

Student Handbook

Welcome to Felician University



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Cabinet approved: May 14, 2025
AA&SA Committee approved: May 15, 2025
Board of Trustees approved: June 9, 2025
Sponsored by the Felician Sisters



Welcome Message



We are very excited to welcome you to the 2025-2026 academic year at Felician University. You are embarking on an educational, social, and cultural journey that will forever change your life, and all of us here are committed to providing you with the best experience.

If you find that you need support, guidance, or just a simple answer to a question during this journey, the Student Affairs team, along with the entire faculty and staff at Felician, are ready to help you find answers and solutions.

This student handbook will provide you with a wealth of information. It contains descriptions of the services and activities available to students, as well as our rules governing academic life and our Campus Code of Conduct. Keep this document handy, where you can easily access it, as it is truly a great resource.

Felician University provides many fine opportunities for you to get involved in activities, cultural events, government, and community service and I invite you to take advantage of all the University has to offer.

Thank you for choosing Felician University and I look forward to a successful year filled with hope and promise for the future.

Sincerely,

Janel Owens
Vice President for Student Affairs

PROVISIONS OF THE STUDENT HANDBOOK

Announcements contained in this publication are subject to change without notice and may not be regarded as binding obligations on the University. The University reserves the right to change any provision or requirement when such action will serve the interests of the University or its students.

Felician University is committed to policies and practices that will assure that there shall be no discrimination against any person on the grounds of age, gender (including sexual harassment), disability, race/ethnicity, color, creed, national origin, religion, sexual orientation, gender identity and expression, pregnancy, veteran's status, and liability for service in the armed forces, marital status (including civil and/or domestic partnership), and the Genetic Information Nondiscrimination Act of 2008.

Effective August 2025





Our Mission & Seal



Mission

Felician is an independent, co-educational Catholic/Franciscan University founded and sponsored by the Felician Sisters to educate a diverse population of students within the framework of a liberal arts tradition. Its mission is to provide a full complement of learning experiences, reinforced with strong academic and student development programs designed to bring students to their highest potential and prepare them to meet the challenges of the 21st century with informed minds and understanding hearts. The enduring purpose of Felician University is to promote a love for learning, a desire for God, self-knowledge, service to others, and respect for all creation.

Seal

One of the charges in the escutcheon of the seal is an **open book** taken from the coat of arms of Bishop O'Connor who invited the Felician Sisters to formulate a province in the Diocese of Newark.

Since Our Lady of the Immaculate Conception is the patroness of Felician University, and "Immaculate Conception" was the former title of the University, the book is charged with a **silver crescent**, a symbol of the Immaculate Conception. This symbol is derived from the Apocalypse: "And a great sign appeared in heaven: A woman clothed with the sun and the moon under her feet and on her head a crown of twelve stars." (12:1)

The **wavy lines** of the division of the chevron are a heraldic representation of water (Saddle River) which, coupled with the two **mill-rinds** recall that Lodi was founded and established around the waterpower of the mills. In 1825, Robert Rennie, a French dyer, and his brother, constructed a mill and also named Lodi for Napoleon's victory over the Austrians at the bridge of Lodi, Italy. The mill, large for its day, was established in the area where, heretofore, the only use made of waterpower was a small grist mill operated by Hopper and Zabriskie.

Moreover, Robert Rennie was influential in the building of the first railroad branch, which connected Lodi with New York City.

The insignia of the Felician Sisters, which is emblazoned on the escutcheon, consists of the **crossed arms of Christ and St. Francis**, and the Eucharist-bearing cross engraved on the pierced Heart of the Mother of God. It suggests the seraphic spirit of love and dedication necessary for the education of the ideals of the University.

The motto, **In Veritate Felicitas**, translated "In Truth is Happiness," was selected for the University since it briefly expresses an ideal, a program of life, and the spirit of the student who chooses to attend the University.

Our Culture



At Felician University, we live our values every day, it's the foundation of who we are and everything we do. The Felician Way embodies a culture of success, transformation, and innovation, rooted in the rich backgrounds, perspectives, and interests that each member of our community brings to the table.

Our campus is a vibrant mosaic of students from all walks of life, including a wide range of ethnic backgrounds, international students from across the globe, and athletes who excel both on and off the field. This diversity enriches our community, broadening our understanding and fostering an environment where every individual is valued and respected.

Whether you're here to explore a passion for the sciences, to make your mark in the business world, or to score the winning goal on our soccer field, you'll find Felician is a place where your unique talents and perspectives are celebrated. Here, innovation thrives on the exchange of ideas, transformation is part of daily life, and success is a shared journey.

Welcome to a community where you're not just welcomed; you're embraced. Welcome to the Felician Way.



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Academic Calendar 2025-2026

Subject to Change

Approved by Cabinet, Faculty Senate, and President 11/13/2024

Fall 2025 (16 Weeks)	
Fall Semester Begins	Monday, August 25, 2025
Labor Day (University closed)	Monday, September 1, 2025
Last Day to Drop/Add	Tuesday, September 2, 2025
Initial Attendance Due	Tuesday, September 9, 2025
Advising & Registration Begins for Winter, Spring & Summer 2026	Monday, September 29, 2025
Midterm Exams	Monday, October 13 - Saturday, October 18, 2025
Fall Break (No Classes, University Open)	Monday, October 20 – Tuesday, October 21, 2025
Last day to Withdraw (WD)	Friday, November 14, 2025
Thanksgiving Break (University closed)	Wednesday, November 26 – Sunday, November 30, 2025
Final Exams	Wednesday, December 10 – Tuesday, December 16, 2025
All Grades Due	Thursday, December 18, 2025
Grades Released to Students	Friday, December 19, 2025
Winter 2026 (3 Weeks)	
Winter Semester Begins	Friday, December 19, 2025
Last Day to Withdraw (WD)	Friday, January 2, 2026
Winter Semester Ends	Thursday, January 8, 2026
All Grades Due	Friday, January 9, 2026
Spring 2026 (16 Weeks)	
Spring Semester Begins	Monday, January 12, 2026
Martin Luther King Day (University closed)	Monday, January 19, 2026
Last Day to Drop/Add	Tuesday, January 20, 2026
Initial Attendance Due	Tuesday, January 27, 2026
Presidents' Day (University closed)	Monday, February 16, 2026
Advising & Registration Begins for Fall 2026	Tuesday, February 17, 2026
Midterm Exams	Monday, March 2 – Saturday, March 7, 2026
Spring Break	Monday, March 9, 2026 – Sunday, March 15, 2026
Easter Break (University closed)	Thursday, April 2 – Sunday, April 5, 2026
Last day to Withdraw (WD)	Friday, April 10, 2026
Final Exams	Monday, May 4, 2026 – Saturday, May 9, 2026
All Grades Due	Tuesday, May 12, 2026

Grades Released to Students	Wednesday, May 13, 2026
Commencement	Thursday, May 21, 2026 (Subject to change)

Summer 2026 (6 Weeks)	
Summer I	Monday, May 18 – Sunday, June 28, 2026
Initial Attendance Due	Thursday, May 21, 2026
Memorial Day (University closed)	Monday, May 25, 2026
Juneteenth (University closed)	Friday, June 19, 2026
All 26SU1 Grades Due	Tuesday, June 30, 2026
Summer II	Monday, June 29 – Sunday, August 9, 2026
Initial Attendance Due	Thursday, July 2, 2026
All 26SU2 Grades Due	Tuesday, August 11, 2026

8-Week Calendar

Fall 2025 (8 Weeks)	
Start of Early Fall (25W8FA1)	Monday, August 25, 2025
Labor Day (University closed)	Monday, September 1, 2025
Initial Attendance Due	Tuesday, September 9, 2025
End of Early Fall (25W8FA1)	Sunday, October 19, 2025
All 25W8FA1 Grades Due	Tuesday, October 21, 2025
Start of Late Fall (25W8FA2) *7 weeks due to Fall Break	Monday, October 20, 2025
Fall Break (No Classes, University Open)	Monday, October 20 – Tuesday, October 21, 2025
Initial Attendance Due	Tuesday, October 28, 2025
Thanksgiving Break (University closed)	Wednesday, November 26 – Sunday, December 30, 2025
End of Late Fall (25W8FA2)	Sunday, December 14, 2025
All 25W8FA2 Grades Due	Thursday, December 18, 2025
Spring 2026 (8 Weeks)	
Start of Early Spring (26W8SP1)	Monday, January 12, 2026
Martin Luther King Day (University closed)	Monday, January 19, 2026
Initial Attendance Due	Tuesday, January 27, 2026
Presidents' Day (University closed)	Monday, February 16, 2026
End of Early Spring (26W8SP1)	Sunday, March 8, 2026
All 26W8SP1 Grades Due	Tuesday, March 17, 2026
Start of Late Spring (26W8SP2)	Monday, March 16, 2026
Initial Attendance Due	Tuesday, March 24, 2026
Easter Break (University closed)	Thursday, April 2 – Sunday, April 5, 2026

End of Late Spring (26W8SP2)	Sunday, May 10, 2026
All 26W8SP2 Grades Due	Tuesday, May 12, 2026

Trimester Calendar

Fall 2025 Trimester (14 Weeks)	
Start of 2025 Fall Trimester	Monday, September 15, 2025
Initial Attendance Due	Tuesday, September 23, 2025
Fall Break (No Classes, University Open)	Monday, October 20 – Tuesday, October 21, 2025
Last day to Withdraw (WD)	Monday, November 24, 2025
Thanksgiving Break (University closed)	Wednesday, November 26 – Sunday, November 30, 2025
End of 2025 Fall Trimester	Sunday, December 21, 2025
All 2025 Fall Trimester Grades Due	Tuesday, December 23, 2025
Spring 2026 Trimester (14 Weeks)	
Start of 2026 Spring Trimester	Monday, January 12, 2026
Martin Luther King Day (University closed)	Monday, January 19, 2026
Initial Attendance Due	Tuesday, January 27, 2026
Presidents' Day (University closed)	Monday, February 16, 2026
Last day to Withdraw (WD)	Tuesday, March 31, 2026
Easter Break (University closed)	Thursday, April 2 – Sunday, April 5, 2026
End of 2026 Spring Trimester	Sunday, April 26, 2026
All 2026 Spring Trimester Grades Due	Tuesday, April 28, 2026
Summer 2026 Trimester (14 Weeks)	
Start of 2026 Summer Trimester	Monday, May 18, 2026
Initial Attendance Due	Tuesday, May 26, 2026
Memorial Day (University closed)	Monday, May 25, 2026
Juneteenth (University closed)	Friday, June 19, 2026
Last day to Withdraw (WD)	Wednesday, July 29, 2026
End of 2026 Summer Trimester	Sunday, August 23, 2026
All 2026 Spring Trimester Grades Due	Tuesday, August 25, 2026

5-Week Calendar

Fall 2025 (5 Weeks)	
Start of Fall I (25W5FA1)	Monday, August 25, 2025
Labor Day (University closed)	Monday, September 1, 2025
Initial Attendance Due	Tuesday, September 9, 2025
End of Fall I (25W5FA1)	Sunday, September 28, 2025
All 25W5FA1 Grades Due	Tuesday, September 30, 2025
Start of Fall II (25W5FA2)	Monday, September 29, 2025
Initial Attendance Due	Tuesday, October 7, 2025
Fall Break (No Classes, University Open)	Monday, October 20 – Tuesday, October 21, 2025
End of Fall II (25W5FA2)	Sunday, November 2, 2025
All 25W5FA2 Grades Due	Tuesday, November 4, 2025
Start of Fall III (25W5FA3)	Monday, November 3, 2025
Initial Attendance Due	Tuesday, November 11, 2025
Thanksgiving Break (University closed)	Wednesday, November 26 – Sunday, December 30, 2025
End of Fall III (25W5FA3)	Sunday, December 7, 2025
All 25W5FA3 Grades Due	Tuesday, December 9, 2025
Spring 2026 (5 Weeks)	
Start of Spring I (26W5SP1)	Monday, January 12, 2026
Martin Luther King Day (University closed)	Monday, January 19, 2026
Initial Attendance Due	Tuesday, January 27, 2026
End of Spring I (26W5SP1)	Sunday, February 15, 2026
Presidents' Day (University closed)	Monday, February 16, 2026
All 26W5SP1 Grades Due	Tuesday, February 17, 2026
Start of Spring II (26W5SP2)	Monday, February 16, 2026
Initial Attendance Due	Tuesday, February 24, 2026
End of Spring II (26W5SP2)	Sunday, March 29, 2026
All 26W5SP2 Grades Due	Tuesday, March 31, 2026
Start of Spring III (26W5SP3)	Monday, March 30, 2026
Easter Break (University closed)	Thursday, April 2 – Sunday, April 5, 2026
Initial Attendance Due	Tuesday, April 7, 2026
End of Spring III (26W5SP3)	Sunday, May 3, 2026
All 26W5SP3 Grades Due	Tuesday, May 5, 2026

Summer 2026 (5 Weeks)	
Start of Summer I (26W5SU1)	Monday, May 4, 2026
Initial Attendance Due	Tuesday, May 12, 2026
Memorial Day (University closed)	Monday, May 25, 2026
End of Summer I (26W5SU1)	Sunday, June 7, 2026
All 26W5SU1 Grades Due	Tuesday, June 9, 2026
Start of Summer II (26W5SU2)	Monday, June 8, 2026
Initial Attendance Due	Tuesday, June 16, 2026
Juneteenth (University closed)	Friday, June 19, 2026
End of Summer II (26W5SU2)	Sunday, July 12, 2026
All 26W5SU2 Grades Due	Tuesday, July 14, 2026

DIRECTORY OF ADMINISTRATIVE STAFF

SENIOR ADMINISTRATIVE OFFICERS

Dr. Mildred Mihlon

President

Ms. Stephanie Cachez

Chief Administrative Officer and Secretary to the Board of Trustees

Ms. Lisa Gibert

Interim Vice President for External Relations

Ms. Janel Owens

Vice President for Student Affairs

Dr. Michael Markowitz

Provost and Vice President for Academic Affairs

Mr. Tom Truchan

Vice President for Business & Finance/CFO

Ms. Priscilla Klymenko

Vice President for Enrollment Management, Marketing and Communications

Father Thomas Franks, OFM Cap

Vice President of Mission Integration

DEANS

Dr. Tara Kent

Dean of the School of Arts and Sciences

Dr. Jeffery Blanchard

Dean of Center for Academic Success & Effectiveness

Dr. Marilú Marcillo

Dean of the School of Business and Information Sciences

Dr. Brian Conners

Dean of the School of Education

Dr. Christine Mihal

Dean of the School of Nursing

Dr. Deanna Valente

Dean of Information Systems and Technology, Academic Technology & Learning Development

STUDENT AFFAIRS

Ms. Janel Owens

Vice President for Student Affairs

Ms. Mehtap Ferrazzano

Assistant Vice President for Student Affairs and Dean of Students

Ms. Onya Brown, Esq.

Associate Dean of Students and Title IX Coordinator

Ms. Marcella Nassi

Administrative Assistant, Office of the Vice President of Student Affairs

Mr. Kamal Tawadros

Transportation Manager

Ms. Kathy Murray, LCSW

Director of Counseling & Wellness Services

Ms. Colleen Mulligan-Moran, BSN, RN

RN/ Counseling & Wellness Services

Ms. Christine Panepinto

Counseling & Wellness Services, Counselor

Ms. April Lennon

Counseling & Wellness Services, Counselor

Ms. Lisa Peña

Counseling & Wellness Services, Administrative Assistant

Mr. Romario DaCosta

Director – Residence Life

TBD

Associate Director – Residential Education & Development

TBD

Associate Director – Housing Operations

Dr. Simone Flowers-Taylor

Director, Community Rights and Responsibilities

Ms. Shakira Adams

Director of Center for Student Development & Engagement

Ms. Ashley Gregory

Assistant Director for Student Development & Engagement

Mr. David Crawford '21

Coordinator, Student Life + First Year Experience

ATHLETICS

Andrew Toriello '14

Director of Athletics

Brendan Bonacum

Assistant Director of Athletics - External Operations

Nicole Aumack '20

Assistant Director of Athletics - NCAA Compliance, Student-Athlete Welfare/SWA

UNIVERSITY SERVICE OFFICES

OFFICE OF VICE PRESIDENT FOR STUDENT AFFAIRS

Rutherford Campus
201.559.3564
Student Center 4A

OFFICE OF THE DEAN OF STUDENTS

Rutherford campus
201.559.3512
Student Center 4E

COUNSELING & WELLNESS SERVICES

Rutherford Campus
201.559.3329
Student Center 4C
To check for health clearance please email at wellness@felician.edu

CENTER FOR CAREER AND ACADEMIC SUCCESS

Rutherford Campus
201.559.3620
BMA, LOWER LEVEL

OFFICE OF COMMUNITY RIGHTS AND RESPONSIBILITIES

Rutherford Campus
201.355.1474
Top Floor, Student Center

TITLE IX OFFICE

Rutherford Campus
201.355.1431
Student Center 4D
titleix@felician.edu

CENTER FOR ACADEMIC TECHNOLOGY

Rutherford Campus
201.559.3313
2nd Level of Education Commons (hallway 209)
<https://felician.edu/academics/center-for-academic-technology/>

Office of Information Technology/Helpdesk

Rutherford Campus 206 Education Commons
Lodi Campus 205 Obal Hall
Helpdesk@felician.edu 201.559.6165
<https://felician.edu/my-felician/office-of-information-technology-information-systems/>

STUDENT GOVERNMENT

Rutherford Campus
1st Floor, Student Center

OFFICE OF HOUSING & RESIDENCE LIFE

Rutherford Campus
201.559.3506
Elliott Terrace
ResLife@felician.edu

CENTER FOR ACADEMIC SUCCESS & EFFECTIVENESS

Rutherford Campus
201.559.6047
BMA Lower Level

EDUCATIONAL OPPORTUNITY FUND PROGRAM (EOF)

Rutherford Campus
201.559.6054
BMA Lower Level
Eof@felician.edu

FELICIAN UNIVERSITY LIBRARIES

Lodi Campus Library
201.559.6071

OFFICE OF INTERNATIONAL PROGRAMS

Rutherford Campus
201.559.3518
BMA, office 102

OFFICE OF REGISTRATION & RECORDS

Lodi Campus
Obal Hall
Room 103
201.559.6043
registrar@felician.edu

STUDENT FINANCIAL SERVICES

Lodi Campus
1st Floor of Obal Hall

STUDENT ACCOUNTS

201.559.6045
studentaccounts@felician.edu

FINANCIAL AID

201.559.6010
finaid@felician.edu

DEPARTMENT OF ATHLETICS

201.559.3333
athletics@felician.edu

DINING SERVICES

Rutherford Campus

201.559.3555

Dining@felician.edu

Located Ground floor of the WARC

OFFICE OF SAFETY AND SECURITY

Rutherford: 201-559-3561 (OFFICE), 201-250-2317 (CELL)

Lodi: 201-559-6011 (OFFICE), 201-509-0306 (CELL)

HOUSING & RESIDENCE LIFE

At Felician University, residing on campus offers a unique educational experience. Our program, supported by a dedicated team, aims to cultivate a living-learning environment that embodies our motto of “Welcoming All, Valuing Each: Creating a Home for Everyone!”. Students are presented with ample opportunities to grow intellectually and socially, embracing the freedom of exploration and engagement, alongside a deep respect for cultural diversity.

Our commitment is rooted in prioritizing safety, holistic student development, and inclusivity. We collaborate with university partners to curate meaningful experiences that empower residents to excel across multiple dimensions. Through an ethos of open-mindedness and empathy, we strive to foster an environment where every individual feels appreciated and respected, celebrating diversity as a foundational pillar.

Office Location

The Office of Housing and Residence Life is on the Rutherford Campus in Elliott Terrace, downstairs from the Security office.

Housing & Residence Life Team

The Housing and Residence Life Office comprises a committed team of professionals and para-professional staff. The central administrative staff includes the Director and Associate Directors. The para-professional staff consists of Graduate Assistants (GAs) and Resident Assistants (RAs). Additionally, the team is supported by dedicated On-call Administrators (OCAs) who provide round-the-clock assistance in managing emergency responses within the university community.

- **Director of Housing and Residence Life:** The Director of Housing and Residence Life (DHRL) oversees the strategic management and administration of all housing operations, ensuring a safe, inclusive, and vibrant living environment for students. The DHRL lead initiatives to promote student success, community engagement, and personal development within the residential setting, working collaboratively with staff and stakeholders to enhance the overall living-learning experience Felician University.
- **Associate Directors:** The Associate Directors (AD) play a key role in supporting the Director in managing housing operations and fostering a positive living environment. ADs provide leadership to staff members and contribute to the development of programs and initiatives that promote student well-being, community building, and educational opportunities within the residence halls.
- **Graduate Assistants:** Graduate Assistants (GAs) in Housing and Residence Life support various aspects of housing operations and resident life. They assist in managing day-to-day tasks, providing administrative support, coordinating programs and activities, and fostering a welcoming and inclusive community for all residents. GAs also play a role in supporting the professional development of Resident Assistants (RAs) and contributing to the overall success of the housing program.
- **Resident Assistants (RA):** Resident Assistants (RAs) are full-time students who play a pivotal role in fostering a vibrant and supportive community within the residence halls. They serve as peer mentors, offering guidance and support to residents, organizing engaging programs and events, and promoting a safe and inclusive living environment. RAs also collaborate closely with Housing and Residence Life staff to address residents' needs, enforce policies, and contribute to the overall well-being and success of the residential community.
- **On Call Administrators (OCA):** The On-Call Administrator (OCA) oversees the strategic management and administration of all housing operations during designated on-call periods, ensuring a safe, inclusive, and vibrant living environment for students.

Communication

To ensure effective communication with resident students, the Office of Housing and Residence Life will correspond using Felician University's issued email addresses. Additionally, the Housing and Residence Life Office utilizes the designated Student Housing Portal and text messaging system for communication purposes. Important information is primarily shared via email and is also accessible on the Housing and Residence Life page on the Felician website.

As a resident student, it is essential to check your university email address daily for updates and announcements. Please keep the Office of Housing and Residence Life informed of any changes to your contact information to facilitate seamless communication.

Contacting Parents/Legal Guardian/Emergency Contact

The Office of Housing and Residence Life reserves the right to contact the parents/legal guardian/emergency contact of any resident student under various circumstances, including but not limited to the following:

- Eviction
- Arrests
- Assault or Sexual Assault incidents
- Drug or Alcohol use incidents
- Suspension, regardless of duration
- Hospitalization, whether voluntary or involuntary
- Reports of a missing person

Should a resident student wish to grant permission for the Office of Housing and Residence Life to discuss specific matters beyond those listed above with their parents or legal guardian, they must complete a FERPA (see page 33) Release Form available at the Office of Residence Life.

Under FERPA (Family Educational Rights and Privacy Act), the term "parent" includes a legal guardian or any person who the student has identified as an emergency contact. Therefore, the Office of Housing and Residence Life may contact the emergency contact listed by the student in situations outlined by FERPA guidelines.

Check-In Policy

All housing students will receive notification of a designated move-in date and check-in time before the start of the semester. It is mandatory for students to check in during their designated check-in time. Failure to do so may result in additional charges or unavailable accommodations.

1. **Early Check-In Request:** Students requesting an early return to campus earlier than the scheduled check-in date due to academic reasons or special circumstances must request permission from the Office of Housing and Residence Life.
2. **Procedure for Early Check-In Request:**
 - a. **Submit Request:** Students must formally submit an early check-in request to the Office of Housing and Residence Life via email. This request should be made well in advance to allow for processing and approval.
 - b. **Reason for Request:** The request should include a valid reason for the early check-in, such as academic commitments or special circumstances.
 - c. **Approval Process:** Requests will be reviewed by the Housing and Residence Life team. Approval is subject to availability and may be granted based on the merit of the request.
 - d. **Additional Charges:** Students approved for early check-in may be charged for the additional time on campus. Details regarding charges will be communicated upon approval of the request.
3. **Late Check-In:** Students who are unable to check in during their designated check-in time must notify the Office of Housing Residence via email. Failure to do so may result in the forfeiture of accommodations or additional charges.

Room Condition Report (RCR)

Room/Suite inspections are conducted during move-in and move-out periods. Upon arrival, please carefully review the condition report online on your housing student portal. Should you have any inquiries, feel free to contact your Resident Assistant (RA). After reviewing, please electronically sign and submit the report.

During move-in, please bring to the attention of staff members any pre-existing damage or missing items. These should be documented on the RCR. Any damages not reported to Residence Life beyond normal wear and tear will be billed to the student.

Checkout Policy and Procedure

The Office of Housing and Residence Life observes an Express Checkout process, allowing students to check out of housing without scheduling a meeting with a housing staff member. Exceptions may require staff assistance, such as in disciplinary matters.

All students must complete the express checkout procedure and remove all belongings from the residence halls upon checking out. Felician University is not responsible for any items left behind after checkout, which may be discarded or donated, and residents may be billed for improper checkout.

Residents must move out within 24 hours of their final exam or the designated move-out date and time. Students requesting an extended stay within the residence halls after the designated move-out date are required to submit a move-out extension request form, available on the Housing Student Portal. This includes graduating seniors requesting to remain in housing until after graduation. Approval to remain beyond the designated move-out date must be obtained from Housing and Residence Life.

Students dismissed from housing are required to remove all belongings and vacate the residence halls within 24 hours of receiving notification of their dismissal. Failure to remove belongings within this 24-hour timeframe will necessitate arranging an alternate date with Housing and Residence Life to retrieve belongings, not exceeding 7 days from the dismissal notification. Failure to remove belongings by the agreed-upon date will result in the disposal or donation of items.

Guidelines for Checkout:

1. Pack and remove all belongings.
2. Clean bedroom and bathroom.
3. Empty laundry appliances of clothing.
4. Dispose of trash and clear the refrigerator.
5. Arrange furniture properly.
6. Unplug and take all electronic devices.
7. Return all issued keys.
8. Complete the Express Check-out Form.

Express Checkout:

Housing students must fill out the Express Checkout Form before departing from campus. The form can be accessed by scanning the QR code on the Express Checkout Box in the residence hall's lobby or using the link on your Housing Student Portal.

Express Checkout Procedure:

1. Request the Express Checkout Envelope from Security.
2. Place your keys inside the Express Checkout Envelope.
3. Seal the envelope and deposit it in the Express Checkout mailbox in your building's lobby.
4. Fill out and submit the Express Checkout Form.

Prevent Improper Checkout Charges:

Residents are financially responsible for any damages or unsatisfactory room conditions. To avoid being billed for an Improper Checkout, ensure your room is in good condition and adhere to the checkout guidelines. Report any necessary repairs by contacting Residence Life before checkout. Charges are determined through inspections conducted by Housing staff and an assessment of the living space's overall condition, referencing the Room Conditions Report Form completed by the student at Check-In.

Failure to return keys will result in an immediate lock change, with the cost charged to you. Loss of residence hall keys MUST be reported immediately to the Office of Residence Life.

Damage Prevention and Community Care

Fostering a strong sense of community involves every member, including students, taking responsibility for maintaining the integrity of our living spaces. We prioritize safety, respect, and the preservation of University property, including both individual

and common areas. Students are encouraged to promote these values among their fellow residents to ensure a harmonious and well-maintained living environment.

If you observe any damages within your suite or any other area of the residence halls or are aware of individuals responsible for specific damages, please report it immediately to your Resident Assistant (RA) or the Office of Residence Life. It's crucial to address such issues promptly to prevent further damage and maintain the quality of our facilities.

Policy on Damages and Vandalism

1. **Damage Reporting:** Students are responsible for promptly reporting any damages they notice within their living spaces or common areas. This includes damages caused by themselves or others.
2. **Reporting Process:** Students should contact their RA or the Office of Residence Life to report damages. Detailed information about the nature and location of the damage should be provided to facilitate timely repairs.
3. **Responsibility for Damages:** Individuals found responsible for damages will be held accountable. This includes damages caused by negligence, misuse, or intentional vandalism.
4. **Charges for Damages:** Students will be charged for any damages to University property beyond normal wear and tear. Charges will be assessed based on the extent of the damage and the cost of repairs or replacement.

When damage occurs in a common area of a specific floor, tower, or area, the charges are divided among the residents of that area unless the damage is attributed to a specific person. Additionally, residents are responsible for maintaining the cleanliness and orderliness of the residence halls. Therefore, any excessive cleaning required for a particular floor, tower, or area during the year due to trash accumulation or unsanitary living conditions will result in an area charge. The charges are as follows, but not limited to: First Offense = \$200, Second Offense = \$300, with an increase of \$100 per additional incident and possible disciplinary action.

5. **Vandalism Policy:** Vandalism of University property is strictly prohibited and will result in disciplinary action in addition to financial charges for repair or replacement.
6. **Community Responsibility:** All residents are expected to contribute to a positive living environment by respecting University property, reporting damages promptly, and discouraging destructive behavior.
7. **Educational Initiatives:** Residence Life conducts educational programs and initiatives to promote awareness about the importance of maintaining a clean, safe, and respectful living environment.

By working together to uphold these principles, we can create a welcoming and conducive living environment for everyone in our residential community.

Health and Safety Room Inspections

The Office of Residence Life conducts semesterly Room Inspections to ensure a safe and healthy living environment for all residents. Inspections are conducted during the last week of each month throughout the semester. During these inspections, Housing and Residence Life staff visit each room/suite to assess various aspects related to health and safety. This includes checking for potential hazards, ensuring compliance with safety standards, and implementing corrective measures where necessary.

Rooms will be evaluated and graded as either "pass" or "fail" based on the assessment criteria. It's important to note that any rooms found with prohibited items will be documented, and appropriate disciplinary actions will be taken. In cases where rooms/bathrooms fail inspection due to cleanliness, residents will have 24 hours to clean. Failure to do so will result in a \$200 cleaning fee for professional cleaning services.

Confiscation of Prohibited Items

Prohibited items found will be confiscated (See Prohibited Items List on the Felician University Website). When appropriate, the Office of Residence Life will store confiscated items. Students may retrieve confiscated items only at the end of the semester and after serving the designated sanction for the possession of the prohibited materials. Returned prohibited items may not be brought into any residential facility. Prohibited items found a second time will be confiscated permanently and additional sanctions will be imposed. Confiscated items that are not retrieved within the last week of the semester will be considered abandoned and discarded by the Office of Residence Life.

These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections. The items include, but are not limited to, the following:

- Firearms
- Fireworks
- Explosives
- Weapons

- Other incendiary devices
- Combustible materials include liquids (e.g., gasoline, alcohol), lamp shades, candles, incense, curtains, flags, and materials hung on walls or ceilings.
- Unauthorized room air conditioners
- Electric heaters
- Barbecue grills
- Toasters or toaster ovens
- Open coil heating elements
- Gas or kerosene heating or cooking devices
- Space heaters
- Non-UL approved power strips or other extension cords
- Narcotics and/or illegal drugs or drug paraphernalia
- Prescription drugs without prescription
- Alcoholic beverages or containers pertaining to alcohol whether previously consumed or retained for sentimental value
- Water beds
- Weightlifting equipment
- Official or public signs
- Loud musical instruments (e.g., drums, electric guitars, and amplifiers, etc.)
- Darts or dart boards
- Excess dirt or litter, unsanitary or hazardous conditions
- Electrical lights/string lights
- Live Christmas trees
- Electric blankets
- Halogen lamps
- Non-college issued furniture
- Hoverboards / Electric Scooters
- Decorations deemed unsafe by university officials (i.e., string lights, wallpaper)
- Any appliances of any kind (coffee pots and electronic kettles with enclosed heating elements and automatic shut offs are permitted)
- Items Not Specifically Listed but Determined by Residence Life to be Removed from the Residence Halls.

Storage Facilities

Felician University's Housing and Residence Life does not offer storage facilities within the residence halls. All residents must store their personal items exclusively within their designated rooms and ensure that they remove all items during move-out.

Personal Property Insurance and Safety Policy

Felician University's Residence Life strives to maintain a safe and secure environment within the residential halls. However, it is essential for residents to acknowledge their responsibility in safeguarding personal belongings. To enhance protection, we strongly recommend that all residents consider acquiring personal property insurance. Students can explore the options of checking their parents' homeowner insurance policy to ascertain if it extends coverage to their possessions while they are away from home or compare coverage options and premium rates offered by local insurance agencies to choose the most suitable personal property insurance plan.

It is imperative to emphasize that each resident is accountable for their property's security. Please maintain vigilance by keeping your room locked whenever you are not present.

Residence Life upholds the right to conduct periodic room inspections to uphold safety, health, and maintenance standards. In situations where probable cause exists, a staff member may enter and search a room without prior notice. Residents are expected to comply with these guidelines, ensuring a safe and conducive living environment for all.

Maintenance and Repairs Policy

To report maintenance concerns, students are encouraged to utilize the work order submission portal. This can be accessed by scanning the QR code on the information flier located in your room or by visiting your housing student portal to find the work order submission link. Requests will be addressed promptly; however, responses to requests submitted on weekends or holidays may be delayed until the next business day unless it is an emergency situation (such as a burst pipe, flood, or clogged toilet). In case of emergencies, students should contact the Housing and Residence Life Office during operating hours and Security after hours.

When submitting a request, you grant authorization for the maintenance staff to enter your room/suite. Please note that maintenance staff are required to knock at least three times and identify themselves before entering a student's room to address the issue. In emergency situations, housing and residence life and maintenance staff may need to access your room without prior permission or announcement of entry. Any scheduled visits will be communicated in advance.

Mail Service:

All mail is shipped and received through the Felician University Mailroom, located on the ground level of Blessed Mary Angela Hall. Students may receive mail by utilizing the following address:

STUDENT'S NAME
Felician University
Room #
One Felician Way
Rutherford, NJ 07070

Students are notified of incoming packages via email by the mail room staff. Students may pick up their package from the mailroom during normal business hours (Monday – Friday; 8:30am – 4:30pm). Students must present their Felician Student ID card and sign the logbook to retrieve their package. For verification purposes, students are required to pick up their own packages.

The mailroom will accept outgoing mail for the United States Postal Services (USPS) and United Parcel Service (UPS), provided the items have the necessary postage.

Keys Policy:

Ensuring the safety of residents and their belongings is paramount in our residential halls. It is crucial to lock your suite and room doors whenever they are unoccupied and during nighttime while you are asleep. Carrying your keys at all times is your responsibility. Under no circumstances should keys be shared or given to others, as this action directly violates university policy.

In the event of lost or stolen keys, it is imperative to contact the Office of Residence Life immediately to request a replacement key or to initiate the lock change process. Residents will be responsible for charges related to the replacement of locks and keys, which may range from \$50 per key to \$450 for a lock change. The duplication of keys is strictly prohibited. Violations of this policy will result in immediate dismissal from university housing and termination of the housing contract with no refund.

Lockout Policy

Housing students experiencing a lockout from their rooms during weekdays between 9:00 AM and 4:30 PM should promptly contact the Office of Residence Life for assistance in regaining access. Outside of these hours, including weekends and during office closures, students should contact their building's Duty Phone number for assistance.

In the event of three consecutive lockouts, students will incur a \$10 charge to their student account, with subsequent lockouts incurring an additional \$5 increment for each occurrence. To confirm residency and facilitate assistance, students must present their Felician ID to the staff member assisting them, either before or immediately upon gaining access to their space. Failure to present ID will result in being denied access, requiring students to contact the Housing and Residence Life Office directly for further assistance.

Access Policy for Residence Halls

In line with the University's dedication to safety and security, all residents must use their Felician Student ID card solely for accessing the residence halls. Sharing or using another student's ID card is strictly prohibited and constitutes a violation of university policy. Non-compliance with this policy may result in disciplinary actions, including dismissal from the residence hall.

Additionally, residents are expected to adhere to any directives or requests issued by security personnel to uphold the continual safety and security of our residential community.

Room Assignments

Room Switch/Consolidation

During the first two weeks of the semester, a room freeze is in effect; therefore, residents cannot switch rooms until the two-week period is over. After this two-week period, room switch request forms will be available in the Office of Residence Life. All parties involved must fill out this form. Emails will be sent out to alert you when Room Switch Week begins.

Room Re-Assignments and New Roommate Notification

The Office of Residence Life reserves the right to reassign any student to another space for reasons of disciplinary action, safety, health, unresolved conflict or to achieve maximum space utilization. When possible, 48 hours notification will be given to current residents informing them that they are receiving a new roommate or that they are being moved to another space. Occasionally, it becomes necessary to move students into the building or to relocate them within a very short amount of time. The Office of Residence Life reserves the right to move students without any notification if necessary.

Housing Assignments

Assignments for returning students will be determined before the start of the Fall Semester. Please be sure to check your Felician email for more information. If you are placed in a double room and you do not have a roommate, you can only utilize half the room, including only one set of furniture, as you may receive a roommate at any time.

University Residence Halls Break Information

University Residence Halls will remain open for Thanksgiving, Winter, Easter, and Spring Breaks. During these times, students in on-campus housing are permitted to stay in their residence halls.

Winter Break Housing Fee and Arrangements

For the winter break, students in on-campus housing may remain on campus and will incur a winter break housing fee if they indicate their intention to stay. This fee includes meal coverage for the winter break.

Please note that students residing at the AVE and hotel are required to move out at the end of the fall semester.

Requests for winter housing for these students will be accommodated in on-campus housing only and are subject to space availability.

Additional details regarding the winter break, including the winter break fee, will be provided by Housing and Residence Life.

Please note that meal plans are *not covered* during the Thanksgiving and Easter breaks, and dining services will not be operational. Students should arrange alternate meal options during these periods.

OFFICE OF SAFETY AND SECURITY

Your personal safety and the security of the campus community are vital concerns to Felician University. At Felician, we take every precaution to make sure the entire campus community is safe, including:

- An Executive Director with 25 years of law enforcement experience.
- 20 SORA-certified safety officers, many having more than 10 years of experience.
- Education programs concerning alcohol consumption, sexual assault, violence prevention, and more.
- A safe escort service for when you need someone to walk you across campus or to your vehicle late at night.
- Regular collaboration with Rutherford and Lodi police, fire, EMS and Office of emergency management departments.
- The Omnilert emergency alert system is our primary communications system that provides emergency notification to all registered community members.
- 24/7 monitoring of security email address at security@felician.edu

While Felician's campus and surrounding communities have historically low crime rates, our Rutherford Safety and Security Office is available 365 days a year to assist.

Be Informed: Take a moment to read our Clery Report (Felician homepage – Student Right to Know and Achievement) for information on Security policies and procedures, as well as campus crime statistics for the last three years.

Student ID Cards

I.D. cards are produced or updated at the beginning of each semester at Felician University. An I.D. card is an official identification for a student. In accordance with campus security measures, all university students must carry their student ID card while on campus premises. These ID cards also serve as access keys to authorized campus facilities and buildings. In the event of a lost or misplaced ID card, students are required to promptly report the loss to the Safety and Security office. A replacement ID card will be issued upon verification of the report, and a fee of \$25 will be charged for the replacement. This policy ensures the safety and security of all individuals on campus while maintaining smooth access to essential university resources.

You may receive discounts at local retailers, theaters (especially New York City theaters), and other establishments seeking "student" clientele.

Lost ID Card Charge: \$25

Change of Address

Students are responsible for filing any change of address with the Office of Registration & Records.

Emergency Management

During State or campus emergencies, the University may revise protocols, policies, and procedures to increase the safety and security of the members of our community. All members of the community are required to download the Omnilert app to receive all messages and updates. QR codes are posted in the security offices at both campuses. The University Emergency Management Plan and can be found on the website, Student Right to Know/Achievement tab at the bottom of the homepage

Missing Students Policy

Missing Student Notification Policy and Procedures: If a member of the University community, or an individual not affiliated with the University, has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Residence Life Office at 201-559-3506 and the Campus Security Office at 201-559-3561. The security team, the Director of Residence Life/designee, will generate a missing person report and initiate an investigation. The police are to be notified immediately. More information can be found on the University Emergency Management Plan.

Campus Visitors

All visitors to the Felician University Rutherford Campus are required to register with the Rutherford Security Office in Elliott Terrace. All visitors to the Felician University Lodi Campus are required to register with the receptionist in Obal Hall. The receptionist and Campus Security will work collaboratively to provide document visitor's and provide Visitor identification. If the visitor should require an escort, Campus Security will coordinate this action.

Visiting children are not permitted to enter laboratory areas, classrooms, or kitchens on premises. If a child is on campus, they must be accompanied by an adult.

During a pandemic, visitor policy will be modified, and only approved visitors will be authorized on campus after completing entrance protocols such as the wearing of personal protective equipment, completing a daily health assessment form, and taking a temperature check. The Office of the Vice President of Student Affairs reserves the right to modify the visitation policy as needed.

No Visitor is permitted to attend enter buildings, residence halls, or classes without clearing such visitation with the instructor and the respective Dean.

Attendees for special events and athletics competitions, will received limited access to buildings necessary for specific events.

PARKING REGULATIONS

Vehicle Registration

Any member of the administration, faculty, staff, or student body using parking spaces at any time MUST register his/her vehicle, regardless of its ownership. You may register your vehicle by utilizing Parking Registration QR code or going to either security office and presenting a valid Felician ID, driver's license, and vehicle registration card. Registration of vehicles is not considered to be completed until the registration parking permit (decal) is affixed to this vehicle as outlined below. Bring your driver's license and car registration to the Safety and Security Office on the Rutherford campus in Elliott Terrace or on the Lodi campus in Obal Hall to obtain registration forms and a university decal.

General Policy

All registered vehicles MUST display the parking permit when parked on campus. The parking permit is to be affixed to your rearview mirror. The person to whom a vehicle is registered at the University will be held responsible for any parking or traffic penalties or any liability or damage in which the vehicle is involved.

It is illegal to drive while talking or texting on a cell phone unless using a hands-free device.

All persons must wear a seatbelt when a vehicle is in motion. Speed limits in both Lodi and Rutherford are monitored by Security.

- Felician University assumes no liability for damage to or theft of a vehicle or its contents, for personal property, or for injury or death of persons in vehicle accidents while on university property.
- Pedestrians are always to be given the right-of-way.
- All traffic and parking signs (including yellow painted curbs and grass sections) MUST be obeyed. This includes the visitor section in front of the University.
- Any vehicle parked in violation of university regulations, or abandoned on campus, is subject to removal and impounding at the owner's or operator's expense.

Lodi Campus

Regulations stated herein are always enforced.

- All traffic on campus is one way.
- Entrance to the campus is near the School for Exceptional Children. Exit is near the tennis court by the high school. Speed limit on campus is 15 mph. Speed bumps are located throughout the parking lot to assure that the speed limit is obeyed.
- Felician University assumes no liability for damage to or theft of a vehicle or its contents, for personal property, or for injury or death of persons in vehicle accidents while on university property.
- No parking on South Main Street at any time. No parking also on Richmond, Mary, and Henry Streets (adjacent to South Main).
- Pedestrians are always to be given the right-of-way.

- All traffic and parking signs (including yellow painted curbs and grass sections) MUST be obeyed. This includes the visitor section in front of the University.
- Any vehicle parked in violation of university regulations, or abandoned on campus, is subject to removal and impounding at the owner's or operator's expense.
- Parking in front of the University (fire lane), and especially the reserved sections is forbidden. No student or faculty may park near the cyclone fence adjacent to the Infirmary. This area is reserved for Felician University Exceptional School, Infirmary personnel, and the faculty of the Felician University School for Exceptional Children.
- Parking is limited on the Lodi Campus. **Non-residential students are encouraged, when possible, to make use of the shuttle bus running between Lodi and Rutherford.** Residential students are required to leave their vehicles in Rutherford and use the shuttle bus to get to Lodi.

Rutherford Campus

- Rutherford Campus student parking is restricted to the Montross Avenue Parking Lot (14D on the Rutherford Campus Guide) and the Student Center Parking Lot (located off Milton Court and marked 14C on the Rutherford Campus Guide).
- All student vehicles MUST display a Felician University student parking permit. Vehicles without this permit risk tickets and/or towing.
- No Felician University student is to park in the Milton Dormitory Lot (14B on the Rutherford Campus Guide). Students parking in this lot without prior permission risk summonses, towing, and/or having their parking privileges rescinded.
- All special parking and traffic signs must be obeyed. Vehicles parked in yellow marked Fire Lanes may be ticketed and/or towed by the Rutherford Police Department.
- There is no parking allowed on the West Passaic entry ramp leading to the campus shuttle bus circle

Regulations

In all University lots, park within stalls designated by marking lines. Do not extend or take up two parking spaces. Parking is on a "FIRST COME, FIRST TAKE" basis.

Report a change in license plate or a new vehicle to the Office for Safety and Security immediately.

Violations

Violators will be ticketed and may be towed with no liability assumed by the University. Handicapped parking spaces are closely monitored, and those parked without handicapped permits may receive either a university or a municipal ticket.

- Violations with a parking permit: \$100.00
- Violations without a parking permit: \$125.00
- Handicapped campus ticket: \$200.00
- Handicapped municipal ticket: \$250.00

1. Failure to obey parking instructions from the Office of Safety and Security.
2. Failure to obey regulatory signs.
3. Failure to register a vehicle with the Office of Safety and Security.
4. Failure to mount a decal on the rear driver's side window.
5. Parking without a decal or permit.
6. Driving or parking on landscaped areas. *
7. Parking on any walk, road, or driveway. *
8. Failure to obey the 15 - mph speed limit.
9. Parking in front of (or moving) permanent or temporary barricades or stations. *
10. Display of any issued violation to avoid receiving another violation. *
11. Fire Zones. *
12. Reckless or careless driving. *
13. Parking in designated High School area. *

** Indicates vehicle may also be towed at the owner's expense.*

Disregarding the rules and regulations set forth by the University will be deemed sufficient cause for removal of parking privileges on campus.

Processing Violations

Fines are to be paid in the Student Financial Services Office on the Lodi campus, Obal Hall. Mail remittances must include the ticket. Unpaid fines will be billed to the violator's account. Grades will not be released until violations fees are paid to the University.

Violations Appeals

Violators must appeal any ticket that they feel was issued in error within five days. The Security Office and the Office of the Vice President of Student Affairs will not accept ticket appeals received more than five days after the date the ticket was issued.

Parking appeal forms are available in the Safety and Security Office and the Office of the Vice President of Student Affairs. These forms may be picked up in person or on-line.

All evidence must be submitted with the appeal. Appeals are heard by the Director of Security. Those filing appeals will be notified of the decision by campus email. All decisions are final.

UNIVERSITY REGULATIONS**Academic Honesty**

Rules of academic honesty apply to examinations, essays, research papers and reports. Plagiarism* is academically dishonest as is the giving or accepting of assistance on examinations and tests. Students who violate these rules of academic honesty may receive sanctions from the Vice President of Academic Affairs.

***Plagiarize** – to steal (the language, ideas, or thoughts) from (another), representing them as one's own work.

Merchandising on Campus

Students are forbidden to engage in any merchandising on campus without approval by the Vice President for Student Affairs or Dean of Students.

Smoking

Felician University is a smoke-free environment. There is no smoking in any building including the Residence Halls. This includes any tobacco and electronic cigarettes or vaping products. **THERE IS A FINE OF \$500.00 FOR SMOKING OR VAPING OF ANY KIND.**

Dress Code

Felician University believes in maintaining a professional atmosphere and in enhancing each student's professional growth. A dress code is, therefore, traditionally upheld. Dignity and good taste are encouraged.

ATTIRE MUST BE ACCEPTABLE FOR AN ACADEMIC SETTING.

Respect for Property

Felician University is proud of its campus and facilities. In the past, students have always displayed a special respect for the beauty and order of the institution.

It is expected that new students continue to share this same respect. Violators will be reported to the Office of the Vice President for Student Affairs and Dean of Students for monetary reimbursement or community service.

Order in the Dining Halls and Campus Eateries

Students are always expected to leave the tables in the dining areas clean. Dishes, trays, etc., should be carried back to the kitchen area after coffee breaks and meals. Food and beverages are to be consumed in the cafeteria only. Food service is available during designated hours.

Dining Services

As an integral part of campus life, our dining halls offer much more than just nourishment; they provide a social hub where students gather, connect, and create lasting memories. From culinary delights to accommodating dietary preferences, our dining halls strive to ensure that every student's dining experience is not only satisfying but also enriching. Whether you're a food enthusiast or a health-conscious individual, our dining hall facilities are here to cater to your needs and make your university life an exceptional one.

University dining facilities consist of two spacious dining halls, one on the lower level of Obal Hall, located on the Lodi campus, and the second on the lower level of the Job's Gymnasium, on the Rutherford campus. Castle Café, proudly serving Starbucks, is located in the Castle Carriage House on the Rutherford campus.

Director of Dining Services:

Rick Freudenfels

201.559.3555

Email: dining@felician.edu

Office Location: Rutherford Dining Hall

Meals are served according to the following schedule:

Rutherford Dining Hall

Located in the Wellness & Recreation Center on the Rutherford campus

Monday-Friday

Breakfast: 7:00 a.m. to 10:30 a.m.

Lunch: 11:00 a.m. to 3:30 p.m.

Dinner: 4:30 p.m. to 7:30 p.m.

Saturday and Sunday:

Brunch: 10:00 a.m. to 3:30 p.m.

Dinner: 4:30 p.m. to 7:00 p.m.

Goya Dining Hall

Located in Obal Hall on the Lodi Campus

Monday-Friday

Breakfast: 7:30 a.m. to 10:30 a.m.

Lunch: 11:00 a.m. to 2:30 p.m.

Starbucks Castle Café

Located in the Castle on the Rutherford campus

Monday-Friday: 7:30 a.m. to 2:30 p.m.

Beverages and snacks are available from the vending machines found on both campuses. Food is also served in the

Falcon's Nest

Located in the Student Center Building at the Rutherford Campus.

Monday thru Sunday:
8:00 p.m. to 12:00 a.m.

Commuter Students, Faculty & Staff and Outside Guest

Commuter students, faculty, and staff looking to purchase a meal plan can do so by signing into the Felician Hub, navigating to Falcon Card Services, and purchasing a plan through there. Without a plan, visiting commuters, faculty, staff, and outside guests will be required to pay out of pocket for their meals at the university dining facilities.

Catering Services

All catering needs can be serviced through the University dining hall. Call for information and arrangements at 201.559.3555 or 732.501.4644.

Dining Hall Policies

Dining Services supplies, i.e., plates, bowls, cups, and silverware, are not to be removed from the Dining Hall—fines up to \$50 may be assessed for individuals removing supplies. Please also note that carrying and eating/drinking food and/or beverages in classrooms, labs, etc., are not permitted.

Rutherford Dining Hall Policy:

Rutherford Dining Hall offers two dining options: All-You-Can-Eat (Dine-In Only) and Take-Out. Students choosing the all-you-can-eat option must remain in the dining hall and cannot take food out. Take-out meals are available as a separate option, and students may not switch between dine-in and take-out during the same visit.

Goya Dining Hall Policy:

Goya Dining Hall operates on an À La Carte system, where students purchase individual items rather than a set meal plan. All food and beverages must be paid for at the time of selection, and there is no all-you-can-eat option available. Students can utilize a meal swipe in exchange for a meal.

IMPORANT POINTS OF CONTACT

Change a course.....	Your advisor
Obtain permission to take excess credit hours (over 18)	Your advisor
Change your schedule	Your advisor
Request to change your major	Associate Dean for major requested
Obtain a transcript of your grades.....	Self-Service/Hub, Registration page on www.felician.edu
Register your car/pay parking fines.....	Security Office, Rutherford campus
Register a change of address or name.....	Office of Registration & Records (Registrar)
If you need temporary accommodations for an injury	Office of Services for Students with Disabilities, Lodi
Obtain information about co-curricular transcripts.....	Student Development and Engagement, Rutherford
Study Abroad.....	Office of International Programs, Rutherford
Plan social activities.....	Student Development and Engagement, Rutherford
Recommend changes	Vice President of Enrollment Management
Authorize any publicity on the campuses.....	Vice President for Student Affairs
Organize a Student Organization.....	Student Development and Engagement, Rutherford
Attend a retreat.....	Student Development and Engagement, Rutherford
Learn about volunteer service.....	Director of Campus Ministry OR Vice President for Student Affairs
Seek help for any problem.....	Any member/Student Affairs Staff
Inquire about alumni activities.....	Director of Alumni Relations, Rutherford
Donate to the University	Vice President for University Advancement, Rutherford
Settle your accounts/receive financial aid.....	Office of Student Financial Services, Lodi
Receive information about graduate school.....	Office of Graduate Admissions, Rutherford
Obtain and use multi-media equipment.....	Felician Help Desk, Lodi
Join a student organization.....	Student Center Building, Rutherford
Access print or computerized information.....	Felician University Libraries
Buy books and supplies	The Bookstore-Lodi campus or online
Reclaim a lost article.....	Security
Obtain student health form.....	Center for Health, Rutherford, ground floor of Milton Hall
Inquire about counseling services.....	Counseling Center, Student Center, Rutherford, Student Center, 4B
Be aware of social and campus activities and to keep informed	Office of Student Affairs
Obtain Residence Hall room assignment	Office of Residence Life, Elliott Terrace
Inquire about Career Service.....	Center for Personal and Professional Development
Obtain assistance securing internships.....	Center for Personal and Professional Development
Receive information about CLEP	Office of Registration and Records (Registrar)
News & Events	Falcon Connection
Relax & chat	Student lounges, CastleView, Castle Café
Obtain assistance in academic work	Center for Student Academic Success, Lodi
Register for an Honors course	Director of Honors Program, Rutherford
Register for athletic activities	Director of Athletics, Rutherford
To use the JJJ Gymnasium	Director of Athletics, Rutherford
Participate in the celebration of Mass, meditate, and pray.....	
<u>Lodi Campus</u> : Obal Hall Chapel, Second Floor, OR Multifaith Prayer Room, Obal Hall First Floor (Campus Ministry Offices)	

Rutherford Campus: Castle Chapel OR Multipurpose Room, Student Center, 505 C.

EMERGENCY PROCEDURES

The following is meant as a guideline for attending to an injured or ill student or employee in the absence of qualified medical personnel. It is intended to assist the layperson in deciding as to when one should activate the EMS system.

For the local **RESCUE SQUAD** for Lodi and Rutherford, 911 should be called for anyone experiencing:

- CHEST PAIN
- EXTREME WEAKNESS OR PARALYSIS
- DIFFICULTY BREATHING
- LOSS OF CONSCIOUSNESS
- EXCESSIVE UNCONTROLLED BLEEDING

FAINTING is a temporary loss of consciousness caused by a lack of blood supply to the brain. Recovery of consciousness almost always occurs when the victim is placed in a reclining position.

If you or another person is experiencing an emotional crisis and requires immediate care, call the Counseling Center at 201.559.3587, 201.559.3503 or 201.559.3329 during office hours, or call 201.262.HELP (4357), Security at 201.559.3561, or 911 after hours.

In the event of an emotional crisis when University services are unavailable, mobile outreach services are available 24 hours a day, 365 days a year through Care Plus, 201.262.HELP (4357). Call Security at 201.559.3561 or 911 after hours.

When calling for emergency services to campus, please alert the Rutherford Security Office 24/7 or the Lodi security office Monday-Friday 7:00 a.m.-11:00 p.m. to assist with the location of the emergency.

- **Rutherford Security Office:** 201.559.3561, **Rutherford Security Duty Phone/Cell:** 201.250.2317
- **Lodi Security Office:** 201.559-6011, **Lodi Security Duty Phone/Cell:** 201.509.0306

NON-EMERGENCY HEALTH NEEDS

The Center for Health is located on the Rutherford Campus on the ground floor of Milton Court and is available to all students, Monday – Friday, 9:00am. – 12:30pm and 2:00-4:00pm unless special arrangements have been made. The last scheduled appointment is at 4:00 p.m. For summer hours or school break, please call 201.559.3559.

The Clifton ImmediCenter is conveniently located near both campuses and is open from 8:00 a.m. – 9:00 p.m., Monday through Friday, 8:00 a.m. to 5:00 p.m. on weekends. Please call for availability during major holidays and inclement weather. Students will be billed for any services not covered. Students covered by HMO will need to seek treatment from their primary care provider. Directions can be obtained by contacting ImmediCenter at 973.778.5566.

On the Lodi Campus

Call to the Center for Health **201.559.3559**.

CRITICAL EMERGENCY PROCEDURES

When University is in Session in Rutherford:

Call 911 for an ambulance and call Rutherford Security at 201.559.3561 to give the exact location of the incident and a brief description of any injury. Always have someone stay with the injured person.

When University is in Session in Lodi:

Call 911 for an ambulance and call Lodi Police at 973.473.7600 and the Lodi Switchboard at 201.559.6000. Give all of the information, including the exact location, type of injury, and a brief description of the injury and a brief description of the injury. Always have someone stay with the injured person.

PLEASE NOTE THAT ALL ACCIDENTS MUST BE FILED AS A REPORT IN THE SECURITY OFFICE. IF THERE ARE INJURIES, A REPORT MUST BE FILED WITH THE CENTER FOR HEALTH THE SAME DAY BY EITHER THE WITNESS OR THE INJURED PERSON.

Emergency Numbers: 911

973.473.7600 – Lodi Police Dept.

973.473.6237 – Lodi Fire Dept.

201.939.6000 – Rutherford Police Dept.

201.939.6000 – Rutherford Fire Dept.

201-559-3561 - University Office of Safety and Security

201.288.0800 –South Bergen Hospital

201.996.2000 –Hackensack University Medical Center

Off-Campus Students

Off-campus students should refer to the Off-Campus Student section of this handbook for emergency procedures specific to their location.

EMERGENCY MANAGEMENT PLAN

Felician University's Emergency Management Plan is available on the University's Web site.

An initial response and follow-up procedure to a campus-wide crisis, emergency, or life-threatening incident will be communicated to all students and employees. All students, faculty, and staff must register and download the Omnilert app. Immediate actions are communicated in each type of incident, such as floods, violence, a suspicious package, bomb threat, power shutdowns, or civil disturbances through Omnilert.

Campus safety can be improved by reporting any suspicious or unusual behavior, such as unauthorized people in restricted areas and abandoned parcels, bags, vehicles, or other items, to the Safety and Security Office by dialing 201.559.3561.

Be sure to carry your Felician University I.D. card at all times and be prepared to produce it upon request from a University official.

In the event of an actual emergency, we ask community members to do the following:

- Remain calm and be patient,
- Follow the direction of University officials, or Omnilert messaging instructions,
- If the situation requires an evacuation, go to the designated meeting place as specified in the Emergency Response Plan,

In the event of an emergency, subscribers can get notified immediately of the situation, wherever they are geographically. Instructions will be electronically communicated to students through Omnilert. To reiterate, Omnilert is a universal notification system that allows designated administrators to send time-sensitive messages to the mobile phones and e-mail of their subscribers. You must be a member of the Felician community and possess a valid Felician email address to subscribe.

Warnings about the possibility of attacks can cause feelings of apprehension and anxiety. All students, faculty, administration, and staff are reminded that there are many resources on campus where you can get help with these feelings. Take advantage of the services below if you are having difficulty with your normal activities due to feelings of fear or anxiety.

Campus Ministry – 201.559. 6009

Counseling Services – 201.559. 3587 or 3503

Residence Life – 201.559. 3505 or 3506

Center for Health – 201.559. 3559

Office of Student Affairs – 201.559. 3564

FIRE POLICY AND PROCEDURES

Fire equipment, fire alarm systems, smoke detectors and fire evacuation procedures are provided for the protection of the life and property of residents. Residents should familiarize themselves with the type and location of equipment, exits, windows and the proper evacuation procedure from their floor/tower and residence hall.

Fire and Emergency Evacuation Plan

What to Do When a Smoke or Fire Alarm Sounds or You See Fire or Smoke:

1. INITIATE AN ALARM, IF NOT DONE SO ALREADY, BY ACTIVATING THE NEAREST FIRE ALARM PULLBOX.
2. CALL CAMPUS SECURITY AT EXT 3561 OR DIAL "911" and provide the following information:
 - a. Your name, telephone number and location you are calling from
 - b. The location of the smoke or fire condition (i.e. - second floor bathroom, etc.)
 - c. Describe the situation (i.e. - smell of smoke, open flame, etc.)
 - d. If possible, describe what is burning (i.e. - wastebasket, stove, etc.)
3. PROCEED TO THE NEAREST EXIT. Do not use the elevators. Keep low or as close to the floor as possible if smoke is at or near eye level.
4. WHEN LEAVING A ROOM OR ENTERING A STAIRWELL, FEEL THE DOORKNOB OR TOUCH THE DOOR WITH THE BACK OF YOUR HAND, if it is too hot to touch, DO NOT open the door. If the door is warm but not too hot, brace yourself and open the door slightly. If intense heat or smoke is present, do not open the door any further: close the door and stay inside the room.
5. IF UNABLE TO EVACUATE A ROOM, SEAL THE BOTTOM EDGE OF THE DOOR WITH CLOTHING, TOWELS, SHEETS, ETC. (WET, IF POSSIBLE), Open the blinds and hang a white or light-colored object (ex. towel, shirt, sheet, etc.) out of the window to attract attention. Shield your face with a towel, shirt, sheet, etc. (wet, if possible). Follow the instructions given by the firefighters or emergency response personnel.
6. AFTER YOU HAVE LEFT THE BUILDING, MOVE WELL AWAY FROM IT. Responding firefighters need room to maneuver. DO NOT re-enter the building until an "all-clear" is announced by a uniformed firefighter or Residence Life staff member.
7. When the fire alarm sounds, you are expected to evacuate immediately. Failure to evacuate within 2-3 minutes will result in a \$150.00 fine and failure to exit altogether will result in a \$300.00 fine. Tampering with fire safety

equipment, like covering a smoke detector, propping open doors with fire extinguishers, covering vents, etc. will result in disciplinary action from the the Office of Community Rights and Responsibilities, including, at minimum, a fine of \$500.00, community service, and/or eviction from the residence halls. Furthermore, such acts could result in suspension/expulsion from the University. In addition to University issued sanctions, the Fire Department or Police Department could also issue you a fine for failing to evacuate.

Fire Safety Equipment

Fire extinguishers, sprinklers, heat/smoke detectors, fire alarms, pull stations, and exit lights are located throughout the residence halls. Fire safety equipment should **ONLY** be used in emergency situations. **Misuse, tampering with fire safety equipment, or covering smoke detectors WILL result in a \$500.00 fine per resident assigned to the room when found responsible.** Regardless, any violation of this policy will be subject to the process outlined in the student code of conduct, rights, and responsibilities. A violation of this policy will result in the following charge, “Willful or negligent actions which endanger the health and safety of one’s self or other persons”.

Throwing, Hanging, or Placing Objects out Windows or on Window Ledges

Throwing objects out of windows is dangerous to individuals, their property, and the surrounding areas. It is also inappropriate to enter or exit through a window and/or suspend objects outside of a window. Firefighters interpret objects hanging outside a window as a signal for an emergency. This is considered a serious violation and will result in severe sanctioning from the Office of Community Rights & Responsibilities.

CAMPUS MINISTRY

Director of Campus Ministry-

Noreen Shea MA, MAPM SheaN@felician.edu
Lodi Office, First Floor Obal Hall 201.559.6037

Mission Statement

The mission of Felician University’s Campus Ministry is to journey with members of the Felician community as they grow and develop spiritually. Grounded in our Felician Franciscan values, and informed by our Catholic identity, our goal is to foster a positive and loving community for all, regardless of backgrounds, and beliefs, where faith can be put into action. We welcome all community members to participate in opportunities of worship, prayer, service, community for personal growth, while promoting a desire for God, self-knowledge, service to others, and respect for all creation.

Mass Schedule- (subject to change)

Weekday Mass

Monday-Wednesday 11:30 AM, Obal Hall Chapel 2nd Floor, Lodi Campus.

Tuesday and Thursday 11:30 AM, Castle Chapel, Rutherford Campus

Weekend Mass

(Academic Year only, September-Mid May)

Sunday 7:30 pm

Castle Chapel, Rutherford Campus

Adoration

Tuesday 12noon-1:00pm

Obal Chapel, Lodi campus

Confession

Tuesdays and Thursdays 9:30am-10:30am

Castle Chapel, Rutherford campus.

Confirmation Classes-OCIA

Each year confirmation classes are offered to students who are interested in receiving the sacraments of First Holy Communion and or Confirmation. Students who are interested in becoming Catholic may also receive the Sacrament of Baptism. Classes begin in September and end in May. Contact SheaN@felician.edu for more information.

Campus Ministry Student Coordinators

Student Coordinators are volunteer servant leaders who work closely with Campus Ministry to create opportunities for worship, prayer, service, community, and spiritual growth for their peers. To learn more about Student Coordinator positions, please contact the Director of Campus Ministry, SheaN@felician.edu

Lactation Room

A lactation room for all our nursing student moms and their infants is available in the lower level of Obal Hall, off the Goya Dining Hall. Please stop by Campus Ministry or Security.

Multireligious Prayer Space

Prayer space is available for personal, or group prayer and is located in Obal Hall, Lower Level. Students of all faiths are warmly welcome to use this space for daily prayer and during their holy seasons and high holy days.

Programs and Events

Campus Ministry organizes a wide variety of community service, spiritual, educational and social events. Listed below are some of the opportunities that Campus Ministry offers or has offered, that all students can participate in, regardless of faith background. This list is not a comprehensive overview of everything Campus Ministry offers and is subject to change.

-Bible Study-Join a student led bible study and make new friends while learning more about scripture. When the weather is nice Bible study moves outside for Bible Study picnics.

-Midnight Runs – Homeless Outreach in NYC and Newark

-Felician University Volunteers – Weekly service with local organizations

-Catholic Relief Services (CRS) Student Ambassadors – Advocate for social change around global issues of injustice like hunger and climate change

--Felician Gospel Choir (FGC) – perform and sing gospel music for on and off campus events

- First Year Retreat** – Early semester retreat for 1st-year students
- Felician Friends** – Outreach to detention centers
- Seder** – A celebration meal for our Jewish students as they pray and observe the holy days of Passover
- Spring Break Alternative** – Week-long Service trip during Spring Break
- Interreligious Education** – Programs provide opportunities to learn more about a variety of faith traditions
- Liturgical Ministers** – be a Lector, Eucharistic Minister, or Sacristan for Mass
- Service projects**- join other Falcons and serve in Eva's Village in Paterson, NJ, persons experiencing homelessness.
- Blessing of the Cars**-Every March in honor of Saint Francis of Rome, patroness of motorists we bless all our commuter and staff vehicles.
- Iftar and Eid**- Celebrations for our Muslim students as they pray and fast during the holy season of Ramadan.

Spiritual Direction

Campus Ministers are available for spiritual direction and pastoral counseling. Students can make appointments by emailing shean@felician.edu

Suits-U

Suits U is our on-campus gently used and new clothing boutique available to all students at no charge including dresses, men's suits, shoes, coats, and accessories. Suits U is on the lower level of Obal Hall, Lodi Campus, in the Goya Dining Hall. Stop by and find a great outfit at no cost.

Our Sisters Pantry

Our Sister's Pantry is our on-campus food pantry for students experiencing food insecurity. We are located on the lower level of Obal Hall, Lodi and are open Monday-Friday. All students are welcome to stop by and pick up some food items or personal care items.

THE BLESSED MARY ANGELA INSTITUTE

Director of the Blessed Mary Angela Institute

Mara Zukowski, Ph.D. zukowskim@felician.edu

The Blessed Mary Angela Institute for Contemplation, Action and Transformation was founded at Felician University in 2015. Through an initial endowment provided by the Felician Sisters of Our Lady of Hope Province, the vision of the Blessed Mary Angela Institute is the Contemplative-Active spirituality of the Felician Sisters. That spirituality is expressed in the mission of the Felician Sisters as they cooperate with Christ in the spiritual renewal of the world.

Rooted in Contemplative-Active Spirituality, the purpose of the Institute is to respond to the concerns and needs of the Church and Society through **Contemplative Dialogue** which leads to a deeper reflective understanding that guides practical Action resulting in Transformation of the person and society.

Contemplative Dialogue begins with prayer that nurtures and sustains lives of service and transformation. It calls those

engaged in the Dialogue to reflect on the world and on the social issues of our time in much the same way as Blessed Mary Angela considered the people of her time who were in need or who had been forgotten by society.

Contemplative Dialogue challenges those who are engaged in it to listen reflectively to all sides of an issue and to search for the words that best express the needs of those who may be voiceless in our society. **Contemplative Dialogue** brings us into conversations that are intended to shape relationships rooted in the cooperation with Christ in the spiritual renewal of the world and at times, in the transformation of the ways in which we live and work and are in relationship with one another. **Contemplative Dialogue** opens pathways for consideration of **Restorative Justice** in difficult situations, either personal or social and allows for all involved to have a voice in the work of transformation.

The Felician Core Values for Ministry serve to inform and transform the work of the Institute in as much as all dialogue rooted in prayer becomes expressive of a **respect for human dignity** that leads to taking a **compassionate stance of solidarity with the poor and vulnerable** as actions grounded in Contemplative Dialogue are also grounded in a desire for **peace and justice** and doing the work of **restorative justice** so that true **transformation** can occur within the individual and with the societal issue(s) being examined.

As part of Felician University, **The Blessed Mary Angela Institute** invites members of the University community and the local communities to engage in the process of Contemplative Dialogue that leads to Transformative Action. The Institute engages and collaborates with the various Schools, programs and co-curricular activities to assist individuals and groups in examining on-going projects and activities in ways that bring about a deeper, richer understanding of the University's Felician Franciscan mission. The Institute also develops opportunities for examining the ways in which both Contemplative Dialogue and Restorative Justice can bring about peaceful resolution to conflict. Contemplative Dialogue in these instances may lead to action within the University that enables members of the community to develop a deeper understanding of the Felician Core Values. We also seek to become a conduit for outreach to the community and the larger society as reflection leads to action and transformation. This outreach can take the form of service to the poor; advocacy for those who are not able to voice their own needs and servant leadership, just to begin to name the possibilities.

ACADEMIC POLICIES AND PROCEDURES

Please see the Undergraduate or Graduate Catalog for current Felician University academic policies and procedures. Felician University policies and procedures, as stated in the respective catalog, govern academic and curricular requirements for all undergraduate and graduate students entering Felician University. The academic and curricular requirements for all academic programs outlined

therein are applicable to new freshmen, new transfer students, and students who have been readmitted to Felician University.

Please note the University reserves the right to amend any of its academic policies, procedures, programs, requirements for degrees, tuitions, fees, etc. at any time, in its sole discretion.

REGISTRATION POLICIES AND PROCEDURES

Students at Felician University are advised by faculty and registered through The Hub on the dates scheduled in the University calendar. Students in non-traditional programs should check with their departments for registration dates.

Veterans are granted priority registration and should contact their advisor.

Payment of tuition and fees must occur according to the policies set by the Office of Student Financial Services.

Advising

Matriculated students (those enrolled in a specific program) must see their advisor(s) prior to the registration of classes. Designated Advising dates are set in the academic calendar.

Students enrolled in the School of Education must be advised by both Arts and Sciences and Teacher Education advisors.

Students are responsible for the selection of such courses that will satisfy graduation requirements. It is also the students' responsibility to repeat required courses that they have dropped, failed, or in the case of transfer students, which were incomplete at the time of transfer.

Non-matriculated students must consult with a representative in either Admissions or the Office of Registration & Records (Registrar).

Once a student has met with an advisor, the student can register for classes via their student portal on The Hub. If assistance is needed, students should contact the Office of Registration & Records (Registrar). Registration can occur only if the student has met all of their obligations (health compliance, monetary, financial aid, and admissions) to the University.

The completion of the registration process requires that the student understand all fundamental regulations and policies necessary to meet defined standards for satisfactory academic performance at Felician University.

Cancellation of Courses

Courses may be cancelled from the semester or term schedule because of insufficient enrollment or other reasons determined by the Vice President of Academic Affairs. Students will be notified if a course for which they have registered has been cancelled.

Change of Registration

After registration is complete, a student may make changes in the academic program (dropping or adding a course, changing a section). All changes must be made by the deadline dates

published in the Academic Calendar. Students can make any necessary changes via their student portal on The Hub or by emailing the Registrar's Office by the deadline.

Change of Status

Students who have completed Associate Degree programs at Felician University may apply to a Bachelor's Degree program through the Admission Office.

Course Attempt

Courses are considered an "attempt" the day after the close of the initial Drop/Add Period. All attempted courses appear on the student's academic transcript.

Course Repeat Policy

- Students must repeat major, and major-related courses in which they earn a "D" or an "F."
- Nursing majors, moreover, must repeat major courses in which the grade is a "C" or lower.
- Students must also repeat attempted major courses from which they have withdrawn.
- A second attempt at the same course is considered a "Repeat."
- Students cannot repeat elective courses in which a grade other than an "F" has been earned.
- Credits for a repeated course are counted only once.
- The "Repeat" grade becomes the official grade. Quality points from the original grade are replaced by the repeat grade. The original grade and repeat grade appear on the academic transcript.
- Students who pre-register for the second half of a sequential course, but who do not successfully complete the first half, must officially withdraw from the second half before the semester begins.
- A student may repeat a failed course no more than twice. More restrictive requirements within a specific major may supersede this policy.

Declaration of Major

Undeclared students must declare a major (complete and submit a Felician University Major form) no later than two weeks after the semester during which they accumulate a total of 45 attempted credits.

Undeclared students who enter the University with 60 or more transfer credits must declare a major no later than two weeks after the semester during which they accumulate a total of 30 attempted credits.

Drop/Add

After registration is complete, a student may make changes in their schedule (dropping or adding a course, changing a section) on the dates assigned for that action; for the traditional fifteen-week schedule, Drop/Add occurs during the first week of classes, for terms of different lengths, the Drop/Add period is prorated. This process must be approved by the Advisor. Students must inform the Office of Registration and Records in writing of the exact change(s) they want in their schedules, which is usually done through email to registrar@felician.edu.

- A student may withdraw from a course up to the final day

of the Drop/Add period. All courses will appear on the transcript after this date. A grade of “WD” will be assigned to students who drop a course before the last date to withdraw without academic penalty.

- The last day to withdraw officially, take a Leave of Absence, or drop a course without academic penalty is the last date to drop for the semester. Specific dates will be posted each semester on the Academic Calendar.
- Students who do not withdraw officially, take a Leave of Absence, or drop a course, but cease to attend class after this date, will have the grade calculated into the semester index.

NOTE: Students who fail to withdraw officially (i.e., drop the course using the forms obtainable in the Office of the Registration & Records) may receive the grade of “FA” and/or unofficial withdrawal.

Non-matriculated students enrolled in one or more courses wishing to withdraw from a course must complete and process a drop/add form.

Matriculated students enrolled in only one course who wish to withdraw from that course must also process Official Withdrawal or Leave of Absence forms.

In-House Credits

In-house credits given for developmental courses are not transferable, are not calculated into a student’s GPA, and do not apply to a student’s degree program.

Change of Major

Matriculated students who wish to change degree programs must complete the Change of Major Form available in the Office of the Registrar or the School Dean’s Office. The form is then delivered to the Dean of the School into which the student wishes to gain acceptance. The Dean, or his/her designee, will render a decision and inform the student of this decision. The form will be forwarded to the Office of the Registrar for processing. The student will receive a copy of the signed form upon completion of processing.

This procedure is followed only if the student has already been accepted into a degree program through the Office of Admission.

Non-matriculated students seeking admission into a degree program must apply formally through the Office of Admission.

Leave-Of-Absence (LOA)

Felician expects its students to maintain continuous enrollment in an academic program except for approved breaks. However, it is sometimes necessary for a student to take a temporary leave with a reasonable expectation that the student will return from the leave.

If you are considering a leave of absence or withdrawal, please contact the University’s Retention Specialist immediately to discuss your situation. The specialist can review options, implications, and alternatives; we can also advise you on

appropriate next steps if your decision to arrange a leave or withdrawal is final. Next steps vary from student to student, depending on individual circumstances, therefore a conversation with the Retention Specialist is important. We can be reached by email at LOA@felician.edu

The University is committed to approving requests for leaves in a responsible manner. This policy is designed to allow a student the flexibility to take a temporary break, for one semester (as is required by Federal Regulations), from their academic program. Upon return, a student will not be required to apply for readmission to the University.

Students on a leave of absence may not enroll as a degree candidate at another institution. If you are absent for a semester without arranging for an approved leave, re-enrollment into your degree program cannot be guaranteed, and your status will be considered an Unofficial Withdrawal.

If a student does not return to the school at the expiration of a Leave of Absence, the student’s effective withdrawal date is the date the student began the Leave of Absence.

Procedures:

1. The student should discuss a leave of absence with his or her Academic Advisor and the Retention Specialist.
2. The student must complete a “Leave of Absence Form” and any other forms required by his or her academic program, department, or school, and provide supporting documentation.
3. The notation “Leave of Absence” will be entered on the student’s transcript.

Official Withdrawal

An Official Withdrawal is when you withdraw from ALL your classes and the University.

An Official Withdrawal is granted to a matriculated student in good standing. An application is available in the Center for Academic Success and Effectiveness. The application must be completed and signed by the student during the mandatory exit interview with the University’s Retention Specialist from Academic Affairs. The effective date is the date the student signs the Official Withdrawal form.

Unofficial Withdrawal

Matriculated students who are denied a Leave-of-Absence and do not file an Official Withdrawal application are considered unofficially withdrawn.

Matriculated students who leave the University and do not file an Official Withdrawal application are considered unofficially withdrawn.

Matriculated students who fail to register for consecutive semesters are considered unofficially withdrawn.

Cohort Withdrawal Policy

This policy is for all programs scheduled for other than the traditional sixteen-week semester. Comprehensive fees and course/lab fees will only be refundable during the 100% withdrawal period. It is extremely important that students contact the Office of Registration and Records to ensure that official withdrawals are carried out. The date the withdrawal is processed will determine the tuition refund percentage.

The policy is as follows:

- Withdrawal before the start of the second week of class = 100% Tuition Refund
- Withdrawal before the start of the third week of class = 50% Tuition Refund
- Withdrawal after the start of the third week of class = 0% Tuition Refund

Credits Earned at Other Institutions while Attending Felician University

Under extraordinary circumstances, a student in a degree program at Felician University may be given permission to earn credits from another accredited institution of higher learning (hereafter referred to as “visiting institution”).

Under no circumstances will a student be permitted to earn more than a total of two courses at another institution, and none of these credits may be earned in the student’s major field of study.

In addition to the above stipulations, the University’s residency requirements mandate that matriculated students must complete the last 30 credits of their degree program at Felician University. However, Study Abroad credits are excluded from the stipulations listed above.

The student applying for such permission must file the **Special Permission to Complete Course Work at Another Institution** form (available in the Office of Registration & Records) and obtain all of the required signatures (approval must be obtained before registering at the visiting institution). In brief, a student must:

- Obtain a description (from the most recent edition of the University catalog of the visiting institution) of the intended course. This description, as well as a signed letter specifically explaining the reason(s) for the request, must be attached to the Special Permission form.
- Obtain all required signatures listed on the Special Permission form (Advisor, Program Coordinator, School Dean, and the Office of Registration & Records; and
- Request, within two weeks following the completion of the course, that the visiting institution forward an official transcript of the student’s course work to the Office of Registration & Records (Registrar).

Family Educational Rights and Privacy Act of 1974 (FERPA)

Students who desire access to their official University files may request them from the Office of Registration & Records (Registrar). Access will be granted as soon as mutually

satisfactory arrangements can be made, but in no case is the time between request and access to exceed 45 days.

According to the Family Educational Rights and Privacy Act of 1974, the University cannot release a student’s records, in other than emergencies, without a student’s written consent.

These records may be released, however, to other University officials (including faculty) who have legitimate cause to review a student’s application for and receipt of financial aid, or when the information is classified as Directory Information.

The following categories of information have been designated by the University as Directory Information: name, address, major, field of study, class level and status (full-time, part-time), dates of attendance, degrees and awards received.

A form is available in the Office of Registration & Records (Registrar) for students desiring to restrict release of Directory Information; not filing the said form signifies authorization to release information.

Residency Requirements

All matriculated students must complete the last 30 credits of their degree program at Felician University. This does not apply to Study Aboard credits.

Transcript of Records

The University regards the student’s transcript as a personal and private document; it is released only upon written authorization of the student and payment of the required fees.

Transcripts are processed through Parchment, our 3rd party transcript processing company. Parchment transcripts are sent electronically; however, you do have the option to have an official hardcopy mailed in addition to using expedited mailing services. All payments are processed through the Parchment portal.

STUDY ABROAD POLICIES AND PROCEDURES

Eligibility

All freshman, sophomore, junior, and senior students are eligible to study abroad in one of Felician’s faculty-led, short-term programs. In addition, students who have earned at least 24 academic credits are able to study abroad for a semester or academic year (as an exchange student) at one of Felician’s partner colleges/universities across the globe.

SENIORS, PLEASE NOTE: Second-semester seniors are eligible to study abroad (although not recommended) provided they meet all eligibility requirements. Second-semester seniors or those planning to graduate in May need a signed affidavit confirming agreement for late graduation – as time is needed to ensure proper recording of academic credit (earned from an institution abroad) on one’s official, academic transcript.

All students applying for study-abroad programs are required to have a minimum, cumulative GPA of 2.75 at the time of application. Students with a GPA lower than a 2.75 can petition the Coordinator of Study Abroad and Exchange in writing if they feel that they are academically prepared for the

program to which they are seeking admission. Students should be aware, however, that studying abroad as an exchange student will require a cumulative GPA of 3.0 or higher. Students are also required to be in good standing at Felician University (have no disciplinary or Honor Code violations).

Requirements

Students wishing to study abroad are required to meet with their academic advisor and Felician's Coordinator of Study Abroad and Exchange to discuss their intent prior to program application. Students who participate in a study-abroad program must maintain Felician University's full-time-student requirement by being enrolled in the equivalent of at least 12 academic credits while abroad.

Transfer Credit

Students participating in a study-abroad program for a semester or academic year must complete the Application for Study Abroad Transfer Credit. Failure to complete an Application for Study Abroad Transfer Credit before the start of the program will result in no award of credit for the courses completed abroad.

Upon completion of the study-abroad program, an official transcript from the program's institution must be sent to Felician's Office of Registration & Records (Registrar) for official recognition of academic credit.

Credit for major, minor, and elective courses may be earned while in a study-abroad program. **In many cases, though, core courses cannot be taken abroad for credit.**

Student Financial Aid Eligibility

Students who are enrolled for at least 12 credits in a study-abroad program that has been approved by both their academic advisor and the Coordinator of Study Abroad and Exchange will be considered full-time students at Felician University for the purpose of applying for financial assistance under Title IV federal-aid programs (e.g., Federal Pell grants, Federal Stafford loans, etc.). Therefore, students can satisfy the cost of tuition at one of Felician's partner colleges/universities abroad via payment of their Felician University tuition.

Not all Felician University institutional scholarships are available for study-abroad programs (please consult a counselor in the Office of Student Financial Services).

That being said, there are a limited number of grants (in the amount of \$250 - \$1,000) available from Felician's Office of International Programs to assist qualified students with the cost of studying abroad.

The National Gilman International Scholarship provides up to \$5,000 towards study-abroad expenses. Students who are U.S. Citizens and expect to receive a "Pell Grant" from the federal government during the term in which they are studying abroad can apply for this generous scholarship. A program should be at least four weeks in length. Preference is given to students who are:

- Ethnically diverse

- Studying in underrepresented majors (Nursing, STEM, Pre-Med)
- Attending programs outside of Western Europe
- First-generation college students
- Students with disabilities

Ask the Office of International Programs for more information.

Billing Procedures

Students are responsible for any initial deposits for application to / enrollment in a study-abroad program. All subsequent fees should be sent as an invoice to Felician's Office of International Programs for payment.

Students will eventually be responsible for any payments made / upfront costs incurred on their behalf by Felician University – with these charges appearing on the standard, tuition bill from Felician for the semester in which the study-abroad program took place.

Health Insurance

Students are urged to have adequate medical insurance for the duration of their study-abroad program. Indeed, the institution that is conducting the study-abroad program will typically provide or simply require insurance. If that is not the case, it will be the enrolled student's responsibility to obtain the necessary insurance. The Office of International Programs is able to assist with securing an insurance provider for an enrolled student.

For faculty-led, study-abroad programs that are fully operated by Felician's Office of International Programs, students will be included in a group insurance plan – with the individual cost appearing on the standard, tuition bill from Felician for the semester in which the study-abroad program took place.

Step-By-Step Process for Study Abroad

- Schedule an appointment with the Office of International Programs.
- Meet with your academic advisor.
- Research program options and register for courses.
- Apply for your passport.
- Complete the requisite documents in Felician's Study Abroad Office online portal.
- Complete and submit the program application.
- Complete the Application for Study Abroad Transfer Credit.
- Attend a pre-departure orientation.

OFFICE OF STUDENT FINANCIAL SERVICES: POLICIES AND PROCEDURES

STUDENT ACCOUNTS

The Student Accounts Office has a primary responsibility of ensuring the preparation of student bills, the processing of student payments, assisting with student enrollment in the tuition payment plans, third party billing, outside scholarships, processing of student refunds and delinquent account collections. The Student Accounts staff strives to provide timely and accurate financial information to the campus community using a variety of communication methods. Felician University utilizes electronic billing as the official means of distributing student bills each term. Each month a bill will be mailed if there is a balance. You can view your balance 24/7 by logging into the Felician Payment Center.

Contacts

Telephone Number: 201.559.6045

Office of Student Financial Services e-mail inquiries are sent to: StudentAccounts@felician.edu.

**Students enrolled in the ABSN programs should reach out to their ABSN Advisor*

Office Hours

The Office of Student Accounts is open:

Monday–Friday: 8:30 a.m. to 4:30 p.m.

Office Staff will post extended hours during the add/drop period and summer hours of operation.

Payment Information

Tuition, fees, room and board and any required deposits must be satisfied by the posted semester deadline. Students should submit their direct tuition payment, complete their FAFSA and/or enroll in a payment plan to satisfy their term bill each semester prior to the start of the semester. If you do not satisfy your term bill or have an authorized deferred payment (i.e., payment plan) by the posted deadline, you are subject to up to a \$200 late payment fee in increments of \$50 per month.

Payments can be made using the following methods:

Tuition payments can be made by electronic check from your bank account, credit card, debit card or through a monthly installment payment plan managed by the University's online system. Online tuition payments are reflected in real-time within the student payment portal. Electronic payments can be completed by using the Felician Payment portal found within the University Hub. We encourage the use of the online payment system for your convenience.

In Person Advisement

Students may visit the Office of Student Accounts in-person on the Lodi Campus in Obal Hall to review their financial record or receive payment guidance. The office staff is not able to accept electronic payments or card payments in person. Students may complete tuition payments using check and/or exact cash within the student accounts office.

Check or money order payments can be mailed to
(Do NOT mail cash):

Felician University
262 South Main Street
Lodi, NJ 07644

ATT: Office of Student Accounts

Checks and money orders should be made payable to Felician University.

- Please include your name and student ID number on the front of the check for proper posting to your student account.
- Checks returned for insufficient funds will be re-deposited, and your student account will be assessed a \$50 returned check charge. If the check is returned for insufficient funds a second time, you must pay with a certified check, money order, cash, or credit card upon notification of the check being returned for insufficient funds.

Credit Card

- Credit card payments can be made using the Felician Payment Portal within the Felician Hub. The payment portal accepts Visa, MasterCard, American Express and Discover. There is a non-refundable card fee of 2.95% (minimum \$3.00) for domestic issued credit card payments and 4.25% (minimum \$3.00) for International issued credit card payments.
- Save time and pay online. Payment instructions can be found on the University webpage or obtained by contacting the Office of Student accounts directly. Payments are posted to your student account in real-time and can potentially save valuable time during peak registration and payment periods. See below for additional online payment details.

International Wire Transfer

International students that make tuition payments using foreign currency should use Flywire to convert their payments to US dollars. Instructions to complete an international payment can be found on the flywire website. Please note funds released through this process may experience a delay due to international banking regulations and requirements for transfer. Students should make certain to enter the correct SID (student id) to ensure proper and timely posting of funds to their student account.

Web Payment

- Payment can be made through the Felician University Web site at www.felician.edu. Students will need their log-in information in order to make payment. The payment portion of the Web site can be found in the student menu of **Self-Service**, in the Financial Information section. Felician University accepts Visa, MasterCard, American Express and Discover.

- Payment can also be made by using an electronic check. Students will need their checking account number and routing number to complete the transaction. It is imperative to enter the proper information and have available funds when making an Electronic Check transaction, as there is a \$50 charge for returned electronic checks.

Authorized Deferred Payment

Students must pay in full or have established an authorized deferred payment plan prior to the posted deadline. Felician University offers interest-free monthly payment plans each semester through the Felician Payment Center. This monthly payment plan can be used to pay all or part of the student's outstanding balance due. The payment plan can be used to supplement financial aid.

The terms of the monthly payment plan are as follows:

- ABSN students are ineligible for the payment plan.
- There is a \$45.00 dollar fee associated with the payment plans which is added to the first installment.
- The University may place a hold on the student account which would prevent future registration and transcript/diploma release when payments are delinquent.
- Past due balances may not be included as part of the payment plan. These balances must be paid in full to the University prior to enrolling in a plan.
- Students are required to re-enroll each semester. Enrolling in a payment plan does not mean you are enrolled for the following term. It is important that students check their new balance due for the new term at the time of enrollment to ensure proper payment.
- If two consecutive payments are missed and your account is not made current with your next payment, your payment plan will be cancelled. Payment in full is required directly to Felician University at the time of cancellation. Cancellation from the payment plan will render the student ineligible to sign up for a plan in the future.
- Students are encouraged to periodically check their Felician University balance and compare it to their budgeted payment plan amount. Changes in financial aid and/or registration will be reflected in the payment plan.
- Questions can be directed to the Office of Student Financial Services at 201.559.6045 or StudentAccounts@Felician.edu.

Employer Sponsored Tuition Assistance Programs

Students with employers providing payment for tuition/fees must present written documentation on company letterhead to the Office of Student Financial Services before the posted semester payment deadlines. This documentation must contain the student's name, the semester of payment, and terms of the agreement.

If there are tuition/fees that are not covered by the agreement, the student must pay these charges in full by posted semester deadlines. Felician University will not honor agreements that delay payment, stipulate grades must be received before payment is made, or payment that is made directly to the

student. Payments must be made directly to Felician University in a timely fashion.

Student Refund Policy

Students are entitled to a refund of excess financial aid. Financial aid refunds will be issued after the Financial Aid Office has confirmed the student's aid eligibility, enrollment in class and the aid has been credited to the student account.

Credit balances created with Title IV funds will be refunded to the student no later than fourteen days after the balance occurred on the student account unless a student has completed a Title IV authorization to hold the funds on account for the remainder of the academic year.

If the University determines that Parent Plus Loan funds created the credit balance, the University will pay the credit balance directly to the parent borrower unless a Title IV Authorization Form has been signed by the parent authorizing reimbursement to the student.

All checks will be mailed to the address on file with the University, unless authorization from the Office of Student Financial Services has been granted for in-person pick up.

Checks held at the Office of Student Financial Services will be available for pick up no longer than two weeks. Checks not picked up within two weeks of the date the check was issued will be mailed to the address on file with the University.

Credit balances that are created by Title IV funds and are refunded via check must be cashed within 210 days. Uncashed refund checks after the 210-day window will be voided, and the resulting credit balance will be returned to the source of the credit.

New Jersey Unclaimed Property

The New Jersey Unclaimed Property Statute requires the University to remit any unclaimed accounts receivable credit balances or uncashed student refund checks for New Jersey resident to the Department of the Treasury within three years.

This remittance is due no later than November 1st of each year. Residents from states other than New Jersey are subject to the unclaimed property legislation of the state in which they reside.

The University will provide written notice via certified mail to students with unclaimed property prior to remitting these funds to the State of New Jersey. This notice, sent two to three months prior to November, will give the student the opportunity to request payment of these funds.

1098-T TAX FORMS

The Taxpayer Relief Act of 1997 requires that all educational institutions provide U.S. citizens or permanent residents with a tax form detailing qualifying tuition and related expenses for the calendar year.

This form is referred to as Form 1098-T. Educational institutions are not required to provide forms to non-resident aliens. As a result, you may not receive a form if you are a non-resident alien.

Form 1098-T will be available in the Statement section on **The Felician Payment Portal** no later than January 31 of each year. Students can save time waiting for their hard copy 1098T by opting into the 1098T electronic only version. Consent forms are available on-line in **Self-Service**. If a student does not select this option, their 1098T form will be mailed to their most current address on file. It is imperative that the student keeps important information such as address and social security number up to date with the Office of Registration & Records (Registrar) as this information is submitted to the IRS and ensures proper mailing of the form.

Below are descriptions of certain information contained in Form 1098-T, which will assist you in better understanding the form:

Box 1 – Shows the total payments received by an eligible educational institution for 2024 from any source for qualified tuition and related expenses less any reimbursements or refunds made during 2024 that relate to those payments received during 2024.

Box 4 – Shows any adjustment made by an eligible educational institution for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit that you claimed for the prior year.

Box 5 – Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year may reduce the amount of the education credit you claim for the year.

Box 6 – Shows adjustments to scholarships or grants for the prior year. This amount may affect the amount of any allowable tuition and fees deduction or education credit that you claimed for the prior year. You may have to file an amended tax return for the prior year.

Box 7 – Shows whether the amount in box 1 includes amounts for an academic period beginning January –March 2023.

Box 8 – Shows whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at the reporting institute.

Box 9 – Shows whether you are considered to be enrolled in a program leading to a graduate degree, graduate level certificate, or other recognized graduate-level educational credential.

Box 10 – Shows the total amount of reimbursements or refunds of qualified tuition and related expenses made by an insurer. The amount of reimbursements or refunds for the calendar year may reduce the amount of any education credit you can claim for the year.

FORM 1042-S

Form 1042-S reports calendar-year income earned by non-resident aliens. For U.S. tax purposes, all College non-tuition scholarships that are subject to withholding will be reported,

even if no amount is deducted or withheld due to an income tax treaty at the time of filing.

Those students who are subject to a withholding (residents of a non-treaty country), will be assessed a non-resident alien tax each semester. The amount assessed is based on the current tax rate (14%) of the scholarship award for that semester.

Federal guidelines require the University to file Form 1042-S to the recipient no later than March 15th of each year. Active students will be sent Form 1042-S to the current local address on file with the University, while former students will receive the form at the most current foreign address on file.

POLICIES

Payment Policies

Students who do not make payment in full or have an authorized deferred payment arrangement by the University's posted payment deadlines will have a hold flag placed on their account, preventing registration, possible check-in to University housing and receipt of an official transcript and/or diploma.

If the student is partially registered or is planning a registration change, payment for the existing registration must still be made by the posted deadlines. Any additional registration made after the deadline must be paid for on the date of the adjustment.

If the student has not paid in-full or established an authorized deferred payment by the University's posted payment deadlines, they will be subject to a \$200 late fee and/or deregistration and possible removal from housing.

If the student is deregistered, roster spots in the previous registration cannot be guaranteed. **Registrations submitted after the posted deadline must be paid in full at the time of registration.** Failure to make payment in full may result in a late fee or deregistration.

Tuition and fee rates, payment policies, tuition refund policies, payment due dates and tuition hold policies are determined by the Office of Student Financial Services and may differ depending on the individual traditional or non-traditional program. Information obtained from any other area of the University regarding these issues is not binding. Please contact the Office of Student Financial Services for policy information and tuition and fee rates for your specific program. If students are unable to, or choose not to attend Felician University, they must officially withdraw from their course(s). It is imperative that the student follows the posted withdrawal refund deadlines. Withdrawals after the Drop/Add period (last day for 100% refund) **will result in the student being liable for all or part of their charges.** Please see the Registration Policies and Procedures portion of the Undergraduate/Graduate Catalogs for procedures on withdrawals.

Room and board must be paid along with tuition and fees by the posted payment deadlines in order for students to be

eligible to check-in to the University's dormitories. Board may not be waived for any student. If the student chooses to withdraw from housing, they must contact the Residence Life Department and fill out the necessary forms for the withdrawal to be valid. If a student withdraws from housing or is terminated, and has used their meal card, they will be held responsible for any meal monies used.

Room and board refunds will be calculated according to the date the withdrawal form is received by the Residence Life Department, not by the last date of residency. Refund percentages will be calculated using the same formula/dates as tuition and fees.

If students have a delinquent account balance, they will be notified by the Office of Student Financial Service's Collection Department. Upon receipt of this notification their payment must be made immediately. Students will first have the opportunity to make payment directly to the University.

If they do not respond to our attempts to collect their balance, their account will be referred to an outside collection agency. Should this occur, credit bureaus will be notified, and the student will be responsible for the outstanding balance plus all collection fees and/or legal fees.

At this point the student will no longer be able to make payment directly to Felician University; they will be required to interact directly with the collection agency. All grades, transcripts, and diplomas will be withheld until the student has satisfied their balance in-full and all funds have cleared.

Withdrawal Refund Policy

Students withdrawing from a course(s) are required to complete a Drop/Add form provided by the Office of Registration & Records (Registrar). Drop/Add forms must be completed and forwarded to the Office of Registration & Records (Registrar) in a timely fashion. Withdrawal refunds will be calculated on the date these forms are received by the Office of Registration & Records (Registrar), not by the last date of attendance.

Student withdrawal refund percentages and dates are calculated according to specific program formulas and calendars. These programs include trimester, and 8-week programs. Further information can be obtained from the Office of Student Financial Services. The withdrawal policy is as follows:

All fees are non-refundable after the 100% withdrawal period.

Fall 2025

Last Day for 100% Refund (Drop/Add Period) September 2, 2025

Last Day for 75% Refund
September 8, 2025

Last Day for 50% Refund
September 15, 2025

Last Day for 25% Refund
September 22, 2025

Withdrawal on or after September 23, 2025 is 0% Refund.

Winter 2026

Last Day for 100% Refund (Drop/Add Period)
December 21, 2025

Withdrawal on or after December 22, 2025 is 0% Refund.

Spring 2026

Last Day for 100% Refund (Drop/Add Period)
January 19, 2026

Last Day for 75% Refund
January 26, 2026

Last Day for 50% Refund
February 2, 2026

Last Day for 25% Refund
February 9, 2026

Withdrawal on or after February 10, 2026 is 0% Refund.

Summer I- 2026

Last Day for 100% Refund (Drop/Add Period)
May 19, 2026

Last Day for 75% Refund
May 20, 2026

Withdrawal on or after May 21, 2026 is 0% Refund.

Summer II- 2026

Last Day for 100% Refund (Drop/Add Period)
June 30, 2026

Last Day for 75% Refund
July 1, 2026

Withdrawal on or after July 2, 2026 is 0% Refund.

Challenge Examinations

Students applying to take a Challenge Examination must pay a testing fee of \$25 per credit according to the number of credits normally awarded for the challenged course. This testing fee must be paid prior to taking the Challenge Exam.

Upon passing the Challenge Examination, students apply to have examination credits awarded by the University. Students will be charged one-third the standard tuition rate as of the date the examination was taken for each Challenge Examination credit awarded. Payment must be made in full upon submission of the application for awarded credits.

Payment cannot be included with any semester tuition rate and must be paid separately. For information on Financial Aid eligibility for Challenge Examination charges, please contact the Office of Student Financial Services.

Tuition Discounts

Family Discount

Felician University offers a 10% discount to family members of a full-time student under the following criteria:

- The family member must be a spouse, sibling, or dependent child.
- Both family members must reside at the same address.
- Both family members must be full-time traditional undergraduate students in matriculated programs.
- The discount is applied to only one student, regardless of the number of students in each household.
- The discount is based on tuition only. Fees are not discounted.
- The discount cannot be combined with any other Felician University discount. If the family member is eligible for any other discount, the individual will receive the highest percentage discount.
- The discount received by the family member will be deducted from the cost of attendance and will be calculated into the individual's financial aid package.
- In the case a student drops/withdraws from a course; the discount will be prorated based on the percentages and dates defined in the University's Withdrawal Refund Policy.

Teachers at a Catholic School Discount

Felician University offers a 50% discount to those who are teachers at a Catholic elementary or secondary school under the following criteria:

- The discount is based on tuition only. Fees are not discounted.
- The student must be accepted and matriculated in a Teacher Certification, Master of Religious Education or Master of Education program.
- A letter must be provided every academic year by the student's employer verifying employment.
- The discount cannot be combined with any other Felician University discount. If the student is eligible for any other discount, they will receive the highest percentage discount.
- The discount received by the student will be deducted from the cost of attendance and will be calculated into the individual's financial aid package.
- In the case a student drops/withdraws from a course, the discount will be prorated based on the percentages and dates defined in the University's Withdrawal Refund Policy.

The University reserves the right to change any of the above policies when, in the judgment of the administration, it becomes necessary to do so.

FINANCIAL INFORMATION

Tuition and Fees: 2025 - 2026 Academic Year

The following tuition and fee rates apply to both degree and non-degree students. Undergraduate students seeking to enroll at a part-time (1-11 credits) status will have a tuition rate calculated on a per credit basis. Students seeking to enroll full-time (12-18) will be charged a flat rate tuition. Students enrolled in courses exceeding 18 credits will be charged at the published per credit rate.

Undergraduate Tuition

Undergraduate Part Time (less than 12 credits per semester)	\$1,260 per credit
Undergraduate Full Time (12 to 18 Credits)	\$18,990 per semester
Associate and Select Bachelors Completion Program for Adult Learners	\$375 per credit

** TEC, Associates and select bachelor's completion programs for adult learners are charged the per credit hour rate only, the flat rate for full-time students is not applicable.*

Graduate Tuition

Master of Science in Nursing	\$793 credit
Master of Business Administration	\$540 credit
Master of Science in Health Care Administration	\$1,145 credit
Master of Arts in Religious Education	\$365 credit
Master of Science in Computer Science	\$755 credit
Online Master of Science in Computer Science	\$755 credit
Master of Cyber Security	\$825 credit
Online Master of Business Administration	\$540 credit
Doctor of Business Administration	\$1,110 credit
Master of Counseling Psychology	\$960 credit

Doctorate in Counseling Psychology	\$1,205 credit
Education Programs	\$755 credit
Graduate Certification Programs	\$397 per credit
Doctor of Nursing Practice	\$1,235 credit

Audit Tuition

Undergraduate	1/3 of the course tuition
Graduate	1/2 of the course tuition

Mandatory Fees

Comprehensive Fees Full- Time	\$1,090.00
Comprehensive Fees Part-Time/Graduate	\$355.00
Mandatory Fee -Full-Time	\$340.00
Mandatory Fee -Part-Time	\$215.00
Mandatory Fee - No Comp Fee	\$65.00
Orientation Fee	\$125.00
Graduation Fee	\$150.00

Room and Board

Room & Board (Super Single)	\$12,080.00
Room & Board (Single)	\$9,805.00
Room & Board (Double)	\$7,655.00
Room & Board (Triple)	\$6,840.00

Meal Plan: [See Options here.](#)

Course Fees

Art Studio Fee	\$215.00
Art Special Fee (Art 362)	\$365.00
Graphic Arts Lab	\$355.00
Music Course Fee	\$380.00
Music Lesson Fee	\$315.00
Computer Science Lab	\$355.00
MBA Fee	\$265.00
All Lab Science Course Fees	\$410.00
ED 100-200-300-304-400	\$151.00
ED 404	\$380.00
Nursing Clinical Lab GR course	\$1,245.00 per lab
Nursing Clinical Lab UG course	\$1,216.00 per lab

Other Fees

Challenge Examinations (Per Credit Testing Fee)	\$25
Challenge Examinations (Credits)	1/3 of the course tuition
Transcript Fee	\$10+
Non-Refundable Application Fee	\$30
Late Tuition Payment Fee	Up to \$200
Doctorate Business Administration Re-Registration Fee	\$100
Graduate Nursing Doctoral Project Fees (NURS 800, NURS 810, NURS 815, NURS 820)	\$535

The mandatory fee is charged to cover specific services or facilities that are deemed essential for all students, such as career services, academic support services, and health services. The comprehensive fee is a single fee that covers a wide range of services and expenses associated with attending college. This includes instructional costs, campus facilities and services, student activities, and administrative costs. A one-time, non-refundable tuition deposit of \$150.00 is required at the point of admission to reserve the student's place on the University roster. This deposit will be credited to the student's account for tuition only. A \$150.00 Key Deposit may be required, subject to be refunded provided the student returns their key and has a zero-account balance.

A non-refundable \$100.00 room placement deposit is required each academic year to reserve a residential room in the University's residence halls. This deposit will be credited to the student account for room and board only. Please contact the Residence Life Office for more information concerning housing requirements.

The University reserves the right to change any of the above charges for tuition and fees when in the judgment of the administration it becomes necessary to do so.

FINANCIAL AID PROGRAMS – GENERAL INFORMATION

Felician University recognizes that many families may need assistance in meeting the cost of a university education. The Financial Aid Office is trained to assist students and families in completing the financial aid process and receiving the maximum amount of aid based on eligibility in all the financial aid programs.

To be considered for scholarships and financial aid, students must file the Free Application for Federal Student Aid (FAFSA) for the applicable academic year. The FAFSA form is available on the Web at www.studentaid.gov. The Felician University federal school code is 002610.

FEDERAL FUNDS

Federal PELL Grants:

Federal grants are awarded to undergraduate students that express financial need via their latest FAFSA application. Eligibility is based on the Student Aid Index (SAI) calculated by filing the FAFSA. Individual award amounts are based on federal appropriations and enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG):

This grant program is awarded to students that express financial need with a low SAI level and is vetted via the Federal Needs Analysis scale or criteria by the Federal Student Aid (an office of the U.S. Department of Education). Individual award amounts may range from \$100 to \$4000 based on federal appropriations, allocations to the University and a student's enrollment status.

Federal Work-Study Program (FWS):

Students with financial need may earn money to pay for college expenses by working at a variety of on- or off-campus jobs. The federal government finances the major portion of a student's earnings, and the College or off-campus employer finances the remainder.

Work-Study provides an opportunity for students to learn professional skills while working for financial assistance. Determination of eligibility is made by the Financial Aid Office. Students interested in obtaining employment on campus should contact the Center for Career and Academic Success (CCAS).

Federal Direct Loan Program:

A student must be a U.S. citizen or an eligible non-citizen attending at least half-time to apply for a Federal Direct Loan. Subsidized Federal Direct Loans are based on financial need as determined by the federal formula.

Interest is paid by the federal government until a student ceases to be enrolled at least half time. Unsubsidized Federal Direct Loans are available to students who have not established financial need based on the federal formula and the interest may be paid by the student while in school.

The Financial Aid Office will determine the amount of a student's Federal Direct Loan after the results of the FAFSA are received. The amount of the loan is based on the direct educational expenses and the maximum loan limits established by the federal government. Students offered a Federal Direct Loan must participate in the Entrance Counseling Loan Interview and complete a Master Promissory Note (MPN).

All Federal Direct Loan borrowers are required to complete a loan counseling exit interview when they leave the college or drop below half time. The Financial Aid Office will send information about this process when a student leaves the institution due to graduation, withdrawal, or drops below half time status.

Federal Direct PLUS Loans:

Parents of dependent students may borrow up to the cost of education minus any other aid per year for each child in an approved college. There is no interest subsidy, and repayment begins within 60 days of disbursement. Please refer to your loan provider for repayment methods and options.

Federal Teach Grant:

TEACH (Teacher Education Assistance for College and Higher Education) Grant (loan) is a merit-based Federal Title IV program designed to encourage highly qualified teachers to serve in low-income schools in high-need fields. To secure the Federal TEACH Grant, Felician University requires all applicants to complete the TEACH Grant Initial and Subsequent Counseling and the TEACH Grant Agreement to Serve or Repay (Agreement) process via the Federal Student Aid website.

Federal Direct Grad PLUS Loans: Federal loans are available to graduate students based on the borrower's credit worthiness. A student may borrow up to their cost of attendance minus all other aid. Students must exhaust their annual Federal Direct Loan eligibility prior to borrowing funds from the Grad PLUS Loan Program. Inquire with the Financial Aid Office for more details.

New Jersey State Funds**NJ Tuition Aids Grants (TAG):**

Provides grants to New Jersey residents enrolled as full-time undergraduates with demonstrated financial need. Students must file the FAFSA to receive a TAG grant and adhere to Federal and State verification deadlines for the applicable academic year.

NJ Educational Opportunity Fund (EOF):

This state-funded program is specifically designed to provide additional academic and economic support to those students who show financial need and require academic support services. Students must be admitted through the EOF Office at Felician University based upon specific income guidelines. For more information, contact the EOF Office at the University.

New Jersey Class Loans:

The New Jersey College Loans to Assist State Students (NJCLASS) is a loan program intended for families of college undergraduate or graduate students. Under the program, a student, parent, legal guardian, spouse, or relative may borrow up to the student's cost of education. Loan information and application are available at: www.hesaa.org.

Felician University Funds

All Felician University aid comes from the University's own resources and is offered to eligible full-time, traditional undergraduate students. All Felician University aid may be combined with other financial assistance, but the total gift aid from all sources cannot exceed the cost of tuition, comprehensive fees, and room & board, if applicable. Aid is awarded for a maximum of eight semesters of full-time continuous enrollment during the academic year. All aid requires satisfactory academic progress, the annual filing of the Free Application for Federal Student Aid (FAFSA) and compliance with other University policies and the University's code of conduct.

Presidential Scholarship– Merit based scholarship awarded by the Undergraduate Admissions Office when a student is accepted to the University as a traditional, first-time, full time undergraduate. Award amounts vary based on academic achievements. Scholarships are renewable contingent upon maintaining the terms and conditions indicated in the scholarship offer. Financial need is not a criterion, but students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Felician University Founder's Scholarship– Merit based scholarships awarded by the Undergraduate Admissions Office when a student is accepted to the University as a traditional, first-time, full time undergraduate. Award amounts vary based on academic achievements and program of study. Scholarships are renewable contingent upon maintaining the terms and conditions indicated in the scholarship offer. This scholarship is not awarded to recipients of the scholarship described above. Financial need is not a criterion, but students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Franciscan Award– Award offered by the Undergraduate Admissions Office when a student is accepted to the University as a traditional, first-time, full time undergraduate. Award amounts vary based on academic standing, program of study, and leadership ability. Awards are renewable contingent upon maintaining the terms and conditions indicated in the scholarship offer. This scholarship is not awarded to recipients of scholarships described above. Financial need is not a criterion, but students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Transfer Scholarship- Merit based scholarship awarded by the Undergraduate Admissions Office when a student is accepted to the University as a traditional, full time undergraduate transfer. Awards are renewable contingent upon maintaining the terms and conditions indicated in the scholarship offer. Financial need is not a criterion, but students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Phi Theta Kappa- Incoming traditional students who are members of Phi Theta Kappa are eligible for a \$3,500 award. This is in addition to any transfer scholarships for which the student may be eligible. Proof of membership is required to receive the award and can be submitted to the Admissions office. Awards are renewable for up to four years provided a minimum cumulative 2.0 GPA is maintained.

Honor's Scholarship- Traditional, first-time, full time undergraduate students who enroll in the Honors Program are eligible to receive an Honor's Scholarship. To qualify, you must have achieved a 4.0 GPA in high school and/or a combined Critical Reading and Math SAT score of 1100 or higher. Awards are renewable for up to four years provided a minimum overall GPA of 3.35 is maintained.

The Felician Promise Grant allows qualified students to graduate from Felician University without debt. To qualify you must be a U.S. citizen or permanent resident, New Jersey resident enrolled in at least 12 credits per semester in a traditional undergraduate program and have an annual family income of \$65,000 or less. Students remain qualified for the program each year if they submit a FAFSA and meet the eligibility requirements above, complete federal and state verification within the applicable deadlines, are in good academic standing, and register for classes between 12-18 credits each semester. The Promise Grant, combined with all other gift aid sources cannot exceed the cost of tuition, comprehensive fees, and room and board (based on double-occupancy), if applicable.

International Scholarship- International traditional, first-time, full time undergraduate students admitted to Felician are eligible to receive academic scholarships. Scholarships are based on a holistic review of the application and those students who sit for the SATs can qualify for the higher scholarship award amounts. International transfer students are also eligible to receive transfer scholarships and Phi Theta Kappa scholarships.

Tuition Award – A discount on tuition and may be awarded to incoming traditional, full-time undergraduate students. This gift aid is awarded based on financial need, academic standing, and leadership ability. Awards are renewable and require the annual filing of the FAFSA.

St. Francis Scholarship – A discount on tuition and may be awarded to incoming first-time, full-time, traditional undergraduate students. This gift aid is awarded based on financial need, academic standing, and leadership ability. Awards are renewable and require the annual filing of the FAFSA.

Study Abroad Scholarship – Felician University has scholarship money to help you pay the cost of participating in Faculty-Led study abroad programs and Exchanges. These scholarships range from \$220 to \$1,000. To apply for a scholarship, you must complete the Study Abroad application, which includes a section for scholarship request. For more information, please contact the Director of Study Abroad and Exchange at 201.559.3042 or by e-mail.

Housing Award – A Housing Award is a discount on room charges and may be awarded to incoming traditional, full-time undergraduate students. This gift aid is awarded based on financial need, academic standing and leadership ability and is contingent upon living on-campus. Awards are renewable and require the annual filing of the FAFSA.

Felician University Scholarships - A limited number of non-renewable scholarships are awarded to students who have earned 24 or more credits at Felician University. Undergraduate students must be attending at least half-time (6 credits) and have a cumulative grade point average of 3.00 or higher. Filing of the FAFSA is required. The FAFSA requirement is waived for international and DACA/Dreamer students. Applications are available in the Financial Aid Office.

Students are required to file the Free Application for Federal Student Aid (FAFSA) annually.

Athletic Scholarships:

Athletic Scholarships in both men's and women's sports are awarded by the Director of Student Financial Services, based upon the recommendation of the Athletic Director. Students who have proven their athletic skill for participation in one or more sports should contact the athletic division for more information. Students are required to file the Free Application for Federal Student Aid (FAFSA) before Athletic Scholarship funds are disbursed. Athletic Scholarships may be combined with other financial assistance, but the total grant/scholarship aid from all sources may not exceed the cost of tuition, comprehensive fees, and room & board (based on double occupancy), if applicable.

Restricted Scholarships Awarded by Felician University

Restricted scholarships are administered by the Financial Aid Office and are subject to the conditions specified by the donors. Upperclassmen (students who have successfully completed 24 credits or more at Felician University and have a cumulative GPA of a 3.0 or above) may obtain a Felician University Scholarship Application from the Financial Aid Office. The application deadline will be available upon its publication.

By filing the Scholarship Application, the applicant will be considered for each of the scholarships for which they qualify. Scholarships are also available through Partnerships between the Independent College Fund of New Jersey (ICFNJ) and the donors who sponsor them and are available to students studying at Felician University. (For additional scholarship opportunities offered by the ICFNJ please go the ICFNJ Web site at icfnj@njcolleges.org)

Veteran's Educational Benefits

For detailed information regarding a student's eligibility for veterans' educational benefits contact the United States Department of Veterans Affairs at www.gibill.va.gov or call the toll-free number 1.888.GI.BILL.1 (1.888.442.4551) to speak with a Veterans Benefits Counselor.

Montgomery GI Bill:

As provided under Chapter 30 of the Montgomery GI Bill, individuals that entered the military after June 30, 1985, may be eligible for educational benefits under this program.

Post-9/11 GI Bill:

The Post-9/11 GI Bill (Chapter 33) is for students with at least 90 days of aggregate military service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The program became effective on August 1, 2009, and is limited to those veterans with an honorable discharge.

The program provides funding for tuition (not to exceed the maximum charged at an in-state public institution), fees, books, and supplies (up to \$1,000) and a monthly housing allowance.

Yellow Ribbon Program:

The Yellow Ribbon GI Educational Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. Felician University participates in the Yellow Ribbon Program, which allows institutions to enter into an agreement with the VA to fund tuition expenses that exceed the amount covered by the Post-9/11 GI Bill (see previous entry).

Felician University will match the VA contribution so the total amount available to the student from the Post-9/11 GI Bill and the Yellow Ribbon Program will cover the entire cost of tuition at Felician University.

Other Veterans' Benefits:

Additional Veterans' Educational benefits exist for dependents and widows of veterans that died in service-related causes. Individuals in the Selected Reserve (Chapter 1606) and those that contributed to the Veterans Educational Assistance Program (VEEP-Chapter 32) also may be eligible for VA educational benefits.

For additional information regarding Veterans' Educational Benefits, contact the State of New Jersey Department of Military and Veteran Affairs State Approving Agency, P.O. Box 340, Eggert Crossing Road, Trenton, New Jersey 08625.

Other Programs:

Vocational Rehabilitation Education Benefits:

Funds may be available for students with physical or mental disabilities that result in substantial handicaps to employment. Contact local Vocational Rehabilitation Services for additional information.

Employee Tuition Reimbursement Program:

Many employers will pay tuition for employees who complete course work at Felician University. Please check with the personnel office at your place of employment. Itemized billing statements can be requested through the Office of Student Accounts.

Alternative Loan Programs:

Several banks and lending institutions offer credit-based loans to students and families to assist with educational expenses. A listing of these lenders is available in the Financial Aid Office.

Students receiving financial aid must be making satisfactory academic progress according to the University's policy.

FINANCIAL AID POLICIES

- Students who are United States citizens (including U.S. nationals) or permanent residents of the U.S. (possessing an alien registration, Form I-551) may be considered for financial aid.
- Other individuals who may be eligible for aid are those possessing a conditional permanent resident (I-551C) or an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," or "Asylum Granted," or "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired or "Cuban-Haitian Entrant." Students on F1 or F2 student visa, or only a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) are, by definition, in this country on a temporary basis and are not eligible to receive any assistance. Documentation of permanent residency status may be required prior to the awarding of financial aid.
- Students must not owe a refund to any federal (Pell, FSEOG, ACG, SMART) or state grant (NJ TAG, EOF and/or Distinguished/Urban Scholarship) to receive financial aid.
- Students will not be eligible to receive financial assistance from any source (federal, state and college) if they are in default on a student loan received through any federal program (Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS loans, Federal Stafford Loan and/or Federal PLUS Loan).
- Students awarded grants/scholarships from Felician University may not receive total grants/scholarships from all sources (institutional, federal, state, and external aid) in excess of the total cost of tuition, comprehensive fees, and room and board, if applicable.

In no case can a student's total aid package from all sources (grants/scholarship, loans, and/or Federal Work-Study) exceed the student's cost of education. Undergraduate students in their final semester needing fewer than 12 credits to complete their degree requirements will be considered full-time students, and their aid will be pro-rated based on their enrollment status.

Note: Federal Student Aid Regulations supersede this policy when determining eligibility for federal aid. NJ grants will not be awarded on a full-time basis under this clause if the student was not enrolled full-time in the prior semester.

Verification Policies

Verification is the process by which certain information on the Free Application for Federal Student Aid (FAFSA) is reviewed for accuracy and completeness. All students who are selected by the federal department, the state agency or Felician University for verification will be required to provide additional documentation which demonstrates the accuracy of the data which was previously reported.

Students will be given approximately one month to provide the information once it is requested. The Office of Student Financial Services will notify you if there is additional documentation needed or any other questions to be answered.

After verification is complete, you will be notified about the amount of financial aid you are eligible to receive. Failure to complete the verification process may result in cancellation of federal and/or State aid.

Study Abroad Student Financial Aid Eligibility

See the Study Abroad Section of the Handbook for information about financial aid eligibility for students studying abroad.

Financial Aid Information for Non-Traditional, Cohort-Based and Off-Site Locations

It is recommended that students begin the financial aid application process at least six weeks prior to the start of a program to allow time for processing, review by the university and development of a financial aid package.

Many of the non-traditional and cohort programs offered at Felician University progress at an accelerated pace. The institution may define these programs as full time because a total of 24 credits will be completed within a calendar year.

However, the definition of a full-time program is often different for the federal and state financial aid guidelines; therefore, a program may not qualify as full-time study according to financial aid regulations. All students should be assured that they will be considered for each aid program for which they qualify.

Treatment of Financial Aid When a Student Withdraws

Felician University will provide a fair and equitable refund to all students who leave school prior to the completion of an enrollment period for which they are charged. Students who withdraw from school are subject to the Tuition Refund Policy issued by the Office of Student Accounts at the start of each semester or term.

Students are awarded financial aid to attend school. If a student ceases attendance or withdraws prior to the completion of an enrollment period a 'return of funds' calculation must be performed to determine the amount of aid a student has earned and may keep based on Federal Title IV, State of New Jersey, and/or Institutional policies and regulations.

See the Office of Student Financial Services, the University Catalog, or the Felician University Web site for complete details on the Return of Funds Policies and Procedures.

- Students must follow the appropriate withdrawal procedures established by the university. The official withdrawal process begins with the Office of Registration & Records (Registrar).
- Students are encouraged to contact the Financial Aid Office immediately if it becomes necessary to cease attendance in any or all courses in any semester or term.
- It is also recommended that students contact their academic advisor to discuss how a withdrawal will impact his or her academic career.

Standards of Academic Progress (SAP)

To be eligible for any form of financial aid, Federal (Title IV), State and institutional funds, a student must make satisfactory academic progress. Academic progress is evaluated and determined at the end of each academic year, including summer courses, based on academic progression (Pace) and grades (CGPA). Students MUST meet BOTH components.

Students are notified of their progress after all spring semester/term grades have been submitted to the Office of Registration & Records (Registrar). See the Office of Student Financial Services, the University Catalog, or the Felician University Web site for complete details on the Standards of Academic Progress Policy.

Students Rights and Responsibilities

You, the student, have the right to:

- have complete information regarding fees, payment, and refund policies available to you.
- have all personal and family financial information treated with sensitivity and confidentiality.
- have aid awards credited to your account in a timely manner.
- know the source(s) and amount(s) of aid for which you are eligible.
- know what portion of your financial aid package must be repaid and what portion does not.
- request an explanation of the funds in the financial aid package and decline any portion of your award.
- submit an appeal to the Office of Student Financial Services if your circumstances change.

You, the student, have the responsibility to:

- advise the Office of Student Financial Services whenever you change your enrollment (e.g., from full time to less than full time) or housing status.
- advise the Office of Student Financial Services of any additional aid received which is not indicated on your Financial Aid Award Notice.
- inform the Office of Student Financial Services if you expect to withdraw or take a leave of absence. Refer to the Office of Student Account's section of the catalog regarding the school's refund policy.
- provide the Office of Student Financial Services with all verification materials requested.
- meet your financial obligations to the university.
- know and comply with the rules governing all financial aid you receive.
- read and understand all materials sent by the Office of Student Financial Services.
- accept responsibility for all agreements signed by you and keep copies of all materials for your records.
- complete the Free Application for Federal Student Aid (FAFSA) each year prior to the university's established priority deadline.
- respond promptly to any information requests from external organizations, including the NJ Higher Education Student Assistance Authority (NJHESAA).
- maintain good standing and satisfactory academic progress as defined in the academic section of the University catalog.
- report to the Internal Revenue Service (IRS) any grants and/or scholarships that are in excess of tuition, fees and books which completing your federal tax return.

Web sites with additional financial aid information:

- www.finaid.org
- www.hesaa.org
- www.fsapartners.ed.gov

Consumer Information

Felician University is required by federal law to provide consumer information to prospective students, current students, faculty, and staff. The Web site link to the Consumer Information section of our Catalog is being provided below as a means to inform all members of the campus community of the availability of this information and the appropriate disclosures.

Felician University Consumer Information Web site link is:

<https://live-felician-catalog.pantheonsite.io/consumer-information>

If you have any specific questions related to any of these topics or you wish a hard copy of any of the materials, please refer to the contact list on the above link.

STUDENT RIGHTS WITHIN THE INSTRUCTIONAL CONTEXT

To enhance the quality of student life and to maintain and improve excellent relationships between students and faculty, the Faculty Student Affairs Committee has adopted the following list of student rights within the instructional context:

1. During the first two weeks of classes students should receive a course outline describing all required assignments and evaluation procedures and clearly spelling out attendance and make-up policies. If subsequent modification becomes necessary, changes should be made by the professor as soon as possible, but in no cases after the final date for withdrawal from a course without academic penalty.
2. Students may expect to receive throughout their attendance at the University appropriate instruction to achieve the objectives of their courses. This expectation may result in variations of time allocation and location for class periods, labs, studios, etc.
3. Books and other materials ordered by faculty for purchase by students should be available. Faculty should consider cost factors along with pedagogical ones and take into account the amount of material that can reasonably be covered in a single semester.
4. Students should receive instruction from an appropriate and qualified instructor on a regular basis.
5. Students may expect to have the opportunity to meet faculty members during their scheduled office hours. If the student's class schedule prevents meeting during posted hours, the student can expect the faculty member to make every effort to meet the student at a mutually convenient time.
6. Students may expect that the substance and scope of all courses conform generally to the course descriptions in the University catalog or other written documents concerning curriculum content. This is urgent when the course is part of a sequence or required as part of a major.
7. Faculty are obliged to provide either a mid-term or alternative evaluative procedure graded and returned at least several days before the last date for official withdrawal without academic penalty.
8. Students may expect assessments, written and oral, to be evaluated in writing within a reasonable period time.
9. Final exams will be administered at the time and place specified in the calendar. Even if there is no final exam, the class is required to meet for a final evaluation.
10. Students have the right to expect just and unbiased evaluations of all assignments and exams and to be assigned a final grade by the administrative deadline as posted in the Academic Calendar.
11. Students have the right to be treated in the classroom and on campus in a dignified and respectful manner that is wholly free from discrimination based on race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, marital status, handicap, or veteran status.
12. Students may feel free to bring to the attention of the appropriate University personnel (e.g., faculty member involved, Associate Dean, Dean, or Administrative Supervisors) situations in which it is believed there are violations of any of these rights, following established University procedures.
13. Students are hereby notified that institutional officials, including faculty and staff, have the right to maintain order and respect for authority by eliminating or reducing student behavior that create unproductive and unsafe teaching/ learning environments.

If classroom behavior does not comply with this description, the following will occur:

- a. The student may be asked to leave the class. Should he or she refuse, the Security officer may be contacted.
- b. The incident will be documented in a memo to the School Dean.
- c. The student will be referred to the School Dean for a meeting. A written record of this meeting with the student will be sent to the Vice President for Academic Affairs. If the student continues to disregard University policy, he or she will receive a dismissal-warning letter from the Vice President for Academic Affairs. Should this letter be ignored, and behavior not improved, a disciplinary hearing will be held. This hearing can result in sanctions such as suspension or dismissal from Felician University.

14. Students can be assured that their civil rights will be respected and that they have recourse to the appropriate authority for substantial violation of those rights.

LIBRARY SERVICES

VISION STATEMENT: Felician University Library (FUL) is a center for discovery, inspiration, instruction, reflection, and collaboration. Through an ethic of outstanding service, it ensures access to a set of global resources, with the overarching purpose of helping students, both on and off campus, conduct research, explore an increasingly complex architecture of information, achieve academic success, and acquire skills for life-long learning.

Felician University Library

The library is located on the Lodi campus. It occupies an International Style building, between Kirby and Obal Halls, and makes available to students, faculty, and staff over 51,000 print books, 243,000 electronic books, 64 databases, and over 124,000 online journals. This broad selection of online resources is accessible on the campus computer network as well as off-campus with a University network ID and password.

FUL has designated spaces for group study (second floor) and quiet study (first floor reading room) along with a group study and multimedia viewing rooms (lower level). In consideration of those who are reading or studying individually in the quiet study area, loud conversation is prohibited. An information commons on the main level offers consultations with reference librarians. FUL contains print materials for each of the schools, as well as general information. Within the library is the Audrey Toron Room, where children's literature, textbooks, curriculum guides, periodicals, and other instructional materials suitable for use in the classroom are available.

Although we ask that you not bring food into FUL, beverages are allowed in covered containers. Please set your cell phone to vibrate while in the library and limit cell phone conversations to the front steps of the building.

Library Computers

On the main floor of the library, ten (10) workstations are available. On the lower level of FUL, there is a computer laboratory, equipped with one flatbed scanner and twenty-four (24) workstations; these are available to students when no classes are scheduled. All the computers at the library have a standard selection of application software. A black-and-white/color photocopier is also available. Images can also be scanned to a USB free of charge. Food and open-container beverages are not allowed in the computer laboratories.

Lodi Campus Library - Hours of Operation*

Fall and Spring Sessions:

Monday – Thursday: 8:30 a.m. – 5:30 p.m.

Friday: 8:30 am – 4:30 pm

Summer Sessions:

Monday – Thursday: 8:30 a.m. - 4:30 p.m.

Interessions:

Monday – Friday: 8:30 a.m. – 4:30 p.m.

***NOTE:** Hours are subject to change. (Updates will be posted on the [Library's website](#).)

Circulation

A student's current school ID card is used as a library card. It must be presented to borrow materials and/or reserve time in the study rooms. Students who borrow materials are responsible for those materials. Students will not receive grades or graduate if their library accounts have unpaid charges for overdue or lost items. A hold is placed on their student account until the outstanding balance is paid or the materials are returned.

If you need material not owned by FUL, we will request it from another library for you—free of charge. Acquisition of loaned materials is dependent on many factors, some of which prohibit the fulfillment of the loan. Some loans can take up to 2 weeks to satisfy. Be sure to keep this in mind when placing your loan requests.

In accordance with New Jersey Statutes Annotated, Title 2C, chapter 20, New Jersey law allows the detention of anyone suspected of committing a theft of library material. All bags are subject to search.

Librarians

Librarians teach assignment-based classes to cultivate information literacy skills for life-long learning. They also offer weekly Skill-FUL workshops and individual research consultations. When you need assistance with research or information for assignments, reference librarians are here to help.

DIRECTOR OF LIBRARY SERVICES

Jodi Shelly, MLIS, MBA

Shellyj@felician.edu

(201) 559-6070

ASSISTANT DIRECTOR OF LIBRARY SERVICES

Kaitlyn Clohosey, MSLIS

Clohoseyk@felician.edu

(201) 559-6026

RESEARCH & INSTRUCTION LIBRARIAN

(TBD)

(201) 559-6063

Visit us at the libraries or send an e-mail message to library@felician.edu. You can also call us. The telephone number for FUL is 201.559.6071. You can set up a research appointment with one of the librarians, or electronically "Chat with Us" by going to the Felician Library's website: <http://felician.libguides.com/libraries>. A librarian will be available during regular business hours to assist you. After hours, an automated "Chatbot" will be available to assist you.

Like us on [Facebook](#). Follow us on Twitter: "@FelicianLibrary." Instagram: @FelicianUniversityLib

CENTER FOR ACADEMIC TECHNOLOGY

The Center for Academic Technology will:

- Promote a culture of excellence and innovation in teaching and learning through conversation, action, and the integration of learning technologies.
- Provide an array of professional learning opportunities to faculty and that promote the design and implementation of creative learning environments for all modalities of learning.
- Provide learning opportunities to students through online workshops.
- Provide learning opportunities for faculty and adjuncts through immersive workshops on ground and online.
- Promote a community forum through the Academic Standing Committee of eLearning with seasoned eCertified faculty and create a mentorship program for schools.
- Monitor the use of instructional technology to ensure that resources and activities used for eLearning enhance robust academic content along with the University's mission.
- Ensure quality control through the 50-point rubric usage across all four Schools, aligning with MSCE Interregional Guidelines.
- Regis/OCIU Consortium liaison office to ensure the creation of new, and existing fully online courses to be continuously added to the consortium for external student enrollment.
- Administrative assistant support for academic technology through online workshops overseeing the usage of Microsoft Office Suite and Apple Apps for Education.
- Facilitate the use of the D2L Brightspace (the University Learning Management System)
- Ensure all instructional technology contractual obligations are continuously met with cost effective budgeting.
- Ensure the eLearning ecosystem is always up to date, with full functionality for faculty and adjuncts fostering collaboration through all four Schools.
- Collaborate with four Schools promoting external community outreach for technological innovation.

Types of Online Courses

- eCompanion – is a learning aid to an on-ground course but the entire course is taught face to face.
 - Hybrid Course – is taught both on-ground and online.
 - eCourse – is fully online, Undergraduate eCourses require an on-ground proctored final exam.
 - Online Exam Policy
 - Student Verification Policy for Undergraduate Fully Online Courses
1. If you are registered and have no financial or health holds, the Datatel system will automatically enroll you into Brightspace/D2L. You will receive access on the morning of the first day of class, unless otherwise noted by your instructor.
 2. Check your Felician Hub account for the courses for which you are officially registered.
 3. Check your Felician email account for your logon instructions to Brightspace/D2L.
 4. Students cannot be added to a fully online course after the add/drop period for traditional 15-week courses.
 5. Students cannot be added to a fully online course after the first day the course begins for nontraditional semesters.
 6. Students cannot be added to a hybrid or eCompanion after the add/drop period for traditional 15-week courses.
 7. Students cannot be added to a hybrid after the first day the course begins for nontraditional semesters
 8. Cohort students contact your Program Coordinator directly for registration issues.

Need Help?

- What is my Felician University email account?
What is my Felician Hub information?
Contact the Felician University Help Desk or call 201.559.6165.
- What is my Brightspace/D2L ID and password?
Contact the Brightspace/D2L HelpDesk or call 877.325.7778.
- What is my Brightspace/D2L login?
Visit the Brightspace/D2L website.

Office Hours: 8:30 am- 4:30 pm Monday-Friday

24/7 Helpdesk Assistance

24/7 Brightspace (D2L) Helpdesk information:

- Phone Number: 1-877-325-7778
- Email: helpdesk@d2l.com
- Students, please view <https://youtu.be/a3qFWohVaXQ>

- [Center for Academic Technology - Felician University of New Jersey](#)

Accessibility Compliance [Accessibility Standards | D2L](#)

D2L is committed to reporting our web accessibility compliance openly and transparently. We believe that accessibility standards and laws are more than checklists and work with our client-led Accessibility Interest Group to ensure our Section 508 VPATs and WCAG 2.1 checklists are descriptive and accurate.

Under the Accessibility for Ontarians with Disabilities Act (AODA) 2005, we also have a **Multi-Year Accessibility Plan (2014 – 2021)** for D2L's public-facing websites.

If you are having problems using this website, please email accessibility@D2L.com for assistance.

CONTACT INFORMATION

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Apple Teacher

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CENTER FOR CAREER & ACADEMIC SUCCESS

The Center for Career & Academic Success (CCAS) has a personalized approach to supporting student development at Felician. Our team collaborates with all areas of the university to advocate for and empower students across their entire collegiate experience, ensuring excellence and persistence to graduation through a variety of services and supports. Our goal is to assist students in creating integrated pathways – both educational and career – that position them to thrive at our university and beyond. Finally, our team strives to empower students by providing the necessary academic resources and services that help build a foundation for lifelong success.

The Center for Career & Academic Success offers career services, free tutoring services, academic success coaching, centralized student advising, accommodations for students with disabilities, the Discovery Program for undeclared/undecided students, and the Felician 4-Year Experience Program.

Tutoring Services:

***Services available on both Rutherford & Lodi campuses**

Lodi Campus Tutoring Hours & Locations:

- Monday through Friday, 8:00 AM to 4:30 PM
- Kirby Hall 225 – Writing Skills Tutoring Studio
- Kirby Hall 226 – Math and Sciences Tutoring Studio

Rutherford Campus Tutoring Hours & Locations:

- Monday through Friday, 8:00 AM to 4:30 PM
- Blessed Mary Angela Hall 205

Online Tutoring is available 24/7 for students at off-site locations, in fully online programs, and for students unable to come to campus due to work or family obligations.

Schedule all tutoring appointments through the Coordinator of Tutoring Services, Dr. Lloyd Cutkelvin at Fiume cutkelvinl@felician.edu or telephone 201-559-6118 or in-person, Kirby Hall Room 220.

Discovery Program for Undeclared/Undecided Students:

Students entering college can be undecided about their major and future career plans. The goal of the Discovery Program is to assist students in choosing a major before the end of sophomore year with a goal of graduating in four years. For more information contact Pamela Garvey, Coordinator of the Discovery Program, email Garveypp@felician.edu or telephone 201-559-6017 or in person Kirby Hall room 219.

The **Shared-Model of Academic Advising** provides students with an intentional, personalized advising experience based on Felician's values of Respect for Human Dignity, Compassion, Transformation, Justice, and Peace. Students are recipients of two focused advising experiences. The Shared-Model is as follows:

First & Second Year Students are assigned an Academic Advisor-Career Path located in the Falcon Commons areas on either campus. Academic Advisors provide students with the psychosocial support needed to succeed in Higher Education, understand University policies, procedures, curriculum requirements, course selection, campus/community resources, while promoting self-efficacy, personal responsibility, and a growth-mindset to help students attain their full potential.

Third- & Fourth-Year Students, are assigned a Faculty Advisor in the student's major and located in the School in which the major resides. The Faculty Advisor guides students through to graduation with discipline specific upper division learning modalities, internships, study abroad opportunities, discipline specific research methodologies, networking opportunities in the major field of study, career, and graduate school information designed to help students confidently meet the challenges of life after degree completion.

Our door is open to all students. Have questions about advising or registering for classes?

Contact us at: Case@felician.edu

Want to speak with someone in person?

Visit us at: Falcon Commons, Lodi on the lower level of Obal Hall.

Falcon Commons, Rutherford on the first floor of Blessed Mary Angela (BMA) Hall.

CAREER & EXPERIENTIAL LEARNING CENTER

Rutherford Campus
One Felician Way, Rutherford, NJ 07070
Blessed Mary Angela (BMA) Hall, 206
Monday – Friday, 8:30 a.m. – 4:30 p.m.
(Summer Hours: Monday – Thursday, 8:30 a.m. – 5:00 p.m.)

To schedule an appointment contact:

Call: 201.559.3619 | Email: careerdevelopmentcenter@felician.edu | www.felician.edu/careerdevelopmentcenter

CELC provides the following initiatives:

- Employer Sponsored – Industry Specific Career Pathway Initiatives
 - (Career Fairs, Direct Hire Events, Business & Industry Leadership Series)
- Experiential Learning Opportunities and Initiatives
 - (Internships, GA Positions, Student On-Campus Work, I-Lab, Volunteer, etc.)
- Career Exploration and Career Counseling
 - Career Portfolio Creation
 - Major and Career Advising
 - Aptitude Assessments
 - Mentorships
 - Graduate School Planning
- Career Pathways Platforms (Software)
 - Simplicity/Handshake
 - Focus 2
 - Big Interview (AI Software)
 - My Plan
 - What To Do With This Major
- School Focused – Dean/Faculty Led Student Engagement Initiatives
- Development of Students and Alumni through Professional Development, Work Ready, and Soft-Skill Workshops
 - Job & Internship Search
 - Aptitude Assessment
 - Mock Interview/Behavioral Interviewing
 - Prepare Your Career Portfolio
 - Interview Anxiety Strategies
 - Networking

STAFF:

Geraldine Perret, Assistant Dean of Career & Experiential Learning – PerretG@felician.edu
Michelle Markowicz, Career & Internship Advisor - MarkowiczM@felician.edu

LOCATION AND HOURS

Rutherford Campus
One Felician Way, Rutherford, NJ 07070
Student Center, Room 4C
Monday – Friday, 8:30 a.m. – 4:30 p.m.
Evening Hours: Monday and Thursday 4:30pm- 7:30 pm
(Summer Hours: Monday – Thursday, 8:30 a.m. – 5:00 p.m. Fridays: Closed)

To schedule an appointment contact:

Center for Career & Experiential Learning

Call: 201.559.3194
Email: careerdevelopmentcenter@felician.edu

BARBARA J. TOSCANO NURSING RESOURCE AND SIMULATION CENTER (NRSC):

NRSC is a skills and simulation lab for nursing students. The lab offers hospital equipment, low fidelity manikins, high fidelity simulators, an anatomoge table, task trainers and supplies that student will use to integrate classroom content and instruction into skill practice in preparation for clinical rotations. Among the many resources available, there are skill demonstrations and workshops such

as safe medication administration and dosage calculations, high fidelity simulations which simulate real patient care situations, and other learning activities designed to help the student with the mastery of skills, content and clinical decision making.

NRSC Location for Traditional, CABS students: 227 Montross Avenue, Education Commons Building, on the Rutherford Campus, Third Floor. Hours of Operation: Hours vary during the academic year.

There is a second NRSC location for HABS students located at 300 Kimball Drive, Parsippany on the Parsippany Campus, 5th floor. Hours of Operation: Hours vary during the academic year.

OFFICE OF INFORMATION TECHNOLOGY & INFORMATION SYSTEMS

Information Technology and Information Systems partners with students, faculty, staff, and administration to support the educational vision and mission of the University. Our focus is to provide support for the University's hardware, software, cybersecurity, infrastructure, and audio-visual needs.

Serving as the Chief Officer and Manager, Dr. Deanna Valente, Dean of Information Technology, Information Systems, Academic Technology, Learning and Development brings together all areas of University Technology.

Objectives:

- Promote a culture of excellence in innovation through standardization of hardware and integration of software.
- Provide an array of learning opportunities to faculty and staff that promote productivity utilizing the University's technology.
- Monitor and maintain the technology infrastructure.
- Maintain efficiency and standards regarding the technology infrastructure.
- Collaborate with the IT Governance Committee.

Helpdesk:

- Phone: 201-559-6165
- Email: helpdesk@felician.edu

Locations M-F 8:30am-4:30p

Rutherford: Education Commons 206 (computer lab)

Lodi Obal Hall 204

COMPUTER SYSTEM USE POLICY

Access to computer systems and networks owned or operated by Felician University imposes certain responsibilities and obligations, and is subject to university policies, and local, state, and federal laws.

Appropriate use is always ethical, reflects academic honesty. Users demonstrate respect for intellectual property, ownership data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

In making appropriate use of resources, you MUST:

- Use resources only for authorized purposes.
- Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- Use only legal versions of copyright software in compliance with licensing agreements.
- Avoid monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making appropriate use of resources, you must NOT:

- Use another person's files, system, or data without permission.
- Share your account login credentials
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system security measures.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or changing network settings.
- Using University systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
- Make or use illegal copies of copyrighted software, store such copies on university systems, or transmit them over university networks.
- Use mail or messaging services harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail.
- Wasting computing resources, for example, by intentionally placing a program in an endless loop or by printing an excessive number of copies.
- Use the University's systems for personal gain, for example, by performing work for profit in a manner not authorized by the University.
- Engage in any other activity that does not comply with General Principles presented above.
- The University considers any violation of Appropriate Use Principles or Guidelines to be a serious offense and reserves the right to copy and examine files or information resident on university systems allegedly related to inappropriate use.

Information Technology

- Christopher Finch, *Assistant VP Information Technology*
 - Office Phone: 201-559-6084
 - Office Location: Lodi - Obal Hall 2nd Floor Room 204
- Carlos Caldero, *Director of IT and Systems Administrator*
 - Email: calderoc@felician.edu
 - Office Phone: 201-559-6082
 - Office Location: Lodi - Obal Hall Room 204, Rutherford - Sammartino Hall Room 39
- John Marousis, *IT Help Desk Coordinator, Ed Commons Helpdesk Rutherford room 206*
 - Email: marousisj@felician.edu
 - Office Phone: 201-559-6165
 - Office Location: Ed Commons – Room 206
- Cody Hildebrand, *Assistant Director of Helpdesk and Information Technology*
 - Email: hildebrandc@felician.edu
 - Phone: 201-355-1114
 - Office Location: Rutherford Ed Commons 206
- Shaf Sachdeva, *Help Desk Support Technician*
 - Email: sachdevas@felician.edu
 - Phone: 201-559-6165
 - Office Location: Lodi – Obal Hall 2nd Floor Room 204

- Brady Fernandez, *IT Help Desk Specialist*
 - Email: fernandezbr@felician.edu
 - Phone: 201-355-1456
 - Office Location: Lodi-Obal Hall 2nd Floor Room 204

Audio Visual Support

- Hendrick Cuadro - *Exec, Director of Meeting & Event Technology*
 - Email: cuadroh@felician.edu
 - Office Phone: 201-559-6100
 - Location: Lodi-Obal Hall Cafeteria Level-AV Room

Information Systems

- Craig Savino, *Director of Information Systems*
 - Office Phone: 201-559-6123
 - Email: savinoc@felician.edu
 - Office Location: Lodi - Obal Hall Ground Floor
- Cynthia Vincenti, *Assistant Director, Office of Student Information Systems*
 - Office Phone: 201-559-1920
 - Email: vincentic@felician.edu
 - Office Location: Lodi – Obal Hall Ground Floor
- Aarti Dsouza, *Junior Software Engineer, Office of Student Information Systems*
 - Office Phone: 201-559-3038
 - Email: dsouzaa@felician.edu
 - Lodi - Obal Hall Ground Floor

Need Help?

For inquiries about your Felician University email account and Felician Hub information, please contact:

IT Helpdesk:

- Phone: 201-559-6165
- Email: helpdesk@felician.edu
- [My Felician Email Access](#)

Audio Visual Support

The Office of Information Technology supports using Audio Visual Technology for Meetings and Events at Felician University. We are committed to supporting University meetings, events, and classroom technology.

Internal Requests should be submitted through this form.

For external requests, please contact:

- Joel Superville SupervilleJ@felician.edu for Conferences and Events.

Equipment Loan Agreement and Policy for Students

Please pick up & return equipment to the IT office on either the Lodi Campus, Obal Hall, room 204 or Rutherford Campus Ed Commons 206 by the dates given. Semester start and all devices will need to be returned on or by December 18th 2023, and end of Spring Semester 2024. Not returning the loaned device by that date will create a hold on your final grades.

For any questions or concerns contact helpdesk@felician.edu Equipment is NOT to be loaned or transferred to another person. The borrowed equipment must be returned to IT by you and the other person must put in their own request to borrow equipment. Items not returned by the return date will be considered lost/stolen unless an extension has been requested and approved by IT.

If the borrowed item is misplaced, stolen, damaged or broken, the borrower's account will be billed for replacement of the item. The amount billed will not exceed the original purchase value. Documentation of original purchase value and replacement purchase value is available provided upon request.

Student Computer & Wireless Access

Felician University provides computers for student use and offers a variety of computer network capabilities, including internet access, electronic mail, and a wide selection of applications. Students are provided free access to Microsoft Office for personal computers and devices while attending Felician University.

The University maintains a Help Desk to assist students with using computer resources including services such as password resets, assistance with loading the free version of Microsoft Office on their personal devices, accessing University email, and general help. The IT Help Desk may be reached at helpdesk@felician.edu or by calling 201 559-6165 between the hours:

Monday – Friday: 8:30 a.m. – 4:30 p.m.

Rutherford Computer Lab-206 Education Commons is open from 4:30pm-12 midnight M-F and 9am-9pm Sat/Sun

If you call after hours, please leave a message with your contact information.

Computer labs are located across campus with two locations specified for students needing to perform work outside of normal class time or a scheduled lab. The primary location is in the Felician University Library located in the Education Commons building on the Rutherford campus. A secondary location is in the Library building on the Lodi campus.

All buildings on the Felician University campus are equipped with wireless network access for both students and the employees. Students and employees have access to a secure portal to view information relevant to their coursework and/or employment.

Signing up for Felician Accounts

www.felician.edu is the website for the University.

Upon registration a letter will be mailed to your home address with instructions and login information to the electronic services offered by the University (The Hub, E-mail, Network, Library Databases, Emergency alert system).

The Hub

Your student portal via The Hub will allow students to access web-based services. By using The Hub, students can pay their bill online, request a transcript or enrollment verification, view their schedule, search for courses, register and view mid-term and final grades. To access The Hub, please visit the My Felician page on our website <https://felician.edu/my-felician/>.

Felician University does not mail grades to students. If a student needs to submit grades to their employer for tuition remission, this web-based grade report should be sufficient. If not, please contact the Office of Registration & Records (Registrar) at 201.559.6038 and an official paper copy can be sent via postal mail.

The Hub credentials are single sign-on; please use your Felician email address and password.

Felician E-mail Account

Students' Felician e-mail address will be used by the University to share important information such as new or improved Self-Service services and significant campus events. Students are required to use their Felician student e-mail account for all electronic University correspondence.

Felician Network Account

Felician's student network account will allow students to access computers across campus, save information on their network drive, use computer labs and printers on campus, and access Felician's Library Databases.

The Felician network and e-mail account share the same common user ID and password so if a password is changed in one system it will be reflected in the other.

Omnilert – Universal Notification System

Omnilert is a universal notification system that allows designated administrators to send time-sensitive messages to the mobile phones and e-mail of their subscribers (students, faculty, staff).

In the event of an emergency, subscribers are notified immediately of the situation, wherever they are geographically. Instructions will be electronically communicated to students. **All students are required to sign up and download the app.**

Facebook Policy

Felician University utilizes various Facebook pages to connect with all current and new community members while encouraging an active conversation about news, events, and topics of interest to the Felician University community.

In doing so, Felician University respects First Amendment rights and embraces free speech values. Our goal is to promote free speech on Felician-related Facebook page(s), as well as to promote community values and ideals.

For these reasons, the contents of the various Felician Walls, Discussion Boards, Photos, and other areas available for posts are a combination of content submitted by individual administrators of the Felician pages and individual Facebook members (Felician students, faculty, staff, alumni, and community members). Content submitted by individuals does not in any way reflect the opinions or policies of the University.

Please be aware that all content and posts are bound by the Facebook Terms of Use, Code of and the Felician University Computer and Network Use Policy. In addition, Felician University reserves the right to block or remove the content of any post that violates campus policies, including but not limited to harassing, threatening, or profane language aimed at creating a hostile or intimidating environment.

Content may be removed at any time without prior notice for any reason deemed to be in the University's best interest.

Felician University also observes the following guidelines:

- **Comments/Wall postings:** Any comment or post deemed inappropriate by Felician University page administrators due to harassing or threatening language, slander or profanity will be removed from all without prior notice. Felician University reserves the right to block posts from participants who violate this policy.
- **Discussion topics:** If a topic or post generates more than 100 responses, Felician University reserves the right to select a few representative posts to remain on the Wall or Discussion Board and place the rest in a discussion group.
- **Reporting violations:** Abusive content should be reported according to Facebook procedures: "Facebook encourages all users to utilize the Report link when they find abusive content. In most cases, you will find a Report link below the piece of content. Selecting this link takes you to a form where you can specify the type of abuse and make a detailed report. Facebook investigates these reports and makes a determination as to whether or not the content should stay up. All abuse reports on Facebook are confidential."
- Consult the Felician Student Handbook on the Felician University Web site to report violations of the Student Code of Conduct.

- Felician University page administrator content: If you have a concern about content posted by any of the administrators of Felician University's Facebook pages, please contact helpdesk@felician.edu.

SCHOOL NOTICES/POSTING ANNOUNCEMENTS

Lodi and Rutherford Campus

In Lodi, the official bulletin board is located on the first floor near the Administrative Offices in Obal Hall. Notices on this bulletin board are extremely important. Other bulletin boards or digital signage boards are located on the ground, second, and third floors in the Obal Hall and Kirby Hall.

In Rutherford, official bulletin boards or digital signage boards are on the fifth floor of the Student Center building and in the Falcon's Nest. Other bulletin boards are in Martin Hall, Blessed Mary Angela, and Education Commons.

All notices are brought to the attention of and approved by each department director. Upon approval, they should be submitted to and stamped by the Office of Student Affairs. Notices must be legible, tacked securely in place, and removed when no longer necessary. Do not post announcements on glass walls or doors

DEPARTMENT OF ATHLETICS

Felician University is a member of the National Collegiate Athletic Association (NCAA II) and the Central Athletic Collegiate Conference (CACC).

Intercollegiate Athletics Teams

- Men's Soccer
- Women's Soccer
- Women's Volleyball
- Men's Cross-Country
- Women's Cross Country
- Men's Golf
- Women's Bowling
- Men's Swimming
- Women's Swimming
- Men's Wrestling
- Women's Wrestling
- Men's Indoor/Outdoor Track & Field
- Women's Indoor/Outdoor Track & Field
- Men's Basketball
- Women's Basketball
- Men's Lacrosse
- Women's Lacrosse
- Baseball
- Softball

Athletic Club Teams

- Cheer & Dance

Department of Athletics Staff

Director of Athletics

Andrew Toriello, 201.201.5709
Rutherford Campus

Assistant Director of Athletics - External Relations / Head Coach

Brendan Bonacum, 201-559-3527
Rutherford Campus

Assistant Director of Athletics - NCAA Compliance, Student-Athlete Welfare/SWA

Nicole Aumack, 201-559-3540
Rutherford Campus

Coordinator of Student-Athlete Academic Support

Kayla Jones, 201-559-3333
Rutherford Campus

Director of Communications

Hakim Hamer
Rutherford Campus

Faculty Athletic Representative

Emmanual Pierre-Louis
Rutherford Campus

Open Gym Policy:

Resident and Commuting students must sign in upon entrance to utilize the Open Gym and leave their Felician University ID with the person(s) on duty. Any guests must be signed in and out with the host and sign a waiver to be able to participate in open gym. The host must leave a valid Felician University ID and his/her guest's valid student ID or Driver's License with the student

worker/graduate assistant working. The IDs can be retrieved when the guest is leaving the gymnasium. Residential students and their off campus guest may utilize the gym following the open gym hours. Residential guests must be signed in with security in the appropriate residence hall. Residents must be with their guests at all times during open gym. Each student is responsible for the actions of his/her guests. If a guest is found in the gymnasium without his/her host, they will be escorted from the gym and may not be permitted to return. The hosts' guest privileges will be revoked at the discretion of an On Call Administrator or University Administrator.

Fitness Center

Rutherford Campus:

WARC Fitness Center

3rd Floor Wellness and Recreation Center

Monday-Friday from 7 a.m.– 11 p.m.

Saturday from 9 a.m.- 9 p.m.

Sunday from 9 p.m. to 9 p.m.

The Wellness and Recreation Center Fitness Center is available to all Felician University students, faculty, and staff members who wish to receive a positive experience, enhancing their physical and mental well-being. Rules and regulations pertaining to the use of fitness facilities always need to be followed. Updated Felician University IDs will be required from all participants and all protocols must be observed.

Intramural and Recreation

The University will offer a number of intramural leagues and tournaments throughout the year. The Intramurals program will field leagues in sports such as basketball, volleyball, pickleball, dodgeball and more. The University will try to provide a variety of sports and one-day tournaments and encourages all students to partake in the Intramurals program. Typically, intramurals will run on Tuesday and Thursday nights.

**Please refer to the Athletics' Student-Athlete Handbook, which can be found on the Felician Athletics website, for all other information on the Athletic Department policies and procedures.*

BOOKSTORE

The Campus Store sells school supplies, new and used textbooks, digital ebooks, and rental options for textbooks/ebooks. The store also provides Felician University apparel, gifts, and many other items. Utilize the online bookstore at: www.FelicianShop.com. The store hours and address can also be found on their website.

The Campus Store is located on the ground floor of Obal Hall in the Lodi Campus.

Refund Policy

Textbooks purchased at the beginning of each semester may be refunded according to the following conditions:

FOR FULL CREDIT:

- Sales Receipt required (cash register, credit card, financial aid form/voucher)
- Unmarked, if New
- Within Specified Time:
 - « Regular Term: Seven calendar days from start of the term
 - « Two business days from purchase. Textbooks purchased after the specified time are not eligible for refunds. Textbooks that are written in, worn, or highlighted will be refunded at the buyback price only. Shrink-wrapped textbooks must be returned shrink-wrapped.
- Digital Returns:
 - « Unused/Unopened return within 30 days.
 - « Opened return within 14 days.
- Apparel and Gifts Returns:
 - « For apparel and gifts: Returns/exchanges within 30 days.

Return Policy and Store hours can also be found on FelicianShop.com.

You can contact the Campus Store at 201.559.6027 or bookstore@felician.com for further information.

STUDENT LIFE POLICIES/EVENTS

Felician University believes in its motto: “In Truth is Happiness.” We believe that all people can enjoy the challenges offered by higher education in a stimulating University environment. Since truth is found not only in the classroom, but in the total experience of becoming, Felician University attempts to provide a creative program of student services and activities.

To enhance the effectiveness of this process, Felician University has committed itself to the goal of developing as effectively as possible the fullness of the student through a campus-wide human development programming model. This programming is designed to integrate all the diverse, challenging and ever-changing varieties of intellectual, cultural, social, and spiritual opportunities in a University setting.

Weeks of Welcome

New students are requested to participate as an introduction to University life through Weeks of Welcome programming, which begins with a series of presentations by University administrators. Weeks of Welcome is developed with the assistance of students, faculty, and staff, who plan days of activities and presentations designed to help new students familiarize themselves with the University and its community.

STUDENT GOVERNMENT ASSOCIATION (SGA)

To prepare students for responsible living in a democratic society, Felician University offers a program of active participation in government. By admission to the University, every student becomes a member of the Student Government Association.

Spiritual Life

Our five Felician Core Values form the foundation for all events, activities, and formation in the spiritual life at Felician. Our Core Values are embedded in the University curriculum and are intended to assist in the formation of global citizens for the twenty-first century who will live out these values in their professional and personal lives.

To that end, Felician offers a variety of programs and events aimed at self-discovery and the exploration of one's personal relationship with God.

Recognizing the diversity of our Felician University Community, we offer Interfaith prayer services, Catholic liturgical celebrations, and dialogue with leaders of major religions.

The Office of Mission Integration and the Office of Campus Ministry coordinate these activities and maintain Interfaith Prayer Rooms and Catholic Chapels on both campuses.

Recognition is given to holidays and holy days in all the major religions. Catholic feast days and holy days are often observed with the celebration of Mass and/or service outreach activities.

The office of Campus Ministry coordinates various outreach initiatives throughout the academic year, providing students, faculty, and staff alike with the opportunity to put our Core Value of Solidarity with the Poor and Vulnerable into action by preparing meals for the homeless, distributing clothing to those in need and collecting donations for families in need at Christmas time.

Opportunities for expanding one's understanding of global issues impacting Human Dignity are provided through our partnership with Catholic Relief Services (CRS) and their Student Ambassador program which is open to all Felician students.

Retreats are planned and implemented by teams of students working with the Office of Campus Ministry as are specific discussion sessions, including Interfaith dialog.

Catholic sacramental life on campus includes the weekly celebration of Mass during the academic year, in the Castle Chapel in Rutherford; the availability instruction for Initiation into the Catholic Faith through an on campus RCIA process, and the opportunity for weekday Mass and the celebration of the Sacrament of Reconciliation, twice a week on each campus.

Students are encouraged to discuss ideas for additional faith/spiritual activities with the Director of Campus Ministry and the Campus Ministry staff.

Through individual direction and group interaction rooted in our Franciscan Felician tradition and our Felician Core Values, Felician University endeavors to assist all members of the Felician University community in deepening their desire for God so that they may live out their understanding of that relationship for the Common Good.

Student Protest Policy

Felician University recognizes the rights of students to engage in peaceful protests and demonstrations in accordance with university policies. Students are encouraged to exercise their voices responsibly while respecting the rights and safety of the campus community. For a complete copy of the Protest Policy, students may formally request it by contacting the Office of the Vice President for Student Affairs or the Office of the Dean of Students via email at studentaffairs@felician.edu.

Disciplinary Records Request Policy

Felician University's Disciplinary Records Request Policy outlines the process for obtaining background information related to a student's behavioral standing, in compliance with the Family Educational Rights and Privacy Act (FERPA). Requests may be submitted by current or former students, educational institutions, law enforcement, employers, and other authorized parties. All records are retrieved from the university's student conduct platform and are only available if they are within a seven-year retention period.

To request a copy of this policy, please contact the Director of Community Rights and Responsibilities at studentconduct@felician.edu.

SOCIAL ACTIVITIES

The Center for Student Development & Engagement provides daily events, programs, and workshops, and oversees 20+ Student Organizations, including Fraternity & Sorority Life, the Student Government Association, Honor Societies, and the Campus Activities.

Activities planned for the fall and spring semester include dances, Broadway trips, celebrations, live performers, DIY projects, and other formal and informal affairs. Annual festivities include:

- Weeks of Welcome
- Senior week events for graduates
- Friends and Family Weekend
- Beginning and End of Year Bingo
- Daily Programming
- Off Campus Activities
- First Year Experience

Cultural Opportunities

The cultural calendar at Felician University incorporates many types of events: classical recitals and popular concerts, professional drama and student productions, lectures and demonstrations, movies, and exhibits.

In addition to the extensive program offered at the University, Felician participates in cultural activities at nearby colleges and community centers. Opportunities are also afforded to enjoy theater parties, trips to museums and other places of interest in nearby New York City.

STUDENT ACTIVITIES

Organizing a Group or Student Organization

Any group that wishes to organize on campus must submit its request for recognition to the Center for Student Development and Engagement.

To be considered for recognition, a group must submit the following for consideration and approval.

- The aim and purpose of the organization.
- Evidence of departmental backing and approval or the support of a faculty or staff member who will be willing to act as an advisor.
- Membership is open to all students.
- A list of officers, a constitution and/or bylaws. (All changes and amendments should be submitted within one week before they become effective).
- Any source of outside funds must be disclosed.

Regulations for Student Organizations

Recognition of an organization implies neither the approval nor the disapproval of the aims, objectives, and policies of the organization by the University.

To be considered an organization in good standing, the following requirements must be met:

- A **constitution** approved by the Center for Student Development and Engagement
- A current **roster of officers and members** (numbering at least five) on file with the Center for Student Development and Engagement
- All fund-raising and activities are approved in writing by the Center for Student Development and Engagement.
- All student organizations must have a faculty or staff member as a moderator to serve in an advisement capacity.
- All student organizations must abide by the policies and procedures set forth by the Center for Student Development and Engagement which are outlined in the Student Organization & Advisor Handbook
- All student organizations which engage in activities prohibited by law or University regulation on or off campus may have sanctions imposed against it, including withdrawal of recognition.

Publications

Aspiring Authors Journal

Journal comprised of poems, short stories, and literary works from Felician University students, faculty, and staff. Submissions are accepted throughout the year, and membership is open to the entire Felician University Community.

Business School Newsletter

Published once a semester, it contains current news and announcements about student, faculty, and general division activities.

Bulletin Board

Monthly calendar of events published by the Office of Student Affairs, includes the activities held at the University or sponsored by the University.

Felician Business Review (Of Student Research)

The Review is published once a year by the Felician University Business School Chapter of Sigma Beta Delta. The editors will accept student manuscripts any time throughout the year. Specific areas of interest are business ethics, accounting issues and competencies, analytical and critical thinking in business, managerial competencies, leadership, communications, learning and development, organizational behavior, marketing and ecommerce, and human resource management topics.

The Newsletter of the Office of the Vice President for Academic Affairs

Published each semester and highlights the scholarly and professional achievements and activities of University faculty and staff.

Nursing Link

Published each semester by the Nursing Resource and Simulation Center, communicates information regarding the Center's operation to nursing faculty and students. This publication is also an avenue for encouraging nursing students to excel both in their studies and clinical competencies.

Societas

Published twice per semester by the Department of History and Social Sciences. Each issue contains articles on internships, club activities, recent library acquisitions, and web sites pertinent to students interested in Sociology, History, and Political Science.

HONOR SOCIETIES

Honor Society – Sigma Beta Delta (SBD)

International Honor Society for Business, Management and Administration

The Felician University School of Business is a chapter member in Sigma Beta Delta. SBD is the highest national recognition that a business student can receive at the University or with a Sigma Beta Delta chapter. To be eligible for membership, a business major must rank in the upper 20% of the junior, senior or master's class and be invited to membership by the faculty.

The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management, and administration, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

• Honor Society – Kappa Gamma Pi (KGP)

Because of the foresight and diligent efforts of the Conference of Catholic Colleges for Women in the National Catholic Educational Association, Kappa Gamma Pi, the National Catholic College Graduate Honor Society came into existence June 30, 1926. (The Conference of Catholic Colleges for Women is now part of the College and University Department of the National Catholic Educational Association.)

The purpose of this society shall be to strive for a high standard of personal Christian excellence and scholarship among members; to encourage individual and group initiative and participation in local and national Church and secular affairs; and to awaken a spirit of Christian leadership among the undergraduates of Kappa affiliated colleges.

Membership

The Society shall consist of alumni of regionally accredited four-year Catholic colleges and universities that have established affiliation with KGP.

- « By the end of seven semesters or equivalent, they shall have attained a point standing sufficient for graduation with honors from their respective colleges. Membership becomes effective upon graduation.
- « They shall have shown outstanding leadership in extra-curricular activities, which are activities on campus, service to their church, and service to the community.
- « They shall have been regularly matriculated students of the nominating college for at least two consecutive years or will have been at the end of eight semesters.
 - « They shall have expressed a desire to be members of the Society, and willingly accept the responsibility of individual leadership in

Church, civic, and/or Kappa sponsored activity, which membership implies.

A member of the administration of the University shall personally be responsible for informing each candidate as to the nature of Kappa Gamma Pi as a service-oriented graduate honor society. Members shall be selected by the University faculty or by student-faculty vote or by chapter members in consultation with University faculty.

STUDENT NURSES' ASSOCIATION

Felician University Student Nurses Association (SNA): All nursing students are privileged to be members of the Felician University Student Nurses Association. Executive Officers of the Association are elected by the nursing students annually and include: President, Vice President, Treasurer and Secretary. Each level also elects two class representatives. A nursing faculty member serves as Faculty Advisor of the Association. The Student Nurses Association has also established a Facebook Group FC SNA. The Student Nurses Association Bulletin Board is located in Obal Hall on the third floor.

ALUMNI ASSOCIATION

The Felician Alumni Association was formed in 1966 to provide an organization through which graduates could deepen and continue the friendships and associations developed during their student days. In 1990, the Association broadened its horizons to provide and coordinate programs and services that support Felician and benefit its Alumni. The Director of Alumni Engagement supervises and directs Alumni activities. Upon graduation, a student automatically becomes an Alumna/Alumnus of Felician University.

Felician strives to be a resource for its Alumni and will continue to add innovative and exciting opportunities to meet the needs of its graduates.

As Alumni, you are eligible to take advantage of the following membership benefits*:

- Felician University Alumni Grant for post-baccalaureate programs (\$100.00 per credit for non-discounted courses offered on the Felician campus). Click [here](#) for Graduate Admissions information.
- A Special Benefits Package for only Alumni
- Access to the Lodi (LCL) and Rutherford (RCL) Libraries
- Discounted tickets to special events
- Invitations to local and regional alumni-only events
- Access to [LinkedIn](#) professional network of nearly 800 graduates
- Ability to vote, attend annual meetings and hold an office in the Alumni Association

Information on Alumni services and other Alumni news can be reached through the University's website:

<http://www.felician.edu/alumni/>. The leadership of the Association is represented by an enthusiastic Executive Board, which consists of alumni officers and committee chairpersons. The Director of Alumni Engagement supervises and directs all alumni activities through the Office for University Advancement and welcomes all Alumni to contact the Director by emailing alumni@felician.edu with questions or comments.

COUNSELING & WELLNESS SERVICES

Wellness Services

Location: Ground floor of Milton Hall & Student Center

Rutherford Campus

Phone: 201.559.3559

Fax: 201.559.3579

E-mail: wellness@felician.edu

Hours during Fall and Spring semesters: 8:30 am-4:30 pm . Please call before visiting the office to ensure staff presence.

All records are maintained in accordance with the federal HIPAA law and Privacy Act and are not part of the academic record. Any information concerning a visit to Wellness Services will not be released without written consent from the student. A medical disclosure form must be completed with the following information: name, date, DOB, last 4 numbers of social security number, date last attended or if still currently attending Felician University, what records are to be released, where are they to be sent, reason for release, signature of student with date release signed. No more than 5 pages will be faxed.

Services available to the students at Wellness Services

- Evaluation and treatment of illness and injuries
- COC (chain of custody) urine drug testing
- Referral to specialists as needed (in network whenever possible)

STUDENT HEALTH POLICIES

The Felician University health requirements apply to ALL students are specified under each division. This is a list of the general health requirements for all Felician University matriculated students:

- The Enrollment Prerequisite Health Form must be submitted. The form can be downloaded from the Felician Web site at <https://felician.edu/campus-life/wellness-services/>
- « Part I and Part II (General Information and the Health History) is to be completed by the student. The history should encompass a complete and comprehensive history including medications that the student is taking, plus listing all allergies including foods and medications.
- « Part III (physical examination) is to be completed by a licensed healthcare provider. It must be dated within one year (6 months for athletes) of entry to Felician University and must be submitted by July 15.
- Part VI pertains to the Felician University immunization requirements. All students born after 1956 and ALL Nursing and Allied Health Education students regardless of age, MUST provide proper documentation of immunity to rubeola (measles), mumps, rubella (German measles), varicella (chickenpox) and Hepatitis B. This can be done with copies of records showing that vaccinations have occurred or that the disease was experienced. Proper documentation as REQUIRED by the New Jersey State Department of Health includes official school immunization records and/or official records signed by a health care provider licensed to practice in the United States.
 - Rubeola (measles) – two doses of the live vaccine with the first dose being on or before the first birthday and second dose must be after 1980.
 - Mumps – one dose of the live vaccine on or after the first birthday.
 - Rubella (German measles) – one dose of the live vaccine on or after the first birthday.
 - Varicella (chickenpox) – two doses of the Varivax vaccine. Second dose must be done at least 30 days apart.
 - Hepatitis B vaccine – a series of three vaccines given at 1-, 2- and 6-month intervals.

Note: As of January 2008, New Jersey State law requires all high school students to be vaccinated against Hepatitis B. Individuals who finished high school prior to the enactment of this law and who are now attending college, will have to receive the Hepatitis B vaccines.

The following documentation will be accepted to fulfill the Hepatitis B requirement:

- Immunization records with exact dates each of the three hepatitis B vaccines when received.
- Copies of lab evidence (blood test) showing documentation of a positive titer for hepatitis B titer surface antibody quantitative.

Students who have not completed three doses of the Hepatitis B vaccine will be placed on a Provisional Clearance if ALL other health documents have been completed. New Jersey state law has established a time frame for the Hepatitis B vaccine to be completed by:

- if no Hepatitis B vaccines – 9 months will be granted to complete the series.
- If one documented dose of Hepatitis B vaccine – 6 months will be granted to complete the series.
- if two documented doses of Hepatitis B vaccine – 4 months will be granted to complete the series.

If the Hepatitis B vaccines are not completed by the end of the Provisional Period, a Health Hold will be placed on the student's record which will preclude them from continuing their studies at Felician University.

- Copies of lab evidence (blood tests) showing documentation of positive titers to Rubeola (measles) (Rubeola Antibody titer IgG), Mumps (Mumps Antibody titer IgG), Rubella (German measles) (Rubella Antibody titer IgG), Varicella (chickenpox) (Varicella-

Zoster Virus Antibody titer IgG) and Hepatitis B (Hepatitis B Surface Antibody titer IgG Quantitative) will be accepted as proof of immunity to these diseases.

- Meningococcal Disease (Meningitis)– The Meningococcal (MENACWY) vaccine is REQUIRED for ALL Felician University students. Two doses of the Meningitis (MCV4) vaccine are recommended for adolescents 11 through 18 years of age. The first dose at 11 or 12 years of age, with a booster dose at age 16. If the first dose is given after the 16th birthday, a booster is not needed. The meningitis B vaccine is also RECOMMENDED for students under age 25 and living off campus who want to reduce their risk of meningitis.
- Mantoux/TST Skin Test) – REQUIRED for ALL students within the 6-month period PRIOR to entering Felician University. This test MUST be completed regardless of BCG history unless the student has a known history of a positive TB test. See Web site for forms which can be used. TB documentation MUST include:
 - Date placed.
 - Date read (must be within 48-72 hours of placement).
 - Results measured in millimeters (e.g., a negative reading = 0 mm).
 - Written signature of the licensed healthcare professional reading the results.

If the student has a positive TB test, documentation of the positive results in millimeters MUST be provided along with a copy of a recent (within 5 year) chest x-ray report. A note from the primary health care provider MUST also be attached stating if INH prophylaxis will be/was prescribed and if treatment was completed or declined. Students can also submit a negative QuantiFERON TB gold and a TB Symptom Assessment form (<http://felician.edu/campus-life/student-resources/student-wellness/student-health-requirements>) or a negative T Spot along with a TB Symptom Assessment form.

All Nursing and Education students with a known positive TB will also be REQUIRED to complete and submit the TB Symptoms Assessment form each semester.

Please note:

Immunization exemptions are allowed by the New Jersey Department of Health and may be granted for medical reasons provided in a written documentation from healthcare provider of:

- why vaccine is not to be given
- a diagnosis of the condition for not giving the vaccine.
- Date when the exemption will be over. Students with chronic medical conditions must provide this information annually.

Religious reasons must provide the specific tenet in their religion that prohibits vaccination. Students with medical/religious exemptions for immunizations may be temporarily excluded from class or activities during a threatened or actual disease outbreak as determined by Felician University Wellness Services.

COUNSELING SERVICES

Location: Student Center, room 4C

Rutherford Campus

Phone: 201-559-3337

E-mail: counselingcenter@felician.edu

University life can be an exciting, yet stressful journey for students. We offer in person and tele-counseling support by video or phone for students trying to achieve wellness and balance in their lives. Counseling services for students of Felician University are short-term, free and confidential, except when the safety of self or others needs to be protected or when mandated by a court order.

Appointments may be arranged by emailing counselingcenter@felician.edu, calling, or stopping by Counseling Services which is located on the main floor of the Student Center building, 4C, on the Rutherford Campus. The office hours of operation are Monday-Friday, 8:30AM-4:30PM. We are closed on Fridays during the summer.

The licensed clinicians are:

Kathy Murray, LCSW, Counselor: 201-559-3329, murrayk@felician.edu

Christine Panepinto, MA, CAGS, LAC: 201-559-3587, panepintoc@felician.edu

April Lennon, LSW: 201-559-3503, lennona@felician.edu

The professional staff of Counseling Services is committed to providing confidential quality services to students dealing with developmental concerns, as well as students experiencing more difficult, challenging circumstances. The professional clinicians are committed to helping students:

- Achieve their educational and career goals
- Learn problem solving and decision making
- Enhance their self esteem
- Engage in healthy relationships
- Meet personal goals
- Appreciate the consequences of their thought and actions

Some common issues that University students present in counseling include: adjusting to college, self-esteem, feeling stressed or overwhelmed, anxiety, depression, academic concerns, anger management, substance use, eating and sleeping concerns, gender and sexual identity, and relationships concerns.

Counseling Services provides:

- Short-term individual counseling, in person or by tele-counseling for Felician students
- Couples counseling if both partners are Felician students
- Therapy groups on a variety of issues, determined by student need and interest
- Educational programs that encourage personal growth
- Referrals for additional or specialized services and/or medication off-campus
- Consultations with others concerned about students
- Crisis response

The clients' rights to privacy and confidentiality are taken seriously in Counseling Services.

Communications between the clinician and client are privileged, confidential, and safeguarded. Counseling records do not become part of the educational record. Confidentiality is guaranteed within legal and ethical guidelines. Exceptions to confidentiality exist to ensure the safety of the client and others in rare cases.

The following off-campus hotlines/services are available 24 hours a day, seven days a week:

National Suicide Prevention Lifeline 24/7 at 988 or 1-800-273-TALK (8255).

For veteran's services, dial 988 or, after dialing 1-800-271-8255, press 1.

Text "START" to 741-741 for the Crisis Text Line

Care Plus 24/7 hotline at 201-262-4357

Healing Space is a sexual violence resource center with a 24/7 hotline at 201-487-2227.

NJ Domestic Violence Hotline is 1-800-572-7322.

CAMPUS CONDUCT CODE

As a leading Catholic Franciscan University, we are dedicated to fostering a dynamic learning environment where all students can pursue truth. Our commitment to scholarship, competence, character, and compassion is deeply rooted in our institution's core values, which we hold with the utmost integrity and moral standards.

To continue to fulfill the purpose, the Office of Community Rights & Responsibility (Student Code of Conduct) aligns with the core values of Felician University. The core values and mission of Felician University resonates with the philosophy of Restorative Justice (RJ). Which is to encourage, collaborate, reintegrate, rather than coerce or isolate. Restorative Justice (RJ) refers to an approach to justice, where the institution is seeking to repair harm by providing the opportunity for those who caused the harm to take ownership of their actions. Furthermore, addressing the needs of all parties involved is the first step in rectifying incidents civilly. Most importantly, respect for all parties coincides with the leadership and inclusivity of our campus community. Felician University encourages personal growth, engagement, student success, well-being, and solidarity. Our mission as a Catholic Franciscan University is encouraging support for all students and recognizing the importance in following through on standard behaviors.

Leading by example regarding our Core Values, is intentionally investing in civility, and community development, which embodies atonement. Students are reminded that they are not alone when encountering a conduct related violation. Sanctions can serve as an on-going learning opportunity, where the student recognizes harm can be repaired within the campus community. For the campus community to remain protected, the act of promoting reformation, in addition to our core values and standards, will educate the campus community on the Restorative Justice (RJ) discipline.

As a four-year Catholic Franciscan institution, we are both dedicated and committed to the inherent dignity and respect of each individual and the needs of our community of learners. The Restorative Justice (RJ) process via Community Rights & Responsibilities (Student Conduct) serves as a great reminder for our students of the importance of compassion, accountability, civility, and most importantly respect for human dignity. Restorative Justice (RJ) is a profound resource that will continue to create community, assist in understanding accountability, while maintaining boundaries and respect within the campus community. The goal is to support Felician students' development, where they can flourish spiritually, mentally, emotionally, socially, and intellectually.

SCOPE OF COMMUNITY RIGHTS AND RESPONSIBILITIES POLICY

Students are members of Felician's academic community and of the greater community. Students enjoy the same freedom of speech, peaceful assembly and right of petition whether off or on campus. As members of the educational community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the greater community, students are responsible for the laws of society. Felician University's Student Code of Conduct shall apply to conduct that occurs both on and off campus sponsored activities or events that adversely affect the overall University Community. Students who incur penalties prescribed by civil authorities may be subject to further discipline by the University Community Rights & Responsibilities (Student Conduct) system in cases where a violation of university regulations also occur, unless there are distinct and clear University community interests involved. The appropriate University administrator will rule as to its jurisdiction in such cases. The University community should not be considered by any of its students as an institution which provides its members with special immunity to the civil laws of the community.

Felician University retains the right to refer any student whose behavior both on or off campus may violate the University's regulations and will be reviewed by the Director of Community Rights and Responsibilities. Community Rights & Responsibilities (Student Conduct) violation can occur before classes begin, during the academic year, during periods between terms of actual enrollment, which includes conduct that is not discovered until after a degree is awarded, or after classes end. The Director of Community Rights & Responsibilities is responsible for the administration of the Student Code of Conduct process, which includes the interpretation of all conduct-related policies and statements. Additionally, the Director of Community Rights & Responsibilities will determine whether the Student Code of Conduct will be applied to conduct occurring off campus, in their sole discretion, or on a case-by-case basis.

INTERPRETATIONS OF THE COMMUNITY RIGHTS & RESPONSIBILITIES (STUDENT CONDUCT) CODE

Felician University's Student Code of Conduct regulations are implemented in writing, to provide guidance and understanding regarding the general notice of prohibited conduct. The Code and its regulations should be read broadly and not designed to define misconduct in exhaustive terms. The University reserves the right to take necessary and appropriate actions to assist in protecting the safety and well-being of the campus community. Codes violated (on or off campus) will be managed and remedied extensively that aligns with the Restorative Justice approach.

1. The term "Restorative Justice" means an approach to justice that seeks to repair harm by providing an opportunity for those harmed and those who take responsibility for the harm to communicate about and address their needs in the aftermath of a code violation.
2. The term "University" means Felician University.
3. The term "Campus community" means the students, faculty, and staff of the university, whether part-time, full time or temporary, the Board of Trustees, visiting faculty, contractors and consultants performing work or performing services on university owned or leased property and all other invitees of the University.
4. The term "student" includes all persons taking credit or non-credit courses, at either campus (Lodi or Rutherford), either as a full-time, part-time, or online, pursuing undergraduate, graduate, or professional studies. Additionally, this also includes programs or academic terms conducted internationally.
5. The term "University official, Administrator, or Staff" means any person employed by the University performing assigned administrative or professional responsibilities.
6. The term "faculty member" means any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
7. The term "member of the University community" means any person who is a student, faculty member, staff, Administrator, University official or any other person employed by the University, including Third Party Affiliates. A person's status in a particular situation shall be determined by the Director of Community Rights & Responsibilities.
8. The term "University premises" means all land, buildings, facilities, or other property in the possession of or owned, used, or controlled by the University on both the Rutherford and Lodi campuses respectively.
9. The term "Judicial Board" means those persons who have been designated by the Director of Community Rights & Responsibilities to determine whether a student has violated specific University regulations, as accused, and to recommend sanctions that may be imposed when a violation has been committed. The Director of Community Rights & Responsibilities, or their designee, will be responsible for assigning individual Board members to each Review Board that decides specific allegations of violations by a Respondent.
10. The term "Community Rights & Responsibilities" means an Administrator authorized to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
11. The term "Appeal Authority" means any person or persons appointed by the Director of Community Rights and Responsibilities to consider an appeal from a decision by a Review Board or Community Rights & Responsibilities.
12. The term "will" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. The Director of Community Rights & Responsibilities is the person designated by the Assistant Vice President for Student Affairs to be responsible for the administration of the Student Code of Conduct Process.
15. The term "policy" means the written regulations and guidelines of the University as found in, but not limited to, the Student Code of Conduct, Residence Hall License Agreement, the University Student Handbook, Information Technology Appropriate Use Policy, and Graduate/Undergraduate Catalogs respectively.
16. The term "cheating" includes, but is not limited to:
 - a. use of any unauthorized assistance (ie: Artificial Intelligence platforms, etc) in taking quizzes, tests, or examinations.
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
 - c. the acquisition, without permission, of tests or other academic material belonging to a member of the University's faculty or staff.
 - d. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
17. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or providing of term papers or other academic materials. Refer to the University Academic Honor Code for more information: <https://felician.cleancatalog.net/felician-university-honor-code3>
18. The term "Complainant" means any member of the University community who alleges they have been harmed or aggrieved by a student who may have violated a rule or regulation of the Student Code of Conduct. The University may also serve as the Complainant.

19. The term “Respondent” means any student accused of violating a rule or regulation of the Student Code of Conduct.
20. The term “Advisor” shall refer to any person that a complainant or respondent selects to help and support at any point during the Community Rights & Responsibilities (Student Conduct) process, including any meetings or hearing.
21. The term “notification” shall mean providing notice via a student’s University assigned e-mail account.
22. The term “day” refers to calendar days.
23. The term “preponderance of the evidence” refers to the standard of proof used by The Director of Community Rights & Responsibilities to determine if a Respondent has violated a University policy or regulation – whether it is more likely than not that the Respondent violated a University policy or regulation.
24. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of participation in that protected activity. This includes any individual’s right to participate or refuse to participate in a Community Rights & Responsibilities (Student Conduct) complaint process. Examples include retaliation against the complainant by the respondent, the respondent’s friends or co-workers, or a university supervisor, manager, or other representative of the University. Retaliation against an individual for reporting a violation of Policy rights, supporting a complainant, or assisting in providing information relevant to a claimed Policy violation is a serious violation of this Policy. Further detail is available in the University’s <https://felician.edu/campus-life/campus-safety/anti-discrimination-policy/>
25. The term “Investigator” refers to a person trained and assigned to conduct a fair, impartial investigation into a complaint of a violation of the Student Code of Conduct.

GENERAL GUIDELINES

All students are expected to read and follow the policies of the University as may appear in any University publication or administrative directive. A student may be suspended or dismissed for improper conduct, failure to comply with University regulations, possession of, or being under the influence of alcoholic beverages except as permitted by state law and University policy or illegal drugs, or under other circumstances as determined by the appropriate member of the University Administration. Violation of conduct related matters will be investigated and managed only by the Office of Community Rights & Responsibilities.

The office of Community Rights and Responsibilities will provide mandatory incident report training for the following departments: Office of Campus Security, Office of Residential Life, Title IX Department, and the Athletics Department. The mandatory training should be reviewed every semester, or as a need basis. A training assessment will be provided to each staff member for internal record purposes.

As the Code of Student Rights, Responsibilities and Conduct, admission to Felician University means that the student has accepted an unqualified commitment to always conduct themselves, both on and off campus, in a responsible manner that conforms with the generally accepted standard of adult behavior. It is expected that the student will show courtesy and respect for the administrative officers, faculty, students and employees in your personal contacts, as well as any contact that they may have with the greater community. Students must understand and accept the necessity for various University regulations and comply with the directives of those authorized to enforce the regulations. If the student refuses to proceed with the best interest of the University, they will be subject to such penalties as the circumstances justify, including suspension or dismissal.

New Jersey Statutes on Conduct at Educational Institutions Among the pertinent applicable statutes are the following:

- **2A:149A-1.** Entry into Educational Premises to Commit Indictable Offense. Any person who enters any building, structure, or place used for any educational purpose with intent of committing therein any indictable offense shall be guilty of a high misdemeanor, punishable by imprisonment for not more than five years or a fine of not more than \$10,000 or both
- **2A:149A-2.** Entry into Educational Premises to Disrupt Classes. Any person, other than a bona fide student therein or parent or legal guardian of such student or a teacher, administrator, or other school employee while in the performance of their duties, who enters any building, structure or place used for any educational purpose with the intent of disrupting classes or of otherwise interfering with the peace and good order of the place shall be guilty of a misdemeanor.
- **2A:149A-3.** Interference with Students, Faculty, Others. Any person who obstructs, interferes with, assaults, or threatens bodily harm to any student, teacher, administrator, guardian of any student, or any other person lawfully seeking to enter a school building or any other building structure or place used for any educational purpose shall be guilty of a high misdemeanor, punishable by imprisonment for not more than 5 years or a fine of not more than \$10,000 or both.
- **2A:151-41.1.** Possession of a Firearm on School Premises. Any person other than those enumerated in section 2A:151-43 of the New Jersey Statutes, who carries, holds, or possesses on or about their clothes or person, or who keeps otherwise in their possession or control while on the premises of any public or private school, college, or university, any firearm as defined in section 2A:151-1 of the New Jersey Statutes is guilty of a high misdemeanor.

JURISDICTION OF THE UNIVERSITY

The Director of Community Rights & Responsibilities will have jurisdiction over all cases involving student behavior on the campus, including on-campus housing. Investigation is not managed by Campus Security, Residential Life, or any other department, unless it is Title IX related. Title IX-related matters would be managed by the Title IX Coordinator's office. When a student is found responsible of any violations of Community Rights & Responsibilities (Student Conduct), the Director of Community Rights & Responsibilities will recommend appropriate sanctions and report to the appropriate Student Affairs administrator their decision for action. Should a case involve a faculty/staff member, the Director of Community Rights & Responsibilities can not discipline a faculty/staff member but will refer the matter to the Director of Human Resources, or their designee.

If a student is facing the sanction(s) of University and/or Residence Life suspension or dismissal, the student shall have the option to choose whether their case is heard by the Judicial Board. If the student waives their right to a Judicial Board hearing, they will sign a waiver and agree to abide by the decision of the Director of Community Rights & Responsibilities.

Regarding Appeals, all decisions by the Director of Community Rights & Responsibilities and the Judicial Board may be appealed within 72 hours (3 days) from the date of the outcome letter. Such appeals must be typed (word document only) and emailed to the following email address: conductappeals@felician.edu. The assigned Chair of the Appellate process, having not been a member on the Judicial Board or a part of the original decision, will consider the merits of the appeal. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the original hearing and all supporting documents.

Appeals may be considered for one or more of the following reasons:

1. To determine whether the original hearing was conducted without bias;
2. To determine whether the sanctions imposed were appropriate for the violation of the Student Code of Conduct that the student was found to have committed; or
3. To consider new evidence sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/facts at the time of the original hearing.

If the appeal is upheld, the assigned Chair of the Appellate process may:

- a. Reduce, but not increase, the sanctions imposed, or
- b. Remand the case to the original Judicial Board or the Director of Community Rights & Responsibilities

The assigned Chair of the Appellate process does not include the Office of Community Rights and Responsibilities or any members from the Student Affairs Division. The decision of the assigned Chair of the Appellate process shall be final and binding.

In matters of purely academic concern as opposed to those involving student behavior, the Vice President of Academic Affairs will assume jurisdiction. Such violations include academic cheating, plagiarism, honor code violations, or interference with academic process. The Vice President of Academic Affairs holds the due process information related to academic concerns.

VIOLATIONS OF THE UNIVERSITY

The following acts are violations of University regulations: Violations for which the maximum sanction may be university dismissal.

1. Violation of written University Policy or regulations contained in any official publication or administrative announcement of Felician University.
2. Physical abuse or verbal abuse,
3. Threatening actions or behaviors, including but not limited to: intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of a person;
4. Furnishing false information to the University or any member of the University community with the intent to defraud
5. Forgery, alteration, or misuse of University documents or records
6. Theft
7. Vandalism or property damage
9. Willful or negligent actions which endanger the health and safety of oneself or other persons
10. Use or possession of explosives, firecrackers, smoke bombs, firearms, BB guns, nerf guns, or explosive materials on campus property or off-campus events
11. Abuse of the University Student Code of Conduct System, the University Title IX policy, or the University Discrimination/Harassment policy; including but not limited to:
 - a. Failure to obey the summons of the Judicial Board or University official
 - b. Falsification, distortion, or misrepresentation of information before the Judicial Board
 - c. Disruption of interference with the orderly process of the Community Rights & Responsibilities (Student Conduct) proceeding
 - d. Institution of a Community Rights & Responsibilities (Student Conduct) proceeding knowingly without cause
 - e. Attempt to discourage an individual's proper participation in, or use of, the student code of conduct process
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during, the student code of conduct proceeding
 - g. Harassment (verbal or physical) and/or intimidation of a member of the Judicial board prior to, during, and/or after a student code of conduct proceeding
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct
 - i. Influencing or attempting to influence another person to commit an abuse of the student code of conduct system
 - j. Retaliation
12. Failure to abide by University policy on vehicle usage or obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored functions
13. Misuse of the University computer system, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual's identification and password
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive message or other messages prohibited by the University's policy on electronic mail
 - f. Use of the computing facilities to interfere with normal operation of the University computing system
 - g. Failure to comply with the University's policies regarding the use of the Internet and e-mail system
14. Behavior that would constitute a violation of local, state, or federal law on University property or off campus when such behavior has a substantial adverse effect upon the University or upon individual members of the University community
15. Unauthorized possession, duplication, or use of keys to any University premises. Unauthorized entry to or use of University premises
16. Failure to comply with the direction of a University official or law enforcement acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so
17. Misuse of or tampering with the fire alarm systems, fire extinguishers, or other security equipment; including, but not limited to, covering smoke detectors within the residence halls
18. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University
19. Unlawful entry into University-owned property or University-leased property
20. Failure to abide by the rules, regulations, policies and directions relating to on-campus housing

SANCTIONS

Violations of the provisions of Section C of the Student Code of Conduct will result in the imposition of sanctions in service of the mission of this Code to both educate and repair potential harm to the community. Specific modules would be assigned based on the severity of the sanctions. The following student sanctions are listed in order of severity:

- A. Warning – A notice in writing to the student that the student has violated University regulations.
- B. Probation – A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the possibility of more severe sanctions if the student is found to be violating any University regulation(s) during their probationary period.
- C. Loss of Privileges – Denial of specific privileges for a designated period of time.
- D. Fines – A monetary amount required to be paid to the university, appropriate to the level of violation.
- E. Note: There is a \$500.00 fine for covering any smoke detector.
- F. Restitution – Compensation for loss, damage, or injury to the university or an affected person(s). This may take the form of service, monetary, or material replacement.
- G. Educational/Discretionary Sanctions – Sanctions intended to contribute to the education of the student, the University community and/or to be a form of social restitution. Examples include but are not limited to:
 - ☐ Developmental exercises – requirement to attend, plan and/or participate in a program, workshop, or other appropriate activity.
 - ☐ University mandated service – service assignment for a number of hours or the equivalent that is appropriate to the violation.
 - ☐ Educational class – attendance at a class or workshop appropriate to the violation such as Fire Safety class or Alcohol/Drug Education class.
 - ☐ Administrative Reassignment of Housing – A temporary or permanent relocation of a person’s housing assignment in University-operated housing.
- H. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- I. Residence Hall Dismissal – Permanent separation of the students from the residence halls.
- J. University Suspension – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- K. Interim Suspension – In certain circumstances, the Vice President for Student Affairs and Assistant Vice President of Student Affairs (Dean of Students) or a designee, may impose a University or residence hall suspension prior to the hearing before a judicial body.
 - ☐ Interim suspension may be imposed only: (1) to ensure the safety and well-being of members of the University community; (2) to preserve University property; or (3) if the student poses a definite threat of disruption of or interference with normal operations of the University.
 - ☐ During the interim suspension, students shall be denied access to the residence halls; to the campus (including classes); and/or all other activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs and Assistant Vice President of Student Affairs (Dean of Students), or designee, may determine to be appropriate. In the event of an interim suspension, an emergency session of the Community Rights & Responsibilities (Student Conduct) Board will convene within an expedited timeframe.
- L. University Dismissal – Permanent separation of the student from the University.
- M. THREE (3) STRIKE RULE- The sanction are as follows for Residential Housing:
 - ☐ Lower tier sanctions, such as health and safety, roommate mediation, noise complaints (absence of alcohol/drug), and or guest/visitor violations will lead to a 1st time warning. Two (2) additional violations, thereafter, will lead to (1) strike. **Three (3) strikes per academic semester can lead to dismissal or suspension from housing based on the leverage of the sanction.**
 - ☐ Upper tier sanctions, such as physical altercation, alcohol, smoking, fire safety, bullying or any threatening behavior, breaking of the No Contact Order (NCO) contract, property damage, and or any escalated conduct related matter, will immediately lead to a strike. **Three (3) strikes per academic semester can lead to dismissal or suspension from housing based on the leverage of the sanction.**
 - ☐ **Strikes will be rolled over into the next semester.**

The following sanctions may be imposed upon groups or organizations:

- A. Warning – A notice in writing to the student that the student has violated University regulations.
- B. Probation – A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the possibility of more severe sanctions if the student is found to be violating any University regulation(s) during their probationary period.
- C. Loss of Privileges – Denial of specific privileges for a designated period of time.
- D. Fines – A monetary amount required to be paid to the university, appropriate to the level of violation.
 - a. Note: There is a \$500.00 fine for covering any smoke detector.

- E. Restitution – Compensation for loss, damage, or injury to the university or an affected person(s). This may take the form of service, monetary, or material replacement. Deactivation – loss of privileges, including University recognition, for a specified period of time.

Note: More than one sanction may be imposed for any single violation. Other than University dismissal, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary action other than residence hall dismissal, University dismissal or suspension, upon application to the Vice President for Student Affairs and/or Assistant Vice President of Student Affairs (Dean of Students). Cases involving the imposition of sanctions other than residence hall dismissal, University suspension or dismissal shall be expunged from the student's confidential record within five years after the final disposition of the case.

DUE PROCESS

Any member of the University community may complete an incident report, outlining a student's misconduct. An incident report can be completed by using this link: https://cm.maxient.com/reportingform.php?FelicianCollege&layout_id=0,

and will then be automatically sent to the Director of Community Rights & Responsibilities. An incident report should be submitted as soon as possible after the event. The Director of Community Rights & Responsibilities may investigate to determine what charges to assign to the student, if the incident report has merit.

INVESTIGATION OF CASES

If a student is identified as "alleged" during an incident submitted via Maxient, communication (letter) will be emailed to their attention to meet with the Director of Community Rights and Responsibilities, and they have 72 hours (about 3 days) from the date of the email to schedule a meeting, or their case will be automatically adjudicated. If the charges have merit, then the available sanction(s) will apply to the student based on the violated offense. Students may decide after meeting with the Director of Community Rights and Responsibilities if they choose to have their sanctions decided by the Office of Community Rights and Responsibilities or the Judicial Board.

HEARINGS

Meeting with either The Office of Community Rights & Responsibilities or The Judicial Board

If the charges have merit or if they can be disposed of by mutual consent of the parties involved, on a basis acceptable to the Director of Community Rights & Responsibilities. Such a decision shall be final and there will be no subsequent proceedings. If the matter cannot be disposed of by mutual consent, all charges shall be sent to the student in written form, via email or Maxient, a time and location will be set for the hearing. Hearings are conducted in private. Admission of any person to the hearing shall be at the discretion of the Director of Community Rights & Responsibilities **or** the Judicial Board. In hearings involving more than one accused student, the Director of Community Rights & Responsibilities may, at their discretion, permit the hearings to be conducted separately.

Advisement during hearing

The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. An advisor is not allowed to speak on behalf of the student during a hearing or meeting. Additionally, they do not have to be a part of Felician University. Students will sign an agreement to consent to the chosen advisor. The complaint and/or accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a Judicial Board or at an Administrative Hearing. The complainant, the accused, and the Judicial Board shall have the privilege of presenting witnesses, subject to cross-examination by the Judicial Board. The names of the witnesses must be submitted to the Director of Community Rights & Responsibilities, by the time indicated in the Judicial Board notice.

Outcome from Investigation

If the student chooses the option of the Director of Community Rights & Responsibilities to decide their sanctions, then they may accept pertinent records, exhibits and written statements as evidence for consideration. All procedural questions are subject to the final decisions of the Director of Community Rights & Responsibilities.

If the student chooses the Judicial Board, the majority vote will determine if they have violated each section of the Student Code of Conduct code with which they have been charged. The Judicial Board's decision shall be made based on whether the accused student violated the Student Code of Conduct. There shall be a single, verbatim record, such as a tape recording, of all hearings before the Judicial Board. The record shall be the property of the University. Except in the case of a student charged with failing to obey the summons of a

Judicial hearing, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear. In all cases, the evidence in support of the charge shall be presented and considered.

APPEALS

A student has the right to appeal the final decision (outcome) from either the Office of Community Rights and Responsibilities or the Judicial Board. They will have 72 hours (about 3 days) from the date of the outcome letter to contact the assigned Chair of the Appellate Process via email (conductappeals@felician.edu), where a definite decision will be made.

DIAGRAM OF THE DUE PROCESS



FELICIAN UNIVERSITY ANTI-BULLYING POLICY

Felician University is committed to cultivating an environment that embraces tolerance, acceptance, respect, and understanding for individuals from all backgrounds. All members of the Felician University community are expected to uphold the principles of the Felician/Franciscan way of life, which denounces bullying as contrary to the teachings of Christ. Such behavior contradicts the fundamental principle of 'Love your neighbor as you would love yourself.' In order to promote a safe and inclusive environment that is free from harassment, intimidation, and bullying, all acts of this nature by Felician University students, faculty, or staff members will not be tolerated. Bullying, including "cyberbullying," means any severe or pervasive (repeated over time) physical or verbal act or conduct, including communications made in writing or electronically (i.e., Facebook, Instagram, Tik-Tok, Twitter, E-Mail, YouTube, etc.), directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- causing a substantially detrimental effect on the student's physical or mental health;
- substantially interfering with the student's academic performance; or
- placing the student in reasonable fear of harm to the student's person or property
- substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

If students believe they are being subjected to bullying, they should promptly contact the Office of Community Rights & Responsibilities. Following a discussion with the office, an assessment will be made to determine whether the student's claim constitutes bullying. Subsequently, the students will be asked to file a formal incident report, providing specific details of all incidents involving the accused party. It is important to note that disciplinary action cannot be taken solely based on an anonymous report.

To maintain fairness and impartiality in the judicial process, any allegation of bullying will be thoroughly investigated by the Office of Community Rights & Responsibilities. All claims will be treated seriously, and expedited investigations will be conducted. All parties involved will be interviewed, and all relevant information will be carefully reviewed by the *Title IX Coordinator and Associate Dean*: <https://felician.edu/campus-life/campus-safety/felician-university-policy-regarding-sexual-misconduct-and-sexual-harassment/>

It is strictly prohibited for an accused student to engage in reprisal, retaliation, or make false accusations against a victim, witness, or another student who possesses valuable information regarding an act of bullying, intimidation, or harassment. Any act of retaliatory behavior will result in additional sanctions or, where applicable, immediate removal from the residence halls and the campus as well.

The act of falsely accusing another student of bullying with the malicious intention of harming, humiliating, or degrading them is a severe offense that will not be tolerated. Any student found to have knowingly made false accusations of bullying will be held accountable for providing false information and will face appropriate sanctions. It is crucial to emphasize that Felician University does not condone or shield individuals from any potential criminal charges that may be filed against a harasser. If the Office of Community Rights & Responsibilities becomes aware of harassment, intimidation, or bullying taking place, appropriate judicial sanctions will be applied, ensuring the seriousness of the matter.

Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act that takes place on University property or at any University-sponsored function. Felician University fosters an environment that practices tolerance, acceptance, respect, and understanding for all walks of life. It is expected that all members of the Felician University community hold themselves and others to the standards of the Felician/Franciscan way of life. Harassment, bullying, and intimidation are actions that are contrary to the teachings of Christ. This behavior is against the tenet of, "Love your neighbor as you would love yourself."

In an effort to foster a safe and civil environment free of harassment, intimidation, and bullying, any of these acts by another Felician University Student, Faculty, or Staff member will not be tolerated.

Bullying can be defined as:

Any gesture, written, verbal, or physical act that is reasonably perceived as being motivated by personal characteristics such as: ethnicity, gender, age, color, ancestry, national origin, gender identity, sexual orientation, religion, social status, mental handicap, physical handicap, sensory handicap, or physical appearance that:

- A. A reasonable person should know, under the circumstances, that his/her behavior will have an effect of harming a person, damaging the person's property, or placing the person in reasonable fear of harm to his person or damage to his property; harming or placing a student in reasonable fear of harm to his or her person; OR
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the University or their academic success.

The above also includes Cyber Bullying. Cyber-bullying involves the use of information and communication technologies (i.e., cell phones, email) or any online media venue (*such as, Facebook, Myspace, Twitter, E-Mail, YouTube, etc.*) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm or harass. The IT System of Felician University imposes certain responsibilities and obligations, and is subject to University policies, and local, state, and federal laws.

In making appropriate use of Felician University computing resources, students are not permitted to use mail or messaging services to harass, intimidate, or otherwise bully or annoy another person by broadcasting lewd or harmful messages/photos or sending unsolicited and unwanted messages.

If students feel that they are being bullied, they should contact the Office of Residence Life immediately. After discussing it with a Residence Life Staff member, there will be a determination to see if the student's claim would reasonably be considered as bullying. The students will then be asked to file a formal incident report citing the details of all incidents involving the accused party. There cannot be disciplinary action solely on the basis of an anonymous report.

In an effort to remain fair and impartial in the judicial system, any claim of bullying will be investigated by a University official. All claims will be taken seriously and will be investigated in an expedited manner. All parties involved will be questioned and all information will be reviewed.

If a student is found responsible for bullying, their case will be heard as a level 4-5 policy violation (*see levels and sanctioning*) based on the severity of the claim. At the very least, the students involved will have to sign a behavioral contract prohibiting any contact that is harassing, intimidating, or bullying. This will pertain to all involved parties including friends, roommates, etc.

An accused student shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or another student who possesses valuable information regarding an act of bullying, intimidation, or harassment. Any act of retaliatory behavior will result in further sanctioning or the immediate removal from the residence halls.

Because bullying is such a serious offense, any accusation made falsely with the malicious intention of harming, humiliating, or degrading another will not be tolerated. If a student is found to have knowingly accused another student of bullying under false pretenses, he/she will be held responsible for a violation of Giving False Information and will be sanctioned.

If the Vice President of Student Affairs and Dean of Students is made aware that harassment, intimidation, or bullying is taking place, such actions will result in, but not be limited to, appropriate judicial sanctions. The disciplinary actions taken by Felician University do not shield from any criminal charges that may be taken against the harasser.

FELICIAN UNIVERSITY ALCOHOL AND OTHER DRUG POLICY

The possession, consumption, or distribution of alcoholic beverages on the Felician University campus is prohibited for all students, regardless of age. The residence halls on the Rutherford Campus are designated as 'Dry,' meaning that alcoholic beverages and containers are prohibited within these facilities.

Felician University students, as well as their guests, are forbidden from possessing, consuming, or distributing alcoholic beverages anywhere on campus, regardless of age. The possession of full, partially full, or empty alcoholic beverage containers is prohibited. Being in the presence of or transporting open or closed alcoholic beverages is also not allowed. Felician Residence life and/or Safety and Security staff have the right to inspect suspicious packages and coverings being transported into the residence halls.

In cases where there is reasonable cause to believe that this policy is being violated within the residence halls, Felician Safety and Security, in the presence of a Residence Life staff, may conduct searches of personal belongings and confiscate prohibited substances and paraphernalia. Students found to be in violation of this policy will be subject to the disciplinary process outlined in the Student Code of Conduct.

Exceptions to this policy are only applicable during university-sponsored events held on campus. During these times, students who are 21 years of age or older who have gained the permission of a Felician administrator, may participate in the university-sponsored event. However,

It is important to note that alcohol consumption is strictly prohibited during university-sponsored events held off-campus.

NOTE:

Felician University reserves the right to grant the sanctions below based on violations of the student code of conduct. These sanctions are granted on a consistent basis, however, there may be some outstanding cases that warrant discretionary sanctions. The goal of the University is to grant appropriate corrections in order to promote a healthy and safe educational environment and the well-being of every student.

Specific Violations and Sanctions:

1. Being in any room/area where alcohol is present.

- a. 1st violation: \$50.00 fine and warning
- b. 2nd violation: \$100.00 fine, clinical assessment, and Alcohol and Other Drug online program
- c. 3rd violation: \$200.00 fine and probation

2. Transporting an open/closed container of alcohol across common spaces of the university (lounges, dining areas, hallways, courtyards, parking lots, etc.).

- a. 1st violation: \$50.00 fine and warning
- b. 2nd violation: \$100.00 fine, clinical assessment, and Alcohol and Other Drug online program
- c. 3rd violation: \$200.00 fine and probation

3. Possession, consumption, or sale of alcohol (empty/partially full or full bottles, cans, containers, etc.) while on University grounds/property, which includes residential rooms. Alcoholic containers, including but not limited to empty or full beer cans or bottles, are not permitted as room decorations.

- a. 1st violation: \$100.00 fine and Alcohol and Other Drug online program

- b. 2nd violation: \$200.00 fine, probation and clinical assessment
 - c. 3rd violation: \$400.00 fine, suspension or Persona Non Grata from residence halls, and permitted to only attend campus for enrolled classes
- 4. Under the influence/public intoxication in a residence facility, common space, or on property.
 - a. 1st violation: \$100.00 fine and Alcohol and Other Drug online program
 - b. 2nd violation: \$200.00 fine, probation and clinical assessment
 - c. 3rd violation: \$400.00 fine, suspension or Persona Non Grata from residence halls, and permitted to only attend campus for enrolled classes
- 5. Hosting a party in a resident's room where alcohol, drugs, or drug paraphernalia are present.
 - a. 1st violation: \$100.00 fine and Alcohol and Other Drug online program
 - b. 2nd violation: \$200.00 fine, probation and clinical assessment
 - c. 3rd violation: \$400.00 fine, suspension or Persona Non Grata from residence halls, and permitted to only attend campus for enrolled classes
- 6. Purchasing or providing alcohol to minors.
 - a. 1st violation: \$100.00 fine and Alcohol and Other Drug online program
 - b. 2nd violation: \$200.00 fine, probation and clinical assessment
 - c. 3rd violation: \$400.00 fine, suspension or Persona Non Grata from residence halls, and permitted to only attend campus for enrolled classes
- 7. Sale, use, distribution, manufacture, dispensing or possession of illegal drugs and drug paraphernalia.
 - a. 1st violation: \$150.00 fine, probation and clinical assessment
 - b. 2nd violation: \$300.00 fine, suspension or Persona Non Grata from residence halls, and permitted to only attend campus for enrolled classes
 - c. 3rd violation: \$500.00 fine, residence hall and university dismissal

Sanction definitions for Drug and Alcohol Policy:

1. Fines: a specified amount of money owed by students if they have violated any policy that carries with it a monetary sanction.
2. Online Education: a student must complete certain sanctioned online alcohol and other drug programs, that are intended to educate the student on the effects of substance abuse.
3. Clinical Assessment: a student must meet with a licensed counselor after a violation has been identified to determine a course of action that is appropriate for each case.
4. Warning: a notice in writing to the student that the student has violated University regulations.
5. Probation: a written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating the University regulation(s) during the probationary period.
6. Persona Non Grata List: when a name is added to this list, students are not permitted on campus for a specified amount of time.
7. Restitution: Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.
8. Residence Hall Suspension: Separation of the student from the residence halls with no visitation for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. Residence Hall Dismissal: Permanent separation of the student from the residence halls with no visitation.
10. University Suspension: Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
11. University Dismissal: Permanent separation of the student from the University.

FELICIAN UNIVERSITY STUDENT SUBSTANCE ABUSE POLICY

Felician University is committed to the full development of its students and therefore will make every effort to provide an environment that is conducive to the total health, education, and well-being of the person. Considering this, the University recognizes its responsibility and the responsibility of each person within the University community to provide an educational setting free of substance abuse.

The following statement of policy, procedure, and regulations for assuring an environment free of substance abuse is established also to protect the rights of all within the University community, and to protect the health and safety of its students. The document expresses the manner in which we intend to comply with the Drug-Free Schools and Communities Act Amendments of 1989.

This policy shall apply to all students of Felician University. For this policy, a “student” is any person currently registered, full-time, or part-time, resident, commuter or on-line, within any program at Felician University. The policy applies both to on-campus and off-campus activities conducted under the sponsorship of Felician University

THE SUBSTANCE ABUSE POLICY HAS THE FOLLOWING PURPOSES:

- to protect the rights and responsibilities of all members of the Felician University community while involved in school activities;
- to adhere to federal, state and municipal laws;
- to reduce alcohol and other drug use and abuse;
- to provide safety to all persons involved in Felician University activities;
- to improve the academic and social atmosphere of the campus.

Felician University recognizes that substance use, or abuse may be a symptom of deeper personal and emotional difficulties. Information, counseling and referrals about this problem are available on a confidential basis to students through the Felician University Counseling Center. In an ongoing effort to provide information relating to substance use and abuse, Felician University will present awareness and educational programs on alcohol and other drugs.

Each year the Substance Abuse Policy and Procedures will be distributed to all students and employees and will be officially reviewed every two years.

I. Felician University Medical Amnesty Policy

At Felician University, the health, well-being, and overall safety of the student body is our utmost concern. Therefore, a Medical Amnesty Policy has been put in place to increase the possibility of timely and appropriate medical attention in an emergency situation where an individual may be experiencing either alcohol poisoning or a drug overdose. This policy allows students to contact Safety and Security, Residence Life, or emergency personnel, including local police, or ambulance, either for themselves or another student without fear of being charged with a violation of the Felician University Student Code of Conduct.

Amnesty would be granted to the student who is under the influence of either alcohol or other drug and the student who reports the incident to the proper authorities. Amnesty will only be given if the appropriate course of action is followed. Appropriate course of action includes:

1. The student should be the first person to contact for help for the intoxicated student
2. The student should remain on the scene until and when help arrives
3. The student should provide answers to any questions honestly that would assist in providing help

This policy does not exempt students from local, state, and federal laws. Underage individuals are protected under the provisions of the 9-1-1 Lifeline Legislation, approved October 1, 2009, in cases of alcohol poisoning, and by the Overdose Prevention Act, approved May 2, 2013. By removing these barriers, we hope to foster a practice of seeking medical attention when necessary to avoid serious health problems or even death.

Communication can be emailed to: studentconduct@felician.edu

ADDITIONAL INFORMATION REGARDING THE OFFICE OF COMMUNITY RIGHTS & RESPONSIBILITIES

- Hearings or other proceedings as provided in the Student Code of Conduct may be held before the Director of Community Rights & Responsibilities or an applicable Judicial Board and may utilize videoconferencing.
- The Director of Community Rights & Responsibilities will appoint the members of the Judicial Board.
- The Director of Community Rights & Responsibilities and the members of the Judicial Board will adhere to procedures consistent with provisions in the Student Code of Conduct. All procedures are approved by either the Vice President or Assistant Vice President of Student Affairs (Dean of Students).
- Judicial Board Members will complete annual training provided by the Office of Community Rights & Responsibilities.
- The Director of Community Rights & Responsibilities may be called upon to participate in the annual review of the Student Code of Conduct.
- The Director will create, train, and oversee community service or educational projects regarding sanctions to align with the philosophy of Restorative Justice.
- Appeals, as provided in the Student Code of Conduct, are held before the Judicial Board.
- The Judicial Board should adhere to procedures consistent with the provisions in the Student Code of Conduct. Procedures are approved by the Director of Community Rights & Responsibilities

STATEMENT OF POLICY

Felician University intends to maintain an educational environment that is safe for its students. Therefore, it will comply with the Drug-Free Schools and Communities Act Amendments of 1989, as well as all other pertinent federal, state, and local regulations regarding drug and alcohol use and abuse. In accordance with this, Felician University prohibits, by any of its students, guests and alumnae/i the unlawful manufacture, distribution, dispensation, possession, sale or use of the following substance or items on Felician University property or at on-campus or off-campus Felician University sponsored activities by students: illegal drugs, controlled substance analogs, prohibited drugs, drug-related paraphernalia, and the intentional misuse of over-the-counter products or prescription medication taken to obtain a state of intoxication. In addition, no student or guest is permitted to purchase, possess, consume, or offer for sale any alcoholic beverage on-campus or as part of a Felician University activity on or off campus, unless specific permission has been obtained prior from the Vice President for Student Affairs and Dean of Students. Furthermore, no underage person shall enter any facility with the intent to acquire, possess or consume any alcoholic beverage. A student, employee, or guest of age 21 or older shall not give or offer any alcoholic beverage to a person under the age of 21, nor shall such person assist or allow a person under the age of 21 to acquire or consume an alcoholic beverage. Felician University reserves the right to establish drug and/or alcohol search and screening procedures consistent with applicable federal, state, and municipal laws and where deemed necessary. The use, possession, or sale of alcohol, illegal drugs, or narcotics, and/or paraphernalia by a student will subject that individual to Felician University disciplinary action and possible legal prosecution under federal, state, or local statutes.

FELICIAN UNIVERSITY MEDICAL AMNESTY POLICY

At Felician University, the health, well-being, and overall safety of the student body is our utmost concern. Therefore, a Medical Amnesty Policy has been put in place to increase the possibility of timely and appropriate medical attention in an emergency situation where an individual may be experiencing either alcohol poisoning or a drug overdose. When such medical assistance is sought, the university honors that care by prioritizing educational and supportive measures over disciplinary sanctions. This policy allows students to contact Residence Life or emergency personnel, including campus security, local police, or ambulance, either for themselves or another student without fear of being charged with a violation of the Felician University Code of Conduct.

Amnesty may be granted to the student who is under the influence of either alcohol or other drug and/or to the student who reports the incident to the proper authorities, and only if the designated course of action below is followed. These instructions are as follows:

1. The student must be directly involved in seeking help for the intoxicated student, either by contacting the police or remaining with the student while help is sought.
2. The student must remain on the scene until and when help arrives.
3. The student must provide answers to any questions honestly that would assist Emergency Personnel in providing help to the student to include their name, ID number, and contact information.

Students will receive a notice from the Office of Community Rights and Responsibilities and are expected to attend a meeting regarding the incident.

If it is determined at the meeting with a representative from the Office of Community Rights and Responsibilities that the student met the Medical Amnesty Policy criteria, the student will not be found responsible for an alcohol or other drug policy violation.

The students involved will be asked to complete an alcohol or other drug assessment with a designated Alcohol and Other Drug Counselor and/or educational intervention. The Medical Amnesty policy only applies to alcohol and other drug related policies. If other policy violations are alleged to have occurred, the student will be required to participate in the student conduct process related to those policies and may be found responsible.

As with any incident involving alcohol or drugs, parents of students may be notified.

In the event that a student who receives medical assistance fails to complete the required course of action or exhibits a pattern of problematic behavior with alcohol or other drugs, that student may be subject to formal disciplinary action under the student code of conduct.

This policy is in no way intended to protect students who continually violate Felician University, local, state, or federal law, and the specific guidelines must be followed in order for the policy to be in effect. This policy does not exempt students from local, state, and federal laws. Underage individuals are protected under the provisions of the 9-1-1 Lifeline Legislation, approved October 1, 2009, in cases of alcohol poisoning, and by the Overdose Prevention Act, approved May 2, 2013. By removing these barriers, we hope to foster a practice of seeking medical attention when necessary to avoid serious health problems or even death.

OVERDOSE PROTOCOL

In addition to the University's Medical Amnesty Policy, the University has created an overdose protocol to respond to Alcohol or Other Drug Emergencies. Overdoses can happen with all types of drugs, including cocaine, heroin, alcohol, prescription medication, etc. If a student experiences an overdose, the following procedures should be followed:

1. Signs of an alcohol or other drug overdose should be assessed for to include **(Symptoms bolded specifically relate to an Opioid Overdose):**
 - a. Irregular breathing. Breathing may be rapid, or **slow and shallow – or the individual may not be breathing at all.**
 - b. **Very sleepy and not responding to your voice or touch**
 - c. **Blue or grayish skin color, with dark lips and fingernails**
 - d. **Snoring or gurgling sounds**
 - e. Nausea or Vomiting
 - f. Chest pain
 - g. Dilated pupils
 - h. Confusion, Aggression, or Violent behavior
 - i. Dizziness, Seizures or even Unconsciousness
2. If symptoms of an overdose are present:
 - a. Tap or gently shake the person to get a response. Approach cautiously if the person is presenting in a confused or agitated state.
 - b. If there is still no response, rub knuckles on the breastbone
3. If no or little response, Call 9-1-1. An Overdose Is a Medical Emergency.
 - a. Remain calm. Panicking will not help.
 - b. **An opioid overdose can cause a coma or death within minutes. A medication called naloxone (Narcan) can reverse an overdose and save a life.**
4. When you call 9-1-1:
 - a. Give the address
 - b. **Inform them it's an overdose so they can bring naloxone (Narcan) if necessary and be prepared to help the individual in distress.**
 - c. Give First Aid as directed by 911
 - d. Stay with the person. The 9-1-1 Good Samaritan law provides protection from arrest and prosecution for drug possession.
 - e. If you must leave the person for any amount of time, place the person on their side.
5. When Emergency Personnel arrive, tell them anything you can about any alcohol or drugs the person has taken. If you cannot stay, leave a note with the information.

All Resident Assistants and Campus leaders will be offered training on how to properly administer Narcan and notified of where Narcan is kept on the University Campuses periodically. At minimum, Narcan kits will be stored with *Fire Prevention Equipment in every building.*

The VP of Student Affairs or their designee will notify parents/guardians and conduct student follow-up.

FELICIAN UNIVERSITY ANTI-HAZING POLICY

This policy applies to acts conducted on or off-campus if such acts are deemed to constitute hazing under this policy or New Jersey law. Hazing at Felician University is considered a violation of the *University Student Code of Conduct* and is absolutely prohibited. Hazing is considered a criminal act in the State of New Jersey. In accordance with the New Jersey anti-hazing law (2C:40-3. Hazing; aggravated hazing), the University has updated its definition of hazing and in compliance with the legislation, Felician University will create a five-year report of all alleged hazing incidents.

Hazing is dangerous and detrimental to the self-esteem and physical well-being of students who are targeted by the activity. Hazing degrades the values of the organization involved and creates an environment of disrespect that contradicts the University's commitment to and statement of civility. It is not a defense to any alleged violation of this policy that the consent of a student to participate in suspected hazing activity was sought or obtained; or that the suspected hazing conduct was sanctioned by the University or an organization.

Hazing is defined at the University as follows:

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any Student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

A person commits hazing if the person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate local, Federal, or State criminal law; Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, which may include but is not limited to whipping, beating, branding, paddling, kicking, striking, pushing, shoving, tackling, calisthenics, or exposure to the elements;
- Endure brutality of a mental nature, which may include but is not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct which could result in extreme embarrassment or degradation;
- Endure brutality of a sexual nature;
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing

A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

- the person acts with reckless indifference to the health and safety of the minor or student; or,
- the person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

A Student Organization commits organizational hazing if the organization intentionally, knowingly, or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Application

This Policy applies to the following:

- Individual students
- Organizations, including, but not limited to:
 - Recognized student organizations
 - Formerly recognized student organizations
 - Athletic teams
 - Musical organizations
 - Any other organization operating under the jurisdiction of or recognized as an organization by Felician University
- Other individuals associated with the organizations described above, including:
 - Guests of students/student organizations
 - Athletic or academic recruits
 - Prospective students
 - Advisors
 - Alumni members
 - Representatives, directors, trustees, or officers of any national or parent organization

Accountability

Any group or organization (referred to herein as a “organization”) may be held accountable for the actions of any of its members if the violation of the Student Code or this Policy is in any way related to the group or organization. Organization misconduct need not be officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the organization. There is no minimum number of organization members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire organization. An appropriate but not exhaustive test to determine whether an organization may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the organization or, if, by organization action, the incident was encouraged, fostered, or might have been prevented.

The University reserves the right to adjudicate any organization or University-recognized or -sponsored organization or associated individuals therein for any action (or inaction in a situation where the organization has a duty to act -for example, failing to intervene when a policy violation and/or crime is occurring) that an ordinary, reasonable, intelligent individual or group of individuals know or should know might result in corrective or disciplinary action. The filing of charges at Felician University against an organization does not preclude the filing of charges at Felician University against an individual student or the filing of civil and/or criminal charges against the organization and/or individual under the New Jersey Criminal Code.

Jurisdiction and Procedures

This Policy applies to any conduct that affects the Felician University community as a whole, its individual members, or the pursuit of its objectives, including any act conducted on or off Felician University’s campus if such act constitutes hazing or any offense under the Anti-hazing Law.

Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to the Office of Security (201-559-3561), the Office of Students Rights and Responsibilities (201-355-1474) or the Office of the Vice President for Student Affairs and Dean of Student (201-559-3564).

Hazing related to any Felician University’s athletics teams may also be reported to the Director of Athletics at 201-559-3185 or the Assistant Director of Athletics/Compliance at 201-559-3540.

FELICIAN UNIVERSITY TITLE IX POLICY

1. Introduction

What is the purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that: ● Defines the meaning of “sexual harassment” (including forms of sex-based violence) ● Addresses how this University must respond to reports of misconduct falling within that definition of sexual harassment, and ● Mandates a grievance process that this University must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, Felician University will implement the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, “Title IX” cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, Felician University must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that it must subject to its Title IX investigation and adjudication process. Only incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

Felician University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has a: 1. Title IX Grievance Policy; 2. Code of Community Rights and Responsibilities that defines certain behavior as a violation of campus policy; and 3. Sexual Misconduct Policy that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, Felician University retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Community Rights and Responsibilities through a separate grievance proceeding.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the University for any violation of the Code of Community Rights and Responsibilities, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the University and may not be cited for or against any right or aspect of any other policy or process.

2. The Title IX Grievance Policy

General Rules of Application

Effective Date

The Title IX Grievance Policy will become effective on August 14, 2020 and will only apply to sexual harassment alleged to have occurred on or after August 14, 2020. Incidents of sexual harassment alleged to have occurred before August 14, 2020, will be investigated, and adjudicated according to the process in place at the time the incident allegedly occurred.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Sexual Misconduct Policy.

Non-Discrimination in Application

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

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational University's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New Jersey's domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New Jersey.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. Note that conduct that does not meet one or more of these criteria may still be prohibited under the Code of Community Rights and Responsibilities

Consent

For the purposes of this Title IX Grievance Policy, "consent" means "a clear, knowing, and voluntary agreement among all participants to engage in a specific sexual activity. It must be informed and mutual, communicated through words or actions that clearly indicate permission. Consent can be withdrawn at any time and cannot be obtained through coercion, intimidation, force, threats, incapacitation due to cognitive or physical impairment, or unconsciousness."

Education Program or Activity

For the purposes of this Title IX Grievance Policy, Felician University's "education program or activity" includes: • Any on-campus premises • Any off-campus premises that Felician University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization. • Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Felician University's programs and activities over which the University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Felician University's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

"Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless: o They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or o They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege. • Any party's medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

References made to confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or University officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to privacy mean Felician University's offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. Felician University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to Felician University

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Name: Onya Brown, Esq. Title: Associate Dean of Students and Title IX Coordinator Office Address: 1 Felician Way, Rutherford NJ 07070 – Student Center, Room 4D Email Address: brownno@felician.edu and titleix@felician.edu Telephone Number: 201-355-1431

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Confidential Reporting

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy: • Title IX Coordinator • Deputy Title IX Coordinator(s) • Officials With Authority – University President – Vice President of Student Affairs – University Vice Presidents – Dean of Students – Director of Community Rights and Responsibilities – Director of Safety & Security – University Security Officers – Director of Housing and Residence Life – Associate Director(s) of Housing and Residence Life • Please Note: Every employee is a mandatory reporter, absent the confidential list below.

The following Officials may provide confidentiality: • Director Counseling and Wellness Services (CAWS) • Counselors within CAWS • Vice President of Mission Integration • Clergy Members

Non-Investigatory Measures Available Under the Title IX Grievance Policy

Supportive Measures Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from Felician University, regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive.

Supportive Measures, as appropriate, may include, but not be limited to: • Counseling • extensions of deadlines or other course-related adjustments • modifications of work or class schedules • campus escort services • restrictions on contact between the parties (no contact orders or persona non grata) • changes in work or housing locations • leaves of absence • increased security and monitoring of certain areas of the campus.

See 85 Fed. Reg. 30401.

Emergency Removal

Felician University retains the authority to remove a respondent from Felician University's program or activity on an emergency basis, where Felician University: (1) undertakes an individualized safety and risk analysis; and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Felician University determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. A respondent who is immediately removed from campus may appeal the removal decision by submitting a written appeal to the Dean of Students Office. The appeal must meet the following criteria:

- Format: No longer than two (2) pages, double-spaced, in 12-point font.
- Submission: Sent via email to deanofstudents@felician.edu.
- Deadline: Must be submitted within 48 hours of the student's official removal notification. The appeal will be reviewed by a neutral designee within the Dean of Students Office who was not involved in the original decision. A determination on the appeal will be made and communicated to the student via their Felician University email address within 48 hours of receiving the appeal. This appeals process does not alter the timeline of the ongoing Title IX investigation.

Administrative Leave

Felician University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with the Human Resources Employee Handbook.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Felician, including as an employee. For complainants who do not meet this criteria, the University will utilize the Felician University Sexual Misconduct Policy.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. Felician University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

Informal Resolution

A complainant who files a Formal Complaint may elect, at any time, to address the matter through Felician University's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent. Information about this Process is available in the Student Handbook and on the Felician University Title IX webpage.

Multi-Party Situations

Felician University may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;

3. The conduct is alleged to have occurred in Felician University's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Felician University will investigate the allegations according to the Sexual Misconduct Grievance Process and/or the Code of Community Rights and Responsibilities.

Allegations Potentially Falling Under Two Policies:

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations.

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

Discretionary Dismissal

The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by Felician University; or,
- If specific circumstances prevent Felician University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, Felician University will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, Felician University retains discretion to utilize the Code of Community Rights and Responsibilities and/or the Sexual Misconduct Policy to determine if a violation of Code of Community Rights and Responsibilities and/or the Sexual Misconduct Policy has occurred. If so, Felician University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after Felician University receives a Formal Complaint of the allegations, if there are no extenuating circumstances. The parties will be notified by their Felician University email accounts if they are a student or employee, and by other reasonable means if they are neither. Felician University will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of Felician University's Title IX Grievance Process, including any informal resolution process, and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered

sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known. • A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. • A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv); • A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which Felician University does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi); • A statement that the Code of Community Rights and Responsibilities prohibits a student from knowingly making false statements or knowingly submitting false information during the grievance process.

Ongoing Notice

If, in the course of an investigation, Felician University decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered “sexual harassment” falling within the Title IX Grievance Policy, Felician University will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

Felician University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

Felician University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Felician University.

Felician University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

Felician University’s obligations to investigate and adjudicate in a prompt timeframe under Title IX and other University policies apply to matters governed under this Policy, and Felician University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. Felician University will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Felician University.

Notice of Meetings and Interviews

Felician University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Community Rights and Responsibilities, or designee) provided that the requestor provides reasonable notice, and the delay does not overly inconvenience other parties. Title IX Coordinator, Director of Community Rights and Responsibilities, or designee shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

The Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Felician University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from Felician University and does not indicate responsibility.

Felician University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. Felician University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by Felician University in making a determination regarding responsibility;
2. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins. Felician University will send the evidence made available for each party and each party's advisor, if any, to inspect and review through electronic format. Felician University is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) calendar days to inspect and review the evidence and submit a written response by email to the Title IX Coordinator (or investigator, when applicable). The Title IX Coordinator (or investigator, when applicable) will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension as their designated extension request.

Felician University may provide the parties five (5) business days after the initial inspection and review of evidence, and before the Title IX Coordinator (or investigator, when applicable) completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) business days to inspect, review, and respond to the party's additional evidence through a written response to the Title IX Coordinator (or investigator, when applicable). Those written responses may be disclosed to the parties. Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination. The parties and their advisors must sign an agreement prohibiting the dissemination, unauthorized use, photography, or copying of any evidence reviewed during the Title IX grievance process.

Inclusion of Evidence Not Directly Related to the Allegations:

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

Investigative Report

Title IX Coordinator (or investigator, when applicable) will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties at least ten (10) business days prior the hearing in an electronic format for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Hearing

General Rules of Hearings

Felician University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing; unless otherwise resolved through an informal resolution process.

The live hearing will be conducted virtually through Microsoft Teams. This technology will enable participants simultaneously to see and hear each other. At its discretion, Felician University may delay or adjourn a hearing based on technological errors not within a party's control. All proceedings will be recorded through audiovisual recording, via Microsoft Teams. That recording will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

Continuances or Granting Extensions

Felician University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Felician University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Newly-discovered Evidence

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Hearing Adjudicator will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing; and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Hearing Adjudicator answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties) • The parties cannot waive the right to a live hearing. • Felician University may still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party. • Felician University will not threaten, coerce, intimidate, or discriminate against the party in an attempt to secure the party's participation. • If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party. • The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions. • The parties shall be subject to Felician University's Rules of Decorum.

The Decision-maker • The hearing body will consist of a single decision-maker; one Hearing Adjudicator. • The Hearing Adjudicator will never be the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may the Hearing Adjudicator serve on the appeals body in the case. • The Hearing Adjudicator will never have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case. • The Hearing

Adjudicator will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing. • The parties will have an opportunity to raise any objections regarding a Hearing Adjudicator's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice • The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney. • In addition to selecting an advisor to conduct cross-examination, the parties may select an advisor who may accompany the parties to any meeting or hearing they are permitted to attend but may not speak for the party. • The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, Felician University will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party. • The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case. • The advisor is not prohibited from being a witness in the matter. • If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf. • If neither a party nor their advisor appear at the hearing, Felician University will provide an advisor to appear on behalf of the non-appearing party. • Advisors shall be subject to Felician University's Rules of Decorum.

Witnesses • Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020). • If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. • Witnesses shall be subject to Felician University's Rules of Decorum.

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows: • The Title IX Coordinator will open and establish rules and expectations for the hearing; • The Parties will each be given the opportunity to provide opening statements; • The Hearing Adjudicator will ask questions of the Parties and Witnesses; • Parties will be given the opportunity for live cross-examination after the Hearing Adjudicator conducts its initial round of questioning; During the Parties' cross-examination, the Hearing Adjudicator will have the authority to pause cross-examination at any time for the purposes of asking the Hearing Adjudicator's own follow up questions; and any time necessary in order to enforce the established rules of decorum. • Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the the Hearing Adjudicator. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Adjudicator to use statements made by the Party.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Advisors must submit all intended cross-examination questions to the Title IX Office and Hearing Adjudicator at least two (2) calendar days prior to the scheduled hearing. Only questions submitted by this deadline will be permitted. If additional questions arise during the hearing, the Hearing Adjudicator will determine their relevance. Questions that are duplicative or have already been asked and answered, including those posed by the Hearing Adjudicator, may be deemed irrelevant.

Review of Recording

The recording of the hearing will be available for review by the parties within five (5) calendar unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

Felician University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Hearing Adjudicator.

The Hearing Adjudicator shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances. Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence. Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that Felician University allow parties to call "expert witnesses" for direct and cross examination. Felician University does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be cross-examined as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Felician University allow parties to call character witnesses to testify. Felician University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be cross-examined as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that Felician University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be cross-examined as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Adjudicator may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their University email account, or other reasonable means as necessary.

The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Title IX and/or Code of Community Rights and Responsibilities, if any, the respondent has or has not violated.
5. For each allegation: a. A statement of, and rationale for, a determination regarding responsibility; b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Felician University within ten (10) business days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that Felician University provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal: (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) calendar days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

1. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow Felician University’s own procedures);
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), or Hearing Adjudicator had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
4. The sanctions imposed by the Hearing Adjudicator and/or the Title IX Office were disproportionately severe and not aligned with the findings.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, Felician University will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than three (3) pages (including attachments). Appeals should be submitted in electronic form using ARIAL , 12 point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by Felician University’s Appellate Committee, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decisionmaker in the same matter. Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Retaliation

Felician University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX, or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or

circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment. Complaints alleging retaliation may be filed according to the Title IX Coordinator.

FELICIAN UNIVERSITY TITLE IX – INFORMAL RESOLUTION POLICY

What is the purpose of this Policy?

On May 19, 2020, the U.S. Department of Education issued a Final Rule governing the Title IX grievance process, effective August 14, 2020. The Final Rule requires that all colleges and universities hold a live hearing before making any determination regarding responsibility for covered reports of Title IX sexual harassment, including sexual violence. This hearing must provide for live cross-examination by the parties' advisors.

However, under § 106.45(b)(9) of the Final Rule, colleges and universities may offer and facilitate informal resolution processes, as long as each party voluntarily agrees to the process through an informed, written consent. This option is a change from long-standing Departmental guidance discouraging the use of informal procedures to address sexual harassment and prohibiting the use of mediation to address sexual assault. In the Preamble to the Final Rule, the Department states that it views informal resolutions as a way to resolve sexual harassment allegations in a less adversarial manner than the investigation and adjudication procedures that comprise the § 106.45 grievance process.

No college or university is required to adopt an informal procedure for addressing Title IX-covered sexual assault, nor is there any obligation to create or put in place such a policy by the August 14, 2020 implementation date. Institutions should use caution in pursuing an informal resolution process to ensure that facilitators have significant training in the chosen methodology.

This Policy, in turn, provides guidance regarding the contents of a Title IX-compliant process and the types of informal resolution procedures you may consider adopting.

Elements of an Informal Resolution Process

Procedures for Entering and Exiting Informal Resolution Process

Parties who do not wish to proceed with an investigation and live hearing, and instead seek Felician University's assistance to resolve allegations of Title IX-covered misconduct, may elect to enter the informal resolution process. Parties may elect to enter the Felician University's informal resolution process at any time after the filing of the Formal Complaint through an informed written consent. This informed written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

No Party may be required to participate in informal resolution, and Felician University may never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

The Parties may elect to leave the informal resolution process at any point until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process recommences. In participating in the informal resolution process, the Parties understand that the timeframes governing the formal process temporarily cease and only recommence upon reentry into the formal process.

Determination to Approve Entry into Informal Resolution Process

Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator must approve the decision to move the matter to the informal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the Title IX Coordinator may weigh in considering the appropriateness of the informal resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the respondent is a repeat offender, and whether the Parties are participating in good faith. This determination is not subject to appeal.

Informal resolution processes may never be applied where the allegations include rape, statutory rape, or incest. Informal resolution is only permitted to address allegations of student-on-student sexual harassment and is never allowed as an option to resolve allegations that an employee sexually harassed a student.

At any time after the commencement of the informal resolution process, the Title IX Coordinator may determine that the informal resolution process is not an appropriate method for resolving the matter and may require that the matter be resolved through the formal process. This determination is not subject to appeal.

Role of the Facilitator

Informal resolution processes are managed by facilitators, who may not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific Parties in the matter. The Title IX Coordinator may serve as the facilitator, subject to these restrictions.

All facilitators must have training in the definition of sexual harassment under 34 C.F.R. § 106.30(a), the scope of Felician University's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Confidentiality

In entering the informal resolution process, the Parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential while the parties are participating in the informal resolution process. No evidence concerning the allegations obtained within the informal resolution process may be disseminated to any person, provided that any Party to the informal resolution process may generally discuss the allegations under investigation with a parent, friend, advisor, or other source of emotional support, or with an advocacy organization. Should the Parties withdraw from the informal resolution process, information disclosed or obtained for purposes of the informal resolution process may be incorporated into the formal investigation and live hearing, provided that this information is disclosed and reviewed by the Parties under the investigatory and hearing procedures described in the Title IX Grievance Process.

Informal Resolution Options

Felician University offers the following informal resolution procedures for addressing Formal Complaints of sexual harassment covered under this Policy:

Administrative Resolution

Should the Parties mutually determine to enter the informal resolution process, and the respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, Felician University may administratively resolve the Formal Complaint.

Where the respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and a Hearing Adjudicator will hold a sanctions hearing. The Parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements, and the Parties may be accompanied by their Advisor, but questioning of Parties or witnesses will not be permitted. After the sanction hearing ends, the Hearing Adjudicator will determine the respondent's sanction and other remedies, as appropriate and consistent with institutional policy. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described below.

Mediation

The purpose of mediation is for the parties who are in conflict to identify the implications of a student's actions and, with the assistance of a trained facilitator, identify points of agreement and appropriate remedies to address them. Either party can request mediation to seek resolution; mediation will be used only with the consent of both parties, who will be asked not to contact one another during the process. The Title IX Office will also review any request for mediation, and may decline to mediate based on the facts and circumstances of the particular case. Either party has the right to terminate the mediation process and choose or resume another option for resolution at any time.

The mediation process will typically commence within ten (10) business days after the Title IX Office receives consent to mediate from both parties, and will continue until concluded or terminated by either party or the Title IX office. During mediation, any potential investigation will halt, and calculations for time frames will be stayed. If the mediation results in a resolution, the disciplinary process will be concluded and the matter will be closed. If a resolution cannot be reached, the Title IX Coordinator will determine other options for resolution, including investigation.

During mediation, a facilitator will guide a discussion between the parties. In circumstances where the parties do not wish to meet face to face, either party can request “caucus” mediation, and the facilitator will conduct separate meetings. Whether or not the parties agree to meet face to face, each party will be permitted to bring an advisor of their choice to any meetings who may be, but is not required to be, an attorney.

At the conclusion of the mediation, the facilitator will memorialize the agreement that was reached between the parties. The Title IX Office will monitor adherence to the proposed solution and close the matter when compliance is satisfactory.

Restorative Justice

A restorative justice (“RJ”) Conference is a dialogue, facilitated by a trained Felician University administrator within the Student Affairs division. RJ is intended to restore relationships and repair harm after a conflict has occurred. Both the responsible party and the individuals affected by the conflict come together to identify what harm was caused and, collaboratively, determine how conflict and trust might be, respectively, resolved and repaired.

A Party may request to engage in RJ at any stage of the disciplinary process, however, restorative justice may not be an appropriate mechanism for all conflicts. To qualify for RJ, the student accused of wrongdoing must accept responsibility and express remorse for the harm that was caused. The harmed party must also be willing to accept an apology offered by the student accused of wrongdoing. Additionally, all involved parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Title IX Office will review any request for RJ, and may decline to initiate RJ based on the facts and circumstances of the particular case.

The RJ Conference proceeds only if all parties agree to participate willingly. Upon doing so, the RJ process typically commences within ten (10) business days after the Title IX Office receives written agreements from all involved parties. The conference will continue until the conference is successfully concluded or until the Title IX Office determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved parties, at which time the process is concluded, and the matter is resolved. If a resolution cannot be reached, the Title IX Coordinator will re-evaluate other options for resolution.

The Title IX Office will monitor the parties’ adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

Appeals

Each party may appeal the outcome of any of the above-mentioned informal resolutions. To appeal, a party must submit their written appeal within five (5) calendar days of the conclusion of the chosen informal resolution, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

1. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow Felician University’s own procedures);
2. New information/evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), Hearing Adjudicator, or informal resolution facilitator had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
4. The sanctions imposed by the Hearing Adjudicator, informal resolution facilitator, and/or the Title IX Office were disproportionately severe and not aligned with the findings.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, Felician University will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than three (3) pages (including attachments). Appeals should be submitted in electronic form using ARIAL, 12 point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards. Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

FELICIAN UNIVERSITY SEXUAL MISCONDUCT POLICY

Purpose:

As a Catholic/Franciscan institution of higher education, Felician University abides by values that proclaim the dignity and rights of all people. Unwelcome sexual harassment of any type is morally offensive to students, faculty, administrators, staff members, employees, and guests of the University. When it occurs at a university or at a place of employment, it is also a form of unlawful sexual discrimination prohibited by Title IX of the Education Amendments of 1972, Title VII of the 1964 Civil Rights Act, and the New Jersey Law Against Discrimination. Felician University is committed to fostering an environment that protects the members of the University community from all forms of sexual harassment. All members of the Felician University community, including students, faculty, staff, guests, and visitors have the right to be free from sexual harassment; therefore, all members of the campus community are expected to conduct themselves in a manner that respects and does not infringe upon the rights of others, as well as in upholding Federal laws and the laws of the State of New Jersey. All members of the University community have a responsibility to be aware of both the consequences of sexual harassment and the rights and options available to those who are victims of such harassment.

When a sexual misconduct violation is brought to the appropriate administrator's attention, and a person is found to have violated this Policy, sanctions will be used to reasonably ensure that such actions are not repeated, and the victim of the misconduct is protected from further acts of misconduct. This Policy has been developed to reaffirm these principles and to provide direction for those individuals whose rights have been violated. This Policy is intended to define the University community's expectations and to establish a mechanism for determining when those expectations have been violated.

This policy prohibits any form of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. The definition of consent below will be used in the interpretation and application of this policy:

Consent and welcomeness:

Consent and welcomeness are *knowing, voluntary, and clear permission by word or action* to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented and welcomes the interaction before engaging in the activity. For there to be consent and welcomeness, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct and welcomes it. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent to another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent and welcomeness. Silence or the absence of resistance alone is not consent. The existence of consent and welcomeness is based on the totality of the circumstances, including the context in which the alleged incident occurred. An individual can withdraw consent and find the activity unwelcome at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

A person who is incapacitated cannot consent or welcome the activity. Under this Policy, a person is incapacitated if he or she is disabled or deprived of the ability to act or reason for oneself, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent and to welcome the activity (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking an incapacitating substance. A person is incapacitated if the person is temporarily incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a physical or mental disability that substantially limits the person's ability to resist or flee.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this Policy. Intoxication is not a defense to a claim of sexual misconduct.

Applicability

This Sexual Misconduct Policy applies to all Felician University students, faculty, administrators, staff members and employees, as well as vendors and guests, on and off campus. It is also applicable to those members of the University community who are involved in the University's extension programs, such as internships, clinical practical, student teaching, etc. This Policy does not replace or supersede an individual's rights and remedies under the law.

Policy Statement:

Felician University considers sexual misconduct in all its forms to be a serious offense. Persons who experience sexual misconduct may respond to the experience in different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The University provides a variety of resources to assist individuals who have experienced sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident.

All reports of sexual misconduct shall be promptly made to the Title IX Coordinator, Onya Brown.

Prohibited Conduct

Prohibited sexual misconduct under this Policy includes the following:

1. Sexual Harassment: Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome written, verbal, or physical conduct of a sexual nature when:
 - A. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or participation in a university program or activity; or
 - B. Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the individual's academic standing, employment status, or participation in a university program or activity; or
 - C. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education, employment, or participation in a university activity.
2. Sexual Assault: Sexual assault consists of non-consensual, unwelcome sexual contact which includes the following:
 - A. Sexual penetration or intercourse (anal, oral, or vaginal) of any kind however slight, with any object, by a person upon another person that is without consent and/or by force.
 - B. Any intentional sexual touching, however slight with any object by a person upon another person that is without consent and/or by force.
 - C. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.
3. Domestic and Dating Violence
 - A. Dating Violence – Committed by a person who is or has been in a sexual relationship of a romantic or intimate nature with the complainant. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
 - B. Domestic Violence – A felony or misdemeanor crime of violence committed by the following:
 1. By a current or former spouse or intimate partner of the Complainant.
 2. By a person with whom the Complainant shares a child in common.
 3. By a person who cohabitates with, or has cohabited with, the Complainant as a spouse or intimate partner.
 4. By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of NJ.
 5. By any other person against an adult or youth Complainant who is protected from that person's acts under domestic violence law or family violence law
4. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others and suffer substantial emotional distress. The terms used in defining stalking are as follows:
 - A. Course of conduct – Means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - B. Reasonable Person – Means a reasonable person under similar circumstances and with similar identities to and/or the same protected status as the Complainant.
 - C. Substantial Emotional Distress – Means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
5. Bias-Related Harassment – This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

Bias-related harassment may be evidenced by oral, written, graphic, threatening and/or physical conduct that is sufficiently severe, pervasive, and objectively offensive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely boorish or offensive conduct and/or harassment of a generic nature and not based on gender or membership in a protected class may not violate this Policy but may be addressed through education and/or another resolution method.

6. Retaliation

The University seeks to create and provide an environment where its students and employees are free, without fear of reprisal, to use its policies and procedures to determine if a violation of an individual's rights under this Policy has occurred. Any act of retaliation for using this Policy and these procedures will result in appropriate disciplinary action.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of participation in that protected activity. This includes any individual's right to participate or refuse to participate in a Title IX complaint process. Examples include retaliation against the complainant by the respondent, the respondent's friends or co-workers, or a university supervisor, manager, or other representative of the University. Retaliation against an individual for reporting a violation of Policy

rights, supporting a complainant, or assisting in providing information relevant to a claimed Policy violation is a serious violation of this Policy.

No employee of the University, student, applicant, third party or other person may intimidate, menace, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in any conduct prohibited by this Policy or in an investigation, proceeding, hearing relating to any Title IX claim or complaint.

Prohibited retaliation also includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual misconduct, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual misconduct which is made for the purpose of interfering with any right or privilege secured by Title IX.

Felician University will make every effort to safeguard the identities of individuals who seek help and/or report a sexual assault or other sexual misconduct, discrimination, harassment, and/or retaliation. While the University takes steps to protect the privacy of victims, the University's ability to respond to a complaint may be limited in the event of a complainant's request for confidentiality. The University may need to investigate an incident and take corrective action once an allegation is known, regardless of whether the complainant chooses to make and pursue a complaint.

Acts of retaliation should be reported immediately to the Title IX Coordinator or Deputy Coordinators. Complaints alleging retaliation may be filed according to the complaint procedures for sex discrimination as provided herein.

7. Other Offenses

This Policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation is defined under this Policy as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class;
- Hazing is defined under this Policy as an act or acts likely to cause physical or psychological harm or social ostracism to any person within the University community when related to the admission to, initiation into, or joining of any organization or group, or any other group- affiliation activity, on the basis of actual or perceived membership in a protected class;
- Bullying/Cyberbullying is defined under this Policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally, on the basis of actual or perceived membership in a protected class;
- Violation of any other University rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, which is prohibited by this Policy and may be reported using the Felician University sexual misconduct complaint process.

Sexual Exploitation

Sexual exploitation is defined as taking non-consensual or abusive sexual advantage of another for their own advantage or benefits, or to benefit or advantage anyone other than the one being exploited. As per the DOE's Title IX regulations and in compliance with such rules, the University finds that sexual exploitation constitutes sexual misconduct. Such misconduct may be reported as a form of sexual misconduct in the complaint process as provided herein. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- Taking photographs, video recording, or audio recording of another in a sexual act or in any other private activity without the consent of all persons involved in the activity;
- Exceeding the boundaries of consent and welcomeness (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person's consent);
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity;
- Sexually based stalking and/or bullying;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection; and/or
- Administering alcohol or drugs (such as "date rape" drugs) to another person without the person's knowledge and consent.

Reporting Responsibilities

All University employees (faculty, staff, administrators) who are aware of or witness sexual misconduct are required to promptly report the violation to the Title IX Coordinator or Deputy Coordinator, unless the employee is a confidential employee.

Any student who is aware of or witnesses sexual misconduct is encouraged to promptly report the violation to the Title IX Coordinator or a Deputy Coordinator. All initial contacts will be treated with the maximum possible privacy and confidentiality; specific information on any complaint received by any party will be reported to the Title IX Coordinator, but, subject to the University's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those reporting a violation of this Policy. In all cases, the University will give consideration to the complainant's preference as to how the complaint is pursued but reserves the right, when necessary to protect the University community, to investigate and pursue a complaint to resolution when an alleged victim chooses not to initiate or participate in an informal or formal complaint process.

When used in this Policy, the term *complainant* means any person who is a member of the University community who is the actual or intended victim or target of, or witness to any action that is in violation of this Policy and reports the violation to the University; *complainant* includes the accuser. The term *respondent* means any person who is accused of any action that is in violation of this Policy, and refers to the accused, the actor, or the perpetrator, as applicable; a respondent can include persons who are not members of the University community.

Role of the Title IX Coordinator and Deputy Coordinators

The Title IX Coordinator and Deputy Coordinators are charged with coordinating the University's response to reports of misconduct under this Policy. The Title IX Coordinator and Deputy Coordinators do not serve as advocates for either the complainant or the respondent. The Title IX Coordinator or Deputy Coordinators will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Title IX Coordinator or Deputy Coordinators will provide to both parties' supportive measures on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator and Deputy Coordinators will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of academic and work assignments.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. The University will maintain all supportive measures provided to a complainant or respondent as confidential, to the extent such confidentiality would not impair the ability of the University to provide the supportive measures.

The University will ensure that the Title IX Coordinator and Deputy Coordinators will not have a conflict of interest or bias for or against complainants or respondents generally or against an individual complainant or respondent. The Title IX Coordinator and Deputy Coordinators have received proper training on the definition of sexual misconduct and how to properly conduct an investigation and grievance process regarding sexual misconduct claims, which may include hearings, appeals, and informal resolution processes, as applicable, and the duty to serve impartially, including the avoidance of prejudgment of the facts at issue, conflicts of interest, and bias.

Title IX Coordinator
Onya Brown, Esq.
1 Felician Way
Rutherford, New Jersey 07070
titleix@felician.edu
brownno@felician.edu
201-355-1431

Complaint Resolution Process:

The University will respond to any claim of a violation of this Policy received by the Title IX Coordinator and/or Deputy Coordinators. This procedure outlines the various steps an individual can take to file a complaint.

When used in these Procedures, the term *complainant* means any person who is a member of the University community who is the actual or intended victim or target of action that is in violation of the University's Sexual Misconduct Policy and reports the violation to the University; *complainant* includes the accuser. The term *respondent* means any person who is accused of any action that is in violation of the University's Sexual Misconduct Policy, and refers to the accused, the actor, or the perpetrator, as applicable; a respondent can include persons who are not members of the University community.

A. Confidentiality and Reporting of Offenses

Felician University will make every effort to safeguard the identities of individuals who seek help and/or report a sexual assault or other sexual misconduct, discrimination, harassment, and/or retaliation. While the University takes steps to protect the privacy of victims, the University's ability to respond to a complaint may be limited in the event of a complainant's request for confidentiality. The University may need to investigate an incident and take corrective action once an allegation is known, regardless of whether the complainant chooses to make and pursue a complaint.

When a report is made, personally identifiable information (name of complainant, name of respondent, etc.) may be initially withheld in cases where the alleged victim of inappropriate conduct is hesitant to come forward. Subsequently, campus officials may need additional information. The University Title IX Coordinator or Deputy Coordinator will conduct an initial inquiry,

looking for any sign of a pattern, predation, violence, or threat. When such exists, institutional action may be required to ensure campus safety.

No University representative should promise absolute confidentiality except in the case of confidential personal counselors, health service providers, victim services advocates, domestic violence resources, local or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality. Reports may be private, but not confidential. Reports to police and/or Title IX officials do not obligate the complainant to file any criminal or University conduct charges.

The University will not pursue disciplinary action for improper use of alcohol or illegal drugs against an alleged victim of sexual misconduct or against another student who reports information as either a witness to or as a good faith informant of sexual misconduct so long as the report is made in good faith.

Deliberately false and/or malicious accusations of sexual misconduct opposed to complaints which, even if erroneous, are made in good faith, are just as serious offenses as sexual misconduct and will be subject to appropriate disciplinary action.

NOTE: A complainant, witness or good faith informant should make any complaints or reports of inappropriate conduct *as soon as possible* after an incident.

Although there is no time limit for making a complaint with the University, complainants should report a possible violation of this Policy as soon as possible to maximize the University's ability to respond effectively. Failure to report a violation promptly could result in the loss of relevant evidence and impair the University's ability to respond to and investigate the allegations.

If the incident is an assault, immediately report the incident:

1. Emergency - 911
2. Campus Safety and Security, Rutherford Campus (24hrs): 201.559.3561
3. The Healing Space (24 hrs.): 201-487-2227
4. Rutherford Police Department: 201-939-6000
5. Lodi Police Department: 973-473-7600
6. Bergen County Sheriff's Office (non-emergency number): 201.336.3500; 10 Main Street, Hackensack, NJ 07601

Seek immediate medical attention and emotional support:

Do not change clothing, shower, bathe, brush your teeth or douche. Delay the foregoing and try not to use the bathroom (if possible) until you are examined, as this preserves evidence of the assault. Medical attention should be assessed at a local hospital.

On-campus resources:

Wellness Center: 1 Felician Way, Rutherford, New Jersey 07070

201-559-3559 or 201-559-3579

Student Counseling Services: 1 Felician Way, Rutherford, New Jersey 07070

201-559-3621 or 201-559-3587

Off-campus resources:

Hackensack University Medical Center: 30 Prospect Avenue, Hackensack, NJ 07601 551-996-2000

St. Mary's General Hospital: 350 Boulevard, Passaic, New Jersey 07055

973-365-4300

Holy Name Medical Center: 718 Teaneck Road, Teaneck, New Jersey 07666

201-833-3000

Options for filing a report:

1. Anonymous and Third-Party Reporting

The Title IX Coordinator and Deputy Coordinators may accept anonymous and third-party reports of conduct that violates this Policy and will follow up on such reports. The reporter is encouraged to provide as much detailed information as possible to allow the Title IX Officer or Deputy Coordinators to investigate the incident and respond as appropriate, including names of persons involved, witnesses, location of incident, date and time of incident, and description of incident. The University may be limited in its ability to investigate or respond to an anonymous or third-party report without sufficient detailed information. Anonymous reports can be made online by clicking this [link](#).

2. Confidential Reporting

A complainant who wants the details of an incident to be kept confidential may speak with on and off campus counselors, health service providers, victim services advocates, domestic violence resources, local or state assistance agencies, or members of the clergy who are *permitted by law* to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor). These sources may submit anonymous statistical information for timely warning and Clery Act purposes but are not authorized to share a confidential report with the University. If a complainant is unsure of a resource's ability to maintain confidentiality, the complainant is advised to ask them before talking to them. University officials and/or representatives not authorized by law should not, under any circumstances, promise confidentiality.

3. Reporting to Officials with Authority and/or Responsible Employees

Reports to University employees (faculty, staff, administrators) who are *not* confidential resources shall be treated with the maximum possible personal privacy. If a complainant is unsure of a resource's ability to maintain privacy, the complainant is advised to ask them before talking to them. The resource will be able to explain the resource's reporting obligations and help a complainant make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible and only with persons with a need to know under the circumstances and the University will take steps to protect the complainant's privacy to the greatest extent reasonably possible.

4. Formal Reporting

A complainant is encouraged to speak to University officials, such as the Title IX Coordinator or Deputy Coordinators or Campus Safety and Security, to make a formal report and has the right, and can expect, to have a complaint taken seriously by the University when formally reported and to have the complaint investigated and properly resolved through these procedures. Formal reporting still affords privacy to the complainant and only a small group of officials who need to be informed will be notified. Information will be shared as necessary with investigator(s), witnesses, the respondent, and a hearing board if deemed appropriate. The number of people with this knowledge will be kept as few as reasonably possible to preserve the rights and privacy of all concerned.

5. Criminal Reporting

Anyone in immediate danger should call 911. Some acts of discrimination and harassment may also be crimes, such as sexual assault or stalking. Individuals are encouraged to report suspected criminal conduct to law enforcement even when the conduct is not clearly a crime. Regardless, local law enforcement can assist with obtaining medical care, provide an immediate law enforcement response and protection, connect the complainant with advocacy services and counseling support, initiate a criminal investigation as appropriate, and answer questions about the criminal process.

Informal Resolution Process

Informal resolution is an alternative to the formal complaint resolution process. The Title IX Coordinator will determine if an informal resolution is appropriate, based on the willingness of the parties and the nature of the alleged conduct. The University will not require unwilling parties to participate in an informal resolution process. An informal resolution process is available only after a formal complaint has been filed with an appropriate member of the University.

Sanctions are generally not imposed as the result of an informal resolution process, though the parties may agree to appropriate remedies and corrective action. The Title IX Coordinator will keep records of any resolution that is reached. The University reserves the right to cancel an informal resolution if sufficient evidence suggests a formal investigation or other sanctions or remedies may be necessary and appropriate.

It is not necessary to pursue an informal resolution first in order to make a formal complaint, and anyone participating in an informal resolution process can stop that process at any time and initiate a formal resolution process.

Except in cases involving criminal activity and/or sexual assault, an employee or student alleging sexual misconduct, discrimination, harassment and/or retaliation against an employee or student of the University under this Policy is encouraged to consider an informal resolution. If it is appropriate, an attempt to facilitate an informal resolution of the matter will be made. In the event that an informal resolution is not reached, is not appropriate, or is not pursued, the student or employee who is alleging discrimination, harassment, or retaliation may initiate a formal resolution process.

Upon commencing an informal resolution process, the University will provide all parties with a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from initiating a formal complaint that arises from the same allegations, provided, however, that at any time prior to agreeing to a resolution of the informal resolution process, any party has the right to withdraw from the informal resolution process and initiate the formal resolution process in which case there shall be no consequences resulting from participating in the informal resolution process.

The University will obtain the parties' voluntary, written consent to the informal resolution process prior to its commencement.

An informal resolution process may be conducted for a period of 60-90 days from the date that a formal complaint is received. However, the process may allow for temporary delay, as appropriate, for good cause, with written notice to all parties of the delay or extension and the reasons for such actions.

The University will not offer or facilitate an informal resolution process that involves allegations that a university employee sexually harassed a University student.

Formal Resolution Process

1. Filing a Complaint

Any individual who believes that this Policy has been violated should contact the Title IX Coordinator or any Title IX Deputy Coordinator as soon as possible.

A. Complaint Intake

Within five business days of receipt of notice of a violation or a complaint, the Title IX Coordinator or Deputy Coordinator will normally make an initial determination as to whether the information provided reasonably indicates there may have been a violation of University Policy. If it appears a violation may have occurred, an investigation will begin. If the complaint does not reasonably indicate a Policy violation, or if conflict resolution is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint will not proceed to investigation. An investigation will commence if there is sufficient information to indicate a Policy violation, a pattern of misconduct, and/or a perceived threat of further harm to the University community or any of its members.

Throughout this process, the University will presume that the respondent is innocent of the alleged conduct until a determination regarding responsibility is made at the conclusion of the process [whether it is through an informal resolution or investigation].

Upon receipt of a formal complaint and an initial determination that the information on its face indicates a possible violation of this Policy, the University will provide a written notice to the complainant, the victim (if different from the complainant), and the accused/respondent whose identities are known, which will include the following:

- Notice of the University's complaint resolution process;
- Notice of the allegations of sexual misconduct, discrimination or retaliation including sufficient details such as the identities of the parties involved in the incident (if known), the alleged conduct that if proven constitutes a Policy violation, and the date and location of the alleged incident (if known);
- A statement that the respondent is presumed innocent of the alleged misconduct and that a determination regarding responsibility will be made at the conclusion of the process;
- A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney; and who may inspect and review evidence pertaining to the incident; and
- A statement informing the parties that the University's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the process.

During the course of the investigation, the University may decide to investigate allegations about the complainant or respondent that were not included in the initial written notice or complaint, and if this occurs, the University will provide notice of the additional allegations to the parties whose identities are known.

B. Supportive Measures

The University will implement interim and/or protective actions upon notice of alleged discrimination, harassment, and/or retaliation and will take additional prompt remedial and/or disciplinary action with respect to any member of the University community, guest, or visitor who has violated this Policy.

Interim actions include but are not limited to: no contact orders, No Trespass/Persona Non Grata notices, providing counseling and/or medical services, academic support, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community resources.

The University may suspend, on an interim basis, a student or student organization, or place an employee on administrative leave pending the completion of the investigation and procedures. In cases in which an interim suspension or administrative leave is imposed, the student, employee, or student organization will be given the opportunity to meet with an appropriate administrator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented or should be reversed. Violation of interim provisions will be grounds for further disciplinary action.

During an interim suspension or administrative leave, a student or employee may be denied access to the University campus, facilities, or events, either entirely or with specific restrictions. As determined by the appropriate administrative officer, this restriction includes classes and/or all other University activities or privileges for which the individual might otherwise be eligible. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued and offered to minimize the impact on the respondent student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to minimize the impact on the respondent employee.

2. Notice of Charges

Once an investigator has been assigned, written notice of the allegations will be provided to the parties involved. If the respondent is an employee, a copy of the written notice will be provided to the employee's department head/director, the dean, vice president, and the president.

3. Investigation

If a complainant wishes to pursue a formal complaint or if the University determines an investigation is necessary, the Title IX Coordinator will assign an investigator, usually within five business days of determining that a complaint should proceed. Investigations will be thorough and impartial and will entail interviews of relevant parties and witnesses and obtaining available evidence. Conflict of interest (real or perceived) on the part of the investigator will not be allowed. The University aims to complete investigations, barring exigent circumstances, within 60 days, which can be extended as necessary for appropriate cause or reasonable delays as determined by the Title IX Coordinator with notice to the parties. An investigation may take longer when

initial complaints fail to provide sufficient detailed information. The University may undertake a short delay (usually 1-2 weeks, to allow for a forensic collection of evidence by law enforcement) when criminal charges are being investigated. Complainants will be informed, at regular intervals, of the status of the investigation. University action will continue regardless of the status of civil or criminal charges involving the same incident. A complainant may proceed with both a criminal charge and a request for a university investigation and resolution simultaneously.

A. Student Withdrawal While Complaint Pending

The Title IX Coordinator may dismiss a complaint or any allegations at any time during the investigation or hearing, should a responding student withdraw from the University and/or the complainant refuses to participate in or cooperate with the investigation and/or hearing. The Title IX Coordinator may determine that the process will nonetheless proceed in the student's absence to a conclusion. If the hearing results in sanctions or corrective actions, the student in question will not be permitted to return to the University unless any and all sanctions and corrective actions have been satisfied. The Title IX Coordinator will continue to act to promptly and effectively to remedy the effects of the conduct upon the victim and the community.

B. Employee Resignation While Complaint Pending

Should a respondent-employee resign while the complaint is pending, the Title IX Coordinator may dismiss a complaint or any allegations at any time during the investigation or hearing. The records of the Title IX Coordinator will reflect that status, as will University responses to any future inquiries regarding employment references for that individual. The Title IX Coordinator will continue to act to promptly and effectively to remedy the effects of the conduct upon the victim and the community.

4. Investigation Findings

A. For Students

Upon receipt of the investigative report, the Title IX Coordinator will forward it to the Vice President of Student Affairs or his or her designee for an appropriate hearing per the Student Code of Conduct procedures. In addition, a copy of the investigation report must be provided to the respondent, the complainant, and their advisors. All parties have 10 days to review the information and provide a written response to the Investigator and/or Title IX Coordinator.

The institution will provide the parties 5 business days after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties 5 business days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses may be disclosed to the parties.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The investigation process for each complaint will require a live hearing involving all parties.

During a hearing:

- The complaint will be heard by a hearing panel;
- Both the complainant and the respondent will receive equivalent notice of the process;
- The complainant and the respondent will be invited to the Hearing;
- The complainant and respondent will be entitled to the same opportunity to have a support present during the Hearing;
- The support person of choice may be anyone who is ready, willing, and able to comply with these Procedures;
- The complainant and respondent will be entitled to the same opportunity to have an Advisor present during the Hearing;
- The Advisor of choice may be anyone who is ready, willing, and able to act as an Advisor and comply with these Procedures;
- If either party does not have an Advisor, then the University must provide one for the cross-examination part of the Hearing at no cost to either party;
- The University may restrict the participation of the Advisor in the hearing equally except for the cross-examination of a party or witnesses;
- Both the complainant and the respondent will have the opportunity to present witnesses having information pertinent to the alleged sexual misconduct, sexual assault, or retaliation and any relevant information to the Hearing panel during the conduct of the hearing;
- The complainant will be provided options for reasonable alternative arrangements if he or she does not want to be present in the same room as the respondent during the Hearing;
- Testimony or other evidence regarding any party's past sexual conduct or misconduct will ordinarily not be permitted, except where there was a prior sexual relationship between the parties and the testimony may be relevant to the issue of consent and welcomeness. If the respondent is found responsible for a violation of the Policy as alleged in the complaint, his or her past sexual misconduct, if any, may be considered in determining the appropriate sanctions or corrective action if it is relevant to the violation at issue;
- Advisors will be allowed to cross-examine either party during the Hearing, which may involve each party's Advisor asking the other party and any witnesses all relevant questions and follow-up questions, including questions that

challenge credibility. Cross-examinations at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally;

- Only relevant cross-examination and other questioning may be asked of a party or witness. Before a party or witness responds to a question on cross-examination or other question, the decisionmaker(s) must first determine whether the question is relevant and explain on the record any decision to exclude a question as not relevant;
- An Advisor can be asked to step out of the Hearing by the Hearing Chair for inappropriate behavior or improper questions; and
- The University will document the proceedings;
- The proceeding will be recorded either audibly or audibly and visibly.

Following the hearing, the decision as to whether a Policy violation has occurred will be determined by using a preponderance of the evidence standard. The decision will be made by the Decision Maker who will be a member of the University's senior confidential staff. A finding of a Policy violation by a preponderance of the evidence means that it is more likely than not that the Policy violation occurred. If the hearing concludes with a determination that no Policy violation has occurred, the process ends at that point. Regardless of the outcome, the complainant, the respondent, and the Title IX Coordinator will be notified of the findings in writing.

If, following a hearing, the student is found to have violated University policy, appropriate disciplinary sanctions will be determined after consultation with the Title IX Coordinator. The Vice President of Student Affairs (or designee) will notify the respondent, the complainant, and the Title IX Coordinator in writing of the Vice President's decision. This written decision must be issued within 10 business days of the completion of the live hearing.

The written findings and determination will include the following:

- Statement of the allegations made that potentially constitute sexual misconduct;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including, any notification to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the University's code of conduct and its Title IX Policy to the facts;
- A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions, and corrective actions the University will impose on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
- The University's procedures and permissible bases for the complainant and the respondent to appeal from the hearing determinations.

The written findings and determination will be provided to all parties simultaneously and will become final on the date that the University provides the parties with the written determination of the result of any appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5. Sanctions

Sanctions will be recommended by the Title IX Coordinator and forwarded to the decision-making authority. Factors considered when determining a sanction may include:

- The nature of, severity of, and circumstances surrounding the violation;
- The respondent's disciplinary history;
- Previously substantiated complaints or allegations against the respondent involving similar conduct;
- Any other information deemed relevant by the Title IX Coordinator, including aggravating, and mitigating factors;
- The need to bring an end to the discrimination, harassment, and/or retaliation;
- The need to prevent the future recurrence of discrimination, harassment, and/or retaliation; and/or
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the University community.

a. Student Sanctions

Student sanctions will ultimately be determined by the Vice President of Student Affairs (or designee). For examples of the range of potential disciplinary sanctions against students, see the Student Code of Conduct in the *Student Handbook*.

6. Appeals

Appeals of the decision may be filed by the complainant, the respondent or both. All requests for appeal considerations must be submitted in writing to the Title IX Coordinator within five business days of the date of the written findings and determination, or notice of findings, whichever is applicable.

Appeals are limited to the following issues:

- A procedural error or omission that significantly impacted the outcome of the investigation or hearing;

- The Title IX Coordinator, investigator(s), or decision-maker (s) had a conflict of interest or bias against complainants or respondents generally, or the individual complainant or respondent in particular, that affected the outcome of the investigation or hearing;
- There is new evidence, unknown or unavailable during the investigation or hearing, that could substantially impact the findings or sanctions. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal; and/or
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The original findings and sanctions/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, in which case the findings and sanction/responsive action(s) become final. When a party appeals, the other party (parties) will be notified in writing and given an opportunity to respond. The University will give both parties equal opportunity to submit a written statement in support of, or opposing, the appeal.

The Appeal Decision Maker, for either the student or employee process, must be a person who had no role in the investigation or resolution process. The Appeal Decision Maker will be selected by the Title IX Coordinator.

Where the Appeal Decision Maker finds that at least one of the grounds for appeal is met, he or she will proceed with the appeal and additional principles governing the hearing of appeals will include the following:

- The original decision will be changed only when there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal, or new evidence that was unknown or unavailable during the hearing or investigation.
- Sanctions will not be imposed pending the outcome of the appeal. Interim and/or protective actions may be imposed and/or continued as appropriate.
- The Appeal Decision Maker will render and communicate a written decision and the rationale for the result within 10 business days to the Title IX Coordinator who will normally provide written notice of the appeal to all parties within three business days from the date of the appeal review.
- Once an appeal is decided, the outcome is final: further appeals are not permitted under this Policy.

7. Failure to Comply with Sanctions

All respondents are expected to comply with conduct sanctions and corrective actions within the time frame specified in their written notice. Failure to comply with conduct sanctions and corrective actions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension, expulsion, and/or termination from the University's programs, activities, or employment, as applicable. For students, failure to comply may result in a hold on future registration or ineligibility for other transactions with the University.

Remedial Actions

In addition to interim actions, the Title IX Coordinator or Deputy Coordinator may provide remedial actions intended to address the short or long-term effects of harassment, discrimination, and/or retaliation. That is, remedial actions may be taken at the conclusion of the process in addition to any actions that may have been taken on an interim basis, in order to redress harm to the complainant and the community and to prevent further harassment or violations. Remedial actions may also be used when, in the judgment of the Title IX Coordinator or Deputy Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence of the respondent on campus or the ongoing activity. These remedies may include referral of the respondent to counseling and health services, altering the academic schedule of a respondent student, (or the alleged complainant, if desired), altering work arrangements, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and/or course schedules.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

As a Catholic/Franciscan institution of higher education, Felician University supports and promotes values that affirm the dignity and rights of all people. In keeping with these fundamental principles, we value diversity and welcome persons of all groups, cultures, and religious traditions to Felician University.

Every person associated with Felician University contributes a unique richness of tradition that enhances the community. We welcome the enriching experience of the growing diversity on campus, for diversity presents experiences, challenges, and opportunities to the entire community. In order to achieve the goals of our university community, it is essential that we ensure a safe, healthy, work and learning environment for all.

We unconditionally reject all forms of discrimination. We acknowledge our obligation to safeguard and enhance the dignity of every member of our university community. We seek to foster an understanding of all differences and encourage and support the ethical and moral values that are the basis of a humane social order.

To fulfill these aspirations, we commit ourselves to create and maintain an environment free of discrimination, intimidation, humiliation, and harassment of any kind. We urge all members of the Felician University community to adhere to the following values:

- Respect for human dignity;
- Compassion for others;
- Recognition of and appreciation for the characteristics that make individuals unique;
- Service to others;
- Reverence for the people and world in which we live;
- Solidarity;
- Promotion of the common good by forging right relationships;
- Pursuit of peace.

Commitments to the principles of free speech and academic freedom are of vital importance to the Felician University community. These commitments are at the heart of the educational mission and inform our work in teaching, learning and research, as well as in educational activities beyond the classroom. We are dedicated to allowing vigorous and open academic discourse and intellectual inquiry, including speech that espouses controversial ideas.

This policy is based on the expectation that all members of the Felician University community will actively work to bring these values to full, living, and genuine realization. Discrimination of any kind is a violation of university policy and may be the basis for disciplinary action. No member of our university community may engage in discrimination.

II. Applicability

This policy applies to all University students, faculty, administrators, staff members and employees, as well as vendors and guests on or off campus. This includes those members of the University community who are involved in the University's off-campus programs, such as internships, clinical practice, student teaching, etc. This policy does not replace or supersede an individual's rights and remedies under the law.

III. Protected Categories

Felician University is committed to providing every community member with an environment free from discrimination and harassment. Under this policy, forms of discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, AIDS and/or HIV status, atypical hereditary cellular or blood trait, genetic information, veteran status or military service, liability for service in the Armed Forces of the United States, disability and/or handicap, status as a domestic violence victim, or membership in any other class protected by state or federal laws, now or in the future.

To achieve the goal of maintaining a work environment free from discrimination and harassment, the University prohibits the conduct that is described in this policy. This is a zero-tolerance policy; therefore, the University reserves the right to take either disciplinary action, if appropriate, or other corrective action, to address any unacceptable conduct that violates this policy, regardless of whether the conduct satisfies the legal definition of discrimination or harassment.

IV. Definitions

- A. Discrimination** is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, AIDS and/or HIV status, atypical hereditary cellular or blood trait, genetic information, veteran status or military service, liability for service in the Armed Forces of the United States, disability and/or handicap, status as a domestic violence victim, or membership in any other class protected by state or federal laws, now or in the future, that may adversely and unreasonably affect a term or condition of an individual's employment, education, living environment, or participation in a University activity, or is used as the basis for, or a factor in, decisions affecting that individual's employment, education, living environment, or participation in a University activity. Discrimination may be oral, written and/or physical conduct directed against any person or group of persons.
- B. Discriminatory Harassment** is unwelcome conduct directed toward an individual based on an individual's actual or perceived race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, AIDS and/or HIV status, atypical hereditary cellular or blood trait, genetic information, veteran status or military service, liability for service in the Armed Forces of the United States, disability and/or handicap, status as a domestic violence victim, or membership in any other class protected by state or federal laws, now or in the future, that is so severe or pervasive that it unreasonably interferes with an individual's employment or educational performance, or creates an intimidating, hostile, offensive, or abusive environment for that individual's employment, education,

living environment, or participation in a University activity. Harassment can be verbal, written, graphic, physical or through digital, online, or social media communications.

- C. **Retaliation** is an intentional action taken by an individual or allied third party, absent legitimate nondiscriminatory reasons, as reprisal for engaging in a “protected activity,” that unreasonably interferes with an individual’s employment or educational performance; or creates an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment; and/or participation in a university activity. Protected activities for which protections apply, include but are not limited to:
- i. Reporting, making a complaint, participating in an investigation or grievance proceeding or for assisting in any such proceeding;
 - ii. Communicating with a supervisor or manager about employment discrimination, including harassment;
 - i. Refusing to follow orders that would result in discrimination;
 - iv. Resisting sexual advances, or intervening to protect others;
 - v. Requesting accommodation for a disability or for a religious practice; and
 - vi. Asking managers or co-workers about salary information to uncover potentially discriminatory wages.
- D. **Preponderance of Evidence** is defined to mean more likely than not. It is the standard of proof applied in determining responsibility under this policy.

V. **Reporting**

Once a report is made, the University will initiate a prompt, thorough, and impartial investigation of allegations of discrimination, harassment, and/or retaliation under this policy, pursue effective and reliable procedures and remedies, and seek to protect the rights of those involved.

While the prevention of harassment and discrimination is the responsibility of all members of the University community, University Directors and Supervisors must set an example by treating all people with mutual respect and dignity, fostering a positive climate, and taking appropriate action when conduct is discriminatory, harassing, and/or otherwise unprofessional. Any Director or Supervisor who receives a complaint of harassment, discrimination, or otherwise becomes aware of possible harassment or discrimination, must report such information promptly to the Office of Equity.

- A. **Anonymous Reporting for Students and Employees:** In cases where a student or employee would like to report a violation of this policy, both student and employee can report anonymously through the online anonymous reporting form. The online anonymous reporting form can be utilized by both complainants, respondents, witnesses, and concerned community members. The online reporting form can be found [here](#).
- B. **Private Reporting for Students and Employees:** In cases where a student or employee would like to report a violation without being anonymous, the following individuals can provide information about reporting options, procedures, and assist in facilitating support.

For Student Reports:
Campus Safety and Security
Rutherford Campus:
Elliott Terrace, 1st Floor
Phone: (201) 559-3561
Lodi Campus:
Obal Hall
Phone: (201) 509-0306

Onya Brown
Title IX Coordinator
Student Center
One Felician Way
Rutherford, NJ 07070
Phone: (201) 355-1431
Email: brownno@felician.edu; TitleIX@felician.edu

In an emergency, go to a safe place and call 911.

- C. **Reporting to Law Enforcement:** For all criminal acts of discrimination and/or harassment, the University encourages individuals to make a report to law enforcement in addition to and/or separate from reporting to the above entities.

Rutherford Police Department: (201) 939-6000
Lodi Police Department: (973) 473-7600
Bergen County Sheriff’s Office: (201) 336-3500

- D. **Cooperation:** All members of the University community have an obligation to cooperate in achieving the University's goal of an environment free of unlawful discrimination and harassment. This cooperation includes participating in investigations of alleged discrimination and/or harassment.

VI. Complaint Procedure

Felician University has two options for resolving complaints which allege discrimination and/or harassment: (1) informal resolution; and (2) formal grievance process. These processes are not mutually exclusive; therefore, an informal resolution may be ended at any time in order to initiate the formal grievance process. Community members who believe they have been victims of harassment and/or discrimination can contact the Associate Dean of Equity, who will meet with them to hear their concerns and review available options for informal and formal resolution. Discussing concerns with the Associate Dean of Equity or her designee does not commit one to file a formal grievance. However, an individual reporting discrimination and/or harassment should be aware that the University may decide that it is necessary to take action to address the discrimination and/or harassment with or without the Complainant's participation.

- A. **Informal Resolution:** An "Alternative Resolution Process" (ARP) generally involves a facilitated resolution that is acceptable to the Complainant and Respondent. This resolution may be facilitated by an outside mediator. A full investigation of the allegation(s) is not conducted in the alternative resolution process; however, the details of the allegation(s) may be gathered to allow the University to engage in an assessment of risk. An alternate resolution can be used as a full and final resolution for a complaint of discrimination and/or harassment.

An alternative resolution can be requested by the Complainant or Respondent at any time up until the final resolution is decided by the Associate Dean of Equity. Generally, alternative resolutions are pursued when the Complainant and Respondent, having been fully informed of all available options, have explicitly and voluntarily made that choice. An ARP is voluntary for both the Complainant and the Respondent. Engaging in the ARP is not an admission of responsibility for the allegation. Engaging in the ARP is also not an admission of the falsehood of the allegations. The existence of an alternative resolution is not viewed as a finding against the Respondent. The Complainant or Respondent may withdraw from the ARP at any time before its completion. If the ARP is ended prior to its completion, any information obtained will not be used in a subsequent investigation if the Complainant then decides to pursue the formal grievance process.

If a grievance is resolved through the ARP, the matter will be closed. This means allegations resolved through the ARP will not advance through the formal grievance process unless the terms of the ARP are violated. If a term of the alternative resolution is violated, the information obtained during the ARP may be submitted as evidence in a subsequent formal grievance process, involving the Complainant and Respondent.

In all cases, the Associate Dean of Equity, or her designee, has the discretion to determine whether an alternative resolution process is an inappropriate option, based on the specifics of the complaint.

- i. **Notice of Allegations:** The Associate Dean of Equity will provide the Complainant and Respondent written notice of the other party's interest in resolving a grievance through an ARP. Written notice will include a copy of the alleged prohibited conduct at issue, a summary of the guidelines to an alternative resolution, and the participant's rights in the process. The Complainant or Respondent will have five (5) business days to respond to the alternative resolution request, indicating their interest in participating in the alternative process. In the instance when a party does not reply to the notice or a party does not voluntarily agree to participate in the ARP, the alternative resolution process will end, and the University will begin the formal grievance process if the Complainant is willing to participate.
- ii. **Privacy of Alternative Resolution:** The existence of an alternative resolution and the agreed upon terms are considered private information maintained by the Office of Equity. The existence of an alternative resolution and/or the agreed upon terms may be shared with a limited circle of individuals on a "need to know" basis. The existence of an alternative resolution and/or the agreed upon terms may not be shared by the parties, witnesses, support persons, or advisors, unless first approved by the Associate Dean of Equity, or her designee.
- iii. **Developing Terms of the Alternative Resolution:** The Complainant and Respondent may propose terms for the alternative resolution. The terms should be designed to remedy the adverse effects the alleged prohibited conduct has on the Complainant and/or to restore the Complainant's equal access to the University's programs and activities. Alternative resolutions involving faculty and staff will include a Supervisor, Vice President, and/or a Human Resource designee, who may also suggest proposed terms. The Associate Dean of Equity will review the proposed final terms and will remove those terms that are not permissible under university and federal or state law. The Associate Dean of Equity may also consult with the relevant University officials such as a Supervisor, Vice President, or Human Resource designee when determining the permissibility of a proposed term(s).
- iv. **Term Implementation:** The resolution is complete when both parties independently and voluntarily come to an agreement on the proposed terms. Upon agreement and signature (in hard copy or electronically) by both the Complainant and Respondent, the complaint is considered resolved and closed. If both parties cannot independently and voluntarily come to an agreement, the Complainant may file a formal complaint. If the Complainant does not wish to file a formal complaint, no further action will be taken by the Office of Equity.

- v. **Right of Appeal:** The alternative resolution is grounded in the voluntary participation of the Complainant and Respondent. For this reason, there is no right of appeal associated with the ARP.

Formal Resolution: A formal grievance process may be initiated by meeting in person with the Associate Dean of Equity, by writing to the Office of Equity via letter or email to brownof@felician.edu or TitleIX@felician.edu, or by calling (201) 201-5633.

- i. **Privacy:** The privacy of all parties to a complaint (Complainant, Respondent, witnesses, and support persons alike) will be respected, except insofar as it interferes with the University's investigative, grievance, and appeal processes as described in this document. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted, except as determined by the Associate Dean of Equity.
- ii. **Initial Investigation:** The Office of Equity will investigate any reported grievances regarding discrimination and/or harassment promptly and impartially. The investigation may include, but is not limited to, individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the investigation. Based on the investigation, the Associate Dean of Equity will decide whether a responsible finding can be determined by a preponderance of the evidence. The Associate Dean of Equity will inform the Complainant and Respondent of the outcome of the investigation and provide a summary of the investigative process and determination. The Associate Dean of Equity will then send the Complainant and Respondent's direct supervisors a full investigatory report and any recommendations.

At this point, both parties may accept or reject the outcome and determination(s) of the investigation. If both parties accept a determination that there is insufficient evidence to support reasonable cause, the case is closed. If both parties accept a determination that a responsible finding is proven by a preponderance of the evidence, the Associate Vice President for Student Affairs (students), or a Human Resource designee in conjunction with the employees' Vice President (employees), will assign outcomes and take corrective action designed to end the discrimination and/or harassment, prevent its recurrence, and remedy its effects on the Complainant and the University community. A finding of the Office of Equity that is accepted by both parties is final. Either the Complainant or the Respondent may reject the determination of the initial investigation, in part or entirely, and request an appeal within five (5) business days of receiving the written decision. The preferred mode of delivery for an appeal is via email to brownof@felician.edu or TitleIX@felician.edu.

- iii. **Corrective Action:** The University will impose prompt remedial and/or disciplinary action against any respondent found to have violated this policy. Responsive action may include, for example, beginning or following the performance improvement process, targeted educational and training programs; the development and enforcement of contractual agreements about future conduct; changes in the working or living environment; reassignment or removal from an appointed position; suspension or termination of employment; or other measures as the University believes will be effective.

The University may refer non-members of the University community to law enforcement, ban/limit their entrance on the campuses, or limit their participation in university activities.

- iv. **Time Frame/Grounds for Filing a Request for Appeal:** Either party (Complainant or Respondent) may appeal the determination and/or outcomes of the formal grievance determination within five (5) business days of receiving the written decision by emailing brownof@felician.edu or TitleIX@felician.edu, describing the reasons for requesting an appeal. Note that dissatisfaction with the outcome of the investigation is not grounds for appeal. The only grounds for appeal are as follows:
- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the institution's own procedures);
 - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - The Associate Dean of Equity, investigator(s), or sanctioning officer had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter;
 - The outcomes imposed are disproportionate to the severity of the violation or outside the parameters set by the University. The appeal body will return the complaint to the Associate Vice President for Student Affairs (students), or the Human Resource designee in conjunction with the employees' Vice President (employees), who may then increase, decrease, or otherwise modify the outcomes.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and outcome are presumed to have been decided reasonably and appropriately. Outcomes will take effect immediately, notwithstanding an appeal.

The Office of Equity will provide a copy of the appeal to the non-appealing party, who may file a response within five (5) business days. All appeals and responses are then forwarded to the appropriate appeals officer for initial review. If the appeals officer determines that the appeal meets the limited grounds and is timely, the documentation is taken under consideration.

- v. **Determination by Appeals Officer:** The appeals officer, Vice President for Student Affairs and Dean of Students (students) and Director of Human Resources (employees), ordinarily will render a written decision within seven (7) business days from the hearing of the appeal. The appeals officer may take the following actions:
 - a. Determine that new evidence raised on appeal should be considered and return the complaint to the Associate Dean of Equity to reconsider in light of the new evidence only;
 - b. Determine that a material procedural or substantive error occurred and return the complaint to the Associate Dean of Equity with instructions to address the error. In rare cases, where the procedural or substantive error cannot be addressed, the appeals officer may request a new investigation from an outside contractor;
 - c. Determine that the outcomes imposed are disproportionate to the severity of the violation and substantially outside the parameters set by the University. The appeals officer will return the complaint to the Associate Vice President for Student Affairs (students), or the Human Resource designee in conjunction with the employees' Vice President (employees), who may then increase, decrease, or otherwise modify the outcomes; or
 - d. Deny the request for appeal.
- C. Resources: Notwithstanding the aforementioned information, students, employees, and faculty may also use the resources below to file a complaint of discrimination and/or harassment. Such resources can be used in lieu of, or in conjunction to, the Felician University policy against discrimination and harassment.

U.S. Department of Education (OCR)

New York Office
Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005-2500

Telephone: 646-428-3800
FAX: 646-428-3843; TDD: 800-877-8339
e-mail: OCR.NewYork@ed.gov

Equal Employment Opportunity Commission (EEOC)

Newark Area Office
Two Gateway Center
Suite 1703

283-299 Market Street
Newark, NJ 07102

Telephone: 1-800-669-4000
FAX: 973-645-4524
Public portal: <https://publicportal.eeoc.gov/portal/>
Website: www.eeoc.gov

New Jersey Division on Civil Rights

31 Clinton Street, #3
Newark, New Jersey 07102
Telephone: 973-648-2700
FAX: 973-648-4405

**Felician Services Inc.,
Corporate Responsibility Help Line (CRP)**
Telephone: 1-866-225-3253

FELICIAN UNIVERSITY NEW JERSEY CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

A University or universities in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities' function to stimulate intellectual discourse and create an environment that values diverse ideas. Its rules must fundamentally further and protect the rights of all members of the University community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and nonconsensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey and Felician University recognize that the impact of violence on victims and the surrounding community can be severe and long lasting. Thus, this Bill of Rights has been established to articulate requirements for policies, procedures, and services designed to ensure that the needs of sexual assault victims are met and that the University and universities in New Jersey create and maintain communities and environments that support human dignity.

Bill of Rights

The following rights shall be accorded to victims of sexual assaults that occur:

1. On the campus of any public or independent private institution of higher education in the State of New Jersey, and
2. When the victim or the accused is a student at that institution; and/or
3. When a student is a victim of an off-campus sexual assault.

Human Dignity Rights:

1. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
2. To have any report of sexual assault treated seriously; the right to be treated with dignity.
3. To be free from any suggestion that victims are responsible for the commission of crimes against them.
4. To be free from any pressure from campus personnel to:
5. Report crimes if the victim does not wish to do so;
6. Report crimes as lesser offenses than the victim perceives them to be;
7. Refrain from reporting crimes to avoid unwanted publicity; and/or
8. Report crimes as offenses lesser than the victim perceives them to be.

Rights to Resources On – and Off – Campus:

1. To be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault regardless of whether the crime is formally reported to campus or to civil law enforcement authorities.
2. To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
3. To be informed of and assisted in exercising any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
4. To be informed of and assisted in exercising any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights:

1. To be afforded the same access to legal assistance as the accused.
2. To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed for the accused.
3. To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights:

1. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
2. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities if this is the victim's decision.
3. To receive full, prompt, and victim-sensitive cooperation of trained campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of an assault.

Campus Intervention Rights:

1. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.

2. To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates:

1. Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure complete implementation.
2. Each campus shall make every reasonable effort to ensure that every student at the campus receives a copy of this document.
3. Nothing in this policy or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of Title IX shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

The U.S. Department of Education, Office for Civil Rights (OCR) is the federal agency charged with enforcing compliance with Title IX. Individuals with complaints of this nature always have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)

400 Maryland Avenue, SW Washington, DC 20202-1100
Customer Service Hotline Number: 800.421.3481 FAX: 202.453.6012
TDD#: 877.521.2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>



FELICIAN
UNIVERSITY

THE FRANCISCAN UNIVERSITY OF NEW JERSEY

Thank You

Thank you for embarking on this journey with us. Welcome to a world where success, transformation, and innovation are not just goals, but the very essence of who we are. Welcome to Felician University.

