

FELICIAN UNIVERSITY



STUDENT HANDBOOK

2017-2018



Felician University is Sponsored by the Felician Sisters

PROVISIONS OF THE STUDENT HANDBOOK

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of 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), Genetic Information Nondiscrimination Act of 2008, which provide equal opportunity for all qualified individuals.

Effective August 2017

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FELICIAN UNIVERSITY MISSION STATEMENT

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 new 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.



FELICIAN UNIVERSITY 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 water power 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 water power 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.

Greetings and Welcome:

We are very excited to welcome you to the 2017-2018 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 staff, along with the entire faculty and staff of 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 Conduct Code. Keep this web document handy, where you can easily access it, for it is a truly 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,

Francine Andrea
Vice President of Enrollment Management and Student Affairs

ACADEMIC CALENDAR
FALL & SPRING SEMESTER
2017-2018

Traditional Fall 2017

Fall semester begins	Wednesday, August 30, 2017
Labor Day (college closed)	Monday, September 4, 2017
Last day for drop/add	Wednesday, September 6, 2017
Mid-term Exams	Monday, Oct. 23, 2017- Saturday, Oct. 28, 2017
Advising begins (for Spring 2018 semester)	Monday, November 6, 2017
Registration begins Spring 2018	Monday, November 13, 2017
Last day to Withdraw	Friday, November 17, 2017
Thanksgiving Eve	No Classes College Open Wednesday, November 22, 2017
Thanksgiving Recess	Thursday, Nov.23, 2017- Saturday, Nov. 24, 2017
Reading Day (no classes)	Tuesday, December 12, 2017
Final Exams	Wednesday, Dec. 13, 2017- Tuesday, Dec. 19, 2017
All Grades Due	Thursday, December 21, 2017
Grades Released to Students	Friday, December 22, 2017

Traditional Spring 2018

Martin Luther King (college closed)	Monday, January 15, 2018
Spring semester begins	Wednesday, January 17, 2018
Last day for drop/ add	Tuesday, January 23, 2018
Presidents Day (college closed)	Monday, February 19, 2018
Spring Break	Monday, March 5, 2018- Saturday, March 10, 2018
Mid-term Exams	Mon., March 19, 2018- Sat., March 24, 2018
Easter Recess	Thurs., March 29, 2018- Sat., March 31, 2018
Advising summer/Fall 2019 Begins	Monday, April 9, 2018
Registration Summer/Fall 2019 Begins	Monday, April 16, 2018
Last day to Withdraw	Friday, April 13, 2018
Reading Day (no classes)	Tuesday, May 8, 2018
Final Exams	Wednesday, May 9, 2018- Tuesday, May 15, 2018
All grades Due	Thursday, May 17, 2018
Grades Released to Students	Friday, May 18, 2018
Commencement	Saturday, May 19, 2018

Summer I 2018	May 21, 2018 – June 25, 2018
Summer II 2018	June 27, 2018 – August 1, 2018

DIRECTORY OF ADMINISTRATIVE STAFF

SENIOR ADMINISTRATIVE OFFICERS

Dr. Anne M. Prisco

President

Francine Andrea

Vice President of Enrollment Management & Student Affairs

Dr. John Farkas

Vice President for Institutional Advancement

Dr. Edward H. Ogle

Vice President for Academic Affairs

Mr. Tom Truchan

Interim Vice President for Business & Finance/CFO

Dr. Sylvia McGeary

Executive Director of Mission Integration

ACADEMIC AFFAIRS

Dr. Edward H. Ogle

Vice President for Academic Affairs

Dr. Muriel M. Shore

Dean of the School of Nursing

Robert Evans, BS, CPA

Dean of the School of Business

Dr. Stephanie McGowan

Dean of the School of Education

Dr. George Abaunza

Dean of the School of Arts and Sciences

Dr. Dolores Henchy

Dean of Student Academic Success Center

Dr. Jeffrey Blanchard

Director of the Honors Program

STUDENT AFFAIRS

Dr. Ronald Gray

Dean of Students

Mylene Pinto

Administrative Assistant for Student Affairs

Patrick Dezort

Assistant Dean of Students

Kamal Tawadros

Transportation Manager

Laura M. Barry-Pierotti

Director of Residence Life

Emilie Bush

Residence Director

TBD

Resident Director of Residence Life

Tiffany Austin

Director of Career Development

Diane Crespo

Assistant Director

Michelle Markowicz

Career Advisor

Carolyn A. Lewis, MSN, ANP-BC

Director of Center for Health

Edward Puzio

Administrative Assistant/Center for Health

Sharon McNulty

Director of Counseling Center

Ben Silverman, MA, LPC

Counselor; Alcohol and Other Drug Education Coordinator

Dr. Tara Brugnoni

Director, Community Rights and Responsibilities

Leigh Carter

Grant Project coordinator

Father Richard Kelly

Director, Campus Ministry

ATHLETICS

Ben DiNallo Jr.

Athletic Director; Head Coach Golf

Lori McGuinness

Assistant Athletic Director/Compliance Officer/Senior Woman's Administrator

Mark Mentone

Sports Information Director

Melissa MacAlpin

Faculty Athletics Representative

Ivan Lewis

Head Coach Men's Basketball/Facilities Manager

Steve Fagan

Internal Operations Coordinator /Head Coach/Women's Basketball

Erik Kotynski

Head Coach/Men's Soccer

Chris Langan

Head Coach/Men's Baseball

Robert DeCarlo

Head Coach/Men's & Women's Cross, Country/Women's Outdoor Track and Field

Andrew Toriello

Assistant Director, Intramurals and Club Sports, Head Bowling Coach

Natalie Bermudez

Women's La Crosse

John Chang

Head Coach/Women's Volleyball

Tom Notte

Head Coach/Women's Soccer

TBD

Head Athletic Trainer

UNIVERSITY SERVICE OFFICES

OFFICE OF DEAN OF STUDENTS

Rutherford Campus

201.559.3564

Located in the Student Center 4A

COUNSELING CENTER

Rutherford Campus

201.559.3587

Located in the Student Center 4B

CAREER SERVICES

Rutherford Campus

201.559.3620

Located in the Student Center 4C

OFFICE OF COMMUNITY RIGHTS AND RESPONSIBILITIES

Rutherford Campus

201.559.3082

Located in the Student Center 4E

HEALTH SERVICES

Rutherford Campus

201.559.6167

Located on the lower level of Milton Court

SECURITY

APG SECURITY

SECURITY/LODI AND RUTHERFORD

STUDENT GOVERNMENT

Rutherford Campus

Located on the top floor of the Student Center.

Lodi Campus

Located on the Lower Level of Obal Hall

RESIDENCE LIFE

Office of Residence Life

Rutherford Campus

201.559.3506

At Felician University, we believe on-campus housing provides a unique learning experience. Our staff strives to create a home away from home for all of your university years. In order to achieve that sense of home, we establish an environment in which students have the greatest possible opportunities to grow – both intellectually and socially, in an atmosphere that fosters the freedom of inquiry and action, as well as a respect for cultural diversity.

We facilitate the development of responsible, holistically healthy students through an emphasis on four major goals: **community, living and learning, diversity, and humanity.**

We provide programs and activities designed to stimulate growth in eight major dimensions: **physical, emotional, intellectual, social, career, multicultural, spiritual and community service.**

The staff is available 24 hours a day, seven days a week, and 365 days a year. Felician University's Residence Life staff is second to none and dedicated to "Creating Home."

Professional Staff

The Office of Residence Life is located on the Rutherford Campus in Elliot Terrace, downstairs from the Security office which faces the Elliot Terrace parking lot. This office houses all members of the professional staff. The staff is made up of a Director, Residence Hall Directors and Resident Assistants.

Director of Residence Life

Located in the Office of Residence Life (ORL), the Director of Residence Life is responsible for the overall effort to provide a positive living environment for our on-campus residents. The Director is available 8:30 a.m. to 4:30 p.m. during office hours in the Residence Life Office.

Residence Hall Directors

Felician University offers students with personal care and guidance. The Residence Hall Directors are a specially trained full time university employee responsible for the management and daily operations of campus residence halls. They work with the RAs to provide services, events and guidance to the students living in the Residence Halls.

Resident Assistants (RA)

Residence Hall living offers students an opportunity to further their personal and academic goals. Resident Assistants are live-in paraprofessionals who are most instrumental in helping residents create a community conducive to individual and social growth.

RAs are full-time, undergraduate students who have been carefully selected and well-trained in interpersonal relations and helping skills. Since they live and work closely with their residents, they are often referred to as the "front liners" – the first on hand to help out if a student has any concerns.

RA responsibilities include:

- Aiding students in identifying their needs and determining their goals
- Becoming acquainted with and available to their residents
- Initiating programming based upon student needs
- Providing opportunities for involvement in the residence hall community
- Assisting students in realizing a mature approach to personal conduct

An RA's knowledge of the Felician campuses and surrounding communities can be invaluable in making a resident's university experience a rewarding one. Students are encouraged to call upon their RAs as resource persons in gathering information and answering questions about the university.

The Residence Life Staff Office – Our staff office is located in the Lower level of Elliott Court and can be reached by phone at 201.559.3605.

Communication

In the effort to centralize our communication with resident students and ensure we can communicate with everyone with in the same source, The Office of Residence Life will only correspond to students using their Felician University issued email addresses. As a resident student, it is your responsibility to check this email address daily. Also, please keep your phone number up to date with the Office of Residence Life.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days from the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate officials, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom a request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by Felician University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

The Office of Residence Life reserves the right to contact the parents/legal guardian of any resident student for, but not limited to, the following circumstances:

Eviction
Arrests
Assault/Sexual Assault
Drug/Alcohol Use
Suspension (any duration of time)
Hospitalization (voluntary or involuntary)
Missing Person

If you would like to allow the Office of Residence Life permission to discuss a specific matter other than the above with your parents/legal guardian, you must first fill out a FERPA Release Form in the Office of Residence Life to allow a specific staff member permission to do so.

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 Director of Residence Life, or designee, will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by campus officials in the event the student is determined to be missing for more than 24 hours. A student who wishes to identify a confidential contact individual(s) may do so through the Residence Life Office by completing a Missing Student Emergency Contact form. This confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of an investigation.

After investigating a missing person report, should campus officials determine that the student has been missing for 24 hours, the Residence Life Office will notify the Rutherford Police Department. The Vice President of Enrollment Management and Student Affairs, or designee, will contact the student's confidential contact individual(s) no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Vice President of Enrollment Management and Student Affairs will notify the student's parent or legal guardian immediately after Rutherford Police Department has determined that the student has been missing for 24 hours.

Check-Out/Room Policy

Room and Suite Condition Report (RSCR)

Room/Suite inspections are completed when you move in and out. Please review the condition report with a staff member and sign it. When you move in, you should bring to the staff member's attention ANY existing damage or missing articles - these should be noted on the RSCR. Any damage not brought to Residence Life Staff attention beyond normal wear and tear will be billed to you.

Formal Checkout Procedures

If you have received permission from the ORL to cancel your Housing Contract or if it is your scheduled checkout period (i.e. finals week in May), you must do the following:

1. Remove all belongings from the building. NOTE: Your checkout will not be complete until all of your belongings are removed from your room/suite.
2. Clean out your room and the common areas of the suite.
3. Remove marks from the walls, ceilings, floors, carpet, furniture, etc.

4. Return all furniture to its original condition and location.

5. Vacuum all carpeting.

Stop by the designated location to get a staff member to complete the check out.

Return all keys (room, suite, tower, and mailbox) to the staff member checking you out.

Express Checkout Procedures

1. Complete steps 1 – 5 in the Formal Checkout Procedures.

2. Get an envelope from Office of Residence Life during normal hours of operation or from Security.

3. Fill out the entire envelope.

4. Put keys in the envelope.

5. Place envelope in the wooden box labeled, “express checkout”. This is located outside of the Security Office in Elliot Hall.

Understand that by choosing an express checkout option, you are stating that the condition of the room is acceptable and that there are no damages in the room. If there are damages, and you choose to use an express checkout option, you will lose your right to appeal.

All residents must move out within 24 hours of their final exam or the designated time on the day of check out. Graduating seniors may remain in housing until 12:00 p.m. the day after Commencement Day (providing all appropriate request procedures have been made).

Failure to check out of the residence halls properly for the winter or summer break will result in a \$50.00 improper check out fee. Any non-university issued furniture that is brought into the residence halls must be removed during the checkout period. If it is not removed, you will be charged a fee of, at minimum, \$50.00 for removal.

Please follow these guidelines - if you do not, you will not be considered officially checked out, and may continue to incur housing charges. 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 Assessment

One of the goals of Residence Life is to maintain a strong sense of community built upon each and every member (including students) accepting responsibility for the community in which they live. It is important that students be concerned with safety and respect of all University property, including the property found in individual and common areas. Students should likewise encourage their fellow residents to share in accepting responsibility for ensuring that University property is not damaged or stolen. If you notice any damages within your suite or anywhere else within the residence halls, or are aware of any persons responsible for specific damages, contact an RA or the Office of Residence Life immediately.

Room Damage

Each student is responsible for the room and/or suite in which he/she resides and possesses an equal share of responsibility for the common areas.

Regarding Your Suite & Room

1. You are assessed a damage charge for any changes/damages to your room.

2. You are assessed a shared charge for common area changes/damages should one or more roommates not assume the responsibility.
3. Do not paint your suite/room. If you do, it will be repainted and you will be charged for both materials and labor.
4. Do not put holes in your walls.
5. Do not use adhesives or tapes, self-stick pages, glue, or hooks on the walls, doors, etc.
6. Return all furniture to its original location/position prior to check out.

NOTE: When you check out, your suite and room must look exactly like it did when you checked in.

Floor/Tower Charge

When damage occurs in a common area of a particular floor/tower/area, the charges are divided among the residents of that area unless the damage is attributed to a specific person. In addition, cleanliness & good order of the residence halls are the responsibility of its residents. Therefore, any excessive cleaning needed for a particular floor/tower/area during the year, due to trash accumulation or unsanitary living, will result in an area charge as follows, but NOT LIMITED TO: First Offense = \$200, Second Offense = \$300, etc. (with an increase of \$100 per additional incident and possible disciplinary action).

Health and Safety Policy

Health and Safety Room Inspections

Room Inspections are twice a semester to encourage you to keep your room/suite in a livable condition throughout the entire year - not just before and after room inspections.

We will look for the following:

- 1) Prohibited Items
- 2) Cleanliness
- 3) Safety Violations
- 4) Maintenance Issues.

If you fail room inspection, and the violation does not pose an immediate threat, you will be warned and your room will be re-inspected within one day. Failure to pass room inspections may result in fines, judicial action, sanctions, and eviction from the residence halls, or any combination of these. If your room/bathroom fails room inspection for cleanliness you will have 24 hours to clean the room/bathroom. If your room/bathroom fails again you will be assessed a \$200 cleaning fee to have the room/bathroom professionally cleaned.

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 which are not retrieved within one week of the last day of the semester will be assumed abandoned and will be 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.

Storage Facilities

Felician University does not provide storage facilities within the residence halls. All personal items MUST be stored in your room and taken home at the end of the year.

Personal Property Insurance and Safety

While Residence Life strives to make our halls as safe as possible, do not assume that every resident and guest is free from temptations. We recommend that you subscribe to some type of personal property insurance. You can do this by either checking your parents' homeowner policy to see if your possessions are insured away from home, or you can compare coverage and premium rates with neighboring agencies.

You, not Felician University, are responsible for your property! Residence Life reserves the right to inspect rooms and furnishings in order to maintain health, safety and maintenance standards. A member of the staff may enter and search a room at any time if there is a probable cause to do so. No staff member shall be refused entrance at any time specifically in the case of an emergency.

Nuts and Bolts

Maintenance and Repairs

If you have a maintenance problem, you must email the Office of Residence Life at reslife@felician.edu from your Felician student email account. In the email please state the room number and problem in the room. Repairs are handled as soon as possible; however, any problems occurring on a weekend/holiday must wait until at least the next business day to be dealt with (unless the problem is an emergency, ex - burst pipe, flood, clogged toilet, etc.). If the repair has not been made within three (3) business days, please send a second email stating second request in the body.

Repairs that you or your suitemates request grant the maintenance staff the authorization to enter your room/suite. Additionally, routine repairs not reported by you are sometimes necessary. Unless the repairs are urgent, a repair person will be scheduled to enter your room/suite during regular working hours.

Report any maintenance issues immediately! If we don't know about it, we can't fix it!!

Mail Service

All mail is shipped and received through the Felician University Mailroom. Students may receive mail by utilizing the following address:

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

Students are responsible for checking their mailboxes regularly.

Student Parking

Students are allowed to have cars on campus. All residential student cars must be registered with Security in Elliott Terrace. Parking decals will be issued and must be displayed in the vehicle at all times. Students with registered cars may park in lots B, C and D ONLY (Milton Court, Student Union & Little Theater Lots). Cars parked in unauthorized areas will be ticketed and/or towed at the owner's expense. NO RESIDENT STUDENT VEHICLES ARE PERMITTED TO PARK IN THE ELLIOTT TERRACE LOT (LOT A) AT ANY TIME. Immediate ticketing and/or towing will occur.

Keys

For the safety of residents and their belongings, locking your suite and room door is extremely important. Doors should be locked whenever the room is not occupied, as well as at night when you're asleep. It is your responsibility to carry your keys with you at all times. DO NOT LEND YOUR KEYS TO OTHERS. DOING SO IS IN DIRECT VIOLATION OF UNIVERSITY POLICY.

If keys are lost or stolen, you must immediately contact the Office of Residence Life to have a lock change performed. You will be charged for the cost of the lock, keys and labor. This cost ranges from \$150 to \$350 depending on how many replacement keys are needed. **DO NOT DUPLICATE ANY KEYS!** If duplicated, the student will be immediately evicted from university housing and their housing contract terminated.

Lockout Policy

If you are locked out between the hours of 9:00 am - 4:30 pm, Monday - Friday, contact the Office of Residence Life. If it is after 4:30 p.m. on weekdays, on the weekend, or when the offices are closed, contact security and ask for the Resident Assistant on duty to let you in. At your 3rd lockout, you will be charged \$10 to your student account and all subsequent lookouts will increase in \$5 increments.

Campus Guest Violation – Residents must have their guests signed in and out with security at all times during visitation hours. The host must leave a valid Felician University ID and his/her guest's valid student ID or Driver's License with security. Both IDs can be retrieved when the guest is leaving the building. Residents must be with their guests at all times. You are responsible for the actions of your guests. If a guest is found in the residence halls without his/her host, he/she will be escorted from campus and not permitted to return. The host's guest privileges will be revoked at the discretion of an administrator. Day Guests must be over 18 years of age or accompanied by a parent or legal guardian.

Guest visitation hours are as follows:

SUNDAY - THURSDAY: 8:00 AM - 1:00 AM

FRIDAY - SATURDAY: 8:00 AM - 2:00 AM

Overnight Guest Policy

If you wish to have a same sex guest stay overnight in the residence halls, you must fill out an overnight guest form no later than 24 hours prior to your guest's arrival. If your guest is arriving over the weekend, the form must be completed prior to noon on Friday. These forms are located in The Office of Residence Life and online. You must have your roommate and suitemates sign the form before approval is granted. A Residence Life Administrator must then sign the form, granting approval. Guest visitation hours are as follows:

There will be no guests allowed over break periods or exam periods. A break period is anytime the school is closed for two or more consecutive school days (ex. Friday & Monday or Thursday and Friday).

Overnight guests must be at least 18 years of age, unless prior permission from the Director of Residence Life has been given.

You may have only one overnight guest at a time per resident.

Guests must be with their hosts at all times.

The maximum amount of time a guest is allowed to stay in the halls is three consecutive nights within a seven day period, not to exceed having guests for more than six days per month.

An individual may not stay more than six nights during a one month period. In the case of an extenuating circumstance, this policy can be petitioned to the Director of Residence Life.

The guest and host must leave a valid form of current identification with security and sign in upon arrival.

Your overnight guest pass form **MUST** be carried by your guest **AT ALL TIMES**.

Remember, you are responsible for your guest while he/she is staying. If a guest is found in the residence halls without his/her host, he/she will be escorted from campus and not permitted to return.

Inter-visitation Policy

If you reside on campus, you are permitted to sign into Milton or Elliot without restriction. Please stop at the security desk and sign yourself into the building leaving your ID. You have access to this building until 2 a.m. If you fail to leave by 2 a.m., your ID will be confiscated and you will face judicial consequences. No student is permitted to spend the night in another student's room without written permission from the Office of Residence Life.

After 2 a.m. on all nights, you are not permitted to be in another resident's room.

Room Assignments

Room Switch/Consolidation

During the first two weeks of the semester, a room freeze is in effect. Meaning, residents cannot switch rooms until the two week period is over. After this period of time, forms will be available in the Office of Residence Life to request a room switch. All parties involved must fill out this form. Signs will be posted alerting you to when Room Switch Week will occur.

If you do not have a roommate, you can only utilize half the room and only one set of furniture, as you can receive a roommate at any time.

See your RA for more details.

Request for a Single Room

If a student desires to live in a single room, the request must be made in writing to the Office of Residence Life or on your housing contract. Single rooms will be granted on a first come, first serve basis.

*Note that there is an additional housing cost added to your university bill for receiving a single room.

Medical Singles will be reviewed on a case-by-case basis.

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. 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 to current resident if necessary.

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 are subject to course failure and/or suspension from the university.

***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 of Enrollment Management and Student Affairs.

Smoking

Felician University is a smoke-free environment. There is no smoking in any building including the Residence Halls. Smoking is permitted in the designated areas. **Those areas must be 50 feet from all educational buildings.** The smoker is responsible for ensuring that their cigarette has been completely put out and for disposing of the remains properly. **THERE IS A FINE OF \$500.00 FOR SMOKING 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 of Enrollment Management and Student Affairs for monetary reimbursement or community service.

Order in the Cafeteria

Students are expected to leave the tables in the cafeteria clean at all times. 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 Facilities

University dining facilities consist of two spacious dining halls one on the lower level of Obal Hall, Lodi and the second one the lower level of the Job's Gymnasium.

Meals are served according to the following schedule:

Rutherford Campus

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

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

Sandwich Bar: all day

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

Saturday and Sunday:

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

Lodi Campus: Goya Dining Hall

Monday through Thursday

7 a.m. – 6 p.m.

Friday: 7 a.m. – 3 p.m.

Saturday and Sunday Closed

Falcon's Nest

Located in the Student Union

Monday thru Friday:

1 p.m. to 12 midnight

Saturday & Sunday:

7 p.m. to 12 midnight

All catering needs can be serviced through the university cafeteria. Call for information and arrangements at 201.559.3555 or 201.559.6242.

The Starbuck's Castle Café

Located in the castle on the Rutherford campus

Monday: 7:30a.m.-8:00p.m.

Tuesday-Thursday: 7:30a.m.-11:00p.m.

Friday: 7:30a.m.-3:00p.m.

Saturday-Sunday: 10:00a.m.-4:00p.m.

****DO NOT CARRY FOOD AND/OR BEVERAGES TO THE CLASSROOM AREAS.**

Campus Visitors

All administrative personnel who invite guests, vendors or other visitors, who will be occupying the premises for more than a short visit, are requested to have these visitors obtain a visitor's tag from the receptionist in the main university building.

The university is responsible for student, faculty, and staff safety and security.

Visiting children should not be permitted to enter the kitchen, laboratory areas or classroom. Felician University does not run an on-campus baby-sitting service. All baby-sitting arrangements must be made elsewhere. No visitor is permitted to attend a class without clearing such visitation with the instructor.

All Lodi and Rutherford Campus visitors must register with security on the Rutherford campus or at the information desk on the Lodi campus.

IMPORTANT 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	Registrar, Lodi campus
Register your car/pay parking fines.....	Security Office, Rutherford campus
Register a change of address or name	Registrar
If you need temporary accommodations for an injury.....	Office of Services for Students with Disabilities, Lodi
Obtain information about co-curricular transcripts	Career Development Center, Rutherford
Study Abroad.....	Office of International Programs, Rutherford
Plan social activities	Assistant Dean of Students, Rutherford
Recommend changes.....	Vice President of Enrollment Management & Student Affairs
Authorize any publicity on the campuses	Dean of Students
Obtain use of the Dining Hall for an activity.....	Assistant Dean of students

Organize a club	Assistant Dean of Students
Attend a retreat	Director of Campus Ministry or Executive Director of Mission Integration, Lodi
Learn about volunteer service	Director of Campus Ministry or Executive Director of Mission Integration
Become involved in Franciscan Activities	Executive Director of Mission Integration
Seek help for any problem	Any member/Student Affairs Staff
Inquire about alumni activities	Director of Alumni Relations, Rutherford
Contribute money	Executive Director University Advancement, Rutherford
Settle your accounts/receive financial aid	Office of Student Financial Services, Lodi campus
Receive information about graduate school	Office of Graduate Admissions, Rutherford
Obtain and use multi-media equipment	Felician Help Desk, Lodi
Join a club or organization	Student Union Building, Rutherford
Access print or computerized information	Felician University Libraries
Participate in the celebration of Mass, meditate and pray	Chapel, 2nd floor, Obal Hall, Lodi Campus Chapel in Castle, Rutherford Campus
Buy books and supplies	The Bookstore-Lodi campus or online
Reclaim a lost article	Student Affairs Office, Security/ Residence Life
Receive health care, to be released from Health Hold, to obtain information on student health insurance, and to obtain student health forms	Center for Health, Rutherford, Milton Hall
Inquire about counseling services	Mental wellness counselors in the Student Union Building, Rutherford campus
Be aware of social and campus activities and to keep informed	Assistant Dean of Students
Obtain Residence Hall room assignment	Office of Residence Life, Elliot Terrace
Inquire about Career Counseling Services for both students and alumni	Career Development Center, Student Union Building, Rutherford
Obtain assistance securing internships	Career Development Center, School Deans, Department Chairs/Coordinators or your advisor
Receive information about CLEP	Registrar
Be aware of Felician University	My Felician, Campus bulletin boards, Felician Web site

Relax and chat	Student lounges, Castle View, Castle Café
Snack	Dining Halls: Lodi and Rutherford Falcon’s Nest, Rutherford, Starbucks Castle Café
Obtain assistance in academic work	Center for Student Academic Success, Lodi
Register for an Honors course	Director of Honors Program, Lodi
Register for sport activities	Director of Athletics, Rutherford
To use the physical fitness center	Director of Athletics

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 making a decision 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 is experiencing an emotional crisis and require immediate care, call the Counseling Center at 201.559.3587 or 201.559.3503 during office hours, or call 201.262.HELP (4357) 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).

When calling for emergency services to campus, please alert the Rutherford Security Office 24/7 or the Lodi Switchboard Monday-Friday 8:30 a.m.-8:30 a.m. to assist with the location of the emergency.

- **Rutherford Security:** 201.559.3561
- **Lodi Switchboard:** 201.559.6000

NON-EMERGENCY HEALTH NEEDS

The Center for Health is located on the Rutherford Campus and is available to all students, Monday – Friday, 8:30 a.m. – 4:30 p.m. The last scheduled appointment is

at 4:00 p.m. For summer hours or school break, please call 201.559.3559.

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. Clifton Immedicenter has agreed not to charge Felician University students at the time of service but will submit the medical claims directly to the insurance company.

Students will be billed for any services not covered. Students covered by HMO will need to seek treatment from their primary care provider or Dr. Michael P. Basista, the designated FCP prior to visit or pay at the time of visit. Directions can be obtained by contacting Immedicenter at 973.778.5566.

On the Lodi Campus

Dial “0” from any red telephone to be connected to the switchboard operator who will connect the call to the Center for Health or Dial 6086 or 3559.

On the Lodi Campus

Dial 3559 to be connected to Student Wellness Center.

CRITICAL EMERGENCY PROCEDURES

When University is in Session:

Call security and the switchboard operator and deliver the message. Operator and Security may be reached automatically by lifting the receiver on any of the red security phones in the hallway, or by dialing “0” from any other university phone. After dialing the main university number 201.559.6000, ask the Operator or Security to call for an ambulance. Give exact location and brief description of injury and have someone stay with the injured person.

When University is Not in Session

Have the operator call the Lodi Police (911) or 973.473.7600 or the Rutherford Police 201.939.6000. Be sure to specify the nature of the call. Give all of the

information, exact location, type of injury, etc. 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, FILE WITH THE CENTER FOR HEALTH DIRECTOR THE SAME DAY BY 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.

201.288.0800 –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.

CRISIS MANAGEMENT PLAN

Felician University’s Crisis Management Plan is listed on the University’s Web site. A hard copy of the plan was distributed to all faculty and employees. The plan can be acquired from the Office of the Vice President for Enrollment Management, Student Affairs, and Compliance.

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. Needed immediate actions are spelled out in each type of incident, such as floods, violence, suspicious package, bomb threat, or civil disturbances.

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 Security Department by dialing 0 on a University phone, or 201.559.6000 on an outside line. Calls between the hours of 8:30 p.m. and 8:30 a.m. should be directed to the Security Office in Rutherford, ext. 3561 or 201.460.5839.

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
- If the situation requires an evacuation, go to the designated meeting place as specified
- Check the University Web site or call the main number for news and instructions
- Call your family contact – then stay off the telephone to keep the lines clear

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 along with the logon information. Students are required to sign up for E2Campus. <https://www.e2campus.net/my/felician/> To reiterate, E2Campus 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, radio stations, TV stations, and others).

The fastest way for communication to take place is to send text messages to those students and employees who register their cell phone numbers with the University. You may register your cell phone with the University in order to receive emergency information directly and for anyone with whom you wish to share it. Cell phone numbers will only be used for this purpose. Your privacy will be fully protected.

Warnings about the possibility of attacks can bring on 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 – ext. 6021

Counseling Services – ext. 3587 or 3503

Residence Life – ext. 3505 or 3506

Center for Health – ext. 3559

Assistant Dean of Students – ext. 1474

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 ON UNIVERSITY PHONES OR DIAL "911" ON ANY OTHER PHONE and provide the following information:
 - Your name, telephone number and location you are calling from
 - The location of the smoke or fire condition (i.e. - second floor bathroom, etc.)
 - Describe the situation (i.e. - smell of smoke, open flame, etc.)
 - 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 and/or tampering with fire safety equipment will result in disciplinary action from the Office of Residence Life, including, at minimum, a \$250.00 fine, 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 immediate \$500 charge per resident assigned to the room.** 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.

CAMPUS MINISTRY

**Father Richard Kelly, B.A., M.S., M. Div. –Director
Lodi Office Obal Hall.....201.678.8461**

**Sister Teresa Soltys, B.A.
Associate Campus Minister**

Campus Ministry is an expression of the Church's special desire to be present to all who are involved in higher education and to further the dialogue between

the Church and the academic community.

The Church brings to the dialogue its mission to preach the gospel of Christ and to help the human family achieve its full destiny. (Empowered by the Spirit; Campus Ministry Faces the Future; Bishops' Pastoral Letter, 1987)

In a special way, Campus Ministry exists for the specific purpose of serving the spiritual needs of the Felician University Community: namely, its students, staff, administration, and faculty. Campus Ministry exists to help anyone and everyone on a journey to discover truth, to be of service to others, and ultimately to find God in their lives.

Felician University wants to create a Franciscan Spirit within the Catholic Christian university community that:

- Cares about and communicates with one another.
- Worships together.
- Discusses and explores ethical questions.
- Engages in days of recollection and prayer services.
- Learns more about faith thru the R.C.I.A.
- Deepens prayer life.
- Studies the riches of the Bible.
- Expands the Christian culture.
- Is involved in social justice.
- Becomes a witness in the world.
- Engages in ecumenical dialogue.

Campus ministers are available for pastoral or spiritual counseling. The Sacrament of Reconciliation is available at appointed times and by appointment.

You can call any campus minister at his/her extension number or just visit the Campus Ministry Office located on the ground floor, Obal Hall near Harmony Hall.

Campus Ministry enlists faculty and students to serve as leaders in the Campus Ministry Club. Notices are posted concerning the time and place for our weekly discussions, Liturgical Celebrations, and other significant events.

THE OFFICE FOR MISSION INTEGRATION

The Office for Mission Integration works with the university community, board members and management to ensure that the Mission, Felician Core Values and Franciscan spirit permeates all aspects of life and learning at Felician University. Dr. Sylvia McGeary is the Executive Director of Mission

Integration and is located on the first floor of Obal Hall on the Lodi Campus.

Felician Core Values

Respect for Human Dignity

We believe that every person is created by God; therefore, we respect the dignity of every person regardless of race, religion or socio-economic status. We must demonstrate a reverence for and commitment to promoting and protecting the dignity of persons at all times.

Compassion

We display an empathetic consciousness of "other" by demonstrating an appreciation of the needs and circumstances of those with whom we share our world. We recognize and affirm the good works and accomplishments of others and provide caring support to those in need of our help.

Transformation

We embrace the transformative process that encourages an open mind and heart, leading to continuous improvement of the person and ministry.

Solidarity with the Poor

We labor and collaborate to ensure that the needs of the poor and vulnerable are met through advocacy and action.

Justice and Peace

We strive to forge right relationships – to re-create a sustainable environment through responsible use of the resources entrusted to us...to promote the common good...all in pursuit of peace.

ACADEMIC POLICIES AND PROCEDURES

Please see the Undergraduate or Graduate Catalog (provide link) 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 WebAdvisor on the dates scheduled in the University calendar. Students in non-traditional programs should check with their departments for registration dates.

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

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 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 the Dean of the School of Arts and Sciences.

Once a student has met with his/her advisor, the student can register for classes via WebAdvisor. If assistance is needed, students should contact the Office of the Registrar. Registration can occur only if the student has met all of his or her 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 good academic performance at Felician University.

Cancellation of Courses

Insufficient enrollment for a course or any other substantial reason deemed necessary by the Vice President for Academic Affairs may bring about the cancellation of a course(s) from the semester schedule.

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. Drop/Add forms are available in the Office of the Registrar.

Change of Status

Students who have completed Associate Degree programs at Felician University may apply to a Bachelor's Degree program by applying 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 core, major or 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 grades other than a "D" or an "F" have 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.
- "Repeat" courses must be labeled as such on the registration form.

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

Drop/Add forms are available in the Office of the Registrar. The student will complete the form in its entirety, with signatures by the advisor and Instructor, and return it to the Registrar's Office. The instructor and other offices will be notified of this action.

- 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 three weeks after Mid-Term exams for semester-long courses. Specific dates will be posted each semester.
- 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.
- Dates for withdrawing from a mini-course, from courses in Summer Sessions I and II will be posted each semester.

NOTE: Students who fail to withdraw officially (i.e. drop the course using the forms obtainable in the Office of the Registrar) 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.

Internal Transfer

Matriculated students who wish to change degree programs must complete the Change of Major Form available in the Office of the Registrar. This declaration must be completed in its entirety and returned to the Registrar's office. 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 registration in an academic program with the exception of 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.

Policy: 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 requested of Federal Regulations) from their academic program and upon return a student will not be required to apply for readmission to the University. A student will not be granted a LOA in the middle of a term, therefore for purposes of Title IV a student granted a temporary LOA will be considered withdrawn from the University during this time (See Treatment of Financial Aid When a Student Withdraws **RETURN OF FUNDS POLICIES AND PROCEDURES**). Student who deem it necessary to leave after a term/semester commences, must follow the prescribed withdrawal policy and procedure for the University, *see Withdrawal section in the University catalog*.

If a student does not return to the school at the expiration of an LOA, **the student's effective withdrawal date** is the date the student began the LOA.

Procedures:

1. The student should discuss a leave of absence with his or her academic advisor and financial aid counselor, if a federal student aid recipient.
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 "Leave of Absence Form" is submitted to the Assistant Director of Enrollment Management for review and forwarded to the Registrar and the signature of the Registrar or his/her representative and the signature of the Financial Aid Director or his/her representative indicates approval of the Leave of Absence.
4. The notation "Leave of Absence" will be entered on the student's transcript.

Official Withdrawal

An Official Withdrawal is granted to a matriculated student in good standing. An application is available in the Office of the Registrar.

The application must be completed and signed by the student during the mandatory exit interview. The form will then be forwarded to the School Dean and Academic Vice President for final signatures.

The Time Policy stated in the Drop/Add section applies to Official Withdrawals that become effective on the date the Vice President for Academic Affairs signs the application.

A student denied a Leave-of-Absence must file an Official Withdrawal application. The Office of the Registrar will distribute copies of the application upon approval.

Unofficial withdrawal is indicated on the permanent record of students who end studies without compliance with the above procedure.

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

Comprehensive fees and course/lab fees will only be refundable during the 100% withdrawal period. It is extremely important that students fill out all necessary withdrawal forms for forwarding to the Registrar's Office to be processed. The date the withdrawal is processed will determine the tuition refund percentage.

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%

Withdrawal for Specific Circumstances

Medical, psychological, and compassionate withdrawals are initiated at the discretion of the administration based on recommendation. Specific circumstances include:

Leave from classes for medical or psychological circumstance:

A compassionate withdrawal request may be made when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from continuing in classes.

All withdrawal requests for specific circumstances require thorough and credible documentation. While consideration is usually for complete withdrawal, requests for less than a complete withdrawal must be especially well documented to justify the selective nature of the partial withdrawal.

The Vice President of Enrollment Management and Student Affairs, determine the appropriateness of the withdrawal. Students who are granted withdrawals receive grades of WD (withdrawal) in courses in progress at the date of the withdrawal.

Specific conditions for re-admittance may be stipulated at the time of absence. These conditions may specify a minimum period of time for the withdrawal and/or may require clearance from a physician, psychologist, or psychiatrist stating that in the professional's opinion the student is now capable of handling the academic, physical and social demands of university.

NOTE:

The student is strongly encouraged to consult with the Office of Student Financial Services to identify and understand the monetary implications of processing a withdrawal.

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 six credits 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 mandates 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 Registrar's office) and obtain all of the required signatures (approval must be obtained before registering at the visiting institution). In brief, a student has to:

- 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 of the required signatures listed on the Special Permission form (Advisor, Department Chair/Program Coordinator, Division Dean, Vice President for Academic Affairs, and the Registrar); 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 Registrar's Office.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Students who desire access to their official university files may request them from the persons responsible for the office in which the records are maintained. 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 the 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

Transcript requests are available in the Office of the Registrar. The fee for one transcript is \$5; processing time is two to three days. If a transcript is needed immediately, there is a \$10 "24 hour" fee.

Official transcripts are mailed between institutions and are not released to students or graduates (student copies are available). Felician University does not duplicate transcripts from other colleges or official score reports submitted at the time of admission.

At least one week is necessary for processing of transcripts during periods of commencement, registration and examination/grade preparation. Transcripts will not be released if the student has an outstanding balance with the Office of Student Accounts.

Transfer Credit after Matriculation

Only in extraordinary cases will the University permit matriculated students to register for coursework at another institution. A request form for Course Work at Another Institution is available in the Office of the Registrar and must be completed and filed by deadlines published by the Registrar.

Before registering at another institution, a matriculated student must obtain permission from the appropriate Advisor, Department Dean, and the Vice President for Academic Affairs. Within two weeks of completion of the course, the student must forward official transcripts for these grades to the Office of the Registrar. Students are responsible for satisfying academic policies regarding Transfer Credit and major requirements as stated in the Felician University Catalog. A student must earn the last 30 credits of any degree program at Felician University. This does not apply to Study Aboard credits.

STUDY ABROAD POLICIES AND PROCEDURES

Eligibility

Freshmen (who have successfully completed at least 24 credits), sophomores, juniors and first-semester seniors are eligible to study abroad for a semester, academic year or summer program. Many second semester seniors can study abroad on Felician University operated short-

term summer study abroad programs (Nicaragua, Florence, Barcelona, Belfast, to name a few).

SENIORS PLEASE NOTE: First-semester seniors are eligible to study abroad provided they meet all eligibility requirements. Second-semester seniors or those planning to graduate in May are not permitted to study abroad on Third-Party provider programs or Exchanges.

All students are required to have a minimum cumulative GPA of 2.75 at the time of application. Students with GPA's lower than a 2.75 can petition the director of Study Abroad and Exchange in writing if they feel that they are academically prepared for the program to which they are seeking admission. Such students must explain why their lower GPA does not reflect their suitability for the study abroad program in question. Students should be aware, however, that many programs require a cumulative GPA of 3.0 or higher. Students are also required to be in good standing at the University (have no disciplinary or Honor Code violations).

Requirements

Students wishing to study abroad are required to meet with their academic advisor and the Director of Study Abroad and Exchange to discuss their plans prior to enrolling in a program. Students studying on a semester-long program through a third-party provider or exchange program must maintain Felician University's full-time student requirement and must take the equivalent of a least 12 semester credits while abroad.

Graduating on Time

With careful planning and assistance from the Director of Study Abroad and Exchange and your academic advisor there is no reason why a semester or summer abroad would delay your graduation.

Transfer Credit

Students participating in a study abroad program through a third-party provider or exchange program must complete the Application for Study Abroad Transfer Credit, available from the Office of International Programs. Failure to complete an Application for Study Abroad Transfer Credit prior to the start of the program will result in no credit for the courses completed abroad. Upon completion of the program, an official transcript

from the program must be sent to the Registrar's Office. Only courses in which a student receives a grade of a C or better will be transferred to the University. Credit for major, minor and elective courses may be earned while on a study abroad program. In most cases, core courses cannot be taken abroad for credit.

Student Financial Aid Eligibility

A student's enrollment in a program of study abroad that is approved for credit by the University may be considered enrolled at Felician for the purpose of applying for student financial assistance under the Title IV federal aid programs (e.g., Federal Pell grants, Federal Stafford loans, etc.).

Felician University scholarships are not available for study abroad; however, small grants are available for Felician University operated programs. These scholarships are administered by the Office of International Programs and posted to student accounts by the Office of International Programs. Please note that if you have an outstanding balance on your student account, the scholarship will first go towards paying the outstanding balance. Students should speak with the Director of Study Abroad and Exchange for details. Eligibility for aid from the state of New Jersey is considered on a case-by-case basis based on regulations established by the NJ Higher Education Assistance Authority. Students should speak with both the Director of Study Abroad and Exchange and the Office of Student Financial Services for additional information.

The National Gilman International Scholarship

provides up to \$5,000 towards study abroad expenses. Students who are U.S. Citizens and receiving a "Pell Grant" from the federal government during the term that they are studying abroad can apply for this generous scholarship. Programs should be a least 4 weeks long. Preference is given to students who are:

- Ethnically diverse
- Studying in Underrepresented Majors (Nursing, Sciences, Pre-Med)
- Attending Programs Outside of Western Europe
- First Generation College Students
- Students with Disabilities

Ask the Director of Study Abroad and Exchange for more information.

Billing Procedures

Students traveling on Third-Party Provider Programs will be required to directly pay any initial deposits to the study abroad program. All subsequent bills should be sent to Felician University for payment. Felician will bill the student for the cost of the program plus an administrative fee of \$100. The fee covers the services provided to students by the various offices at Felician University including, but not limited to, the Office of International Programs, Registrar's Office, and the Office of Student Financial Services.

For Felician University Operated Programs (Nicaragua, Florence, Barcelona and Belfast) students will have to pay for the program with their Spring Semester tuition and fees, including the study abroad program fee)

Health Insurance

Students are required to ensure that they have adequate medical insurance while on a study abroad program. In some instances the program will provide and even require insurance. If that is not the case it will be the student's responsibility to obtain the necessary insurance. The Director of Study Abroad and Exchange can provide resources on insurance carriers for students. In many circumstances, faculty-led programs fully operated by Felician University will pay for such insurance through the Office of International Programs using funds from a program fee. Outbound students on exchange programs must buy their own insurance.

Step-By-Step Process

- Schedule an appointment with the Director of Study Abroad and Exchange
- Meet with your academic advisor.
- Apply for your passport.
- Research program options.
- Complete the Felician University Intent to Study Abroad form.
- Submit the host program's application.
- Complete the Application for Study Abroad Transfer Credit.
- Complete the Felician University Liability Waiver.
- Complete the Felician University Study Abroad Emergency Contact and Health Insurance Questionnaire.
- Attend a pre-departure orientation.

OFFICE OF STUDENT FINANCIAL SERVICES: POLICIES AND PROCEDURES

The Office of Student Financial Services manages the following functions:

- **Cashiering** – posting payments, providing payment options, account inquiries, administer student refund checks, and maintaining monthly payment plans
- **Billing** – produce and send billing statements, follow-up notifications, and third-party invoices
- **Collections** – delinquent student accounts, and manage outside collection agencies
- **1098-T Tax Forms** – produce and provide students with Tax Benefits for Education information according to federal guidelines.

Contacts

Traditional Programs: 201.559.6045

Non-Traditional Programs: 201.559.6045

Collections: 201.559.6045

Office of Student Financial Services e-mail inquiries are sent to:

StudentAccounts@felician.edu.

Office Hours

The Office of Student Financial Services is open:

Monday: 8:30 a.m. to 7 p.m.

Tuesday–Friday: 8 a.m. to 4:30 p.m.

Please contact the office for summer hours.

Payment Information

Tuition, fees, room and board and any required deposits **are due in full by the posted semester deadlines**, unless the Office of Student Financial Services has granted an authorized deferred payment **prior** to the posted deadline. If you do not pay in full or have an authorized deferred payment 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:

Personal Check, Money Order, Check-by-Phone, Bank Check or Cash

In-person payments can be made directly at the Office of Student Financial Services in Lodi on the first floor of Albin Obal Hall during regular office hours.

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 Financial Services

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, students must pay with a certified check, money order, cash or credit card upon notification of the check being returned for insufficient funds.
- Payment by check can also be made over the phone, at a cost of \$1.95 per transaction. Students will need the checking account number and routing number to complete the transaction. There is a \$15 charge for a returned check-by-phone payment.

Credit Card

- Credit card payments can be made in person, by phone or online through WebAdvisor. Felician University accepts Visa, MasterCard, American Express and Discover. Please be ready to provide the card number, expiration date and CIN number along with the card holder's name, address, and zip code. This information is required to make a credit card payment. Payments by phone can be made during regular office hours by calling 201.559.6045.
- Save time and pay online. Web payment instructions are mailed with your bill each semester and can also be obtained by contacting the Office of Student Financial Services. 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 Web payment details.

Wire Transfer

- Payment can be made via wire transfer to the university's bank account. Please be aware that your financial institution may reduce your outgoing wire transfer by fees they charge. These fees are the responsibility of the student and should not reduce payment to the University.

- Please contact the Office of Student Financial Services for account information. Students must provide all required information to complete the transfer. Incomplete information can lead to the delay of your payment being processed and posted to your student account.
- The student must include their name, student ID number, and contact the Office of Student Financial Services to inform us when your wire transfer is transmitted to insure proper crediting of the 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 WebAdvisor, in the Financial Information section. Felician University accepts Visa, MasterCard, American Express and Discover.
- Payment can also be made by using an electronic check, at a cost of \$1.95 per transaction. 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 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 by the posted semester deadline or have established an authorized deferred payment prior to the posted deadline. In order to provide an authorized deferred payment, Felician University has partnered with Tuition Management Systems (TMS) to provide interest-free monthly payments. 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:

- Only students in traditional undergraduate or graduate programs are allowed to participate. Students

enrolled in non-traditional programs are not eligible to participate.

- TMS offers a five month payment plan for the fall and a five month payment plan for the spring terms. Each plan requires a \$55.00 enrollment fee. First payments for the fall is July 1. First payment for the spring plan is due by December 1. Late enrollment past these dates may require students to make larger first payments to make up for missed monthly installments.
- Students are required to provide an accurate balance due to TMS at the time of enrollment. TMS will not provide you with a budget amount. Improper budgeting can lead to a balance due to the University and a hold flag being placed on the student account, preventing future registration and transcript/diploma release.
- 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 year and 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 insure proper payment.
- A late fee of \$45 will be assessed for each late payment made. If two consecutive payments are missed and your account is not made current with your next payment, your payment plan will be cancelled by TMS. 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 use TMS in the future.
- Payments made to TMS on the first of the month will not be reflected on the Felician University student account until approximately the 28th of the month. Late payments may not be reflected on your Felician University account until the following month and may cause a hold flag to be placed on the student account, preventing future registration and transcript/diploma release.
- Students are encouraged to periodically check their Felician University balance and compare it to their budgeted payment plan amount. Any adjustments to the plan can be requested directly with TMS, which will then require approval from the University.
- Questions can be directed to TMS at 1.800.722.4867 or to the Office of Student Financial Services at 201.559.6045. Brochures are available at the Office of Student Accounts upon request.

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. Un-cashed 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 un-cashed 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.

FINANCIAL AID

All students are required to pay their outstanding balance due and/or have evidence of authorized financial aid.

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 Financial Information section on WebAdvisor 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 will be available on-line in WebAdvisor on January 1, 2015. 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 Registrar's office as this information is submitted to the IRS and insures 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 2 – Total amount billed for qualified tuition and related expenses less any reductions in charges. This amount includes tuition, comprehensive fees, and course fees. Non-qualifying expenses are medical insurance fees, fines and miscellaneous charges, and room/board charges.

Box 5 – Total amount of any scholarships or grants that were administered and processed during the calendar year for the payment of the student's costs of attendance

Box 7 – Amounts billed for qualified tuition and related expenses, reported on the current year's form, but are related to an academic period that begins in January through March of the following year.

Box 8 – If checked, the student was at least a half-time student during any academic period. A half-time student is a student enrolled for at least half the full-time academic workload for the course of study the student is pursuing.

Box 9 – If checked, the student was a graduate student. The student is a graduate student if the student was enrolled in a program or programs leading to a graduate-level degree, graduate-level certificate, or other recognized graduate-level educational credential. For additional information and instructions on Form 1098-T, please see IRS Publication 970 or www.IRS.gov.

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 into 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 the Registrar. Drop/Add forms must be completed and forwarded to the Office of the Registrar in a timely fashion. Withdrawal refunds will be calculated on the date these forms are received by the Office of the 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.

- **Cancelled Courses** = 100% tuition refund
- 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

Traditional graduate programs that follow a 15-week format adhere to following withdrawal dates:

Fall 2017

Last day for 100% refund (Drop/Add Period)

September 7, 2017

Last day for 75% refund

September 14, 2017

Last day for 50% refund

September 21, 2017

Last day for 25% refund

September 28, 2017

Withdrawal after September 28, 2017

0% Refund

Spring – 2018

Last day for 100% refund (Drop/Add Period)

January 24, 2018

Last day for 75% refund

January 31, 2018

Last day for 50% refund

February 7, 2018

Last day for 25% refund

Withdrawal after February 14, 2018

0% Refund

Summer I – 2018

Last day for 100% Refund

May 21, 2018

Last Day for 75% Refund

May 23, 2018

Withdrawal after May 23, 2018

0% Refund

Summer II– 2018

Last day for 100% Refund

June 25, 2018

Last Day for 75% Refund

June 27, 2018

Withdrawal after June 27, 2018

0% Refund

Further information can be obtained from the Office of Student Accounts.

Medical Insurance

All full-time students are billed for student medical insurance with coverage through United HealthCare. Coverage runs August 1, 2017 – July 31, 2018. Students who have their own outside medical coverage have the option of waiving the University's policy by submitting a health insurance waiver form online at www.firststudent.com by the posted deadline. You will be required to supply the name of the policy holder, name and address of the insurance company and the policy number. Retain your confirmation e-mail for proof that you have completed the waiver online. Without this confirmation you are not guaranteed that your account will be credited. Students that do not waive their medical insurance will receive an e-mail notification that their health insurance ID card is available for download.

Policy information is available at both the Office of Student Financial Services and the Center for Health. For additional information visit www.firststudent.com.

Health Insurance Waiver Availability and Deadlines:

Fall 2017

- Waivers available: July 7, 2017 on www.firststudent.com

- Deadline to waive: September 28, 2017

Spring 2018

- Waivers available: December 1, 2017

- Deadline to waive: February 16, 2018

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 Aid 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, Masters of Religious Education or Masters 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 – 2017/2018 Academic Year

The following tuition and fee rates apply to both degree and non-degree students. Undergraduate tuition is calculated on a per credit basis for **part-time** (1-11 credits) students. Undergraduate tuition is calculated on a flat rate for **full-time** (12-18 credits) students. If a full-time student enrolls for more than 18 credits, the tuition charges are calculated on the full-time flat rate, plus the per credit rate for each credit over 18.

Tuition

• Doctorate of Business Administration	905.00	/Credit
• Masters of Counseling Psychology	865.00	/Credit
• Doctorate in Counseling Psychology	1,020.00	/Credit
• Education Programs	805.00	/Credit
• Graduate Certificate Programs	1,020.00	/Credit**
• Doctor of Nursing Practice	1,020.00	/Credit
• Select Graduate Programs for Adult Learners	750.00	/Credit

• Undergraduate Part Time (less than 12 credits per semester)	\$1,035.00/Credit *
• Undergraduate Full Time (12 to 18 credits)	\$14,645.00/Semester
• Undergraduate Certificate Programs	\$1,035.00/Credit**
• Associate and Select Bachelors Completion Programs For Adult Learners	\$710.00/Credit
• Graduate Programs:	\$1,020.00/Credit
Master of Science in Nursing, Doctor of Nursing Practice,	
Master of Business Administration,	
Master of Science in Healthcare Administration,	
Master of Arts in Religious Education,	
Master of Science in Computer Science	
• Doctorate of Business Administration	\$905.00/Credit**
• Master of Counseling Psychology	\$965.00/Credit
• Doctorate in Counseling Psychology	\$985.00/Credit
• Graduate Education Programs	\$750.00/Credit
Audit Tuition:	
• Undergraduate	1/3 of the course tuition
• Graduate	1/2 of the course tuition
Student Medical Insurance	\$1,588.00/Year*** \$919.00/Spring ****
Comprehensive Fees:	
• Full-Time Student	\$895.00/Semester
• Part-Time/Graduate Student	\$295.00/Semester
Mandatory Fee:	
• Full-Time Student	\$285.00/Semester
• Part-Time Student	\$170.00/Semester
• Students Registered in Trimesters	\$55.00/Trimester
• Students Registered in Eight Week Sessions	\$27.50/Eight Weeks
Room and Board:	
• Double Room	\$6,315.00/Semester
• Triple Room	\$5,625.00/Semester
Residential Meal Plan	\$1,785.00
(Meal plan is mandatory for all housing students) Cost is included in room and board allowance.	
Course Fees:	
• Art Studio Fee	\$170.00
• Art Special Fee (ART 237)	\$305.00
• Business Fee (FYE 100 R2, R3)	\$100.00

• Graphic Arts Lab Fee	\$300.00
• MBA Fee (MBA 001)	\$215.00
• MSHA Fee (HCA 001)	\$215.00
• Music Course Fee	\$315.00
• Music Lesson Fee	\$265.00
• Computer Science Lab Fee	\$300.00
• ED 200-302-304-400	\$115.00
• ED 404-604	\$315.00
• All Lab Science Course Fees	\$340.00
• Nursing Clinical Fees: NURS 306, 326, 346, 356, 436, 460, 486,	\$1,000.00
NURS 416, 422	\$500.00

Other Fees:

• Challenge Examinations (Per Credit Testing Fee)	\$25.00
• Challenge Examinations (Credits)	1/3 of the course tuition
• Transcript Fee (Normal Processing)	\$5.00
• Transcript Fee (Immediate Processing)	\$10.00
• Transcript Fee (Online Processing)	\$10.00
• Non-Refundable Application Fee	\$30.00
• Doctorate Business Administration Reinstatement Fee	\$100.00
• Late Tuition Payment Fee	up to \$200.00

* *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 not applicable.*

** *Some certificate programs may be subject to the flat rate for tuition.*

*** *Student Medical Insurance may be waived with proof of outside coverage by completing a Health Insurance Waiver Form online at www.firststudent.com by the posted deadlines.*

**** *Only new full time traditional undergraduate students in the spring term will be billed the spring premium.*

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 \$200.00 room placement deposit is required *each academic year* to reserve a residential room in the University's dormitories. 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.

In addition to the general tuition and fees described above, students should anticipate the following estimate of annual expenses associated with attending the University during the 2015-2016 Academic Year:

Commuter Student

Books	\$1,300.00
Transportation	\$1,780.00
Personal Expenses	\$2,260.00

Resident Student

Books	\$1,300.00
Transportation	\$1,100.00
Personal Expenses	\$1,950.00

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.

In order to be considered for scholarships and financial aid, students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA form is available on the Web at www.fafsa.ed.gov. The Felician University federal code # is 002610.

Federal Funds**Federal PELL Grants:**

Federal grants are awarded to needy undergraduate students. Eligibility is based on the Expected Family Contribution (EFC) 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 needy students with the lowest EFC levels as determined by the federal needs analysis. 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 Career Services Office.

Federal Direct Loan Program:

Students 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 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 complete a Master Promissory Note (MPN) and participate in a loan counseling entrance interview.

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 son or daughter in an approved college. There is no interest subsidy and repayment begins within 60 days of disbursement.

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.

Federal Direct GradPLUS 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 GradPLUS Loan Program.

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.

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 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 the 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. 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 3.4 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 3.5 is maintained.

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. 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. Applications are available in the Financial Aid Office during the spring semester of each academic year. The deadline for scholarship applications is usually April 30th.

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 Executive 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) may obtain a Felician University Scholarship Application from the Financial Aid Office during the spring semester of each academic year. The filing deadline for scholarship applications is usually June 1st.

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 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.

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.

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, 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 Financial Aid Office 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 financial 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 Treasurer's Office 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 Financial Aid Office, 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 Registrar's Office.
- 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 Registrar's Office. See the Financial Aid Office, 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 their account in a timely manner.
- know the source(s) and amount(s) of aid for which they 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 Financial Aid Office if your circumstances change.

You, the student, have the responsibility to:

- advise the Financial Aid Office whenever you change your enrollment (e.g. from full time to less than full time) or housing status.
- advise the Financial Office of any additional aid received which is not indicated on your Financial Aid Award Notice.
- inform the Financial Aid Office if you expect to withdraw or take a leave of absence. Refer to the Treasurer's section of the catalog regarding the school's refund policy.
- provide the Financial Aid Office 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 Financial Aid Office.
- 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.fastweb.com

www.mapping-your-future.org

www.hesaa.org

www.ifap.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 Web site 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:

<http://www.felician.edu/about/general-information/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 department Chair with a copy sent to the School Dean;
 - c. The student will be referred to the Chair of the department for a meeting (or directly to the Dean if the incident involves a department Chair). If a second incident occurs the student will be sent directly to the Dean of the School. 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.

STUDENT LIFE POLICIES

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.

S.O.A.R

New students are requested to participate in Felician University's S.O.A.R. Program (Student Online or On-Campus Advising and Registration) which provides students with the opportunity to meet with advisors and create a course schedule for the fall semester. These events are scheduled throughout the summer months.

Orientation

New students are requested to participate as an introduction to university life through an orientation program, which begins with a series of presentations by University administrators. The orientation is developed with the assistance of students, faculty and staff, which 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 full-time student becomes a member of the Student Government Association.

Spiritual Life

Moral and spiritual development is of vital importance at Felician University. Not only does Felician provide activities for self-oriented discovery, but also includes a campus ministry program for exploring personal relationships with God.

The campus ministry team collaborates with the Task Force for Mission Integration.

The Liturgy of the Eucharist is celebrated in the University Chapel daily and in the Breslin Theatre on special occasions.

Opportunities are available for the Sacrament of Reconciliation. Liturgy at the Rutherford Campus is celebrated in the Castle Chapel on Sunday at 7:30 p.m.

Shared prayer, days of recollection, weekend retreats, and liturgical programs provide viable dimensions for varied campus prayer experiences.

RCIA Program is conducted for all those who desire to receive the sacraments.

Through individual direction and group interaction, Felician endeavors to build a strong faith community in the spirit of St. Francis, St. Clare, and Blessed Mother Angela.

LIBRARY SERVICES

Felician University Libraries has a library on each campus, known as the Lodi Campus Library and the Rutherford Campus Library. The Lodi Campus Library occupies an International Style building on the Lodi campus and makes available to students, faculty, and staff over 70,000 books, 186 print periodicals, 30,000 online journals, 193,000 electronic books. The Rutherford Campus Library is located on two floors in the Education Commons Building in Rutherford.

If you need material not owned by the Library, we will borrow it from another library for you—free of charge.

The Library provides a broad selection of online resources. All are accessible on the campus computer network as well as off-campus with a University network ID and password.

Librarians teach assignment-based classes to cultivate information literacy skills for life-long learning. They also offer drop-in term paper clinics and individual research consultations.

If you need assistance with research of information for assignments, reference librarians are here to help. Visit us at the libraries or send an e-mail message to library@felician.edu. You can also call us. The telephone number for the Lodi Campus Library is 201.559.6071; the telephone number for the Rutherford Campus Library is 201.559.3319.

Like us on Facebook under “Felician University Libraries”. Chat with us by going to the Felician Libraries website: <http://felician.libguides.com/libraries>. Follow us on Twitter: “@FelicianLibrary.”

Students must have a current library card, in order to borrow materials and/or book time in the study rooms. Students must bring their current ID to either campus library to register for borrowing privileges. At the time of registration, students are asked to sign an agreement of responsibility for all materials borrowed on their cards.

Students will not receive grades or graduate if their Library accounts have unpaid charges for overdue or lost items.

Information on Library borrowers who have not returned Library materials is transmitted to a collection agency.

Although we ask that you not bring food into the Library, 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.

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.

Lodi Campus Library

The Library has designated spaces for group study (second floor) and quiet study (first-floor reading room) in addition to newly renovated seminar and multimedia viewing rooms. In consideration of those who are reading or studying individually in the quiet study area, please refrain from loud conversation.

An information commons on the main level offers consultations with reference librarians in addition to a laser printer and a broad range of software applications.

Two black-and-white photocopiers offer duplication at 5 cents per page. Images can be scanned through one of the photocopiers to a USB at no charge.

Library Computers

On the main floor of the library, there are 10 work stations, which are available during all hours of operation.

On the lower level of the library, there is one computer laboratory with one flatbed scanner and a total of 24 work stations that are available to students when no classes are scheduled, during the fall and spring semesters for research and document production. The computers have a standard selection of application software. Printing is

available for all computers at 5 cents per page. Food and beverages are not allowed in the computer laboratories, which are monitored.

Computer laboratory hours (fall and spring semesters):

Monday – Thursday: 9:00 a.m. – 4 p.m.

Friday: 9:00 a.m. – 12:00 p.m.

NOTE: Hours are subject to change. When the computer laboratories are not available to students, the main level information commons offers comparable facilities.

Lodi campus library hours (fall, spring, and summer semesters):

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m. (closed Friday during summer semesters)

NOTE: Hours are extended during examination periods and are subject to change.

Rutherford Campus Library

The Rutherford Campus Library is located in the Educations Commons. It transforms library services at the university by providing a technologically rich and inviting environment that supports new practices in information-seeking, discovery, and collaborative learning. Within this renewed space, the Rutherford Campus Library provides information within a digital environment and by allowing students to become creators and participants.

The Rutherford Campus Library includes:

- An information fluency laboratory with 45 computer work stations and an interactive zone.
- An informal lounge for presentations and interaction.
- The Toron Library for print and curricular materials in education and business.
- Nine huddle rooms for group study.
- One black-and-white/color photocopier which offers duplication at 10 cents per page for black-and-white copies and 25 cents per page for color copies. Images can be scanned through the copier to a USB at no charge.

Rutherford Campus Library hours

Monday – Thursday: 8:00 a.m. – 12 midnight

Friday: 8:00 a.m. – 4:30 p.m.

Saturday: 10:00 a.m. – 4 p.m.

Sunday: 12:00 noon – 12 midnight

Hours are subject to change.

The collections of the Toron Library contain children’s literature, textbooks, curriculum guides, periodicals, and other instructional materials suitable for use in the classroom. The business collection comprises newspapers and journals pertaining to business and management, such as the Wall Street Journal and Barron’s, in addition to a reference collection and important titles in the fields of management, economics, and marketing.

Representatives of Instructional Technology, the Center for Learning, and Information Technology have a presence in the Education Commons and offer their services collaboratively with Library Services.

CENTER FOR STUDENT ACADEMIC SUCCESS

The Center for Student Academic Success supports Felician’s mission to, “provide a learning experience reinforced with strong academic and student development programs designed to bring students to their highest potential” in a nurturing, friendly and supportive environment. The Center offers tutoring, academic success coaching/advising and 504 services for students with disabilities.

Tutoring Studios are staffed by professional tutors and peer tutors who provide free tutoring to students in a learning environment where students from all disciplines can become successful, independent learners by developing strong study skills, a better understanding of course content, a positive attitude toward learning and enhanced self-confidence. Individual or small group tutoring sessions may be scheduled weekly or on an as-needed basis.

Tutoring Hours & Locations:

- ✦ **Lodi Campus: Monday through Friday, 8:15 AM to 6:00 PM**
- **Kirby Hall 223 - Tutoring Studio and Writing Lab**
- **Kirby Hall 225 - Tutoring Studio and Math Lab**

Schedule an Appointment: On-campus individual tutoring sessions or groups of 4 to 5 may be scheduled weekly or as needed. Students must register and schedule appointments by contacting Sister Elizabeth Morley, Coordinator of Tutorial Services, in KH 220, telephone 201-559-6118, or via email at morleye@felician.edu . If a tutor is available, drop-in assistance will be provided. Whenever possible, students should make appointments a few days in advance.

- ✦ **Online Tutoring is available for students at off-site locations and for students in fully online programs. Online or off-site instructors provide logon information.**

Academic Success Coaching/Advising – An Academic Coach/Advisor assists students through the challenges of higher education. The Academic Coach works one-on-one with students to:

- Provide students with the academic skills and strategies needed to become self-regulated learners.
- Understand learning styles and identify a preferred learning style.
- Explore ways to adapt to different teaching styles.

- Help students identify and overcome obstacles that may be impeding academic success.
- Help students focus on individual goals and identify steps to reaching those goals.
- Develop strong time-management and organizational skills.
- Motivate students to take ownership of their own academic success.
- Monitor student progress to graduation.
- Serve as guide for sustainable academic success by connecting students to Felician and community resources.

To schedule an appointment contact: Ms. Elizabeth Noreika, Admin. Coordinator, Center for Academic Success, Kirby Hall 103 or 221, telephone 201-559-6052 or email noreikal@felician.edu

Office of Services for Students with Disabilities

Location and Hours

Lodi Campus
Kirby Hall, 1st Floor, Rooms 103 and 104
Monday – Friday, 8:30 a.m. – 4:30 p.m.

To schedule an appointment contact:

Carolyn Mitchell Kehayan, MA LDTC, Coordinator, ext. 6050
kehayanc@felician.edu

or

Elizabeth M. Noreika, B.A., **Administrative Coordinator of Academic Success Center** ext. 6052
noreikae@felician.edu

Felician University maintains a strong commitment to facilitating equal access and to providing optional academic support and accommodations for eligible students with disabilities.

Students must initiate contact with this office in order to receive services or to arrange for appropriate accommodations and/or academic adjustments. The student must submit comprehensive documentation of a physical, learning and / or psychological disability to the Coordinator of Services for Students with Disabilities before requests for modifications or services will be considered by Felician University.

The student's disability must warrant the specific accommodation(s) and such "reasonable" accommodation(s) must comply with provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and the ADA Amendments Acts of 2008.

Some of the "reasonable accommodations" most commonly afforded students with disabilities at Felician University are as follows:

- Extended time on tests and exams
- The provision of an alternate site for the administration of major tests and exams
- The use of a tape recorder or student note taker for lectures
- The use of a calculator for computation problems on math and science tests and exams.

CAREER DEVELOPMENT CENTER

The Career Development Center supports the mission and advancement of Felician University as a leading institution whose focus is to "provide a full complement of learning experiences ... designed to bring students to their highest potential."

The Center uses a robust tool kit to meet the needs of both our undergraduate and graduate students and alumni. The department strives to assist students and alumni by helping to identify their values, skills and interests and interpreting how these key factors relate to future goals.

A career path begins with finding the right choice of major that will transition into a job function that is ideal for the student's personality and preferences. In addition, the Center continually strives to cultivate new internship, part-time and full-time opportunities.

The office is prepared to assist students with putting together a job search plan. This includes learning how to write resumes that will get noticed, acquiring effective interviewing techniques, and gaining knowledge about where and how to identify available positions.

The Career Development Center also offers assistance for students looking to obtain admission to graduate school. To ensure students and alumni formulate a successful career plan the following are essential services available at the Center:

- **COLLEGE CENTRAL NETWORK**

The Career Development Center continues to develop several professional relationships from a variety of majors for all of our Felician students and alumni. All opportunities are easily accessible with College Central Network, our online posting and resume search system. This resource can be accessed free of charge by all students and alumni.

- **MYPLAN**

MyPlan helps students plan more fulfilling lives by making well-informed decisions about their education and careers through a four part, self-assessment tool that covers important professional and personal areas including: values, personality, interests and skills. Whether deciding on a major, planning ahead for a first career, or thinking about making a career change, MyPlan helps students explore options and bring clarity and insight into figuring out what is right for them career wise.

- **MAJOR/DEGREE EXPLORATION**

Whether you are exploring multiple majors or searching for information about your chosen field, several online resource sites will help you connect majors to careers. Learn about the typical career areas and the types of employers that hire people with each major, as well as strategies to make you a more marketable candidate. Continue your research on majors and careers through the websites provided.

- **JOB SEARCH TIPS**

Job search tips geared specifically towards new graduates, current students looking for part-time work and alumni who are searching for a new position.

- **PRINCETON REVIEW- PREPARING FOR GRADUATE SCHOOL**

All the help you need for applying for graduate and professional school and assistance with GRE, LSAT, MCAT, and GMAT exams.

HOURS/Career Development Center

Semester Hours: Monday through Friday:

8:30 a.m. – 4:30 p.m. Please contact our office to make an appointment.

Summer Hours: Monday through Thursday:

8:30 a.m. – 5 p.m. (University is closed on Fridays.)

LOCATION

One Felician Way, Rutherford, NJ 07070

Rutherford Campus, Student Union Building, Room 4C

201.559.3619

careerdevelopmentcenter@felician.edu | www.felician.edu/careerdevelopmentcenter

STAFF

Tiffany Austin, Director of the Career Development Center
Diane Crespo, Assistant Director of the Career Development Center
Michelle Markowicz, Career Advisor

NURSING RESOURCE AND SIMULATION CENTER (NRSC)

The Nursing Resource Center and Simulation Center (NRSC) is a state-of-the-art nursing lab. It is equipped with the latest hospital equipment and supplies for training and practice of clinical nursing skills. With the use of high fidelity manikins, which have heart, lung, and abdominal sounds, student are provided realistic patient simulation experiences.

Various workshops are conducted throughout the year to enhance student learning. Examples of these are: test taking, concept mapping, medical math, and clinical nursing skills.

The NRSC is located on the Rutherford Campus in the Education Commons building on the third floor. It is open Monday-Saturday during the fall and spring semesters – hours vary and are posted. The main number is 201.559.3517.

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 copyrights 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.
- 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.
- Waste 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.

Enforcement

The director of Academic Computing, along with the Director of the facility where the incident occurs, will review violations of the Appropriate Use Policy on a case-by-case basis. Violations of policy may result in termination of the violator's network and/or computer access/services.

The University also reserves the right to impose other sanctions on grave violations. Appeals may be made to the Academic Computing Committee.

Fines or other penalties incurred through the use of the University network to access facilities outside the campus are the responsibility of the violator(s) on whom the fines or penalties are levied. Felician University accepts no responsibility for such fines or penalties.

Computer Wireless Connections

The University provides wireless connections for laptop computer to the University Internet Service. The following areas are currently wireless, ready for use.

Lodi Campus

- Goya Dining Hall
- Library
- Kirby Hall 3rd Floor Lounge
- Kirby Hall, Room 407
- SG Office, Obal Hall
- Lecture Hall, Obal Hall
- Room 204, Obal Hall
- Room 206, Obal Hall

Rutherford Campus

- Dining Hall
- Falcon's Nest
- Student Lounges, Milton Court
- Student Lounges, Elliott Court
- Sammartino Hall – Room 25
- Sammartino Hall – Room 37
- First Floor, Blessed Mother Angela
- Second Floor, Blessed Mother Angela

If you cannot access the Internet, please contact the Felician University helpdesk at 201.559.6165 or e-mail helpdesk@felician.edu.

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 (WebAdvisor, E-mail, Network, Library Databases, Emergency alert system).

WebAdvisor Account

Students WebAdvisor accounts will allow students to access Web-based services by clicking on the WebAdvisor link on the Felician University home page (www.felician.edu).

By using WebAdvisor students can pay their bill online, request a transcript or enrollment verification online, view schedules or search for sections (classes) and, view mid-term and final grades online.

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 it is not, please contact the registrar's office at 201.559.6038 and they will send you an official paper copy.

Please note that the WebAdvisor user ID and password are unique to this system.

Felician E-mail Account

Students Felician e-mail address will be used by the University to share important information such as new or improved WebAdvisor 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 computer 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 shares the same common user ID and password so if a password is changed in one system it will be reflected in the other.

E2Campus – Universal Notification System

E2Campus is a patent pending 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, radio stations, TV stations, and others).

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 along with the logon information. Students are encouraged to sign up.

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 Conduct 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 Campus

The official bulletin board is located on the first floor near the Administrative Offices in Obal Hall, Lodi Campus. Notices on this bulletin board are extremely important.

Other bulletin boards are located on the ground, second, and third floors in the Obal Hall and Kirby Hall.

The bulletin board opposite the elevator on the ground floor in Obal Hall may be checked DAILY for important on-going announcements.

All notices are brought to the attention of and approved by the Vice President of Enrollment Management and Student Affairs or the Coordinator of Student Activities. Upon approval, notices must be legible, tacked securely in place, and removed when no longer necessary.

Rutherford Campus

All announcements intended for posting on the Rutherford Campus should be submitted to and approved by the Office of Student Affairs. All announcements will be posted on bulletin boards located throughout the various buildings on the Rutherford Campus.

Upon approval, notices must be legible, tacked securely in place, and removed when no longer necessary. Do not use tape to post announcements on walls or doors.

DEPARTMENT OF ATHLETICS

Member:

National Collegiate Athletic Association (NCAA II)
Central Athletic Collegiate Conference (CACC)

Intercollegiate Athletics

- Men's Basketball
- Women's Basketball
- Men's Soccer
- Women's Soccer
- Men's Baseball
- Women's Softball
- Men's Cross-Country
- Women's Cross-Country
- Women's Volleyball
- Men's Golf
- Women's Bowling
- Men's Lacrosse
- Women's Lacrosse
- Women's Track and Field

Any male or female student interested in participating in athletics should contact Ben DiNallo Jr., Director of Athletics, 201.559.3507.

Department of Athletics Staff**Director of Athletics**

Ben DiNallo Jr., 201.559.3507

Rutherford Campus

Faculty Athletic Representative

Melissa MacAlpin, 201.559.3626

Rutherford Campus

Athletic Academic Advisor

Anthony Scardino, 201.559.3583

Lodi Campus

NCAA Eligibility Policies

Upon entering as a freshman, a student-athlete must be registered with and certified by the NCAA Eligibility Center. The student-athlete must have earned sixteen core courses with a grade point average matching a SAT score on a sliding scale.

Felician University Substance Abuse Education Program

Felician University Department of Athletics is committed to the physical and mental health and well-being of its student-athletes. Felician University believes that the use of prohibited drugs or controlled substances and chemical dependency constitutes threat to the integrity of Intercollegiate Athletics, represent a danger to the health, welfare, and career of the student-athletes, and subject student-athletes to exploitation.

Consequently, the Felician University Department of Athletics has adopted and implemented a comprehensive **substance abuse program** to promote healthy and responsible lifestyles for student-athletes. It also encourages the student-athletes to be role models and ambassadors of St. Francis on and off the playing fields.

Purpose:

The purpose of the Felician University Substance Abuse Program is multifaceted. The program focuses on the following objectives:

- Deterring the use of drugs and alcohol through drug testing and drug, alcohol and health education.
- To promote the health, academic, and athletic progress of each student-athlete.
- To encourage eligible individuals to develop health, responsible lifestyles.
- To identify any student-athlete who may be using illegal drugs or controlled substances.
- To identify any chronic dependency and ensure that it is treated and addressed properly to the fullest extent of our available resources.
- To provide guidance to student-athletes who test positive by referring them to the appropriate professional help as indicated.

Alcohol, Tobacco, Substance Abuse Education

All student-athletes and athletic staff members are required to attend Alcohol, Tobacco, Substance Abuse Seminars. Make-up sessions are available for participants who must miss the scheduled educational session for an approved reason by the Director of Athletics.

NCAA Drug-Testing Program Policy

Each year every student-athlete will receive, study, and sign all drug-testing consent forms demonstrating their understanding of the NCAA drug-testing program, as well as, the Felician University policy and their willingness to participate.

Their consent statement is required by the NCAA of all student-athletes before participation in intercollegiate competition. Failure to complete and sign the statements annually shall result in the student-athletes ineligibility for participation in all athletics and intercollegiate competitions.

The NCAA requires mandatory drug-screening test during the semester of the academic year. The NCAA may also require a drug screening if a team is selected for post-season championship play.

The drug screening for tests and lists of drugs prohibited by the NCAA legislation may be located at www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/index.html or the athletic trainer will have an updated list.

The selected types of drug testing are:

- **Unannounced Random Testing** – Zero Notification
- **Reasonable Suspension Testing** – at anytime
- **NCAA Qualifier Screening Testing** – Prior to championship competition
- **Re-entry Testing** – After counselor or specialist approval
- **Follow-Up Testing** – unannounced, determined by Director of Athletics

Notification Process:

Student-athletes will be notified by the Director of Athletics by a member of the Felician University Sports Medicine Department, the student-athlete's coach, and/or a member of the Felician University athletic administration.

Upon notification, the student-athlete will be asked to read and sign a Felician University Drug Testing Notification Form, notifying him/her of the date, time and site of the testing, as well as any other special instructions pertinent to the test.

Student-Athlete shall provide picture identification when entering the drug-testing station. The Director of Athletics or his designee must remain at the collection station until all athletes have completed the collection process.

It is the Felician University Test Site Coordinator's responsibility to notify the Director of Athletics and/or his designee of those individuals that do not report for their drug test at the scheduled time.

If a student-athlete does not report at the scheduled time for his/her test, he/she will be sanctioned appropriately for his/her action. A "no-show" will be interpreted as a positive test result, and the student-athlete will enter the Felician University Substance Abuse program at the appropriate level.

Appeal Process:

Participant may request an appeal of the sanctions imposed by writing to the Director of Athletics within 72 hours of notification stating specific reasons for the appeal.

When granted, the participant and the Committee will meet according to set procedures.

Final decision will be made know to the participant in time by the Director of Athletics.

Confidentiality:

All members of the Felician University Department of Athletics are expected to respect a student-athletes right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved.

All Felician University Department of Athletics personnel are expected to adhere to the Confidentiality Policy at all times. Violation of this policy will incur disciplinary action at the discretion of the Director of Athletics. Contact Ben DiNallo Jr., Director of Athletics, 201.559.3507 for detailed policy regulations.

Open Gym Policy:

Resident and Commuting students must sign in upon entrance of 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 person(s) on duty. The IDs can be retrieved when the guest is leaving the gymnasium. Residents must be with their guests at all times during open gym. You are responsible for the actions of your guests. If a guest is found in the gymnasium without his/her host, they will be escorted from campus and not permitted to return. The hosts' guest privileges will be revoked at the discretion of an administrator.

Fitness Center Policy:

Resident and Commuting students must sign in upon entrance of the Fitness Center 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 the Fitness Center. The host must leave a valid Felician University ID and his/her guest's valid student ID or Driver's License with the person(s) on duty. The IDs can be retrieved when the guest is leaving the Fitness Center and have cleaned up their perspective area. Residents must be with their guests at all times while in the Fitness Center. You are responsible for the actions of your guests. If a guest is found in the Fitness Center without his/her host, they will be escorted from campus and not permitted to return. The hosts' guest privileges will be revoked at the discretion of an administrator.

PHYSICAL FITNESS**Location and Hours****Rutherford Campus:**

Fitness Center

Lower Level of the Student Union

Monday-Friday from Noon-12:00 midnight

Saturday from Noon-5:00 p.m.

Sunday from 4:00 p.m. to Midnight

Physical fitness services are 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 the fitness facilities need to be followed at all times. Felician University updated IDs will be required from all participants.

Intramural and Recreation

A Calendar of Events will be posted on a weekly basis according to the interests and needs of Felician University students.

Open Gym:

Tuesday and Thursday:

9 p.m.-midnight

Intramural Hours:

Monday, Wednesday, and Friday

1 p.m.-2:15 p.m.

BOOKSTORE

New, used, digital and rental textbooks and school supplies may be purchased at the bookstore located on the ground floor of Obal Hall, Lodi Campus. The bookstore also provides Felician University apparel, gifts, and many other items.

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 first class
 - « Summer term/Weekend University:

Two calendar days from first class /two 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.

Contact the Bookstore at 201.559.6027 for information.

STUDENT I.D. CARDS

I.D. cards are taken or updated at the beginning of each semester at Felician University. An I.D. card is an official identification for a student. You may receive discounts at local retailers, video rental stores, theaters (especially New York City theaters), and other establishments seeking "student" clientele.

Most importantly, an I.D. card will serve as the meal card for resident students and will enable students to obtain tickets to university events, to vote during campus elections, and to gain use of all university facilities including the Library and Computer Labs. Any Felician University personnel may ask to see the ID at any time.

Change of Address

Students are responsible for filing any change of address with the Registrar, Division Dean, Office for Student Affairs and Director of Admissions.

SOCIAL ACTIVITIES

The Assistant Dean of Students coordinates all social events on campus, with the assistance of the Campus Events Board, SGA Executive Committee as well as the Office of Residence Life.

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

- Welcome Back Barbecue
- Dorney Park
- All-Campus Thanksgiving Celebration
- Annual Cherry Blossom Festival Trip
- Bingo Events
- Senior week events for graduates

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 Club

Any group that wishes to organize on campus must submit its request for recognition in writing to the Vice President of Enrollment Management and Student Affairs.

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 member who will be willing to act as a moderator.
- Membership 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 Vice President for Student Affairs and kept on file in the Student Government Office by the Director of Student Development and Engagement.
- A current **roster of officers and members** (numbering at least five) on file with the Coordinator of Student Activities.
- All fund-raising and activities are approved in writing by the Vice President of Enrollment Management and Student Affairs and Director of Development and Enrichment. Upon approval, activities will be included on the calendar of student events kept by the Director of Development and Enrichment.
- All student organizations must have a faculty member as a moderator to serve in an advisement capacity.
- 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 for a period not exceeding one year.

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 e-commerce, and human resource management topics.

Honors News and Notes

Online publication sent to students taking Honors courses, it contains articles and items of interest concerning Honors Program requirements and activities.

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 is 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 benefits its alumni. The Director of Alumni Relations supervises and directs alumni activities. Upon graduation, a student automatically becomes an alumna/alumnus of Felician University.

To become an active member of the Alumni Association, please join by visiting

<http://giving.felician.edu/alumni/alumni-association>.

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. All 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.
- Use of the University's computer labs and fitness centers on both campuses
- Access to the University and Curriculum libraries
- Discounted tickets to special events
- Invitations to local and regional alumni-only events
- Discounted [Property and Auto Insurance](#) through Liberty Mutual
- [Health Insurance](#) through Meyer and Associates
- Access to our [LinkedIn](#) professional network of nearly 600 graduates
- Contests on our [Facebook](#) page
- 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 Relations supervises and directs all alumni activities through the Office for Institutional Advancement and welcomes all

alumni to contact a staff member by emailing alumni@felician.edu with questions or comments.

**Subject to change at any time.*

CENTER FOR HEALTH

Location: Ground floor of Milton Hall

Rutherford Campus, 201.559.3559;

Fax: 201.559.3579

E-mail: Wellness@felician.edu

Hours during Fall and Spring semesters: 9 a.m. – 4 p.m.

Call for hours during winter break and over the summer.

Treatment is provided by an ANCC board certified advance practice nurse (APN) with a specialization in adult health. An advance practice nurse is a registered nurse who has graduated from an accredited graduate school of nursing with added skills and experience gained through advanced education and training.

Similar to healthcare providers, advance practice nurses perform physical examinations, prescribe medication, and treat both acute and chronic illnesses. If a problem occurs outside the expertise of the advance practice nurse, the student will be referred to the collaborating physician.

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 the Student Wellness Center will not be released without written consent from the student.

Services available to the students at the Center for Health Services:

- Physical examinations
- Evaluation and treatment of illness and injuries
- Immunizations
- Tuberculin skin testing
- Limited on-site laboratory testing at our New Jersey state licensed clinical laboratory
- Lab work drawn and processed for send-outs to outside clinical laboratories
- X-ray referral to a local facility
- Urine drug testing
- Referral to specialists as needed

The ImmediCenter should be used for all urgent medical problems. Location is ImmediCenter, 1335

Broad Street, Clifton, NJ, 201.778.5566.

Please bring your Felician ID with you and your health insurance cards. The ImmediCenter is open from 8 a.m. to 9 p.m., Monday through Friday and 9 a.m. to 5 p.m. on weekends. Please call for availability during major holidays and inclement weather.

For all medical emergencies that occur on the Rutherford campus, call 911 and SECURITY at 201.460.5839. Security can ensure other health care professionals the exact location for the ambulance or other professionals.

STUDENT HEALTH POLICIES

The university health requirements that apply to 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 <http://felician.edu/campus-life/student-resources/student-wellness/student-health-requirements> or obtained from the Student Wellness Center of the Rutherford Campus.

The Enrollment Prerequisite Health Form is also mailed from the Student Wellness Center to each student upon his or her acceptance to Felician University.

« **Part I (general information)** should be completed by the student.

« **Parts II (history) and IV (physical examination) should be completed** by the healthcare provider.

Both parts should encompass a complete and comprehensive history and physical of the enrolling student. It must be dated within one year of entry to Felician University and must be submitted prior to the start of classes.

- **Part III** pertains to the Felician University **immunization requirements**. All students born after 1956 and ALL Nursing, Allied Health Education students regardless of age, **MUST** provide proper documentation of immunity to rubeola (measles), mumps, rubella (German measles), and varicella (chickenpox).

This can be done with copies of records showing that vaccination has 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. (second dose no earlier than 30 days)

« **Hepatitis B vaccine** – a series of three vaccines given at 1-, 2- and 6-month intervals. As of fall 2008, all students attending college are required by New Jersey law to be vaccinated against Hepatitis B.

Note: As of January 2003, 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 vaccine.

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 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 vaccine is REQUIRED for ALL new students who will be RESIDING in campus housing.** 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. **It is 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. All traditional nursing students, Fast Track RN/BSN cohort students, all students in the school nurse program, all students in the nursing education program and all students in the Master of Science in Nursing Program and Doctorate of Nursing Practice must provide documentation of a two-step TB, which will then be followed by an annual TB. The acceptable two-step TB must be within a 30-day window. 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.

All Nursing, Allied Health and Education students with a known positive TB will also be REQUIRED to complete and submit the TB Symptoms Assessment form each semester. This form can be obtained at <http://felician.edu/campus-life/student-resources/student-wellness/student-health-requirements>.

• **Tetanus/Diphtheria/Pertussis (Tdap) booster is REQUIRED for all Nursing students.** All programs for all other students, a Tdap booster within the past 5 years is recommended. One dose of Tdap is required after age of 18.

- For all nursing students, an influenza vaccine is required to participate in the nursing clinicals. By getting the flu vaccine you can protect yourself from the influenza and may also avoid spreading influenza to others.

- Influenza viruses are always changing, so annual vaccination is recommended. Each year scientists try to match the viruses in the vaccine to those most likely to cause flu that year. Flu vaccine will not prevent disease from other viruses, including flu viruses not contained in the vaccine. It takes up to two weeks for the protection to develop after the shot. The “flu shot” is an inactivated (killed) vaccine, is given by injection with a needle.

Proof of 2017-2018 flu vaccine must be received before October 15, 2017 to remain eligible for nursing clinical courses.

- Immunization exemptions are allowed by the New Jersey Department of Health and may be granted for:
 - « Medical reasons must be 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.
 - a date when the exemption will be over. Students with chronic medical conditions must provide this information on an annual basis.
 - « 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 the Felician University Center for Health.

The University reserves the right:

- To require additional medical information if necessary.
- To withhold grades and registration until health records are complete.
- To withhold permission to attend clinical and/or field experience until a completed health form is submitted and filed in the Center for Health.

The Center for Health can perform physical examinations and assist with ALL health requirements including vaccine administration and Mantoux/TB

testing for a discounted fee. Costs will be added to the student’s account. Payment can be made at the Office of Student Accounts in one week.

Student Accident and Sickness Insurance Plan 2017-2018

All full-time undergraduate students, enrolled in 12 or more credit hours, all international graduate and all nursing students must be covered by a health insurance plan. All full-time undergraduate students will be enrolled in the Felician University Student Injury and Sickness Plan unless a signed waiver form is completed on the web site: www.firststudent.com. To complete the waiver process, select Felician University from the drop down box in the right hand corner. On the left side of the page click on "waive your school's health insurance" button and follow instructions. You will need a copy of your medical insurance ID card to input the information. Using your health insurance ID card, enter the following information:

- Name of insured
- Relationship to student
- Name of insurance company
- The policy expiration date (optional)
- If you consent to the information provided, select yes, from the dropdown menu. Click submit. You must be able to print a copy of your confirmation page for your records. That is YOUR guarantee that your account will not be charged for the student health insurance. That confirmation page is your proof should there be a discrepancy.

Fall 2017 waivers will be available online July 9, 2017, and the deadline to complete the waiver is September 28, 2017.

For students entering the spring 2018 semester the waiver form will be online after December 1, 2017, and the deadline to complete the waiver is February 16, 2018. **NO waivers will be accepted after this date except entry into the armed forces.**

Contact the Center for Health for further information or access the webpage at <http://felician.edu/campus-life/student-resources/student-wellness/student-health-insurance>.

For additional information regarding the Felician University student health insurance, please contact the Center for Health at 201.559.3559.

COUNSELING CENTER

Personal counseling services for students of Felician University are free. Appointments may be arranged by calling or visiting the Counseling Center which is

located on the main floor of the Student Union building on the Rutherford Campus. The office hours of operation are Monday-Friday, 8:30AM-4:30PM, closed Fridays during the summer

The licensed counselors are:

Sharon McNulty, LPC, ACS, BCPC, NCC, DRCC, CCTP, Director: 201-559-3587

Ben Silverman, MA, LPC, ACS, Counselor/Alcohol and Other Drugs Education Coordinator: 201-559-3503

The professional staff of the Counseling Center is committed to providing comprehensive, quality mental health services to students dealing with developmental concerns and situations, as well as students experiencing more difficult problems and circumstances. The professional counselors are committed to helping students:

- Achieve their educational goals
- Learn the process of problem solving
- Increase and enhance capacity for satisfying interpersonal relationships
- Define their lifetime and career goals
- Make full use of their potential for continued growth beyond the educational experience

Some common issues that bring university students to counseling include: adjusting to college, self-esteem, feeling stressed or overwhelmed, symptoms of depression and anxiety, academic concerns, feelings of panic, concerns about anger management, eating and sleeping concerns, and dissatisfaction with relationships.

The Counseling Center provides:

- Individual counseling for Felician students
- Support groups on a variety of issues, determined by student need and interest
- Educational programs that encourage personal growth
- Referrals for specialized services and medication off-campus
- Evaluation and referrals for psychological crisis

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

Communications between the counselor 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:

Call (201)262-4357(HELP) Bergen County Hotline

Call or text the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or text "START" to 741-741. The National Suicide Prevention Lifeline is a national 24-hour toll-free suicide prevention and intervention telephone resource that provides immediate assistance to individuals in suicidal crisis by connecting them to the nearest available suicide prevention and mental health service provider.

www.ulifeline.org

The healing SPACE is a sexual violence resource center at 201-487-2227

CAMPUS CONDUCT CODE

Felician University aims to uphold the highest standards of conduct and to create a sense of Christian authenticity. This implies that civil law and basic rights are to be honored and respected by every member of the university community.

For American citizens, these rights include freedom of speech, freedom of peaceful assembly, freedom of political beliefs, and freedom from personal force, violence, abuse or threats of the same.

Laws and regulations that protect these basic rights are included in this document.

Civil Law and Civil Authorities

The regulations herein shall govern the conduct of the entire University community – including visitors, guests, and all persons while they are on the University campuses or in University-owned or University-controlled facilities. These regulations shall not preclude resort to applicable federal, state or local laws or ordinances.

When there is an imminent danger to persons or property on either campus and/or when the University's resources are not adequate to sustain normal operation of the University, the University President may request assistance from civil law enforcement officers.

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 his/her 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, Teachers, 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 his/her clothes or person, or who keeps otherwise in his/her 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.

Code of Student Rights, Responsibilities and Conduct

On admission to Felician University you accept unqualified commitment to conduct yourself at all times, both on and off campus, in a responsible manner that conforms with the generally accepted standard of adult behavior.

It is expected that you will show courtesy and respect for the administrative officers, faculty, students and employees in your personal contacts, as well as any contact you may have with the greater community.

You also must understand and accept the necessity for various University regulations and comply with the

directives of those authorized to enforce the regulations. If you conduct yourself in a manner contrary to the best interests of the University, you will be subject to such penalties as the circumstances justify, including suspension or expulsion.

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, academic dishonesty, 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.

Regulations Concerning Conduct

As part of the larger community, Felician University respects the laws of the land and expects its members to adhere to them. While affording reasonable aid to its members in difficulties with the law, Felician University provides no immunity from the consequences of illegal acts.

As an academic community, Felician University has a special interest in the prevention of certain modes of conduct that are in contrast to its inherent efforts to facilitate responsible inquiry and educational growth.

Accordingly, instances of the kinds of conduct listed in these regulations are to be regarded as violations of University regulations, to which the sanctions indicated may be applied.

Citizenship Rights and Responsibilities

Students are both citizens and members of the academic community and of the greater community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy, whether off or on campus. As members of the educational community, they are subject to the obligations that accrue to them by virtue of this membership.

As members of the greater community, students are responsible to the laws of society and will be treated as any other citizens of society should they become involved in a violation of civil law.

Students who incur penalties prescribed by civil authorities will not be subject to further discipline by the University student conduct system in cases where a violation of University regulations also occurs unless there are distinct and clear University community

interests involved.

The appropriate student conduct body will rule as to its jurisdiction in such cases. Conviction for a criminal offense, though not irrelevant, is in no case sufficient reason for terminating a student's attendance at the University or for denying a student admission or readmission to the University.

The University community should not be considered by any of its citizens as an institution which provides its members with special immunity to the civil laws of the community.

I. Jurisdiction

A. The Student Conduct Board (judicial council) shall have jurisdiction over all cases involving student behavior on the campus, including on-campus housing.

The committee shall be composed of faculty, staff and students with the Student Conduct Board Advisor as an ex officio non-voting member. The Board will handle those cases referred to it by the designated University official responsible for student conduct.

(When a student is found guilty of any violations of student conduct, the Board shall recommend appropriate sanctions and report to the appropriate Student Affairs administrator their decision for action.)

In all cases, the determination of which sanction(s) to impose shall be made by the Student Conduct Board Advisor, or designee, and the Advisor is not limited to the sanctions recommended by the Student Conduct Board. Should a case involve a faculty/staff member, the Board will not discipline a faculty/staff member but will refer the matter to the University's President with or without their recommendations.

B. Hearing by the Conduct Board Advisor (Administration Hearing)

A student may choose the option of having his/her case heard by the Student Conduct Board Advisor (judicial body), or designee, rather than the Student Conduct Board.

If the student waives his/her right to a hearing, he/she will sign such a waiver and agree to abide by the decision of the Advisor. An Administration Hearing does not afford the opportunity of an appeal. The Student Board Advisor will protect the student's right in carrying out his/her decision.

C. Appeals

All decisions of the Student Conduct Board (judicial body) may be appealed within five (5) school days of the decision. Such appeals must be in writing and delivered to the Student Conduct Board Advisor.

An Appellate Council, no member of which will have served on the original hearing board, 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 fairly;
2. To determine whether the facts in the case were sufficient to establish that a violation of the Code of Conduct had occurred;
3. To determine whether the sanctions imposed were appropriate for the violation of the Code of Conduct that the student was found to have committed, or
4. 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 Appellate Council may:

1. Reduce, but not increase, the sanctions imposed, or
2. Remand the case to the original Judicial Council.

The decision of the Appeals Council shall be final and binding.

D. Hearing by the Vice President for Academic Affairs

In matters of purely academic concern as opposed to those involving student behavior, the Vice President for Academic Affairs, or designee, will assume jurisdiction.

Such violations include, but are not limited to, academic cheating, plagiarism, or interference with academic process. The Vice President holds the due process information related to academic concerns.

II. Violations

The following acts are violations of University

regulations: Violations for which the maximum sanction may be university expulsion.

1. Violation of written University Policy or regulations contained in any official publication or administrative announcement of Felician University

2. Academic dishonesty including but not limited to cheating and plagiarism (1)
3. Interference with the academic process or operations of the University
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person
5. Furnishing false information to the University with intent to deceive, or to the University or any member of the University community with intent to defraud
6. Forgery, alteration, or misuse of University documents or records
7. Theft, vandalism or property damage
8. Willful or negligent actions which endanger the health and safety of one's self or other persons
9. Use or possession of explosives, firecrackers, smoke bombs, firearms or explosive materials on campus property
10. Abuse of the University Student Conduct System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or University official
 - b. Falsification, distortion, or misrepresentation of information before a judicial council
 - c. Disruption of interference with the orderly conduct of a student conduct proceeding
 - d. Institution of a student conduct proceeding knowingly without cause
 - e. Attempt to discourage an individual's proper participation in, or use of, the student conduct system
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the student conduct proceeding
 - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board prior to, during, and/or after a student conduct proceeding
 - h. Failure to comply with the sanction(s) imposed under the Student Code
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system
11. Sexual Harassment
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 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 or 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
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

III. 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 probability of more severe sanctions if the student is found to be violating any University regulation(s) during the probationary period.

C. Loss of Privileges – Denial of specific privileges for a designated period of time.

D. Fines – Appropriate fine may be imposed.

Note: There is a \$500.00 fine for covering any smoke detector.

Note: There is a \$500.00 fine for smoking of any kind.

E. Restitution – Compensation for loss, damage, or injury. This may take the form of service and/or monetary or material replacement.

F. Discretionary Sanction – Work assignments, service to the University or other related discretionary assignments.

G. 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.

H. Residence Hall Expulsion – Permanent separation of the student from the residence halls.

I. 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.

J. University Expulsion – Permanent separation of the student from the University.

K. Interim Suspension – In certain circumstances, the Vice President of Enrollment Management and Student Affairs or a designee, may impose a University or residence hall suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only: to insure the safety and well-being of members of the University community or preservation of University property or if the student poses a definite threat of disruption of or interference with normal operations of the University.

2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other activities or privileges for which the student might otherwise be eligible, as the Vice President of Enrollment Management and Student Affairs, or designee, may determine to be appropriate.

In the event of an interim suspension, an emergency session of the Student Conduct Board will convene within an expedited timeframe.

The following sanctions may be imposed upon groups or organizations:

A. A through F

B. 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 expulsion, 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 expulsion, University expulsion or suspension, upon application to the Vice President of Enrollment Management and Student Affairs.

Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or expulsion shall be expunged from the student's confidential record within five years after the final disposition of the case.

IV. Due Process

Any member of the University community may file charges against a student for misconduct. Charges shall be prepared in writing and directed to the Student Conduct Board Advisor, or designee. Any charges should be submitted as soon as possible after the event.

The Student Conduct Board Advisor (judicial body), or designee, may conduct an investigation to determine 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 Student Conduct Board.

Such disposition shall be final and there will be no subsequent proceedings. If the matter cannot be disposed of by mutual consent, the Student Conduct Board Advisor, or designee, may later serve as the ex officio, nonvoting, member of the Student Conduct Board.

All charges shall be presented to the student in written form. 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 Student Conduct Board and/or the Student Conduct Board Advisor, or designee.

In hearings involving more than one accused student, the chairperson of the Student Conduct Board may, at his/her discretion, permit the hearings to be conducted separately.

The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complainant 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 Student Conduct Board or at an Administrative Hearing.

The complainant, the accused, and the Student Conduct Board shall have the privilege of presenting witnesses, subject to cross-examination by the Student Conduct Board. The names of the witnesses must be submitted to the Student Conduct Board Advisor, or designee, by the time indicated in the indicated in the Student Conduct Board notice.

The Student Conduct Board, at the discretion of the chairperson, may accept pertinent records, exhibits and written statements as evidence for consideration.

All procedural questions are subject to the final decisions of the chairperson of the Student Conduct Board.

After the hearing, the Student Conduct Board shall, by majority vote, determine whether the student has violated each section of the Student Conduct code with

which he or she has been charged.

The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not the accused student violated the Student Conduct Code.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Conduct 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 body no student may be found to have violated the Student Conduct Code solely because the student failed to appear.

In all cases, the evidence in support of the charge shall be presented and considered.

Consumption of alcoholic beverages by minors is a violation of the law of the State of New Jersey.

STUDENT COMPLAINTS

The institution must make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its state, federal or tribal approval or licensing.

The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a students' complaint. Contact the Secretary of Higher Education Rochelle Hendricks.

FELICIAN UNIVERSITY ALCOHOL AND OTHER DRUG POLICY

Alcoholic beverages are not permitted for students on the Felician University campus regardless of age. The Rutherford Campus residence halls are considered "Dry," defined as any alcoholic beverages or containers being prohibited.

Felician University students or guests of Felician University students, regardless of age, are forbidden to possess, consume or distribute alcoholic beverages on the Felician University campus.

Possession of full, partially full, or empty alcoholic beverage containers, including but not limited to, beer cans, kegs, liquor, wine and champagne bottles is prohibited.

Being in the presence or transportation of open or closed alcoholic beverages is prohibited.

Providing large quantities of alcohol to others puts the community and its members at risk. For this reason, possession of kegs of beer or beer containers over thirty-two ounces are considered serious policy violations.

As per the Alcohol Policy, staff has the right to inspect suspicious packages and coverings transported into the residence halls. Residence Life staff members also have the right to search a University issued hot/cold unit if there is any suspicion of an illegal substance inside.

Providing there is just cause to believe that this policy is being violated with in the residence halls, Felician Security in the presence of Felician Staff, may search any belongings and seize prohibited substances as well as paraphernalia. Students found in violation of this policy will be subject to the process outlined in the Student Code of Conduct, Rights and Responsibilities.

NOTE: Felician University reserves the right to grant the below sanctions based on violations of the student conduct code. 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 correctives 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 expulsion

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 Expulsion:** 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 Expulsion:** 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. In light of 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 education 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.

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 of Enrollment Management and Student Affairs. 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. 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 would be granted only 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, and only if the appropriate course of action is followed. These instructions are as follows:

1. The student must be the first person to contact for help for the intoxicated student
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 in providing help

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.

FELICIAN UNIVERSTY ANTI-BULLYING POLICY

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 students' 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 possess 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 Dean of Students is made aware that harassment, intimidation, bullying is taking place, such actions will result in but not limited to appropriate judicial sanctions. The disciplinary actions taken by Felician University does not shield from any criminal charges that may be taken against the harasser.

FELICIAN UNIVERSITY TITLE IX POLICY REGARDING SEXUAL MISCONDUCT

I. INTRODUCTION

As a Catholic/Franciscan institution of higher education, Felician University abides by values that proclaim the dignity and rights of all people. Sexual misconduct of any type is morally offensive to students, faculty, administrators, staff members, employees and guests of the University. 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 misconduct. The University requests and expects the cooperation of every member of the community in demonstrating a respect for 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 misconduct and the options available to those who are victims of such misconduct.

II. APPLICABILITY

This Policy Regarding Sexual Misconduct 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.

III. DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment; these behaviors are described later in this section.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement--through clear actions or words--to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining consent--it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the sexual activity--at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

Sexual Assault

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of sexual assault under this policy include, but are not limited to the following behaviors or attempted behaviors when consent is not present:

- Sexual intercourse
- Unwanted touching of the genitals, buttocks, breast, or other body part
- Coercion or force to make someone else touch one's genitals, buttocks, breast, or other body part
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition

Sexual Exploitation

Sexual exploitation involves taking non-consensual sexual advantage of another person, even though the behavior might not constitute one of the other sexual misconduct offenses. Examples can include, but are not limited to the following behaviors:

- Distribution or publication of sexual or intimate information about another person without consent

- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Sexual intimidation - Sexual intimidation is an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act
- Stalking - Stalking may take many forms including persistent calling, texting, or Internet posting, as well as physical stalking, when the context of the communication or the nature of the stalking is of a sexual or intimate nature
- Voyeurism - Voyeurism involves both secretive observation of another's sexual activity or secretive observation of another for personal sexual pleasure

Sexual Misconduct

Sexual misconduct is a form of discrimination. Sexual misconduct can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's academic evaluation or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or
- Such conduct creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities.

Determination as to whether the alleged conduct constitutes sexual misconduct should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

It is important to note that sexual misconduct manifests itself in many forms. This behavior may include but is not limited to the following:

1. Conduct or comments directed at an individual, based on the individual's gender, that are abusive in nature;
2. Sexual innuendoes in the guise of humor to coerce sexual favors;
3. Sexual teasing, jokes, remarks or questions;
4. Sexual remarks about a person's body, clothing or behavior;
5. Patting, pinching or other unwanted touch of another's body;
6. Leering or ogling;
7. Uninvited letters, e-mails and telephone calls;
8. Uninvited pressure for dates;
9. Inappropriate and offensive sexual advances;
10. Solicitation of sexual favors or other sexually related behavior by promise of rewards;
11. Coercion of sexual activity by threat or punishment; or
12. Sexual crimes, including rape, acquaintance rape, attempted rape or sexual assault.

IV. DEFINITIONS USED FOR REPORTING CRIMES

The following definitions are used for reporting crimes in accordance with the Uniform Crime Reporting Program for Sexual Misconduct of the Federal Bureau of Investigation:

FORCIBLE SEX OFFENSES

- **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person’s will, whereby the victim is incapable of giving consent.
- **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, where the victim is incapable of giving consent.
- **Sexual Assault with an Object** – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will, whereby the victim is incapable of giving consent.
- **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will, where the victim is incapable of giving consent.

NON-FORCIBLE SEX OFFENSES

- **Incest** – Non-forcible sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

SEXUAL VIOLENCE

- **Domestic Violence** – Felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...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 the jurisdiction.
- **Dating Violence** – Violence committed by a person:
 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 1. fear for his or her safety or the safety of others; or
 2. suffer substantial emotional distress

HATE CRIMES

A criminal offense committed against a person or property which is motivated, in whole or part, by the offender’s bias based on race, gender, religion, disability, sexual orientation or ethnicity/national origin.

- Category A: Murder and Non-negligent manslaughter; Forcible sex offenses; Non-forcible sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson.
- Category B: Larceny-theft; Simple assault; Intimidation; Destruction/damage/vandalism of property.

V. PROCEDURES FOR ADDRESSING AND RESOLVING AN INCIDENT OF ALLEGED SEXUAL MISCONDUCT

Students or staff who subjected to sexual misconduct should report their concerns and/or information regarding occurrences of sexual harassment or misconduct to a designated Campus Security Authority.

Campus Security Authorities for sexual misconduct, sexual harassment or sexual assault include:

Student Affairs	Francine Andrea	201-559-6181 (L) 201-355-1464 (R)
Dean of Students	Dr. Ronald Gray	201-559-3564
Center for Health	Carolyn Lewis	201-559-3586
Residence Life	Laura Barry-Pierotti	201-559-3505
Director, Community Rights and Responsibilities	Dr. Tara Brugnani	201-559-3082
Director, Human Resources/Title IX Coordinator	Ginny Topolski	201-559-6055

The above Campus Security Authorities (CSA) will assist the individual in obtaining help, either through campus resources or through outside referrals, and also initiate a complaint process through the Title IX Coordinator, the Director of Human Resources.

All CSA are required by Title IX to report incidents of sexual assault. The only persons exempt from this reporting requirement are licensed counselors in the Counseling Center and with The Healing SPACE, 201.587.2227. Representatives are available 24 hours a day, seven days a week.

Counseling can be the most important step in the healing process after an assault. Counseling services are available in the Counseling Center located on the main floor of the Student Union on the Rutherford campus. Counseling services on campus are free and confidential. Additional information about services provided by the Counseling Center is available on the University website: www.felician.edu/counselingcenter.

Reporting the incident to the police and/or filing a complaint is encouraged, but not necessary for the victim to receive counseling or other support services.

If a victim discloses an incident of sexual assault to a staff or faculty member, a report must be made to the Director of Human Resources.

The new legislation of the SaVE Act requires Colleges and Universities to disclose statistics on incidents of domestic violence, dating violence and stalking.

SaVE requires that incidents of domestic violence, dating violence, sexual assault and stalking be disclosed in annual campus crime statistic reports. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement
- Change academic, living, transportation or working situations to avoid a hostile environment
- Obtain or enforce a “no contact” directive or restraining order
- Have a clear description of their institution’s disciplinary process and the range of possible sanctions
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance and other services available both on-campus and in the community

The process for investigation and resolution of complaints is outlined in the *Guidelines for Complaints Alleging Sexual Misconduct, Harassment, Discrimination and Retaliation*. The guidelines are available online in the Consumer Information section of the University web site and in the Felician University Employee Handbook.

During interviews or other proceedings that may occur in the course of investigation and resolution of an instance of alleged sexual misconduct, either the complainant or the respondent (the individual(s) about whom the complaint has been made) may be accompanied by an individual of his or her choice for support purposes, such as a spouse, partner, friend, etc. who is not affiliated with the University. This support individual is not permitted to participate in the process. No attorney, whether accompanying the complainant or the respondent, may be present during interviews or other proceedings. The University attorney may be present at any point to conduct or observe the interviews or other proceedings, but not in a representational (attorney-client) capacity for any party or witness.

The victim should be provided with a copy of the *Sexual Assault Victim’s Bill of Rights* noted below:

SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

Felician University recognizes that sexual violence committed on campus has a profound impact on the campus community and surrounding communities. Accordingly, to ensure the University is free from violence, sexual assault and nonconsensual sexual contact, and to support individual dignity and rights of each person in an academic environment, the University has adopted the New Jersey Campus Assault Victim's Bill of Rights.

The State of New Jersey has established this Bill of Rights which requires that all New Jersey colleges and universities create and support policies, procedures, and services designed to ensure that the needs of victims are met and to support their wishes and human dignity.

The following rights shall be accorded to victims of sexual assault which occur on the campus of any public or private institution of higher education in the State of New Jersey and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

BILL OF RIGHTS

The following rights shall be afforded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey
- Where the victim or alleged perpetrator is a student at that institution
- When the victim is a student involved in an off-campus sexual assault

HUMAN DIGNITY RIGHTS

- To be free of any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
- To have any allegations of sexual assault treated seriously and the right to be treated with dignity
- To be free from any suggestion that victims are responsible for the commission of crimes against them
- To be free from any pressure from campus personnel to:
- Report crimes if the victim does not wish to do so
- Report crimes as lesser offenses than the victim perceives the crime to be
- Refrain from reporting crimes to avoid unwanted personal publicity

RIGHTS TO RESOURCES ON AND OFF CAMPUS

- To be notified of existing campus and community based medical services, counseling services, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civilian authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students of the institution.
- 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
- 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

- To be afforded the same access to legal assistance as the accused
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused

LEGAL RIGHTS

- Have any allegations of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- Receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities

- Receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including medical examination when it is necessary to preserve evidence of the assault

CAMPUS INTERVENTION RIGHTS

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available

STATUTORY MANDATES

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of each 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 implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this Act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of the Act 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.

VI. SANCTIONS

Misconduct will be dealt with appropriately. Responsive action may include training, referral to counseling, and disciplinary action such as warnings, reprimands, withholding of a promotion, reassignment, temporary suspension without pay or discharge for cause (for an employee), and expulsion (for a student). Students accused of sexual harassment/misconduct will be referred to the University’s judicial officer for appropriate action under the Code of Student Rights, Responsibilities and Conduct.

False charges may result in corrective action or sanctions against the accuser, countercharges, or any other appropriate response.

VII. RETALIATION

Retaliation against an individual who has made a claim of sexual harassment is prohibited. Retaliation will subject an individual to disciplinary action

VIII. STATEMENT ON CONSENSUAL RELATIONSHIPS

The University considers it inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The University requires that the individual cease such conduct and divest himself/herself of the professional responsibility for supervision or oversight, should an intimate relationship develop.

PARKING REGULATIONS

Vehicle Registration

Any member of the administration, faculty, staff or student body using parking spaces anytime MUST register his/her vehicle, regardless of its ownership. Registration of vehicles is not considered to be completed until the registration parking permit is affixed to this vehicle as outlined below. Report to the Security Office to obtain registration forms and decals.

General Policy

All registered vehicles MUST display the parking permit when parked on campus. The parking permit is to be hung on your 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.

There is ABSOLUTELY NO PARKING in the Child Care Center parking lot – alongside the fence. It violates the Fire Zoning/Safety Laws.

Resident students must obtain the Felician University permit and Rutherford Residency permit.

It is illegal to drive while talking or texting on a cell phone unless using a hands-free device. Texting and tweeting is forbidden when walking on campus.

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

Lodi Campus

Regulations stated herein are enforced at all times.

- 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 to be given the right-of-way at all times.
- 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 Union 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 West Passaic Avenue main parking lot (14A on the Rutherford Campus Guide) or the Milton Dormitory Lot (14B on the Rutherford Campus Guide). Students parking in these lots 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/Lodi Police Department.

Regulations

Park within stalls designated marking lines. Do not extend or take up two parking spaces. Students who park in the back parking lot do so on a "FIRST COME, FIRST TAKE" basis.

Report change in license plate to the Office for Student Affairs immediately.

Violations

Violators will be ticketed and may be towed or booted 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: \$50.00

Violations without a parking permit: \$50.00

Handicapped campus ticket: \$100.00

Handicapped municipal ticket: \$100.00

1. Failure to obey parking instructions from the Office for Student Affairs.
2. Failure to obey regulatory signs.
3. Failure to register a vehicle with the Office for Student Affairs.
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.*
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 deem sufficient cause for removal of parking privileges on campus.

Processing Violations

Fines are to be paid in the Office for Student Affairs. 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.

Violations Appeals

Violators must appeal any ticket that they feel was issued in error within five days. The Office for 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 Office for 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 Chief Security Officer. Those filing appeals will be notified of the decision by mail. All decisions are final.

DIRECTIONS TO THE RUTHERFORD CAMPUS

One Felician Way (For GSP use: 223 Montross Avenue) Rutherford, NJ 07070

From North or South:

Garden State Parkway to Route 3 East (North Exit 153A) (South Exit 153B exit left). Exit Route 3 at Rutherford/Lyndhurst.

At light, make left onto Park Avenue. Travel along Park Avenue to West Passaic Avenue (monument at intersection). Make left onto West Passaic Avenue. Campus is four blocks ahead on the right. Due to ongoing road construction in the areas of Route 3 and the Garden State Parkway, you may have to use a modified route to exit these roadways.

From Route 17 South:

Exit at Union Avenue, Rutherford. Turn right at end of the exit; make first left onto Hackensack Street. Turn right under trestle and follow to traffic circle. Turn left onto Park Avenue. Follow Park Avenue approximately ¼ mile and make right onto West Passaic Avenue (monument at intersection). Campus is four blocks ahead on right.

From East (Manhattan):

Route 3 West to Park Avenue/Riverside Avenue exit. Cross intersection and proceed to next traffic light at Park Avenue. Turn right onto Park Avenue. Follow Park Avenue to West Passaic Avenue (monument at intersection) and turn left. Campus is four blocks ahead on the right. Due to ongoing road construction in the areas of Route 3 and the Garden State Parkway, you may have to use a modified route to exit these roadways.

DRIVING DIRECTIONS TO THE LODI CAMPUS

262 South Main Street, Lodi, NJ 07644

From Route 46 East:

Exit Main Street, Lodi. Turn left at traffic light at end of exit. Turn left at third traffic light and turn right at the next light onto South Main Street. The University entrance is less than one mile on the right.

From Garden State Parkway North:

Exit 157 to Route 46 East. Proceed as in Route 46 East.

From Route 17 North:

Exit Franklin Avenue in Hasbrouck Heights. Turn left at the stop sign and cross Route 17. Stay on Franklin Avenue to the Boulevard. Turn left on Boulevard and continue to the traffic circle. Take the first right off the circle onto Passaic Street, which becomes Terhune Avenue and ends at the University entrance.

From Route 80 East: Exit 61 Garfield/Elmwood Park. Turn right at the end of exit, and left at the traffic light. Turn left at the next light onto North Main Street. Turn left at the fifth traffic light and make an immediate right onto South Main Street. The University entrance is about one mile on the right.

From New Jersey Turnpike North and South:

Exit at Route 3 West. Take Route 3 West to Route 17 North. Proceed as in Route 17 North.

From Route 46 West:

Exit Main Street, Lodi. Turn left at the end of the exit. Proceed as in Route 46 East.

From Garden State Parkway South:

Exit 157. Look for U-turn to Route 46 East. Proceed as in Route 46 East.

From Route 17 South:

Take Hasbrouck Heights exit onto Boulevard. From Boulevard continue as in Route 17 North.

From Route 80 West:

Exit 63 Lodi/Rochelle Park. Turn right at the end of the exit, and left at the traffic light. Turn left at the next light onto North Main Street. Turn left at the fifth traffic light and make an immediate right on South Main Street. The University entrance is about one mile on the right

From Route 3 East and West:

Exit at Route 17 North. Proceed as in Route 17 North.