Smith Cardio Room and Weight Room

1. The Fitness Center is open Monday through Sunday, 6:00 a.m. 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, a waiver form must be completed by scanning the QR code located on the fitness center signage. e
3. For reasons of safety, it is recommended that a companion be present during use of this equipment.

Bookstore

The Holy Family University 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. Visit the bookstore website here for additional details and information.

Store Hours
Monday–Thursday, 9:00 a.m. to 5:00 p.m.
Friday, 9:00 a.m. to 4:00 p.m.

Course materials and assigned textbooks can be found at the Bookstore and reviewed at the bookstore website.

Textbook rentals, sell backs and returns are available from the Bookstore. Applicable policies, procedures and expectations are reviewable at the bookstore website.

Campus Center

The Campus Center provides a space and opportunities for socializing, studying, hosting meetings, and sponsoring events and is open seven days a week from 6:00 a.m. to midnight.

Campus Ministry

Location: Campus Center, 2nd Floor

Embracing our Catholic identity and our mission, we create a space for genuine encounters where persons of all faith traditions—and those still searching—are invited to share their journey. Campus Ministry empowers all to create family and inclusivity by forming relationships that encourage all to be their best and do their best.

Campus Ministry seeks to complement and augment the larger mission of Holy Family University, "to extend the Kingdom of God’s love among ourselves and others" by encouraging all members of the Holy Family community to uphold the Nazareth values of faithful listening, loving relationships and recognizing God in the everyday.

Computer Labs / tigerWIFI Network

Location: Holy Family Hall, 1st Floor

All registered students receive a Holy Family email account and a network login account. In addition to classroom Labs, Computers are available in common areas on both CampusesStudents are

required to abide by the Electronic Communications Acceptable Use Policy, available for viewing at https://www.holyfamily.edu/about/administrative-services/university-policies/information-technology-policies/electronic-communications-acceptable-use-policy.

Counseling Services

Location: Delany Hall

Counseling Services is here to support students in accomplishing their academic and personal goals. This happens by supporting their emotional, interpersonal, and self-development through consultation, assessment, coping skills enhancement, psycho-education, and other solution focused interventions. Our Counselors work within a short-term treatment model aimed at helping students better understand their thoughts, feelings, experiences, and relationships and make healthy changes that will impact their life in a positive way. Decisions about the services that each student is eligible for and receives, are made jointly by the student and their Counselor and are based solely on treatment needs.

The Counseling Center can help students with a wide array of concerns and mental health issues that can be helped by short-term brief psycho-educational and counseling interventions. At present the Counseling Center does not have a psychiatrist on staff, however, our staff will help students find an area provider to prescribe and monitor medication if needed. Some students benefit from or need longer-term, more specialized, additional, or complementary treatment such as topic-specific specific support groups such as eating disorder, substance dependence, or trauma treatment, AA or other support groups, intensive outpatient treatment, and/or hospitalization. The Counseling Center staff will help students seek this kind of support when necessary.

All services provided by the center are free and confidential. Currently enrolled full-time students are eligible for counseling services at no financial cost as well as part-time students at the discretion of the director. Please click here for more information on the website.

Dean of Students

Location: Campus Center, 2nd Floor

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.

The Dean of Students has the following oversight and support areas:

- Assistance of students with individual problems and concerns.
- Support to students engaging in the medical or mental health withdrawal
- process.

- Coordinate with campus stakeholders in the early alert identification process for students navigating general wellness concerns.
- Provide support to faculty and staff within each school of study as they work with their students on college-specific issues.
- Oversight of student conduct adjudication and related University policy and procedure.
- Facilitation of the Campus Assessment, Response, and Evaluation (CARE) Team which receives reports of concerning or threatening student behavior that has the potential to lead to targeted violence.

Accessibility Services for Students

Location-Library, 1st Floor Library, Patricia Moorhouse Leonard Seminar Room

The mission of Holy Family University's Office of Accessibility Services (OAS) is to adhere to a commitment for equitable access and opportunity for all, and to establish a well-informed environment of inclusion, propelled by the upholding of our University's core values of Integrity and Respect. The Office of Accessibility Services (OAS) 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.

Please note that students must schedule an information session with OAS before applying for services. The prospective or current student should send this email; its content will be secure and private. If you have questions regarding accessibility services, contact the office by calling 267-341-3388 or by emailing accessibilityservices@holyfamily.edu.

Application

Students are required to complete all necessary forms in application for review of services.

Verification and Support of Disability

Documentation includes comprehensive evaluation by a qualified, credentialed 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 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. An IEP is an acceptable form of documentation if dated within the last 3 years.

Documentation should not come from an individual related to the individual who is seeking accommodations.

Student requests for accommodations are reviewed on a case-by-case basis. The Office of Accessibility Services may request 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 Accessibility Services with general questions about what should be included.

Application Review for Accessibility Services and Accommodations

The Office of Accessibility 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 the student to forward the current semester accommodation letter/email to them. Accommodation 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 Accessibility Services can also help if there is a question or concern about the accommodations that needs to be resolved.

Currently enrolled students on file with the Office of Accessibility Services do not need to request accommodations each academic year; accommodations are automatically transferred to the following academic year with a new letter from the Office of Accessibility Services sent each August. Students who wish to update their current accommodation plan or anticipate registering for a field placement, practicum, internship, student teaching, or clinical nursing experience should contact the Office of Accessibility Services immediately to discuss potential changes in accommodation needs.

Approval for accommodations and any changes to existing accommodations can only be authorized through the Office of Accessibility 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 Accessibility Services by emailing accessibilityservices@holyfamily.edu or calling 267-341-3388.

Emergency/Fire Drill

When the fire alarm is sounded/activated, students, staff , faculty and visitors 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.

All faculty, staff 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 and related devices 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 $300.00. Students found responsible for

misusing, tampering with or covering smoke detectors or devices will be assessed a fine and the cost of repair in addition to being subject to a judicial sanction.

Additionally, anyone found responsible for 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 and related devices are also subject to fines and penalties from the City of Philadelphia Fire Department.

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 LiveSafe 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 or the Newtown Township 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

An alert will be distributed via the LiveSafe App when it is deemed that a timely warning or notification of an emergency situation is necessary. 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 the Campus SAfety and Security website.

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

Location: Stevenson Lane Residence Hall

Registered health care professionals are available to students during the academic year, Please email healthservices@holyfamily.edu for hours of operation or to make an appointment. 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. 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. Students must provide a Health Packet if they wish to be seen as a patient in the Health Clinic. Health Services professionals reserve the right to refuse treatment of non-emergent conditions without the receipt of a Health Packet.

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 building access, use of the library and sports facilities and must be available for presentation while a student is on campus. ID cards can be obtained by visiting IT Helpdesk locations in Holy Family Hall Room 111 or Newtown Room 123. An active student status and proof of identification, such as a driver's license, are required.

There is no charge for the initial card; however, the cost for replacing a lost/damaged ID card is $10.00, payable to the Office of Student Accounts HFH Room 202. The cost of the new ID card is charged directly to your student account.

Failure to produce an ID card when asked by a University official may result in disciplinary action. Students should not lend out Univers ID cards under any circumstance. Upon request, students must surrender their ID cards to authorized University personnel, to include but is not limited to Public Safety, Residential Life staff, the Dean of Students, and Human Resources. Students must provide accurate information and must comply with the directions of such officials in the performance of their duties.

Inclement Weather

Information on school closings is posted on the Holy Family University website. Students are able to register for a text-alert through https://www.holyfamily.edu/about/administrative-services/campus-safety-security.

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 p.m. should call security at 215-435-9531. The Newtown receptionist desk closes at 4:30 p.m. Monday through Thursday, and at 4:00 p.m. on Friday.

Office of Internships and Career Services

Location: Campus Center, 2nd Floor

The Office of Internships and Career Services 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 Office of Internships and Career Services philosophy is to provide students with the tools and knowledge that will encourage growth in professional development. As a result, students utilizing this resource will achieve a higher understanding of their personal career path and their professional selves. The Office of Internships and Career Services aims to support students' short-term needs by locating an internship opportunity and preparing the students for their future as professionals through Career Services. Students can take advantage of one or all services, including resume building, cover letter writing, interview etiquette, career readiness skills, and building a long-term career plan. These services are provided in one-on-one appointments and/or several events hosted by the office, including Professional Week.

To schedule a virtual appointment with Brett Fucci, Director of Office of Internships & Career Services, please **follow this link.** For more information, please **click this link** to visit the website.

Library

Holy Family University's Library is located at the Philadelphia campus across from the Education and Technology Center. The Learning Resource Center (LRC) at Newtown East is now closed; however, Information Literacy sessions and research appointments are available in-person or virtually.
The Library contains access to research databases categorized by subject, with additional access to The New York Times and Wall Street Journal. Many articles are available in full text both on and off campus, however, Interlibrary Loan grants access to articles that may be unavailable.

Professional librarians are available for research assistance, and every student is encouraged to seek support from all library staff members. Computers, vending machines, study rooms, WIFI access and networked printers with copying and scanning capabilities are available. The library web page (holyfamily.edu/library) provides access to the library catalog and research databases, 24/7 live chat research help, research guides (LibGuides), and library hours and policies.

Lost and Found

Location: Campus Center, 1st Floor

Found property should be taken to Public Safety. The Public Safety Office is found on the first floor of the Campus Center on the Northeast Philadelphia Campus and is located in the first-floor lobby area of the Newtown Campus.

Medical Emergencies

Philadelphia and Newtown Campus Procedures

- When a medical emergency occurs on campus, notify Public Safety.
    - Philadelphia Campus: Public Safety is available through the University Command Center at 267-341-3333 or the call boxes located in the parking lots.
    - Newtown Campus: Public Safety is available through the Campus Command Center at 267-341-4011 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 Student, 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 Life 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.

Office of Orientation & Academic Success

Location: Campus Center, 2nd Floor

The Office of Orientation & Academic Success exists to help encourage, intervene, and advocate for students through their entire college career. As a support team, the Orientation & Academic Success staff offer several Orientation, Transition, and Retention programs and services aimed at empowering students to progress towards their degree. Students and our office work together to establish strategies for student success, including self-advocacy, time management, assignment submission tracking, setting study schedules, focus, prioritization, and communication with professors.

Student Success Coaching

Student Success Coaches meet students to discuss academic and personal concerns that are barriers to success. Success Counselors are available for one-on-one appointments and will host workshops throughout the semester.

Topics Student Success Coaches can assist with:

- Organization and time management
- Goal setting
- Planning for the semester
- Stress management techniques

Student Success Coaches can be contacted at academicsuccess@holyfamily.edu.

Safety and Security

In accordance with both federal and Pennsylvania legislation, Holy Family University's Dean of Students and the Assistant Vice-President for Public Safety and Risk Management and/or their designee 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 University 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.

Fundraising

All fundraising events on University campus or University-owned property or associated with Holy Family University must receive approval from the Director of Campus Life.

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 readmission 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 Office of Student Accounts. The print quota has no cash value; there are no refunds or transfers to other students for unused quotas.

To print from your own device, you will need to install the Papercut mobility print app. In order to set this up you will need to be on campus and connected to tigerWIFI. Please follow the instructions linked here. It's a one-time installation of the app. When it's time to print, follow the standard process.

Theft

The University is not responsible for lost, stolen, or damaged items. 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. If an item is stolen and is later recovered, Public Safety should be notified of its recovery.

Tiger Tutoring

Location: Library, 2nd floor

Tiger Tutoring supports the Mission of the University, in which the change to educate students to assume responsibilities toward God, society, and self, by instilling a commitment to lifelong learning, runs deep. Tiger Tutoring offers an array of diverse services, at no cost, designed to serve the learning needs of students at all levels of achievement. The goal of Tiger Tutoring is to help students improve skills to achieve greater academic success, and to encourage them to take full advantage of the learning experience. Tiger Tutoring works in concert with faculty, staff, and all other academic and student services. As part of the Office of Undergraduate Holistic Academic Advising and Tutoring Services, Tiger Tutoring, staffed by professional and peer tutors, is committed to providing support for all students. The mission is dedicated to meeting the learning needs of students at all levels of achievement. Tutorial support is available in-person, and is provided in the areas of Writing, Mathematics, Biology, and Nursing. Tiger Tutoring also utilizes Pear Deck tutoring, a 24/7 online tutoring service, as a virtual option for students to gain help in the above listed areas, as well as subjects in social sciences, humanities, natural sciences, languages, and business, as well as an online Writing Lab.

Unauthorized Student Recording Equipment

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

Campus Life, Registered Student Organizations (RSOs) and Honor Societies

Student Engagement Office

Location-Campus Center Second Floor

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 everyone 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 enthusiasm and make friends. Refer to the Office of Student Engagement to find out more information.

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).

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. RSOs and Executive Board members may be subject to the Student Code of Conduct for conduct while serving as a member of the RSO. Any person serving in an Advisor role to a RSO is required to adhere to all information outlined in the Advisor Manual.

Policies and Procedures

Academic Integrity 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 is 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. 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, communications@holyfamily.edu
- University Athletics, thamill@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. **To begin your request, please complete a Project Request Form**

RE: **Bulletin Boards:** Bulletin boards are located in the corridors of the Campus Center, Education and Technology Center, Holy Family Hall, Library, Nurse Education Building, and Stevenson Lane Residence. All bulletin boards in Stevenson Lane Residence and St. Joseph 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 required 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.

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.
- 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, your request must be submitted at least two weeks prior to the time they would like to start advertising. Please complete a Digital Signage Request form to request campus TV slided from Marketing & Communications. Departm

If you want to be featured by the Student Engagement Office, please email your information and request at seo@holyfamily.edu. Please send original photos as a separate file with an accompanying text. must be resized and cannot be posted as is.

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.

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 University 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, under strict approval of the Vice President for Finance & Administration, or their designee(s), may conduct specialized events where alcohol is served; these events must be properly registered and steps must be taken to prevent under-age consumption.

The University allows the possession and consumption of alcohol by persons over the age of 21 in University owned and operated residential facilities, as outlined by the policy located in the *Residence Life Policies and Procedures Handbook.*

The University prohibits students under the age of 21 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.

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.

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

- Possession and/or consumption of alcohol by any person under the age of 21
- Possession and/or consumption of alcohol by persons 21 or over without appropriate University approval;
- 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 and persons not over the age of 21 are present; and
- Open container of alcohol in a public area without appropriate University approval.

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.

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, bongs, pipes, and any items modified or adapted so they can be used to consume drugs, are not permitted on university property.

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 are 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: 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 Counseling Services. 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, Dean of Students Office, Health Services, the Office of Accessibility Services, Campus Mission and Ministry, Student Success, 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 overarching 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.

Credit Disclosure Policy

To be in compliance with *Section 2302-A: Regulation of On-Campus Credit Card Marketing of the Pennsylvania School Code*, Holy Family University prohibits the marketing of credit card applications to students either on campus or using College email.

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: La-Riese Eldrodge-Garcia. M.Ed. Associate Dean of Students; 9801 Frankford Ave., Campus Center, Philadelphia, PA, 19128; 267-341-3281; leldridge-garcia@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 where these records are maintained.

- Academic: Registrar, Holy Family Hall, Room 218
- Admissions: Undergraduate Admissions-ETC Room 105
- Financial Accounts: Office of Student Accounts, Holy Family Hall, Room 202
- Judicial Records: Residence Life and Dean of Students, Campus Center, Room 209
- Student Aid: Financial Aid, Holy Family Hall, Room 209

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

The University shall obtain the written consent of the student before disclosing personally identifiable

information from the educational records, except if the disclosure is to instructional, administrative or other authorized individuals, including representatives of approval or accreditation agencies. A record of all disclosure, other than to the subject student, will be maintained by the appropriate office and may be reviewed by the student.

A more complete description of the guidelines prepared for compliance with the act is available in the Office of the Registrar at all times.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records — including the Social Security Number, grades, or other private information — may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to the student's education records and PII without the consent of the student to researchers performing certain types of studies, in certain cases even when the University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent PII from the student's education records, and these State Authorities may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- To comply with the Solomon Amendment (requiring the disclosure of certain information to military recruiters)

Student Rights Under FERPA – Right of Inspection and Review

Current and former students have the right to inspect and review their Education Records within 45

days of the date that the University receives a request for access.

A request that identifies the Education Record(s) to be reviewed or inspected must be submitted in writing by the student to the University Registrar, a Dean, a Chair, or other appropriate University School Official. That School Official will plan for access to the records with the University Registrar and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was made, that School Official shall advise the student of the correct individual to whom the request should be made.

Student Rights Under FERPA – Right to Request Amendment of Education Record
The University provides a student with an opportunity to request an amendment to the contents of an Education Record which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. A School Official who receives such a request will coordinate with the University Registrar and they will decide within a reasonable period of time whether corrective action consistent with the student's request will be taken. The student must be notified of the decision. If the decision is in agreement with the student's request, the appropriate record(s) must be amended. A student who is not provided full relief sought by their challenge must be informed by the appropriate School Official, in writing, of the decision and their right to a formal hearing on the matter.

Student Rights Under FERPA – Right to Consent to Disclosure of Education Records

The University will disclose information from a student's Education Records only with the written consent of the student, unless one of the following exceptions apply:

- Directory Information may be made available to anyone who makes a request for such information, without first notifying the student, unless a Request for Non-Disclosure of Directory Information Form is completed by a student while they are enrolled and the form is submitted to the Office of the University Registrar.
- The disclosure is to authorized federal and state representatives for audit or evaluation or compliance activities.
- The disclosure is to School Officials that are in the process of carrying out their assigned educational or administrative responsibilities and have a Legitimate Educational Interest. The determination as to whether or not a Legitimate Educational Interest exists will be made by the University Registrar, who serves as the FERPA Officer for the University. When the FERPA Officer has any questions regarding the request, the FERPA Officer should withhold disclosure unless they obtain consent from the student or the concurrence of a supervisor or other appropriate official that the record may be released.
- The disclosure is to provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- The disclosure is to maintain the health or safety of the student or others on or off-campus. When the University discloses personally identifiable information under the health or safety emergency exception, the University must record the significant threat to the health or safety of a student or other individuals and the parties to whom the information was disclosed. This documentation must be done within a reasonable period of time after (but not necessarily prior to) the disclosure and must be maintained with the student's education records. This documentation should identify the underlying facts the University relied upon in determining there was a defined and significant threat.
- The disclosure is to officials of other institutions in which a student seeks or intends to enroll, as long as the disclosure relates solely to the purposes of the transfer, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer.

- The disclosure is in connection with financial aid for which a student has applied or received if the information is necessary for the determination of eligibility, amount and conditions of aid or to enforce the terms and condition of aid.
- The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction, provided that individual identity of students is not made and that the disclosure is restricted to the representatives of the organization that have a legitimate interest in the information. Information may only be disclosed per a written agreement between the University and the organization conducting the study on the University's behalf that:
    - Identifies the purpose, scope, and duration of the study; ii.)
    - Requires the organization to use personally identifiable information from education records only to meet the purpose of the study as noted in the agreement; iii.)
    - Requires that the organization conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and iv.)
    - Requires the organization to destroy or return the personally identifiable information to the University when the information is no longer needed and specifies the time period in which the destruction or return must occur.
    - Requires the organization to use personally identifiable information from education records only to meet the purpose of the study as noted in the agreement;
    - Requires that the organization conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
    - Requires the organization to destroy or return the personally identifiable information to the University when the information is no longer needed and specifies the time period in which the destruction or return must occur.
- The disclosure is to accrediting organizations carrying out their accrediting functions.
- The disclosure is to comply with a judicial order or a lawfully-issued subpoena, provided that the University makes a reasonable attempt to notify the student in advance of compliance. If a contractor receives a subpoena for a student's information, the contractor is required to provide the appropriate notice. The University is not required to notify the student if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the institution not to disclose the existence or contents of the subpoena. In addition, the University is not required to notify the student if disclosure is necessary to comply with an ex-parte court order obtained by the U.S. Attorney General or an Assistant Attorney General concerning certain criminal investigations and prosecutions.
- The disclosure is to a victim of an alleged crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense). The disclosure may only include the final results of the disciplinary proceeding conducted by the institution, regardless of whether the University concluded a violation was committed or not. The University may not require students who are sexual assault victims to sign confidentiality pledges to protect from further disclosure the disciplinary proceedings.
- The disclosure is to the parents of a student under 21 years of age who has been found responsible for a violation involving the use or possession of alcohol and/or drugs.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-5920

Formal Complaint Processes & Grievance Procedures

Academic

A student with an academic grievance or concern 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 or time of concern. 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.

General Grievance

A general grievance process and procedure may refer to grievances of the following:

- a student or students towards another student or students.
- a student or students towards a University administrator, faculty, or staff member or third-party vendor (i.e. Public Safety, Housekeeping, Dining Services).

At any time, should a student feel they need to discuss a concern, the student is directed to the Office of the Dean of Students. The following procedures shall apply:

- Student initiates General Grievance via email to the Office of the Dean of Students at dos@holyfamily.edu. A response will be provided within three (3) business days.
- A meeting will be scheduled with the reporting student.
- The Office of the Dean of Students will make determination for the appropriate process of which the grievance falls within, if applicable. Examples may include, but are not limited to,

Sexual Harassment & Non-discrimination Policy, Student Code of Conduct, or the Academic Greivance.) More policy details can be found here.

- The Office of the Dean of Students will communicate directly with a reporting student regarding the reported matter. The University reserves the right to limit communication regarding specific outcomes or sanctions.

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 the Dean of Students located in the Campus Center at the Philadelphia Main Campus.

Any participants, beneficiaries, applicants, or employees, including students, staff, faculty, and visitors who believe they have been subjected to discrimination on the basis of disability, or are unsatisfied with accommodations provided by the Office of AccessibilityServices, 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 the Office of Accessibility 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 Accessibility Services
Philadelphia Campus, Library, First Floor
267-341-3388, accessibilityservices@holyfamily.edu

The Office of Accessibility 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 Accessibility 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 Accessibility 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 the Dean of Students
Philadelphia Campus, Campus Center, Second Floor
Section 504/ADA Coordinator, Associate Dean of Students
equity@holyfamily.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 (5) 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 (5) 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 aggrieved 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 Anithazing 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

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.

Parking & Traffic Policy

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 (tags) must be visible at all times while parked on campus. Vehicle registrants and operators must comply with all policies regarding registration, parking, and operation of vehicles as outlined in the Student Handbook and other media on campus.

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.

All vehicles must be registered with the Department of Public Safety, and parking permits (tags) 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. A valid University ID must be presented when requesting a parking permit.

Parking regulations are enforced 24 hours a day, 365 days a year. Permits are for the exclusive use of the permit holder and may not be transferred, loaned or sold to anyone else to use. Permits are the property of Holy Family University and must be returned to the Department of Public Safety upon graduation, withdrawal or dismissal or any other separation from the University.

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. Only vehicles with valid state-issued Handicapped/Accessible Plates/Permits or HFU Temporary Handicapped/Accessible Permits may park in spaces marked Handicapped Parking Only.

Parking ticket enforcement is subject to a “grace period’ of approximately two weeks at the start of each semester to allow students, faculty and staff a chance to get acclimated to the campus and parking regulations.

Designated Parking Areas

- Faculty/Staff/Visitor Parking
  - Holy Family Hall Front Lot
  - Holy Family Hall Rear Lot
  - ETC Lot
  - Aquinas Lot
  - Campus Center Lot
- Student Parking
  - Campus Center Lot
  - Athletic Lot
  - Stevenson Lane Residence Lot
  - Garden Residence Lot
- Accessible Parking
  - Holy Family Hall Rear Lot
  - Campus Center Lot
  - Stevenson Lane Residence
  - Garden Residence

Guests & Visitors of Holy Family University will obtain an Orange Guest/Visitor Permit from the Campus Center Public Safety Command Center located in the Campus CenterThis permit is to be displayed on the vehicle’s rear-view mirror while parked in the applicable parking lot.

Temporary HFU Disabled permits may be issued byPublic Safety. Consultation with the Office of Accessibility Services by either the requester and/or the Assistant Vice President forPublic Safety or their designee may be necessary. These permits are to be displayed on the vehicle’s dashboard while parked in any Handicapped parking spot.

Parking Permit Identification

- Blue Permit – Students
- Red Permit – Faculty/Staff
- Orange Permit – Temporary Guest/Visitor
- White Permit – Temporary Disabled

Parking & Traffic Violations

1. No Permit/Moving Violation – Any vehicle not displaying the proper parking permit or violation of traffic regulations will be issued an HFU Parking/Traffic Violation to include applicable charges as per this Policy. This will be applicable to all students, staff and faculty in personal and/or University-owned or operated vehicles.
2. Incorrect Lot/Space – Any vehicle parked in the incorrect parking lot, incorrect parking space or no space at all will be issued an HFU Parking/Traffic Violation to include applicable charges

as per this Policy. This will be applicable to all students, staff and faculty in personal and/or University-owned or operated vehicles.

3. Fire Lane/Handicapped Parking Violation – Any vehicle parked in a marked fire lane or parking in a handicapped spot without displaying the proper State or HFU handicapped permit will be issued an HFU Parking/Traffic Violation to include applicable charges as per this Policy. This will be applicable to all students, staff and faculty in personal and/or University-owned or operated vehicles. In addition, these vehicles are subject to ticket by the Philadelphia Police Department AND towing from the Campus.

Any vehicle without an HFU parking permit, and parked on Campus for more than 7 days without notification to the Department of Public Safety is subject to towing from Campus.

The University reserves the right to immediately tow any vehicle impeding public safety, such as vehicles parked in a fire lane or blocking building entrances/exits. In any case of a vehicle being towed from any HFU Campus, the vehicle owner/operator shall be subject to any tow and/or storage fees issued by the private tow company.

Parking privileges may be suspended or revoked at any time by the University.

There is a ticket appeal process in place. Any person who would like to appeal a campus ticket can contact Public Safety within 10 days of receiving the ticket. Refer to the Public Safety webpage to appeal all campus citations.

Schedule of Fines

No Permit Obtained and/or Displayed	$10
Traffic Violations	$10
Parking in Incorrect Lot	$25
Fire Lane and/or Handicapped/Accessible Parking Violation	$100 + possible tow from Campus

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 their 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.

Prohibition of Credit Card Marketing

To be in compliance with *Section 2302-A: Regulation of On-Campus Credit Card Marketing of the Pennsylvania School Code*, Holy Family University prohibits the marketing of credit card applications to students either on campus or using College email.

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.

Harassment and Nondiscrimination Policy

Please click here for the University's Policy Prohibiting Harassment and Nondiscrimination.

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 welcomes this opportunity and offers resources for 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 Marketing & Communications at communications@holyfamily.edu 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.

Unlawful Download and Sharing of Copyrighted Material

Holy Family University does not allow unauthorized distribution of copyrighted material that may subject violators to civil and criminal liabilities. If you are discovered participating your network account may be turned off. Abuse Examples Include: Unauthorized copying, downloading or sharing copyright-protected material. Using Peer-to-Peer software to steal copyrighted content such as movies, music, software and images.

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, off-duty 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. Respective city law enforcement may be contacted for violations of this policy.

Illegal Weapons Possession: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Student Code of Conduct & Procedures

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. You can review further details of the student code of conduct here.

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.