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 lifelong 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 lifelong 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 extracurricular 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 cooperative 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.

The University Seal

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

University Colors

Copenhagen blue and white are the University colors.

University Ring

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

University Prayer

The suggested opening prayer before classes is as follows:

Lord, God of all creation, we place ourselves in Your presence. Strengthen us with the love and the wisdom of Your Spirit. Open our hearts to receive the gifts You have promised: peace, joy, and the fullness of life. We ask this through Christ, our Lord. Amen.
# Contents

About the University .................................................. ii

I. General Information .................................................. 5
   Academic Regulations .............................................. 5
   Athletics .......................................................... 9
   Bookstore .......................................................... 12
   Bulletin Boards .................................................... 14
   Campus Center ..................................................... 14
   Campus Ministry ................................................... 15
   Careers Center ..................................................... 15
   Center for Academic Enhancement (CAE) ...................... 17
   Computer Labs/Intranet ........................................... 17
   Counseling and Referral Services ............................... 17
   Dining Services: Tiger & Cub Cafés ............................ 19
   Disability Services for Students ............................... 20
   Emergency/Fire Drill ............................................. 24
   Emergency Notification .......................................... 24
   Health Services ................................................... 25
   Identification Card ................................................. 26
   Inclement Weather ................................................ 27
   Intramurals ........................................................ 27
   Library ............................................................ 29
   Lockers ............................................................. 31
   Lost and Found .................................................... 31
   Medical Emergencies ............................................. 32
   Parking ............................................................. 33
   Safety and Security Procedures ................................ 34
   Sales and Solicitation ............................................ 34
   Theft ............................................................... 34
   Unauthorized Recording Equipment ......................... 34
   Vending Machines ................................................ 35

II. Student Organizations, Activities, and Honor Societies ............................................. 37
   Campus Organizations ............................................. 37
   Honor Societies .................................................... 43
   Publications ......................................................... 47
   Special University Events ....................................... 48
   Club Regulations .................................................. 49

III. Policies and Procedures ........................................... 53
   Academic Honesty Policy ....................................... 53
   Athletic Policy ..................................................... 54
   Computer/Internet Access Policy ............................... 58
Emergency Procedures for Protective Action
Employment Policy for Nursing Students
Equal Opportunity/ Non-Discrimination Policy
Family Educational Rights and Privacy
Gambling Policy
Grievance Procedure
Guest and Visitor Policy
Harassment Policy and Reporting Procedure
 Definitions:
Bias
Harassment
Sexual Harassment
Reporting Procedures:
Bias:
Harassment and Sexual Harassment:
Hate Crimes
Hazing
Identification Card
Peer-to-Peer File Sharing
Posting Policy
Policy on Photography/Videography
Reporting Missing Persons
Sexual Assault
Smoking
Stalking Policy
Reporting Procedures
Social Media Policy
Weapons

IV. Constitution of the Student Government Association of Holy Family University
Constitution Preamble
Article I – Name
Article II – Purpose
Article III – Elections
Article IV – Amendments
Article V – Failure to Uphold Responsibilities

V. Holy Family Student Code of Conduct
Alcohol and Other Drugs
State Law of Pennsylvania on Alcoholic Beverages
Alcohol Policy
State Law of Pennsylvania on Drugs
Other Drugs Policy
Alcohol and Other Drug Abuse Prevention
VI. Residential Living Policies and Procedures.....113
Residence Life Community Expectations..............113
Residency Requirements...............................114
A. Housing Policies....................................115
  Move In, Move Out, and Closings ..................116
  Room Changes .......................................118
  Room and Common Area Condition ..................118
  Common Area and Common Area Furniture ..........119
  Room Condition .....................................119
  Room Cleaning .......................................120
  Room Decorating .....................................120
  Room Furniture ......................................121
  Storage ..............................................121
  Trash Disposal ......................................121
B. Facilities and Maintenance ..........................121
  Contacting Maintenance and Work Requests ..........121
  Damage Billing and Vandalism ........................122
  Health and Safety Inspections ......................123
  Personal Property Insurance ........................123
C. Community Living ....................................123
  Academic Atmosphere/ Quiet Hours ..................126
  Alcohol in Residence Halls .........................127
  Disruptive Behavior ................................127
  Drug and Drug Paraphernalia .......................127
  Emergencies ........................................128
  Fire Safety Precaution .............................129
  Identification Cards ................................129
  Indoor Athletic Activities ..........................129
  Meal Plan ...........................................130
  Parking Directives ................................130
  Pet Policy ..........................................131
  Posting Policy ......................................132
  Release of Information ..............................132
  Residence Hall Security ............................132
  Residence Life Communication ......................133
  Room Access/Search Policy ........................134
  ID Cards, Keys and Lock-Out Procedures ..........135
  Solicitation ........................................136
  Vandalism ..........................................137
  Visitation and Guests ..............................137
  Eligibility Committee for Disability Services and
  Accommodations .....................................140
  Emergency/Fire Drill ...............................141
Emergency Notification................................. 142
Health Services........................................ 142
Identification Card................................. 144
Inclement Weather................................. 144
Sales and Solicitation............................ 145
Theft..................................................... 145
Unauthorized Recording Equipment.............. 145
Vending Machines................................. 145
Weapons................................................. 146
Index .................................................... 147
I. General Information

Academic Regulations

Academic Load

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

Class Attendance

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

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

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

**Evaluation of Students in Courses**

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

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

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

**Grading**

The official grading system is as follows:

94-100=A 4.0 grade points per semester hour

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

90-93=B+ 3.5 grade points per credit hour
86-89=B 3.0 grade points per credit hour

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

81-85=C+ 2.5 grade points per credit hour
77-80=C 2.0 grade points per credit hour

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

73-76=D+ 1.5 grade points per credit hour
70-72=D 1.0 grade points per credit hour

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

Below 0 grade points
70=F
F indicates inadequate or unsatisfactory attainment. It signifies that the student is not capable of doing or understanding the work or has made little or no effort to do so.

NG = No grade.

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

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

AU = Audit; carries no credit.

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

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

Grade Point Average

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

Academic Standing

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

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

**Probation**

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

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

**Dismissal**

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

**Athletics**

Holy Family University participates in intercollegiate sports in men’s basketball, cross-country, soccer, and
track & field; and women’s basketball, cross-country, lacrosse, soccer, softball, tennis, track & field, and volleyball. The University holds memberships in the National Collegiate Athletic Association (NCAA) Division II and the Central Atlantic Collegiate Conference (CACC).

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

The Athletic 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 athletic 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 athletic facilities must wear sneakers and appropriate activity attire. 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.

Gymnasium

Use of the gym for recreational time will be Monday through Sunday, 8:30 am to 11:00 pm, except when occupied by an intercollegiate team or University-sponsored activities.

Racquetball Court

The court will be available Monday through Thursday, from 8:30 am to 8:00 pm, and Friday, 8:30 am to 4:00 pm.
Reservations are taken by the Assistant Director of Athletics/Daily Operations, Kevin Huckel. Court reservations for one-hour periods will be accepted one day in advance. Same-day reservations may be made during regular hours when the court is open.

The court is on a first-come, first-serve basis if it is not reserved.

All reservations are to be confirmed by both members surrendering their ID cards to the equipment room attendant prior to their playing time.

Persons who repeatedly fail to honor their reservations will lose their reservation privileges.

Protective eye gear is recommended

No dark-soled sneakers are permitted to be worn on the court.

**Locker Room**

The locker room is available for recreational participants Monday through Thursday, from 8:30 am to 8:00 pm, and Friday, 8:30 am to 4 pm. Individual lockers (without locks) are available for those persons using the athletic facilities.

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

Team lockers will be assigned at the discretion of the Assistant Vice President for Athletics or his or her designee.

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

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

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

Albert & Carolyn Smith Cardio Room and Weight Room
1. The Fitness Center is open Monday through Friday from 7:00 am to 8:00 pm. and from 10:00 am to 3:00 pm on weekends during the academic year. The Fitness Center is open from 7:00 am to 6:00 pm Monday through Friday during the summer months. Additional changes to set hours are posted in the affected areas and on Holy Family University’s website.
2. Prior to usage of the Fitness Center and Weight Room, an orientation must be completed with a member of the Fitness Center staff.
3. For reasons of safety, it is recommended that a companion be present during use of this equipment.

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

Regular store hours are:
Monday through Thursday, 9 am to 6 pm
Friday, 9 am to 4 pm

Special hours at the beginning of each semester will be posted approximately two weeks before the start of classes. Newtown and Accelerated students can take advantage of our flat rate shipping cost of $2.95. Use coupon code NEWTOWN (order must contain a Newtown or Woodhaven course code).
Textbook Purchases

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

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

A "Book Buyback Program" is available at the end of the fall, spring and summer semesters in which many titles may be purchased back up to 50% of what the student paid. All students who wish to sell back their books at the end of the semester may bring them to the bookstore. A school ID is required to sell your books. Please call 267-341-3588 for more information.

Textbook Rentals

The bookstore offers rental books to students. Certain book titles are rented for the entire semester and are due back the week after finals week. The due date will also be stated on the receipt at the time of purchase. An email will be sent near the due date to remind the students to return their rentals.

Book rental prices are about 50% less than the new price of books. They can be treated as normally purchased book (such as notetaking, highlighting, etc.), but no wear or tear (such as water damage, spine damage, missing pages, etc.) can be done to the book. You may not sell the rented book back to the store - only return it back to the bookstore.

At the time of purchasing a rental, a credit card must be used simply to secure the rental. A student may pay for the book any way they desire once the rental is secured with the card. A credit card is required because if books are not returned, a replacement fee will be charged to the card. The replacement fee is the full price of the book processing fee.
Bulletin Boards

Bulletin boards are located in the corridors of Holy Family Hall, the Campus Center, the Nurse Education Building, St. Joseph Hall, and Stevenson Lane Residence. All bulletin boards in St. Joseph Hall and Stevenson Lane Residences are for Residence Life purposes only, and no other postings are permitted. The following rules and regulations apply:

- All students are responsible for reading the information contained in the notices and bulletins posted.
- Notices of events occurring outside the University may be posted only with the approval of the Vice President for Student Life or the Executive Secretary for Student Life.
- Notices authorized by the Vice President for Student Life or the Executive Secretary for Student Life must be dated and removed on the posted date. No more than three posters per event may be displayed on any floor.

Bulletin boards are present as an effort to improve community, disseminate information, and educate residents on different topics. Any person caught damaging the bulletin board and its contents will be subject to disciplinary charges. Electronic message boards are also available in Holy Family Hall, Nurse Education Building, ETC Building and the Campus Center. Messages include the week’s schedule, upcoming events, and special announcements.

Submit all information to the Executive Secretary for Student Life one week before the event.

Campus Center

The Campus Center is home to many Student Life personnel, the Bookstore, Cafeteria, Chapel, Gymnasium, Fitness Center, Racquetball Court, Game Room, vending machines, TV Lounge, and the Security Command Center.

The Campus Center is open Monday through Friday, 7 am to 12 midnight, and weekends during approved activities. Security is responsible for opening and closing the Campus Center. Under no circumstances is smoking
permitted in the building. Food and beverages are prohibited in the gymnasium.

The facilities are available for rental through the Special Events Office on a first-come, first-serve basis. Please contact the Special Events Office, Campus Center, Room 214, or call Pat Dunne, 267-341-3509, for availability.

Campus Ministry

Campus Ministry offers services that raise students’ awareness of God’s presence, especially through the living spirit of God’s Son, Jesus Christ. Eucharistic celebrations, prayer services, scripture sharing, retreats, social justice activities, personal counseling, and the Sacrament of Reconciliation are offered to enrich everyone on campus. Daily Mass is celebrated on the Philadelphia Campus in the Chapel, located in the Campus Center at 1:00 pm. Mass in the Chapel at the Newtown campus is celebrated periodically. Special occasion liturgies marking traditions of the University and the Church are celebrated at other sites within the University. In addition, several priests are available for anyone seeking the Sacrament of Reconciliation.

Students interested in helping with various ministry activities should contact the Director of Campus Ministry. The Campus Ministry office is located on the second floor of the Campus Center, Room 224, Northeast Campus.

Careers Center

The Careers Center’s goal is to help students and alumni of Holy Family University develop a successful vocational plan. For students’ career exploration needs, the Careers Center’s home website page, www.holyfamily.edu/career-center, offers a full range of vocational resources. The Careers Center provides the following services: individual career counseling, vocational testing (if you are undecided, set up an appointment to take the Myers-Briggs assessment), learn how to write an effective cover letter/resume,
interviewing skills (Behavioral Interviewing), practice interviewing skills (set up an appointment for a mock interview), and free student tours. The Careers Center provides a wide variety of career education workshops: Resume/Cover Letter, Interviewing, Networking, Time Management, Employer Panel Discussions, What Can You Do with a Major In, etc. A number of employer contacts are made from the employer panel discussion events that cover the majority of our majors and through job fairs: Fall Career Fair, Spring Career Fair, Inter-Collegiate Career Fair, and Philadelphia Teachers' Job Fair.

Sign up to receive the Holy Family University job bank every first and fifteenth of each month via your email address by emailing careersctr@holyfamily.edu. The job bank is available in both print and by email, which lists many new job postings and career information in each issue which makes job searching a 24/7 possibility. The Careers Center bulletin board calls attention to other work opportunities and to on-campus events. Our Credentials Service sets up a convenient file of letters of recommendation for graduating students and alumni to use in applying for employment or admission to graduate school programs. Eligible students must register in the Careers Center or online on the Careers Center website for this valuable service. It is highly recommended that students register early in their graduation year for this service.

Holy Family is a member of SEPCHE (Southeastern Pennsylvania Consortium of Higher Education). The SEPCHE Career Consortium Committee works to develop and implement collaborative projects in support of general career development and employment objectives for its students and alumni. Through this consortium, we offer an on-line job board (www.collegecentral.com/sepche), which lists many local jobs daily whereby students can post their resume and explore job/internship opportunities.

To obtain more information or to setup an appointment, call us at 267-341-3223. We are located on the second
floor of the Campus Center, Rooms 216-218; hours are Monday-Friday, 8:00AM to 5:00PM.

**Center for Academic Enhancement (CAE)**

The CAE, staffed by professional and peer tutors, is committed to providing support for both day and evening students and is located on the second floor of the Library. The mission is dedicated to meeting the learning needs of students at all levels of achievement. Tutoring support is provided in the areas of Biology, Chemistry, English (writing/reading), ESL, Foreign Languages, Mathematics, Philosophy, Physics, Psychology, Statistics, and Study Skills Development. Lectures, workshops and programs designed to be of academic relevance are offered to the University community throughout the year. The CAE has fully networked computers, with Internet access and appropriate software for diagnostic, and self-paced tutorial purposes.

**Computer Labs/Intranet**

All registered students receive a Holy Family email account and a network login account, as well as Internet access from computers in the student labs, residence halls, and the Library. Students are required to abide by the Electronic Communications User Policies in Section 2.8 of Policy Manual Volume II, Campus Community Policies. A link to the policies is located on the Computer Services web page. See [http://extra.holyfamily.edu/cts/usepolicy.shtml](http://extra.holyfamily.edu/cts/usepolicy.shtml)

**Counseling and Referral Services**

Confidential counseling and referral services are available to assist students in achieving an academically and personally rewarding experience at Holy Family University.

Counseling Center staff consists of professional, licensed counselors experienced in assisting students through the normal challenges of university life. Consultations and counseling services are provided through individual interventions focusing on mental
health; alcohol and other drug use/abuse difficulties; vocational assessment and career development. When appropriate, referrals to community resources are made. If indicated, individual counseling is offered on a short-term basis at the discretion of the counselor, or the counselor may provide referrals to resources off-campus for needs beyond the scope of the Counseling Center.

Workshops and awareness events on various issues relevant to students and their overall well-being are available throughout the academic year. The Counseling Center is also an excellent resource for educational materials to assist students in learning about themselves and to help students grow interpersonally and professionally. The Center supports a free resource room of materials covering a broad range of mental health, substance use/abuse, disability, and special-needs issues. Students may also contact the Counseling Center to learn ways to assist a friend or family member in need.

The Counseling Center is located in the Campus Center, Room 213 A-B and can be reached by calling 267-341-3232. Students are encouraged to make an appointment with a counselor if interested in any of the Counseling Center’s services. The Counseling Center is open Monday through Friday; and closed weekends, University holidays, and during the months of June and July.

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

Students may also visit www.holyfamily.edu/counseling-center for more information and links to useful sites.
Dining Services: Tiger & Cub Cafés

The Tiger Café is located in the Campus Center and offers complete hot meals, a salad bar, sandwiches, soups, snacks, beverages, and desserts. A brunch is available on weekends.

The Cub Café is located in the ETC building and offers light grab-and-go meals, snacks, and beverages.

Hours of Operation

Subject to change

Tiger Café

Monday - Friday

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Cont. Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>10:30 am - 11:00 am</td>
<td>11:00 am - 2:00 pm</td>
<td>4:00 pm - 7:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Saturday - Sunday

<table>
<thead>
<tr>
<th>Brunch</th>
<th>Light Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am - 2:00 pm</td>
<td>2:00 pm - 4:00 pm</td>
<td>4:00 pm - 6:00 pm</td>
</tr>
</tbody>
</table>

Cub Café

Monday - Friday

<table>
<thead>
<tr>
<th>Brunch</th>
<th>Light Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am - 2:00 pm</td>
<td>2:00 pm - 4:00 pm</td>
</tr>
<tr>
<td></td>
<td>4:00 pm - 6:00 pm</td>
</tr>
</tbody>
</table>

Friday

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 1:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

Tiger Tag

The Tiger Tag is your official University identification badge and your connection to dining, vending,
activities, the bookstore, building access, and much more.

You can use your Tiger Tag as a flexible spending account.

What’s the difference between dining dollars and flex dollars?

Dining dollars may be used only in the dining areas (i.e., the Tiger Café or Cub Café) or vending machines with card readers.

Flex dollars are available to students, staff members, and faculty members who wish to use their Tiger Tag as a debit card to make purchases in the Tiger Café, Cub Café, the University Bookstore, campus vending machines - even select photocopiers on campus. Anyone requesting a bookstore voucher will have money placed on their Tiger Tag. If you request more than the amount of your books, you may use the remaining balance anywhere on campus where the Tiger Tag is taken. Refunds for balances over $10 will be done at the end of each semester.

To participate, simply complete application form and deposit of funds slip, available in the Business Office in Holy Family Hall. The University is not responsible for lost or stolen cards. Please immediately contact the Student ID Office, ETC 105, to report any lost or stolen Tiger Tag cards in order to stop all future transactions. Remember to safeguard your Tiger Tag as you would cash!

Disability Services for Students

An office to facilitate reasonable accommodations for otherwise qualified students with documented disabilities is located in the Counseling Center, Campus Center, Room 213. To contact Disability Services, email disabilityservices@holyfamily.edu or call 267-341-3231. Students with disabilities (physical, learning, psychological, ADHD, etc.) who intend to seek accommodations in accordance with the Americans with Disabilities Act of 1990 (ADA) and/or Section 504 of the Rehabilitation Act of 1973 should contact the Disability Services Office before the start of each semester to review the process for obtaining accommodations, to submit documentation for requested accommodations, and
The first step is to complete the Student Information Intake Form (link for this form can be found at www.holyfamily.edu/disability-services and return this form directly to the Disability Services Office, CC 213, to expedite your request for services or inquiry. Once documentation is received, the process for providing accommodations may take up to a few weeks. Effort is made to review documentation in a timely manner. Guidelines for documentation are available at www.holyfamily.edu/disability-services.

Documentation

The Disability Services Office has forms to be taken to the professional certifying the disability to make sure the important information pertaining to the specific disability is included in his or her report. Documentation is a recent evaluation by a qualified professional that clearly states the disability and describes the functional limitations of the disability.

The documentation will include a comprehensive educational, developmental, and medical history relevant to the disability for which a student is seeking accommodations, as well as the tests and assessments that were used to determine and diagnose the disability.

Documentation will include specific recommendations by the professional certifying the disability for the types of academic adjustments and accommodations one might need in a university environment. It explains why certain accommodations would be helpful for someone with a specific disability. For cognitive and learning disabilities and ADHD, documentation should include a comprehensive psycho-educational evaluation. The qualified professional who evaluates the disability must sign the report on official letterhead and mail this to the Disability Services Office.

PLEASE NOTE: An Individual Education Plan (IEP) is not sufficient documentation for most disabilities.
Documentation certifying a disability should be comprehensive and do the following:

1. Clearly state the diagnosed disability or disabilities

2. Describe the functional limitations resulting from the disability or disabilities

3. Be current (i.e., within the last five years for learning disabilities, six months for psychiatric disabilities, three years for other disabilities). Please note: This does not apply to physical and/or sensory disabilities that are of a permanent or unchanging nature

4. Include comprehensive educational, developmental, and medical history relevant to the disability(ies) for which accommodations and/or academic adjustments are being sought

5. Include evaluation dates, a listing of all the tests that were administered (this does not apply to physical/sensory disabilities of a permanent or unchanging nature), and relevant test or subtest results and scores that indicate the presence of a disability

6. Describe the specific accommodations/academic adjustments being requested and why these are needed given the particular disability

7. Be typed or printed on official letterhead, signed, and dated by the professional who is qualified to make the diagnosis and certify the presence of the disability.

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

The Eligibility Committee for Disability Services and Accommodations reviews all documentation and requests for accommodations. This committee generally consists of the Disability Coordinator, the Director of the Counseling Center and Disability Services, and representatives from the University community with expertise and training in the areas of learning disabilities, psychological disabilities, and health disabilities. This committee approves recommendations for reasonable accommodations based on documentation that is received by the Disability Services Office.

Currently enrolled students on file with the Disability Services Office must request accommodations each semester; accommodations are not automatically transferred to the following semester without a new letter from the Disability Services Office. Students must bring a copy of their current roster to the Disability Services Office to obtain accommodation letters for the next semester. Once accommodation letters are prepared, it is the student’s responsibility to pick up the letters from the Disability Services Office and provide these to the respective professors.

Students who plan to request new accommodations or anticipate registering for a field placement, practicum, internship, co-op, student teaching, or clinical nursing experience should contact the Disability Services Office immediately to discuss potential changes in accommodation needs.

Please note: Approval for disability accommodations and any changes to existing accommodations can only be authorized through the Disability Services Office. Students may not receive disability accommodations within the classroom, in residence halls, or at University-supported placement/training sites without first contacting the Disability Services office by emailing eleuthold@holyfamily.edu or calling 267-341-3231.
I. General Information

Emergency/Fire Drill

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

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

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

Emergency Notification

The Office of the Vice President for Student Life is responsible for contacting students in the event of an emergency. If this office cannot be reached, the Office of the Vice President for Academic Affairs should be notified. No other office or person may interrupt a class or contact a student for an emergency. Anyone needing to reach evening students in an emergency should contact the University Public Safety, 267-341-3333.

In case of an emergency, anyone needing to reach a Newtown faculty member or evening student after 6:30 pm
should call security at 215-435-9531. The Newtown receptionist desk closes at 4:30 pm, except Fridays when the desk closes at 4:00 pm.

Health Services

Health Services is located in Room 113D in Stevenson Lane Residence. To gain access to the building, the student will need to go to the front door and push the Security button.

A Certified Registered Nurse Practitioner (CRNP) is available to students during the academic year, Monday through Friday. The CRNP treats common medical conditions including colds, sore throat, sinus infections, pink eye, rashes, women’s and men’s health issues, and minor injuries. Students with chronic conditions or more complex problems will be referred to the appropriate health care provider for care.

Medical Emergencies:

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

Health Regulations:

All Full-Time Undergraduate students are required to submit a completed Health History Form, Physical and Immunization records to Health Services prior to attending classes. 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 Form, Physical and Immunization records at their first visit.

PA Law #955 requires students living in university housing 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 can be found on the Health Services web page.

The Pennsylvania Department of Health recommends that all students born after 1957 show proof of immunity to measles, mumps, rubella and Hepatitis B.

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

Health Insurance:

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

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

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

Medical Excuses:

Health Services does not routinely provide medical excuses for students who miss class due to illness or injury. Students are responsible for promptly notifying professors about absences, preferably prior to the class time rather than after class. Students should follow the directions regarding absences from class provided by faculty on the course syllabus.

Identification Card

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

**Inclement Weather**

School closing code numbers are:

<table>
<thead>
<tr>
<th>Philadelphia Campus</th>
<th>Newtown</th>
<th>Bensalem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day classes - 124</td>
<td>Day classes - 784</td>
<td>Day classes - 144</td>
</tr>
<tr>
<td>Evening classes - 2124</td>
<td>Evening classes - 2784</td>
<td>Evening classes - 2029</td>
</tr>
</tbody>
</table>

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

**Intramurals**

The Activities Office is responsible for all intramural programs for the Holy Family community. Intramural activities provide a meaningful part of a total education and helps produce a mentally integrated and socially adjusted individual through participation in intramural activities.

The basic purposes of the programs are to:

1. Provide, under trained and responsible leadership, opportunities for the Holy Family University Community to experience the desirable physical, mental, and emotional outcomes of participating in competitive athletics.

2. Help the college community develop lifetime physical fitness habits. The intramural sports activities are varied so there is an opportunity for all students to participate regardless of their level of skill or ability.

3. Secure for the individual organic vigor, strength, endurance, and emotional readiness through competition in activities that are enjoyable, relieve tension, and encourage teamwork.
Eligibility

All students, faculty, and staff are eligible to participate in the competitive intramural program. All participants must have shown proof of insurance prior to playing in any games. Students, faculty, and staff may play for only one (1) team per sport. Eligibility of club sports participants will be determined on a sport-by-sport basis. Any student, faculty, or staff member who exhibits conduct detrimental to the program or to good sportsmanship will be ruled ineligible for further competition. Players, managers, captains, and spectators who abuse an official or opponent will be ejected from the contest and will be suspended from playing or coaching in the following game.

Participants who physically abuse an official will be permanently suspended from further participation in the intramural program. Verbal threats will also be cause for suspension from intramural activities during the duration of the academic year or one (1) full semester, whichever is greater. Severity of a suspension is also at the discretion of the Vice President for Student Life and the Activities Office. Exceptions to any of the above rules will be reviewed on a case-by-case basis by the Activities Office.

Holy Family University student-athletes are restricted from participating in intramural or club sports during his or her respective season (i.e., a soccer student-athlete is restricted from participating in intramurals or club sports during the fall semester).

Ineligible student-athletes or student-athletes whose sport is considered out-of-season may participate in intramural or club sports. These student-athletes must notify their sport’s respective head coach prior to participating in intramurals or club sports.

Should a current student-athlete, who is receiving an athletics grant-in-aid, get injured while participating in intramurals or club sports, his or her athletics grant-in-aid may be impacted for the current or future academic year.
Library

Holy Family University’s main library is located at the Philadelphia campus across from the Education and Technology Center; the Newtown location houses a branch library, the Learning Resource Center (LRC). Both are full-service libraries offering professional librarian assistance, circulation and reference books, videos and DVDs, computers with MS Office and other software, wireless Internet access, research databases, newspapers and journals, curriculum materials and children’s literature for School of Education students, and other research resources. Printing and photocopying are also available at both locations.

Every student is encouraged to seek information and support from the librarians and other staff members. Go to the library web page to access the library catalog, hours and policies, 24/7 chat research help, online research guides for all subjects, ebooks, research databases, and other research tools. Research databases contain articles and citations from newspapers, magazines, scholarly journals, and even reference books and encyclopedias. Many articles are available in full text, and all databases are accessible from off campus. When off campus, log in with your user name (the first part of your Holy Family email address--everything before "@"), and password (your 7-digit student ID number).

All students must show a current university ID to borrow materials. The Holy Family student ID also gives borrowing privileges and computer privileges at six other SEPCHE institution libraries: Cabrini College, Chestnut Hill College, Gwynedd-Mercy University, Immaculata University, Neumann University, and Rosemont College. In addition, with the university ID and a letter from Holy Family Library, students may borrow materials (but not use computers) at dozens of other college libraries in the Philadelphia area that belong to the Tri-State College Library Cooperative (TCLC).

**Library policies and information:** Books circulate for three weeks; DVDs and curriculum kits circulate for one week. Items (except leisure DVDs) may be renewed by
calling (267-341-3315), emailing
(reference@holyfamily.edu), or accessing your library
account through the My Account link in the library
catalog with the same user name and password combination
as above. Reference books and periodicals do not
circulate. Overdue fines are 10¢/day for books and
$1/day for videos, DVDs and kits.

If an item you need is already checked out, you may place
a hold on it through the library catalog (look for "Place
Hold" link) or by contacting the library. You will be
notified when the item is returned, and it will be held
for one week.

Lost library materials should be reported to the
Circulation Desk right away. Charges include the cost
to replace the item plus a $10 processing fee. Diplomas
and academic transcripts will not be issued until all
borrowed materials are returned, and all fines and
charges are paid.

Reserve: Instructors sometimes place books or other
materials on reserve for a course. Reserve items are kept
at the Circulation Desk. Most reserve items must remain
in the library; some may go out overnight or for one week.
Check with library staff before leaving the library with
a reserve item!

Interlibrary and Intercampus Loan: If the library does
not have a certain book or article, it can usually be
obtained from another library. Submit requests through
the online form on the library website. Requests are $1
each, payable when the item is picked up. Items from the
main campus library can be sent to Newtown and vice versa
free of charge, but requests for these items must also
be submitted through the online form.

Regular library hours are listed below. Holiday, break,
and summer hours will be posted on the website as
necessary. The Philadelphia campus library hours for the
fall and spring semesters are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>11:00 am - 11:00 pm</td>
</tr>
<tr>
<td>Monday through Thursday</td>
<td>7:30 am - 11:00 pm</td>
</tr>
</tbody>
</table>
The Newtown Learning Resource Center (LRC) hours for the fall and spring semesters are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday and Wednesday</td>
<td>9:30 am - 9:00 pm</td>
</tr>
<tr>
<td>Tuesday and Thursday</td>
<td>1:30 pm - 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am - 4:00 pm</td>
</tr>
</tbody>
</table>

Call the Library at 267-341-3315 or the LRC at 267-341-4010 if you have any questions about library resources or services. You can also email us at reference@holyfamily.edu.

**Lockers**

Lockers are available on the ground floor of both the Campus Center and the Nurse Education building. Students are issued lockers, free of charge, by the Assistant Vice President for Student Life (CC 223). Students may not use lockers unless they have been assigned to them upon request. Lockers must be emptied of their contents at the end of the academic year in May. Anything remaining in the lockers will be discarded.

**Lost and Found**

As stated in the Mission and Core Values, Holy Family University emphasizes family, respect, integrity, service and responsibility, learning, and vision. Students who find property not belonging to them are expected to take it to the Public Safety Office immediately. The Public Safety Office is found on the first floor of the Campus Center. Students found with property not belonging to them will be subject to disciplinary action. The Public Safety Office at the Newtown facility is located on the first floor by the main entrance.
Medical Emergencies

Philadelphia procedure:
1. When a medical emergency occurs on campus, notify Public Safety. Public Safety is available through the University Command Center at 267-341-3333 or the call boxes located in the parking lot.
2. 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.
3. Public Safety will notify the Vice President for Student Life or the Assistant Vice President for Student Life, who will notify the President’s office.
4. 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.
5. Transportation to a treatment facility will be arranged, and, when possible, someone will accompany the individual.
6. The Director of Public Safety or designee will notify the patient’s family of the incident and action taken and direct them to the appropriate facility.
7. 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.
8. An incident report must be filed with the Vice President for Student Life and Health Services.

Newtown procedure:
- Notify the Public Safety Office at 267-341-4011 and the AVP for Program Development and Planning at 267-341-4025.
- The Public Safety Office and/or the AVP for Program Development and Planning review the situation and call emergency (911) if necessary.
- The Public Safety Office or a Newtown staff person meets the emergency personnel and escorts them to the location of the patient.
- If emergency medical personnel are not necessary, transportation to a treatment facility is arranged.
and, when possible, someone will accompany the individual.

- The AVP for Program Development and Planning, and if not available, the Public Safety Office notifies the patient’s family of the incident and the action taken and directs them to the appropriate facility.
- The AVP for Program Development and Planning receives an incident report and forwards a copy to the Director of Public Safety and Health Services.

Parking

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

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

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

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

In accordance with both federal and Pennsylvania legislation, Holy Family University provides a publication regarding safety and security policies and procedures on campus. This publication may be obtained from the Public Safety Office. Holy Family also offers 24-hour security coverage through the Department of Public Safety. Public Safety personnel may be reached through use of the emergency telephones located in each academic building or on the parking lot or by calling 267-341-3361.

Sales and Solicitation

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

Theft

The University is not responsible for lost, stolen, or damaged items. It is advisable for a resident to protect his or her belongings with insurance through a family homeowner’s policy. 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 Vice President for Student Life. Reporting the loss to Public Safety is necessary if the resident will be making a claim for the article with an insurance company. If an item is stolen and is later recovered, Public Safety should be notified of its recovery.

Unauthorized Recording Equipment

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

Vending machines are located in the Campus Center, Holy Family Hall, the ETC Building, St. Joseph Hall, Stevenson Lane Residence, and the Nurse Education Building. Any student who loses money in a vending machine or who has a problem with a vending machine should report the issue to the Purchasing Office, Holy Family Hall, Room 107. Vending machines are not to be tampered with, broken, or moved. Any attempt to steal from these machines will result in University charges being filed.

Vending machines are also located in the Commons Dining area at the Newtown facility. Any student who loses money or has a problem with these vending machines should report the issue to the receptionist in the main lobby.
II. Student Organizations, Activities, and Honor Societies

Campus Organizations

Holy Family University supports the formation of student groups whose objective is to provide students with the opportunity to develop their talents and pursue their individual interests.

Students must seek formal recognition for clubs or organizations and comply with the following guidelines established by the Activities Office and the Office of the Vice President for Student Life.

1. Purpose: The petitioning students must present a clearly defined mission consistent with the Mission of Holy Family University.

2. Constitution: A constitution must have approval of the Vice President for Student Life and the Student Government Association (SGA) Executive Board.

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

4. Advisor: Each group must have a faculty advisor/moderator.

5. Finances: Each group must accept financial responsibility for itself and deposit money raised through fundraising into an agency account in the University’s Business Office. This can be arranged through the Assistant Director of Activities.

6. Rules and Regulations: All groups must adhere to all University policies and regulations as they relate to campus activities.

Albertans

The Albertans, Holy Family University’s science club, fosters interest in the various fields of science by means of exhibits, films, and tours. Although most members are science concentrators, this is not required for membership. Any funds raised during their activities are used to benefit students in the science area of Holy Family University.
Ambassadors

The Ambassador organization was formed to assist the Admissions Office. Through a variety of activities, the Ambassadors provide a valuable service of welcoming prospective and new students to Holy Family University.

Believe, Lead, Achieve

This organization is devoted to continuing Holy Family University’s mission of cultivating responsible, lifelong leaders and learners who are socially intuitive and aware of one’s responsibilities towards God, society, and self at the Newtown campus.

Campus Ministry Team

Campus Ministry seeks to encourage others to make room for the spirit of God in their lives. Students interested in helping with ministry activities should contact the Director of Campus Ministry.

Cheerleading

The Holy Family University cheerleading squad supports and cheers on our athletic programs as they generate excitement and enthusiasm in the fans.

Dance Team

Holy Family University Dance Team provides an outlet for students who have an interest in learning contemporary dances while supporting our athletic programs as they generate excitement and enthusiasm with the fans.

Drama Club

The Drama Club was newly formed to foster interest in theatre and showcase student talents in venues outside the regular student productions associated with the current acting class.

Education Connections

Education Connections is a student club which encourages and assists future teachers to continue the development
of their qualifications for more effective instruction through co-curricular activities.

Environmental Club

The Environmental Club is the student-driven group aspiring to increase campus awareness of global environmental issues on the Holy Family University campus and within their own community.

Family Man

Holy Family University’s local chapter of the American Assembly For Men In Nursing shall exist to foster a culture of continued diversification within the ranks of nursing and perpetuate additional support for and acknowledgment of male contributions and considerations. Family Man will invite nurses from the surrounding community to aid its chapter members with joining other nurses in strengthening and humanizing health care.

Fusion

Fusion is the multicultural club that invites all members of the campus community to share in the celebration of cultural and ethnic diversity on campus. Student members represent all ethnic and cultural backgrounds and disciplines. The goal of the group is to share cultural knowledge and to assist in promoting a welcoming campus environment.

Holy Family University Computing Society

The purpose of the Holy Family University Computing Society is to promote an atmosphere of mutual concern for the intellectual needs and interests, in terms of computing, to all majors involved in the area of study. It also seeks to pique the interest of other majors not directly related to the field of computing to see and understand its ubiquitous applications.
II. Student Organizations, Activities, and Honor Societies

Humanities Society

The Humanities Society is composed of students and faculty who have a special interest in the humanities. Members need not major in the humanities; they may simply enjoy art, history, English, and similar areas of study. Society members plan trips to historical sites and theatrical productions at monthly meetings.

PIgers

PIgers is a group of Holy Family University students who have an interest in mathematics. Membership in PIgers is open to all Holy Family University students. There is no GPA requirement for membership and holds 1-2 meetings per month. The club works closely with Kappa Mu Epsilon, the math honor society. The organization sponsors several social events, campus-wide and within the community, to encourage the interaction of students who enjoy mathematics, to inspire an appreciation for the beauty of mathematics, and simply to have fun. These include: an Evening of Mathematical Suspense, Christmas Rose entertainment, PI Day Celebrations and various math competitions.

Pre-Med Club

The Pre-Medical Club is open to all students who have an interest in applying to medical school. The club will provide support and guidance to all aspiring physicians at Holy Family University. Active members will engage in active preparation for the Medical College Aptitude Test (MCAT) and be given tools to actively seek out community service, clinical volunteering, and research positions to make them more competitive applicants. In addition, advice will be provided to help members plan their course schedules, extra-curriculars, and other involvements in order to ensure students will be ready to apply when the time comes. Members will also learn about the various medical specialties, application techniques, the interview process, and test preparation.
II. Student Organizations, Activities, and Honor Societies

Public Relations Student Society of America (PRSSA)

PRSSA is for students interested in public relations and communications. The organization seeks to advance the public relations profession by nurturing generations of future professionals as well as advocate rigorous academic standards for public relations education, the highest ethical principles and diversity in the profession.

Social and Behavioral Sciences Club (SBS)

The purpose of the Social and Behavioral Sciences Club is to further an interest in various fields of human services by means of lectures, films, and community-service field trips. Membership is open to all students.

Student Government Association (SGA)

Student Government representatives are elected by the student body for the following academic year and share responsibility for student life and activities. The Vice President for Student Life serves as an advisor to the Student Government Association and as the liaison between the students and the administration.

Student–Managed Investment Fund Club

The Student–Managed Investment Fund Club is comprised of students and alumni who not only receive investment education, but provide financial recommendations to the student-managed investment fund. Students will have the opportunity to manage "real money" while learning qualitative and quantitative research skills; presenting analytical data and comprehensive reviews and mastering personal investment and portfolio management strategies.

Student Nurse Association of Holy Family (SNAHF)

SNAHF is a state-level, pre-professional organization that represents the interests of nursing students. It is a constituent of the National Student Nurses’
Association, Inc., the largest independent student organization in the country.

**Students Advocating for Change (SAC)**

Students Advocating for Change (SAC) is a graduate level, student-led group that will meet monthly at the Newtown Campus. The group’s purpose is to develop advocacy promotion and awareness of issues within our community. Possible activities include: monthly fund-raising events (pizza and bake sales), development of a yearly Advocacy Poster Session and promotion of the Annual Fall Ball which is a line-dancing event.

**Students at your Service (S.A.Y.S.)**

Students have the opportunity to serve as project leaders and participate in various service activities. Community service helps the student volunteer explore career choices and gain practical knowledge while contributing to the well-being of the community.

The number of hours that an individual volunteers is flexible. You can participate in one project or many projects. S.A.Y.S members meet every other week in the Campus Center to discuss upcoming events. Some events include: American Red Cross Blood Drives, Baby Showers, Clothing and Food Drives, and many more. Members have the opportunity to develop their own project under the direction of the club officers and moderator.

For more information please contact SAY@holyfamily.edu or call the club’s moderator, Michael McNulty-Bobholz, at 267-341-3281 or Sister Patrice Feher, at 267-341-3201.

"Who SAYs we can’t make a difference?"

**Tiger Vision**

The purpose of Tiger Vision is to further an interest in various fields of Media Communications and assist the campus community with promotion of upcoming events and programs on campus. Membership is open to all students.
Veritas

Veritas provides guidance and support to our university students who plan on pursuing a legal education or have a general interest in law. Members gain knowledge on the law school application process as well as learning about different types of legal professions.

Visual Arts Association

The Visual Arts Association was formed to provide enriching experiences in the field of art to the students of Holy Family University.

Honor Societies

Alpha Phi Sigma is a national honor society that recognizes and promotes scholarship among students actively engaged in collegiate preparation within the field of criminal justice. Candidates must be ranked in the upper 35 percent of their class, must have completed three full-time semesters or equivalent, and must have a cumulative GPA of 3.0 and a 3.2 GPA within criminal justice or related field courses.

Alpha Sigma Lambda is a national honor society that recognizes the special achievements of part-time undergraduate students who demonstrate academic excellence while facing competing interests of home and work. It is represented on campus by the Delta Delta Chapter, which awards membership annually to the highest 10 percent of all part-time students who satisfy the necessary eligibility requirements. To be eligible, a student must be matriculated in a traditional undergraduate degree program and have completed at Holy Family University a minimum of twenty-four (24) college semester hours in regular credit courses (not including transfer credits, CLEP, ACT-PEP, DANTES, or challenge examination credits). These hours shall include at least two

Beta Beta Beta, Lambda Chi Chapter, accepts for membership students who achieve superior academic standing and evidence major interest in and aptitude for life science. Full membership is extended to candidates who
have completed at least 23 credits in major-level biology courses, participated actively in the projects of the Albertans Science Club, and attained junior-level status.

Delta Epsilon Sigma, the national scholastic honor society for students, faculty, and alumni of Catholic colleges and universities, is represented on campus by the Delta Lambda Chapter. Membership is awarded annually to full-time junior or senior students who have completed at least 50 percent of the credit for their degrees with distinctive academic performance, which, if continued, would make them eligible for graduation cum laude. Such students must also show evidence of having accepted their responsibility of service to others.

Kappa Delta Pi is an international honor society in education that recognizes outstanding achievement, effort, and service to the field of education. The Holy Family chapter, Upsilon Omicron, reflects well the society’s four ideals of fidelity to humanity, science, service, and toil. Students who have completed 12 credits in education, demonstrated exceptional mastery of course content, and documented a commitment to service in education are encouraged to apply. Applications are available late in the fall semester for the annual spring induction.

Kappa Mu Epsilon, the national mathematics honor society recognizes outstanding achievement in the study of mathematics at the undergraduate level. Other objectives include developing an appreciation of the power and beauty of mathematics, familiarizing members with current advances in the field, and comprehending the overall importance of mathematics in contemporary society. To be eligible for membership, a student must rank in the upper third of his/her class and must have completed a minimum of three undergraduate mathematics courses, including MATH 211 and one additional mathematic course at the 200 level or higher with a minimum average of B. Additionally, candidates must have actively participated in one of the chapter’s service projects prior to induction.
Kappa Theta Epsilon is represented on campus by the Mu Chapter. Its purpose is to recognize and honor cooperative education and internship students who excel scholastically; promote academic achievement among co-op and internship students; inform students of the advantages of enrolling in a co-op or internship program; and assist the cooperative education department in its recruiting efforts. The society honors those co-op or intern students who confer honor upon Holy Family University by their distinguished scholarship, industrial ability, integrity, breadth of interest, and adaptability as undergraduates in the cooperative education or internship program in their respective majors. Inductees must be in the upper fifth of their respective co-op or internship program according to grade point average and be approved by the Director of Cooperative Education and the respective faculty coordinator within their academic division.

Lambda Iota Tau is the international honor society for students of literature. The society recognizes and encourages excellence in the study and creation of literature. Membership depends on students maintaining an average of at least B (3.2) in English (exclusive of 101/102) and B in general scholastic standing, on their being recommended by divisional faculty, and on their submitting an essay on a literary topic to Alpha Epsilon, the local chapter.

Lambda Nu is a national honor society for the radiologic and imaging sciences. The society’s objectives are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship.

Lambda Pi Eta is the international honor society for students in communications. The society recognizes and encourages excellence in the study and creation of communications. Membership in the society is evidence of distinguished work. Candidates must have completed 60 semester hours in college, have an overall GPA of 3.0, and have completed 12 semester hours of communications study. Additionally, candidates must submit a research
paper in the field of communications or present copies of two articles he or she has published.

Phi Alpha Theta is the international honor society in history. The Alpha Eta Iota Chapter accepts undergraduate students who have achieved a cumulative average of 3.5 or better and have completed at least 12 credits in the history discipline. Induction is held once a year during the spring semester.

Phi Sigma Iota is a national foreign language honor society which maintains the Delta Iota Chapter at Holy Family University. Membership is open to upperclassmen who pursue a concentration in foreign languages, maintain a B average in all foreign language courses, have completed at least one course at the 300 level, and rank in the upper 35 percent of their class.

Pi Gamma Mu is an international Honor Society in Social Sciences - Pi Gamma Mu is a leading honor society that encourages excellence in the social sciences. Our chapter is restricted specifically to the disciplines of Political Science, Sociology, and Secondary Education - Social Sciences/Social Studies. Juniors, seniors and graduate students become eligible to join when they meet the following criteria for membership: upper 35% of the class; a grade average of "B" or better; and 20 semester hours in social science courses. The Society not only provides recognition for scholastic achievements, but it also offers enrichment opportunities through service projects, publications, scholarships and lectureship grants.

Psi Chi provides its initiates with opportunities for augmenting and enhancing the regular curriculum. This national honor society in psychology fulfills two major goals: the advancement of the science of psychology and the encouragement of its members to scholarly pursuits in psychology and allied fields.

Sigma Beta Delta is a national honor society accepting as members top business students, faculty, and business leaders. An invitation for induction into Holy Family University’s chapter is extended to those junior- and senior-level students who are in the top 20 percent of
their class with a minimum 3.5 grade point average and who meet with approval from the business faculty. The society espouses the principles of wisdom, honor, and pursuit of meaningful aspirations. The honor society was established to encourage and recognize scholarship and accomplishment, as well as to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

Sigma Theta Tau, the national honor society of nursing, is represented on campus by the Delta Tau Chapter, established as a joint chapter with Neumann College. Its purpose is to recognize superior scholarship and leadership in nursing and to encourage nurses to contribute to the advancement of nursing through research. Candidates must have completed at least one-half of the nursing curriculum. The number of candidates from any one class may not exceed one-third of that class.

Who’s Who Among Students In American Universities And Colleges gives national recognition to students for their outstanding accomplishments. Eligibility for the distinction of selection and acceptance by this organization is confined to seniors who excel in scholarship, leadership, and participation in extracurricular and academic affairs, citizenship, and service to the university, and who show promise of future usefulness in community life. All correspondence originates in the Vice President for Student Life office.

Publications

Co-Op Works

Co-op Works is published by the cooperative education department and contains news and research about co-op and internship placement, current student applicants and placements, as well as useful news for those hunting for placement via the Internet.

Familogue

The purpose of Familogue, the University yearbook, is to capture the year in photographs and copy, to leave
II. Student Organizations, Activities, and Honor Societies

a memory book for the seniors, and to provide a form of public relations for the University.

Folio

Folio is a journal of contemporary artistic expression that expresses in words and visual graphics the creative thoughts of the student body and the faculty at Holy Family.

The Tri-Lite

This University newspaper serves as a medium of campus news and offers practical training in journalism.

Special University Events

Welcome to the Family Day

The Fall semester begins with various Opening Day activities sponsored by Academic Affairs and Student Life. The program welcomes all new students to Holy Family University and acquaints them with our core values, mission, and expectations. As part of this exciting day, upper-level students and faculty/staff members serve as mentors of small groups. These groups meet weekly during the fall semester to address topics ranging from study skills to using campus resources. This one-credit First Year Experience class is required for all first-time freshmen starting at Holy Family.

Constitution Day

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

Family Weekend

A weekend designed to promote the Holy Family University mission to families. It provides students and their families an opportunity to experience campus life with alumni.
Christmas Rose

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

Charter Day

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

Tiger–Paw–Looza

Scheduled during "Stress Reduction Week," this is Holy Family University’s annual end-of-year outdoor fair with a barbecue and games, sponsored by Residence Life and Student Activities.

Club Regulations

Steps to Propose a New Club or Organization

1. Present an idea for a new club or organization at Holy Family to the Assistant Director for Activities.
2. Petition students to evaluate how interested they are in forming the club they want. Obtain at least ten students' signatures. These students must be extremely dedicated to the club and must be willing to commit their participation at meetings, games, etc. For club sports, more than ten students may be necessary depending on the amount of players the club needs to play. For example, for a club bowling team, ten signatures are enough because only four bowlers are needed. More than ten signatures will be needed for a lacrosse club as ten players are on the field at once, and you may need substitute players.
3. Create a list of goals and a Mission Statement for the club. Include core values in the mission statement and how the organization will positively affect Holy Family. In the list of goals, it is requested that the
II. STUDENT ORGANIZATIONS, ACTIVITIES, AND HONOR SOCIETIES

club incorporate a number of items. For example, a club sport should include whether they will play other universities or intramurals as well as where they would like to practice. Traditional clubs and organizations should include the purpose of the club, when the group plans to meet and any other information that would define the group.

4. Write a draft of the Constitution. At minimum, include the mission of the club, officers and how they are elected, a budget request and any other general information. This will not be the finished Constitution— as the club grows and changes, so does the constitution.

5. Present the club to the Student Government Association. Student Government is responsible for voting on new clubs and organizations to make them "official" to the University. The Student Government Association will vote on whether or not the potential club can become official for one year. If approved, the probationary period begins and allows the club to evaluate its purpose, popularity and whether the budget fits its purpose.

6. Utilize the probationary period and rewrite the Constitution for the club. This document is essentially the "rule book" of the club.

7. Present the final Constitution to the Student Government Association. After Student Government votes on the club’s Constitution, depending on the outcome, the members can begin to meet as an official club.

Membership

Membership is open to all full-time and part-time students with the appropriate grade point average as specified in the club/organization’s Constitution.

Members shall:
A. Take an active part in club events;
B. Attend scheduled meetings; absence from three meetings automatically disqualifies one from active membership.
II. STUDENT ORGANIZATIONS, ACTIVITIES, AND HONOR SOCIETIES

Officers
A. The president shall:
   1. conduct and preside over meetings
   2. deliver reports from the Student Government Association
B. The vice president shall:
   1. act as chairperson in the absence or at the request of the president
   2. manage all publicity for any given activity
C. The secretary shall:
   1. record the minutes of the meetings
   2. conduct any correspondence dealing with the particular group
   3. determine the number of students present at the meetings
D. The treasurer shall:
   1. manage all financial affairs of the group
   2. periodically submit financial reports to the Treasurer of the Student Government Association
E. It should be noted that:
   1. an academic average of 2.5=C+ and standards outlined in club Constitutions determine eligibility for office
   2. the president must present an agenda to the group moderator on the day prior to the scheduled meeting
   3. at the close of the academic year, all financial and secretarial books must be submitted to the Student Government Association, who will submit the books to the Assistant Director of Activities

Club Moderators
1. are appointed by the school deans from among their faculty
2. act in an advisory capacity and are liaisons between the Vice President for Student Life and class or club organizations
III. Policies and Procedures

Academic Honesty Policy

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

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

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, etc., purchasing work to present as one’s own, obtaining tests or test questions illegally, either verbally or otherwise, using notes during testing, or collaborating with another to obtain test information.

Plagiarism is another form of cheating. This is defined as using 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.

**Athletic Policy**

**Initial Athletics Eligibility Policy**

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

1. Successful completion of 16 core-curriculum courses in high school;
2. $2.0 = C$ Core Course GPA;
3. $820$ SAT/68 ACT; and

**Amateurism Certification**

These policies are in accordance with National Collegiate Athletics Association standards.

NCAA division II and Holy Family University recognize first-time full-time freshmen student-athletes under the following categories:

- Qualifier
- Partial-qualifier
• Non-qualifier

Qualifier

A qualifier is an athlete who graduates from high school meeting the following NCAA requirements:
• Present a cumulative grade point average of 2.0 (based on a maximum of a 4.0 scale) in a successfully completed core curriculum of at least 16 academic course units.
• Present a combined SAT Score in the Verbal and Math Sections of 820 or a sum score of 68 on the ACT.

Holy Family University Policy:

A qualifier is eligible to:
• Practice;
• Compete for Holy Family University’s athletic teams; and
• Receive athletics aid, if applicable.

Partial Qualifier

A partial qualifier graduates from high school meeting only one of the two requirements under a qualifier.

Holy Family University Policy:

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

Non-Qualifier

A non-qualifier does not meet either NCAA eligibility requirement for a qualifier. He or she does not satisfactorily present an 820 SAT score or 68 ACT score nor a cumulative grade point average of 2.0 required for
a qualifier. Under NCAA regulations, a non-qualifier is not permitted to:

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

**Continuing Athletics Eligibility**

Student-athletes who have earned 23 credits or fewer must earn a minimum cumulative grade point average of 1.75 prior to the beginning of the upcoming fall semester to participate in intercollegiate athletics.

Student-athletes who have earned 24 credits or more must earn a minimum cumulative grade point average of 2.0 prior to the beginning of the upcoming fall semester to participate in intercollegiate athletics.

In conjunction with the Registrar’s Office the Assistant Director of Athletics for Compliance will certify the academic eligibility of all student-athletes prior to the start of the fall term.

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

1. Successful completion of six academic credits in the previous full-time term of attendance; and
2. Achievement of a 1.75 cumulative grade point average when they have earned 23 credits or fewer, or achievement of a 2.0 cumulative grade point average when they have earned more than 23 credits.

Achievement of all Progress-Toward-Degree requirements, if applicable. Normal academic progress as defined by the University in credit hours and grades is:

1. Normal progress – completion of 12 credit hours per semester
2. Cumulative grade point average-1.75 for student-athletes who have earned 23 credits or fewer, or 2.0 cumulative grade point average for
student-athletes who have earned more than 23 credits. By his or her fifth semester, a student-athlete must be matriculated in an established degree or certificate program.

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

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

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

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

**Cancellation of Athletics Aid**

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

All registered students receive a Holy Family Google email account and a network login account as well as Internet access from computers in the student labs and the Library. Students can access the Internet from their own laptops over the wireless network. Students are required to abide by the Electronic Communications User Policies in Section 2.8 of Policy Manual Volume II, Campus Community Policies. A link to the policies is located on the Computer Services web page. See http://extra.holyfamily.edu/cts/usepolicy.shtml.

Emergency Procedures for Protective Action

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, the Health Center, Disability Services, Campus Ministry, Academic Advising, and 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 himself, herself or to others, the Vice President for Student Life may implement the University’s Emergency Procedures for Protective Action and temporarily waive a student’s right to a judicial hearing. As safety permits, the student will be required to meet with the Vice President of Student Life and/or a designee 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 why the Emergency Procedures for Protective Action should not be implemented. The Emergency Procedures for Protective Action may be implemented if:

- A student poses an immediate risk of danger or substantial threat to himself, herself or to others.
III. POLICIES AND PROCEDURES

- A student’s behavior causes an imminent threat of disruption of, or interference with the normal operation of the University.

The Emergency Procedures for Protective Action are outlined below.

As safety permits, after consulting with the Director of the Counseling Center and/or other appropriate University personnel under the circumstances, the Vice President for Student Life determines if one or more of the above conditions exist, he or she 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 absent himself or herself 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 cause bodily harm to himself, herself or to others.

During the period the student is off campus, the student will be required to undergo a psychiatric evaluation and/or physical examination by a licensed, competent professional of his or her own choice not related to the student, or the student may consult the Director of the Counseling Center or Health Services to obtain a referral. The evaluation must be based on the behavior, actions, statements related to the imminent risk; and current medical knowledge to determine the nature, duration, and severity of risk.

After receiving a letter from the licensed competent professional stating that the student is no longer an imminent threat to cause bodily harm to himself, herself or others or to the University community and the normal operations of the University, the Vice President for Student Life 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 his or her subsequent behavior
and the absence of any renewed threat of harm or disruption on campus.

In some cases, interim leave or permanent withdraw 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 Emergency Procedures for Protective Action does not take the place of judiciary process, should the behavior violate any other code of conduct, University policies, or regulations. The student may still be subject to the judiciary process following the enactment of Emergency Procedures for Protective Action once safety is reinstated and as deemed appropriate.

**Employment Policy for Nursing Students**

The Pennsylvania State Board of Nursing requires that:

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

**Equal Opportunity/ Non-Discrimination Policy**

Holy Family University is committed to a policy of equal opportunity in every aspect of its operations. The University does not discriminate on the basis of race, color, gender, age, religion, national or ethnic origin, sexual orientation, marital status, or disability. This policy extends to all educational, employment, and service programs at the University and complies with applicable federal regulations. For more information, contact the Vice President for Student Life, Campus Center, Room 208.
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
Extracurricular & Vice President for Student Life, Campus Center
Judicial Reports Treasurer, Holy Family Hall
Financial Accounts Financial Aid and Admissions Holy Family Hall
Student Aid* & Admissions Director, Careers Center,
Recommendations/ Campus Center
Evaluations**

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

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

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

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

* The university is not required to permit a student to inspect financial statements of parents.
** Evaluations of nursing and education students are retained in their departmental offices.

Gambling Policy

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

Grievance Procedure

Non-Academic

At any time, should a student feel he/she has been unfairly treated or discriminated against or have a problem with some aspect of Student Life or another student, the student may pursue the following procedure to have the problem heard.

1. Discuss the matter with the immediate Director (defined throughout as the individual in charge of the program/service in question) from Student Life within five (5) business days from the date of the incident; the immediate Director will respond within three (3) business days. If the complaint
is against the immediate Director, the student is to discuss the matter with another Student Life Director within five (5) business days from the date of the incident; a representative of Student Life 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. The student may present witnesses and other evidence relevant to the complaint. The written statement should be given to the immediate Director from Student Life. Within fourteen (14) days, the immediate Director from Student Life will conduct the investigation, and the investigation will be completed within ten (10) business days.

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 immediate Director cannot remain impartial, he/she will remove him/herself from the proceedings and assign the matter to the Vice President for Student Life, who will start the timeframe from the date the complaint was received.

4. Following an investigation from either the immediate Director or Vice President for Student Life, the student will receive a written determination within ten (10) business days, upon the 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 Student Life within five (5) business days. The written appeal will be reviewed in an impartial manner by a panel consisting of
either the Vice President for Student Life, one Director from Student Life and one student representative from the Student Government Association. In a case in which the Vice President of Student Life conducted the initial investigation, a panel consisting of two Directors from Student Life and one student representative from the Student Government Association will review the appeal. 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.

6. 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 submitted an appeal will not be tolerated and will be grounds for discipline up to and including employment termination or expulsion. Further, complainants and witnesses will be disciplined for filing false complaints or providing false testimony during an investigation.

**Academic Grievance Procedure**

*(Unrelated to grading and academic integrity)*

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

1. Discuss the matter with the faculty member involved within five (5) business days from the date of the incident. The faculty member will respond within three (3) business days. Mediation, defined here as discussion with the immediate persons involved with no legal representation, is optional but not required for complaints to be fully processed.

2. If dissatisfied with the outcome of this first discussion, the student may submit within three (3) business days a written statement that includes the facts of the case and the proposed solution to the school program designee (Chair, Coordinator, or
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, he/she will remove him/herself 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 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.

6. 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.

**Guest and Visitor Policy**

It is the responsibility of each of us 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/library/services.shtml#librarycards.

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 or 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, Bensalem or Newtown. 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, are not to be lent to a guest at any time and are not an acceptable form of identification for an on-campus guest.
Harassment Policy and Reporting Procedure

Definitions:

Bias

Bias-related incidents involve behavior that is motivated by race, religion, sexual orientation, gender identity, ethnicity, national origin, age or ability. Bias-related incidents include, but are not limited to: physical or non-physical abuse, harassment, vandalism, and destruction of property; directed toward a person because of his or her membership (or perceived membership) in one of the aforementioned classes. Bias-related incidents include those actions that are motivated bias and may or may not meet the definition of a crime.

Harassment

Harassment is unwelcome severe, pervasive or persistent verbal or physical conduct, directed at an individual based upon 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. Examples of unacceptable conduct include the use of insulting epithets, racial or ethnic slurs or nicknames, the display of insulting or offensive cartoons, pictures, slogans or symbols, intimidation through physical acts or threats of violence or other conduct that is so objectively offensive as to alter the conditions of the victim’s academic experience.

Holy Family University is committed to providing all students with an environment free from explicit and implicit coercive behavior used to control, influence, or affect the well-being of a student. any member of the University community. Harassment of any individual is inappropriate, unacceptable, and grounds for disciplinary action.
Sexual Harassment

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

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following: unwanted and unnecessary physical conduct, such as pinching, patting, or touching; brushing against one’s body; subtle pressure for sexual activity; uninvited or persistent notes, phone calls, or pressure for dates; threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; making unwelcome physical contact; making use of unwelcome offensive, sexually explicit, or sexually suggestive objects or materials; and condoning or encouraging such conduct by or directed to another student. Such conduct may also constitute harassment if based on the person’s 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.
Reporting Procedures:

**Bias:**

The University provides a vehicle for reporting a bias-related incident by calling Public Safety, 267-341-3333, or activating a blue emergency call box on campus.

Students who have concerns about bias-related incidents or would like to discuss their feelings about an incident may contact any of the following offices for assistance, support and advice:

- Vice President for Student Life, 267-341-3432
- Assistant Vice President for Student Life, 267-341-3281
- Executive Director for Campus Life and Leadership, 267-341-3204
- Director of Counseling & Disabilities, 267-341-3232
- Residence Life Professional Staff or Resident Advisor, 267-341-3204

**Harassment and Sexual Harassment:**

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

Any employee, faculty member, or student who believes he or she is being harassed should report this immediately to any of the following members of the harassment investigative team: Assistant Vice President for Human Resources, Vice President for Student Life,
Assistant Vice President for Student Life, Vice President for Academic Affairs, Associate Vice President for Program Development and Planning, Public Safety Director, or Disabilities Services Coordinator. Team members will conduct each investigation in an impartial manner and will include impartial decision makers. Written notice will be provided to the parties of the outcome of the complaint and the basis of the decision.

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

Individuals who are not satisfied with the outcome of the investigation may choose to file an appeal. Students should refer to the Student Handbook or University Catalogs. The appeal will be conducted in a timely and an impartial manner, including an impartial decision maker. Confidentiality is guaranteed to the extent possible with regard to filing the appeal, the investigation and disposition.

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

The Assistant Vice President for Human Resources (Room 209, Holy Family Hall) has been designated as the university’s Section 504 Coordinator and Title IX Coordinator, and the Public Safety Director (CC 106) has been designated as the university’s Deputy IX Coordinator. As such, these individuals will address sexual and disability discrimination, including harassment concerns.
Holy Family University affirms the dignity of the human person and respects the rights of all our community. It is your responsibility to report harassing or retaliatory conduct as soon as you believe it exists.

**Hate Crimes**

Hate crimes occur when a perpetrator targets a victim because of his or her 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 "Clery Act" such as race, gender, religion, sexual orientation, ethnicity or national origin, disabilities 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 performed negative attitude toward a group of persons who possess common physical and hereditary characteristics;
- **Gender**: A preformed negative opinion or attitude toward a group of persons because those persons are male or female;
- **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 a nonexistence of a supreme being;
- **Sexual Orientation**: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex;
• Ethnicity/National Origin: A performed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions;

• Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advance 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;

• Threats: Intimidation (includes Stalking) or 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;

• 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.

**Hazing**

Hazing by any group or organization is not allowed at Holy Family University. Hazing is defined as any action
or activity taken or any situation intentionally created, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule, or any form of violence, abuse, or failure to accord to any student the dignity due the student. Consent of a "pledge" does not exempt any organization from this regulation.

Identification Card

In an effort to provide adequate security for the members of the University community, every student must carry his or her Holy Family University identification (ID) card. ID cards can be obtained through Room 105 of the ETC building. Upon request, students must surrender their ID cards to authorized University personnel (Public Safety, Residential Life staff, the Vice President for Student Life, and other University personnel). Students must provide accurate information and must comply with the directions of such officials in the performance of their duties. Furnishing false identification to University personnel will result in judicial charges being filed. Tampering with or falsifying the student ID card is a violation of the student code of conduct.

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

Peer-to-Peer File Sharing

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

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

Posting Policy

Promotion of campus events must be approved by Student Life located in the Campus Center room 212.

To submit your event information electronically, email: studentlifeinfo@holyfamily.edu.

• A pre-designed flyer must be sent as a Word document in portrait orientation only.
• If a flyer needs to be designed, please include pertinent event information in the email.
• A confirmation email will be sent to you upon receipt.
• Flyers must state the contact information (name, phone, email address and location) of the sponsoring individual, organization or department.
• A 2-week notice must be given to allow ample time for designing, printing and posting.

Once approved for posting, the flyer will be copied in Duplicating, charged to your club account, and posted by Student Life staff on authorized bulletin boards and frames as follows:

• Aquinas Hall - bulletin board
• Campus Center - tabletop frames in Commons and bulletin board near cafeteria
• Education Technology Center - tabletop frames in Cub Cafe
• Holy Family Hall - bulletins boards
• Library - frames
• Nurse Education Building - bulletin board
• Residence Halls: St. Joseph Hall and Stevenson Lane Residence - bulletin boards

Event information obtained from the flyer will also be displayed on the electronic message boards, located in many of the buildings across campus.
Flyers must be removed the day after the event date by event organizer.

Large pre-printed posters of upcoming events must be approved and date-stamped by Student Life, CC-212, and may be posted by the event organizer on designated bulletin boards (see above) only; poster removal must occur the day after event date.

For any questions regarding the posting of event information, please call: 267-341-3200, or email: studentlifeinfo@holyfamily.edu.

Policy on Photography/Videography

On occasion, Holy Family University and its representatives take photographs or shoot video footage for the University’s use in print and electronic publications. This serves as public notice of the University’s intent to do so and as a release of permission to the University to use such images as it deems fit. If you should object to the use of your image, you have the right to withhold its release by filling out a form at the Marketing & Communications Department, Holy Family Hall, Room 208.

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/cell 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 Vice President for Student Life and/or designee.
If the missing student resides in on-campus housing, the Public Safety Director will notify the Director of Counseling, the Director of Health Services, as well as the Executive Director of Campus Life and Leadership and the Area Coordinator for the area in which the student is housed.

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 Vice President for Student Life and/or designee 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 Vice President for Student Life and/or designee.

**Sexual Assault**

Holy Family University seeks to foster a safe and healthy environment built on mutual respect and trust. At the very basis of the University's mission is the recognition of the essential dignity and worth of each member of our community. Sexual assault is a very serious violation of these principles and will not be tolerated in any form. The University encourages all members of its community to be aware of the trauma caused by sexual assault and challenges its members to work together to prevent its occurrence.

Holy Family University will make a "Good Faith" effort to report any crimes relating to the VAWA Act (Violence against Women). The University handles complaints of sexual assault with due regard for the parties' concern for confidentiality. If occurrences of sexual assault pose a general threat to the University community, Holy Family will take affirmative steps to notify students, faculty, and staff of the potential danger.
The University will pursue disciplinary action in the case of sexual assault, taking into account the wishes of the victim. The procedures for student disciplinary proceedings in cases of an alleged sex offense are fully described in the University Student Judicial Policy.

**Smoking**

University policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, existing windows that open, and ventilation intakes. In many cases a person who chooses to smoke must be more than 25 feet from the building in order to comply with the law and University policy. These restrictions apply not just to tobacco but to all smoking materials.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All faculty, staff and students share the responsibility of adhering to and enforcing this policy. Any concerns should be brought to the attention of the appropriate supervisor.

**Stalking Policy**

Holy Family University is determined to provide a campus environment free of violence for all members of the campus community. For this reason, Holy Family University does not tolerate stalking, and will pursue the perpetrators of such acts to the fullest extent possible. Holy Family University is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies to all students of the Holy Family community.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental
health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear.

- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on websites;
  - Sending unwanted/unsolicited email or talk requests;
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards;
  - Installing spyware on a victim’s computer;
  - Using Global Positioning Systems (GPS) to monitor a victim;

- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim

- Surveillance or other types of observation, including staring or "peeping"

- Trespassing

- Vandalism

- Non-consensual touching

- Direct verbal or physical threats

- Gathering information about an individual from friends, family, and/or co-workers

- Threats to harm self or others

- Defamation – lying to others about the victim.

**Reporting Procedures**

Holy Family University encourages reporting of all incidents of stalking to law enforcement or campus public safety authorities, and respects that whether or
not to report to the police or campus public safety authorities is a decision that the victim needs to make.

Holy Family University is committed to supporting victims of stalking by providing the necessary safety and support services. Student, faculty, staff victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following:

- No-contact order
- Services of a victim advocate
- Witness impact statement
- Change in an academic schedule
- Provision of alternative housing opportunities
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Director of Public Safety, ext. 3333.

If safety is an immediate concern, encourage the victim to contact law enforcement [Phila. Police Department] for assistance.

Social Media Policy

The growth of online social media—including networking sites such as Facebook, Twitter, and Linkedin, media-sharing sites such as YouTube and blogs—represent a tremendous opportunity to extend Holy Family University’s Web presence in new ways. Never before has it been so easy to reach both existing and new constituencies with news, information, opinions, and insights. Holy Family enthusiastically welcomes this opportunity and offers to help all students, faculty, and administrators who wish to develop and maintain a University-related social media presence.

At the same time, the often informal nature of these sites can make it easy to forget the need to engage others with professionalism and respect. Understandably, Holy
Family has a considerable interest in protecting its own image, fostering goodwill, and enhancing its reputation within the community, regardless of medium. Please adhere to the following policies and procedures if you are posting on behalf of an official University department or organization:

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

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

- Have a plan. Departments and organizations should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.

**Weapons**

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

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

Constitution Preamble

We, the students of Holy Family University, recognize that the development of character and individual responsibility is an integral factor of a liberal arts education. We further acknowledge that self-government will foster qualities of self-discipline, integrity, and charity.

Article I - Name

The name of this association shall be the Student Government Association of Holy Family University.

Article II – Purpose

Section A. Members

The Student Government Association consists of the Student Government Association Executive Board, Class Presidents and representatives of each class.

a. Student Government Association Executive Board

- The President, Vice-President, Secretary, and Treasurer of the Student Government are known as the Executive Board.
- The Executive Board shall be elected by the current Student Government Association and shall hold office from election until the consecutive appointment is held.
- Current Student Government Association members are eligible to be candidates for Executive Board positions.
- Board positions have one year term limits; elected representatives must vote upon positions annually from Student Government. If eligible, a member of the Executive Board may run for multiple terms.
- Students who are unable to serve the full academic year, due to a requirement of their major, will be ineligible to serve on the Executive Board.
b. Class President and Representatives

- Representatives will be elected by their own class through an electronic popular vote.
- The amount of serving representatives should not consist below four and should not exceed six serving representatives.
- Representatives will serve for one academic year, starting from their election and ending after the election the following year.
- There is a one year term limit for representative positions; positions must be voted upon annually by each class level’s student body through popular vote.
- It will be under the discretion of the Executive Board and the moderator as to whether part-time representatives will be able to fulfill the requirements of their position.
- The newly elected Executive Board will choose one Class President from the elected representatives of each class.
- There is a one year term limit for Class Presidents; the position will be decided upon by the Executive Board through yearly elections.
- Students who are unable to serve the full academic year, due to a requirement of their major, will be ineligible to serve as President of their class.


c. Open Representative Clause

- In the case that any class representative is unable to serve the full term for the following academic year, the Class President has the authority to nominate members of his or her class for the following academic year in order to help new representatives transition into their positions.
- In the case that a Class President is unable to serve the full term, the Executive Board would elect a representative to fulfill the remaining term.
appoints a replacement from the remaining representatives. A new member of the class representatives is then nominated by the new President.
• Pre-selected members can only be appointed after submitting an application to the Executive Board.

Section B. Duties and Responsibilities

a. The Student Government Association shall:
• Meet weekly starting in September. Special meetings may be called by the President of the Student Government Association;
• Act as the governing board of Holy Family University clubs and organizations (i.e., approving club and organization constitutions and club-funding requests);
• Be the medium of communication between the administration and students;
• Elect officers of the Student Government Executive Board by a majority vote through a preferential ballot;
• Discuss and ratify the constitution and subsequent amendments. All voting shall take place when a quorum is present. A quorum is defined as 2/3 of the total membership. A majority vote must occur before passage of any issue presented to the Student Government Association;
• Appoint Student Committees as deemed necessary to execute the work of the Student Government Association.

b. Positions within Student Government
• The President shall:
  • Maintain a cumulative GPA of 2.75 or greater. A probationary period of one semester will be implemented if GPA is not upheld;
  • Conduct all meetings of the Student Government Association using Robert’s Rules and exercise all the powers and duties usually pertaining to the presiding officer;
Vote on any actions taken by the Student Government Association, but whose vote will only be counted in order to break a tie vote;

Have the power to call special meetings of the Student Government Association;

Represent Holy Family University at campus and inter-collegiate functions unless otherwise stated;

Have an ex-officio membership on all committees of the Student Government Association;

Act as the co-chair of the Student Government Assessment Committee;

Delegate any duties not listed.

The Vice President shall:

Maintain a cumulative GPA of 2.75 or greater. A probationary period of one semester will be implemented if GPA is not upheld;

Assume the duties of the president in the absence of or at the request of the president;

Initiate and coordinate social events for the Student Government Association’s members;

Maintain the Student Government’s bulletin board;

Coordinate the Student Government’s mission/service learning project;

Coordinate all Student Government’s publicity within the university; including social media;

Act as the co-chair of the Student Government Assessment Committee;

Act as the spokesperson to clubs and organization.

The Secretary shall:

Maintain a cumulative GPA of 2.75 or greater. A probationary period of one semester will be implemented if GPA is not upheld;

Record roll call at all scheduled meetings of the Student Government Association;
IV. CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HOLY FAMILY UNIVERSITY

- Keep minutes of each general and Executive Board meeting of the Student Government Association and submit minutes electronically to the Executive Secretary for Student Life and the moderator/advisors within one week of the meeting;
- Attend to the correspondence of the Student Government Association;
- Assume responsibility for all the documents and records of the Student Government Association;
- Govern and distribute office hours and sign-in sheet;
- Submit reports requested by the administration of the university;
- Update and maintain the Student Government Association’s website.

- The Treasurer shall:
  - Maintain a cumulative GPA of 2.75 or greater. A probationary period of one semester will be implemented if GPA is not upheld;
  - Monitor all budgetary processes for all clubs and organizations of Holy Family University;
  - Assume responsibility for all disbursements of funds for the Student Government Association;
  - Keep an accurate record of all financial transactions of the Student Government Association;
  - Conduct an inspection of class and club treasury books at the close of each academic year;
  - Submit to the Vice President for Student Life, immediately after commencement, a full statement of receipts and disbursements of the Student Government Association account;

- The Class Presidents shall:
  - Maintain a cumulative GPA of 2.5 or greater. A probationary period of one semester will be implemented if GPA is not upheld;
• Conduct all class meetings and exercise all the powers and duties usually pertaining to the presiding officer;
• Attend university administrative meetings when called by the Vice President for Student Life in order to voice concerns from their constituency;
• Act as primary representative for their constituency;
• Elect the succeeding Student Government Association Executive Officers in April;
• The inability to fulfill a full year commitment results in not being elected for Class President or an Executive Board member;
• Due to conflicts of a major, a representative is to do two office hours in the event of absence for the other semester.

The Class Representatives shall:
• Maintain a cumulative GPA of 2.5 or greater. A probationary period for one semester will be implemented if GPA is not upheld;
• Initiate and maintain communication with their constituency;
• Propose and ratify the Constitution and subsequent amendments;
• Manage and coordinate all social media outlets for class announcements;
• Update the Holy Family mobile application daily when assigned;
• Elect the succeeding Student Government Association Executive Officers;
• Assume other duties as assigned by the Executive Board;
• All representatives are required to have one office hour each semester in which they are in the club office or doing other assignments related to the Student Government Association;
• Due to conflicts of a major, a representative is to do two office hours in the event of absence for the other semester.
• The Moderator shall be:
  • The Vice President for Student Life or designee. The Executive Director of Campus Life and Leadership and Assistant Director of Activities will serve as advisory members;
  • In attendance at all General and Executive Board Meetings.

Article III - Elections

Section A. Nominations and Elections of Student Government Executive Board

a. Executive positions are selected through a nomination process of the current Student Government Association members.

b. Candidates must have a cumulative GPA of 2.75. A failing grade or a GPA lower than 2.75 constitutes sufficient reason for denial of participation in the process. Exceptions may be granted by the Vice President for Student Life.

c. Nominees must declare their interest in writing two weeks in advance to the Executive Board and the Vice President for Student Life. The declaration letter must include name, class, and qualifications/experience.

d. Members of the graduating senior class are ineligible to vote for the Student Government Executive Board who will serve during the academic year following the graduation of their class.

Section B. Nominations and Elections of Class Presidents and Representative

a. Nominations and elections of the Student Government Association shall be held annually in the spring semester. Candidates hold office from their election until the consecutive election is held.

b. Positions are open to all full and part-time students

c. Candidates must have a cumulative GPA of 2.5. A failing grade or a GPA lower than 2.5 constitutes sufficient reason for denial of participation in
the process. Exceptions may be granted by the Vice President for Student Life.
d. Nominees must declare their interest in writing to the Executive Board and the Vice President for Student Life on the scheduled nomination days. The declaration letter must include name, class, and qualifications/experience.
e. All nominees must be approved by the Vice President for Student Life.
f. All undergraduate students are eligible to vote. Voting shall be done by secret ballot. Voting by proxy is not permitted. Voting shall be conducted by outgoing Student Government members and graduating seniors.
g. Members of the graduating senior class are ineligible to vote for Class Representatives who will serve during the academic year following the graduation of their class.
h. Class Presidents will be selected from the incoming representatives by the newly elected Student Government Executive Board through a majority vote, including the Student Government President. In case of a tie vote, the Vice President for Student Life breaks the tie vote.

Section C. Order of Elections and Appointments

1. The order of elections and appointment shall be as follows:
   a. The President, the Vice President, the Secretary, and the Treasurer of the Student Government Association Executive Board
   b. Class Representatives
   c. Class Presidents appointed from a majority vote of the Executive Board
   d. Freshman Class Representatives
   e. Freshman Class President

Section D. Service and Responsibility of Officers

1. It is to be understood that acceptance of any office denotes a student’s willingness to accept every aspect and duty connected with the office.
2. Student Government members are not exempt from the observance of the university’s laws, by-laws, and regulations, but to reflect the mission of the university.

3. Student Government members shall select student representatives for the following university committees at the end of the semester prior to serving on the committee:
   a. Bookstore Committee: A committee comprised of staff from various offices and two student representatives to advise the bookstore of current students’ needs and concerns.
   b. Food Service Committee: A committee of students from Residence Life and commuters to advise Food Services of current students’ needs and concerns.
   c. Student Government Assessment Committee: An internal committee of the Student Government Association that reviews current policies, procedures and services. The President and Vice President of Student Government co-chairs this committee.
   d. Undergraduate Curriculum Committee: An active representative body within Holy Family University comprising of faculty, administrators, and student representatives that reviews and approves all curriculum and program requirements.

Article IV - Amendments

Section A: Amendments to the by-laws shall originate within the Student Government Association and be submitted in writing for consideration by the entire Student Government Association.

Section B: A proposed amendment shall be submitted for discussion to the Student Government Association. A period of at least one week shall elapse between introduction of the amendment and the vote taken.

Article V - Failure to Uphold Responsibilities

Members of the Student Government Association must uphold the duties and responsibilities previously stated under Article II, Section B. Failure to uphold
these duties and responsibilities will result in the following repercussions:

Section A: Removal from Position

Being unable to meet the requirements of the duties and responsibilities required as a member, removal from position will be immediate with notification given to all representatives and Executive Board. Meeting with club moderators will follow at the earliest convenience.

Section B: Resignation from a Position or Committee

If a member of the Student Government Association feels that he or she is unable to fill his/her role and wishes to resign from the position, he or she must submit a letter of resignation to the Executive Board.

Section C: Appeal Process

Students removed from their position will be granted a written appeal process, which will be presented to the club moderator. With the acceptance from the club moderator, the appeal will be presented to all representatives with a required 2/3 vote for acceptance out of the organization.

Section D: Open Position Mid Year

Refer to the Open Representative Clause - Section A-3.

V. Holy Family Student Code of Conduct

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

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

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

Any behavior that violates standards set in the Student Handbook, the University Catalog, approved organizational Constitutions and by-laws, housing contracts and other University bulletins, as well as behavior that fails to meet the three University Expectations outlined above may violate the Student Code of Conduct. Specifically, any student or student organization alleged to have committed or alleged to have attempted to commit any of the following acts is subject to the judicial process outlined in this document. This is not an all-inclusive list.

1. Plagiarism or academic cheating (Academic Honesty Policy)
2. Physically abusing or threatening another person or engaging in any other conduct that threatens or endangers the health or safety of another person (i.e., stalking, assault and/or battery upon another person)
3. Committing a sexual offense which includes but not limited to sexual harassment, sexual assault and/or rape (see Harassment Policy)
4. Using, possessing, selling, or distributing fireworks, firearms, weapons, or other dangerous items
5. Destroying, damaging, or stealing private, public, or University property, or possessing stolen property

6. Using, possessing, selling, or distributing illegal drugs, drug paraphernalia, or misusing prescription medication (see Alcohol and Other Drugs Policy)

7. Use or possession of alcoholic beverages and/or drunk or disorderly behavior (see Alcohol and Other Drugs Policy)

8. Engaging in lewd, obscene, or indecent behavior, including making lewd, obscene, or indecent gestures

9. Discriminatory acts committed against anyone in the University community on the grounds of race, color, religion, national origin, sexual orientation, gender or other discriminatory basis

10. Entering and/or using University premises, facilities or property without authorization; unauthorized use/or possession of files, keys, records, equipment, or other property belonging to the University or a member of the University community.

11. Misrepresenting identity or age; forging records including University identification card or parking permits

12. Engaging in illegal gambling activities (see Gambling Policy).

13. Hazing (see Policy on Hazing)

14. Hate Crimes (see policy on Hate Crimes)

15. Failing to comply with sanctions imposed for earlier Code of Conduct violations or interfering with the University judicial process

16. Littering

17. Violating any federal, state, or local law or any University policy, rule, or regulation

18. Failing to comply with the directions of University personnel (e.g., Residence Life and University Public Safety) who are acting in the performance of their duties. This includes failing
to respond to a request for identification or providing false identification

19. Making an audio or video recording of any person without that person’s consent and/or prior knowledge

20. Smoking in unauthorized locations

21. Willfully interfering with, attempting to interfere with or disrupting the conduct of classes or other university activities

22. Using fire to endanger; to harm another person or to destroy property; misusing or damaging fire safety equipment; initiating a false report; failing to evacuate a building during an alarm

23. Violating the University’s Electronic Communication Acceptable Use Policy (see Computer Technology Services Policies)

24. Violating residence life policies such as, quiet hours, guest policy etc. (see Residence Life Policies and Procedures)

25. Violation of campus safety regulations including motor vehicle and fire drill regulations

By accepting to attend Holy Family University, one is voluntarily affiliated to the University community. All student members are expected to uphold the standards set forth by the University community. This includes students who have been notified of their admission to the University and/or who are matriculated, enrolled or registered in any University academic program or activity at the graduate or undergraduate level. Students on a leave of absence and persons who were students when they allegedly violated the Code of Conduct and/or other university policies are also included. The Student Code of Conduct shall apply to behavior that occurs on University premises and at University-sponsored events both on and off campus. The Code of Conduct may also apply to off-campus behavior of students where the interest of the University may be involved. Students are responsible for the behavior of their guests. The Vice President for Student Life or his/her designee shall determine, based on the facts and
circumstances of each case, whether certain conduct will be adjudicated through the Judicial Process.

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

The University regards the welfare and safety of the community of the utmost importance, and it is the responsibility of the community to report conduct or activity which poses a danger to the community or any of its members. The University encourages students and other members of the University community to assist when help is needed. This is most important in medical emergencies due to alcohol and or drug use. In most cases, the help seeker will not be charged with a policy violation under the University Judicial Process, as determined within discretion of the University. A help seeker is defined as a person or persons, who actively seek help in an incident for fear or concern of someone’s safety and or welfare.

What is the University’s Judicial Process?

The University has set up specific guidelines to follow when alleged violations of the University’s Code of Conduct, the Residence Life Policies and Procedures, the University Catalog, as well as procedures and regulations in the Student Handbook has occurred. Sources of resolution for these alleged violations are as determined by the Vice President of Student Life except for instances involving academic violations (i.e., plagiarism, cheating, or classroom offenses) in which case shall be determined by the Vice President for Academic Affairs under the Academic Honesty Policy. The options available are:
1. administrative hearing, in most cases, with a member of Residence Life, the Vice President for Student Life, or a designee of Vice President for Student Life;
2. judicial board hearing with a five-person panel consisting of faculty, administrators/staff, and students.

The University’s core values are emphasized throughout the judicial process. Holy Family looks upon these meetings and hearings as an opportunity for personal growth and development. In most cases, less serious violations shall be heard by an Administrative Hearing Officer. More serious violations, including significant interpersonal conflicts or sexual offense, shall be heard by an Administrative Hearing Officer or the Judicial Hearing Board. The University Judicial Process is not criminal or civil proceedings, but rather, administrative investigations to determine the violations of University policy. Civil or criminal procedures and evidence do not apply. To determine if a student is found responsible, the judicial process is based upon the facts of the conduct reported, and whether it is more likely than not that the student is responsible for the alleged violations.

Who is the Administrative Hearing Officer?

In most cases the Hearing Officer is a member of Student Life or the Office of Residence Life. The Vice President of Student Life determines who shall hear cases.

What is the Judicial Hearing Board?

The Judicial Hearing Board (JHB) is a group of students, faculty, and administrators/staff who are trained to hear cases that involve more serious violations of the Code of Conduct. When a hearing is scheduled, the moderator will select 5 representatives to serve on a hearing panel to hear a case. The composition of each panel shall consist of at least one faculty member, one student, and one administrator/staff. Board members shall disqualify themselves from serving on a Judicial Hearing Board case if they believe in good faith that they cannot be objective in the matter. The student may
object to a member for cause in writing at least 48 hours before a hearing. The moderator shall rule on all objections and replace any disqualifications.

The JHB panel will include the following members:

- **Board**- Four members are selected from a group of students, faculty, and administrators/staff who have volunteered and trained to hear cases:

- **Chairperson**- The chairperson is a voting member, who is a faculty/staff member selected by the moderator on a case-by-case basis;

- **Moderator**- The Moderator is a non-voting member, who is selected from the professional staff of Student Life by the Vice President. The Moderator shall advise the JHB on matters, such as the type of information that may help in determining if the code of conduct was violated and prior sanctions relating to similar conduct. The Moderator shall facilitate the appropriate paperwork and record-keeping, as well as reserve the appropriate space for the hearing.

**How does the Judicial Process Begin?**

The Vice President of Student Life and his/her designees are responsible for the enforcement of the University’s policies and regulations. The designees include, but are not limited to, the Director of Public Safety, Public Safety officers, residence life staff members, and any other University official acting in the best interest of the University. Any member of the University community may file a complaint against a student or student organization alleging violations of the Student Code of Conduct and University policies. An incident report completed by a University Official (viz., Public Safety or Residence Life) and directed to the Vice President of Student Life begins the process. A complaint shall be submitted as soon as possible after the incident occurred, preferably within one week; however, the timeliness of the complaint shall be determined by the Vice President for Student Life based on facts and circumstances presented.
What happens before a hearing?

When an alleged violation has occurred, the appropriate hearing officer or moderator shall notify the respondent via University email. The process of the hearing will be outlined in the notice. In order to schedule a hearing, the officer or moderator will consult class schedules to find a common available time. It is an expectation that students attend their hearings. Students have a right not to attend a hearing; however, as a result, the students forfeit the opportunity to provide additional information. Thus, the case will be conducted in the student’s absence. The student’s failure to attend does not limit the board or administrator from making a decision based on information available. If a student misses a hearing due to an emergency, it is the student’s responsibility to contact the hearing officer or moderator within 24 hours after a scheduled hearing. No student may be found to have violated a University policy solely based on a student’s failure to attend; nonetheless, a student is responsible for completing any sanction received as a result of a hearing.

What are the hearing procedures?

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

The judicial process is not criminal or civil proceedings, but rather, internal administrative determinations of violations of institutional policy. Civil or criminal rules of procedures and evidence do not apply. The Vice President of Student Life/designee will make the final determination on the appropriateness of non-institutional information (i.e., drug test results, polygraph test results, etc...). Hearsay information may be considered if material to the issue is such information that a reasonable person is
accustomed to rely on. After receiving information at the hearing, the officer or JHB determines as to each student and to each violation charged, whether the student is responsible for violating the university policies. This determination shall be based upon the facts of the conduct alleged, as well as whether it is more likely than not that the student is responsible for the alleged violation(s). Subsequent reviewers shall not determine anew whether there was a violation.

What factors are considered in sanctioning?

If a student is found in a hearing to violate a policy, a sanction shall be imposed on the responsible person or party. In addition to the violation itself, the following shall be considered in determining sanctions: motivation; honesty; maturity; cooperation; present attitude, past record, both positive and negative; the severity of damage, injury, harm, disruption or the potential for such; willingness to make amends; and compliance with previous sanctions.

What are likely sanctions for Code of Conduct violations?

A student found responsible for violating the Code of Conduct or a university policy may expect to receive one or more of the following sanction(s). The University considers the judicial process to be one with educational intent, although the following sanctions are more common approaches to resolve violations, the University encourages opportunities for hearing officers or the JHB to find sanctions that may be tailored to a student’s situation or needs. As a result, the following list is incomplete and only contains recommended sanctions. Failure to abide by or complete any sanction shall be considered an additional violation of the Code of Conduct.

1. Warning- written or verbal notice given that is kept on file
2. Program Attendance or Facilitation-expectation to attend or facilitate an educational program(s)
3. Writing Assignment-requirement to complete a relevant research and/or reflection paper
4. Discretionary Sanctions- requirement to complete and or participate in work assignments, community service, University services or programs, or other related discretionary assignments.

5. Loss of Privileges- denial of specific privileges for a defined period of time (e.g., guest, computer, housing selection, visitation, dining services, University representation, co-curricular activities, athletic participation, work study position, leadership role)

6. Counseling Assessment/Meetings- assignment to complete a number of counseling sessions including but not limited to anger management, alcohol and drug assessments, and alcohol education classes

7. Fines- requirement to pay a specified monetary fee to the University.

8. Restitution-requirement to make payment to the University, other persons, groups, or organizations for damages

9. Administrative Relocation in University Housing- requirement to be placed in an assigned or relocated space in University Housing

10. Disciplinary Probation- a period of fixed duration, during which the status of a student at the University may be evaluated. This includes the possibility of more severe sanctions if the student is found responsible for violating University policy during the probationary period.

11. Deferred Suspension- a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by University policies. If the student is found in violation of any University policy during the time of deferred suspension, a suspension may take effect immediately without further review. Additional sanctions appropriate to the new violation may also be issued

12. Removal from University Residence- separation from the residence halls for a defined period of time. The student may be prohibited from participating in the University dining program. The student will be barred from entering all residences within the
University residential community during the time of removal from campus housing.

13. Suspension- separation from the University for a specified period of time. The student shall not participate in any University-sponsored activity and may be banned from the University premises. The University will not accept any credits earned from another institution during this period towards a University degree. In case of residence hall groups, this sanction may include the disbanding of a living unit, and in the case of student organization, this may include the removal of recognition. Reinstatements shall require the approval of the Vice President for Student Life.

14. Expulsion- permanent separation from the University and University facilities.

15. Revocation of Admission and/or Degree- admission to or a degree awarded from the university may be revoked at any time of fraud, misrepresentation, or another violation of the Code of Conduct in obtaining the degree, or for other serious violations committed prior to graduation or admission.

16. Withholding Degree- the University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Judicial Process, including the completion of all sanctions imposed, if any.

How is the student notified of the outcome of the hearing?

The student shall be notified in writing, in the form of an email to the student’s Holy Family University email account of the outcome of a hearing, in most cases within three business days after a hearing. Other than to the student, the University may only disclose the results of a hearing by which is permitted by law.

- The proper University authorities shall be notified of any sanction.
- Parents of students under 21 may be informed of the code of conduct violations with respect to the use of possession of alcohol or controlled substance.
- In some cases as consistent with application considerations, parents of dependent students may be
notified of the outcome of a hearing or scheduled for a meeting with staff regarding the student’s status at the University.

- The University will, upon written request, disclose to the alleged victim of a crime or 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 final results of any University Judicial Hearing dealing with that crime offense. The final results of these proceedings may also be disclosed to the University Community.

Can there be an Interim Suspension/ Conditional Attendance?

Routine infractions of the Student Code of Conduct will be addressed through the appropriate University judicial system processes. In certain circumstances, the University may, through its Vice President for Student Life, impose a suspension prior to a review of misconduct within the University’s judicial system. An interim suspension (immediate separation from the University) may be imposed for the following reasons:

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

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

**What if a student withdraws from the University during the Judicial Process?**

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

**What is the Appeals Process?**

Students who wish to appeal are granted the opportunity through the appeals process. All appeal requests shall be directed in writing to the Vice President for Student Life within five business days of written notification of the action taken by the Hearing Officer or the JHB. The appeal should be delivered to the Vice President for Student Life in the Campus Center Room 208 or emailed to smbinkowski@holyfamily.edu. The appeal process is reserved for serious sanctions only. In the appeal letter, students must clearly demonstrate that one or more of the following has occurred to be considered for an appeal.

1. A material failure to follow procedures of the Judicial Process that has affected the outcome.
2. There is new information sufficient to alter a decision that was not reasonably available at the time of the original hearing.
3. The sanction(s) was not consistent for the violation(s) of a University Policy.

Appeals submitted for other reasons or past the allotted time will not be considered. The Vice President for Student Life determines if the appeal is warranted. The Vice President for Student Life with the Appellate Board
will then review all available information pertaining directly to the appeal, and in most cases the Appellate Board shall make a decision within 5 business days. The Appellate Board will consist of three voting members chosen from the faculty or professional staff, including the Vice President for Student Life. The Appellate Board may replace the sanction with another which may be more severe, less severe, or otherwise different; remand the case for consideration; and direct the case for a new hearing. If the Vice President for Student Life finds no merit to the appeal, the decision of the original hearing still stands. While an appeal is pending, sanctions are not in effect unless an interim suspension/conditional attendance has been imposed on the student. In cases where the Vice President for Student Life is a party to the hearing, a designee(s) from the appeals board will review and hear the appeal.

Alcohol and Other Drugs

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.

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).

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

- "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."

Alcohol Policy

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

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

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

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

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

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 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 841 of the Act).

Other Drugs Policy

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

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

1. Illegal or improper use, possession, cultivation, distribution, manufacture, or sale of any drug(s), including prescribed medications;
2. Illegal or improper use of solvents, aerosols, or propellants;
3. Administration or employment of drugs or intoxicants causing another person to become impaired without his or her knowledge.

Alcohol and Other Drug Abuse Prevention

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

Health risks associated with the use of illicit drugs and alcohol abuse may include but not limited to heart problems, malnutrition, convulsions, cancer, hepatitis, liver damage, coma and death. Related and equally serious risks include: impaired judgment, sexual assault, unplanned pregnancy, inability to manage academic stress, and academic failure. Recognizing that students may need to seek support for addressing difficulties that can arise from alcohol and/or other drug use, Holy Family University encourages them to visit the Counseling Center, University Health Services, or Campus Ministry. Confidentiality will be strictly enforced as required by the code of ethics of the individual professional.

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

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

- Alcoholics Anonymous - http://www.aa.org;
• Al-Anon – http://www.pa-al-anon.org;
• Narcotics Anonymous – http://naworks.org;
• ULifeline – http://www.ulifeline.org/
• Friends Hospital CRC – 1- (800) 889-0548 or (215) 831-2600
• Bucks County Mental Health Delegate – 1-800-499-7455
VI. Residential Living Policies and Procedures

The Office of Residence Life at Holy Family University strives to provide a safe, academically-focused housing environment which focuses on cultivating a community of respect, support, and diversity in order to develop student leaders that are community-oriented, independent, and responsible. Through our mission, the Office of Residence Life stresses the care and concern of each person as a member of the campus community, as well as the neighborhood community in which they live. With this mission in mind, the students living in residence are expected to treat their fellow students and neighbors with utmost consideration and make every effort to maintain respectful relationships within every community.

At the same time, students living in University housing are expected to know and be responsible for the following policies, procedures, and expectations governing residential living at Holy Family University to ensure the community is a pleasant, fair, and enjoyable place to live. Students in violation of these policies, procedures, and regulations may be subject to disciplinary action according to the University’s Code of Conduct. Questions concerning these policies should be directed to the Office of Residence Life. These policies may be amended during the course of the academic year as needed. Please refer to the Student Handbook as well as the Residence Life Housing Agreement for additional policies and procedures.

Residence Life Community Expectations

The Office of Residence Life works diligently to create a welcoming, safe, and warm atmosphere in University housing. Every student of Holy Family University has the right to basic dignity and respect. Students have the right to be free in their residences from undue noise, odors, or behaviors that impede the pursuit of education. No student shall be subjected to conditions that might involve a violation of the law in his/her own residence or common area. Any student found infringing
on another student’s rights may face disciplinary actions.

As a Catholic University, Holy Family has a commitment to the vision of human sexuality consistent with the teachings of the Catholic Church; these teachings explicitly call all persons, regardless of sexual orientation, to chastity. Chastity requires a vision for sexual union and intimacy within the framework of marriage and calls for abstinence when one is single. Students are required to abide by the values that underpin the mission and message of Holy Family University. Students who violate this policy while residing on campus are subject to disciplinary actions.

Students who feel these basic expectations are infringed upon are encouraged to respectfully confront inappropriate, disruptive behavior and attempt to resolve their complaints with the students involved. Depending on the severity, if necessary, a student may seek out the assistance of professional Residence Life staff members and student Resident Assistants. The Residence Life staff is here to listen, assist, and support residents with any issues or concerns.

Residency Requirements

Residential living is a valuable part of a student’s social and educational experience that requires a student to be invested in the University community. Therefore, all residents in University housing must be full-time undergraduate students (12 credits) and in good academic standing. Graduate housing will only be granted if there is availability. If a student falls below the number of credits due to dropping a class, changing majors, etc., the Office of Residence Life should be notified immediately and will determine if housing will still be granted.

Health insurance is required for all resident students, either through their parents or individual health plans. Proof of insurance will be required annually upon applying for housing. Students are responsible for notifying Health Services and Residence Life if any
changes or cancellations to their policy occur. Please see Health Services in SLR 113D for more information. All medical records, including immunizations, must be completed and up-to-date before a student can reside on campus. All students are required by Pennsylvania State Law to be vaccinated against meningococcal disease or, in lieu of the vaccination, students must sign and submit a waiver form to the Director of Health Services.

A. Housing Policies

Assignments

Housing assignments and placements are the exclusive responsibility of the Office of Residence Life. Residence Life reserves the right to change or modify housing assignments and fill housing vacancies, as necessary, for reasons of health, safety, discipline, or consolidation purposes. Students may not change assignments without authorization. Attempts to manipulate the housing assignment process may result in disciplinary action.

Cancellation of Housing Contract or Withdrawal from Housing

Requests for cancellation of the housing contract or to notify of withdrawal from housing must be submitted in writing to the Office of Residence Life. Contract cancellations will be granted only for extraordinary circumstances. The University housing agreement is a contract for the entire academic year. Students granted a cancellation will be charged according to the University’s refund policy. The date a student formally checks out and returns his/her key, will be the basis for determining the respective refund amount. Students who have signed a housing contract will forfeit their $300 housing deposit in addition to any housing costs they are responsible for at the time of cancellation or withdrawal. Residence Life reserves the right to remove a student from residence for failure to meet his/her financial obligations to the University.

Resident Advisors who resign from, or are terminated from, the position and still wish to remain in campus housing will be responsible for all housing costs after
the time of termination or resignation. The Resident Advisor stipend will only be paid for the time in which the Resident Advisor has provided services for the University as designated by the Executive Director of Campus Life and Leadership.

**Move In, Move Out, and Closings**

**Move- In / Terms of Occupancy**

In signing a University housing contract, students agree to move into and out of their assigned spaces during the allotted times as designated by the Office of Residence Life. In addition, students may be asked to leave their housing due to suspension, withdrawal, leave of absence, or termination of full-time status. Upon move out, students are expected to return the space to its original, clean condition. Failure to do so may result in fines being assessed.

There are limited instances when the Office of Residence Life permits students to access the residence halls or apartments prior to scheduled move-in dates or remain in residence beyond the scheduled move-out dates during scheduled breaks. If a student is participating in a University-sponsored event or activity, the sponsoring staff or faculty member must request in writing, permission for the student’s accommodation. In other extraordinary circumstances, students are encouraged to speak with their Area Coordinator.

**Vacation Periods / University Holidays/ Break Housing**

Although residence halls and food service operations are closed when the University is not in session, in extreme circumstances, the Office of Residence Life attempts to accommodate students who cannot leave campus, need to return early, or need to stay later during vacation periods. Depending on the length of vacation and the demand for housing, students will either be permitted to remain in their regular rooms or asked to consolidate into other buildings for reason of safety and security. Students who wish to be granted housing during a holiday break must contact the Area Coordinator in writing at least two weeks prior to closing. The dates and times for all hall openings and closings can be found on the
website, posted in the halls, or on the University calendar. Students who receive permission to remain on campus are subject to the break housing policies, must sign a break contract, and will be charged $25 per day for housing. Students who fail to notify the Office of Residence Life and/or fail to follow proper break housing procedures are in violation of the code of conduct and may face sanctions and/or fines.

Students who have violated campus policy during a break housing period will be asked to arrange other accommodations for the remainder of the break period and may not be permitted to stay during subsequent vacation periods. Due to limited staffing during breaks, there are additional, slightly different policies for students to follow. For instance, guest and visitation privileges may be suspended during break periods. Please review the break housing agreements for all policy changes or additions during break periods.

**Room Changes**

Room changes may be accommodated after the second week of the semester if there are available vacancies. Students are not permitted to make a room change without prior approval from the Office of Residence Life. Unauthorized room changes will result in a fine per student and may include additional disciplinary action. The Office of Residence Life will only support a room change if the students have exhausted all other options (i.e., roommate discussions, roommate contracts, and mediation). No student, under any circumstances, can force another to vacate a space. The Office of Residence Life will not approve room changes solely on the basis of difference of race, religion, sexual orientation, physical disability, national origin, or age. Any such efforts will be referred for disciplinary action. Throughout the semester, the Office of Residence Life will consolidate rooms when necessary.
Room and Common Area Condition

Common Area and Common Area Furniture

Common areas and furniture are provided by the Office of Residence Life for all students in the community to enjoy and use. Common area furniture may not be used or moved into a student’s individual room. Students who move lounge or common area furniture into their rooms will be assessed a fine and will be required to return the furniture to its proper location. Students are also not permitted to take common area furniture outside of the building or to an unauthorized location. Subsequent violations will result in further disciplinary action.

The residents of a hall/building are responsible for the condition of all public areas and University-owned furnishings. Vandalism, damage, or missing University property will be billed to the residents of that particular suite, hall, apartment, or building. Room costs reflect the actual cost of housing students and maintaining residence halls. Since no allowances are made for theft or damages, such costs must be endured by members of the community. All acts of vandalism or damage should be reported to the Office of Residence Life or the Public Safety Office. Vandalism can include, but is not limited to, damaged property, graffiti, unwanted mess, or excessive trash in common areas.

Room Condition

All residents are strongly encouraged to complete a Room Condition Form (RCF). The RCF is used to compare the condition of the room between the time of move-in and the time a student moves out. Students may note any damages, missing furniture, or discrepancies on the RCF. Students are responsible for any damages that were not noted on the RCF when they signed off. Unless one student accepts responsibility for the particular damage, all occupants of the room/suite/floor/apartment will share the cost of repair or replacement for damaged items equally. Damage claim forms are available during check-out for students to take responsibility for their damages. If an RCF is not signed and returned to the Area Coordinator by the designated due date, the Office of
Residence Life will assume that the room was without damages. The student will be unable to appeal any damages assessed at the end of the year.

Residents who change rooms during the year, must check out of their old room and into their new room, completing both RCFs accurately and on time. It is the responsibility of the resident who changes rooms to acquire a new RCF and report any damages upon move-in, in order not to be held responsible for such damages.

**Room Cleaning**

Students are required to maintain a level of cleanliness and safety in their rooms. Although custodial services are provided for public areas, students are expected to assist in keeping those areas clean. In situations where areas are excessively dirty, the residents of that hall may be charged for the necessary cleaning. Typically, excessive cleaning charges can range from $10 to $100 per resident.

**Room Decorating**

Students are encouraged to personalize and decorate their room, suite, or apartment within reason. Students are not permitted to make any permanent alterations, including painting walls, adding wallpaper, or covering with anything that will not remove without damaging the wall. No shelving or other construction is permitted unless it is free standing. When hanging items, students should use scotch tape, masking tape or painter's tape only. Using tacks, nails, or other tape will cause holes and paint damage to the wall. Should students make permanent alterations, they will be billed for the cost of repainting and repairing any changes that occurred. We caution students about using sticky tack and hooks that say they will not leave marks because they often still do. Students are responsible even if they use these products as they cause damage to the room.

Students are encouraged to bring plastic bookshelves, coffee tables, bean bag chairs, lamps, soft chairs, storage containers, and other items to make a more home-like atmosphere. We ask that students bring
products that are new or lightly used to ensure that there are no bed bugs, fleas, or other problems coming in with the furniture that can be spread throughout the halls. Students should consult their roommates before bringing any items in or making any changes to a room. Most rooms cannot accommodate many additions; so, it is wise to consult with a roommate and the Office of Residence Life to avoid any future problems. Also, please consult all of the other policies to make sure your items are approved to be in the halls.

University furniture cannot be removed in place of personal items. Posters, signs, stickers, or other items hung in windows outwardly displayed toward public areas are not permitted. Students displaying advertisements, posters, pictures, etc. in plain sight that are found to be offensive will be asked to remove such items. As alcohol consumption is an inhibitor of academic accomplishment and a primary factor in vandalism, disorderly conduct, and other unacceptable behaviors, displays involving alcohol containers (bottles, cans, advertisements, cardboard cases, etc.) are not permitted in University residence halls.

Room Furniture

Students accept the responsibility for all University-provided room furnishings. Room furniture may not be stored, moved to another room, or taken from the residence halls. Should furniture be removed from the residence halls, the student moving the furniture will be fined and adjudicated, for theft of University property (if lost or damaged). All room furniture in the student's room at the time that the student moves in must remain in the same condition during the year as when the student checks out, as is the case with wall surfaces, windows, window screens, and other University property. The University furniture meets requirements and is up to code. However, personal additions are allowed in some cases. Size and space of living areas cannot accommodate many additions. Personal mattresses are not permitted unless medical accommodations are specified by proper documentation through our Disabilities Office. Students are not approved to loft beds in
residence halls without prior permission from the Office of Residence Life.

Storage

Storage spaces for personal belongings are not available to students, even for temporary situations.

Trash Disposal

In Saint Joseph’s Hall, Stevenson Lane Residence, and the Garden Residence Apartments residents are prohibited from placing their trash cans or bags outside their room doors. All trash is to be carried to the designated trash rooms or dumpster areas. Common area receptacles, such as lounges, laundry rooms, or bathrooms are not for personal garbage collection. Failure to adhere to these procedures will result to an excessive cleaning charge.

B. Facilities and Maintenance

Contacting Maintenance and Work Requests

Needed repairs should be reported immediately. Reported repairs are completed as soon as possible. Maintenance personnel may enter student rooms throughout the year to make necessary repairs. To report a needed repair in any facility, students should make a work request by using one of the following procedures:

Routine maintenance (non-emergency):

- Go to www.holyfamily.edu, click on Residence Life, go to the blue column on the left side and go to the very bottom, click on Residence Hall Work Request Form. Fill in all spaces completely and accurately. The more details given in the form, the better the service will be. For example, is it a long lightbulb or a round one that burnt out? An email record of your request will be emailed to the student requesting the work order if the allotted box is checked.
- If the repair is not done within a reasonable amount of time, please notify your RA of the problem that it hasn't been resolved.
B. FACILITIES AND MAINTENANCE

• Students should always try to enter their own requests first. RA staff will help out and show students how to do the form if they can't figure it out, but students should not rely on staff to enter all work orders.

• Routine repairs include, but are not limited to:
  • Room lighting issues
  • General wear and tear of University furniture (i.e., loose toilet paper dispenser)
  • Improper operations of heating and air conditioning systems (not during extreme heat or cold)
  • Broken washers and dryers
  • Pest control issue

Emergency issues and non-routine maintenance

• Emergency issues and non-routine maintenance items should be handled through contacting the Public Safety Office. Public Safety is 24 hours a day and can be reached by calling (267) 341-3333. Emergency issues are those which present hazards to life, health, property, or interruption to utilities (electric, water, gas, heat, etc.) as well as hazards that would cause sufficient disruption to scheduled activities. A few examples of emergencies are: flooding, large leaks, and the smelling of gas.

• Cable TV and Internet issues should be directed to University Information Technology Services through contacting the Help Desk at (267) 341-3402.

Damage Billing and Vandalism

The cost of any repairs as a result of normal wear and tear will be covered by the University. Repairs that are required because of vandalism or student negligence will be billed to the individual responsible for the damage. In the event that the individual at fault is not found, the building, floor, or hall will be required to share the cost of repairing the damage. Students who are billed may appeal the assessment for damages. All appeals for damage billing must be submitted in writing to the Office.
of Residence Life within 10 business days of being notified.

Health and Safety Inspections

At the beginning of each holiday break, the Office of Residence Life will conduct a formal health and safety inspection. Failure of a health and safety inspection can result in fines and/or other educational or disciplinary sanctions.

In addition to formal inspections, unannounced health, fire, safety or maintenance inspections may be made of residence halls or a resident’s room by University personnel or proper health officials. Maintenance personnel may enter student rooms throughout the year to make necessary repairs, and Residence Life and Maintenance staff will inspect the rooms for damages at the end of the spring semester.

Personal Property Insurance

The University cannot and does not assume responsibility for personal accident, injury, or illness sustained either by residents, guests, or visitors or for any damages, thefts, fire, or loss of any property belonging to a resident’s guest, visitor, or others.

The University does not provide or endorse the sale of any specific insurance products; however, we recommend that students secure adequate insurance through their own or their parents' homeowners or renter's insurance policy.

C. Community Living

Academic Atmosphere/ Quiet Hours

University residence halls are a place for a living/learning experience. It is important to create an atmosphere where students can be assured they have an appropriate place to study. The University has set in place specific times to ensure the academic well-being of all students living in the residential community. Residents and/or guests may not disturb other residents/neighbors or interfere with their rights,
comforts, or conveniences. Residents may not play any television, radio, or sound system in a loud or objectionable manner that can be heard in the hallway or by neighbors. Courtesy hours are in effect within the residence halls 24 hours a day. We encourage all students to speak with their neighbors respectfully if any noise occurs. During exams, "24 hour quiet hours" are in effect and may lead to judicial action if not followed.

All University housing shall maintain "Quiet Hours" from Sunday-Thursday 8 p.m. to 9 a.m. and Friday-Saturday 10 p.m. to 9 a.m. During quiet hours, no sound should be audible outside of resident rooms. During quiet hours, there should be no excessive or unnecessary noise in rooms, apartments, suites, or hallways, including slamming doors, running, shouting, playing loud music, etc. To maintain a considerate environment, residents are not permitted to store or play items that amplify sound and disturb the surrounding community. These items include, but are not limited to amplifiers, surround sound speakers, sub-woofers, air horns, and megaphones.

**Alcohol in Residence Halls**

For the health and well-being of the community, alcohol containers (empty or full) are not permitted in rooms, suites, or apartments of any resident regardless of age. Alcohol, alcohol containers, empty alcohol containers and boxes, and alcohol paraphernalia including, but not limited to kegs, taps, funnels and beer pong tables are prohibited. The University is a place for academics and does not condone the use or possession of alcohol. Students cannot display alcohol containers (empty or full), even as decorations.

When a student knowingly is in the presence of alcohol being consumed or possessed, the University expects him or her to do one or more of the following: notify University staff, ask the individual(s) with the alcohol to leave or dispose of the alcohol, or remove him or herself from the situation immediately. All students should recognize that their presence during an alcohol violation can subject them to disciplinary action.
An individual person, not affiliated with the sponsoring organization, who actively seeks help for an intoxicated person will not be charged under the University judicial system for seeking help, as determined within discretion of the University. If applicable, an investigation into the event may be deemed necessary.

**Disruptive Behavior**

The University reserves the right to reassign or revoke on campus housing or take other necessary action, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the well-being of the individual, roommates, and/or others in the residential community.

**Drug and Drug Paraphernalia**

For the health and well-being of the community drugs use, possession, and drug paraphernalia of any kind is prohibited. This includes, but is not limited to bongs and hookahs. Any student found in violation of this policy will face disciplinary action. In some instances where smell, behavior, and/or paraphernalia most commonly associated with drugs is present (but actual drugs are not), the University considers this a direct result of drug use and may take disciplinary actions under suspicion of drug use.

**Emergencies**

For health-related emergencies during normal business hours, students should call Public Safety, (267) 341-3333. Public Safety will assess the situation and will call the emergency medical personnel, if needed. Students may also use emergency phones to contact Security. Emergency phones are located on each floor of St. Joseph's Hall and Stevenson Lane Residence (red phones) and around the campus. These phones should be used to communicate with Holy Family Security staff in an emergency. In serious life-or-death emergencies, students should call 911 for local ambulance/fire. A Public Safety officer will meet with incoming squad and escort them to the location of the patient.
Fire Safety Precaution

All University residences are smoke-free. Students found smoking in the residence halls will be fined. Smoking is prohibited within 25 feet of any University residence hall building entrance or exit, and under any covered walkway or building overhang. The University holds routine fire safety drills in accordance with Pennsylvania State Law, and all residents are expected to participate. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Student and/or students’ guests who tamper with alarms, fire safety equipment, who fail to leave during alarms, or cause a fire due to carelessness will face stern disciplinary action. This may include termination of University housing and/or referral to civil authorities. Initiating a false fire alarm is a clear violation of the University’s code of conduct and will be sanctioned with a large fine.

Fire safety is EVERYONE’S responsibility. Students have to be aware that carelessness affects not only their safety, but that of members of the community. Any false alarm or abuse of fire safety equipment will result in fines or suspension of guest privileges to the hall or building where the abuse takes place, unless the individual responsible can be identified. In cases where those responsible are identified, the individual(s) will be fined and may be arrested. Therefore, students must understand that they are responsible for instances in which they create fire hazards in the residence halls. All residents must pay close attention to fire hazards.

Due to the safety of the community, students are not permitted to:

- Possess candles and incense. Open flame devices of any kind are prohibited which could include candles, candle melters/burners, lanterns, and incense, etc.
- Possess improper light fixtures: i.e. halogen or quartz bulbs, black lights, lava lamps, medusa lamps with plastic shades, rope lighting, or electrical decorations that are not UL approved.
• Use unapproved electrical appliances: hot plates, electric frying pans, sandwich makers, waffle irons, Forman grills, crock pots, toaster ovens, and portable heaters as well as any appliances such as irons and coffee makers without automatic shut-off options. Residents may have refrigerators in their room that are UL approved and have a capacity of no more than 3 cubic feet. Saint Joseph’s Hall residents are not permitted to have microwaves. Microwaves are supplied in kitchenettes on every floor or in the ground floor kitchen in Saint Joseph’s Hall. Microwaves are permitted in the kitchens of the Garden Apartments as well as in Stevenson Lane Residence rooms.

• Cover exterior of room door with flammable decorations, cover vents, or cover lights.

• Use non-fire retardant window coverings. If students wish to add or provide their own window coverings, they must meet the same standards as the University. Documentation/verification of retardant fire products will be required.

• Hang items or decorations improperly. This includes hanging items from fire sprinkler heads, heat detectors/ smoke detectors, and also from lights or ceilings.

• Hang lights out of windows, over window coverings (especially curtains) or over doorways.

• Overload electrical outlets or use multi-plug outlet cubes or extension chords. Students must use surge protectors only.

• Run electrical cords or wires under carpets, through door jams, or under doors.

• Store or use illegal or harmful items (i.e., excessive trash, garbage, paper, flammable items [paint, fuel, lighter fluid, etc.], explosive devices [fireworks, firearms, weapons]).

• Use open flames inside or outside buildings, such as barbecues or fire pits.

• Possess live Christmas trees.

• Store bicycles or large items in rooms, hallways, common areas, or walkways. Bicycles should only be
stored outside and locked to a bike rack. Bike racks are located across campus and students are responsible for supplying locks and/or coverings when bad weather occurs.

This list is not all-inclusive. Additional items may be added as deemed necessary by University personnel or as outlined in the University’s housing contract.

Residents may not tamper with or alter the following in University resident buildings:
1. Structure
2. Plumbing
3. Wiring
4. Fire Safety Apparatus such as smoke detectors, heat detectors, sprinkler heads, or CO detectors.
5. Locks on doors or windows
6. Door closures
7. Exit signs
8. Fire Extinguishers

Technology has given us many great electrical and electronic devices. However, the problem is that building electrical systems have not been able to keep up. Although we have made improvements over the years, our older buildings fall into this category. We have seen circuit breakers blown due to overloaded outlets and the use of unapproved items. It is the responsibility of the students to be sure all unused appliances are turned off, and that they are using all appliances safely and properly.

The University periodically conducts health and safety inspections to prevent fire safety violations. Misuse or abuse of fire safety equipment is taken very seriously. Tampering with fire or safety equipment will result in disciplinary actions being taken. The equipments' purpose is to protect and save the lives of the residents of the building and their guests.

Because this is a community issue, it is the responsibility of the community to ensure any violation of this nature does not occur. If individuals responsible cannot be identified, the fine will be
divided among all members of the respective residence hall. Therefore, any person possessing information related to incidents of misuse or abuse of fire safety equipment is to notify Public Safety or the Office of Residence Life immediately.

Identification Cards

Students are issued an official student identification card during their first semester attending Holy Family University through the Help Desk located in ETC 105. ID cards are necessary for accessing campus buildings and for usage of the library and sports facilities. IDs must be available for presentation while the student is on campus. There is no charge for the initial card; however, the cost for replacing a lost ID card is $10.00, payable at the time of photographing. A $10.00 late fee is also charged for ID photos taken three weeks after the start of classes. Failure to produce an ID card when asked by a University official will result in disciplinary action. Students should not lend out University ID cards under any circumstance.

Any student who is in possession of another student's ID card or room key (or any student caught lending his/her's out) will be held judicially accountable. For safety reasons, students should never lend these valuable items out to anyone, even friends/relatives. If any student loses a room key or his/her ID, he/she should report it immediately.

Indoor Athletic Activities

The playing of athletic games or "hall sports" is prohibited within the residence halls because of the potential for personal injury and damages that often occur to the facilities as a result of such activity. Prohibited activities include, but are not limited to, rollerblading/skating, skateboarding, tag, frisbee, football, soccer, basketball, baseball, hockey, darts, etc. Students should be aware that bouncing of balls off the walls/floors echoes and is prohibited due to its disruption to the community. We encourage students to inform one another when these activities are negatively affecting them.
Meal Plan

First-year resident students must be on the 19 or 15 meal plan. Commuter students are not obligated to have a meal plan, but there is a commuter plan option for those who are interested. Students with special needs who cannot be placed on the meal plan should contact the Disabilities Service Office. Students cannot obtain a meal unless they have an ID card to swipe or pay cash/credit at the register. Students living in Stevenson Lane Residence are required to have at least a 5 meal plan, but Garden Apartment residents are not required to have any meal plan because full kitchens are available in the apartments. Students found lending their ID cards out for use of purchasing of meals will be subject to disciplinary action. Any problems accessing your meal plan should be reported to the Office of Residence Life in the Campus Center.

To cancel or change a meal plan, a student must submit a request in writing to the Office of Residence Life. Students canceling or changing a meal plan before the academic year starts will receive no charge and/or receive a refund for any money or meals not used. Within the first two weeks, students canceling their meal plan will only receive 80 percent of the cost refunded minus any dining dollars used within the time frame. Any changes to a meal plan within the first two weeks of the semester will result in students being charged a $25 processing fee. There are no refunds given to students after the second week of classes.

Parking Directives

Parking and operating a motor vehicle on the Holy Family University campus is a privilege. All vehicles must be registered with the University, and permits must be visible at all times while parked on campus. There is no registration fee; however, you must provide your license plate number and registration card when registering the vehicle. 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. 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. Any student who parks illegally will be ticketed by Public Safety. Repeated violations will result in the "boot" which carries a fine and the loss of parking privileges. Due to a limited amount of parking spaces, first-year resident students may be denied the privilege of having cars on campus. Students’ guests must park in the Campus Center parking lot. Students will be held responsible for guests who park illegally.

Saint Joseph’s Hall residents may only park in the Campus Center parking lot.

Residents of the Garden Apartments and Stevenson Lane Residence must park in their designated residence hall area parking lots. Residents are not permitted to drive to main campus and park in the Campus Center lot or the designated faculty and staff lot for any reasons including classes, work, bad weather, etc. Due to limited spaces, Garden Residence guests are required to park in the Campus Center lot.

It is the responsibility of all University members to park in lined spaces in the appropriate lots. Vehicles found in violation of these policies may be ticketed, booted, or towed. Vehicle registrants are responsible for all fines and fees associated with policy enforcement. The University assumes no responsibility for property loss, damages, or personal injury. Unpaid parking tickets will be placed on the student’s account. Due to snow and snow removal, spaces may be limited. Other directives due to emergencies may be established.

Pet Policy

Due to health concerns associated with animals living in the residence halls, the only pets that are permitted are fish in tanks no larger than 5 gallons. No other pets are permitted. Violation of this policy will result in a fine per student in addition to any cleaning fee that may be required or associated due to damage. A second infraction of this nature will result
in an increased fine, further disciplinary actions, and a review of housing status.

**Posting Policy**

Any flyers or advertisements students wish to hang in the residence halls must be approved by a Residence Life professional staff member prior to posting. Please hand all flyers or postings to a Residence Life staff member to approve and hang the specific item(s). Only Residence Life staff members are permitted to hang or post items in the residence halls. This includes flyers for sporting events, club meetings and activities, and any other campus organizations or events.

**Release of Information**

Periodically, individuals and companies that contact the Office of Residence Life seek addresses and telephone numbers of resident students. The Office of Residence Life will not release the campus address and telephone numbers of any resident student, except for room/roommate assignment notification purposes.

**Residence Hall Security**

For the safety of the residential community, only authorized individuals are permitted in the University’s residence halls. Students are expected to report any unauthorized persons to the Office of Residence Life and Public Safety (267-341-3333) and/or a Residence Life staff member. For the safety and security of all residents and their personal property, there is a Public Safety officer stationed at the front lobby of each non-apartment residence hall. All students are required to present a Holy Family University identification card upon entering the residence. Students residing in the Garden Apartments have the added responsibility of keeping their facilities secure since Public Safety officers are not stationed in these areas. However, Public Safety will make periodic rounds through these areas and across campus. All doors to residence halls should be locked upon closing, requiring an ID card or key to enter any facility. Thus, residents should always be sure to close and lock doors behind them, as well as prevent anything from propping open fire
exit doors, front doors, or back doors. All students are encouraged to let Public Safety know if doors are not properly functioning and/or if there is anything suspicious going on near the buildings, such as a strange person trying to gain access.

As a safety precaution, students are not permitted on the residence halls and apartments roofs or awnings. Outside TV or external radio antennas/dishes are prohibited. Residents are not permitted to raise or remove window screens. As a security precaution, students cannot lean out windows, hang banners, and drape towels or other apparel outside of the windows. The throwing of any object from windows is also prohibited, as it can cause serious injury to persons below. Nothing can be hung in windows including signs, stickers, neon lights, etc. The propping open of fire exit doors, front, back and/or side doors of the apartments or residence halls will result in each resident of that area being fined per person for each occurrence. Repeated occurrences will result in more serious disciplinary action. Residence Life and Public Safety work constantly to ensure the safety of all residents. The most secure facilities are those in which residents exercise common sense and have a genuine concern for other residents.

**Residence Life Communication**

With the technology available to students, it is imperative that students keep up-to-date with the University and the information sent out to its students. The University will make a reasonable attempt to provide all students with the proper and necessary information. It is the student’s responsibility to keep up-to-date with all University communications, to be properly informed, and to enhance their college experiences.

Holy Family University will use the email accounts distributed by the University as the main way of communicating with all students. Students are responsible for checking their University email accounts. Bulletin Boards are located on each floor of the residence halls and in central locations in the
apartment areas. These bulletin boards are used only by Resident Advisors and the Office of Residence Life and often are used to distribute important information to residents. Bulletin boards are present as an effort to improve community, disseminate information, and educate residents.

In addition, all residents also have a campus mailbox where they can receive mail, as well as the mailroom in the basement of Holy Family Hall where they can send and receive packages. Information will be given at the beginning of the semester to each student regarding how to access his/her box, as well as how to address and receive mail. It is up to the student to check his/her mailbox often. Some offices use the campus mailbox as an important communication tool on top of email. During break periods, students must make sure that their home address is being used to ensure all mail is received at the appropriate location. During summer break, all mail sent to campus will be returned to sender. Each year a student will receive a different mailbox, depending on where the student resides on campus. It is important that students keep all mail information up-to-date and accurate.

The Holy Family University Alert System allows students, parents, faculty, and staff to receive updates and campus-wide alerts on users’ cell phones, PDAs and email. The system will add another immediate mechanism to the existing methods that the University has in place to alert the community to an emergency situation or inclement weather conditions. The University will not send any form of advertising or other unsolicited content. Please note that subscribers to this alert system will pay no fees for the service, other than any regular fees associated with text messaging services. Those who participate in this service will need to unsubscribe after graduation or upon leaving the University.

**Room Access/Search Policy**

To assure individuals of reasonable privacy and to protect the well-being of the community, the Office of
Residence Life has adopted the following procedures regarding access/search of University rooms occupied by students. In an attempt to ensure safety, health and welfare for all persons and property in an emergency, authorized University personnel may enter a student’s room. In a situation where there is reasonable suspicion of an illegal act, rooms may be entered by Public Safety and Residence Life staff. Rooms may be entered for maintenance, repairs, or safety inspections. Personnel will announce themselves prior to entering a room. If any contraband or items of suspicious nature are discovered by University personnel while conducting a maintenance or safety inspection, judicial follow up may occur with the student(s) in whose room it was found. Any illegal substance or material will be turned over to the police.

If there is reasonable suspicion of illegal activity, rooms may be searched by a team of Public Safety and Residence Life staff. Searches must be requested through the Director of Public Safety.

**ID Cards, Keys and Lock-Out Procedures**

Each student receives an ID card and/or a key to his/her room at the time of check-in to the residence halls. Garden Apartment residents will use their ID only and do not receive a room key. Students may not duplicate their room key under any circumstances. All students are reminded to lock their doors at all times and to carry their key with them. When keys are lost or stolen, the student will be billed for the key replacement and/or lock change. In addition, students may not lend their ID cards to anyone for any purpose. This includes guests and visiting family members. Any student found using another student's ID will be held judicially responsible.

Should a key break off in a lock or stop working, the student will not be charged for a new key. The student must bring the pieces of the key (or the inoperative key) to the Office of Residence Life. Otherwise, the student will be billed for a lost or stolen key. Students must return their keys to the Office of Residence Life prior
to leaving campus at the end of the school year, when changing rooms, or when leaving the institution permanently. When a key is lost, a student must ask for a new key immediately for his/her safety, for the safety of their belongings, and the safety of their roommates. The student will be billed if no key is returned during check-out. A temporary key will be issued if a key is lost or broken until the issue is permanently fixed.

Residents should not rely on other services to grant them access or key into their room. In case of an emergency, and if all other options are exhausted, the University offers the following suggestions if a resident is locked out of his/her room. Subsequent lock-outs may result in a fine or disciplinary action.

- During Residence Life Office Hours (Monday – Friday 8am– 4pm) a student can receive a loaner key at the main Office of Residence Life. All loaner keys can be loaned to a student for a period of 48 hours. If a loaner key is not returned in 48 hours, the room key is considered lost and a new key and core is ordered at the student's expense.
- During RA duty hours (7pm– 12 midnight Sun. – Thurs. and 7pm– 2am Fri. – Sat.) residents can contact the RA on duty in their area. Students will be required to show identification upon entering the room. Subsequent lock-outs may result in a fine or disciplinary action.
- Public Safety may handle lock-outs on weekday nights Sun. – Thurs. from midnight– 8am and on weekend nights Friday– Sunday from 2am– 7pm. Public Safety will respond to lock-out calls depending on priority of responsibility and availability.

Solicitation

Any group which is not affiliated with the University and seeks to solicit in residence halls must be approved by the Office of Residence Life. Any campus clubs, organizations, or residence hall groups wishing to sell items for fund-raising purposes must also have the approval of the Office of Residence Life. Students may not use their residence hall rooms as a principal place of business. Any student who suspects that an individual
or a group is soliciting illegally should contact his/her Resident Advisor immediately and /or contact the Office of Residence Life or Public Safety.

**Vandalism**

Holy Family University operates under a code of conduct. When that code is violated, as in the case of vandalism, the University may impose fines to help offset the cost of damages or repairs to the community. The Office of Residence Life publishes, and ultimately levies, certain fines in order to deter students from dangerous and negative behavior in our residential community. Fines may be imposed singularly or in conjunction with other disciplinary actions. All money collected from student fines is put back into the improvements of the residential communities through hall improvements, community programs, and Residence Life initiatives.

**Visitation and Guests**

The University has established policies on visitation and guests in concern for residence hall safety, the privacy of residents, and in order to maintain an atmosphere conducive to academic achievement. The mission of Holy Family University has been grounded in Judeo-Christian values and dictates that students will follow the norms and values associated with Catholic teachings. In the proper context, hosting guests is a privilege that can enhance the social and personal development of all students and enhance the quality of student life on campus. The University has set the following policies, mostly concerning guest registration and visitation hours. A guest is any person who is not currently assigned to the room in which he/she is present. Occupancy for all college housing facilities is limited to double the residing occupancy plus one.

**Visitation**

Same Gender Guests: 24 hour visitation privileges for same gender guests will be granted with the understanding that they have signed in with a host, consistent with the guest registration and guest policy.
Opposite Gender Guests: Guests of the opposite gender are permitted in residents’ rooms, suites, and apartments only during visitation hours. Visitation hours will be posted in each residence hall. The hours are 9:00am-12:00am Sunday–Thursday, 9:00am–2:00am Friday and Saturday. Guests of the opposite gender may be permitted in designated building lounges or in main lobby areas outside of the posted visitation hours, provided that they are accompanied by a current resident of that building and that their presence is not disruptive to the residential community.

Guests and Guest Registration

Rooms are private, and this privacy is conditioned by the nature of living in a Catholic community. The right of a resident to have privacy outweighs another’s right to guest privileges. If a guest is an invasion of a roommate’s privacy, the guest must leave. Privacy extends to beyond the individual room to include restroom facilities. Men must use restrooms and showers designated for males, and women must use restrooms and showers designated for females. Common area restrooms are provided on the ground floor of Saint Joseph’s Hall and first floor of Stevenson Lane Residence. A guest must have a host who is a resident of University housing. A guest should not be without a host at any time. As hosts, students are taking responsibility for their guests and their actions. For students in Stevenson Lane Residence and St. Joseph's Hall, guests must register with Public Safety at the Security desk in the lobby. For students residing in the Garden Apartments, guests should be registered at the Campus Center Public Safety desk or with the Resident Advisor on duty during duty hours (Mon–Thurs 7pm–12am and Fri and Sat 7pm–2am). It remains the responsibility of the resident to make sure that his/her guests are properly registered. Guests must leave a valid identification card with Public Safety and abide by all of our rules and regulations while here. Any guest planning to stay overnight should let the guard know upon check-in. Please note that non-University guests under the age of 18 will not be permitted overnight, except for University approval. This could include a student event or overnight, a visit day,
athletic recruit, etc. Please see a Residence Life staff member with any questions or concerns prior to the guest's arrival.

Guidelines for Registering Guests or signing in are as followed:

- The host is responsible for educating the guest on all University policies. The host must always accompany his/her guest; no guests may be left unattended. The host will be held accountable if a guest violates University policy.
- A student may only sign in two guests at a time. No more than two guests are permitted at the same time in a room per resident.
- A person who enters or remains in a room/ apartment between 12am and 7am on Sunday- Thursday or 2am through 9am Friday and Saturday is considered an overnight guest even if he/she does not enter the room before midnight.
- Male guests may be hosted overnight only in rooms reserved for men; female guests may be hosted overnight only in rooms reserved for women. The Resident Advisor should be notified of the guests' presence and the permission of the room's other occupants must be obtained by the hosting student.
- The hosting of any guests in individual rooms must not interfere with the roommates' use of the room and may not span more than two consecutive nights and no more than 4 nights over the course of a month (or 30 day period).
- No overnight guests are permitted during exam periods or during any University holiday or break.
- The occupants of an individual room/apartment may wish to set more guidelines pertinent to guests and may do so as long as they stay within University policies. For assistance, please seek out a Resident Advisor and consult the roommate contract form.
- Any guest parking a motor vehicle on campus overnight must obtain permission from the Office of Public Safety. Limited overnight parking is available.
- Sleeping in student lounges and other public spaces is prohibited.
Guest privileges of any resident or any guest may be revoked at any time if deemed appropriate. This could be due to inappropriate behavior while on campus or consistently failing to follow our visitation guidelines. Students who violate our guest and visitation policies will go through our judicial process.

Anyone entering University residences must be able to show proper identification at all times.

**Eligibility Committee for Disability Services and Accommodations**

The Eligibility Committee for Disability Services and Accommodations reviews all documentation and requests for accommodations. This committee generally consists of the Disability Coordinator, the Director of the Counseling Center and Disability Services, and representatives from the University community with expertise and training in the areas of learning disabilities, psychological disabilities, and health disabilities. This committee approves recommendations for reasonable accommodations based on documentation that is received by the Disability Services Office.

Currently enrolled students on file with the Disability Services Office must request accommodations each semester; accommodations are not automatically transferred to the following semester without a new letter from the Disability Services Office. Students must bring a copy of their current roster to the Disability Services Office to obtain accommodation letters for the next semester. Once accommodation letters are prepared, it is the student’s responsibility to pick up the letters from the Disability Services Office and provide these to the respective professors.

Students who plan to request new accommodations or anticipate registering for a field placement, practicum, internship, co-op, student teaching, or clinical nursing experience should contact the Disability Services Office immediately to discuss potential changes in accommodation needs.
Please note: Approval for disability accommodations and any changes to existing accommodations can only be authorized through the Disability Services Office. Students may not receive disability accommodations within the classroom, in residence halls, or at University-supported placement/training sites without first contacting the Disability Services office by emailing eleuthold@holyfamily.edu or calling 267-341-3231.

Emergency/Fire Drill

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

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

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

The Office of the Vice President for Student Life is responsible for contacting students in the event of an emergency. If this office cannot be reached, the Office of the Vice President for Academic Affairs should be notified. No other office or person may interrupt a class or contact a student for an emergency. Anyone needing to reach evening students in an emergency should contact the University Public Safety, 267-341-3333.

In case of an emergency, anyone needing to reach a Newtown faculty member or evening student after 6:30 pm should call security at 215-435-9531. The Newtown receptionist desk closes at 4:30 pm, except Fridays when the desk closes at 4:00 pm.

Health Services

Health Services is located in Room 113D in Stevenson Lane Residence. To gain access to the building, the student will need to go to the front door and push the Security button.

A Certified Registered Nurse Practitioner (CRNP) is available to students during the academic year, Monday through Friday. The CRNP treats common medical conditions including colds, sore throat, sinus infections, pink eye, rashes, women’s and men’s health issues, and minor injuries. Students with chronic conditions or more complex problems will be referred to the appropriate health care provider for care.

Medical Emergencies:

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

Health Regulations:

All Full-Time Undergraduate students are required to submit a completed Health History Form, Physical and Immunization records to Health Services prior to attending classes. 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 Form, Physical and Immunization records at their first visit.

PA Law #955 requires students living in university housing 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 can be found on the Health Services web page.

The Pennsylvania Department of Health recommends that all students born after 1957 show proof of immunity to measles, mumps, rubella and Hepatitis B.

Health Care visits to Health Services are strictly confidential. No information will be released without the student’s 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**

In an effort to provide adequate security for the members of the University community, every student must carry his or her Holy Family University identification (ID) card. ID cards can be obtained through Room 105 of the ETC building. Upon request, students must surrender their ID cards to authorized University personnel (Public Safety, Residential Life staff, the Vice President for Student Life, and other University personnel). Students must provide accurate information and must comply with the directions of such officials in the performance of their duties. Furnishing false identification to University personnel will result in judicial charges being filed. Tampering with or falsifying the student ID card is a violation of the student code of conduct.

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

**Inclement Weather**

School closing code numbers are:

<table>
<thead>
<tr>
<th>Philadelphia Campus</th>
<th>Newtown</th>
<th>Bensalem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day classes - 124</td>
<td>Day classes - 784</td>
<td>Day classes - 144</td>
</tr>
<tr>
<td>Evening classes - 2124</td>
<td>Evening classes - 2784</td>
<td>Evening classes - 2029</td>
</tr>
</tbody>
</table>

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

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

Theft

The University is not responsible for lost, stolen, or damaged items. It is advisable for a resident to protect his or her belongings with insurance through a family homeowner’s policy. 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 Vice President for Student Life. Reporting the loss to Public Safety is necessary if the resident will be making a claim for the article with an insurance company. If an item is stolen and is later recovered, Public Safety should be notified of its recovery.

Unauthorized Recording Equipment

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

Vending Machines

Vending machines are located in the Campus Center, Holy Family Hall, the ETC Building, St. Joseph Hall, Stevenson Lane Residence, and the Nurse Education Building. Any student who loses money in a vending machine or who has a problem with a vending machine should report the issue to the Purchasing Office, Holy Family Hall, Room 107. Vending machines are not to be tampered with, broken, or moved. Any attempt to steal from these machines will result in University charges being filed.

Vending machines are also located in the Commons Dining area at the Newtown facility. Any student who loses money
or has a problem with these vending machines should report the issue to the receptionist in the main lobby.

**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 of visitor shall keep, use, possess, display, or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, billy clubs, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

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

A
About the University ..... ii
Academic Atmosphere/ Quiet Hours .............. 93
Academic Grievance Procedure .................... 49
Academic Honesty Policy ..... 41
Academic Load .................. 5
Academic Regulations ...... 5
Academic Standing ...... 7
Albertans .................. 29
Alcohol and Other Drug Abuse Prevention ........ 83
Alcohol and Other Drugs ..... 80
Alcohol in Residence Halls 93
Alcohol Policy .............. 81
Ambassadors ............ 29
Article I - Name ........ 63
Article II - Purpose ...... 63
Article III - Elections ...... 68
Article IV - Amendments .... 69
Article V - Failure to Uphold Responsibilities .... 70
Athletic Policy ............ 42
Athletics .................. 8

B
Believe, Lead, Achieve .... 30
Bookstore .................. 10
Bulletin Boards .......... 11

C
Campus Center ............ 12
Campus Ministry ........... 12
Campus Ministry Team .... 30
Campus Organizations .... 29
Cancellation of Athletics Aid ................. 44
Careers Center ............ 13
Center for Academic Enhancement (CAE) .... 14
Charter Day ................. 38
Cheerleading .............. 38
Christmas Rose ............ 38
Class Attendance .......... 5
Club Moderators ........... 40
Club Regulations .......... 38
Common Area and Common Area Furniture .......... 88
Community Living .......... 93
Computer Labs/Intranet .... 14
Computer/Internet Access Policy .......... 44
Constitution Day ......... 38
Constitution Preamble ... 63
Contacting Maintenance and Work Requests .... 91
Continuing Athletics Eligibility ............ 43
Counseling and Referral Services .......... 14

D
Damage Billing and Vandalism ................. 92
Dance Team ................. 30
Dining Services
Tiger & Cub Cafés ... 15
Disability Services for Students ................. 17
Dismissal .................. 8
Disruptive Behavior ...... 94
Documentation ............ 17
Drama Club ................. 30
Drug and Drug Paraphernalia ................. 94

E
Education Connections .... 30
Eligibility ................. 22
Eligibility Committee for Disability Services and Accommodations ... 18, 105
Emergencies ............... 94
Emergency Notification20, 107
Emergency Procedures for Protective Action .... 45
Emergency/Fire Drill 19, 106
Employment Policy for Nursing Students ........ 46
Environmental Club .... 30
Public Relations Student Society of America (PRSSA) ........................ 32
Publications ........................ 37
Q
Qualifier .................. 42
R
Release of Information .... 99
Reporting Missing Persons .58
Residence Hall Security .....100
Residence Life Communication ........................ 100
Residence Life Community Expectations ............ 85
Residency Requirements .... 86
Room Access/Search Policy 101
Room and Common Area Condition ........................ 88
Room Changes ............. 88
Room Cleaning .............. 89
Room Condition ............ 89
Room Decorating .......... 89
Room Furniture ............ 90
S
Safety and Security Procedures ........................ 27
Sales and Solicitation 27, 109
Sexual Assault .............. 58
Smoking ..................... 59
Social and Behavioral Sciences Club (SBS) .......... 32
Social Media Policy ........ 61
Solicitation ................ 103
Special University Events .37
Stalking Policy ............ 59
State Law of Pennsylvania on Alcoholic Beverages: .... 80
State Law of Pennsylvania on Drugs .................. 82
Steps to Propose a New Club or Organization .......... 38
Storage ........................ 91
Student Government Association (SGA) .......... 32
Student Nurse Association of Holy Family (SNAHF) ...... 32
Student-Managed Investment Fund Club ............... 32
Students Advocating for Change (SAC) ................. 33
Students at your Service (S.A.Y.S.) ................. 33
T
Textbook Purchases ........ 11
Textbook Rentals .......... 11
The Athletic Area of the Campus Center .............. 9
The University Motto .... iii
The University Seal .... iii
Theft ..................... 28, 109
Tiger Vision ................. 33
Tiger-Paw-Looza ............ 38
Trash Disposal .............. 91
U
Unauthorized Recording Equipment .......... 28, 109
University Colors ........ iii
University Mission ........ ii
University Prayer .......... iii
University Ring .......... iii
V
V. Holy Family Student Code of Conduct ............. 71
Vandalism .................. 103
Vending Machines .... 28, 109
Veritas ....................... 33
VI. Residential Living Policies and Procedures . 85
Visitation and Guests .... 103
Visual Arts Association ... 34
W
Weapons ....................... 62, 110
Welcome to the Family Day . 37